Bureau of Ocean Energy Management

BOEM - Acquisition Policy and Financial Assistance

Assistance Listing: 15.423 Fiscal Year 2021 Environmental Studies Program

M21AS00353
Resource Areas to Support Marine Resource Management in the Cook Inlet Region (National Studies List (NSL) #AK-21-03)

6/15/2021 The purpose of this Modification is to extend the application due date through 7/6/2021, 8 PM Alaska Daylight Time

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A. Program Description

A1. Authority

Section 1346 of the Outer Continental Shelf Lands Act (OCSLA) mandates the conduct of environmental and socioeconomic studies needed for the assessment and management of environmental impacts on the human, marine, and coastal environments which may be affected by oil and gas or other mineral development. OCSLA Section 1345 authorizes the use of cooperative agreements with affected States to meet the requirements of OCSLA, including sharing of information, joint utilization of available expertise, formation of joint monitoring arrangements to carry out applicable Federal and State laws, regulations, and stipulations relevant to outer continental shelf operations both onshore and offshore.

A2. Background, Purpose and Program Requirements

PURPOSE

The Bureau of Ocean Energy Management (BOEM), Environmental Studies Program (ESP) Alaska Regional Office is pursuing a cooperative agreement to establish a consistent foundation of information for developing and refining Resource Areas (RAs) in the Cook Inlet region. BOEM and others have amassed extensive datasets documenting the distribution, habitat use, density/abundance, and temporal timing of biological resources in the cook Inlet region, as well as environmental conditions that influence species distributions. The focus of this project will be to collate this information into a database(s) and develop consistent methods for analyzing the geospatial and temporal data to produce focused geographic RAs. The developed methods need to include the ability to be easily replicated and updated with new information. In addition, this project will produce a synthesis report that will provide a description of the biological affected environment, discuss approaches for incorporating Local and Traditional Knowledge, and identify areas where synergy is needed to provide better information for decision makers.

The products developed from this cooperative agreement will assist state and federal resource agencies, non-profits, and academia, and others involved in the protection, decision making and management of biological resources and important habitat areas of the Cook Inlet region and to improve our knowledge on the status of the Outer Continental Shelf. In addition, this information will aid BOEM in future lease sale Environmental Impact Statements and other NEPA documents, Endangered Species Act (ESA) Section 7 consultations, and Oil Spill Risk Analysis.

BACKGROUND

RAs are areas of concern relating to social, biological, or economic resources, including critical habitat or use areas for different species of concern. RAs are commonly used to assess the vulnerability of different species to an anthropogenic disturbance. The distributions of many species are temporally and spatially structured and show seasonal or interannual changes in response to various mechanisms, all of which affect their vulnerability to a disturbance source.

Multiple Federal agencies and non-governmental organizations have undertaken efforts to identify geographic areas that are important to different species, but these efforts are typically

designed for a particular purpose. For example, NOAA's Cetacean and Sound Mapping (CetMap) program has identified Biologically Important Areas (BIAs) where cetacean species or populations are known to concentrate for specific behaviors, such as reproduction and feeding, as well as migration corridors (Van Parijs, Curtice, and Ferguson, 2015). Similarly, Audubon Alaska has identified Marine Important Bird Areas (IBAs) in Alaska (Smith et al., 2012). However, most of these BIAs and IBAs cover very large geographic areas, making them unsuitable for use by those needing smaller more defined geographic regions for their analyses. As an additional concern, a variety of methods, such as review of relevant scientific literature and GIS analysis of available data, are used to define the location and geographical extent of RAs, and these individualized approaches make replication difficult following a staff change and also require substantial effort to update the RAs with newly available information.

Extensive datasets have been amassed documenting spatial presence and other information for a wide range of species in the Cook Inlet region, as well as environmental conditions that influence their distributions. Consistent methods can be developed to analyze geospatial and temporal data to produce more focused RAs, including the ability to be easily replicated and updated. Various approaches to this type of analysis, in addition to those previously mentioned, can be found in the scientific literature. For example, Citta et al. (2015) used bowhead whale telemetry data to prepare kernel densities of bowhead locations. Using an alternative approach, Roberts et al. (2016) integrated data from aerial and shipboard cetacean surveys with environmental information from remote sensing and ocean models to develop habitat-based density models for a variety of cetacean species in the U.S. Atlantic and Gulf of Mexico. Using these models, the researchers were able to simulate seasonal movement patterns resembling those suggested in the literature and produce monthly mean density maps for the species considered.

OBJECTIVES

The overall goal of this study is to establish a consistent foundation for developing and refining RAs used for resource management in the Cook Inlet region. The specific objectives of this study are:

- Compile a detailed inventory, including metadata, of data on the distribution, habitat use, density/abundance, and temporal timing of biological resources in the cook Inlet region, as wells as environmental conditions that influence species distributions.
- Develop consistent spatial techniques, that can be easily replicated and updated, that are appropriate for identifying geographically focused RAs for the species or populations evaluated in the Cook Inlet region.
- Provide geographically focused RAs for biological resources managed in the Cook Inlet region.
- Provide a synthesis report that: 1) describes the biological affected environment, 2) discusses approaches for incorporating Local and Traditional Knowledge into the development of RAs, and 3) identifies areas where synergy is needed to provide better information for decision makers.
- Assess the biological inventories and resource areas to determine data limitations and provide a list of priorities for future data collection needs.

Scientific Integrity Statement: Scientific integrity is vital to Department of the Interior (DOI) activities under which scientific research, data, summaries, syntheses, interpretations, presentations, and/or publications are developed and used. Failure to uphold the highest degree of scientific integrity will result in not only 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 http://www.doi.gov, or its equivalent as provided by their organization or State law.

PROJECT TASKS

The following tasks should be incorporated into the project proposal.

Task 1. Data Collation and Database Development

(1) Create and document database design including the approach for the data collection and collation process. At a minimum, the data collection process should include collaboration with representatives from communities in the Cook Inlet region and other entities (e.g., Cook Inlet Regional Citizens Advisory Council, NOAA, USFWS, Gulf Watch Alaska, National Park Service, etc.) who may be conducting marine biological monitoring activities.

(2) Describe data management, data structure, and archiving plan.

Task 2. Data Analysis and Data Product Development

(1) Describe the methods to be used for data analysis and development of geographically focused resource areas. Researchers should consider previous approaches (e.g. Quakenbush and Citta 2013, Citta et al. 2015, Roberts et al. 2016) to identify the most appropriate methods for producing data products.

(2) Describe how your methods will be replicable and provide the ability to update data products as new results come available.

Task 3. Synthesis Report

The synthesis report will satisfy the Final Report deliverable requirement and should provide the following details:

(1) A description of the work, methods, and results from this study.

(2) A description of the biological affected environment. Please see the Description of the Environment section in Cook Inlet Draft Environmental Impact Statements for lease sale 244.

- Lease Sale 244 can be found here: https://www.boem.gov/sites/default/files/uploadedFiles/BOEM/About_BOEM/BOEM_Regions/Alaska_Region/Environment/Environmental_Analysis/VOLUME_1_2016_0517_Lease_Sale_244_Draft_EIS.pdf.

(3) Describe methods for incorporating Local and Traditional Knowledge in the development of future Resource Areas.

(4) Provide a description of areas where synergy is needed to better inform future data collections and decision making in the cook Inlet region.

Task 4. Project Management

The Principal Investigator shall follow a project management plan that provides communication and coordination among all key personnel and management, and a mechanism for ensuring coordination with the BOEM Project Officer (PO). The management plan shall address the following components:

(1) Project Manager - The Project Manager shall have leadership, coordination, management skills, and authority to achieve project objectives and ensure maximum interdisciplinary integration.

(2) Scientific team makeup and coordination - This section should include:

a. The program manager, key personnel, and the chief scientist responsible for statistical design, data management, analysis, and all deliverables.
b. Specific responsibilities of each key person in the performance of this study.
c. A task by task labor loading chart showing person-hours for all professional and support personnel who would be assigned key roles in performance of this project.
d. Key planning meetings and interactions among key personnel and with the project manager.

(3) Milestone Schedule - A schedule (PERT, Gantt, etc.) that lays out the critical paths, significant milestones, and deliverables for the accomplishment of the proposed study including logistical planning, data acquisition, data input and analysis, data synthesis and interpretations, report writing, and manuscript preparation timeframes.

(4) Acquisition - Acquisition of equipment and supplies. If applicable, these plans shall include description of standard operating procedures that maximize safety of project personnel.

(5) Outreach and Publication - This section should include:

a. A final outreach product such as a poster suitable for posting on community bulletin boards or other outreach.
b. Presentation at a minimum of one regional scientific meeting (e.g. the Alaska Marine Science Symposium) to be determined in coordination with BOEM.
c. A plan for publishing the study results in a peer-reviewed journal.

See Section H for more Information.

Catalog of Federal Domestic Assistance (CFDA) Number

15.423

Authorization Legislation

Section 1346 of the Outer Continental Shelf Lands Act (OCSLA) mandates the conduct of environmental and socioeconomic studies needed for the assessment and management of environmental impacts on the human, marine, and coastal environments which may be affected by oil and gas or other mineral development. OCSLA Section 1345 authorizes the use of cooperative agreements with affected States to meet the requirements of OCSLA, including sharing of information, joint utilization of available expertise, formation of joint monitoring arrangements to carry out applicable Federal and State laws, regulations, and stipulations relevant to outer continental shelf operations both onshore and offshore.

A3. Technical Assistance and Information for Prospective Applicants

B. Federal Award Information

B1. Total Funding

Estimated Total Funding

$ 500,000

The total amount of federal funds available for this multi-year award is anticipated to be $500,000, subject to the availability of funds. BOEM anticipates making one cooperative agreement award in FY 2021 for one proposal submitted under this Program Announcement. This Program Announcement describes the specific project that may be awarded to the eligible groups identified below. The award premised on receipt of an acceptable proposal. This announcement is specifically to announce the intent to undertake the following project: "Resource Areas to Support Oil Spill Risk Analysis (OSRA) and National Environmental Policy Act (NEPA) Needs in the Cook Inlet Region."

B2. Expected Award Amount

Maximum Award Amount

$ 500,000

Minimum Award Amount

$450,000

B3. Anticipated Dates

Anticipated Award Start Date

8/25/2021

Anticipated Award End Date

6/24/2024

B4. Period of Performance

Length of Project Periods

36-month project period with three 12-month budget periods

Project Period l Expectation Duration in Months

36

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 (see Section A1, Authority, above). This involves substantial involvement by BOEM scientists in various aspects of study development and/or study conduct.

B7. Other Federal Information

Type of Competition

Open to All Eligible Applicants of *affected states* as defined under the Outer Continental Shelf Lands Act at 43 USC 43 USC 1331(f).

C. Eligibility Information

C1. Eligible Applicants

00 – State governments

06 – Public and State controlled institutions of higher education

This competition is open to all eligible applicants of *affected states* as defined under the Outer Continental Shelf Lands Act at 43 USC 43 USC 1331(f).

Additional Information on Eligibility

The specific project identified in Section 2 is intended for eligible applicants. However, cooperative research (establishment of teams) is encouraged and the applicant may include subcontracts to non-profit organizations, private institutions of higher education, private companies or public and state controlled institutions of higher education within their proposal. This research project is 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. Federal entities as partners are allowed, however the tasks performed by the Federal partner and the associated budget must be presented separately by the Federal partner. Other non-federal organizations may be partners and their tasks and budgets should be included in the eligible applicant's proposal.

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: None

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 M21AS00353 in the Grants.gov search engine. See sections D3 and D7 for more information on the application process.

D2. Content and Form of Application Submission

SF-424, Application for Federal Assistance
In addition to the SF-424 Application for Federal Assistance applicants must submit the following:

- SF-424a Budget Information - Non-Construction Programs
- SF-424b Assurances - Non-Construction Programs
- Project Narrative
- Budget Narrative with Federally Negotiated Indirect Cost Rate Agreement
- Budget Worksheet
- Grants.gov Lobbying Form
- Complete SF-LLL only if lobbying has occurred.

These forms will be with the Grants.gov announcement package.

Project Summary
Resource Areas to Support Marine Resource Management in the Cook Inlet Region (National Studies List (NSL) #AK-21-03)

Project Narrative
The Project Narrative should include the Proposal Cover Sheet and Proposal Text.

1. 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. E-mail:

c. Name of State Agency or 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:
l. Total Project Cost:
m. Signature, Name, and Contact Information of State or University PI and Co-Investigator:
n. Proposal Endorsement, including Signature, Name, Contact Information of State Authorizing Official or Sponsoring University Department Dean or Institute Director:
o. Signature, Name and Contact Information of Authorized State Official, Office of Sponsored Programs, or Appropriate Cooperative Ecosystem Studies Unit, etc.

2. 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-i 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 proposed. Specify the contribution to science related to the program issues and the benefits that the public will receive from the project. Explain why the work is important and how the proposal addresses BOEM goals. 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 research methodologies and analyses.
e. Project Deliverables and Planned Products: Applicants shall provide plans for executing the project tasks listed in Section A2 above and the deliverables in Section H below, including a rough timeline for these deliverables.
f. Staffing Plan: All key personnel (including graduate student workers) shall be identified by name. List the Principle 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 (oceanographer, geochemist, field assistant, etc.). If names of any key participants are unknown, a proposal addendum with the names and curricula vitae must be submitted prior to award.

g. 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.
h. Critical Starting Dates (e.g., for season-limited field work): Identify any critical starting dates and the reason why project success is dependent upon that start date.
i. Publication and Presentation: BOEM strongly encourages the Awardees to publish project reports in scientific and technical journals, and present results to the scientific community, appropriate professional organizations, and local, State, and/or Federal agencies as part of the project (please also see Section H). These publications and meetings should be included in the proposal and budget.
j. 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.
k. Curricula Vitae (maximum two pages) for each identified key participant. Emphasize previous experience in the field of study that the proposal addresses.
l. Letters of Commitment: Provide signed letters of commitment by matching fund grantors, contractors, and sub-grantees.

Budget Spreadsheet and Budget Narrative:

1. Budget Spreadsheet: Include information in a format that provides personnel, travel, services, supplies, equipment, tuition, and indirect costs on an annual basis for both the requested BOEM funds and for the anticipated match funds if applicable. Detail how the SF-424 Budget Information, Object Class Category totals were determined.

2. Budget 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. Describe and justify requested budget items and costs.

Please include the following:

a. Salaries and Wages. List positions, rate of compensation, and estimates of time spent on the project for 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. Lab Analyses. Briefly itemize cost of all analytical work.
d. 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 200.317 (State Governments) or 2 CFR 200.318-327.
e. 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. 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 200.317 (State Governments) or 2 CFR 200.318-327 and managed in accordance with 2 CFR 200.313.

General-purpose equipment (used also for purposes other than this project) must be purchased from the applicant's operating funds.

f. 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.
g. 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.
h. 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 (identify likely publications) is anticipated, include costs of drafting or graphics, reproduction, page or illustration charges, and a minimum number of reprints.
i. Other Direct Costs. Itemize the different types of costs not included elsewhere.
j. Total Direct Charges. Sum of above items.
k. 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.
l. Amount Proposed. Sum of Total Direct Charges and Indirect Charges (Overhead).

Conflict of Interest Disclosure

Per the Financial Assistance Interior Regulation, 2 CFR §1402.112, applicants must state in their application if any actual or potential conflict of interest exists at the time of submission.

(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 200.339, 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 regard 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 regard 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 regard 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
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

07/06/2021

Application Due Date Explanation

Electronically submitted applications must be submitted no later than 8:00 p.m., Alaska Daylight 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:

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 200.1]. We understand that we must notify 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 §200.1. We understand that we must notify 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 BOEM.
- A [insert your organization type] that is submitting this proposal for consideration under the ["Program Title"], which has a Department of the Interior-approved 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 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 §200.1 "*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.

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 FEDERAL AWARDING AGENCY CONTACT SHOWN IN SECTION G1 BELOW.

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 D2, 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 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)
Grants.gov Lobbying Form: Certification Regarding Lobbying
SF-LLL, Disclosure of Lobbying Activities (when applicable)
Complete the optional SF-LLL Lobbying Form only if lobbying has occurred.

E. Application Review Information

E1. Criteria

1. Scientific Quality and Impact (20%):
Is the proposed study of high scientific quality with clear objectives? What is the relevance to BOEM mission?

2. Work Plan/Methodology (20%)
Is the strategy coherent and clear? Are the scientific objectives appropriate for the proposed time frame? Are the geographic areas selected for study appropriate? Are the proposed methods appropriate and adequate to meet the objectives? Are logistics adequately addressed? Does the proposal address contingency plans for missed field work, equipment failure, and other problems?

3. Experience/Competence of Research Personnel (20%):
Has the applicant demonstrated (through bibliographic references, relevant education, experience, awards, etc.) that they are capable of doing the proposed research? Has the applicant demonstrated a thorough knowledge of the scientific problem? Have products been on schedule and within budget?

4. Budget Justification and Clarity (20%)
Is project staffing sufficient (e.g., experience, knowledge, and skills) to accomplish the proposed goals? Are field expenses, supplies, lab work, and other expenses appropriate? Are expenses adequately itemized?

5. Planned Products and Dissemination of Results (20%)
Are the products clearly defined? Will they be useful for offshore energy planning and decision-making? Will the results be published in a peer-reviewed form? Does the proposal indicate the Principal Investigator will provide data and metadata in a format that meets Federal data standards? Will the products be accessible and comprehensible to the public?

E2. Review and Selection Process

The proposal 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 will review and consider applications for funding in accordance with the following policy documents:

- President's September 2, 2020 memorandum entitled *Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities.*
- *Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence* (E.O. 13933); and
- Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR 200), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
    - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
    - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
    - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (parts 200.300, 200.303, 200.339, and 200.341),
    - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
    - Terminating agreements in whole or in part to the greatest extent authorized by law if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

E4. Anticipated Announcement and Federal Award Dates

Applications are due by 1:00 PM Alaska Daylight Time on 5/14/2021. All applications will be reviewed after that date. BOEM anticipates that award will be made in FY 2021.

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.

Method of Payment: The BOEM uses the Automated Standard Application for Payments (ASAP) financial assistance payment system, management 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 registered in the ASAP system and must be linked to BOEM's Agency Location Code prior to award in order to make the funds available. Once an award decision has been made, if your organization has not received a financial assistance award from BOEM in the past, the Financial Assistance/Contracting Officer will initiate the process in ASAP for your organization. The Financial Assistance/Contracting Officer will need the name of your organization's ASAP contact in order to do this and will contact you for your ASAP contact information.

F2. Administrative and National Policy Requirements

See the "DOI Standard Terms and Conditions" for the administrative and national policy requirements applicable to DOI awards.
The link to the DOI Standard Terms and Conditions is https://www.doi.gov/grants/doi-standard-terms-and-conditions. Please contact the Federal Awarding Agency Contact in Section G1 below for information on the applicability of these terms and conditions.

Conflicts of Interest

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 sub-recipients, the conflict of interest provisions in 2 CFR 200.318 apply.
b. Requirements.
    1. Non-Federal entities must avoid prohibited conflicts of interest, including any significant financial interests that could cause a reasonable person to question the recipient's ability to provide impartial, technically sound, and objective performance under or with respect to a Federal financial assistance agreement.
    2. In addition to any other prohibitions that may apply with respect to conflicts of interest, no key official of an actual or proposed recipient or sub-recipient, who is substantially involved in the proposal or project, may have been a former Federal employee who, within the last one (1) year, participated personally and

substantially in the evaluation, award, or administration of an award with respect to that recipient or sub-recipient or in development of the requirement leading to the funding announcement.

3. No actual or prospective recipient or sub-recipient may solicit, obtain, or use non-public information regarding the evaluation, award, or administration of an award to that recipient or sub-recipient or the development of a Federal financial assistance opportunity that may be of competitive interest to that recipient or sub-recipient.

c. 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, Conflicts of Interest.
    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 sub-recipients.
d. Restrictions on Lobbying.
    1. Non-Federal entities are strictly prohibited from using funds under this grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR Part 18 and 31 USC 1352.
e. Review Procedures.
    1. 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.
f. Enforcement.
    1. 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 200.339, Remedies for Noncompliance, including suspension or debarment (see also 2 CFR Part 180).

Data Availability

a. Applicability.
    1. The 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.

b. Use of Data.
    1. 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.

c. Availability of Data.
    1. The recipient 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.

Data Availability

Per the Financial Assistance Interior Regulation, 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.

BOEM will communicate any program- or project-specific special terms and conditions to recipients in their notices of award.

F3. Reporting

a. 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.

b. 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.

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 BOEM 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. 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. 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, BOEM will work with the recipient to determine an appropriate resolution. Failure to disclose and resolve conflicts of interest in a manner that satisfies the BOEM may result in any of the remedies described in 2 CFR 200.339 Remedies for Noncompliance, including termination of the award.

e. 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 200.339 Remedies for Noncompliance, including suspension or debarment.

f. 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 Agency Contact(s)

G1. Federal Awarding Agency Contact

First Name
Paula
Last Name
Barksdale
Address
45600 Woodland Road, VAE-AMD, Sterling, VA 20166
Telephone
(703) 787-1743
Email
paula.barksdale@bsee.gov

G2. Alternate Awarding Agency Contact

Use only if the Agency Contact in G1 above is not available.
First Name
Sean
Last Name
Burril
Email
Sean.Burril@boem.gov

G3. 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.

DELIVERABLES

Deliverable products shall be submitted in accordance with the schedule specified below. The Principal Investigator is responsible for editing and proofreading all material in order to prepare products as error free as possible prior to their delivery to BOEM. **All correspondence shall be clearly marked with the agreement number on the first page, and in the subject line of email correspondence.**

I. Post-Award Teleconference and Summary: The investigator shall participate in a post-award teleconference or webinar, within (2) weeks following the award. The goal of this meeting is to ensure a clear understanding by all of study tasks, goals, deliverables, and timelines. The investigator shall provide a draft agenda to meeting participants prior to the meeting and provide a Meeting Summary to participants within one (1) week after the meeting (including Contracting Officer and ESP Contact).

II. Quarterly Progress Reports: The investigator shall submit quarterly progress reports as an e-mail or e-mail attachment on the 15th day of the month following the end of each calendar quarter (January, April, July, and October). The reports will briefly outline work completed during the reporting period, problems encountered or anticipated, budget and scheduling impacts, and proposed remedies.

III. Project Planning and Progress Update Meeting: The Investigator shall convene an initial meeting with members of the project team and BOEM to discuss plans of product development, work assignments, and scheduling. One to two additional meetings shall be convened to discuss subsequent progress.

IV. Scientific Outreach: Investigator will conduct a presentation(s) of the project results at a venue that, at a minimum, is available to BOEM staff attendance. One venue will include

the Alaska Marine Science Symposium. BOEM encourages publication of results in peer-reviewed literature as a quality control measure, with proper acknowledgment of BOEM.

V. Gridded Data Products and Metadata: Investigator shall deliver to BOEM any computer program code or scripts and source data incorporated into the analysis, together with appropriate metadata. Data shall be delivered in an electronic format identified in agreement with BOEM. Data that are already in BOEM's possession or are publicly available from the internet need not be provided. However, any such data shall be clearly documented through metadata, including version information, direct internet links, and date of access, as appropriate. Georeferenced data shall be provided as a geodatabase that incorporates appropriate metadata and is compatible with ArcGIS version 10.4. Specification details (datum, etc.) to be determined in consultation with BOEM.

VI. Draft Final Synthesis Report and Draft Technical Summary: Investigator shall prepare and submit a draft final report and a draft technical summary to BOEM for review and comment. The report may be in the form of a manual or user guide that describes the details of the methods and computations, including but not necessarily limited to: what input information is required, any necessary reformatting of input data, any geographic or other limitations for applying the chosen models. General specifications for report and technical summary deliverables can be found at the BOEM website: http://www.boem.gov/Environmental-Studies-Program-Report-Specifications/.

VII. Revised Final Synthesis Report and Technical Summary: The investigator shall revise the Final Report and Technical Summary per BOEM review comments and submit the documents in accordance with Section F. All CDs shall be labeled with study title, investigators, agreement number, BOEM Report identification number, and report date.

VIII. Documentation of Archived Data The PI shall provide the PO with documentation of submission of data to National Oceanographic Data Center (NODC) National Centers for Environmental Information (NCEI) and Ocean Biogeographic Information System (OBIS).

IX. Letter Discussing BOEM comments: The investigator shall provide a letter explaining how BOEM comments were addressed and the reasons for any review recommendations not accommodated in accordance with the Schedule of Deliverables.

See Schedule of Deliverables below.

SCHEDULE AND DISTRIBUTION of DELIVERABLE PRODUCTS

Item	Deliverable	Due Date	Year(s) Due	Number of Copies	Submit to
I	Post Award Teleconference and Summary	Within (2) weeks of award	Year 1	1 1 1 1	CO PO ESP DES
II	Quarterly Reports (submitted via email)	The 15th day of Jan, Apr, July, and Oct	Years 1, 2, and 3	1 1 1 1	CO PO ESP DES
III	Project Planning and Progress Update Meetings (within 3 months of award and after the first project year)	Scheduled in coordination with BOEM	Years 1 and 2	1 1 1 1	PO ESP DES
IV	Scientific Outreach Presentations; and Possible peer reviewed publications	TBD by agreement between PI and BOEM Abstract sent to PO prior to submission	Year 2 and/or 3	1 1 1 1	PO ESP DES
V	Gridded Data Products and Metadata	TBD	Year 3	1 1 1 1	CO* PO ESP DES*
VI	Draft Final Synthesis Report and Technical Summary	Submit drafts 4 months before end of performance; allow 5 weeks for review and comment.	Year 3	1 1 1 1	CO* PO ESP DES*
VII	Revised Final Synthesis Report and Technical Summary	30 days after receiving BOEM comments on Draft Final Report	Year 3	1 8 1 1	CO* PO ESP DES
VIII	Letter Discussing BOEM Comments	With revised Final Report	Year 3	1 1 1 1	CO* PO ESP DES
IX	Documentation of Archived Data	With revised Final Report	Year 3	1 1 1 1	CO* PO ESP DES*

*Transmission of e-mail/letter only

REFERENCES

Citta, J. J., Quakenbush, L. T., Okkonen, S. R., Druckenmiller, M. L., Maslowski, W. Clement-Kinney, J., George, J. C., Brower, H., Small, R. J., Ashjian, C. J., Harwood, L. A., Heide-Jørgensen, M. P., 2015. Ecological characteristics of core-use areas used by Bering–Chukchi–Beaufort (BCB) bowhead whales, 2006–2012. Progress in Oceanography, 136:201-222. http://dx.doi.org/10.1016/j.pocean.2014.08.012.

Quakenbush, L.T., and Citta, J.J., 2013. Kernel densities from satellite-tracked bowhead whales, 2006-2012, for use in determining environmental resource areas for oil spill response analysis. Special Technical Report, submitted to BOEM, August 2013. 11pp + GIS shapefiles.

Roberts, J. J.; Best, B. Mannocci, D., Fujioka, L., E., E.; Halpin, P. N., Palka, D. L., Garrison, L. P., Mullin, K. D., Cole, T. V. N., Khan, C. B., McLellan, W. M., Pabst, D. A., Lockhart, G. G., 2016. Habitat-based cetacean density models for the U.S. Atlantic and Gulf of Mexico. Scientific Reports 6: 22615. doi: 10.1038/srep22615.