Bureau of Ocean Energy Management

BOEM - Acquisition Policy and Financial Assistance

2020
M20AS00178

A. Program Description

A1. Authority

Section 19(e) of the OCS Lands Act (OCSLA) (Public Law 95-372)(43 U.S. Code 1345 (e)) authorizes the use of cooperative agreements with affected States to meet the requirements of OCSLA, including sharing of information and joint utilization of available expertise to carry out applicable Federal and State laws, regulations, and stipulations relevant to OCS operations both onshore and offshore. The Bureau of Ocean Energy Management is authorized by the Outer Continental Shelf Lands Act (43 USC 1346) to undertake environmental studies in any area or region included in any oil and gas lease sale or other lease in order to establish information needed for assessment and management of impacts on the human, marine, and coastal environments which may be affected by OCS oil or gas or other mineral activities in such area or region. 30 CFR 556.1300 implements 43 USC 1346 and states that studies will be planned and carried out in cooperation with the affected States and interested parties and, to the extent possible will not duplicate studies done under other laws. 30 CFR 556.1300 (c) states that the Director may initiate studies for an area or region not identified in the leasing program. 30 CFR 556.1300(e) states that information available or collected by the studies program will, to the extent practicable, be provided in a form and in a timeframe that can be used in the decision making process associated with a specific leasing action or with longer term OCS minerals management responsibilities.

A2. Background, Purpose and Program Requirements

The Bureau of Ocean Energy Management's (BOEM) mission is to manage exploration and development of the nation's offshore mineral and energy resources in an economically and environmentally responsible manner. BOEM's decision-making process for managing the nation's offshore resources is supported by environmental analyses, scientific research, and indigenous knowledge (Kendall et al., 2017). The Environmental Studies Program of the BOEM is offering a competitive opportunity to conduct research on beluga whale "sisuaq" hunting and Iñupiaq ways of knowing in Kaktovik, Alaska.

Purpose

The purpose of this agreement is to conduct cooperative and collaborative sociocultural research in Kaktovik, North Slope Borough, Alaska. The research goal is to learn where, when, and how people in Kaktovik hunt beluga whales and the cultural value and importance of beluga harvest for the community. The desired outcome is co-production and sharing of historical, cultural, spatial, and temporal knowledge about subsistence beluga hunting. The purpose of gaining this knowledge is primarily to support environmental impact analyses, but also includes community engagement, Tribal consultation, harvest monitoring, and co-management of the beluga harvest.

BACKGROUND

Beluga whales are the most abundant whale in the Beaufort Sea and provide an important source of food, subsistence activities, and cultural identity for people living in the North Slope Borough (ABWC, 1995; NSB, 2014). Beluga is a core subsistence species for Kaktovik. In 2011, the community widely shared beluga, and 76 percent of households reported using beluga whale for

subsistence purposes; households in Kaktovik used, on average, 121 pounds of beluga in 2011 (Kofinas et al., 2016).

To better understand beluga hunting and to be successful, this study must coordinate with other efforts, including the Beluga Whale Management Plan and co-management and monitoring programs of the Alaska Beluga Whale Committee (ABWC, 1995, 2004, 2016; Fernandez-Gimenez, 2006). The study must also align with beluga research, monitoring, and management conducted by the North Slope Borough, Department of Wildlife Management (DWM) (e.g., Frost and Suydam, 2010; Harcharek et al., 2018).

OBJECTIVES

Establish a trusting and working relationship with hunters, Elders, Tribal leaders, and other beluga experts in the community, the North Slope Borough, and the Alaska Beluga Whale Committee.

1. Learn and apply Iñupiaq ways of knowing throughout the research (e.g.., using traditional and local knowledge in study design).
2. Document the history of beluga hunting in Kaktovik.
3. Document if, how, and why beluga hunting has changed overtime.
4. Collect, evaluate, and map baseline temporal and spatial data about patterns of beluga hunting (i.e.., where, when, and how often).
5. Document how people hunt belugas (e.g.., organized community hunts, opportunistically).
6. Describe how people process belugas (e.g.., butchering procedures).
7. Learn and document the cultural value of belugas and beluga harvest.

DESCRIPTION OF WORK

A 3-year project proposal would be developed to respond to the objectives. Researchers shall conduct the study in collaboration with Kaktovik and follow community-based, participatory methods (e.g.., Stinger, 1999; Worden, 2018). The recipient would hire at least one graduate student and one local resident to provide research assistance; other local hires may be used where appropriate and to the extent practicable. Researchers shall budget for and provide appropriate honoraria to research assistants living in Kaktovik.

In the first year, researchers will review and synthesize existing information about beluga harvest patterns and related activities in the eastern Beaufort Sea and specifically Kaktovik; they will consider relevant ethnographies, harvest reports, and documents cited in this Announcement (also see Section H). The recipient shall coordinate with the Alaska Beluga Whale Committee and the North Slope Borough, DWM to obtain and review harvest records and other available documents (e.g.., Braund, 2010; Galginaitis, 1990; Harcharek et al., 2018; Jacobson and Wentworth, 1982: Kofinas et al., 2016).

Early in the planning stages, the researchers shall approach the Native Village of Kaktovik, City of Kaktovik, and Kaktovik Inupiat Corporation to describe the study and gain their input for the final study design. The researchers shall work to establish a trusting relationship with Elders, hunters, and other residents of the community. The recipient shall budget resources and time for

building relationships before decisions are made (Ball et al., 2015:12). The researchers shall establish formal and informal preliminary contacts as appropriate in order to proceed with work in the community.

Researchers shall strive to follow the principles of conducting research with indigenous communities (IARPC, 2018). They shall meet with community leaders and other residents to discuss how to best plan the research and conduct the project. Discussions and decisions should include which hunters and Elders are most knowledgeable about belugas, who should be interviewed, which methods would be most appropriate, and what types of products and documentation would the community like to receive.

During years two and three, researchers will be present at Kaktovik for two seasons to document aspects of beluga harvest. Using direct observations, open-ended conversations, and participatory techniques, researchers will collect and record details about harvest and processing of beluga whales. Researchers will combine methods, including subsistence mapping, participant observation with field notes, and key informant interviews to the extent practicable. Beluga hunters, Elders, and other key informants will be selected to participate using a referral technique called snowball sampling (Bernard, 2006). Nine or fewer interviews will be audio recorded and modeled after established ethnographic techniques (e.g., Bernard, 2006; Braund, 2010, 2013).

Study products shall include a map of subsistence use areas for beluga searching, herding, and harvesting and a synthesis report in narrative format, incorporating literature review, indigenous knowledge, maps, data tables, figures, excerpts from transcripts, photographs, and other results (e.g.., Byers and Roberts, 1995; Waugh et al., 2018). Researchers shall ask the community how to best develop audience-appropriate presentations and products such as written summaries in glossy brochures or short videos in documentary format. Researchers shall produce at least one community or educational deliverable.

DATA MANAGEMENT, ARCHIVING, AND SENSITIVITY: The recipient shall provide copies of data files to the BOEM in a format that meets Federal data standards (e.g.., meeting minutes, field observations, transcripts, audio recordings, maps). The recipient shall use the data format specifications found at https://www.boem.gov/esp-data-and-information-specifications. The recipient shall provide copies of data files to an appropriate Federal data repository and archive data and reports at an appropriate repository in Alaska. Some of the information collected in Kaktovik may be sensitive or proprietary and not suitable for public dissemination. The recipient shall consult with community leaders and the BOEM to determine if any of the information provided by key informants is not suitable for distribution outside the community. If they determine certain information has crossed a threshold of sensitivity, the recipient shall disseminate data and reports without sensitive data.

TASKS: Tasks to be completed include, but are not limited to:

1. Prepare a project management plan.
2. Establish contacts and relationships in Kaktovik.
3. Hire one graduate student and one local research assistant.
4. Review and synthesize historic documents, harvest records, and other literature.
5. Hold pre-planning meetings with community leaders and hunters.

6. Collect data in Kaktovik over two hunting seasons.
7. Prepare progress reports, mid-term review, and final report.
8. Properly archive and store the audio-recorded interviews at an appropriate repository.
9. Draft a manuscript for a peer-reviewed journal in collaboration with local partners and the BOEM.
10. Deliver at least one oral or poster presentation at a regional professional meeting (e.g.., the Alaska Marine Science Symposium).
11. Deliver one presentation of findings and one educational product in Kaktovik for the community and members of the Alaska Beluga Whale Committee.

See Sections F.3 and H for reporting requirements.

Catalog of Federal Domestic Assistance (CFDA) Number
15.423

Authorization Legislation
Outer Continental Shelf Lands Act

A3. Technical Assistance and Information for Prospective Applicants

B. Federal Award Information

B1. Total Funding

Estimated Total Funding
$ 350,000
The total amount of federal funds available for this multi-year award is anticipated to be $350,000.

B2. Expected Award Amount

Maximum Award Amount
$ 350,000

Minimum Award Amount
$ 175,000

B3. Anticipated Dates

Award Start Date December 01, 2020 ***- June 15, 2021.***

B4. Period of Performance

Length of Project Periods

Other

Length of Project Period Explanation of Other
40-month project period with three 12-month budget periods (additional months included in final period).

Project Period l Expectation Duration in Months
40

Multi-year Proposals
If the proposed work is such that more than one year is required to complete the research, then a multi-year proposal is appropriate, and the applicant shall write the proposal accordingly. Proposals shall clearly define the work to be completed in each year, and the evaluation panel reserves the option to fund only the first year of a multi-year proposal. Funding for subsequent years of a multi-year cooperative agreement is contingent upon the availability of funds and satisfactory progress demonstrated by the Recipient. Progress will be determined through technical review of quarterly progress reports and other work identified by the BOEM Project Officer. Funds requested for the final year of performance shall include a 15% retainage of the project's total anticipated budget request. The BOEM Project Officer shall provide continuation notices at least 60 days prior to the end of each funding period.

B5. Numbers of Awards

Expected Number of Awards
1

B6. Type of Award

Funding Instrument Type
CA - Cooperative Agreement
The award will be a cooperative agreement. This involves substantial involvement by BOEM scientists in various aspects of study development and/or study conduct. BOEM will be involved in all aspects of the study. BOEM research managers will assist the recipient in designing the study and developing the methodology. BOEM will work collaboratively with the recipient to ensure a transparent process for selecting hunters and key informants. BOEM will assist the recipient to identify the most appropriate approaches to data analysis and presentation of results. BOEM will work collaboratively with the recipient to compare results and insights with existing data and management plans of the Alaska Beluga Whale Committee and the North Slope Borough, Department of Wildlife Management. BOEM will also compare study results and insights with existing data from state and federal studies, including previous BOEM studies examining subsistence practices. BOEM scientists will be engaged with the recipient to provide advice and assistance during collection of observations and data analysis to achieve high social scientific standards. BOEM will help the recipient with report writing and review and presentation of results as appropriate.

B7. Other Federal Information

Type of Competition
Open to All Eligible Applicants

C. Eligibility Information

C1. Eligible Applicants

00 – State governments
06 – Public and State controlled institutions of higher education
25 – Others (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility
This Program Announcement describes the specific projects that may be awarded to the universities or eligible groups identified below. All awards are premised on receipt of an acceptable proposal. This is not an open solicitation for proposals. This announcement is specifically to announce intent to undertake the following project(s): *Subsistence Harvest and Iñupiaq Knowledge of Beluga Whales for Kaktovik (North Slope Borough), Alaska*

Open to:
Eligible recipients include the State of Alaska, Public and State controlled institutions of higher education of the State of Alaska and the North Slope Borough.

Eligibility Information: Research projects are required to have a staff member of the applying organization as the Principal Investigator (PI). Cooperative research between interested organizations—i.e., state agencies, public universities, and non-profits in affected states—is always encouraged.

Cost Share/Match: Contributions of matching funds towards these efforts, either as cash or in-kind contributions (such as salary, equipment, etc., or a combination of both) is very strongly encouraged. Match cannot include value associated with collection costs for samples previously collected. Match value for instrumentation and other equipment should be adjusted to the period of use within the project relative to the full life cycle for the item. Matching dollars cannot be from other Federal funding sources. Further information can be located at 2 Code of Federal Regulations (CFR) 200.306. All questions regarding this project, including eligibility, should be directed only to the "Program Announcement and Cooperative Agreement Questions" point-of-contact listed in Section G.

C2. Cost Sharing or Matching

Cost Sharing/Matching Requirement
No

Percentage of Cost Sharing / Matching Requirement:

C3. Other

Excluded Parties:

BOEM conducts a review of the SAM.gov Exclusions database for all applicant entities and their key project personnel prior to award. The Bureau cannot award funds to entities or their key project personnel identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or otherwise excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits, as their ineligibility condition applies to this Federal program.

D. Application and Submission Information

D1. Address to Request Application Package

The application must be submitted through the www.Grants.gov portal. The applicant can locate the application package by visiting the Grants.gov portal and searching on CFDA number 15.423 or Announcement M20AS00178 in the Grants.gov search engine. The announcement is also available in Grant Solutions.

D2. Content and Form of Application Submission

SF-424, Application for Federal Assistance

The electronic submission System requires several preliminary registration steps before the actual proposal can be submitted. Go to grants.gov and click on "Applicants" for instructions. See Section D.7 below.

Project Summary

Subsistence Harvest and Iñupiaq Knowledge of Beluga Whales for Kaktovik, Alaska (National Studies List (NSL) #AK-20-06)

SCIENTIFIC INTEGRITY: Scientific integrity is vital to Department of the Interior (DOI) activities under which scientific research, data, summaries, syntheses, interpretations, presentations, and publications are developed and used. Failure to uphold the highest degree of scientific integrity will result not only in potentially flawed scientific results, interpretations, and applications but will damage DOI's reputation and ability to uphold the public's trust. All work performed must comply with the DOI Scientific Integrity Policy posted to https://www.doi.gov/scientificintegrity or its equivalent as provided by the recipient's organization or State law.

Project Narrative

Proposal Cover Sheet

The cover sheet of the proposal shall contain the following information:

a. Project Title:
b. PI(s):

i. Name:
ii. Address:
iii. Phone:
iv. Fax:
v. E-mail:

c. Name of Agency/University/Department:
d. Contact Information for Technical and Administrative Negotiations
e. Project Status: New/Continuation
f. Project Duration: (years or months)
g. Proposed Start Date:
h. Proposed Draft Final Report Submission Date
i. Proposed Completion Date:
j. Amount Requested From BOEM
k. Amount and Sources of Non-Federal Match (if appropriate)
l. Total Project Cost
m. Signature, Name, and Contact Information of PI and Co-Investigator
n. Proposal Endorsement, including Signature, Name, Contact Information of authorized executive of Sponsoring Agency/University/Department
o. Signature, Name and Contact Information of Sponsoring Agency's Administrative Office or University's Office of Sponsored Programs

Proposal Text

The proposal must be in 11-12 point Times New Roman, Arial, or similar font with 1" page margins. Non-conforming proposals will not be considered. Text, figures, etc. in support of items a-n below should be no longer than 15 pages. Please include the following in the Proposal:

a. Abstract
b. Background/Relevance to BOEM Issues, Information Needs, and Research Topics: Give a brief introduction to the research problem. State how the proposal addresses BOEM goals. Explain why the work is important. Specify the contribution to science related to oil and gas development and the benefits that society will receive from the study. Proposals should describe why the research is important to Alaska offshore oil and gas development issues. Provide a brief summary of findings or outcomes of any prior work you have completed in this area.
c. Objectives/Hypotheses: Clearly define goals of the project.
d. Methods/Analyses: Provide a clear description of planned methodologies and analyses.
e. Archived Materials: Pursuant to Task 8 (See Section A.2 of this Announcement), the recipient shall develop a protocol as part of the Project Management Plan to ensure there is an appropriate repository to properly archive and store the audio-recorded interviews and other data files. The place of the archive could be in Kaktovik, Utqiaġvik, and/or Fairbanks. The recipient shall archive data in collaboration with an appropriate partner such as the library at the Kaktovik school, Iñupiat Heritage Center, and/or Project Jukebox at University of Alaska, Fairbanks. Data shall be archived within one (1) month of the end of performance.

f. For studies involving field work, or as otherwise appropriate, applicants shall provide plans for Logistics, Safety Management, and necessary Permits/Interagency Coordination/Local Coordination.

g. Project Management/Staffing Plan: All key personnel (including graduate student workers and local hires) shall be identified by name. List the Principal Investigator first, followed by the names of other individuals. Indicate the role and anticipated level of effort for each key participant offering unique or specific contributions to the project (research design, social science expertise, data collection, field assistant, etc.). If names of any key participants are unknown, a proposal addendum with the names and vitae must be submitted prior to award.

h. Performance Measures: Applicants shall suggest specific measures that will be used to monitor project progress, including progress of sub-awardees (e.g. quality and timely deliverables, timely completion of fieldwork or other project components, draft peer-reviewed articles). These performance measures will be incorporated in the cooperative agreement award and reviewed as part of any continuation request

i. Timeline (including deliverables): Provide for submission of the draft final report four months before project end date to ensure adequate time for BOEM review, revisions to draft, and publishing.

j. Critical Starting Dates (e.g. for season-limited field work): Starting dates prior to May 15, 2021 will require specific justification.

k. Project Deliverables and Planned Products: List product(s) (reports, analyses, maps, digital data, etc.) that will be delivered during the performance period. Quarterly, midterm, draft and final reports and draft and final technical summaries are required. Required deliverables shall also include, as appropriate, maps, electronic data files and no less than 20 digital images related to the research activity.

l. Publication and Presentation: **Manuscript for Peer Review:** Pursuant to Task 9 (See Section A.2 of this announcement), The recipient and research partners shall submit a social scientific manuscript to a peer-reviewed journal. The draft manuscript must be provided to the Project Officer two (2) weeks prior to submission. The purpose, content, and message of the manuscript will be discussed and planned by the recipient, partners in Kaktovik, and the Project Officer. If published, reprints shall be provided to Kaktovik and the BOEM. The journal article must contain an acknowledgment of support and funding under the cooperative agreement number. **Presentation at Regional Science Meeting:** Pursuant to Task 10 (See Section A.2 of this announcement), the recipient shall prepare and deliver one poster or oral presentation at a regional professional meeting. The purpose of the presentation will be to communicate the procedures, methodologies, results, implications, and recommendations of the study. The recipient is encouraged to co-present with partners from Kaktovik to the extent practicable. The recipient shall provide the Project Officer with a copy of the presentation materials two (2) weeks in advance of the meeting, allowing time for review and feedback if necessary**.** (See Acknowledgement of Sponsorship in Section F.3).

m. Community Presentation and Educational Product: Pursuant to Task 11 (See Section A.2 of this announcement), the recipient shall prepare and deliver a presentation about the research that is appropriate for audiences in Kaktovik. The recipient shall schedule the presentation in coordination with partners in Kaktovik and the Alaska Beluga Whale Committee. The recipient shall give the presentation and provide the materials to

Kaktovik before the end of performance. The recipient shall develop and deliver an educational product for use at the Kaktovik school. Educational products are intended for use by students and their classroom teachers (or informal educators outside the classroom). Examples include hands-on activities; developing and using models; and exercises that use mathematics, geographic information, computer mapping technology, or interpretation of data. The recipient shall relate the educational product to the study by using data or other information from the research, turning it into activities or exercises a teacher could use in or outside the classroom. The target audience should be teachers and students in high school, roughly grades 9–12. The recipient is encouraged to consult with teachers at the Kaktovik school to plan and design an educational product that is suitable to local needs, preferences, and resources. The recipient should visit https://www.boem.gov/Environmental-Studies-Program-Teacher-Resources/, https://edit.doi.gov/sites/doi.gov/files/migrated/news/upload/Youth-S-O.pdf, and http://oceanliteracy.wp2.coexploration.org/brochure/ for guidance. The recipient shall submit the educational product to the BOEM with the Final Report.

n. Local and Scientific Outreach: Applicants are encouraged to disseminate research results to relevant local communities. At a minimum outreach must include provision of a separate executive summary glossy brochure in language appropriate to a non-science, lay audience and either a) an 8½" x 11" poster suitable for mailing to local village organizations and public display on local bulletin boards or b) a formal presentation of study findings to an appropriate audience at local schools or public gatherings.
o. Bibliography: List all references cited in the text, as well as references that are relevant to the current proposal from your past work in the field.
p. Curricula Vitae (maximum two pages) for each identified key participant. Emphasize previous experience in the field of study that the proposal addresses.
q. Letters of Commitment: Provide signed letters of commitment by matching fund grantors, contractors, and sub-grantees.
r. Budget Spreadsheet and
s. Budget Justification Narrative (see below).

SF 424A, Budget Information for Non-Construction Programs

Applicants must show funds requested from this Federal program separately from any other Federal sources of funding. In the "Budget Summary" section of the appropriate SF-424 budget form, use the first row for funding requested from this Federal program. Use subsequent row(s) for funding requested from this Federal program. Use subsequent row(s) for other Federal funding. Enter each Federal program's CFDA number(s) in the corresponding fields on the form. Federal award recipients and subrecipients are subject to Federal award cost principles per the "DOI Standard Award Terms and Conditions". The CFDA number(s) for this program appears on the first page of this announcement.

Budget Narrative/Detailed Spreadsheet

Describe and justify requested budget items and costs. Detail how the SF-424 Budget Information, Object Class Category totals were determined. For personnel salary costs, include the baseline salary figures and the estimates of time. Describe any item of cost that requires prior approval under the Federal cost principles. See 2 CFR 200.407 "Prior written approval (prior

approval)" for more information. If equipment purchased previously with Federal funds is available for the project, provide a list of that equipment and identify the Federal funding source.

Budget Spreadsheet

In addition to SF-424a Budget Information form, include information in a format which provides personnel, travel, services, supplies, equipment, tuition, and indirect costs on an annual basis for both the requested BOEM funds and for anticipated match funds (if appropriate).

Budget Justification Narrative

This information will provide more details than the SF-424a form and will provide adequate information for the Contracting Officer to conduct a detailed analysis of the costs to determine they are reasonable, allowable and allocable. Please include the following:

a. Salaries and Wages. List positions and rate of compensation for Agency/University employees.
b. Fringe Benefits/Labor Overhead. Indicate the rates/amounts in conformance with normal accounting procedures. Explain what costs are covered in this category and the basis of the rate computations. Provide a copy of the negotiated rate agreement, if available.
c. Tuition. Requests for funds for tuition must identify the student by name, if known. The total compensation (including tuition funds, stipend, etc.) requested for the individual must be commensurate with the services to be performed by that individual. Students must be identified by name prior to any tuition payments.
d. Data Analyses. Briefly itemize cost of all analytical work.
e. Supplies. Enter the cost for all tangible property. Include the cost of office, laboratory, computing, and field supplies separately. Provide detail on any specific item that represents a significant portion of the proposed amount. Provide a statement that supplies will be purchased in accordance with 2 CFR 200.318-326.
f. Equipment. Show the cost of all special-purpose equipment necessary for achieving the objectives of the project. "Special-purpose equipment" means scientific equipment having a useful life of more than 1 year and having an acquisition cost of $5,000 or more per item. Each item should be itemized and include a full justification and a dealer or manufacturer quote, if available.

   General-purpose equipment (used also for purposes other than this project) must be purchased from the applicant's operating funds. **Title to non-expendable personal property shall be vested solely with the Recipient. Under no circumstances shall property title be vested in a sub-tier recipient.** Provide a statement that equipment will be purchased in accordance with 2 CFR 200.318-326 and managed in accordance with 2 CFR 200.313.
g. Services or Consultants. Identify the tasks or problems for which such services would be used. List the contemplated sub-recipients by name (including consultants), the estimated amount of time required, and the quoted rate per day or hour. Sub-applicant proposals should provide cost breakdowns at the same level of detail as the Applicant's proposal. If contract employees are hired, include their total time, rate of compensation, job titles, and roles. Provide a statement that salaries will be charged at the actual rate and that the rate is comparable to others doing similar work within the organization.

h. Educational and Community Outreach. Identify planned outreach activities and clearly identify associated costs, as appropriate.
i. Travel. State the purpose of the trip and itemize the estimated travel costs to show the number of trips required, the destinations, the number of people traveling, the per diem rates, the cost of transportation, and any miscellaneous expenses for each trip. Calculations of other special transportation costs (such as charges for use of applicant-owned vehicles or vehicle rental costs) should also be shown. Applicants are encouraged to include in the proposal a plan to present findings at one to two meetings.
j. Publication Costs. Indicate an estimate of labor and other unique costs associated with preparation of the draft final report. If publication of results of the research in the peer-reviewed literature is anticipated, include costs of drafting or graphics, reproduction, page or illustration charges, and a minimum number of reprints.
k. Other Direct Costs. Itemize the different types of costs not included elsewhere.
l. Total Direct Charges. Totals for items a - k.
m. Indirect Charges (Overhead). Indirect cost/general and administrative (G&A) cost. Show the proposed rate, cost base, and proposed amount for indirect costs based on the cost principles applicable to the Applicant's organization. If the Applicant has separate rates for recovery of labor overhead and G&A costs, each charge should be shown. Provide a copy of the negotiated rate agreement with the Applicant's federal cognizant audit agency.
n. Amount Proposed. Total items l and m.
o. Multi-year Projects. The Applicant shall provide summary information as well as a detailed budget for each year. Funds requested for the final year of performance shall comprise a minimum of 15% of the project's total anticipated budget. Also see Section B.4

Conflict of Interest Disclosure

Per the Financial Assistance Interior Regulation (FAIR), 2 CFR §1402.112, applicants must state in their application if any actual or potential conflict of interest exists at the time of submission. Please reference the Federal Activities Inventory Reform Act for additional details.

(a) *Applicability*.

(1) This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.

(2) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 2 CFR 200.318 apply.

(b) *Notification*. (1) Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass-through entity in accordance with 2 CFR 200.112.

(2) Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by subrecipients.

(c) *Restrictions on lobbying*. Non-Federal entities are strictly prohibited from using funds under a grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR part 18 and 31 U.S.C. 1352.

(d) *Review procedures*. The Financial Assistance Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement, and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.(e) Enforcement. Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (see also 2 CFR part 180).

Single Audit Reporting Statement

All U.S. states, local governments, federally recognized Indian tribal governments, and non-profit organizations expending $750,000 USD or more in Federal award funds in the applicant's fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. U.S. state, local government, federally recognized Indian tribal government, and non-profit applicants must state if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the Federal Audit Clearinghouse website.

Certification Regarding Lobbying

Applicants requesting more than $100,000 in Federal funding must certify to the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If this application requests more than $100,000 in Federal funds, the Authorized Official's signature on the appropriate SF-424, Application for Federal Assistance form also represents the entity's certification of the statements in 43 CFR Part 18, Appendix A.

Applicants and recipients must not use any federally appropriated funds (annually appropriated or continuing appropriations) or matching funds under a Federal award to pay any person for lobbying in connection with the award. Lobbying is influencing or attempting to influence an officer or employee of any U.S. agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress connection with the award. Applicants and recipients must complete and submit the SF-LLL, Disclosure of Lobbying Activities if the Federal share of the proposal or award is more than $100,000 and the applicant or recipient has made or has agreed to make any payment using non-appropriated funds for lobbying in connection with the application or award. The SF-LLL form is available on the "Packages" tab of this Funding Opportunity on Grants.gov. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required.

Overlap or Duplication of Effort Statement

Applicants must provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, in regards to activities, costs, or time commitment of key personnel. If no such overlap or duplication exists, state, "There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including in regards to activities, costs, or time commitment of key personnel".

If any such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application in regards to activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their funding decision.

D3. Unique Entity Identifier and System for Award Management (SAM)

Identifier and System for Award Management (SAM.gov) Registration

This requirement does not apply to individuals applying for funds as individual (i.e., unrelated to any business or nonprofit organization you may own or operate) or any entity with an exception approved by the funding bureau or office in accordance with bureau or office policy. All other applicants are required to obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and then register in SAM.gov prior to submitting a Federal award application. Federal award recipients must continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s). See the "Submission Requirements" section of this document below for more information on SAM.gov registration. We may not make a Federal award to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the program is ready to make an award, the program may determine that the applicant is not qualified to receive an award. The program can use that determination as a basis for making an award to another applicant. **There is no cost to register with Dun & Bradstreet or SAM.gov**. There are third- party vendors who will charge a fee in exchange for registering entities with Dun & Bradstreet and SAM.gov; **please be aware you can register and request help for free**.

Obtain a DUNS Number

Request a DUNS Number through the Dun & Bradstreet website. The official website address is http://fedgov.dnb.com/webform. For technical difficulties, send an email to the D&B SAM Help Desk. Please ensure that you are able to receive emails from SAMHelp@dnb.com. The Grants.gov "Obtain a DUNS Number" webpage also provides detailed instructions. Once assigned a DUNS number, your organization must maintain up-to-date information with Dun & Bradstreet. Applicants must enter their DUNS number in the "Organizational DUNS" field on the SF-424, Application for Federal Assistance form.

Register with the System for Award Management (SAM)

Register on the SAM.gov website. "Help" tab on the website contains User Guides and other information to assist you with registration. The Grants.gov Register with SAM page also provides detailed instructions. You can also contact the supporting Federal Service Desk for help registering in SAM. Once registered in SAM, entities must renew and revalidate their SAM registration at least once every 12 months from the date previously registered. Entities are strongly encouraged to revalidate their registration as often as needed to ensure their information is up to date and reflects changes that may have been to the entity's DUNS or IRS information.

D4. Submission Dates and Times

Application Due Date

11/06/2020

Application Due Date Explanation

Electronically submitted applications must be submitted no later than 5:00 p.m., Alaska Time, on the listed application due date.

D5. Intergovernmental Review

Prior to application submission, U.S. state and local government applicants should visit the OMB Office of Federal Financial Management website and view the "State Point of Contact (SPOC) List" to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 "Intergovernmental Review of Federal Programs." States not on the list do not participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within a State that does not have a SPOC, you may send application materials directly to a Federal awarding agency. If your state is on the list, contact the designated entity for more information on the state's prior review requirements for Federal assistance applications.

D6. Funding Restrictions

Indirect Costs: Organizations

The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency for indirect costs, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your organization's cognizant agency, the Interior Business Center will negotiate your indirect cost rate. Contact the Interior Business Center by phone 916-930-3803 or using the IBC Email Submission Form. See the IBC Website for more information.

Organizations must have an active Federal award before they can submit an indirect cost rate proposal to their cognizant agency. Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.

Required Indirect Cost Statement to be submitted with Application

All organizations must include the applicable statement from the following list in their application, and attach to their application any documentation identified in the applicable statement:

We are:

- A U.S. state or local government entity receiving more than $35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. Attached is a copy of our most recently approved rate agreement/certification.

- A U.S. state or local government entity receiving less than $35 million in direct Federal funding with an indirect cost rate of [insert rate]. We have prepared and will retain for audit an indirect cost rate proposal and related documentation.
- A [insert your organization type; U.S. states and local governments, do not use this statement] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. [Insert either: "Attached is a copy of our most recently approved but expired rate agreement. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made." *or* "Attached is a copy of our current negotiated indirect cost rate agreement."]
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. If we receive an award, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date.
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is lower than 10%. Our indirect cost rate is [insert rate; must be lower than 10%]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat indirect cost rate of [insert rate; must be lower than 10%] against [insert a clear description of the direct cost base against which your rate is charged (e.g., salaries; salaries and fringe benefits; or modified total direct costs). However, please note that your organization cannot charge indirect costs in excess of the indirect costs that would be recovered if applied against modified total direct costs as defined in §2 CFR 200.68]. We understand that we must notify the BOEM in writing if we establish an approved rate with our cognizant agency at any point during the award period.
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is 10% or higher. Our indirect cost rate is [insert your organization's indirect rate; must be 10% or higher]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimis* indirect cost rate of 10% to be charged against modified total direct project costs as defined in 2 CFR §200.68. We understand that we must notify the BOEM in writing if we establish a negotiated rate with our cognizant agency at any point during the award period. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs during the project period and that such changes are subject to review, negotiation, and prior approval by the Service.
- A [insert your organization type] that is submitting this proposal for consideration under the ["Program Title"], which has a Department of the Interior-approve indirect cost rate cap of [insert program rate]. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement per the Financial Assistance Interior Regulation (FAIR) 2 CFR §1402.414. If we do not have an approved indirect cost rate with our cognizant agency, we understand that must charge indirect costs against the modified total direct cost base defined in 2 CFR §200.68 "Modified

Total Direct Cost (MTDC)". We understand that we must request prior approval from **BOEM** to use the 2 CFR 200 MTDC base instead of the base identified in our approved indirect cost rate agreement. We understand that **BOEM** approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award. In accordance with 2 CFR §200.405, we understand that the indirect costs are not recovered due to a voluntary reduction to our federally negotiated rate are not allowable for recovery via any other means.

- A [insert your organization type] that will charge all costs directly.

Prohibited Uses of Awards Funds

Reimbursement of Pre-Award Costs

D7. Other Submission Requirements

Please be aware that the electronic submission process requires first time users to register using an e- Authentication process. This registration process can be somewhat complex and can take up to 3 weeks to complete. Be advised that it is virtually impossible to begin the process of electronic submission for the first time if you start just a few days before the due date. If you are from a university, contact your Office of Sponsored Programs. They may already have completed the registration process and should work with you to submit the application.

If you have any questions or problems with the registration process, or the completion of the application package, please contact the grants.gov help desk at 1-800-518-4726 or support@grants.gov.

Briefly, when you submit a grant application package to Grants.gov, you will receive a confirmation screen as well as three additional emails over two business days from Grants.gov informing you of your application processing status: 1. Confirmation screen

2. Submission Receipt (with "Track My Application" link) 3. Submission Validation (or Rejection with Errors) 4. Agency Retrieval

CONFIRMATION: Submission Confirmation Screen.

After you submit your grant application package, a confirmation screen will appear on your computer screen. This screen confirms that you have submitted an application to Grants.gov.

NOTIFICATION 1: Submission Receipt Email Within two business days after your application package has been received by the Grants.gov system, you will receive a submission receipt email which indicates that your submission has entered the Grants.gov system and is ready for validation. This email also contains a tracking number for use while tracking the status of the submission as well as a "Track My Application" link, to use to see the progress of your submission.

NOTIFICATION 2: Submission Validation Receipt Email – This is the important one! After you receive the submission receipt email, the next email you will receive will be a message validating or rejecting your submitted application package with errors. The Grants.gov system is

designed to check for technical errors within the submitted application package. Grants.gov does not review application content for award determination. Grants.gov will not post the application if there are errors. Failure to correct errors and submit by the date and time for closing may not be a reason for accepting a late application.

NOTIFICATION 3: Grantor Agency Retrieval Email Once your application package has passed validation it is delivered to the grantor for award determination and further approval. After the grantor has confirmed receipt of your application, you will be sent a **third and final email** from Grants.gov. The grantor may also assign your application package an agency specific tracking number for use within their internal system. IF YOU HAVE NOT RECEIVED THIS E- MAIL WITHIN FOUR DAYS OF THE CLOSING DATE, PLEASE CONTACT THE CONTRACTING OFFICER.

If you need help entering your proposal, you can reach the **Grants.gov Contact Center at:** 1-800- 518- 4726. Their hours of operation are Monday-Friday, 7:00 a.m. to 9:00 p.m., Eastern Time, and they are closed on Federal Holidays.

During the application period an applicant may submit a revised or corrected proposal through grants.gov. Include a cover letter as the first page of the proposal stating that the proposal is revised and indicating that the previous submittal is to be withdrawn from consideration. See Section 11, Application Preparation Instructions, which describes requirements for the proposal and other application components.

Please allow sufficient time for the proposal to be submitted electronically through Grants.gov and allow time for possible computer delays. Applicants are strongly advised not to wait until the last minute for submission. A proposal received after the closing date and time will NOT be considered for award. If the BOEM determines that a proposal will not be considered for award due to lateness, the applicant will be notified immediately.

D8. Application Checklist

SF-424, Application for Federal Assistance or Application for Federal Assistance-Individual

SF-424B or D, Assurances

Project Narrative

SF-424A or C, Budget Information

Budget Narrative

Indirect Cost Statement and related documentation (when applicable)

SF-LLL, Disclosure of Lobbying Activites (when applicable)

E. Application Review Information

E1. Criteria

Scientific Quality and Impact **Maximum Points:** 20

Quality and clarity of hypotheses and relevance to BOEM mission. Coordination with local and traditional knowledge holders and clear application of relevant indigenous knowledge.

Work Plan/Methodology **Maximum Points:** 20

Is the strategy clear? Are the scientific objectives appropriate for proposed time frame? Are the geographic areas selected for study appropriate? Are the methods and instruments selected for research appropriate? Does the proposal address contingency plans for missed field work, equipment failure, and other problems?

Planned Products and Dissemination of Results **Maximum Points:** 20

Are the products clearly defined? Will they be useful for environmental stewardship and offshore oil and gas and renewable energy management activities? Will sample collections and databases be properly archived and accessible to the public? Will the results be published in a peer-reviewed form?

Budget Justification and Clarity **Maximum Points:** 20

Are staff sufficient to accomplish the proposed goals? Are field expenses, supplies, analysis expenses, and other expenses appropriate? Are expenses adequately itemized and necessary for performance of the work?

Experience/Competence of Research Personnel **Maximum Points:** 20

Have the applicants demonstrated (through bibliographic references, relevant education, experience, awards, etc.) that they are capable of doing the proposed research? Have the applicants demonstrated a thorough knowledge of the social scientific problem? Have products been on schedule and within budget? Do the applicants have experience working with Alaska Native peoples in rural communities?

E2. Review and Selection Process

Proposals will be reviewed by BOEM scientists and program managers, and possibly external peer reviewers. Reviewers have expertise in Federal offshore programs and/or the specific scientific discipline of the proposal.

E3. CFR - Regulatory Information

BOEM, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

BOEM will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the

review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

E4. Anticipated Announcement and Federal Award Dates

F. Federal Award Administration Information

F1. Federal Award Notices

Awards are based on the application submitted to and approved by BOEM are subject to the terms and conditions incorporated into the Notice of Award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. Recipient acceptance of a Federal award from BOEM carries with it the responsibility to be aware of and comply with all terms and conditions applicable to the award. Recipients indicate their acceptance of the Federal award by starting work, drawing down funds, or accepting the award via electronic means.

The BOEM uses the Automated Standard Application for Payments (ASAP) cooperative agreement payment system, managed by the United States Department of the Treasury, to provide electronic invoicing and payment for funds under this award. With the award of each cooperative agreement, an account will be set up from which the Recipient can draw down funds. Recipients must be enrolled in ASAP and their ASAP account linked to BOEM before an award can be issued.

F2. Administrative and National Policy Requirements

See the "DOI Standard Terms and Conditions" for the administrative and national policy requirements applicable to DOI awards.

Award Administration Information

The Awardee is responsible for managing the day-to-day operations of the cooperative agreements and sub-awards to ensure compliance with applicable Federal statutes, regulations, and policies. The Awardee is also responsible for meeting the performance goals identified in the Proposal Text. Awards based on the application submitted to, and as approved by, BOEM are subject to the terms and conditions incorporated either directly or by reference in the following section. Terms and Conditions Acceptance of a Federal Financial Assistance award from the Department of the Interior (DOI) BOEM carries with it the responsibility to be aware of and comply with the terms and conditions of award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means.

Awards are based on the application submitted to, and as approved by, BOEM and are subject to the terms and conditions incorporated either directly or by reference in the following:

- Program legislation\regulation;
- Special terms and conditions;
- Code of Federal Regulations/Regulatory Requirements, as applicable: Contact the Contracting Officer with any questions regarding the applicability of the following:
    - 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
    - 2 CFR Part 25, Universal Identifier and System for Award Management
    - 2 CFR Part 170, Reporting Subaward and Executive Compensation Information
    - 2 CFR Part 175, Award Term for Trafficking in Persons
    - 2 CFR Part 182, Governmentwide Requirements for Drug-Free Workplace
    - 2 CFR Part 1400, NonProcurement Debarment and Suspension
    - 2 CFR Part 1401, Requirements for Drug-Free Workplace
    - 2 CFR Part 1402, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
    - 43 CFR Part 18, New Restrictions on Lobbying

All cooperative agreements are subject to the DOI Standard Terms and Conditions at: https://www.doi.gov/sites/doi.gov/files/uploads/doi-standard-award-terms-and-conditions-effective-december-2-2019-revised-june-19-2020.pdf

Data Availability
Per the Financial Assistance Interior Regulation (FAIR), 2 CFR §1402.315: (a) All data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, valuation products or other scientific assessments in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual, resulting from a financial assistance agreement is available for use by the Department of the Interior, including being available in a manner that is sufficient for independent verification. (b) The Federal Government has the right to: (1) Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a Federal award; and (2) Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, for Federal purposes, including to allow for meaningful third-party evaluation.

Applicability. DOI is committed to basing its decisions on the best available science and providing the American people with enough information to thoughtfully and substantively evaluate the data, methodology, and analysis used by the Department to inform its decisions.

Use of Data. The regulations at 2 CFR 200.315 apply to data produced under a Federal award, including the provision that the Federal Government has the right to obtain, reproduce, publish,

or otherwise use the data produced under a Federal award as well as authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
Availability of Data. The Awardee shall make the data produced under this award and any sub-award(s) available to the Government for public release, consistent with applicable law, to allow meaningful third-party evaluation and reproduction of the following:

i. The scientific data relied upon;
ii. The analysis relied upon; and
iii. The methodology, including models, used to gather and analyze data.

F3. Reporting

Financial Reports
All recipients must use the SF-425, Federal Financial Report form for financial reporting. Final reports are due no later than 90 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim** financial reports on the frequency established in the Notice of Award.

BOEM will conduct oversight and monitoring of the work progress and financial status of each cooperative agreement by requiring the following information from the Awardee institution, at a minimum:

a. Federal Cash Transactions Reports. The Awardee must submit the Standard Form 425, Federal Financial Report and, when necessary, its continuation form if funds are withdrawn in advance of expenditures. BOEM will use the form to monitor the cash advanced to the Awardee, and to obtain disbursement or outlay information for each cooperative agreement.
b. Performance and Financial Status Reporting Requirements. Reporting requirements for the projects are regulated by 2 CFR Part 200. These regulations specify basic cooperative agreement reporting requirements including performance and financial reports. BOEM will work closely with the Awardee to incorporate appropriate performance and financial reporting requirements into each cooperative agreement award, consistent with 2 CFR Part 200. These regulations provide some flexibility in determining the appropriate content and frequency of performance and financial reports. At a minimum, however, the reporting schedule will require the Awardee to report their progress at least quarterly and require regular submission of financial status reports.
c. Single Audit Requirements. Non-Federal entities that expend financial assistance funds of $750,000 or more in Federal awards must have a single or a program-specific audit conducted for that year. Non-Federal entities that expend less than $750,000 in Federal awards are exempt from Federal audit requirements for that year, except as noted in 2 CFR 200.501.
d.Technical Reporting Requirements (to be submitted by project PI). Quarterly Progress/Performance Reports; Midterm Review Meeting, Summary and Synthesis; Archived Materials; Draft and Final Report and Technical Summary, and an Educational Product for the community, are required. See below and Section H of this Announcement.

Performance Reports
Performance reports must contain a comparison of actual accomplishments with the established goals and objectives of the award; a description of reasons why established goals were not met, if

appropriate; and any other pertinent information relevant to the project results. At a minimum, all recipients must submit a final performance report. Final reports are due no later than 90 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit interim financial reports on the frequency established in the Notice of Award. See Service policy 516 FW 1, Monitoring Financial and Performance Reporting for Financial Assistance for more information.

MEETINGS, REPORTS AND OTHER DELIVERABLES

The recipient shall submit the following deliverable products and conduct meetings held in accordance with the schedule in Section H. The recipient is responsible for editing and proofreading to prepare error-free and polished products prior to delivery .

A. Post-Award Meeting and Project Management Plan: The recipient shall hold a post-award meeting with the BOEM in the Anchorage, Alaska Office, or by teleconference/webinar, no later than one (1) month after award at a time that is mutually agreeable to the recipient and the BOEM. Pursuant to Task 1, the recipient shall provide a draft Project Management Plan and meeting agenda one (1) week prior to the meeting to allow for review by all involved. The goal of this meeting is to ensure a clear understanding of all study tasks, answer questions, and address concerns for the study team. The participants shall discuss the draft Project Management Plan, which should cover major tasks, timelines, and formats for delivering and archiving data and reports. The recipient shall prepare and distribute the meeting minutes and a summary with action items (e.g., modifications and remedies to anticipated problems) one (1) week after adjourning the meeting. Any changes that might affect the agreement are subject to approval in writing by the Contracting Officer (CO). The recipient shall submit the final Project Management Plan within two (2) weeks of the post-award meeting.

B. Quarterly Progress/Performance Reports: Pursuant to Task 7, the recipient shall prepare and submit status reports on a quarterly basis. Progress reports shall briefly describe relevant findings and accomplishments for all work performed during the quarter, including a list of meetings held and progress made to date against the schedule. Progress reports shall be used by the recipient to describe problems encountered or anticipated, budget and scheduling impacts, proposed remedies, and lessons learned. The recipient shall submit Quarterly Progress/Performance Reports to the Project Officer (PO), Contracting Officer (CO), and Program Representative (ESP) as an email attachment every hundred (100) days from start date (i.e., 10 days after the end of each quarter).

C. Midterm Review Meeting, Summary, and Synthesis: Pursuant to Task 7, the recipient and the Project Officer shall have a study review meeting at a location agreeable to both BOEM and the recipient, or by teleconference/webinar, at the halfway point of the period of performance. The recipient shall prepare and submit to the BOEM a summary of the midterm review meeting within two (2) weeks of the meeting. The recipient shall include a synthesis of study findings to date.

D. Archived Materials: Pursuant to Task 8, the recipient shall develop a protocol as part of the Project Management Plan to ensure there is an appropriate repository to properly archive and store the audio-recorded interviews and other data files. The place of the archive could be in

Kaktovik, Utqiaġvik, and/or Fairbanks. The recipient shall archive data in collaboration with an appropriate partner such as the library at the Kaktovik school, Iñupiat Heritage Center, and/or Project Jukebox at University of Alaska, Fairbanks. Data shall be archived within one (1) month of the end of performance.

E. Draft Report and Technical Summary: Pursuant to Task 7, the recipient shall prepare and submit a Draft Report and Technical Summary. The recipient may use the progress reports and the mid-term review summary as a foundation for the draft reports. The recipient shall expand those preliminary reports into a well-synthesized Draft Report, covering the three-year study. The purpose of these reports is to comprehensively document and clearly communicate the field data and results, interpretations of findings, implications for research and management, and conclusions produced under the agreement. The recipient shall provide opportunity for research participants in Kaktovik to review and comment on the Draft Report before submitting it to the BOEM. The Draft Report and Technical Summary are due four (4) months prior to the end of the period of performance. The BOEM shall provide review and comments to the recipient within five (5) weeks of receiving the drafts. The recipient will use specifications at: http://www.boem.gov/Environmental-Studies-Program-Report-Specifications/.

F. Revised Final Report and Technical Summary: The recipient shall revise the Draft Report and Technical Summary as per the BOEM review comments. The recipient shall provide rationale for any review comments not addressed in a letter accompanying the Final Report and Technical Summary. The recipient will comply with the reporting specifications at: http://www.boem.gov/Environmental-Studies-Program-Report-Specifications/; these specify formatting requirements and provide a reporting template. The recipient shall provide a high-quality paper master copy of the Final Report suitable for reproduction and an email attachment of a pdf copy of the Final Report. The recipient shall provide twenty-five (25) CD-ROMs or DVDs each containing a searchable-text pdf digital copy of the Final Report with bookmarks and database files and a pdf copy of the Technical Summary. The recipient shall provide one (1) CD-ROM or DVD containing digital versions of the Final Report and Technical Summary in MS Word 2003 or newer and a list of bibliographic citations used in the Final Report in RefWorks (or as a file directly importable into RefWorks). The recipient shall provide one (1) CD-ROM or DVD containing any final PowerPoint presentations produced and delivered under the agreement. The recipient shall label all disks, email attachments, and paper copies with the report title, BOEM report number, researchers' names, and report date(s). The recipient shall submit all final copies ten (10) business days before end of performance.

G. Presentation at Regional Science Meeting: Pursuant to Task 10, the recipient shall prepare and deliver one poster or oral presentation at a regional professional meeting. The purpose of the presentation will be to communicate the procedures, methodologies, results, implications, and recommendations of the study. The recipient is encouraged to co-present with partners from Kaktovik to the extent practicable. The recipient shall provide the Project Officer with a copy of the presentation materials two (2) weeks in advance of the meeting, allowing time for review and feedback if necessary.

H. Manuscript for Peer Review: Pursuant to Task 9, The recipient and research partners shall submit a social scientific manuscript to a peer-reviewed journal. The draft manuscript must be

provided to the Project Officer two (2) weeks prior to submission. The purpose, content, and message of the manuscript will be discussed and planned by the recipient, partners in Kaktovik, and the Project Officer. If published, reprints shall be provided to Kaktovik and the BOEM. The journal article must contain an acknowledgment of support and funding under the cooperative agreement number.

I. Community Presentation and Educational Product: Pursuant to Task 11, the recipient shall prepare and deliver a presentation about the research that is appropriate for audiences in Kaktovik. The recipient shall schedule the presentation in coordination with partners in Kaktovik and the Alaska Beluga Whale Committee. The recipient shall give the presentation and provide the materials to Kaktovik before the end of performance. The recipient shall develop and deliver an educational product for use at the Kaktovik school. Educational products are intended for use by students and their classroom teachers (or informal educators outside the classroom). Examples include hands-on activities; developing and using models; and exercises that use mathematics, geographic information, computer mapping technology, or interpretation of data. The recipient shall relate the educational product to the study by using data or other information from the research, turning it into activities or exercises a teacher could use in or outside the classroom. The target audience should be teachers and students in high school, roughly grades 9–12. The recipient is encouraged to consult with teachers at the Kaktovik school to plan and design an educational product that is suitable to local needs, preferences, and resources. The recipient should visit https://www.boem.gov/Environmental-Studies-Program-Teacher-Resources/, https://edit.doi.gov/sites/doi.gov/files/migrated/news/upload/Youth-S-O.pdf, and http://oceanliteracy.wp2.coexploration.org/brochure/ for guidance. The recipient shall submit the educational product to the BOEM with the Final Report.

Acknowledgement of Sponsorship

All manuscripts intended to be published in journals and all abstracts or summaries prepared for presentations, based on this study, must be submitted to BOEM for review and comment prior to submittal to the journal or conference authority and any comments incorporated to the extent practical. All such publications, oral presentations, draft, and final reports (on the disclaimer page) shall contain an acknowledgement of support from BOEM under this award that reads: "Study collaboration and funding were provided by the US Department of the Interior, Bureau of Ocean Energy Management (BOEM), Environmental Studies Program, Washington, D.C., under Agreement Number _____."

The following additional disclaimer statement shall be placed on the disclaimer/acknowledgement page of Interim, Draft, and Final reports:

"This report has been technically reviewed by BOEM, and it has been approved for publication. The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government, nor does mention of trade names or commercial products constitute endorsement or recommendation for use."

The Recipient shall submit drafts of publications, public presentations, posters, etc. for a courtesy review by BOEM personnel prior to submission/display to outside entities. The Recipient shall document and submit the results of such efforts (e.g., acceptance for publications, acceptance for presentations, final versions, journal articles published, presentations, abstracts, proceedings papers, and reference citations).

The Recipient shall require of all investigators that all manuscripts intended to be published in journals resulting from this study shall be submitted to BOEM for review and comment prior to submittal to the journal, with final revisions remaining subject to the discretion of the author. BOEM manuscript reviews shall be conducted expeditiously, within a period of ten (10) business days, and in conformance with the DOI Scientific and Scholarly Integrity Policy, as outlined in the DOI Departmental Manual (Part 305: Chapter 3).

See Section H "Additional Information" for more information.

c. Significant Development Reports

Events may occur between the scheduled performance reporting dates which have significant impact upon the supported activity. In such cases, recipients are required to notify the Bureau in writing as soon as the recipient becomes aware of any problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation. The recipient should also notify [Insert Bureau Here] in writing of any favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

d. Real Property Reports

Recipients and subrecipients are required to submit status reports on the status of real property in which the Federal government retains an interest. The required frequency of these reports will depend on the anticipated length of the Federal interest period. The Bureau will include recipient-specific real property reporting requirements, including the required data elements, reporting frequency, and report due dates, as applicable.

Conflict of Interest Disclosures

Recipients must notify the program immediately in writing of any conflict of interest that arise during the life of their Federal award, including those reported to them by any subrecipient under the award. Recipients must notify the program in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal funding program or who otherwise may have been involved in the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award. Recipients may not have a former Federal employee as a key project official, or in any other substantial role related to their award, whose participation put them out of compliance with the legal authorities addressing post-Government employment restrictions. See the U.S. Office of Government Ethics website for more information on these restrictions. The Bureau of Ocean Energy Management (BOEM) will examine each conflict of interest disclosure based on its particular facts and the nature of the project and will determine if a significant potential conflict exists. If it does, the BOEMwill work with the recipient to determine an appropriate resolution. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in 2 CFR 200.338 Remedies for Noncompliance, including termination of the award.

Other Mandatory Disclosures

The Non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal

law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that receive a Federal award including the terms and conditions outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 Remedies for Noncompliance, including suspension or debarment.

Reporting Matters Related to Recipient Integrity and Performance

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings in accordance with Appendix XII to 2 CFR 200.

G. Federal Awarding Agency Contact(s)

First Name
Paula

Last Name
Barksdale

Address
45600 Woodland Road, VAE-AMD, Sterling, VA 20166

Telephone
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Email
paula.barksdale@bsee.gov

G2. Administrative/Budget Questions Program Office Contact

For programmatic technical assistance, please contact:

First Name
Jeffrey

Last Name
Brooks

Address

Telephone
(907) 334-5247

Email
Jeffrey.Brooks@boem.gov

G3. Grants Staff Contact

For financial, awards management, or budget assistance, contact:

First Name

Last Name

Address

Telephone

Email

G4. Technical Support

For Grants.gov technical registration and submission, downloading forms and application packages, contact:

Name
Grants.gov Customer Support

Telephone
1-800-518-4726

Email
Support@grants.gov

H. Other Information

Environmental Studies Program Information System (ESPIS)
ESPIS data will be submitted to the Project Officer, in a mutually agreeable format (*e.g.*, readable and writeable by Microsoft Windows®), as a final deliverable of the study to include the:

a. Final Report and Technical Summary: the copies of the narratives of study results in both Microsoft Word and Adobe Acrobat (PDF/A) formats, without any password protections for open access by BOEM staff and the public, following the Environmental Studies Program Report Specifications (https://www.boem.gov/esp-data-and-information-specifications).
b. Study Footprint: the geographic information that enables the referencing of the study using a geographic information system (GIS), following the study footprint specifications.
c. Study Footprint Metadata: the scientific attribution information required to enhance discoverability of the study in the ESPIS system and third party sites (such as http://www.data.gov/), following the study footprint metadata specifications.
d. Study Map: the study area map embedded in the (i) Final Report, and (ii) Technical Summary that depicts the study footprint and that is cited in the study footprint metadata.
e. Federal Geographic Data Committee (FGDC) compliant metadata for each scientific dataset: the scientific, technical, and administrative information for each

coherent unit of scientific data, including the physical medium, file information, volume, and access uniform resource locator (URL), when applicable.

f. Copy of related publications: the manuscripts of scholarly publications and conference presentations for research funded by this agreement for free and unlimited use by BOEM staff, which may take the form of a full-text, final, pre-publication copy of the related publication in cases that the publisher enforces pay for access or copyright restrictions.

g. Bibliographic information for related publications: the information on each related publication needed for formatting Council of Science Editors (CSE) bibliographies using the name-date system, including the URL and Digital Object Identifier to access the publication on the publisher's website, when applicable.

Schedule and distribution of deliverable products.

DELIVERABLE	DISTRIBUTION	DUE
A. Post-Award Meeting, Agenda, Summary, and Project Management Plan	One copy each to Chief, DES, PO, CO, and ESP	Meet 1 month after award. Submit agenda and draft plan 1 week prior to meeting. Submit summary 1 week after meeting. Submit final plan 2 weeks after meeting.
B. Quarterly Progress Reports	One copy each to PO, CO, and ESP	Submit as email attachment every 100 days from start (10 days after the end of each quarter).
C. Midterm Review Meeting, Summary, and Synthesis	One copy each to PO, CO, and ESP	Hold meeting at half-way point of period of performance. Submit summary and synthesis 2 weeks after meeting.
D. Archive materials in an appropriate repository	One copy to PO	Deposit 1 month before end of performance.
E. Draft Report and Technical Summary	One copy each to PO and ESP	Submit drafts 4 months before end of performance; allow 5 weeks for review and comment.
F. Revised Final Report and Technical Summary	One copy each to Chief, DES, CO, and ESP Ten copies to PO	Submit final copies 10 business days before end of performance.
G. Presentation at regional professional meeting	One copy each to PO and ESP	Submit materials 2 weeks before the meeting.
H. Manuscript for peer-review	One copy each to PO and ESP	Submit draft 2 weeks before sending to journal.

DELIVERABLE	DISTRIBUTION	DUE
I. Community presentation and educational product	One copy each to DES, PO, and ESP	Deliver in Kaktovik before end of performance; submit to BOEM with Final Report

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Paperwork Reduction Act Statement