

## CHAPTER 7-240

### CLOSING A TECHNICAL STUDIES PROGRAM APPLIED SCIENCE COOPERATIVE AGREEMENT

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#### **7-240-00 What does this chapter do?**

This chapter explains to you, a recipient of an applied science cooperative agreement under our Technical Studies program, how to prepare and process your final reports. It also explains how we, the Office of Surface Mining Reclamation and Enforcement (OSM), will close your cooperative agreement .

#### **7-240-10 Where do these requirements come from?**

The requirements for closeout procedures come from the *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, known as the *Grants Common Rule*, found in the Code of Federal Regulations at 43 CFR 12, subpart C.

#### **7-240-20 When do we close out an applied science cooperative agreement?**

- A. The closeout process begins at the end of the performance period of your cooperative agreement. We will normally close your agreement within 180 calendar days after the end of the performance period.
- B. We may close your cooperative agreement without audit. However, we reserve the right to take additional administrative action resulting from the findings of a subsequent audit.
- C. We will not close your cooperative agreement until you have paid all allowable costs and we have deobligated any excess funding .
- D. We will not close your agreement if it is in litigation or under appeal.
- E. If we terminate your agreement for any reason, we will not close it until all termination actions have been completed.

#### **7-240-30 When is your closeout package due?**

- A. Your closeout package is due to us 90 days after the end of the performance period of your cooperative agreement.

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- B. However, you may send us a written request with justification for an extension of the due date. If we approve your request, we may require you to submit interim performance and financial reports.

### **7-240-40 How can you send your closeout package to us?**

You may send us your closeout package by e-mail. Alternatively, you may report by regular mail, or you may enter your information in an OSM- approved electronic grant system.

### **7-240-50 What information must you provide to close your cooperative agreement?**

Your closeout package must include the following information.

- A. Final financial report, on the [SF 425](#) form, as described in chapter [7-230](#).
- B. Final narrative performance report, on the optional [OSM 51](#) form or plain paper, as described in chapter 7-230.
- C. You must include all project deliverables. Project deliverables are unique to each award. They may include a final technical report, information for a fact sheet, electronic presentations, workshop presentations, peer-reviewed papers, and technical conference presentations. We may provide formats which you must follow for your deliverable reports.
- D. Report of Government Property, if you acquired or held any property under this cooperative agreement. You may use the optional [OSM 60](#) form, or any inventory format acceptable to our awarding office. If we provide any Federally owned property to you under this cooperative agreement, list it in your inventory separately from grant-purchased property.
- E. List any in-kind services and materials you received that directly contributed to the completion of your project. Include the value of in-kind materials and services in this list and in the total expenditures on your financial report.

### **7-240-60 How will we review your reports and close your cooperative agreement?**

- A. We will ensure that you have submitted complete and acceptable deliverables and reports. We will work with you to obtain missing or revised documents.
- B. We will verify that we have added all changes into your cooperative agreement by appropriate revisions or amendments.
- C. We will resolve with you any disputes, suspensions, withholding of funds, and violations of agreement clauses and assurances.

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- D. We will include a written evaluation of your performance under the cooperative agreement in our official file for this agreement.
- E. We will approve the disposition of any property you may have purchased with cooperative agreement funds.
- F. If you have any Federally owned property, we will reconcile it to our records.
- G. We will deobligate any excess funds from your cooperative agreement.
- H. We may use the [Grant and Cooperative Agreement Closeout Checklist](#) to document our review and closeout actions.
- I. We will notify you in writing that your cooperative agreement is closed. We will remind you of our records retention and access requirements. See chapter [2-260](#) for more information on record retention.