

**CHAPTER 7-250**  
**CLOSING A TECHNICAL STUDIES PROGRAM**  
**UNDERGROUND MINE MAP COOPERATIVE AGREEMENT**

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**7-250-00 What does this chapter do?**

This chapter describes how you, a recipient of an underground mine map cooperative agreement under our Technical Studies program, should prepare and submit your final reports. It also explains how we the Office of Surface Mining Reclamation and Enforcement (OSMRE) will close your cooperative agreement.

**7-250-10 Where do these requirements come from?**

The requirements for closeout procedures come from the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* at [2 CFR 200, Subpart D](#).

**7-250-20 When do we close out an underground mine map 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.

**7-250-30 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.

**7-250-40 How can you send your closeout package to us?**

You may send us your closeout package by e-mail or by regular mail.

**7-250-50 What information must you provide to close your cooperative agreement?**

Your closeout package must include the following information.

- A. Final Federal 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](#). We will use your final report to promote our technology transfer efforts
- C. If any deliverables were required for your project, you must include them. They may include a final technical report, information for a fact sheet, and other materials. 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. Use the Tangible Personal Property Report ([SF-428](#)) that allows for 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.

**7-250-50 How will we review your reports and close your cooperative agreement?**

- A. We will verify that you completed the work as described in your proposal, and that it meets required quality standards.
- B. We will ensure that you have submitted complete and acceptable documents. We will work with you to obtain missing or corrected documents.
- C. We will verify that we have added all changes into your cooperative agreement by appropriate revisions or amendments.
- D. We will resolve with you any suspensions, withholding of funds, disputes, and violations of agreement clauses and assurances.
- E. We will include a written evaluation of your performance under the cooperative agreement in our official file for this agreement.

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- F. We will approve the disposition of any property you may have purchased with cooperative agreement funds.
- G. If you have any federally owned property, we will reconcile it with our records.
- H. We will deobligate any excess funds from your cooperative agreement.
- I. We may use a checklist to document our files.
- J. We will notify you in writing that your underground mine map cooperative agreement is closed and remind you of our records retention and access requirements.