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## Grants Management Helpful Hints

### Appendix A: Acronyms and Definitions

Grant and financial assistance related acronyms and definitions adapted from 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

#### Acronyms

**CAS** Cost Accounting Standards

**CFDA** Catalog of Federal Domestic Assistance

**CFR** Code of Federal Regulations

**CMIA** Cash Management Improvement Act

**COG** Councils of Governments

**COSO** Committee of Sponsoring Organizations of the Treadway Commission

**EPA** Environmental Protection Agency

**ERISA** Employee Retirement Income Security Act of 1974 (29 U.S.C. 1301-1461)

**EUI** Energy Usage Index

**F&A** Facilities and Administration

**FAC** Federal Audit Clearinghouse

**FAIN** Federal Award Identification Number

**FAPIS** Federal Awardee Performance and Integrity Information System

**FAR** Federal Acquisition Regulation

**FFATA** Federal Funding Accountability and Transparency Act of 2006 or Transparency Act—Public Law 109-282, as amended by section 6202(a) of Public Law 110-252 (31 U.S.C. 6101)

**FICA** Federal Insurance Contributions Act

**FOIA** Freedom of Information Act

**FR** Federal Register

**FTE** Full-time equivalent

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**GAAP** Generally Accepted Accounting Principles

**GAGAS** Generally Accepted Government Auditing Standards

**GAO** Government Accountability Office

**GOCO** Government owned, contractor operated

**GSA** General Services Administration

**IBS** Institutional Base Salary

**IHE** Institutions of Higher Education

**IRC** Internal Revenue Code

**ISDEAA** Indian Self-Determination and Education and Assistance Act

**MTC** Modified Total Cost

**MTDC** Modified Total Direct Cost

**OMB** Office of Management and Budget

**PII** Personally Identifiable Information

**PMS** Payment Management System

**PRHP** Post-retirement Health Plans

**PTE** Pass-through Entity

**REUI** Relative Energy Usage Index

**SAM** System for Award Management

**SFA** Student Financial Aid

**SNAP** Supplemental Nutrition Assistance Program

**SPOC** Single Point of Contact

**TANF** Temporary Assistance for Needy Families

**TFM** Treasury Financial Manual

  

**U.S.C.** United States Code

**VAT** Value Added Tax

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## Definitions

### Acquisition cost

*Acquisition cost* is the cost of the asset which may include the cost to ready the asset for its intended use. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Acquisition costs for software includes those development costs capitalized in accordance with generally accepted accounting principles (GAAP). Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the non-Federal entity's regular accounting practices.

### Advance payment

*Advance payment* is a payment that a Federal awarding agency or pass-through entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-Federal entity disburses the funds for program purposes.

### Allocation

*Allocation* is the process of assigning a cost, or a group of costs, to one or more cost objective(s), in reasonable proportion to the benefit provided or other equitable relationship. The process may entail assigning a cost(s) directly to a final cost objective or through one or more intermediate cost objectives.

### Audit finding

*Audit finding* are deficiencies which the auditor is required by §200.516 Audit findings, paragraph (a) to report in the schedule of findings and questioned costs.

### Auditee

*Auditee* is any non-Federal entity that expends Federal awards which must be audited under Subpart F—Audit Requirements of this part.

### Auditor

*Auditor* is a public accountant or a Federal, state, local government, or Indian tribe audit organization, which meets the general standards specified for external auditors in generally accepted government auditing standards (GAGAS). The term auditor does not include internal auditors of nonprofit organizations.

### Budget

*Budget* is the financial plan for the project or program that the Federal awarding agency or pass-through entity approves during the Federal award process or in subsequent amendments to the Federal award. It may include the Federal and non-Federal share or only the Federal share, as determined by the Federal awarding agency or pass-through entity.

### Central service cost allocation plan

*Central service cost allocation plan* is the documentation identifying, accumulating, and allocating or developing billing rates based on the allowable costs of services provided by a state, local government, or Indian tribe on a centralized basis to its departments and agencies. The costs of these services may be allocated or billed to users.

### Catalog of Federal Domestic Assistance (CFDA) number

*CFDA number* is the number assigned to a Federal program in the CFDA.

### CFDA program title

*CFDA program title* is the title of the program under which the Federal award was funded in the CFDA.

### Capital assets

*Capital assets* are tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

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- a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
  - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).

### **Capital expenditures**

*Capital expenditures* are expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.

### **Claim**

*Claim* depending on the context, either:

- a) A written demand or written assertion by one of the parties to a Federal award seeking as a matter of right:
  - 1) The payment of money in a sum certain;
  - 2) The adjustment or interpretation of the terms and conditions of the Federal award; or
  - 3) Other relief arising under or relating to a Federal award.
- b) A request for payment that is not in dispute when submitted.

### **Class of Federal awards**

*Class of Federal awards* is a group of Federal awards either awarded under a specific program or group of programs or to a specific type of non-Federal entity or group of non-Federal entities to which specific provisions or exceptions may apply.

### **Closeout**

*Closeout* is the process by which the Federal awarding agency or pass-through entity determines that all applicable administrative actions and all required work of the Federal award have been completed and takes actions as described in §200.343 Closeout.

### **Cluster of programs**

*Cluster of programs* are a grouping of closely related programs that share common compliance requirements. The types of clusters of programs are research and development (R&D), student financial aid (SFA), and other clusters. "Other clusters" are as defined by OMB in the compliance supplement or as designated by a state for Federal awards the state provides to its subrecipients that meet the definition of a cluster of programs. When designating an "other cluster," a state must identify the Federal awards included in the cluster and advise the subrecipients of compliance requirements applicable to the cluster, consistent with §200.331 Requirements for pass-through entities, paragraph (a). A cluster of programs must be considered as one program for determining major programs, as described in §200.518 Major program determination, and, with the exception of R&D as described in §200.501 Audit requirements, paragraph (c), whether a program-specific audit may be elected.

### **Cognizant agency for audit**

*Cognizant agency for audit* is the Federal agency designated to carry out the responsibilities described in §200.513 Responsibilities, paragraph (a). The cognizant agency for audit is not necessarily the same as the cognizant agency for indirect costs. A list of cognizant agencies for audit may be found at the FAC Web site.

### **Cognizant agency for indirect costs**

*Cognizant agency for indirect costs* are the Federal agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals developed under this part on behalf of all Federal agencies. The cognizant agency for indirect cost is not necessarily the same as the cognizant agency for audit. For assignments of cognizant agencies see the following:

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- a) For IHEs: Appendix III to Part 200—Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs), paragraph C.11.
  - b) For nonprofit organizations: Appendix IV to Part 200—Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations, paragraph C.12.
  - c) For state and local governments: Appendix V to Part 200—State/Local Government wide Central Service Cost Allocation Plans, paragraph F.1.
  - d) For Indian tribes: Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposal, paragraph D.1.

### **Computing devices**

*Computing devices* are machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. See also §§200.94 Supplies and 200.58 Information technology systems.

### **Compliance supplement**

*Compliance supplement* is Appendix XI to Part 200—Compliance Supplement (previously known as the Circular A-133 Compliance Supplement).

### **Contract**

*Contract* is a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (see §200.92 Subaward).

### **Contractor**

*Contractor* is an entity that receives a contract as defined in §200.22 Contract.

### **Cooperative agreement**

*Cooperative agreement* is a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302-6305:

- a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal Government or pass-through entity's direct benefit or use;
- b) Is distinguished from a grant in that it provides for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.
- c) The term does not include:
  - a. A cooperative research and development agreement as defined in 15 U.S.C. 3710a; or
  - b. An agreement that provides only:
    - i. Direct United States Government cash assistance to an individual;
    - ii. A subsidy;
    - iii. A loan;
    - iv. A loan guarantee; or
    - v. Insurance.

### **Cooperative audit resolution**

*Cooperative audit resolution* is the use of audit follow-up techniques which promote prompt corrective action by improving communication, fostering collaboration, promoting trust, and developing an understanding between the Federal agency and the non-Federal entity. This approach is based upon:

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- a) A strong commitment by Federal agency and non-Federal entity leadership to program integrity;
  - b) Federal agencies strengthening partnerships and working cooperatively with non-Federal entities and their auditors; and non-Federal entities and their auditors working cooperatively with Federal agencies;
  - c) A focus on current conditions and corrective action going forward;
  - d) Federal agencies offering appropriate relief for past noncompliance when audits show prompt corrective action has occurred; and
  - e) Federal agency leadership sending a clear message that continued failure to correct conditions identified by audits which are likely to cause improper payments, fraud, waste, or abuse is unacceptable and will result in sanctions.

### **Corrective action**

*Corrective action* is action taken by the auditee that:

- a) Corrects identified deficiencies;
- b) Produces recommended improvements; or
- c) Demonstrates that audit findings are either invalid or do not warrant auditee action.

### **Cost allocation plan**

*Cost allocation plan* is a central service cost allocation plan or public assistance cost allocation plan.

### **Cost objective**

*Cost objective* is a program, function, activity, award, organizational subdivision, contract, or work unit for which cost data are desired and for which provision is made to accumulate and measure the cost of processes, products, jobs, capital projects, etc. A cost objective may be a major function of the non-Federal entity, a particular service or project, a Federal award, or an indirect (Facilities & Administrative (F&A)) cost activity, as described in Subpart E—Cost Principles of this Part. See also §§200.44 Final cost objective and 200.60 Intermediate cost objective.

### **Cost sharing or matching**

*Cost sharing or matching* is the portion of project costs not paid by Federal funds (unless otherwise authorized by Federal statute). See also §200.306 Cost sharing or matching.

### **Cross-cutting audit finding**

*Cross-cutting audit finding* is an audit finding where the same underlying condition or issue affects Federal awards of more than one Federal awarding agency or pass-through entity.

### **Disallowed costs**

*Disallowed costs* are charges to a Federal award that the Federal awarding agency or pass-through entity determines to be unallowable, in accordance with the applicable Federal statutes, regulations, or the terms and conditions of the Federal award.

### **Expenditures.**

*Expenditures* are charges made by a non-Federal entity to a project or program for which a Federal award was received.

- a) The charges may be reported on a cash or accrual basis, as long as the methodology is disclosed and is consistently applied.
- b) For reports prepared on a cash basis, expenditures are the sum of:
  - a. Cash disbursements for direct charges for property and services;
  - b. The amount of indirect expense charged;
  - c. The value of third-party in-kind contributions applied; and
  - d. The amount of cash advance payments and payments made to subrecipients.
- c) For reports prepared on an accrual basis, expenditures are the sum of:
  - a. Cash disbursements for direct charges for property and services;

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- b. The amount of indirect expense incurred;
  - c. The value of third-party in-kind contributions applied; and
  - d. The net increase or decrease in the amounts owed by the non-Federal entity for:
- d) Goods and other property received;
  - e) Services performed by employees, contractors, subrecipients, and other payees; and
  - f) Programs for which no current services or performance are required such as annuities, insurance claims, or other benefit payments.

### **Federal agency**

*Federal agency* is an “agency” as defined at 5 U.S.C. 551(1) and further clarified by 5 U.S.C. 552(f).

**Federal Audit Clearinghouse (FAC)** *FAC* is the clearinghouse designated by OMB as the repository of record where non-Federal entities are required to transmit the reporting packages required by Subpart F—Audit Requirements of this part. The mailing address of the FAC is Federal Audit Clearinghouse, Bureau of the Census, 1201 E. 10th Street, Jeffersonville, IN 47132 and the web address is: <http://harvester.census.gov/sac/>. Any future updates to the location of the FAC may be found at the OMB Web site.

### **Federal awarding agency**

*Federal awarding agency* is the Federal agency that provides a Federal award directly to a non-Federal entity.

### **Federal award**

*Federal award* depending on the context, in either paragraph (a) or (b) of this section:

- a) (a)(1) The Federal financial assistance that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in §200.101 Applicability; or
- b) (2) The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in §200.101 Applicability.
- c) (b) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of §200.40 Federal financial assistance, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.
- d) (c) Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal Government Federal Government owned, contractor operated facilities (GOCOs).
- e) (d) See also definitions of Federal financial assistance, grant agreement, and cooperative agreement.

### **Federal award date**

*Federal award date* is the date when the Federal award is signed by the authorized official of the Federal awarding agency.

### **Federal financial assistance**

(a) For grants and cooperative agreements, *Federal financial assistance* is assistance that non-Federal entities receive or administer in the form of:

- a) Grants;
- b) Cooperative agreements;
- c) Non-cash contributions or donations of property (including donated surplus property);
- d) Direct appropriations;
- e) Food commodities; and
- f) Other financial assistance (except assistance listed in paragraph (b) of this section).
- g) (b) For Subpart F—Audit Requirements of this part, *Federal financial assistance* also includes assistance that non-Federal entities receive or administer in the form of:

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- a. Loans;
  - b. Loan Guarantees;
  - c. Interest subsidies; and
  - d. Insurance.
- h) (c) *Federal financial assistance* does not include amounts received as reimbursement for services rendered to individuals as described in §200.502 Basis for determining Federal awards *expended*, paragraph (h) and (i) of this part.

### **Federal interest**

*Federal interest* for purposes of §200.329 Reporting on real property or when used in connection with the acquisition or improvement of real property, equipment, or supplies under a Federal award, the dollar amount that is the product of the:

- a) Federal share of total project costs; and
- b) Current fair market value of the property, improvements, or both, to the extent the costs of acquiring or improving the property were included as project costs.

### **Federal program**

*Federal program* are:

- a) All Federal awards which are assigned a single number in the CFDA.
- b) When no CFDA number is assigned, all Federal awards to non-Federal entities from the same agency made for the same purpose must be combined and considered one program.
- c) Notwithstanding paragraphs (a) and (b) of this definition, a cluster of programs. The types of clusters of programs are:
  - a. Research and development (R&D);
  - b. Student financial aid (SFA); and
  - c. "Other clusters," as described in the definition of Cluster of Programs.

### **Federal share**

*Federal share* is the portion of the total project costs that are paid by Federal funds.

### **Final cost objective**

*Final cost objective* is a cost objective which has allocated to it both direct and indirect costs and, in the non-Federal entity's accumulation system, is one of the final accumulation points, such as a particular award, internal project, or other direct activity of a non-Federal entity. See also §§200.28 Cost objective and 200.60 Intermediate cost objective.

### **Fixed amount awards**

*Fixed amount awards* is a type of grant agreement under which the Federal awarding agency or pass-through entity provides a specific level of support without regard to actual costs incurred under the Federal award. This type of Federal award reduces some of the administrative burden and record-keeping requirements for both the non-Federal entity and Federal awarding agency or pass-through entity. Accountability is based primarily on performance and results. See §§200.201 Use of grant agreements (including fixed amount awards), cooperative agreements, and contracts, paragraph (b) and 200.332 Fixed amount subawards.

### **Foreign public entity**

*Foreign public entity*:

- a) A foreign government or foreign governmental entity;
- b) A public international organization, which is an organization entitled to enjoy privileges, exemptions, and immunities as an international organization under the International Organizations Immunities Act (22 U.S.C. 288-288f);
- c) An entity owned (in whole or in part) or controlled by a foreign government; or

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- d) Any other entity consisting wholly or partially of one or more foreign governments or foreign governmental entities.

### **Foreign organization**

*Foreign organization* is an entity that is:

- a) A public or private organization located in a country other than the United States and its territories that is subject to the laws of the country in which it is located, irrespective of the citizenship of project staff or place of performance;
- b) A private nongovernmental organization located in a country other than the United States that solicits and receives cash contributions from the general public;
- c) A charitable organization located in a country other than the United States that is nonprofit and tax exempt under the laws of its country of domicile and operation, and is not a university, college, accredited degree-granting institution of education, private foundation, hospital, organization engaged exclusively in research or scientific activities, church, synagogue, mosque or other similar entities organized primarily for religious purposes; or
- d) An organization located in a country other than the United States not recognized as a Foreign Public Entity.

### **General purpose equipment**

*General purpose equipment* is equipment which is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles. See also Equipment and Special Purpose Equipment.

### **Generally Accepted Accounting Principles (GAAP)**

*GAAP* specified in accounting standards issued by the Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).

### **Generally Accepted Government Auditing Standards (GAGAS)**

*GAGAS*, also known as the Yellow Book, are generally accepted government auditing standards issued by the Comptroller General of the United States, which are applicable to financial audits.

### **Grant agreement**

*Grant agreement* is a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302, 6304:

- a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal awarding agency or pass-through entity's direct benefit or use;
- b) Is distinguished from a cooperative agreement in that it does not provide for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.
- c) Does not include an agreement that provides only:
  - a. Direct United States Government cash assistance to an individual;
  - b. A subsidy;
  - c. A loan;
  - d. A loan guarantee; or
  - e. Insurance.

### **Hospital**

*Hospital* is a facility licensed as a hospital under the law of any state or a facility operated as a hospital by the United States, a state, or a subdivision of a state.

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### **Improper payment**

- a) *Improper payment* is any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements; and
- b) *Improper payment* includes any payment to an ineligible party, any payment for an ineligible good or service, any duplicate payment, any payment for a good or service not received (except for such payments where authorized by law), any payment that does not account for credit for applicable discounts, and any payment where insufficient or lack of documentation prevents a reviewer from discerning whether a payment was proper.

### **Indian tribe (or “federally recognized Indian tribe”)**

*Indian tribe* is any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. Chapter 33), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (25 U.S.C. 450b(e)). See annually published Bureau of Indian Affairs list of Indian Entities Recognized and Eligible to Receive Services.

### **Institutions of Higher Education (IHEs)**

*IHE* is defined at 20 U.S.C. 1001.

### **Indirect (facilities & administrative (F&A)) costs**

*Indirect (F&A) costs* are those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect (F&A) costs. Indirect (F&A) cost pools must be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived.

### **Indirect cost rate proposal**

*Indirect cost rate proposal* is the documentation prepared by a non-Federal entity to substantiate its request for the establishment of an indirect cost rate as described in Appendix III to Part 200—Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs) through Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals of this part, and Appendix IX to Part 200—Hospital Cost Principles.

### **Information technology systems**

*Information technology systems* are computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources. See also §§200.20 Computing devices and 200.33 Equipment.

### **Intangible property**

*Intangible property* is property having no physical existence, such as trademarks, copyrights, patents and patent applications and property, such as loans, notes and other debt instruments, lease agreements, stock and other instruments of property ownership (whether the property is tangible or intangible).

### **Intermediate cost objective**

*Intermediate cost objective* is a cost objective that is used to accumulate indirect costs or service center costs that are subsequently allocated to one or more indirect cost pools or final cost objectives. See also §200.28 Cost objective and §200.44 Final cost objective.

### **Internal controls**

*Internal controls* are a process, implemented by a non-Federal entity, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- a) Effectiveness and efficiency of operations;

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- b) Reliability of reporting for internal and external use; and
  - c) Compliance with applicable laws and regulations.

### **Internal control over compliance requirements for Federal awards**

*Internal control over compliance requirements for Federal awards* is a process implemented by a non-Federal entity designed to provide reasonable assurance regarding the achievement of the following objectives for Federal awards:

- a) Transactions are properly recorded and accounted for, in order to:
  - 1. Permit the preparation of reliable financial statements and Federal reports;
  - 2. Maintain accountability over assets; and
  - 3. Demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;
- b) Transactions are executed in compliance with:
  - 1. Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a Federal program; and
  - 2. Any other Federal statutes and regulations that are identified in the Compliance Supplement; and
- c) Funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

### **Loan**

*Loan* is a Federal loan or loan guarantee received or administered by a non-Federal entity, except as used in the definition of §200.80 Program income.

- a) The term “direct loan” is a disbursement of funds by the Federal Government to a non-Federal borrower under a contract that requires the repayment of such funds with or without interest. The term includes the purchase of, or participation in, a loan made by another lender and financing arrangements that defer payment for more than 90 days, including the sale of a Federal Government asset on credit terms. The term does not include the acquisition of a federally guaranteed loan in satisfaction of default claims or the price support loans of the Commodity Credit Corporation.
- b) The term “direct loan obligation” is a binding agreement by a Federal awarding agency to make a direct loan when specified conditions are fulfilled by the borrower.
- c) The term “loan guarantee” is any Federal Government guarantee, insurance, or other pledge with respect to the payment of all or a part of the principal or interest on any debt obligation of a non-Federal borrower to a non-Federal lender, but does not include the insurance of deposits, shares, or other withdrawable accounts in financial institutions.
- d) The term “loan guarantee commitment” is a binding agreement by a Federal awarding agency to make a loan guarantee when specified conditions are fulfilled by the borrower, the lender, or any other party to the guarantee agreement.

### **Local government**

*Local government* is any unit of government within a state, including a:

- a) County;
- b) Borough;
- c) Municipality;
- d) City;
- e) Town;
- f) Township;
- g) Parish;
- h) Local public authority, including any public housing agency under the United States Housing Act of 1937;
- i) Special district;
- j) School district;
- k) Intrastate district;
- l) Council of governments, whether or not incorporated as a nonprofit corporation under state law;
- m) and Any other agency or instrumentality of a multi-, regional, or intra-state or local government.

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### **Major program**

*Major program* is a Federal program determined by the auditor to be a major program in accordance with §200.518 Major program determination or a program identified as a major program by a Federal awarding agency or pass-through entity in accordance with §200.503 Relation to other audit requirements, paragraph (e).

### **Management decision**

*Management decision* is the evaluation by the Federal awarding agency or pass-through entity of the audit findings and corrective action plan and the issuance of a written decision to the auditee as to what corrective action is necessary.

### **Micro-purchase**

*Micro-purchase* is a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. Micro-purchase procedures comprise a subset of a non-Federal entity's small purchase procedures. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. The micro-purchase threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions). It is \$3,000 except as otherwise discussed in Subpart 2.1 of that regulation, but this threshold is periodically adjusted for inflation.

### **Modified Total Direct Cost (MTDC)**

*MTDC* are all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). *MTDC* excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

### **Non-Federal entity**

*Non-Federal entity* is a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

### **Nonprofit organization**

*Nonprofit organization* is any corporation, trust, association, cooperative, or other organization, not including IHEs, that:

- a) Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;
- b) Is not organized primarily for profit; and
- c) Uses net proceeds to maintain, improve, or expand the operations of the organization.

### **Obligations**

When used in connection with a non-Federal entity's utilization of funds under a Federal award, *obligations* are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

### **Office of Management and Budget (OMB)**

*OMB* is the Executive Office of the President, Office of Management and Budget.

### **Oversight agency for audit**

*Oversight agency for audit* is the Federal awarding agency that provides the predominant amount of funding directly to a non-Federal entity not assigned a cognizant agency for audit. When there is no direct funding, the Federal awarding agency which is the predominant source of pass-through funding must assume the oversight

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responsibilities. The duties of the oversight agency for audit and the process for any reassignments are described in §200.513 Responsibilities, paragraph (b).

#### **Pass-through entity**

*Pass-through entity* is a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.

#### **Participant support costs**

*Participant support costs* are direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

#### **Performance goal**

*Performance goal* is a target level of performance expressed as a tangible, measurable objective, against which actual achievement can be compared, including a goal expressed as a quantitative standard, value, or rate. In some instances, (e.g., discretionary research awards), this may be limited to the requirement to submit technical performance reports (to be evaluated in accordance with agency policy).

#### **Period of performance**

*Period of performance* is the time period which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must include start and end dates of the period of performance in the Federal award (see §§200.210 Information contained in a Federal award paragraph (a)(5) and 200.331 Requirements for pass-through entities, paragraph (a)(1)(iv)).

#### **Personal property**

*Personal property* is property other than real property. It may be tangible, having physical existence, or intangible.

#### **Personally Identifiable Information (PII)**

*PII* is information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some information that is considered to be PII is available in public sources such as telephone books, public Web sites, and university listings. This type of information is considered to be Public PII and includes, for example, first and last name, address, work telephone number, email address, home telephone number, and general educational credentials. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that, when combined with other available information, could be used to identify an individual.

#### **Program income**

*Program income* is the gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance except as provided in §200.307 paragraph (f). (See §200.77 Period of performance.) Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. See also §200.407 Prior written approval (prior approval). See also 35 U.S.C. 200-212 "Disposition of Rights in Educational Awards" applies to inventions made under Federal awards.

#### **Property**

*Property* is defined as real property or personal property.

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### **Protected Personally Identifiable Information (Protected PII)**

*Protected PII* is an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, educational transcripts. This does not include PII that is required by law to be disclosed. (See also §200.79 Personally Identifiable Information (PII)).

### **Project cost**

*Project cost* are total allowable costs incurred under a Federal award and all required cost sharing and voluntary committed cost sharing, including third-party contributions.

### **Questioned cost**

*Questioned cost* is a cost that is questioned by the auditor because of an audit finding:

- a) Which resulted from a violation or possible violation of a statute, regulation, or the terms and conditions of a Federal award, including for funds used to match Federal funds;
- b) Where the costs, at the time of the audit, are not supported by adequate documentation; or
- c) Where the costs incurred appear unreasonable and do not reflect the actions a prudent person would take in the circumstances.

### **Real property**

*Real property* is land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.

### **Recipient**

*Recipient* is a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients. See also §200.69 Non-Federal entity.

### **Research and Development (R&D)**

*R&D* is all research activities, both basic and applied, and all development activities that are performed by non-Federal entities. The term research also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function.

“Research” is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. “Development” is the systematic use of knowledge and understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes.

### **Simplified acquisition threshold**

*Simplified acquisition threshold* is the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of the publication of this part, the simplified acquisition threshold is \$150,000, but this threshold is periodically adjusted for inflation. (Also see definition of §200.67 Micro-purchase.)

### **Special purpose equipment**

*Special purpose equipment* is equipment which is used only for research, medical, scientific, or other technical activities. Examples of special purpose equipment include microscopes, x-ray machines, surgical instruments, and spectrometers. See also §§200.33 Equipment and 200.48 General purpose equipment.

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## State

*State* is any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any agency or instrumentality thereof exclusive of local governments.

## Student Financial Aid (SFA)

*SFA* are Federal awards under those programs of general student assistance, such as those authorized by Title IV of the Higher Education Act of 1965, as amended, (20 U.S.C. 1070-1099d), which are administered by the U.S. Department of Education, and similar programs provided by other Federal agencies. It does not include Federal awards under programs that provide fellowships or similar Federal awards to students on a competitive basis, or for specified studies or research.

## Subaward

*Subaward* is an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

## Subrecipient

*Subrecipient* is a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

## Supplies

*Supplies* are all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also §§200.20 Computing devices and 200.33 Equipment.

## Termination

*Termination* is the ending of a Federal award, in whole or in part at any time prior to the planned end of period of performance.

## Third-party in-kind contributions

*Third-party in-kind contributions* are the value of non-cash contributions (i.e., property or services) that—

- a) Benefit a federally assisted project or program; and
- b) Are contributed by non-Federal third parties, without charge, to a non-Federal entity under a Federal award.

## Unliquidated obligations

*Unliquidated obligations* are for financial reports prepared on a cash basis, obligations incurred by the non-Federal entity that have not been paid (liquidated). For reports prepared on an accrual expenditure basis, these are obligations incurred by the non-Federal entity for which an expenditure has not been recorded.

## Unobligated balance

*Unobligated balance* is the amount of funds under a Federal award that the non-Federal entity has not obligated. The amount is computed by subtracting the cumulative amount of the non-Federal entity's unliquidated obligations and expenditures of funds under the Federal award from the cumulative amount of the funds that the Federal awarding agency or pass-through entity authorized the non-Federal entity to obligate.

## Voluntary committed cost sharing

*Voluntary committed cost sharing* is cost sharing specifically pledged on a voluntary basis in the proposal's budget or the Federal award on the part of the non-Federal entity and that becomes a binding requirement of Federal award.