

AGREEMENT

IOOS.21(097)XXX.XX.XXX.1
NOAA Award No. NA21NOS0120097 / CFDA #11.012

This AGREEMENT entered into July 1, 2021 by and between the Southeast Coastal Ocean Observing Regional Association (hereinafter referred to as SECOORA) and XXXXXXXXX (hereinafter referred to as SUBGRANTEE or SUBAWARDEE) mutually agree and covenant to the following:

IT IS UNDERSTOOD that the work to be performed hereunder shall have a start date of July 1, 2021 and shall be completed and fully performed by June 30, 2024.

IT IS UNDERSTOOD that under this new five-year award with the US IOOS Program Office, SECOORA is issuing a three-year subaward that will be amended annually pending notification from the IOOS Program Office of continuing funding to reflect the current year's funding allocation to the SUBAWARDEE. If funding continues, in Year 4 of this award, SECOORA will then extend the amendment for an additional 2 years.

IT IS UNDERSTOOD and AGREED that the SUBGRANTEE will adhere to all the conditions in Appendix 1 (FEDERAL, CD450 and following CD451s, and SPECIAL AWARD CONDITIONS) and that the SUBGRANTEE agrees to provisions outlined in all other APPENDICES, attached hereto and incorporated by reference herein.

IT IS FURTHER UNDERSTOOD and AGREED that the Statement of Work, Budget, and Budget Justification (Appendix 2) are subject to final approval after the IOOS Program Office approves SECOORA's annual descope documents entitled, *Southeast Coastal Ocean Observing Regional Association (SECOORA): Delivering actionable coastal and ocean information from high-quality science and observations for the Southeast*. Work under this agreement will be performed based on Appendix 2.

IT IS AGREED that SECOORA will reimburse SUBGRANTEE for actual expenditures not to exceed \$XX,XXX¹ for the period of July 1, 2021 – June 30, 2022, as itemized in the SUBGRANTEE'S budget as enumerated in the Budget Summary, attached hereto and incorporated by reference herein. It is agreed that \$XX,XXX¹ will constitute full and complete compensation for the tasks included in the Statement of Work for the period of July 1, 2021 – June 30, 2022, and any deviation above said sum will be absorbed by the SUBGRANTEE. Pre-award costs are not allowed under this agreement.

¹ This funding amount is subject to annual approval from the IOOS Program Office's review of the SECOORA FY21 Descope proposal.

IT IS UNDERSTOOD that SECOORA will not issue the next year's subaward amendment unless the SUBGRANTEE has invoiced at least 50% of the previous year's funding or has received approval of an exception from this requirement from the SECOORA Executive Director or his/her designee.

The SUBAWARDEE acknowledges that funds to support this subaward are Federal funds dependent on passage of annual Congressional Appropriations and regular operations of the Federal Treasury system. If SECOORA does not have access to the Federal funds, then the SUBAWARDEE acknowledges there will be a delay in invoice reimbursement until such time as SECOORA is able to access the Federal Treasury system.

IT IS UNDERSTOOD that any changes in the Project Statement of Work and/or Budget modifications in excess of 10% of the total subaward will be submitted to SECOORA for prior approval. Any changes in excess of 10% made without prior SECOORA approval will not be acknowledged by SECOORA and may be disallowed.

IT IS UNDERSTOOD that all invoices shall include all information shown in the Reimbursement Request Template with the appropriate contract number (Appendix 3).

IT IS UNDERSTOOD that SECOORA'S fiscal year ends June 30 and that all SUBGRANTEE'S will invoice SECOORA no later than August 15 for any SUBAWARDEE expenditures through June 30 of the current year.

IT IS AGREED that the SUBGRANTEE will maintain effort reports for all personnel employed under this AGREEMENT.

IT IS AGREED that SUBAWARDEES shall invoice at least quarterly for reimbursement of funds. Records of receipts and disbursements will be maintained by the SUBAWARDEE, and will be made available, if requested, to SECOORA or its representatives during normal business hours.

IT IS AGREED that if the SUBGRANTEE is receiving funding for international travel they must receive pre-approval from SECOORA AND the IOOS Program Office before making travel arrangements. It is the SUBAWARDEE'S responsibility to initiate the request with SECOORA 3 months prior to making travel arrangements so that the process can begin with the IOOS Program Office.

IT IS UNDERSTOOD that a final invoice, marked "FINAL" must be submitted to SECOORA, NO LATER THAN forty-five (45) days after the subaward end date. The final statement of costs shall constitute the SUBGRANTEE'S final financial report. This report is subject to audit by SECOORA and/or the Federal Government.

IT IS UNDERSTOOD that SECOORA can take up to 60 days to pay any invoice. If the invoice is incorrect the time stamp starts over after receiving a revised invoice.

IT IS AGREED that final payment of the award will be withheld until annual and/or final project report(s) are received by SECOORA.

The SUBGRANTEE agrees that reimbursement(s) made under this AGREEMENT shall be subject to reduction for amounts charged hereto which are found on the basis of audit examination not to constitute allowable costs under this AGREEMENT. The SUBGRANTEE shall refund by check payable to SECOORA the amount(s) of such reduction of payments under completed or terminated AGREEMENT(S). The SUBGRANTEE may appeal any final act or decision as provided by law.

IT IS AGREED that the SUBGRANTEE will prepare and submit to SECOORA fully completed and detailed Semi-Annual Project Reports by January 12 and July 12 for each project year and a fully completed and detailed Final Project Report 60 days after the completion of the project. If the project receives a no-cost extension beyond the original end-date of the project, the SUBAWARDEE will continue to submit progress reports as scheduled, as well as a fully completed and detailed Final Project Report sixty (60) days after the end of the project.

IT IS AGREED that SUBGRANTEE for any field observational activities (in-situ, HF Radar, Autonomous Underwater Vehicles (AUVs)) taking place in the natural environment, the SUBGRANTEE must demonstrate compliance with applicable environmental regulations by providing SECOORA with details of the activity, including copies of all permits, licenses, or authorizations received by the recipient from a permitting, licensing, or authorizing agency. SUBGRANTEE must work with the SECOORA Deputy Director to complete all National Environmental Policy Act (NEPA) requirements for new proposed observational activities. SECOORA will work with the IOOS Program Office to obtain and provide clearance to SUBGRANTEE to start the observational field activities. No fieldwork is allowed to take place until the IOOS Program Office has provided clearance to SECOORA for the SUBAWARDEE. SUBAWARDEE will be notified via email once clearance from the IOOS Program Office has been received.

IT IS AGREED that the SUBGRANTEE will share any collected environmental data or model output with SECOORA to be displayed and delivered through the SECOORA data portal.

IT IS AGREED that SUBGRANTEE must submit a completed SECOORA Data Sharing Plan, to be provided by the SECOORA Deputy Director to the award PI, no later than 60 days after receipt of the document. Please see the *SECOORA Data Sharing Policy* within the [SECOORA Data Management and Cyberinfrastructure Plan](#) for information on data sharing.

IT IS AGREED that SUBGRANTEE will either implement their own or work with SECOORA Data Management and Communications team to implement Quality Control procedures for real-time data collected and distributed via SECOORA following the appropriate Quality Assurance of Real Time Data (QARTOD) manual(s). At a minimum, QARTOD required and recommended tests and procedures should be conducted. Where a QARTOD manual is not available, SUBGRANTEE will provide the Quality Assurance/Quality Control (QA/QC) standards applied to the data collected

and delivered to SECOORA within the SECOORA Data Sharing Plan. Data flags must be submitted with the real-time data to the SECOORA Data Managements and Communications team. SECOORA shall be notified of any changes to implemented QA/QC procedures within 30 days of such changes. All QA/QC procedures will be documented in the SECOORA Data Sharing Plan, referenced above.

IT IS AGREED that SUBGRANTEE will work with SECOORA Data Management and Communications team for the archival of data with NOAA's National Centers for Environmental Information (NCEI).

IT IS AGREED that any software development carried out as part of this subaward will be shared and made available with succinct documentation to SECOORA either via SUBGRANTEE software sharing website or SECOORA recommended software sharing website (E.g. Github - <https://github.com/>).

IT IS AGREED that the SUBGRANTEE will attend 75% of the SECOORA Regional Coastal Ocean Observing System (RCOOS) Principal Investigator webinar/conference calls during the project period and provide updates on progress being made in the project. If the lead PI cannot attend the call, he/she must designate an appropriate alternate within his/her group to be on the monthly RCOOS conference calls.

IT IS AGREED that the SUBGRANTEE will attend or designate a person from their institution to attend the Annual RCOOS Principal Investigators meeting (usually held in May) as well as other SECOORA project coordination and integration meetings, virtual or in person, held during the contract period for ensuring better coordination of regional projects.

Per the SECOORA proposal, SUBGRANTEE will maintain existing real time infrastructure and, barring significant accidents, failures, or acts of God, will target system uptime of 85%. Uptime statistics by sensor for each station are required to be reported in each progress report. If SUBGRANTEE does not meet these target system uptime requirements, and there are not significant accidents or failures, then future funding may be impacted.

IT IS AGREED that SUBGRANTEE maintain metadata records to include, standard operating procedures for calibrating, maintaining, validating, and operating the equipment owned and operated by SUBGRANTEE in accordance with the manufacturer guidance or industry best practices.

IT IS AGREED that SUBGRANTEE will provide SECOORA with data collected from non-real time stations for which SECOORA funds are being used to operate. SUBGRANTEE agrees to work with the SECOORA Data Management team to upload data and curate metadata through the Research Workspace. All data will be made available through the SECOORA data portal.

SUBGRANTEE will work with SECOORA to implement Google Analytics to track website usage statistics for High Frequency Radar data hosted on SUBGRANTEE operated websites. These statistics will be reported as part of the SUBGRANTEEs bi-annual progress reports.

IT IS AGREED that for any research publications/thesis/technical reports/graphics/flyers published, using either partial or full funding of the subaward, the SUBAWARDEE shall provide appropriate acknowledgement to SECOORA/US IOOS (see Appendix 1) and provide a copy to SECOORA for our records and possible use/display via SECOORA website or social media outlets. IT IS ALSO AGREED that SECOORA is allowed to use graphics/slides from Principal Investigator presentations, with proper attribution, used at SECOORA meetings or at meetings where the Principal Investigator is representing SECOORA and/or work supported by SECOORA.

IF, THROUGH ANY cause, the SUBGRANTEE shall fail to fulfill or perform his duties and obligations under this AGREEMENT in a timely and proper manner or if the SUBGRANTEE shall violate or breach any of the provisions of this AGREEMENT, or where applicable, if the grant(s) from SECOORA, the Federal Government and/or other sources pursuant to which this AGREEMENT is made are terminated or suspended by the Federal Government or other sources, SECOORA shall thereupon have the right to terminate or suspend this AGREEMENT, by giving thirty (30) days prior written notice to the SUBGRANTEE of such termination or suspension and specifying the effective date thereof. SECOORA shall reimburse SUBGRANTEE for all expenses and non-cancellable commitments incurred up to the date of termination.

IT IS AGREED verbal or written assurances of refunding shall not constitute authority to obligate funds for activities beyond the expiration date. Funds shall not be obligated unless or until an award document is received by the SUBAWARDEE from SECOORA authorizing such obligations.

IT IS AGREED that facsimile and/or scanned signatures and counterpart originals shall be as effective as if a single original.

This AGREEMENT and attached APPENDICES constitute the entire agreement between the aforementioned SECOORA and SUBGRANTEE and all modifications shall be in writing and signed by both parties.

The undersigned do hereby agree to the provisions of the AGREEMENT.

Agreement IOOS.21(097)XXX.XX.XXX.1

XXXXXXXXXXXX

AUTHORIZED REPRESENTATIVE NAME & TITLE

DATE

Agreement IOOS.21(097)XXX.XX.XXX.1

SOUTHEAST COASTAL OCEAN OBSERVING
REGIONAL ASSOCIATION (SECOORA)

MEGAN LEE
Chief Financial Officer

DATE

Agreement Agreement IOOS.21(097)XXX.XX.XXX.1

AGREEMENT
FEDERAL, CD450 and CD451s, and SPECIAL AWARD CONDITIONS
APPENDIX 1

1. All work authorized under NOAA Award No. NA21NOS0120097 (CFDA # 11.012).
2. This AGREEMENT incorporates guidelines and restrictions imposed by 2 CFR 200, Department of Commerce Financial Assistance Standard Terms and Conditions, Administrative Standard Award Conditions for NOAA Financial Assistance Awards, and any other state or local regulations the SUBAWARDEE must abide by (see below links). SUBAWARDEE shall adhere to all rules and regulations as set forth in these regulations.
3. The dollar amount of indirect costs in the approved budget should be a reflection of any established indirect cost rate negotiated and approved by a cognizant Federal agency prior to the effective date of this AGREEMENT. **A copy of the approved indirect cost rate is required for approved projects of SECOORA's SUBAWARDEEs.**
4. The SUBAWARDEE is required to maintain the official property inventory listing of all equipment purchased with SECOORA funds. The equipment purchased with SECOORA funds in some instances may be transferred to SECOORA upon completion of the research work for which the equipment was purchased. If the SUBAWARDEE wishes to use the equipment on further like research for which the equipment was originally purchased then the SUBAWARDEE should submit in writing a request to continue use of the equipment for such purposes. If the equipment becomes excess and is sold or disposed of and the market value is \$5,000 or more the SUBAWARDEE will be required to submit to SECOORA the market value of the equipment at the time of disposal to be reimbursed to NOAA.
5. It is understood that the SUBAWARDEE agrees to execute all services in accordance with the US Department of Commerce "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements", published in the Federal Register dated March 18, 1987 and made part of this AGREEMENT.
6. The SUBAWARDEE is required to comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
7. IT IS AGREED that SUBAWARDEE field activities conducted as part of this contract are subject to NEPA requirements and it is the responsibility of the SUBAWARDEE's to insure compliance with any applicable requirements. Federal funds cannot be expended on any vessel operations, glider or buoy deployments, HF radar, sensor or mooring installations or other activities without an evaluation of consequences to the environment in accordance with the IOOS Programmatic Environmental Assessment and the mitigation measures

identified therein. In addition, activities conducted with NOAA/IOOS funding shall give consideration to and be compliant with not only the National Environmental Policy Act (NEPA), but Marine Managed Areas (MMA), Endangered Species Act (ESA), Magnuson-Stevens Fishery Conservation and Management Act (MSA), National Marine Sanctuaries Act (NMSA), Clean Air Act, Clean Water Act, Marine Mammal Protection Act (MMPA) or any other regulatory oversight entities that collaborate with NOAA such as the State Historic Preservation Office or National Wildlife Federation.

8. The SUBAWARDEE agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act as amended. Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
9. The SUBAWARDEE is prohibited from expending Federal funds for purposes of providing transportation, travel, and any other expenses for any Federal employees.
10. The SUBAWARDEE is subject to the provisions of the Fly America Act and must comply with the Act as prescribed when scheduling transportation for travel paid for with Federal funds.
11. The SUBAWARDEE is hereby notified that they are encouraged, to the greatest extent practicable, to purchase American-made equipment and products with funding provided under this award.
12. The SUBAWARDEE must adhere to the following acknowledgement and citation requirements for all publications, brochures, documents, reports, and any other hard copy material printed with AGREEMENT funds and intended for public distribution by the SUBAWARDEE:
 - a. The financial assistance Grant-in-Aid award number (found in #1 above) will be acknowledged as the basis for funding the publication.
 - b. All non-journal article publications or reports shall bear the US IOOS, NOAA and SECOORA logos on the cover or first page, and include the following: "A publication (or report) sponsored by the Southeast Coastal Ocean Observing Regional Association (SECOORA) pursuant to National Oceanic and Atmospheric Administration Award No. NA21NOS0120097.
 - c. If the recipient or its employee(s) use funds provided under this AGREEMENT to publish a manuscript in a professional journal or the production of a video based in whole or in part on the work funded by this AGREEMENT, the author shall ensure that the paper (including internet sites) bears the following notation:

"This report was prepared, 'in part' (if appropriate) as a result of work sponsored by the Southeast Coastal Ocean Observing Regional Association (SECOORA) with NOAA financial assistance award number NA21NOS0120097. The statements, findings,

conclusions, and recommendations are those of the author(s) and do not necessarily reflect the views of SECOORA or NOAA.”

- d. Exception - This requirement does not apply to reports submitted only to SECOORA and which are not intended for public distribution, such as project progress reports and financial reports.
13. Environmental data and related items of information collected and pursuant to this SUBAWARD have not been formally disseminated by NOAA and do not represent and should not be construed to represent any agency determination, view, or policy.
14. Contacts with the media are encouraged in compliance with the Freedom of Information Act. SECOORA should be notified of such contact. SECOORA staff can facilitate media contacts and assist in ensuring that media coverage is fair and accurate.
15. No obligations shall be created by SUBAWARDEE for any purpose pertaining to the activities for which the funds were awarded where the obligation would require performance beyond the contract end date stipulated in the award document. Funds may only be expended beyond the expiration date for obligations properly created prior to the expiration date.
16. SUBAWARDEE must adhere to additional terms outlined in the CD-450 and CD-451s and Special Award Conditions of the Prime award here and on the following pages.

e-CFR

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Department of Commerce Financial Assistance Standard Terms and Conditions

https://www.commerce.gov/sites/default/files/2020-11/DOC%20Standard%20Terms%20and%20Conditions%20-%202012%20November%202020%20PDF_0.pdf

*Administrative Standard Award Conditions for National Oceanic and Atmospheric Administration (NOAA) Financial Assistance Awards
U.S. Department of Commerce*

<https://www.noaa.gov/sites/default/files/legacy/document/2021/Mar/Administrative%20Standard%20Award%20Conditions%20for%20NOAA%20Financial%20Assistance%20Awards%2002.18.2021.pdf>

FORM CD-450 (REV 10/18)		U. S. DEPARTMENT OF COMMERCE FINANCIAL ASSISTANCE AWARD		<input type="checkbox"/> GRANT <input checked="" type="checkbox"/> COOPERATIVE AGREEMENT	
RECIPIENT NAME SOUTHEAST COASTAL OCEAN OBSERVING REGIONAL ASSOCIATION		FEDERAL AWARD ID NUMBER NA21NOS0120097			
		PERIOD OF PERFORMANCE 07/01/2021-06/30/2026			
STREET ADDRESS 1368 PHERIGO ST		FEDERAL SHARE OF COST \$4,552,445.00			
CITY, STATE, ZIP CODE MOUNT PLEASANT SC 29464-4825		RECIPIENT SHARE OF COST \$0.00			
AUTHORITY 33 U.S.C. 3601-3610		TOTAL ESTIMATED COST \$4,552,445.00			
CFDA NO. AND NAME 11.012 Integrated Ocean Observing System (IOOS)					
PROJECT TITLE Southeast Coastal Ocean Observing Regional Association (SECOORA): Delivering actionable coastal and ocean information from high quality science and observations for the Southeast					
<p>This Award Document (Form CD-450) signed by the Grants Officer constitutes an obligation of Federal funding. By signing this Form CD-450, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, the Form CD-450 must be signed by an authorized representative of the Recipient and returned to the Grants Officer. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Award offer and de-obligate the funds.</p> <p><input checked="" type="checkbox"/> DEPARTMENT OF COMMERCE FINANCIAL ASSISTANCE STANDARD TERMS AND CONDITIONS</p> <p><input type="checkbox"/> R & D AWARD</p> <p><input type="checkbox"/> FEDERAL-WIDE RESEARCH TERMS AND CONDITIONS, AS ADOPTED BY THE DEPT. OF COMMERCE</p> <p><input checked="" type="checkbox"/> BUREAU SPECIFIC ADMINISTRATIVE STANDARD AWARD CONDITIONS</p> <p><input checked="" type="checkbox"/> SPECIFIC AWARD CONDITIONS</p> <p><input checked="" type="checkbox"/> LINE ITEM BUDGET</p> <p><input checked="" type="checkbox"/> 2 CFR PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS, AS ADOPTED PURSUANT TO 2 CFR § 1327.101</p> <p><input type="checkbox"/> 48 CFR PART 31, CONTRACT COST PRINCIPLES AND PROCEDURES</p> <p><input checked="" type="checkbox"/> DEPARTMENT OF COMMERCE PRE-AWARD NOTIFICATION REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS (REF: 79 FR 78390)</p> <p><input checked="" type="checkbox"/> MULTI-YEAR AWARD. PLEASE SEE THE MULTI-YEAR SPECIFIC AWARD CONDITION.</p> <p><input checked="" type="checkbox"/> OTHER(S): This award is being made under competitive Funding Opportunity Number NOAA-NOS-IOOS-2021-2006475 posted at Grants.gov on 05/22/2020.</p>					
SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER Stacy Tedder				DATE 08/16/2021	
PRINTED NAME, PRINTED TITLE AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL Megan Lee				DATE 08/23/2021	

Specific Award Conditions

Award Number: NA21NOS0120097
Amendment Number: 0

1) Post Award NEPA Review Process

Task's "passive sensors and instrumentation; vessels and sampling; autonomous underwater vehicles (AUVs), gliders, and drifters; moorings, marine stations, buoys, and fixed arrays; and high frequency (HF) radar" were not sufficiently defined for the National Ocean Service to perform an environmental review by the time the final award file needed to be submitted to obligate funds. The recipient is not authorized to expend federal funds for the above-listed tasks. The recipient will complete the IOOS Environmental compliance questionnaire to ensure IOOS has all relevant information the program office needs to make an informed decision about the impact of the funding activities and to satisfy requirements for the National Environmental Policy Act (NEPA). NOAA will review these tasks for compliance with NEPA and Environmental compliance once the applicant has submitted the final documentation to determine if additional information is necessary and what level of NEPA documentation applies. Once this Specific Award Condition has been released by NOAA, the Recipient is authorized to expend federal funds to complete these tasks unless there are other conditions placed on the award that would restrict this expenditure of funds.

Due Date: 09/01/2021

2) Multi-Year Special Award Condition

The award period and budget(s) incorporated into this award cover a five-year period for a total amount of \$28,552,445.00 in Federal funds. However, Federal funding available at this time is limited to \$4,552,445.00 for this funding period. Receipt of any prospective funding is contingent upon the availability of funds from Congress, satisfactory performance, continued relevance to program objectives, and will be at the sole discretion of the Department of Commerce. The Department of Commerce is not liable for any obligations, expenditures, or commitments which involve any amount in excess of the Federal amount presently available. The Recipient will be responsible for any and all termination costs it may incur should prospective funding not become available. No legal liability will exist or result on the part of the Federal Government for payment of any portion of the remaining funds which have not been made available under the award. Notifications affecting funding or notice of non-availability of additional funding for prospective years will be made only by the Grants Officer. The amendment to obligate prospective funding available shall be made on Form CD-451, Amendment to Financial Assistance Award, if at all possible prior to the expiration of each year's activities.

The funding period for this award is 07/21/2021 through 06/30/2022 and may be extended through 06/30/2026.

3) FY 2021 Regional Associations Limited Project Activities SAC

The amount of funding available for this award is different from the amount requested for fiscal year FY 2021 due to appropriations. The recipient is awarded a total amount reflected in the Multi-Year Special Award Condition, yet only authorized to expend federal funds in the amount of \$1,000,000.00 for sustained operations of the integrated coastal and ocean observing system activities. The recipient is required to provide a revised work plan, based on program priorities discussed with the IOOS Office. The additional funds may be available once the recipient provides a Revised Work Plan.

The Revised Work Plan is based on program priorities discussed with the IOOS Office, detailing the products and services you will be able to deliver at this new funding level this fiscal year. The revised work plan must include budgets and budget justifications for the prime and all sub award recipients in accordance with NOAAs Acquisition and Grants Office guidance. This budget narrative guidance is available in the forms section of the IOOS web site at <https://ioos.noaa.gov/about/funding-opportunities/#forms>. Initiate an award action request to satisfy special award conditions and select Fiscal Year (FY) 2021 Revised Work Plan from the drop down menu no later than 60 days after the recipient's official acceptance of the award in Grants Online. Attach the required documentation for program office review and Grants Officer approval. Failure to submit a Revised Work Plan by the end of the 60-day deadline may result in a suspension of the recipient's Automated Standard Application for Payments account.

Due Date: 11/01/2021

4) Performance Progress Reports

Project Progress Reports are due on a semi-annual basis, no later than 30 days following the end of each six (6) month period from the start date of the original award. A comprehensive final Project Progress Report is due within 90 days after the award expiration date and will include the last interim reporting period.

5) Cooperative Agreement - Substantial Involvement Special Award Condition

The federal government, NOAA in particular, will be substantially involved in the execution of this project. Specifically, the Integrated Ocean Observing System (IOOS) Office will engage the recipient in planning and implementation of the regional component of U.S. IOOS nationally. IOOS will engage the award recipient in routine project/program assessment(s) to discuss objectives, progress, issues, and performance. IOOS will work with the recipient in the development of data standards and protocols that facilitate data sharing and integration.

6) New Award SAC

This award number NA21NOS0120097, to SOUTHEAST COASTAL OCEAN OBSERVING REGIONAL ASSOCIATION, supports the work described in the Recipient's proposal entitled, "Southeast Coastal Ocean Observing Regional Association (SECOORA): Delivering actionable coastal and ocean information from high-quality science and observations for the Southeast" dated 12/07/2020 and revisions dated 03/25/2021, and 07/13/2021, which are incorporated into the award by reference. Where the terms of the award and proposal differ, the terms of the award shall prevail.

AGREEMENT
SUBGRANTEE STATEMENT OF WORK, BUDGET AND JUSTIFICATION
APPENDIX 2

Statement of Work

Budget

Budget Justification

AGREEMENT
REIMBURSEMENT REQUEST TEMPLATE
APPENDIX 3

Please include on **ALL** invoices:

1) Institutional **AWARD NUMBERS:**

Agreement IOOS.21(097)XXX.XX.XXX.1

2) Reimbursement Template:

Budget Item	Approved Budget	Prior Cumulative	Current Expense	Balance of Funds
Salary & Wages				
Salary, Wages & Fringe Benefits				
Expendable Supplies				
Travel				
Other Costs				
1) XXXX				
2) XXXX				
TOTAL DIRECT COSTS				
INDIRECT COSTS				
TOTAL				

Amount Requested This Invoice:	\$ XXXXX
---------------------------------------	----------

Please send to:

Megan Lee

Email: mlee@secoora.org (preferred method)

Or Mail:

Megan Lee

SECOORA

P.O. Box 13856

Charleston, SC 29422

Reminder:

- 1) Any changes in the Project Statement of Work and/or Budget modifications in excess of 10% of the total subaward will be submitted to SECOORA for prior approval. Any changes in excess of 10% made without prior SECOORA approval will not be acknowledged by SECOORA and may be disallowed.
- 2) The final invoice of the award will be withheld by SECOORA until all work has been satisfactorily completed. Final invoice is due no later than forty-five (45) days after the subaward end date.