

**Program-specific terms and concepts in this NOFO are based on the following acronyms and definitions:**

**ACF:** Administration for Children and Families

**Alteration and Renovation:** Generally defined as work required to change the interior arrangements or installed equipment in an existing facility to be more effectively used for its designated purpose or adapted for an alternative use to meet a programmatic requirement.

**Assistance Listing:** The Assistance Listing is a government-wide compendium of federal programs, projects, services, and activities that provide assistance or benefits to the American public. It contains financial and non-financial assistance programs administered by departments and establishments of the federal government. A listing of current programs in the Assistance Listing is available at <https://SAM.gov> under *Assistance Listings*, formerly known as the Catalog of Federal Domestic Assistance (CFDA). Each program listed has a unique identifier code called the Assistance Listing Number. HHS programs are found under the prefix 93.XXX.

**Authorized Organizational Representative (AOR):** The individual named by the applicant/recipient organization, who is authorized to act for the applicant/recipient organization and to assume the obligations imposed by the federal laws, regulations, requirements, and conditions that apply to applications or awards.

**Beneficiaries:** Individuals within the community that benefit from the project.

**Board Resolution:** A current, signed, and dated document reflecting a formal decision voted on by the applicant's official governing body in support of the project for the entire project period. The resolution must indicate who is authorized to sign documents and negotiate on behalf of the tribe or organization (AOR). The resolution should indicate that the community was involved in the project planning process and include the specific dollar amount of any eligible matching funds (if applicable). A board resolution is an acceptable form of governing body documentation to approve the project.

**Community to be served:** The geographical/organizational community that benefits from the project.

**Construction:** Construction of a new building or major alteration and renovation of an existing building, including the installation of fixed equipment, but excluding the purchase of land and ancillary improvements (e.g., parking lots or roads). Please note construction costs are not allowable under any ANA funding opportunities.

**Contingency Plan:** A set of specific actions to reduce anticipated negative impacts on a project in the event challenges arise, but these actions may not result in major project scope changes, unforeseen risks, or extraordinary events.

**Core Administration:** Salaries and other expenses for those functions that support the ongoing operations of an applicant organization as a whole or for purposes that are not related to the actual management or implementation of the ANA-funded project.

**Cost Sharing:** The portion of project costs not paid by Federal funds (unless otherwise authorized by Federal statute). This may include the value of allowable third-party in-kind contributions, as well as expenditures by the recipient. **See also 45 CFR [§75.306](#)**. It is also referred to as non-federal share (NFS) or match.

**Current Community Condition (CCC):** A challenge or issue preventing the community from achieving its goals. A specific and current community condition should be related to the purpose of the proposed project. The current community condition should be specific enough to provide general baseline information for the project so that the achievement of project goals and outcomes can be used to show an enhancement in the condition described.

**EMI:** Esther Martinez Immersion (Native Languages)

**ERE:** Environmental Regulatory Enhancement

**Federal Share:** The portion of total project costs that are paid for by federal agency, **[45 CFR§75.2](#)**. Financial assistance is provided by ANA in the amount of 80 percent of the approved costs of the project.

**FTE:** Full Time Equivalent Unit of measurement to determine the number of full-time hours worked by all employees in an organization. See **[26 CFR 54.4980H-2\(c\)](#)**.

**Governing Body:** A body of members of an organization that meets one of the following criteria: (1) consisting of duly elected or designated representatives, (2) appointed by duly elected officials, or (3) selected by traditional tribal means. The body must have the authority to enter into contracts, agreements, and grants on behalf of the organization or individuals who elected, designated, appointed, or selected them. Examples include board of directors, board of regents, tribal council, executive committee, etc.

**HHS:** Department of Health and Human Services

**Indirect Costs (IDC):** Costs not readily identified with a specific project or organizational activity but incurred for the joint benefit of projects and other activities. Indirect costs are usually grouped into common pools and charged to benefiting objectives through an allocation process/indirect cost rate. Also known as overhead costs.

An indirect cost rate is simply a device for determining fairly and expeditiously the proportion of general (non-direct) expenses that each project will bear. It is the ratio between the total indirect expenses and some equitable direct cost base. See **[2 CFR Part 200 Subpart E - Direct and Indirect \(F&A\) Costs](#)**.

**Indicator:** A specific, observable, and measurable characteristic that can be used to show the progress a project is making toward achieving a specific outcome. Indicators must describe what will be changed by the objective's outcome.

**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. Also known as non-federal share. **See [45 CFR §75.306](#), Cost sharing or matching or non-federal share.**

**Loan Capital:** Monies derived from grant funds that are used to make loans to individuals or business entities or to establish revolving or other loan accounts or funds. This is not an allowable expense.

**Minor Alterations and Renovations:** Changes to physical characteristics that would not involve expansion, new construction, development or repair of parking lots, or activities that would change the facility's footprint. Costs are allowed up to the lesser of an amount below \$250,000 or 25 percent of the total approved budget for a budget or performance period.

**NAPA:** [Native American Programs Act of 1974, as amended](#)

**NOFO:** Notice of Funding Opportunity

**Objectives:** Brief statements that describe measurably what will be expected to be achieved by the end of a project period and will lead to achieving the project goal. ANA permits a maximum of three project objectives for the entire project period. The project objectives are required to include measurable achievements. Each project objective must relate to one primary outcome and lead to achieving the project goal. The project objectives describe a change that brings the community closer to addressing the current community condition. Below is a suggested framework:

SMART stands for specific, measurable, achievable, relevant, and time bound.

- Specific – The objective is clearly stated, so anyone reading it can understand what will be done and who will do it.
- Measurable – The objective includes how the action will be measured. Measuring your objectives helps you determine if you are making progress. It keeps you on track and on schedule.
- Achievable – The objective is realistic given the realities faced in the community. Setting reasonable objectives helps set the project up for success.

- Relevant – A relevant objective makes sense, that is, it fits the purpose of the grant, it fits the culture and structure of the community, and it addresses the vision of the project.
- Time-bound – Every objective has a specific timeline for completion.

**Objective Work Plan (OWP):** The plan for the activities and timeline for achieving the project objectives and producing the outputs and expected outcomes for each objective. The OWP is a stand-alone document that mirrors the project's implementation plan and identifies all the key elements of the project description, including the project goal, objectives, activities, outputs and outcomes, staff responsibility, and timeframe for the completion of each activity.

**Outcome(s):** The expected change or consequence that will result from achieving the implementation plan. Outcomes can include an overall increase in capacity, a change in intended knowledge, awareness, attitudes, skills, behaviors; etc. ANA requires at least one outcome per objective. Outcomes can be the same or different for each of the project objectives. Outcomes are not outputs.

**Outcome Tracker:** Consists of a model or an outline that shows how all the project elements connect to each other, similar to a logic model. The outcome tracker must state the project goal, project objectives, outcome, indicator, and outputs for each objective, and the means for measuring the indicator. The outcome tracker must also identify benchmarks for the indicator at the following points in time: baseline (beginning of project) and end of each project year.

**Output:** Tangible products or services that result from the completion of milestone activities. Outputs also can be used to monitor progress toward achieving project objectives but are not the same as outcomes.

**P&M:** Preservation and Maintenance (Native Languages)

**Principal Investigator/Program Director (PI/PD):** The individual(s) designated by the recipient to direct the project or program supported by the grant. The PI/PD is responsible and accountable to officials of the recipient organization for the proper conduct of the project, program, or activity.

**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 except as provided in [45 CFR §75.307\(f\)](#). (See 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 [45 CFR §§75.307, 75.407](#), and [35 U.S.C. 200–212](#)** (applies to inventions made under Federal awards). Program income is used in addition to the federal funds to support the project.

**Project Goal:** A tangible statement of what a project should achieve.

**Project Participants:** Those individuals directly taking part in project activities (i.e., unemployed single parents that are taking financial literacy classes, youth interns, fluent Elders selected to be the master in the master-apprentice model, teacher candidates, newly elected council members to be trained, etc.).

**Period of Performance:** The time during 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 the start and end dates of the period of performance in the Federal award. (see [45 CFR §§75.210\(a\)\(5\)](#) and [75.352\(a\)\(1\)\(v\)](#)).

**Real Property:** Land, including land improvements, structures, and appurtenances thereto, but excludes moveable machinery and equipment. **See [45 CFR §75.2](#).**

**Recipient:** An entity, usually but not limited to non-Federal entities, 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. Recipients were previously referred to as grantees.

**SAM:** [System for Award Management](#)

**SEDS:** Social and Economic Development Strategies

**SEDS AK:** Social and Economic Development Strategies Alaska

**TTA:** [Training and Technical Assistance](#)