

DEFINITIONS

Terminology included in the Grants Management Manual (GMM) is defined for use in relationship to the grants management activities of the State. Although definitions of similar terms may be found in other publications, such as: the Arizona Accounting Manual, Arizona Procurement Code, Arizona Administrative Code, etc.; the definitions in the GMM are intended solely for GMM purposes, unless superseded by statutory requirements or federal guidance.

Advance Payment – a payment that an awarding or a pass-through entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the recipient entity disburses the funds for program purposes.

Allocated Costs – costs or a group of costs assigned to an award.

Arizona Financial Information System (AFIS) – the automated financial and accounting information system of the State of Arizona.

Assets – tangible and intangible property that is owned or controlled to produce value and that is held to have positive economic value.

Audit Finding – any error, exception, deviation or deficiency noted by an auditor as a result of an examination of audit evidence. It may include deficiencies which the auditor is required by the *Uniform Guidance §200.516 - Audit findings, paragraph (a)* to report in the schedule of findings and questioned costs. Audit findings generally relate to:

- 1) Compliance with policies, procedures and legal requirements,
- 2) Adequacy and effectiveness of controls, and/or
- 3) Efficiency and effectiveness of administration/management.

Audit Resolution – 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 awarding entity and the recipient entity.

Auditee – any entity that expends awards funding and is audited, including entities that must be audited under *Subpart F—Audit Requirements of the Uniform Guidance*.

Auditor – an auditor who is a public accountant or a Federal, state, or local government audit organization, which meets the general standards specified in generally accepted government auditing standards (GAGAS).

Automated Clearinghouse (ACH) – replaces paper checks with an electronic payment system that credits the grantee's account through the grantee's local financial institution.

Automated Standard Application Payments (ASAP) – an all-electronic payment and information system that provides the recipient with same day and next day payment capability.

Award – depending on the context:

- 1) The financial assistance that an entity receives directly from an awarding entity or indirectly from a pass-through entity; or
- 2) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, or other agreement for assistance.
- 3) Award does not include other contracts that an entity uses to buy goods or services from a contractor or vendor.

Award Date – the date when the award is signed by the authorized official of the awarding entity.

Awardee (Grantee) – the entity to which a grant is directly awarded and that is accountable for the use of the funds provided.

Awarding Entity – the entity that provides an award directly to another entity.

Awarding Entity Share – the portion of the total project costs that are paid by awarding entity funds.

Block Grant – a lump sum of federal government funds awarded to a state, county, or city government for use in a general purpose. A block grant covers a wide variety of activities with broad functional areas. This type of grant allows the grantee to control, to some degree, how the grant funds are expended.

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

Business Re-Engineering Arizona (BREAZ) – a statewide initiative to transform Arizona’s business processes and replace the State’s accounting system (AFIS) and a number of agency financial systems. The initiative’s goal is to modernize the State’s central accounting system and set the course for how the State will do business in the future.

Capital Assets – assets used in operations having a useful life of more than one year which are capitalized in accordance with generally accepted accounting principles (GAAP). Capital assets include:

- 1) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
- 2) 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 – 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.

Cash Management Improvement Act (CMIA) – rules and procedures prescribed in the *Uniform Guidance §200.305 – Payment* for the transfer of funds between the Federal Government and its recipients for Federal grants and other programs.

Catalog of Federal Domestic Assistance (CFDA) – Federal grants are identified by the CFDA that assigns a **CFDA number and Program Title** to all Federal grants and provides a detailed description of each grant. The CFDA number is a five digit number formatted as follows: XX.XXX. The first two digits identify what Federal agency has awarded the grant. The three digits following the decimal are unique to each separate Federal grant issued by a specific Federal agency.

Categorical Grant – a categorical grant is given for a specified program that has narrowly defined activities associated with it. This type of grant has minimal flexibility.

Claim – depending on the context, either:

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

Class of Federal Awards – 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 – the process by which the awarding or the pass-through entity determines that all applicable administrative actions and all required work of the award have been completed and takes actions as described in relevant program guidance or the *Uniform Guidance §200.343 – Closeout*.

Cluster of Programs – 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 the *Uniform Guidance §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 the *Uniform Guidance §200.518 - Major program determination*, and, with the exception of R&D as described in the *Uniform Guidance §200.501 - Audit requirements, paragraph (c)*, whether a program-specific audit may be elected.

Code of Federal Regulations (CFR) – the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government. It is divided into 50 titles that represent broad areas subject to Federal regulation. The 50 subject matter titles contain one or more individual volumes, which are updated once each calendar year, on a staggered basis.

Cognizant Agency for Audit – the Federal agency designated to carry out the responsibilities described in the *Uniform Guidance §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 Federal Audit Clearinghouse (FAC) Web site at <https://harvester.census.gov/facweb/Default.aspx>.

Cognizant Agency for Indirect Costs – the Federal agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost rate proposals developed under the *Uniform Guidance* 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:

- 1) For Institutions of Higher Education (IHE) – also known as institutions of postsecondary education: *Appendix III to the Uniform Guidance—Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs), paragraph C.10.*
- 2) For nonprofit organizations: *Appendix IV to the Uniform Guidance—Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations, paragraph C.1.*
- 3) For state and local governments: *Appendix V to the Uniform Guidance—State/Local Government and Indian Tribe-Wide Central Service Cost Allocation Plans, paragraph F.1.*

Community Foundations – entities of civil society designed to pool donations into a coordinated investment and grant making facility dedicated primarily to the social improvement of a given place. Community foundations are independent registered philanthropic institutions serving geographically defined territory, typically a city or administrative area (county, region, and the like). They give grants to support a variety of projects including development projects, their mission is broadly defined, they serve geographically defined communities, are supported by a broad range of private as well as public donors, they seek philanthropic contributions primarily from inside the community, are governed by multi-sectorial local boards reflecting the community, and they build capital endowment, which is an important element of sustainability.

Compliance Supplement – a publication by OMB that serves to identify existing important compliance requirements that the Federal Government expects to be considered as part of an audit required by the Single Audit Act of 1984, as amended. Without the Compliance Supplement, auditors would need to research many laws and regulations for each program under audit to determine which compliance requirements are important to the Federal Government and could have a direct and material effect on a program. *Appendix XI to the Uniform Guidance—Compliance Supplement* (previously known as the *OMB Circular A-133 Compliance Supplement*).

Contract – a legal instrument by which an entity purchases property or services needed to carry out the project or program under an award. The term does not include a legal instrument, even if the recipient entity considers it a contract, when the substance of the transaction meets the definition of an award or subaward.

Contractor (Vendor) – an entity that receives a contract.

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

- 1) 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;
- 2) 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.
- 3) 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.

Corporate Foundation – a private foundation that derives its grant making funds primarily from the contributions of a profit-making business. A company-sponsored foundation often maintains close ties with the donor company, but it is a separate, legal organization, sometimes with its own endowment, and is subject to the same rules and regulations as other private foundations.

Corrective Action – action taken by the auditee that:

- 1) Corrects identified deficiencies;
- 2) Produces recommended improvements; or
- 3) Demonstrates that audit findings are either invalid or do not warrant auditee action.

Cost Allocation – a process of assigning costs shared by an organization. The organization's expenses are assigned internally to the various cost centers that consume the products and services in reasonable proportion to the benefit provided or other equitable relationship. It consists of a way to track which cost centers provide a product and/or service and the cost centers that consume the products and/or services.

Cost Centers – parts of an organization adding to the cost of running the organization that typically fulfill some function other than generating revenue.

Cost Sharing (Match) – the portion of project costs not reimbursed by the award. Some awards may include specific cost sharing (match) requirements (required match), while other awards may allow non-required cost sharing (match). Cost sharing (match) may be fulfilled by either cash or **in-kind** contributions to the project. In-kind contributions are donated property, time and services of monetary value to the organization.

Council on Financial Assistance Reform (COFAR) – was established under the provisions of the Chief Financial Officers (CFO) Act of 1990 to advise and coordinate the activities of the member agencies on such matters as consolidation and modernization of financial systems, improved quality of financial information, financial data and information standards, internal controls, legislation affecting financial operations and organizations, and any other financial management matter. For additional information visit their Web site at <https://cfo.gov/>.

Cross-Cutting Audit Finding – an audit finding where the same underlying condition or issue affects awards of more than one awarding entity or pass-through entity.

Data Universal Numbering System (DUNS) Number – the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify entities. A non-Federal entity is required to have a DUNS number in order to apply for, receive, and report on a Federal award.

Direct Costs – all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, equipment, and subawards and subcontracts. In the case of Federal awards, they include up to the first \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award).

Direct (Prime) Recipient – an entity that receives an award directly from an awarding entity to carry out an activity under a program. The term direct recipient does not include subrecipients. The State of Arizona is the entire legal entity even if only a particular component of the entity (e.g. Arizona Department of Health Services) is designated as the Grantee in the grant award document.

Disallowed Costs – those charges to an award that the awarding or the pass-through entity determines to be unallowable, in accordance with the applicable statutes, regulations, or the terms and conditions of the award.

Entity – a state, local government, Indian tribe, institution of higher education (IHE), corporate foundation, or other nonprofit organization that carries out an award as a direct recipient or subrecipient.

Equipment – tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the recipient or the awarding or the pass-through entity. In the case of Federal awards, the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.

Expenditures – charges made by an entity to a project or program for which an award was received.

- 1) The charges may be reported on a cash or accrual basis, as long as the methodology is disclosed and is consistently applied.
 - a) For reports prepared on a cash basis, expenditures are the sum of:
 - i) Cash disbursements for direct charges for property and services;
 - ii) The amount of indirect expense charged;
 - iii) The value of third-party in-kind contributions applied; and
 - iv) The amount of cash advance payments and payments made to subrecipients.
- 2) For reports prepared on an accrual basis, expenditures are the sum of:
 - a) Cash disbursements for direct charges for property and services;
 - 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 recipient entity for:
 - i) Goods and other property received;
 - ii) Services performed by employees, contractors, subrecipients, and other payees; and
 - iii) Programs for which no current services or performance are required such as annuities, insurance claims, or other benefit payments.

Federal Acquisition Regulations (FAR) – a substantial and complex set of rules governing the federal government's purchasing process. Its purpose is to ensure purchasing procedures are standard and consistent, and conducted in a fair and impartial manner.

Federal Audit Clearinghouse (FAC) – 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 the Uniform Guidance*. Visit the FAC Web site at <https://harvester.census.gov/facweb/Default.aspx> for additional information.

Federal Program –

- 1) All Federal awards which are assigned a single number in the CFDA.
- 2) When no CFDA number is assigned, all Federal awards to non-Federal entities from the same agency made for the same purpose should be combined and considered one program.
- 3) 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 Register – the official journal of the federal government of the United States that contains government agency rules, proposed rules, and public notices. It is a daily (except federal holidays) publication. The final rules promulgated by a federal agency and published in the Federal Register are ultimately reorganized by topic or subject matter and codified in the Code of Federal Regulations (CFR), which is updated annually.

Financial Assistance – assistance provided by an entity in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance, direct appropriations, or other types of agreements but does not include direct cash assistance to individuals.

General Accounting Office (GAO) – the General Accounting Office is located within the Arizona Department of Administration (ADOA) and is responsible for overseeing the accounting functions for all State agencies.

Generally Accepted Accounting Principles (GAAP) – has the meaning 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) – generally accepted government auditing standards issued by the Comptroller General of the United States, which are applicable to financial audits.

Grant – an award of financial assistance, including cooperative agreements, in the form of money, or property in lieu of money, by an entity to an eligible grantee. The term does not include technical assistance that provides services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, food commodities, vouchers, insurance, or direct appropriations.

Grantee (Awardee) – the entity to which a grant is directly awarded and that is accountable for the use of the funds provided.

Grantor (Awarding Entity) – the entity that awards the grant and to which the grantee is accountable for use of the funds.

Improper Payment – 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

- 1) 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.

Indirect Cost – those costs incurred for a common or joint purpose benefitting more than one cost center, and not readily assignable to the cost centers specifically benefitted, without effort disproportionate to the results achieved. Typical indirect costs include the costs of operating and maintaining facilities, equipment and grounds; depreciation or use allowances; and administrative salaries and supplies. These costs are usually charged to the grant using an indirect cost rate.

Indirect Cost Rate – the ratio (expressed as a percentage) of the indirect costs to a direct cost base. It is a means to determining, in a reasonable manner, the proportion of indirect costs each program should bear.

Indirect Cost Rate Proposal – documentation prepared by a governmental unit to substantiate its request for the establishment of an indirect cost rate.

Intangible Property – property that has 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).

Inter-Agency Service Agreements (ISA) – a contractual agreement between two or more units within one distinct legal entity, i.e., two or more State agencies within the State of Arizona.

Inter-Governmental Agreement (IGA) – a contractual agreement between two or more legally distinct governmental entities, e.g., the State of Arizona and the City of Phoenix for a specific government function.

Internal Controls – a process, implemented by an entity, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- 1) Effectiveness and efficiency of operations;
- 2) Reliability of reporting for internal and external use; and
- 3) Compliance with applicable laws and regulations.

Institutions of Higher Education (IHE) – an educational institution in any State that:

- 1) Admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate, or persons who meet the requirements established by Federal law;
- 2) Is legally authorized within such State to provide a program of education beyond secondary education;
- 3) Provides an educational program for which the institution awards a bachelor's degree or provides not less than a 2-year program that is acceptable for full credit toward such a degree, or awards a degree that is acceptable for admission to a graduate or professional degree program, subject to review and approval by the Secretary of the U.S. Department of Education (Secretary);
- 4) Is a public or other nonprofit institution; and
- 5) Is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted preaccreditation status by such an agency or association that has been recognized by the Secretary for the granting of preaccreditation status, and the Secretary has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

Joint Legislative Budget Committee (JLBC) – primary powers and duties relate to ascertaining facts and making recommendations to the Arizona Legislature regarding all facets of the state budget, state revenues and expenditures, future fiscal needs, and the organization and functions of Arizona State Government.

Local Government – any unit of government within a state, including a:

- 1) County;
- 2) Borough;
- 3) Municipality;
- 4) City;
- 5) Town;
- 6) Township;
- 7) Parish;
- 8) Local public authority, including any public housing agency under the *United States Housing Act of 1937*;
- 9) Special district;
- 10) School district;
- 11) Intrastate district;
- 12) Council of governments, whether or not incorporated as a nonprofit corporation under state law; and
- 13) Any other agency or instrumentality of a multi-, regional, or intra-state or local government.

Major program – a Federal program determined by the auditor to be a major program or a program identified as a major program by a Federal awarding agency or a pass-through entity.

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

Match (Cost Sharing) – the portion of project costs not reimbursed by the award. Some awards may include specific match (cost sharing) requirements (required match), while other awards may allow non-required match (cost sharing). Match (cost sharing) may be fulfilled by either cash or in-kind contributions to the project. In-kind contributions are donated property, time and services of monetary value to the organization.

Monitoring Finding – any error, exception, deviation or deficiency noted by an awarding entity's representative as a result of monitoring activities conducted in accordance with award requirements.

Negotiated Indirect Cost Agreement – documentation issued by the cognizant agency for indirect costs once an Indirect Cost Rate Proposal is approved.

Nonprofit Organization – any corporation, trust, association, cooperative, or other organization, not including IHEs, that:

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

Obligated – when used in connection with an entity's utilization of funds under an award, the orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the entity during the same or a future period.

Office of Grants and Federal Resources (GFR) – a coordinating agency of the Arizona Department of Administration (ADOA) to assist State agencies, local governments, and non-profit organizations find, win, and manage grants. GFR is the designated Arizona Single Point of Contact (SPOC) for compliance with Presidential Executive Order 12372 requirements.

Office of Management and Budget (OMB) – the Executive Office of the President, Office of Management and Budget. The main function of the OMB is to assist the President of the United States in preparing the budget and measure the quality of agency programs, policies, and procedures and to see if they comply with the President's policies.

Office of Strategic Planning and Budgeting (OSPB) – is charged with monitoring and advising the Governor and others with the execution of the State Budget. It is part of the Arizona Governor's Office.

Pass-Through Entity – an entity that provides a subaward to a subrecipient to carry out part of a program.

Performance Goal – 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.

Period of Performance – the time during which the entity may incur new obligations to carry out the work authorized under the award. The awarding or the pass-through entity must include start and end dates of the period of performance in the award

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

Prime (Direct) Recipient – an entity that receives an award directly from an awarding entity to carry out an activity under a program. The term prime recipient does not include subrecipients. The State of Arizona is the entire legal entity even if only a particular component of the entity (e.g. Arizona Department of Health Services) is designated as the Grantee in the grant award document.

Private Foundation – every organization that qualifies for tax exemption as an organization described in section 501(c)(3) of the U.S. Tax Code is a private foundation unless it falls into one of the categories specifically excluded. In addition, certain nonexempt charitable trusts are also treated as private foundations. Organizations that fall into the excluded categories are institutions such as hospitals or universities and those that generally have broad public support or actively function in a supporting relationship to such organizations. Even if an organization falls within one of the categories excluded from the definition of private foundation, it will be presumed to be a private foundation, with some exceptions, unless it gives timely notice to the Internal Revenue Service (IRS) that it is not a private foundation.

Program Income – gross income earned by the entity that is directly generated by a supported activity or earned as a result of the award during the 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 awards, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and principal and interest on loans made with award funds. Interest earned on advances of funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the award, program income does not include rebates, credits, discounts, and interest earned on any of them.

Project Cost – total allowable costs incurred under an award and all required cost sharing and voluntary committed cost sharing, including third-party contributions.

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

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

Real Property – land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.

State Application/Award Identifier (SAI) – the unique number assigned by the Office of Grants and Federal Resources (GFR) to each grant application submitted by a State of Arizona government agency for review in accordance with the Presidential Executive Order 12372 and the Arizona Executive Order 2013-09. The SAI is an eight-digit alpha-numeric designation in the format XXX-XX-XXX of which; the first three characters represent the GAO State agency code, the second two represent the State fiscal year when the application is received by GFR, and the last three represent the consecutive number assigned for that requesting State agency. The SAI is intended to also be the State's official award number once the new AFIS (BREAZ) is fully implemented.

Statewide Cost Allocation Plan (SWCAP) – the documentation identifying, accumulating, and allocating the State’s central service costs (based on allowable costs of services provided to the departments and agencies of State government.)

Subaward – an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of an 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 program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subgrant – an award of financial assistance in the form of money, or property in lieu of money, made under a grant by a grantee to an eligible subgrantee. The term includes financial assistance when provided by a contractual legal agreement, but does not include procurement purchases, nor does it include any form of assistance that is excluded from the definition of grant above.

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

Supplies – all tangible personal property other than those described in the definition of Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the recipient or the awarding or the pass-through entity. In the case of Federal awards, 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.

System for Award Management (SAM) – is the official U.S. Government system that consolidated the capabilities of Central Contractor Registration (CCR), Online Representations and Certifications Application (ORCA), and Excluded Parties List System (EPLS).

Tangible Personal Property – is any tangible property that is not real property. It includes the following property: machinery and equipment, property contained in or attached to a building (other than structural components), such as refrigerators, grocery store counters, office equipment, printing presses, testing equipment, and signs, gasoline storage tanks and pumps at retail service stations, livestock, including horses, cattle, hogs, sheep, goats, mink and other furbearing animals, etc.

Termination – the ending of an award, in whole or in part at any time prior to the planned end of period of performance.

Third-Party In-Kind Contributions – the value of non-cash contributions (i.e., property or services) that:

- 1) Benefit a federally or non-state assisted project or program; and
- 2) Are contributed by non-Federal or non-state third parties, without charge to another award.

Uniform Guidance – Federal grants policy reforms led by The Council on Financial Assistance Reform (COFAR) to improve delivery, management, coordination, and accountability of Federal grants and cooperative agreements (2 CFR 200).

United States Government Accountability Office (U.S. GAO) – an independent agency which provides audit, evaluation, and investigative services to the United States Congress. As such, it is part of the legislative branch of the United States government.

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

Unobligated Balance – the amount of funds under an award that the recipient has not obligated. The amount is computed by subtracting the cumulative amount of the recipient's unliquidated obligations and expenditures of funds under the award from the cumulative amount of the funds that the awarding or the pass-through entity authorized the recipient to obligate.

Vendor (Contractor) – an entity that receives a contract.