

**ANNOUNCEMENT TO SUBMIT PROPOSALS  
FOR UNDERGROUND MINE MAP  
COOPERATIVE AGREEMENTS**

**For Fiscal Year 2009**

***The Underground Mine Map Initiative***

*a program of the*

United States Department of the Interior  
Office of Surface Mining (OSM)

**Proposal Application Due Date: February 6, 2009**

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## INTRODUCTION

The United States Department of the Interior Office of Surface Mining (OSM) is requesting proposals for projects to acquire, preserve, archive, and distribute, underground mine maps. Project funding will be limited to projects that can be completed without additional funding from OSM beyond this fiscal year. Projects requiring more than one year of funding would have to reapply for funding beyond the first twelve months, during the next fiscal year solicitation. Included in this document are instructions for preparing the proposal, including a list of priorities and information on the proposal review process.

## BACKGROUND

Underground mine maps provide vital information for engineers, scientists, community and transportation planners, developers, and regulators for making decisions on land use development, property purchase, and environmental protection. In October, 2003 a benchmarking forum was held to identify the then current activities related to underground mine mapping. As a result of the workshop, OSM developed its Underground Mine Map

Initiative. During 2005, 2006, and 2007 three additional workshops were hosted by OSM and the Interstate Mining Compact Commission. These meetings have resulted in a partnership to further the preservation, archiving, and distribution of underground mine maps between OSM, Interstate Mining Compact Commission, and in turn coal mining state agencies. This partnership works together as the Underground Mine Map Steering Committee and is coordinated through the Interstate Mining Compact Commission, a multi-state governmental organization representing the natural resource and environmental protection interests of its member states. The goal of the Steering Committee is to establish and provide a forum for communication between federal and state agencies while developing a set of voluntary best practices across the nation with regard to the preservation, archiving, and public distribution of underground mine maps.

Following a pair of unfortunate mining accidents involving mine pool inundations due to a lack of accurate underground mine maps (Quecreek and Martin County Coal) the Mine Safety and Health Administration received a one-time allocation of funds to improve the accuracy of underground mine voids and to further the development of preserving, archiving, and distributing underground mine maps. As a result, OSM became aware of the need to continue supporting underground mine map projects in order to better determine surface subsidence issues that result from abandoned mines, internal promotion of the National Mine Map Repository, improved cost avoidance for public utilities/systems overlying the various coal basins, and mine pool characteristic determination including size and potential for environmental impacts. Prior to FY 2005, OSM did not have specific funding for underground mine mapping. During FY 2006, OSM made a request to initiate a program to select and fund underground mine map cooperative agreements that would result in improved protection of the public and environment.

The objective of the Underground Mine Map Initiative during FY 2009 is to support the cooperative efforts between OSM and various state agencies through projects that will continue efforts toward the ultimate goal of acquiring, preserving, archiving, and distributing all underground coal mine maps.

### The Underground Mine Map Initiative Partners

There are three parties working in cooperation on The Underground Mine Map Initiative: (1) OSM, (2) State Agencies, (3) The Underground Mine Map Steering Committee in coordination with the Interstate Mining Compact Commission (IMCC). Each element is described below.

#### **OSM:**

OSM is the sponsoring agency that provides funds for the Underground Mine Map Initiative. Through its Steering Committee participation, regional representation, National Mine Map Repository, and Core Leadership Team, OSM provides management direction and oversight to the Underground Mine Map Initiative.

#### **State Agencies:**

The state agencies currently possess a majority of the hard-copy underground mine maps. These agencies provide the manpower and management for the preservation, archiving, and distribution of underground mine maps.

**Underground Mine Map Steering Committee:**

Provides a forum for communication between federal and state agencies regarding underground mine mapping.

Critical roles and responsibilities of the Underground Mine Map Steering Committee for these projects include:

- Authorizing requests for proposals
- Developing dissemination strategies for making requests for proposals
- Developing a scoring/ranking system to be used by reviewers for evaluating proposals
- Evaluating proposals
- Compiling the results of the proposal reviews
- Making project funding recommendations to OSM's Core Leadership Team

**SEVERABLE PORTIONS**

Proposals will be limited to projects that relate to the acquisition, preservation, digital archiving, geo-spatial representation, and electronic distribution of underground mine maps. The primary focus is the preservation of information regarding abandoned underground coal mines. In an effort to distribute OSM's limited funding for these projects as fairly and broadly as possible, it is strongly suggested that applicants identify severable portions in their proposal (ideally in \$25,000 increments). This will likely enhance the potential for funding at least portions of the proposed project. Projects must include a separate FP-1 and B-1 Form (included in this document) for each severable portion. Descriptions of each severable portion will be included in the "Statement of Work Section" and will include, but are not limited to, the cost share for each portion and the work that will be accomplished.

**SPECIAL INTEREST TOPICS**

OSM will consider all proposals relating to underground coal mine maps. However, OSM has identified topical areas where special emphasis is needed. Proposals related to the following topics will improve a proposal's overall score.

**Significant Public Safety:**

All underground mine map efforts result in increased public safety. This special topic is referring to a project that can demonstrate significant benefit to public safety. Some examples would be a set of maps where a proposed hospital is to be built, a set of maps

that surround the immediate area of a proposed reservoir/dam/impoundment, a set of maps where a proposed commercial building complex is being proposed, etc.

**Archive Acquisition:**

Projects that seek to acquire, preserve, and/or archive collections of maps that currently are not under the control of a state agency

**Public Infrastructure Protection:**

Projects that can demonstrate the potential for major cost avoidance in terms of taxpayer money with regard to a planned large capital project in the immediate area that the underground mine map project plans to address (i.e. schools, roads, state/federal buildings).

**Completions of State Mine Map Collections:**

Any project that allows a state to complete the preservation, digitization, geo-referencing, and serving of their entire collection via the internet to the general public.

**COST-SHARING**

When a proposal includes cost-sharing, the proposal's final ranking will be affected positively. The applicants funding may come from academia, industry, or other non-federal sources. OSM requires for those proposals providing a cost share, that are part of the full proposal application, signed letters of support indicating specific actual cash and/or in-kind services meeting the cost-share requirement. (For a definition of cost-sharing see Federal Register 59(64) Monday, April 4, 1994, Section 19.23.

**SUBMISSION OF PROPOSALS**

The proposal application must be received by **February 6, 2009**. Each proposal should be submitted as both an electronic copy on a CD in PDF format and as a paper copy. Letters of support must be submitted as originals on an appropriate letter head. Proposal applications shall be sent to the following address:

Joshua S. Rockwell  
Office of Surface Mining  
South Interior Building-Room 222  
1951 Constitution Ave., NW  
Washington, DC 20240  
(202) 208-2633  
jrockwell@osmre.gov

Please note that misdirected proposal applications will be deemed late and returned to the applicant. All proposal applications must be complete at the time of submission. Later changes or addendums will not be accepted. Proposals must be mailed or sent via commercial carriers.

**FAXED PROPOSAL APPLICATIONS WILL NOT BE ACCEPTED.**

**PROPOSAL REQUIREMENTS**

All proposals must support activities in one of OSM's three regions although it may apply to more than one region. Each proposal must support activities in the region within which the applicant's project is located and may include salaries, travel, equipment, materials, and services not including fees or profit. **All proposals must include a letter of endorsement, (on official letterhead) by an appropriately authorized management official representing the state agency. Proposals without such an endorsement will not be considered for funding.** Nevertheless, OSM reserves the right to reject, in whole or in part, any and all proposals.

In summary, in order for a proposal to be considered, it must follow all guidelines set forth in this document and include the following:

- Electronic and hard copies must be received on or before the due date.
- A proposal addressing all items under "Instructions for Preparation of a Proposal"
- The proposal must include completed forms FP-1 and B-1.
- A copy of the letter of endorsement.

**PROGRAM FUNDING**

Applicants may request funding for up to one year. The vehicle for awarding funds will be a cooperative agreement. Cooperative agreements must be awarded to a government agency. OSM will announce the total amount of available funding at a later date and will grant the cooperative agreements. It is expected that funds will be available by **June 2009**. **However, there is no guarantee that any funds will be available.** We will notify applicants as to whether or not their proposal has been accepted.

**PROPOSAL REVIEW PROCESS**

After all proposals are received, the first review will be conducted as follows: (1) state members of the Underground Mine Map Steering Committee, one representative from each OSM region, one representative from OSM headquarters, and one representative from the National Mine Map Repository, will review and rank all of the proposals; (2) the highest

ranked proposals will then be submitted to the OSM Core Leadership Team for decisions concerning final approval of proposed projects.

In summary, the ranking criteria will be scored in the areas of:

- Overall proposal quality, innovation, and viability.
- Does the proposal address a special interest topic?
- What is the level of external financial support (cost sharing)?

## **UNDERGROUND MINE MAP INITIATIVE SCHEDULE**

February 6, 2009	Last date to submit an original paper copy along with one electronic copy of the proposal in PDF format to the OSM contact as indicated above.
March 27, 2009	Initial project ratings by The Underground Mine Map Steering Committee, OSM regional members, OSM headquarters member, and the National Mine Map Repository member will be completed.
April 17, 2009	The Underground Mine Map Steering Committee will finalize a consensus ranking.
May 4, 2009	The Underground Mine Map Steering Committee will forward the consensus ranking to OSM's Core Leadership Team for approval. (CLT)
May 18, 2009	Funding decisions are made by OSM's CLT.
May 25, 2009	OSM will notify both successful and unsuccessful applicants.
June 30, 2009	OSM will complete the cooperative agreements with the successful applicants.

## **SCANNING REQUIREMENTS**

- All electronic scans will be at least 400 dpi (only if appropriate justification is submitted and approved will scans of 200 dpi be accepted)
- Scans will be completed in grey scale or RGB only
- Electronic copies will be sent to the technical project manager (an OSM employee) via CDs, DVDs, or an OSM supplied external hard drive

- An electronic spreadsheet style catalog with the following document information, will be supplied along with the scans
  - State
  - County
  - Quadrangle
  - Geo-location, Lat/Long, UTM
  - Geo-location point
  - State Map ID
  - Company Name
  - Mine Name
  - Physical description of map (good, fair, poor)
  - Physical size of the map that was scanned (W"xL")
  - Scale
  - Mine Type (underground, surface, combination)
- Scanned maps will be saved as an archival image using a lossless file type such as an uncompressed TIFF

## **REPORTING REQUIREMENTS**

Funded projects will have the following reporting requirements:

- Quarterly progress reports
- Quarterly financial reports
- Draft final report
- Comprehensive final report
- One 2-3 page summary write-up for publication by OSM

The reports and the summary article for OSM must be submitted electronically.

## **INSTRUCTIONS FOR PREPARING THE PROPOSAL**

We have developed a proposal application format which is to be followed in preparing your application. A copy of the face page and budget form is attached. Please include the following sections in your proposal applications in the order in which they are listed. Items 1 through 7 must not exceed a total of 30 pages. Use 12 pitch type and 1 inch margins.

- 1) Face Page (Form FP-1, attached and electronically available at <http://www.techtransfer.osmre.gov/NTTMainSite/Initiatives/UGMM/umm.htm>): You must complete all sections on this form and obtain signatures of appropriate officials on the form.
- 2) Table of Contents: Please include major sections and the corresponding page numbers.



- 3) Project Abstract (limit to one page single-spaced): Include appropriate Special Interest Topics, centered and two (2) lines beneath the abstract.
- 4) Project Description (15-20 pages)
  - a) Objectives: List the specific objectives of the project.
  - b) Background: Provide a comprehensive description of the relevance of the project.
  - c) Preliminary Efforts (if applicable): Describe any precursory work that applies to the project topic and what has been accomplished to date.
  - d) Significance of the project to the OSM Underground Mine Map Initiative: Give a description of the need for this project, its merits, and how the project will be of significance to the ultimate goal of preserving, archiving, and distribution of all underground mine maps. Note if any cost-sharing is involved in the project and identify the funding stream.
  - e) Description of resources (i.e., scanning capabilities): Describe the equipment available for conducting the tasks associated with this project.
- 5) Statement of Work (3-5 pages)
  - a) Issue Identification: Identify and briefly describe the issue this project is addressing.
  - b) Work Tasks: Break the project into specific work tasks, describe each work task in terms of the total project, and identify in percentage format each work task in terms of the total project (i.e. acquisition, scanning, digitizing, geo-referencing).
  - c) Time Allocation: Describe how much time (by months) is to be allotted for each work task and when each task is to begin and end.
  - d) Resource Allocation: For each work task, list the personnel who will be working on that task and specifically what each person will be doing.
  - e) Quality Assurance/Quality Control: List measures planned to ensure that high quality results are achieved.
  - f) Determination of Goals: Identify the means to be used to determine that project goals are met.
- 6) Budget for which funding is requested (Form B-1, attached and electronically available at <http://www.techtransfer.osmre.gov/NTTMainSite/Initiatives/UGMM/umm.htm>): Complete the appropriate sections of this form. Funding is limited to a maximum of one (1) year although non funded extensions of time will be considered.
- 7) Explanation of Budget: The budget may include salaries, equipment, materials, and services not including fees or profit. It is imperative that you specify any overhead, indirect costs, or benefits rates as well as which budget categories are affected by those rates. (For example, Indirect Costs defined as "Facilities and Administration" = 10% of Total Direct Cost less tuition and equipment.) In

addition, salaries must include personnel descriptions (i.e. contractor, hourly worker, university graduate student, etc.), the number of hours expended on the project, and the hourly rate. Supplies must be listed in general terms (i.e. field supplies, general office supplies, etc.). Other Direct Costs must include a general description and include units and unit cost. Indirect Costs must include a breakdown of indirect cost rates and a brief description such as “applicant's rate” or “facilities and administration.” Finally, you must differentiate between funding sources in terms of total amounts and percentages requested from: (1) OSM, (2) the applicant, and (3) other (industry, etc.). In-kind contributions provided by industry, government agencies, and university department should be included.

8) Signed Letters of Commitment intending to meet the special interest topic for cost-sharing: Signed letters of commitment from all cost-share supporters for actual cash contributions or for in-kind services provided during the period of time for which the project is to be funded are required with the proposal application. **Letters arriving under separate cover (before or after the proposal due date) or faxed letters of commitment will not be accepted.** Letters of commitment must include the type of contribution to be provided (cash contribution or in-kind service), the dollar amount committed, and/or the estimated dollar value of the service. Letters of commitment must be on letterhead and signed by a duly authorized individual. Cost-share commitments are contingent upon selection and funding of the submitted proposal.

9) **All proposals must include a letter of endorsement, (on official letterhead) by an appropriately authorized management official representing a State Regulatory Authority. Proposals without such an endorsement will not be considered for funding.**

### Allowable Costs - Subcontractor and In-Kind Participants

*Note:* Allowable costs for federal agreements are determined by the type of recipient organization. All subcontractor or in-kind participant costs must be allowable under federal guidelines in order to be paid with federal funds or used as cost share. Allowable costs include both direct and indirect costs. Commercial organizations are governed by the Federal Acquisition Regulations part 31.2 (Contracts with commercial organizations). FAR part 42.7 (Indirect Cost Rates) prescribes policies and procedures for establishing Indirect Cost Rates.

Actual salaries must be used allowing for reasonable escalation the second year. Fringe benefits must be based on actual cost (an average percentage rate may be used for estimating purposes) or an approved rate. Fringe benefits, indirect costs, G&A, overheads, and other rates must be federally approved. In the absence of an actual federal approval (DCAA, HHS or other federal agency) documentation that these rates were previously accepted by a federal agency should be submitted. The name of the agency, address, contact person, and federal agreement number where the rates were accepted should be provided. Copies of any correspondence accepting the purposed rates should be provided.

Cost sharing or matching requirements are governed by the Office of Budget and Management Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations, Section 23. This Section also gives guidelines on valuation of equipment and other tangible contributions when proposed to be used as an in-kind contribution.

Office of Surface Mining National Technology Transfer Team Face Page

Project Title: \_\_\_\_\_

Project Duration (in months; 12 month maximum): \_\_\_\_\_ months

Has this proposal been submitted elsewhere? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Investigator

Name and Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Federal Tax ID Number: \_\_\_\_\_

Funding

Funds requested from OSM: \_\_\_\_\_ New Application \_\_\_\_\_

Funds provided by applicant: \_\_\_\_\_ Continuation \_\_\_\_\_

Additional matching funds:

Value of in-kind services: \_\_\_\_\_

Cash contribution: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

Applicant's Organization

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Certifying Representative's Name and Title: \_\_\_\_\_

Certifying Representative's Telephone Number: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
Signature of Principal Investigator/Date

\_\_\_\_\_/\_\_\_\_\_  
Signature of Organization's Date  
Certifying Representative

PI Assurance: I agree to accept responsibility for the scientific conduct of the project, to provide the required reports, to acknowledge OSM in any presentations and publications wherein the results of this project are used, and to provide copies of presentation abstracts and publications to OSM provided an award is made as a result of this submission. I also agree to allow this proposal to be reviewed by industry and/or academia and that proprietary information which has been properly identified will be used solely for proposal evaluation.

Certification & Acceptance: I certify that to the best of my knowledge, the statements contained herein are complete and true and I accept the obligation to comply with OSM terms and conditions provided an award is made as a result of this submission.

**Office of Surface Mining National Technology Transfer Team  
Budget Page**

Project Title:  
Principal Investigator:  
Organization:

Budget Page \_\_\_\_\_  
Requested Duration: \_\_ months

Item	Hours	Rate/Hour	Total	OSM	Applicant	Other	Total
1. Salaries (List each person or position separately.)							
2. Benefits (List benefits rate per person/position.)							
3. Supplies							
4. Equipment							
5. Subcontracts							
6. Other Direct Costs							
7. Total Direct Costs							
8. Indirect Costs (List applicant organization's rate and which line items to which it applies.)							
9. Total							
10. Cost Share Percentages (100%)							