

CHAPTER 4-200

THE APPLICATION PROCESS FOR AN AML GRANT

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4-200-00 What does this chapter do?

This chapter explains how you, a State or Tribe with an approved Abandoned Mine Land (AML) program that has not certified, can apply to us, the Office of Surface Mining Reclamation and Enforcement (OSM), for an AML grant. This chapter does not apply to States or Tribes which have certified that they have addressed all known coal problems (see chapter [4-300](#)). This chapter also explains how your AML grant works.

4-200-10 How does the AML grant work?

- A. You may submit a single grant application each year for all AML activities. This combined annual grant is sometimes called “simplified” because it consolidates AML functions which we used to award as separate grants into a single grant award.
- B. The AML budget or cost categories which are combined into this single grant are called subaccounts. AML subaccounts are costs which you must track separately, such as administrative costs and project costs for non-emergency coal reclamation. See [4-200-40](#) below for a list of standard AML subaccounts.
- C. The performance periods for all subaccounts included in an agreement normally start on the beginning date of the agreement. However, we may later add a new subaccount which starts on the date of the grant amendment which added it. For example, immediately after the annual fund distribution you may apply for an amendment to add current AMD set-aside funds to the previous year’s AML grant in order to deposit the set-aside funds sooner and earn additional interest.
- D. The grant performance period is determined by the subaccount with the longest designated period in the AML grant. The grant performance period is normally three years. However, within the grant performance period, you can only obligate funds for each subaccount within its specified performance period. The subaccount performance periods end on different dates.
 1. All administrative cost subaccounts last for one year.
 2. All project cost subaccounts except emergency project costs last for three years.
 3. Emergency project cost subaccounts last for one year.

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4. AMD set-aside subaccounts last until you deposit the funds into your trust account.
 5. Subsidence insurance subaccounts last for eight years.
- E. When a subaccount ends before the end of the grant performance period, we normally close the subaccount. If there are any unexpended funds, we deobligate them or transfer them to a different subaccount or grant as you request.
- F. We track grant property through the administrative cost subaccount. When we close the administrative subaccount, we will note your transfer of AML property into the administrative cost subaccount of the subsequent AML grant or your disposition of the property.

4-200-20 How do you send us your application for an AML grant?

- A. You must submit a complete grant application to us by one of the following methods.
1. You may enter your application in an OSM-approved electronic grants portal or system such as Grants.gov or our Financial and Business Management System (FBMS).
 2. You may send us a complete application on paper, with an original signature. You may have the application delivered to us by regular mail or any other method.
 3. You may send us an application package by e-mail. The application forms must include the name and title of the authorized official who signed them and the date they were signed. You must keep the original signed application in your files.
- B. If you enter your application in an electronic grants system, the system will confirm that we have received it. Otherwise, we will notify you that we have received your application within three days of the date we receive it

4-200-30 When should you apply?

- A. You may apply at any time for a grant of any or all of the AML funds that are available to you.
- B. You should send us your application at least 60 days before the date you want your grant performance period to begin.

4-200-40 What should you include in your application?

- A. We do not require detailed information on individual AML construction projects in the AML grant application.
- B. Your application must include the following items.

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1. Signed or approved Application for Federal Assistance, [Standard Form \(SF\) 424](#).
2. Budget information. You may use the optional [OSM 49](#) form, or provide the information in an alternate format of your choice.
 - a. Break out the funding you are requesting by subaccount, using the following list of standard AML subaccounts.

01	Administrative Costs (Non-Emergency)
02	Emergency Administrative Costs
03	Coal Project Costs (Non Water Supply or Emergency)
04	Water Supply Project Costs
05	Emergency Project Costs
07	Acid Mine Drainage Set-Aside Costs
08	Subsidence Insurance Costs
09	Indirect Costs (Non-Emergency)
10	Emergency Indirect Costs
11	Non-coal Reclamation Project Costs
12	Civil Penalty Program Costs
13	Clean Streams Project Costs
 - b. To classify costs as project costs or administrative costs, consider whether you can track the cost to an individual reclamation project. Project costs include actual construction, and also other activities such as project development and design, realty work, construction contracting, construction inspection, post-construction costs and other costs which you can allocate to a specific project. Administrative costs include non-site-specific activities, such as program policy, inventory management, and program management and support.
 - c. The subaccount list above includes subaccounts for indirect costs, but we suggest that you consider including indirect costs within the related direct cost subaccounts rather than setting up these separate subaccounts. This may reduce the need for subsequent grant amendments moving money between subaccounts.
 - d. You should also break out the total for each subaccount by the type of AML funds you are requesting. The fund types which may be available to you include State or Tribal share (SS), historic coal funds (HC), prior balance replacement funds (HU), and minimum program make-up funds and emergency funds (FE). See chapter [4-100](#) for an explanation of these AML fund types and how you may use them.
3. The program narrative Statement should include the following information. You may

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use the optional [OSM 51](#) form or any format you choose.

- a. OMB circular A-102 requires that the program narrative address the following criteria. However, information on specific reclamation projects is not required.

Objectives and Need for Assistance. Based on your approved AML State program, describe any relevant abandoned mine land problems (physical, economic, social, financial, or institutional) requiring a solution. Indicate the need for the assistance and State the primary and secondary objectives of the grant.

Results and Benefits Expected. Identify results and benefits to be derived from the reclamation program. For example, describe how the reclamation program will protect public health and safety, and improve the environment.

Approach. Outline a plan of action for the scope of the grant and describe how the proposed work will be accomplished. Cite factors (such as weather, eligibility issues, etc.) which might help or delay the work. Explain your reasons for taking this approach as opposed to others. Describe any unusual features of this grant, such as design or technological innovations, and reductions in cost or time. Identify the kinds of data to be collected and maintained. Discuss the criteria and methodology to be used to evaluate the results and success of the reclamation program.

Geographic Location. No information required.

- b. You must include the following additional information in your application.

Personnel. List the number and type of full-time equivalent positions supported by this grant.

Fringe Benefits. Show the basis and estimated total amount of fringe benefits.

Travel. Show how the travel expenses were calculated. Estimate the number of trips, their purpose, and average costs.

Equipment. List each item of equipment requested and explain why it is needed for the program. Estimate the total cost of equipment to be purchased, leased or rented.

Supplies. Estimate the total cost for supplies and describe any major or unusual items.

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Contractual. List proposed contracts with their purpose and estimated cost.

Other. List costs by type and explain how you estimated them.

Indirect Costs. Show how you calculated estimated indirect costs based on the indirect cost rate and base approved by your cognizant Federal agency.

4. Signed or approved Assurances for Construction Projects, form [SF 424D](#).
5. [Certifications](#) relating to debarment and suspension, drug-free workplace, and lobbying.
6. If applicable, Disclosure of Lobbying Activities form [SF LLL](#).