

CHAPTER 1-110
OSMRE RESPONSIBILITIES FOR THE ADMINISTRATION
OF OUR ASSISTANCE AGREEMENTS

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1-110-00 What does this chapter do?

This chapter explains how we, OSMRE, assign the responsibilities for managing our financial assistance programs to our offices. This information applies to all OSMRE assistance programs.

1-110-10 Who approves OSMRE assistance agreements?

- A. The Director of OSMRE is authorized to approve each assistance award. The Director delegates this authority to the Regional Directors, who may delegate it further.
- B. By approving the assistance award, the authorized official certifies that, in his or her opinion, the agreement is in accordance with all applicable laws and regulations, Departmental, and OSMRE assistance and program policies.
- C. No authorized official can be required to approve an assistance agreement unless the official is fully satisfied with the award.

1-110-20 Who is responsible to manage our assistance agreements?

The Regional Directors manage our regional offices and the field and area offices within each region. They are responsible for award and management of OSMRE assistance agreements. They may delegate these functions to any of the offices or staff they manage. The office which awards a particular assistance agreement will also manage it after award. The awarding offices are responsible for the following activities:

- A. Receive and review assistance applications. Work with recipients to resolve all issues. Approve and process grant and cooperative agreement awards.
- B. Determine availability of funds for award. Approve obligations and deobligations of assistance funds.
- C. Coordinate with the Office of Communications to announce awards.

- D. Coordinate with the Division of Financial Management on assistance funding and financial management issues.
- E. Administer the awarded assistance agreements. Process and approve necessary amendments and budget revisions.
- F. Receive, review, and take any necessary action on performance and financial reports by assistance agreement recipients.
- G. Conduct oversight of program and project operations supported by assistance funds. Conduct reviews of recipient financial and operational systems. Resolve issues with recipients.
- H. Work with recipients to resolve audit findings and recommendations.
- I. Work with recipients to get assistance budget estimates. Provide analysis and recommendations on recipients' budget estimates.
- J. Maintain the official assistance agreement files.

1-110-30 Who is responsible for our policy on financial assistance?

The Assistant Director, Program Support (AD-PS), in OSMRE headquarters, is responsible for the programmatic and administrative policy on financial assistance. Under the AD-PS, the Division of Reclamation Support has the following responsibilities related to assistance policy and management:

- A. Develop, maintain, and coordinate national policy and uniform procedures for assistance administration. Develop agency-wide guidance on assistance programs.
- B. Provide procedures and direction for reviews or special studies of financial assistance programs to assess compliance with applicable laws, regulations, policies, and procedures.
- C. Advise OSMRE management on financial assistance issues.
- D. Maintain liaison with the Department of the Interior, the Office of Management and Budget, and other Federal agencies on assistance policy issues and procedures.
- E. Initiate, conduct or assist in assistance training sessions for recipients and OSMRE staff.
- F. Develop procedures for the distribution of assistance program funds. Coordinate with the Regional Directors and Division of Financial Management to prepare the annual

regulatory and AML grant distributions.

1-110-40 Who is responsible for financial management of our assistance programs?

The Assistant Director, Finance and Administration (AD-F&A), in OSMRE Headquarters, is responsible for providing financial management support to the agency. Under the AD-F&A, the Division of Financial Management (DFM), located in Denver, Colorado, has the following responsibilities to support OSMRE assistance programs:

- A. Maintain the official accounting records for assistance transactions.
- B. Coordinate with Treasury to manage the system to transfer assistance funds to recipients.
- C. Monitor and report information on financial assistance operations.
- D. Calculate the annual AML fund distributions in coordination with the AD-PS.

1-110-50 How will our offices communicate with each other when they carry out financial assistance responsibilities?

- A. With multiple offices involved in financial assistance, it is particularly important that all these offices establish and maintain open, clear, and effective channels of communication with each other. Offices must share information regarding their decisions and actions, especially on matters with wide applicability to other assistance operations, in order to ensure consistency in financial assistance operations throughout OSMRE.
- B. OSMRE established its National Grants Team to promote coordination and consistency between offices involved in financial assistance operations. The Team includes all OSMRE staff whose primary responsibility is financial assistance. The Team communicates and meets regularly to identify assistance issues, develop resolutions, and share ideas and methods.