

WSFR Program Glossary

AFWA – The Association of Fish and Wildlife Agencies

ALAB - American League of Anglers and Boaters

Application for Federal Assistance (AFA) - The Standard OMB for, Application for Federal Assistance (SF-424, AFA) used to submit a request for grant funding. It is used as the cover sheet for the grant application package.

Apportionment – A federal budget process which distributes funds to States from the Wildlife Restoration, Sport Fish Restoration, and State Wildlife Grants programs based on a pre-determined formula.

Appraisal - A written statement independently and impartially prepared by a qualified appraiser setting forth an opinion of defined value of an adequately described property as of a specific date, supported by the presentation and analysis of relevant market information.

Appraisal Review - The act or process of developing and communicating an opinion about the quality of another appraiser's work.

ARD - Assistant Regional Director of the US Fish and Wildlife Service

ARE – Aquatic Resources Education

AREA – Aquatic Resources Education Association

Audit Finding – An audit finding is an issue addressed in an audit report. It could be questioned costs, compliance issues, or other matters identified.

ASA - American Sportfishing Association

ASAP - Automated Standard Application for Payments, managed by U.S. Treasury – Financial Management Service (FMS). It is a centralized payment system that makes payments for FMS and other Federal agencies.

Bargain Sale - A sale of property for less than its fair market value. The difference between the fair market value and the sale price is considered an in-kind contribution by the seller.

BIG - Boating Infrastructure Grant Program is a grant program funded by the Sport Fish Restoration Act.

Carryover Funds - Apportioned funds not obligated during the first year of availability and carried over into the next year for obligation by the state. The obligation of these funds does not count toward establishing a safety margin at year-end.

CAP – The Corrective Action Plan is a plan prepared by the Service in consultation with the grantee for addressing audit findings and implementing corrective actions. At a minimum, it contains four components: auditor’s findings and recommendations, Service determinations, corrective actions, and resolutions.

CFR – The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.

CMS - Comprehensive Management System is as an optional method for a State agency to operate in which programs, financial systems (including budget), human resources, goals, products, and services are linked together into one interconnected system.

CNO - California-Nevada Office of the Fish and Wildlife Service (Note: Recently renamed to Region 8, California and Nevada Region.)

Cognizant Agency – the agency designated as an oversight agency for the single audits as provided in OMB Circular A-133. This is usually the agency that provides the predominant amount of direct funding to a recipient unless OMB makes a specific cognizant agency for audit assignment.

CVA – The Clean Vessel Act was passed in 1992. It directs the Secretary of the Interior to provide grants to States to pay for the construction, renovation, operation and maintenance of pump-out stations and waste reception facilities. It is a nationally competitive grant program funded by the Sport Fish Restoration Act.

De-obligation – Reducing the amount of funds obligated to a grant.

Diversion - A diversion occurs when any portion of license revenues is used for any purpose other than the administration of the State fish and wildlife agency.

DJ - Dingell-Johnson - Federal Aid in Sport Fish Restoration program.

D.O. - Director’s Order - U.S. Fish and Wildlife Service Director's Orders are temporary delegations, emergency directives, special assignments, and initial policy or guidance for evolving activities.

DOI – Department of Interior - The Fish and Wildlife Service is one of eight bureaus in the Department of Interior.

DUNS number – Data Universal Numbering System number is a nine-digit identification number provided by Dun & Bradstreet. It is required to apply for Federal grants and cooperative agreements except for individuals that are not sole proprietors.– Data Universal Numbering System number is a nine-digit identification number provided by Dun & Bradstreet. It is required to apply for Federal grants and cooperative agreements except for individuals that are not sole proprietors.

EA - Environmental Assessment - is a public document that a Federal agency prepares under the National Environmental Policy Act (NEPA) to provide sufficient evidence and analysis to determine whether a proposed agency action would require preparation of an environmental impact statement (EIS) or a finding of no significant impact.

Easement - An interest in land owned by another person, consisting in the right to use or control the land, or an area above or below it, for a specific limited purpose such as to cross it for access to a public road.

EIS - Environmental Impact Statement is a study undertaken in order to assess the effect on a specified environment of the introduction of any new factor, which may upset the current ecological balance. The term is often used to describe the study report that is prepared.

ESA – The Endangered Species Act

EO - A directive issued to executive-level agencies, department heads, or other employees from the President under the President's statutory or constitutional powers.

Equipment - Tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. A State uses its own definition of equipment provided that such definition would at least include all equipment defined above.

Expenditure - Costs incurred by the grantee/state in carrying out work under an approved grant.

FA - The Division of Federal Assistance (formerly Federal Aid) is responsible for administering many federal grant programs to help States and other grantees meet the needs of the public for fish and wildlife resources. Note: Name changed in 2008 to Wildlife & Sport Fish Restoration Program (WSFR Program).

FAC - Federal Aid Coordinator

FAIMS – The Federal Aid Information Management System is an integrated computer based management system used to administer WSFR Program grants.

FBMS – Financial and Business Management System - A functionality-driven SAP solution designed to incorporate the majority of the Department of Interior's financial management functions into one system, eliminating DOI and bureau-specific systems.

Fee simple - The maximum possible estate one can possess in real property. A fee simple estate is the least limited interest and the most complete and absolute ownership in land; it is of indefinite duration, freely transferable and inheritable

FFS – Federal Financial System is the core financial system used by each bureau within the Department of the Interior.

FSR - Financial Status Report (SF 269) is the standard OMB form used to report the financial information for a grant.

FWS – Fish and Wildlife Service a bureau of the Department of Interior.

Grant - An award of financial assistance made by the Federal Government to an eligible grantee to carry out one or more approved projects.

Grantee - The state agency or other organization to which a grant is awarded.

Grant Proposal - The grant proposal consists of the Application for Federal Assistance (SF-424) and all other required accompanying documents requesting approval of one or more projects.

HHS - Health and Human Services - HHS administers the Payment Management System (PMS) used by the WSFR Program and grantees/states to request reimbursement for grant expenditures.

Indirect Costs - Costs incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved. Common indirect costs include the cost of office space, administration of personnel, and general accounting.

In-kind - A non-cash contribution (i.e. volunteer time, land, etc.), made by parties other than the grantee or sub-grantee, that makes up part or all of the grantee match-

Interest in Real Property - A legal share of ownership in property, whether the entire ownership as in a fee simple ownership or partial ownership as in an easement

LIP - Landowner Incentive Program

Match – The grantee’s share of total project expenditures.

NBC – National Business Center located within the Department of the Interior, provides business management systems and services support for the Offices and Bureaus within the Department, as well as federal agencies outside the Department.

NCTC - National Conservation Training Center – The Professional development and training center for the Fish and Wildlife Service located in Shepherdstown, West Virginia.

NEPA - National Environmental Policy Act - The National Environmental Policy Act requires every federal agency to review the effect of its actions on the environment. NEPA compliance is handled via categorical exclusions, environmental assessments or environmental impact statements.

Option - An agreement to keep open, for a set period, an offer to sell or lease real property. An option must be supported by its own consideration, separate and independent of the purchase price of the property. At the time the option is signed, the owner does not sell, nor does the buyer purchase, the property. Although the owner is obligated to sell if given notice by the buyer, the buyer is not obligated to purchase.

Obligation - A commitment of federal funds to a grant.

O&E - Obligation and Expenditures Status Report - This FAIMS report provides the grant period, approved federal share, disbursements, and balance by sub-activity.

O & P – Obligation and Payment Report - This FAIMS report provides an individual payment record for each grant award. It includes obligations, expenditures and balances for all sub-activities.

OIG - Office of Inspector General – The Department of Interior Office of Inspector General coordinates all audits, investigations, and other activities in the Department designed to promote economy and efficiency or prevent and detect fraud, waste and abuse.

OMB – The Office of Management and Budget - A branch of the Executive Office of the President. OMB helps the President formulate his spending plans, evaluates the effectiveness of agency programs, and sets funding priorities.

Overmatch – Costs in excess of the total approved grant cost, but were necessary and reasonable to accomplish the grant objectives.

OWP - Organization of Wildlife Planners

Prior Year Recovery - Grant funds that are de-obligated, but have a continued period of availability to a grantee.

Program Income - Income received by a grantee or sub-grantee generated as a direct result of a grant supported activity during the grant period.

Project - One or more related undertakings necessary to fulfill a need(s), as defined by the grantee in a project statement, and consistent with the purposes of the appropriate Act.

Project Statement - A document used to describe a project. The project statement must discuss the 1) need, 2) objective, 3) expected results or benefits, 4) approach, 5) location, and 6) estimated cost of the project.

Real Property –Land, including improvements and structures on the land, rights to the land (such as minerals), and products of the land which do not require annual cultivation such as trees and grasses.

Recovery - Funds that are de-obligated the same fiscal year they were made available for obligation, and remain available to the grantee for re-obligation.

Reversion - grant funds that are returned to the granting agency, because the funds were not obligated and/or expended and their period of availability has expired.

Safety Margin - A technique used to “age” unused or unspent funds when grant funds are de-obligated by the closing of a grant, the cancellation of a grant or at the request of the grantee. The purpose is to determine if the de-obligated funds remain within their period of availability without actually having to identify the year they were apportioned.

Sec 6 - Section 6 of Endangered Species Act - authorizes grants to States for use on a wide array of voluntary conservation projects for candidate, proposed and listed species.

SF 269 - See Financial Status Report (FSR)

SF424 - See Application for Federal Assistance (AFA).

SFR – Federal Aid in Sport Fish Restoration program.

SHPO - State Historic Preservation Officer.

Signature Authority – The authority granted to an individual to sign grant related documents on behalf of the grantee organization.

Smartlink -An electronic funds transfer (EFT) system operated and maintained by the Department of Health and Human Services.

SOBA - States Organization for Boating Access.

Stewardship Investments – The Federal investment for expenses incurred for the purchase, the construction, or the major renovation of physical property owned by the state.

Sub-grantee - The entity which receives a sub-grant and is accountable for the use of the funds provided.

Supplies - Tangible, consumable and expendable personal property.

SWCAP – Statewide Cost Allocation Plan – used to allocate state central services to agencies and departments within the State.

TLIP - Tribal Landowner Incentive Program.

TWG - Tribal Wildlife Grant

Unused Balance - Any portion of funds remaining after the final reimbursement is made on a grant and the grant is closed.

WB - Wallop-Breaux

WMA - Wildlife Management Area

WR - The Federal Aid in Wildlife Restoration Act

WSFR Program – Wildlife & Sport Fish Restoration Program – As of 2008 this is the name of the FWS Division formerly known as Federal Assistance, or Federal Aid.