

**CHAPTER 4-210**  
**APPLICATION REVIEW AND PROCESSING FOR AN AML GRANT**

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**4-210-00 What does this chapter do?**

This chapter explains procedures used by us, the Office of Surface Mining Reclamation and Enforcement (OSMRE), to receive and review your Abandoned Mine Land (AML) grant application, and to award your grant. These procedures apply only to grants for states and tribes which have not certified the completion of coal reclamation. If your program has certified, see the procedures in [Chapter 4-300](#).

**4-210-10 How long will we take to review your application and award your grant?**

We will process all complete AML grant applications within 60 calendar days of receipt.

**4-210-20 How do we review your application?**

Our awarding office must take the following actions.

- A. Determine that the application is complete. See [Chapter 4-200](#) for the requirements for a complete application.
- B. Determine that the proposed objectives and activities are appropriate for your program.
- C. Confirm availability of funds.
- D. Check the budget. Confirm that the proposed costs are allowable. Confirm that the budget uses AML fund types appropriately.
- E. Identify and resolve any questions or issues.
- F. Check the System for Award Management (SAM) to determine whether your organization or its officials are debarred, suspended, voluntarily excluded or ineligible for Federal assistance.
- G. Confirm that you are in compliance with the single audit requirements found at [2 CFR Part 200](#) Subpart F.
- H. Assess the risks associated with awarding you a grant.

#### **4-210-30 How do we process your grant award?**

- A. Based on this review, our awarding office will decide whether to approve or disapprove your application. If we decide to approve it, we will award your AML grant. If we disapprove your application, we will notify you of our decision in writing.
- B. Before making the award, we will send information about the award to our Office of Communications for Congressional and public news release. Our awarding office must follow the notification procedure established by the Office of Communications.
- C. We must process and approve the grant award through our electronic grants system. Our accounting system will post the award into the grant payment system so that the funds will be available for you to draw down.
- D. We will send you the approved award document, by e-mail or in hard copy.

#### **4-210-40 How do we document our review and award actions?**

We will document our application reviews and all programmatic and financial findings and recommendations in the official grant file kept in the awarding office. The following list of required documentation is only a minimum. Awarding offices must include any additional supporting information which would help an outside reviewer to understand the application review process and award decision for a particular grant.

- A. Your application as we originally received it, all subsequent revisions, and any other information you sent us.
- B. Records of all meetings or telephone conversations with your organization which provided information about the application.
- C. All our correspondence with you about the application or the award decision.
- D. All our internal reviews of the application or parts of the application. We will use a checklist to document application completeness.
- E. All explanations or resolutions of questions rose during the review process.
- F. All records or explanations of the timing of the award process, especially any time period when the awarding office could not process the award because it was waiting for actions outside its control, such as your responses to questions.