

## **NOAA Marine Debris Program Grants Special Award Conditions**

### **Matching Requirement**

Since this award requires the Recipient to provide a 1:1 match in project-related costs from non-federal sources, the Recipient must maintain in its official accounting records an accounting of the non-federal match amount listed on the SF-424 form.

### **Cooperative Agreement / Substantial Involvement**

NOAA Marine Debris Program participation will be crucial to ensuring the timely and successful implementation of the project. NOAA Marine Debris Program may participate in one or more of the following ways:

- providing assistance with technical aspects of the debris removal project such as assistance with permitting or development of detailed work plans and monitoring plans; participation in meetings; review of documents (such as requests for proposals for contracts and bids submitted in response, design plans, requests for consultations, permit documents); and similar actions as appropriate;
- tracking the progression of the project from planning through implementation and (if applicable) post-construction monitoring, with particular emphasis on tracking grantee achievement of targets for major milestones and performance metrics;
- conducting one or more site visits to observe first-hand the progress toward achievement of restoration objectives and goals; and
- attending/speaking at public events, and reviewing and providing input on interpretive signage or outreach materials that highlight the project's activities.

### **Performance Progress Reports**

Progress reports must be submitted using the NOAA Marine Debris Program's Performance Progress Report (PPR) reporting form approved by OMB (Control Number 0648-0718). This form will be provided to you by the NOAA Federal Program Officer. Interim semi-annual progress reports are due no later than 30 days after the semiannual reporting periods ending March 31 and September 30 for the entire duration of the award. These follow the same frequency and have the same due dates (April 30 and October 30, respectively) as the SF-425 Federal Financial Reports, which also must be submitted as a condition of this award.

Generally, progress reports must contain the project grant number, recipient organization, project start and end dates, reporting period end date, and performance narrative. The narrative should include overall short and long-term goals for the project and a description of the approved award activities that were performed to achieve those goals; details on the status of approved activities (completed, not-completed, on-going), and an explanation of why targets may not have been met or other extenuating circumstances surrounding project progress; details on any perceived challenges or potential roadblocks to future progress; and an updated timeline of remaining tasks. A comprehensive final report covering all activities during the award period is required and must be received by the NOAA Program Officer within 90 days after the end date of this award. Generally, final reports must contain summary information on project accomplishments, methodologies used to undertake removal activities, including materials used; specific monitoring techniques, if any; lessons learned (e.g., Best Management Practices

(BMPs) or protocols followed, new techniques tested, innovative partnerships created); a description of any deviations from original plans and challenges faced; a description of outreach activities and products; and discussion of any next steps for the overall project effort. More specific reporting requirements can be found in the instructions for the PPR (Control Number 0648-0718).

### **Written Safety Plan**

Safety is a critical consideration for marine debris removal project implementation. The recipient must have a written safety plan for management of employees, contractors, and volunteers working on the project, as applicable. The plan should consider safety in and around project sites during and after project implementation, and take into account potential safety concerns with regard to the current and future use of the sites. The recipient should ensure that a safety briefing is conducted for all project participants immediately prior to their involvement in hands-on removal activities under this award. Recipients shall be responsible for exercising reasonable care and using best efforts to prevent accidents, injury or damage to all employees, contractors, persons and property, in and around the work site. All safety plans must be made available to NOAA upon request.

For projects with any Self-Contained Underwater Breathing Apparatus (SCUBA) diving activities, it is the responsibility of the recipient to ensure that SCUBA divers are certified to a level commensurate with the type and conditions of the diving activity being undertaken. Furthermore, it is the responsibility of the recipient to ensure that any SCUBA diving activities using Federal grant funds under this award meet, at a minimum, all applicable Federal, State, and local laws and regulations pertaining to the type of SCUBA diving being undertaken.

### **Adhere to Applicable Laws**

The recipient will ensure that implementation of the project will meet all federal laws and regulations by completing any required federal consultations and obtaining all applicable permits and approvals. Any such requirements must be completed prior to the expenditure of federal funds or award match for those activities requiring permits and consultations. Verification of federal, state, tribal, and local permits and environmental compliance related to the project funded under this cooperative agreement must be available to the NOAA Program Officer or Technical Monitor, if requested. The recipient must be cognizant of all conditions and restrictions required by their permits and consultations, and will immediately halt activities and contact their NOAA Technical Monitor if events occur that threaten to violate the conditions or restrictions required by their permits and consultations.

### **Invasive Species Control**

Pursuant to Executive Order #13112, recipients of NOAA funding cannot implement any actions that are likely to cause or promote the introduction or spread of invasive species, and should provide for restoration of native species and habitat conditions in ecosystems that have been invaded. NOAA recipients are expected to take positive steps to prevent the introduction of invasive species, provide for control of invasive species, and minimize the economic, ecological, and human health impacts that invasive species cause. Where possible and/or practicable,

recipients should also respond rapidly to and control populations of invasive species in an environmentally sound manner, promote public education on invasive species, and conduct post-construction monitoring to ensure that impacts on native species did not occur (as applicable). NOAA can provide additional guidance on the detection, control and prevention of invasive species impacts upon request.

### **Communications and Acknowledgements**

Recipients should collaborate with NOAA Marine Debris Program on outreach plans, events, products, and media coverage associated with the project, so that NOAA Communications staff may assist with the development of outreach communications and messaging. Please coordinate with your project's Federal Program Officer regarding outreach plans and planned media releases.

Recipients should provide to NOAA, copies of final outreach products, website mentions, press materials, and photographs. Photographs should be high-resolution originals and should clearly show before, during, and post-implementation status of project sites. Photographs of project activities and results should be submitted as part of the progress reporting process, or as requested by NOAA. Recipients should ensure that photograph credits are included.

Recipients must display, where appropriate and practical, publicly visible signs indicating that the project has received funding through the NOAA Marine Debris Program. These signs should also identify other contributing partners. These contributions should also be acknowledged in all communications with the media and the public and in all outreach related to the projects.

Further outreach and communications guidance on can be found at:

<http://marinedebris.noaa.gov>.

### **Sharing of Project Products and Handling of Environmental Data or Peer Reviewed Publications**

The NOAA Marine Debris Program may make products related to grant projects (such as environmental data, educational curriculum, reports, photographs, or graphics) available to the public through the NOAA Marine Debris Program website, Clearinghouse or other means.

Recipients will be accountable for management and access to environmental data and publications in accordance with this section and those in the Department of Commerce Terms and Conditions Section G.05.(j).

1. Data Sharing: Environmental data collected or created under this Grant, Cooperative Agreement, or Contract must be made publicly visible and accessible in a timely manner, free of charge or at minimal cost that is no more than the cost of distribution to the user, except where limited by law, regulation, policy, or national security requirements. Data are to be made available in a form that would permit further analysis or reuse: data must be encoded in a machine-readable format, preferably using existing open format standards; data must be sufficiently documented, preferably using open metadata standards, to enable users to

independently read and understand the data. The location (internet address) of the data should be included in the final report. Pursuant to NOAA Information Quality Guidelines, data should undergo quality control (QC) and a description of the QC process and results should be referenced in the metadata. Failure to perform quality control does not constitute an excuse not to share data. Data without QC are considered "experimental products" and their dissemination must be accompanied by explicit limitations on their quality or by an indicated degree of uncertainty.

2. **Timeliness:** Data accessibility must occur no later than publication of a peer-reviewed article based on the data, or two years after the data are collected and verified, or two years after the original end date of the grant (not including any extensions or follow-on funding), whichever is soonest, unless a delay has been authorized by the NOAA funding program.

3. **Disclaimer:** Data produced under this award and made available to the public by the grantee must be accompanied by the following statement: "These data and related items of information do not represent any agency determination, view, or policy."

4. **Failure to Share Data:** Failing or delaying to make environmental data accessible in accordance with the submitted Data Management Plan, unless authorized by the NOAA Program, may lead to enforcement actions, and will be considered by NOAA when making future award decisions. Funding recipients are responsible for ensuring these conditions are also met by sub-recipients and subcontractors.

5. **Funding acknowledgement:** Federal funding sources shall be identified in all scholarly publications. An 'Acknowledgements' section shall be included in the body of the publication stating the relevant Grant Programs and Award Numbers. In addition, funding sources shall be reported during the publication submission process using the FundRef mechanism (<http://www.crossref.org/fundref/>) if supported by the Publisher.

6. **Manuscript submission:** The final pre-publication manuscripts of scholarly publications produced with NOAA funding shall be submitted to the NOAA Institutional Repository at <http://library.noaa.gov/repository> after acceptance, and no later than upon publication, of the paper by a journal. NOAA will produce a publicly-visible catalog entry directing users to the published version of the article. After an embargo period of one year after publication, NOAA shall make the manuscript itself publicly visible, free of charge, while continuing to direct users to the published version of record.

7. **Data Citation:** Publications based on data, and new products derived from source data, must cite the data used according to the conventions of the Publisher, using unambiguous labels such as Digital Object Identifiers (DOIs). All data and derived products that are used to support the conclusions of a peer-reviewed publication must be made available in a form that permits verification and reproducibility of the results.

## **Maintain Project Files**

The recipient must maintain project files for all marine debris removal activities taking place under this agreement. These files must contain, at a minimum, project work plans and copies of all federal and state permits/consultations associated with project implementation. See also 2 C.F.R. 200.333 - .337.

### **Scientific Integrity**

For grant activities conducted under this award, if the recipient is involved in the collection, assessment, oversight, or interpretation of scientific information, the recipient will be required to adhere, to the best of their ability, to the principles, policies and codes of conduct identified in NOAA's Policy on Scientific Integrity (NOAA Administrative Order 202-735D), which is available at: [http://www.corporateservices.noaa.gov/ames/administrative\\_orders/chapter\\_202/202-735-D.html](http://www.corporateservices.noaa.gov/ames/administrative_orders/chapter_202/202-735-D.html)

The intent of the policy is to strengthen widespread confidence (from scientists, decision-makers, and the general public) in the quality, validity, and reliability of NOAA-funded science. Further information on this policy can be found at: <http://nrc.noaa.gov/scientificintegrity.html>.

### **Disposition of Equipment and Supplies**

Where applicable, disposition of equipment and supplies will be managed through the use of form SF-428, Tangible Personal Property. Tangible personal property means property of any kind, except real property, that has physical existence. It includes equipment and supplies. It does not include copyrights, patents or securities. Recipients of Federal assistance awards may be required to provide Federal awarding agencies with information concerning property in their custody annually, at award closeout or when the property is no longer needed. Specific requirements will vary based on award provisions, the type of property (equipment or supplies) and whether the property is Federally-owned. SF-428 is available at: [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms) or from the Federal Program Officer. See also 2 C.F.R. 200.313 and the Department of Commerce Financial Assistance Standard Terms and Conditions.