

CHAPTER 1-100 DESCRIBING THE FEDERAL ASSISTANCE MANUAL

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1-100-00 What is FAM?

The Federal Assistance Manual (FAM) provides policies and procedures to manage grants and cooperative agreements awarded to you by us, the Office of Surface Mining Reclamation and Enforcement (OSM). FAM is an official OSM directive, identified as number GMT-10 in our directive system.

1-100-10 What does this chapter do?

This chapter describes the organization of FAM. It identifies the OSM office which is responsible for this manual. It explains how we go about changing or updating this manual, and how you can give us your comments and suggestions for FAM. This chapter also sets a process for OSM to use if we determine that we should not follow a policy in FAM.

1-100-20 How is FAM organized?

- A. We divided the complete FAM into seven broad parts by grouping together topics or chapters on related financial assistance policies or programs. A chapter is the standard unit in FAM, generally addressing one financial assistance topic or process. Within chapters, information is broken out into sections, paragraphs, and subparagraphs as needed.
- B. The numbering system of the FAM reflects this structure.

- Part.....1
- Chapter.....1-100
- Section.....1-100-20
- Paragraph.....1-100-20A
- Subparagraph.....1-100-20A.1

1-100-30 What information can be found in each of the parts of FAM?

FAM chapters are broadly grouped into seven parts.

- Part 1, Requirements for All OSM Assistance Agreements, includes general policies and procedures for any OSM grant or cooperative agreement. These chapters describe the rules, and processes OSM uses to award, and manage assistance agreements.

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- Part 2, General Requirements for Federal Assistance, includes policies for the assistance awarded by all federal agencies. These policies come from Federal laws, executive orders, and regulations, particularly Office of Management and Budget circulars.
- Part 3, Allowable Costs, explains what costs may be charged to OSM assistance agreements and how to handle different types of costs.
- Part 4, Abandoned Mine Lands (AML) Grant Program, includes specific program, financial, and grant processing requirements for the AML program.
- Part 5, Regulatory Grant Program, includes specific requirements for the Title V regulatory program.
- Part 6, Watershed Cooperative Agreement Program, includes specific requirements for this program.
- Part 7, Technical Studies Cooperative Agreement Programs, includes specific requirements for applied science, and underground mine map agreements.

1-100-40 How do we revise FAM?

- A. The Division of Reclamation Support, in the Program Support Directorate in OSM headquarters, is responsible to manage FAM.
- B. We will revise FAM when necessary to reflect changes in OSM's financial assistance programs, the policies and procedures governing assistance, or the processes we use to award and manage assistance agreements.
- C. We encourage all FAM users to suggest improvements or revisions to this manual. Please send suggestions, or comments to the Assistant Director, Program Support (AD,PS), or contact us through this website.
- D. We will make proposed revisions to FAM available for review. We will address the comments we receive as required by OSM policy on directives.
- E. We may issue temporary FAM directives to reflect short-term changes. We may also use temporary FAM directives to implement new, or revised policies or procedures quickly. We may allow a temporary directive to lapse when the information is no longer needed, or we may incorporate the change permanently into FAM in the next major revision.

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1-100-50 How do we approve an exception to a FAM requirement?

- A. If Federal statute requires us not to follow FAM, the OSM awarding office must act as the law requires. The OSM office must notify the AD,PS of the conflict between the statute and FAM.
- B. We want to implement FAM as consistently as possible. Therefore, we must keep deviations from the FAM to a minimum. We will use the following procedures to request and approve FAM exceptions which are not required by Federal law.
 - 1. The OSM office authorized to approve an award (our awarding office) may send requests to deviate from FAM through the Regional Director to the AD,PS. The request must identify the programs affected and the FAM provision for which the exception is requested. The request must clearly explain and justify the requested exception.
 - 2. The AD,PS may approve deviation requests which only affect one assistance agreement. The official file for that agreement must document the FAM rule involved, the reason for deviating from it, and the name and title of the authorizing official.
 - 3. The Director or Deputy Director must approve deviations affecting more than one assistance agreement.