### Definitions

Definitions pertaining to Federal grants referenced herein appear in two places primarily:

* [34 CFR Part 77](https://www.ecfr.gov/current/title-34/subtitle-A/part-77) - Definitions That Apply to All Department Programs; and
* [2 CFR Part 200, Subpart A](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-A) - Uniform Guidance.

Employees who administer funds under the Federal awards must be familiar with the definitions in both. The Federal provisions contained and referenced in this document apply to all non-Federal entities receiving and expending Federal funds.

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| **Acquisition Cost** | The cost of the asset, including 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 include 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. |
| **Allocation** | 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. |
| **Applicable Credits** | Receipts or reduction-of-expenditure-type transactions that offset or reduce expense items allocable to the Federal award as direct or indirect (F&A) costs per [2 CFR 200.406(a)](https://www.ecfr.gov/current/title-2/part-200/section-200.406#p-200.406(a)). Examples of such transactions are purchase discounts, rebates or allowances, recoveries or indemnities on losses, insurance refunds or rebates, and adjustments of overpayments or erroneous charges. |
| **Assistance Listings** | The publicly available listing of Federal assistance programs managed and administered by the General Services Administration, formerly known as the Catalog of Federal Domestic Assistance (CFDA). |
| **Assistance Listing Number** | A unique number is assigned to identify a Federal Assistance Listing, formerly known as the CFDA Number. |
| **Assistance Listing Program Title** | The title that corresponds to the Federal Assistance Listings Number, formerly known as the CFDA program title. |
| **Award** | It has the same meaning as the definition of “Grant”. |
| **Budget Period** | The time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to expend the funds awarded, including any funds carried forward. |
| **Capital Assets** | Tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP, including (i) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, exchange, or through a lease accounted for as financed purchase under Government Accounting Standards Board (GASB) standards or a finance lease under Financial Accounting Standards Board (FASB) standards; and (ii) 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). |
| **Carryover** | Section 19(a) and (b) of the Rehabilitation Act of 1973, as amended (Act), permits States to carry over Federal funds which were not obligated or expended during the FFY of Appropriation (including funds received during reallotment) for obligation and expenditure during the subsequent FFY provided the States complied with applicable non-Federal share requirements. This means that States may carry over the unobligated balance of Federal funds for one FFY beyond the FFY of Appropriation so long as they have satisfied applicable match requirements. |
| **Central Service Cost Allocation Plan** | The documentation identifying, accumulating, and allocating or developing billing rates based on the allowable costs of services provided by a State or 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. |
| **Claim** | A request for payment that is not in dispute when submitted. |
| **Closeout** | 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 [2 CFR 200.344](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR682eb6fbfabcde2/section-200.344). |
| **Cognizant Agency for Indirect Costs** | 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. |
| **Compliance Supplement** | An annually updated authoritative source for auditors that serves to identify existing important compliance requirements that the Federal Government expects to be considered as part of an audit. Auditors use it to understand the Federal program's objectives, procedures, and compliance requirements, as well as audit objectives and suggested audit procedures for determining compliance with the relevant Federal program. |
| **Computing Devices** | 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. |
| **Contract** | A legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or program under a Federal award. For additional information on subrecipient and contractor determinations, see [2 CFR 200.331](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR031321e29ac5bbd/section-200.331). See also the definition of subaward in this section. |
| **Contractor** | An entity that receives a contract as defined in this section. |
| **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 Plan** | Central service cost allocation plan or public assistance cost allocation plan. |
| **Cost Objective** | 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](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E) of 2 CFR Part 200.  |
| **Cost Sharing or Matching** | The portion of project costs not paid by Federal funds or contributions (unless otherwise authorized by Federal statute). See also [2 CFR 200.306](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/section-200.306). |
| **Direct Grant Program**  | Any grant program of the Department other than a program whose authorizing statute or implementing regulations provide a formula for allocating program funds among eligible States |
| **Disallowed Costs** | 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. |
| **Disbursement** | The act of paying out money. |
| **ED** | The U.S. Department of Education  |
| **EDGAR** | The Education Department General Administrative Regulations (34 CFR parts 75, 76, 77, 79, 81, 82, 84, 86, 97, 98, and 99) |
| **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 non-Federal entity for financial statement purposes, or $5,000.  |
| **Expenditures** | Charges made by a non-Federal entity to a project or program for which a Federal award was received. The charges may be reported on a cash or accrual basis as long as the methodology is disclosed and is consistently applied. See [2 CFR 200.1](https://www.ecfr.gov/current/title-2/part-200/subpart-A#p-200.1(Expenditures)) “Expenditures” for Federal reporting instructions for cash versus accrual basis. |
| **Federal Award** | (1) The Federal financial assistance that a recipient receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in [2 CFR 200.101](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-B/section-200.101). (2) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, or other agreement for assistance covered in the definition of Federal Financial Assistance in this section. |
| **Federal Award Date** | The date when the Federal award is signed by the authorized official of the Federal awarding agency. |
| **Federal Financial Assistance** | Assistance that non-Federal entities receive or administer in the form of (i) Grants; (ii) Cooperative agreements; (iii) Non-cash contributions or donations of property (including donated surplus property); (iv) Direct appropriations; (v) Food commodities; and (vi) Other financial assistance (with exclusions – see definition in 2 CFR 200). |
| **Federal Fiscal Year** | Federal fiscal year - a period beginning on October 1 and ending on the following September 30. |
| **Federal Fiscal Year of Appropriation** | The year Congress appropriates funds to the Department to award program grants, which covers the period from October 1 through September 30. |
| **Federal Interest** | For purposes of [2 CFR 200.330](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR36520e4111dce32/section-200.330) 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: (1) The percentage of Federal participation in the total cost of the real property, equipment, or supplies; and (2) 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** | All Federal awards which are assigned a single Assistance Listings Number. |
| **Federal Share** | The portion of the Federal award costs that are paid using Federal funds. |
| **Final Cost Objective** | 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. |
| **Financial Obligations** | Orders placed for property and services, contracts and subawards made, and similar transactions that require payment. |
| **General Purpose Equipment** | 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. |
| **Grant** | Financial assistance that provides support or stimulation to accomplish a public purpose. 2 CFR Part 200 uses the broader, undefined term “Award” to cover grants, subgrants, and other agreements in the form of money, or property in lieu of money, by the Federal Government to an eligible recipient. |
| **Grantee** | The legal entity to which a grant is awarded and that is accountable to the Federal Government for the use of the funds provided. |
| **Grant Period** | The period for which funds have been awarded. |
| **Improper Payment** | Any payment that should not have been made or that was made in an incorrect amount under statutory, contractual, administrative, or other legally applicable requirements. (i) Incorrect amounts are overpayments or underpayments that are made to eligible recipients (including inappropriate denials of payment or service, any payment that does not account for credit for applicable discounts, payments that are for an incorrect amount, and duplicate payments). An improper payment also includes any payment that was made to an ineligible recipient or for an ineligible good or service or payments for goods or services not received (except for such payments authorized by law). See the definition in 2 CFR Part 200 for additional information. |
| **Indirect (Facilities & Administrative (F&A)) Costs** | 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 a basis that will produce an equitable result in consideration of relative benefits derived. |
| **Intangible Property** | 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). |
| **Internal Controls** | For non-Federal entities means: (1) Processes designed and implemented by non-Federal entities to provide reasonable assurance regarding the achievement of objectives in the following categories: (i) Effectiveness and efficiency of operations; (ii) Reliability of reporting for internal and external use; and (iii) Compliance with applicable laws and regulations.  |
| **Liquidation** | The issuance of payment for an obligation. |
| **Micro-Purchase Threshold** | The dollar amount at or below which a non-Federal entity may purchase property or services using micro-purchase procedures (see [2 CFR 200.320](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d/section-200.320)).  |
| **Non-Federal Entity** | 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. |
| **Office of Management and Budget (OMB)** | The Executive Office of the President, Office of Management and Budget. |
| **Participant Support Costs** | 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. |
| **Period of Performance** | The total estimated time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions or budget periods. Identification of the period of performance in the Federal award per [2 CFR 200.211(b)(5)](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-C/section-200.211#p-200.211(b)(5)) does not commit the awarding agency to fund the award beyond the currently approved budget period. |
| **Personal Property** | Property other than real property. It may be tangible, having physical existence, or intangible. |
| **Personally Identifiable Information (PII)** | 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 websites, and university listings. This type of information is considered to be Public PII. It 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. Instead, 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** | 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 (See definition of Period of Performance in this section.) 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. |
| **Project Cost** | Total allowable costs incurred under a Federal award and all required cost sharing and voluntary committed cost sharing, including third-party contributions. |
| **Property** | Real property or personal property. See also the definitions of real property and personal property in this section. |
| **Protected Personally Identifiable Information (Protected PII)** | An individual's first name or first initial and last name in combination with any one or more 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, which is required by law to be disclosed. See also the definition of Personally Identifiable Information (PII) in this section. |
| **Reporting Period** | The time period for which the grantee reports financial information on any given report. |
| **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 a Federal award, including for funds used to match Federal 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. (4) Questioned costs are not an improper payment until reviewed and confirmed to be improper as defined in [OMB Circular A-123 appendix C](https://www.whitehouse.gov/wp-content/uploads/2021/03/M-21-19.pdf). (See also the definition of Improper payment in this section). |
| **Real Property** | Land, including land improvements, structures, and appurtenances thereto, but excludes moveable machinery and equipment. |
| **Recipient** | An entity, usually but not limited to non-Federal entities, that receives a Federal award directly from a Federal awarding agency. The term recipient does not include subrecipients or individuals that are beneficiaries of the award. |
| **Simplified Acquisition Threshold** | The dollar amount below which a non-Federal entity may purchase property or services using small purchase methods (see [2 CFR 200.320](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d/section-200.320)). Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items at or below the simplified acquisition threshold. |
| **Rehabilitation Services Administration** | Provides leadership and resources to assist state and other agencies in providing vocational rehabilitation and other services to individuals with disabilities to maximize their employment, independence, and integration into the community and the competitive labor market. |
| **Subaward** | 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 who 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** | An entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency. |
| **Supplies** | All tangible personal property other than those described in the definition of equipment in this section. 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. |
| **Telecommunications Cost** | The cost of using communication and telephony technologies such as mobile phones, landlines, and internet. |
| **Third-Party In-Kind Contributions** | The value of non-cash contributions (i.e., property or services) that (1) Benefit a Federally-assisted project or program and (2) Are contributed by non-Federal third parties, without charge, to a non-Federal entity under a Federal award. |
| **Unliquidated Financial Obligations** | For financial reports prepared on a cash basis, financial obligations incurred by the non-Federal entity that have not been paid (liquidated). For reports prepared on an accrual expenditure basis, these are financial obligations incurred by the non-Federal entity for which an expenditure has not been recorded. |
| **Unobligated Balance** | 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 financial 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. |