

Below is a glossary of terms with which subrecipients might not be familiar:

24 CFR 570	The Community Development Block Grant regulation
2 CFR 200	Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. Often referred to as the Super Circular since it consolidates five OMB circulars.
ACS	American Community Survey - HUD's formulae grant programs use ACD data.
Activity	The means by which a grantee's projects are effectualized. A subrecipient's activity is the scope of work described in the Subrecipient Agreement.
ADA	Americans With Disabilities Act
AMI	Area Median Income
Annual Action Plan	Each CDBG entitlement is required to submit a plan each year to HUD detailing how it plans to use its funds.
Area Benefit	Service is available to all persons residing in a defined area - primarily residential - in which census data indicates at least 51% are LMI.
CAPER	Consolidated Annual Performance and Evaluation Report - the grantee's annual end-of-the-year report submitted to HUD.
CBDO	Community-Based Development Organization
CDBG	Community Development Block Grant
CDBG Desk Guide	<i>CDBG Program Guide to National Objectives & Eligible Activities for Entitlement Communities</i>
CFR	Code of Federal Regulations - Regulations are divided into 50 Titles. All HUD regulations are listed in Title 24. Title 2 (see 2 CFR 200) covers rules for Grants and Awards.
CHDO	Community Housing Development Organization
Citizens Advisory Committee	Many CDBG entitlements use a Citizens Advisory Committee to assist in setting community priorities and evaluating subrecipient applications.
Closeout	The processes used when the scope of work authorized in the Subrecipient Agreement has been completed.
CoC	HUD's Continuum of Care program
Concern	Monitoring - an issue of non-compliance that could rise to the level of a finding if not addressed. A concern is tied directly to a specific Federal statute or regulation.
Consolidated Plan	Each CDBG entitlement is required to submit a plan to HUD detailing community needs, priorities and strategies. The plan "consolidates" into one document the grantee's plans for CDBG, HOME, ESG and HOPWA.
Continuum of Care	HUD's Continuum of Care (CoC) Program is designed to promote communitywide commitment to the goal of ending homelessness.
Contractor	The typical relationship between the non-federal entity and the contractor is a procurement relationship: buyer/seller. The non-federal entity is buying, the contractor is selling.
CPD	HUD's Office of Community Planning & Development. The HUD monitor who comes to visit the grantee works out of a CPD Field Office.
DUNS	Data Universal Numbering System
EEO	Equal Employment Opportunity
EO	Executive Order
ERR	Environmental Review Record
ESG	Emergency Solutions Grants
Ethnicity	For HUD's purposes, all persons are either Hispanic/Latino or they are not.
Extremely Low Income	Households with a gross income of 30% or less of the AMI
FAIN	Federal Award Identification Number
Fair Housing	Grantees must certify to HUD annually that the jurisdiction is Affirmatively Furthering Fair Housing.
FBO	Faith-Based Organization

FHEO	HUD's Office of Fair Housing and Equal Opportunity
Finding	Monitoring - non-compliance with a Federal statute or regulation. Must be addressed by the subrecipient in the manner and within the time frame specified in the monitoring report.
Grantee	A non-Federal entity that receives a Federal award directly from HUD to carry out an activity under a Federal program. (See recipient .)
HIC	Housing Inventory Count - Each Continuum must file this data with HUD annually.
HMIS	Homeless Management Information System - organizations receiving HUD homeless funds are required to enter client data in the system.
HOME	HOME Investment Partnerships Program is a HUD formula grant used primarily for housing and housing-related activities. Funding is awarded directly to eligible participating jurisdictions (PJs) and to states.
HOPWA	Housing Opportunities for People with Aids
Household	How HUD counts benefits for housing and housing-related activities.
Household Income	The combined income of all persons living in a household regardless of individual relationships.
HUD	U.S. Department of Housing & Urban Development
IDIS	Integrated Disbursement and Information System - a HUD database used by Consolidated Plan grantees.
Indirect Costs	Costs that cannot be tied specifically with a particular final cost objective in a subaward. Subrecipients wishing to charge indirect costs to the subaward must negotiate an indirect cost rate with HUD.
Internal Controls	A process, implemented by a non-Federal entity, designed to provide reasonable assurance regarding the achievement of objectives in the following categories: (a) Effectiveness and efficiency of operations; (b) Reliability of reporting for internal and external use; and (c) Compliance with applicable laws and regulations.
IPA	Independent Public Accountant
LBP	Lead-Based Paint
Limited Clientele Activity	Service used by a specific group of persons and of that group at least 51% are LMI.
LMI	Low/Mod Income - For CDBG, the cap in 80% of AMI.
Low Income	Households with a gross income greater than 30% but less than or equal to 50% of the AMI.
Moderate Income	Households with a gross income greater than 50% but less than or equal to 80% of the AMI.
MSA	Metropolitan Statistical Area – HUD income charts are based on the AMI of an entire MSA.
National Objective	To be eligible for funding, CDBG activities must meet one of three national objectives identified in 24 CFR 570(a)(2).
NOFA	Notice of Funding Available
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.
Not Moderate Income	Households with a gross income greater than 80% of the AMI.
OIG	Office of the Inspector General - HUD's OIG is responsible for conducting audits and investigations of HUD programs and operations, including those of grantees, subrecipients and contractors.
OMB	Office of Management & Budget
Pass-through entity	A non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.
Person	How HUD counts benefits for activities not related to housing.
PITC	Point in Time Count - Each Continuum of Care is required to count sheltered homeless persons in the Continuum's geographical area at least once a year and unsheltered persons at least once every two years. The count is always done in a single 24-hour period.
Policy	Principles, rules, and guidelines formulated or adopted by an organization to reach its long-term goals
Presumed Benefit	Certain specific groups of persons are presumed by HUD to be LMI. Some examples are abused children, elderly persons, battered spouses and homeless persons.

Procedures	The processes used to implement policies.
Procurement	Recipients and Subrecipients must have procurement policies and procedures that comply with the standards listed in Subpart D of 2 CFR 200.
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. Program income for subrecipients is usually tied to loan programs. See 24 CFR 500(a) for details.
Project	High-level description of grantee's planned accomplishments over the next year.
Public Services	Activities that are eligible for CDBG funding under the provisions of 24 CFR 570.201 (e)
Public Services Cap	Grantees may commit no more that 15% of the total current grant and program income from the previous year for Public Services.
Race	CPD requires that all persons receiving services paid for with Federal funds be identified by race.
Recipient	A non-Federal entity 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.
Recommendation	Monitoring - Unlike a concern or a finding , a recommendation is not tied to a specific Federal statute or regulation. It us, rather, a suggestion for addressing issues that could, if not addressed, lead to a concern or a finding .
Regulatory	Related to the rules and regulations formulated by a Federal agency to implement statutes.
RFA	Request for Applications
RFP	Request for Proposals
SAM	System for Award Management
Section 504	Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities.
Single Audit	An audit that includes both the entity's financial statements and the Federal funds it has expended. Required if the entity has expended \$750,000 or more of Federal funds in a year.
SNAPS	CPD's Office of Special Needs Assistance Programs - oversees ESG and CoC grants
Statutory	Related to the formal law enacted by Congress and signed by the President.
Subaward	Federal money passed through a recipient to a subrecipient to provide an agreed upon scope of work.
Subpart J	The section of the CDBG rule covering grant administration requirements.
Subpart K	The Section of the CDBG rule covering other program requirements.
Subrecipient	A non-federal entity a grantee provides financial assistance to for conducting an eligible activity on its behalf.
Subrecipient Agreement	The written agreement between the recipient and subrecipient that states the scope of work, the budget and all other requirements
Super Circular	2 CFR 200 - Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. Consolidates five OMB circulars.
Uniform Act	The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Requires grantees - and subrecipients - to take all reasonable steps to minimize the displacement of persons as a result of activities funded using Federal funds.
W/MOB	Women-/ Minority-Owned Businesses