# Definitions and Acronyms

*This manual uses the following terms and acronyms to designate individuals, offices, and processes involved in the traffic safety program.*

Reference should be made to definitions in the NHTSA Final Rule at [23 CFR Part 1300.3](https://www.ecfr.gov/current/title-23/chapter-III/part-1300/subpart-A/section-1300.3) and the Uniform Guidance at [2 CFF Part 200 Acronyms and Definitions](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-A).

**Accrued expenditures -** The charges incurred by the subrecipient during a given period   
requiring the provision of funds for: (1) Goods and other tangible property received; (2) services performed by employees, contractors, sub-grantees, subcontractors, and other payees; and (3) other amounts becoming owed under programs for which no current services or performance is required, such as annuities, insurance claims, and other benefit payments. Accrued income means the sum of: (1) earnings during a given period from services performed by the grantee and goods and other tangible property delivered to purchasers, and (2) amounts becoming owed to the grantee for which no current services or performance is required by the grantee.

**Acquisition cost** - The net invoice unit price of purchased equipment including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the property usable for the purpose for which it was acquired. Other charges such as the cost of installation, transportation, taxes, duty or protective in-transit insurance, shall be included or excluded from the unit acquisition cost in accordance with the grantee's regular accounting practices.

**Administrative requirements** -Those matters common to grants in general, such as financial management, kinds and frequency of reports, and retention of records. These are distinguished from ``programmatic'' requirements, which concern matters that can be treated only on a program-by-program or grant-by-grant basis, such as kinds of activities that can be supported by grants under a particular program.

**AGA –** (Annual Grant Application) means the document that the State submits each fiscal year as its application for highway safety grans (and amends as necessary), which provides any necessary updates to the State’s most recent triennial HSP, identifies all projects the State will implement during the fiscal year to achieve its highway safety performance targets, describes how the State has adjusted its countermeasure strategy for programming funds based on the annual report, and includes the application for grants under Sections 405 and 1906.

**AR –** Annual Report

**Awarding agency** - (1) with respect to a grant, the Federal agency, and (2) with respect to a sub-grant (award), the party that awarded the sub-grant.

**BIL** – Bipartisan Infrastructure Law enacted in fall 2021 and effective from 2022 through 2026.

**Cash contributions** - The subrecipient's cash outlay, including the outlay of money contributed to the subrecipient by other public agencies and institutions, and private organizations and individuals. When authorized by Federal legislation, Federal funds received from other assistance agreements may be considered as subrecipient cash contributions.

**CFR –** Code of Federal Regulations

**Contract -** Uniform Guidance 2 CFR Part 200 definition: for the purpose of Federal financial assistance, 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 Part 200.331*.*

**Contractor -** means an entity that receives a contract as defined in 2 CFR Part 200

**Cost sharing or matching** **-** The value of the third party in-kind contributions and the portion of the costs of a federally assisted project or program not borne by the Federal Government. Cost-type contract means a contract or subcontract under a grant in which the contractor or subcontractor is paid on the basis of the costs it incurs, with or without a fee.

**Designee** – A person or legal entity authorized by contract to perform certain duties on behalf of the HSO.

**Equipment -**  Tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of*[$5,000*] or more per unit. A grantee may use its own definition of equipment provided that such definition would at least include all equipment defined above.

**FAIN –** Federal Award Identification Number

**FARS –** Fatality Analysis Reporting System

**FAST Act** – Fixing American’s Surface Transportation Act

**FFATA** - Federal Funding Accountability and Transparency Act

**FHWA** – Federal Highway Administration

**FSRS –** FFATASub award Reporting System

**GHSA –** Governor’s Highway Safety Association

**GM –** Grant Manager

**Government -** A State or local government or a federally recognized Indian tribal government.

**Grant** - An award of financial assistance, including cooperative agreements, in the form of money, or property in lieu of money, by the Federal Government to an eligible grantee. The term does not include technical assistance which provides services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Also, the term does not include assistance, such as a fellowship or other lump sum award, which the grantee is not required to account for.

**GTS -** Grant Tracking System

**HSO** – Highway Safety Office

**HSIP –** Highway Safety Improvement Program

**HSP –** Highway Safety Plan

**IIJA** – Infrastructure and Investment Jobs Act enacted in fall 2021 and effective from 2022 through 2026 also referred to as the BIL.

**JOL –** Judicial Outreach Liaisons function as teachers, writers, consultants, and liaisons, to share the latest research and best practices on addressing impaired driving offenders with the judges in their regions or States.

**MAP-21** – Moving Ahead for Progress in the 21st Century

**Metropolitan Planning Organization (MPO)** - a federally mandated and federally funded transportation policy-making organization that is made up of representatives from local government and governmental transportation authorities. (When regional, referred to as a Regional Planning Transportation Agency.)

**Monitoring** – A process whereby the HSO assesses program progress and compliance by reviewing project related reports and files, financial records, and interviews subrecipients.

**NHTSA** – The National Highway Traffic Safety Administration.

**NTP -** Notice to Proceed

**Obligations -** The amounts of orders placed, contracts and sub-grants awarded, goods and services received, and similar transactions during a given period that will require payment by the grantee during the same or a future period.

**OMB -** The United States Office of Management and Budget.

**Outlays (expenditures) -** Charges made to the project or program. They may be reported on a cash or accrual basis. For reports prepared on a cash basis, outlays are the sum of actual cash disbursement for direct charges for goods and services, the amount of indirect expense incurred, the value of in-kind contributions applied, and the amount of cash advances and payments made to contractors and sub-grantees. For reports prepared on an accrued expenditure basis, outlays are the sum of actual cash disbursements, the amount of indirect expense incurred, the value of in-kind contributions applied, and the new increase (or decrease) in the amounts owed by the grantee for goods and other property received, for services performed by employees, contractors, subrecipients, subcontractors, and other payees, and other amounts becoming owed under programs for which no current services or performance are required, such as annuities, insurance claims, and other benefit payments.

**P & A –** Planning and Administration

**PP&E** – Public Engagement and Participation

**PI&E –** Public Information and Education

**PM –** Project Manager

**Political subdivision *-*** means a separate legal entity of a State that usually has specific governmental functions and includes Indian tribal governments. Political subdivision includes, but is not limited to, local governments and any agencies or instrumentalities thereof, school districts, intrastate districts, associations comprised of representatives from political subdivisions acting in their official capacities (including State or regional conferences of mayors or associations of chiefs of police), local court systems, and any other regional or interstate government entity.

**Prior approval -** Documentation evidencing consent prior to incurring specific cost.

**Program Area** – An area within a highway safety program eligible for traffic safety funding. Examples include: AL (Alcohol), OP (Occupant Protection), TR (Traffic Records), PT (Police Traffic Services), PA (Planning & Administration), etc.

**Program Manager** – The staff person at the HSO assigned to monitor and oversee project activities.

**Project** – Activities proposed or implemented by the HSO to address highway safety problems falling within one or more program areas.

**Project Agreement**– means a written agreement at the State level or between the State and a subrecipient or contractor under which the State agrees to perform a project or to provide Federal funds in exchange for the subrecipient's or contractor's performance of a project that supports the highway safety program.

**Project Director** – The person assigned by the Grantee to assume direct responsibility for administering all phases of the project agreement.

**Real property** - Land, including land improvements, structures and appurtenances thereto, excluding movable machinery and equipment.

**RFP –** Request for Proposal

**Scope of Work** – The objectives and activities noted on the Project Agreement, which the subrecipient agrees to perform in compliance with instruction provided by the HSO. The subrecipient shall provide and charge only for those services requested by the HSO.

**SAFETEA-LU –** Safe, Accountable, Flexible, Efficient, Transportation Equity Act – A Legacy for Users, Public Law 109-59

**Share** - When referring to the awarding agency's portion of real property, equipment or supplies, means the same percentage as the awarding agency's portion of the acquiring party's total costs under the grant to which the acquisition costs under the grant to which the acquisition cost of the property was charged. Only costs are to be counted--not the value of third-party in-kind contributions.

**SHSP –** Strategic Highway Safety Plan

**State -** Any of the several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States, or any agency or instrumentality of a State exclusive of local governments. The term does not include any public and Indian housing agency under United States Housing Act of 1937.

**Sub grant -** An award of financial assistance in the form of money, or property in lieu of money, made under a grant by a grantee to an eligible subrecipient. The term includes financial assistance when provided by contractual legal agreement, but does not include procurement purchases, nor does it include any form of assistance which is excluded from the definition of “grant'' in this part.

**Subrecipient -** a non-Federal entity that receives a sub award from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency (previously referred to as a sub grantee).

**Supplies -** All tangible personal property other than “equipment” as defined in this part.

**TEA21 -** Transportation Equity Act for the 21st Century, Public Law 105-178

**Termination -** Permanent withdrawal of the authority to obligate.

**THSP -** *Triennial Highway Safety Plan (triennial HSP)* means the document that the State submits once every three fiscal years, documenting its highway safety program, including the State's highway safety planning process and problem identification; public participation and engagement; performance plan; countermeasure strategy for programming funds; and performance report.

**TSRP** – Traffic Safety Resource Prosecutor, a grant program created to provide local law enforcement and prosecutors within the State with the services of a veteran prosecutor, specializing in traffic safety issues with an emphasis in impaired driving, who supports their efforts through training, education, legal research and technical assistance.

**Uniform Guidance -** Effective December 26, 2014, and subsequently amended most recently in 2020, the Federal Office of Management and Budget (OMB) issued Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Agencies which supersedes requirements from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in 2 C.F.R. Parts 220, 225, 215, and 230); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up. AKA Super circular.

***Underserved populations* -** means populations sharing a particular characteristic or geographic location, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life.

**Unique Entity Identifier (UEI) –** Effective April 2022, the UEI replaced the Data Universal Numbering System (DUNS). It is used to uniquely identify entities registered in the System for Award Management (SAM) which are doing business with the federal government. The program is administered by the federal General Services Administration (GSA).