

3. GLOSSARY OF ACRONYMS AND DEFINITIONS

This Manual provides a list of acronyms and a set of definitions for terms not included in the Uniform Guidance. The terms “pass-through entity”, “non-Federal entity,” “recipient,” and “subrecipient” in this Manual are used consistent with their meanings in the OMB Uniform Guidance, unless otherwise stated. Refer to the Uniform Guidance, Subpart A (Acronyms and Definitions) for an expanded record of definitions and acronyms used in the administration of Federal financial assistance awards.

A. Acronyms

AGC/TPM –Assistant General Counsel for Transactions and Program Management

AGC/L&R – Assistant General Counsel for Legislation and Regulation

ASAP – Automated Standardized Application for Payment

BAA – Broad Agency Announcement

CFO/ASA – Chief Financial Officer and Assistant Secretary for Administration

CFR – Code of Federal Regulations

CRADA – Cooperative Research and Development Agreement

DAO - Department Administrative Order

DOC - Department of Commerce

DOO - Department Organization Order

EO - Executive Order

FALD - Federal Assistance Law Division

FAPOD – Financial Assistance Policy and Oversight Division

FOIA - Freedom of Information Act

GAO – Government Accountability Office

GSA - General Services Administration

GT&Cs - DOC Financial Assistance General Terms and Conditions

MOU - Memorandum of Understanding

NOFO – Notice of Funding Opportunity

OAM - Office of Acquisition Management

OGC - Office of the General Counsel

OIG - Office of Inspector General

OLIA - Office of Legislative and Intergovernmental Affairs

OMB - Office of Management and Budget

PA - Privacy Act

PRA - Paperwork Reduction Act

SAM - System for Award Management

SPOC - State Point of Contact

TOP - Treasury Offset Program

U.S.C. - United States Code

B. Definitions

Administrative Offset. “[W]ithholding funds payable by the United States (including funds payable by the United States on behalf of a state government) to, or held by the United States for, a person to satisfy a claim” (31 U.S.C. § 3701(a)(1)). The term “administrative offset” can include but is not limited to the offset of many types of Federal payments such as Federal wage, salary, and

retirement payments and vendor and expense reimbursement payments. The terms “centralized administrative offset” and “centralized offset” refer to the process by which the U.S. Department of the Treasury’s Bureau of the Fiscal Service (BFS) offsets Federal payments through the Treasury Offset Program. Any federal agency that is owed a nontax debt that is more than 120 days overdue is required to notify the BFS of the debt for purposes of offset.

Amendment.

a. **For a Federal award**, an amendment is an award document which changes any substantive aspect of an existing award. Examples of an amendment to a Federal award may include but are not limited to the following: award continuation, renewal, supplemental amendment, no-cost extension, change of scope, or budget revision.

b. **For a Notice of Funding Opportunity (NOFO)**, an amendment is a document which changes any aspect of a published NOFO including but not limited to eligibility requirements, required forms, change to deadlines, or the evaluation criteria.

Broad Agency Announcement (BAA). A broad agency announcement is a notice of the potential availability of funds that: (a) is general in nature; (b) identifies areas of programmatic interest; (c) includes criteria for selecting proposals; (d) seeks the participation of any interested members of the public, and (e) excludes currently existing assistance programs.

Budget Analysis. The review and evaluation of the reasonableness, allowability, and allocability of an applicant’s proposed budget data and of the factors applied in projecting the estimated costs.

Competitive Award. An award made with discretionary funds after a competitive NOFO is posted at Grants.gov. Applications undergo a merit review in accordance with established evaluation and selection criteria published in the NOFO. DOC may also consider making competitive awards solicited and reviewed through another federal agency’s competitive process or through a process developed by several federal agencies acting in partnership.

Competitive Award Program. A financial assistance program under which funds are awarded based on merit or need and to which an applicant is not entitled as a matter of law.

Continuation. An amendment to an existing award that provides continued funding within the approved period of performance. A continuation does not extend the period of performance. Continuation amendments are generally used with incrementally funded awards.

Delinquent Debt. An established debt owed to the Federal government, that has not been paid by the date specified in the agency’s initial written demand for payment or applicable agreement or instrument (including a post-delinquency payment agreement) unless other satisfactory payment arrangements have been made. The date of delinquency is relevant to when interest and penalties generally begin to accrue, and when an agency will be required to refer the debt to BFS’s delinquent debt collection programs.

Department or DOC. Refers to the U.S. Department of Commerce, unless otherwise indicated. As used in this Manual, “Department” or “DOC” includes the Office of the Secretary of Commerce and the operating units.

Discretionary Award Program. A financial assistance program under which DOC can exercise its discretion in selecting eligible entities to whom funds may be awarded.

Discretionary Funds. Funds for which DOC can exercise its judgment in selecting to whom the funds are awarded. See Chapter 6 for more information on Discretionary Funds.

Fixed Year Funds. Funds, by the terms of an Appropriations Act, available for obligation for a definite or specified period of time, typically one-year, but it may be for multiple years. This term is synonymous with “time limited funds” as used in this Manual.

Grants.gov. The official Federal government website that allows organizations to electronically find and apply for Federal financial assistance.

Grants Officer. The DOC official who is responsible for all business management and administrative aspects of a Federal award. The Grants Officer has the delegated authority to award, amend, administer, close out, suspend, and/or terminate Federal financial assistance and make related determinations and findings. For those operating units with delegated Grants Officer responsibilities (EDA, NIST, and NOAA), the term Grants Officer, as used in this Manual, means the Grants Officers who are identified by the head of the operating unit.

Head of Operating Unit. The head of an operating unit includes Secretarial Officers and the heads of primary operating units, as defined in DOO 1-1. The heads of some operating units are Program Secretarial Officers; in other cases, they are other officers who report and are responsible to a Program Secretarial Officer or directly to the Secretary or Deputy Secretary, as may be specified.

Incrementally-funded Award. A financial assistance award that is partially funded as of the award date and subsequently funded in increments. This does not include awards that are fully funded as of the award date.

Institutional Award. A financial assistance award under which funds are awarded based on competition with the intent to maintain a long-term partnership between DOC and the recipient. New awards may be made on a noncompetitive basis if the recipient performs the responsibility set out in the award, to DOC’s satisfaction, submits the appropriate documentation, and periodic reviews validate the effectiveness and continued desirability of institutional awards for the program.

Insular Area. The areas defined by Public Law 95-134, Title V, § 501 (1977), as amended (48 U.S.C. § 1469a), including the Virgin Islands, Guam, American Samoa, and the islands formerly referred to as the “Trust Territory of the Pacific Islands”: the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau.

Merit Review. A thorough, consistent, and independent examination of an application for Federal financial assistance based on pre-established criteria by persons knowledgeable in the field of endeavor for which support is requested. A merit review must be conducted by an impartial, objective, unbiased individual with the requisite expertise, knowledge, and experience in a technical field who can evaluate or assess a proposal for its value, quality, and likelihood of success. One who conducts a merit review must not have a conflict of interest, or the appearance of a conflict of interest, regarding any application under his or her review. See Chapter 8 for more information on Merit Reviews.

Multi-year Award. A financial assistance award which has a period of performance of more than 12 months, which is partially funded as of the award date, and is subsequently funded in increments. This does not include awards with a period of performance of more than 12 months which are fully funded as of the award date.

No-Cost Extension. An amendment to an existing Federal award that extends the period of performance and budget period with no additional funding. See 2 CFR 200.1 for definition of budget period.

Noncompetitive Award. An award made without the involvement of competition.

Nondiscretionary Award Program. A Federal financial assistance program under which the governing statute specifies the intended recipient(s) or limits eligibility to all members of a particular class or classes of recipients.

Nondiscretionary Funds. Funds for which the governing statute specifies the intended recipient or limits the eligibility to all members of a particular class or classes of recipients. See Chapter 6 for more information on Nondiscretionary Funds.

Operating Unit. Organizational entities outside the Office of the Secretary charged with carrying out specified substantive functions (i.e., programs) of DOC, as defined in DOO 1-1. The operating units are the components of DOC through which most of its substantive functions are carried out and are delegated authority by the Secretary of Commerce to award financial assistance.

Pre-Award Period. The period of time allotted to the award prior to the beginning of the period of performance as listed on the Notice of Award.

Program Officer. The DOC official responsible for the technical, scientific, or other programmatic aspects of a Federal award or financial assistance program.

Renewal Amendment. An amendment to an existing award which extends the period of performance and budget period and adds additional funds to the award.

Selecting Official. A senior program official of the operating unit authorized to make selection recommendations to the Grants Officer for final approval of selected award applications.

Supplemental Amendment. An amendment to an existing award which provides supplemental funding over and above the approved budget during the current budget period.

Suspension of Award. An enforcement action to temporarily suspend Federal sponsorship (as opposed to suspension of payments) under the award pending either corrective action by the recipient, or a decision to terminate the award. All activities under the award must cease and no costs may be incurred by the recipient during the suspension of an award unless expressly authorized by the Federal awarding agency or pass-through entity in the notice of suspension.

Suspension of Payment. An enforcement action to temporarily withhold payment of funds under the award pending correction of identified deficiencies by the recipient. Activities under the award may continue and the recipient may continue to incur costs during the suspension of payment.