

GLOSSARY OF TERMS

Amendments: (Formerly called Grant Actions.) Non-routine grant actions that require special approval and do not automatically occur for every grant, such as:

- Budget Modification
- Change in Key Personnel
- Carry Over Budget
- Supplemental Award

Change in Objective Work Plan or Impact Indicators, No Cost Extensions (NCE), Supplements, and Non-Competing Continuations (NCC) are not initiated under 'Manage Amendments.' You must contact your program specialist to initiate NCEs and Supplements. Continuing grantees are informed by ANA when the NCC applications are posted on GrantSolutions.

Authorized Official (AO): (Also referred to as the **Authorized Certifying Official** on ANA's Objective Progress Report from or **Authorized Representative** on the SF-424 form.) The individual named by the recipient organization who is authorized to act for the recipient, and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or awards. The AO is able to upload amendments into GrantSolutions.

Budget Narrative: A description of how the categorical costs are derived, which includes the necessity, reasonableness, and allocation of the proposed costs. The Budget Narrative should include all individual line items found in the line item budget. The Budget Narrative should be separate from the line item budget, and should be separated by year.

Budget Period: The interval of time (usually 12 months) into which a project period is divided for budgetary and funding purposes. The Budget Period also is the "period of funding availability," as specified in 45 CFR Part 74 and Part 92.

Carryover of Budget (COB): Unobligated balance of funds at the end of a budget period which is carried forward into the next budget period to complete activities that were not completed in the budget period to which funds were originally awarded.

Construction: Construction of a new building, including the installation of fixed equipment, but excluding the purchase of land and ancillary improvements (for example, parking lots or roads).

Contingency Plan: A set of specific actions to reduce anticipated negative impacts on a project in the event challenges arise.

Direct Costs: Costs that can be specifically identified with a particular project or activity.

Federal Share: Financial assistance provided by ANA in the amount of 80 percent of the approved costs of the project.

Governing Body: A body (1) consisting of duly elected or designated representatives, (2) appointed by duly elected official, or (3) selected in accordance with traditional tribal means. The Governing Body must have authority to enter into contracts, agreements, and grants on behalf of the organization or individuals who elected, designated, appointed, or selected them.

Impact Indicators: Measurement descriptions used to verify the impact of the project or the achievement of the project goal. Impact Indicators must be quantifiable and documented, and include target numbers and tracking systems. As of FY 2008, ANA requires three Impact Indicators per project. Impact indicators are separate from the results and benefits section of the Objective Work Plan.

Indirect Cost Rate: A mechanism for determining what proportions of indirect costs each program/project should bear. An Indirect Cost Rate represents the ratio between the total indirect costs and benefiting direct costs, after excluding and/or reclassifying unallowable costs, and extraordinary or distorting expenditures. The Indirect Cost Rate is negotiated between the organization and the cognizant Federal agency. Indirect costs cannot be charged to the project without an Indirect Cost Rate agreement from the cognizant Federal agency.

Indirect Costs: Costs incurred for common or joint objectives, which therefore cannot be identified readily and specifically with a particular sponsored project, program, or activity but are nevertheless necessary to the operations of the organization. For example, the costs of operating and maintaining facilities, depreciation, or administrative salaries. Indirect Costs are shared costs between projects, and they are distributed by an Indirect Cost Rate, which is identified by the Indirect Cost Rate agreement between the cognizant Federal agency and the organization or tribe. Indirect Costs are restricted funds that cannot be spent on direct costs. All Indirect Costs must be negotiated with ANA.

In-kind Contribution: The value of goods and services that benefit a Federally-assisted project, and are provided without charge to a recipient (or sub-recipient or contractor under a grant).

Language Nests: (As defined by P.L. 109-394.) A site-based educational program that: provides native language instruction and child care through the use of a Native American language for at least 10 children under the age of 7, for an average of at least 500 hours per year per student; provides classes in a Native American language for parents (or legal guardians) of students enrolled in a Native American Language Nest (including Native American language-speaking parents); and ensures that a Native American language is the dominant medium of instruction in the Native American Language Nest.

Language Restoration Program: An educational program that: operates at least one Native American language program for the community in which it serves; provides training programs for teachers of Native American languages; develops instructional materials for the programs; works towards a goal of increasing language proficiency and fluency in at least one Native American language; and provides instruction in at least one Native American language.

Language Survival School: A site-based educational program for school-aged students that: provides an average of at least 500 hours of native language instruction through the use of 1 or more Native American language, for at least 15 students for whom a Native American Language Survival School is their principal place of instruction; develops instructional courses and materials for learning Native American languages and for instruction through the use of Native American languages; provides for teacher training; works toward a goal of all students achieving fluency in a Native American language and academic proficiency in mathematics,

reading (or language arts), and science; and is located in areas that have high numbers or percentages of Native American students.

Letter of Commitment: A letter documenting the commitment to provide cash or in-kind contributions to meet the match requirement. The Letter of Commitment may be from the applicant or a third-party. The letter of commitment must state the dollar amount (if applicable), the length of time the commitment will be honored, and the conditions under which the organization will support the ANA project. If a dollar amount is included, the amount must be based on market and historical rates charged and paid. The in-kind contributions to be committed may be human, natural, physical, or financial, and may include other Federal and non-Federal resources.

Leveraged Resource: Any resource, other than the Federal share and non-Federal contribution, expressed as a dollar figure, acquired or utilized during the project period that supports the project. Leveraged Resources may include natural, financial, personnel, and physical resources provided to assist in the successful completion of the project.

Line Item Budget: A budget that lists the individual costs of all budgeted items, such as personnel participating in the project, fringe benefits, travel, equipment, and supplies. A Line Item Budget should always be separate from the budget narrative and identify each budget period separately.

Non-Federal Share (NFS): The total dollar value of all non-ANA funded project costs. These include in-kind and cash contributions given to the project, but do not include other Federal funds unless those Federal funds have been identified by the NAPA legislation, specifically under section 803C(e)(1)(B)(ii), as being available for use as non-Federal funds. An applicant/grantee is required to provide at least 20 percent NFS match of the approved ANA-funded project costs.

Notice of Grant Award (NGA): (Formerly called Financial Assistance Award, or FAA.) Notifies the applicant or grantee that an application for funding, increase in budget, or amendment has been approved. Please keep in mind that Section 16 (Approved Budget) will

now show the total amount of Federal and Non-Federal Share together for each budget category. Section 17 (Award Computation) will still show the total amount of Federal and Non-Federal Share, as well as the respective percentages of the total budget.

Objective: A statement of the specific outcomes or results to be achieved within the project period, which directly contribute to the achievement of the project goals and support the community's long-range goals.

Objective Work Plan (OWP): The plan for achieving the project objectives and producing the results and benefits expected for each objective. The OWP is a blueprint for the project and includes the project goal, objectives, and activities.

Partnership: A collaborative effort between two or more parties that supports the development and implementation of the project.

Principal Investigator/Program Director (PI/PD): The individual the grantee designates as the contact person on the SF-424 form. The PI/PD is the person whom the ANA Program Specialist will contact if they have any questions or concerns regarding the grant. The PI/PD is able to upload amendments into GrantSolutions.

Problem Statement: A clear and concise description of the condition or issues that will be addressed by the project.

Project Goal: The purpose or specific result expected from the project and achieved through the project objectives and activities.

Project Period: The total time for which Federal support has been programmatically approved, as shown in the Notice of Grant Award (NGA). It is important to note that the Project Period

shown in the NGA does not constitute a commitment by the Federal government to fund the entire period.

Renovation or Alteration: Work that changes the interior arrangements or other physical characteristics of an existing facility or installed equipment so that it can be more effectively used for its current designated purpose, or adapted to an alternative use to meet a programmatic requirement. A minor Renovation or Alteration is distinguished from construction and major renovations, and must not exceed the lesser of \$150,000 or 25 percent of total direct costs approved for the entire project period; it must be essential for the project.

Self-Sufficiency: The ability to generate resources to meet a community's needs in a sustainable manner. A community's progress toward Self-Sufficiency is based on its efforts to plan, organize, and direct resources in a comprehensive manner that is consistent with its established long-range goals. For a community to self-sufficient, it must have local access to, control of, and coordination of services and programs that safeguard the health, well-being, and culture of the people that reside and work in the community.

Sustainable Project: A sustainable project is an ongoing program or service that can be maintained without additional ANA funds.