

## Appendix A

### Building the Healthcare Workforce Grant Terminology Glossary

**Agreement Term** – a period commencing with the effective date of the Grant Agreement and ending with the expiration or termination date of the Grant Agreement.

**Allowable Expense** – an expense that is allowable per the terms of the RFP and aligns with the goals and mission of the grant. The CMSP Governing Board has sole discretion in determining if an expense is allowable or unallowable. Also see Appendix B – Use of Grant Funds.

**Authorizing Official** – the applicant’s authorized representative that has been duly authorized by the applicant to execute the Grant Agreement on behalf of the applicant. This is typically the Chief Executive Officer or Agency Director.

**Budget Revision** – a formal change in the originally submitted budget plan that must be pre-approved, in writing, by CMSP staff.

**Budget Rollover** – the carryover of unobligated funds from one budget period to the subsequent budget period.

**Direct Cost** – an expense that is directly attributable to a project. This may include but is not limited to a program manager’s salary and benefits, staff salary and benefits, subcontractors, travel, training, meetings, equipment or supply costs.

**Educational Institution** – a public institution of higher learning providing health provider education and training including community colleges, universities, medical schools, physician assistant schools, nursing schools and dental schools.

**Equipment** – a *single* item that costs \$5,000 or greater at the time of purchase and that is necessary for project completion.

**Benefits** – an Allowable Expense meant to cover the cost of an employee’s benefits package. This may include worker’s compensation, vacation, sick time, etc.

**Funding Round** – a period commencing with the release of an RFP and ending with the acceptance of grant awards.

**Grant Agreement** – agreement with the CMSP Governing Board setting forth the terms of the award and the obligations of the grantee. Awarded applicants are required to execute a Grant Agreement to receive grant funding.

**H-1B** – a type of visa that allows entry into the United States of America for the purpose of working in an understaffed specialty occupation, at a specified employer, for a specified period.

**Cash (Hard Dollar) Matching funds** – a portion of project or program costs not covered by funds to be awarded by the CMSP Governing Board, unique to the project, that is provided by the grantee or a combination of funding sources, with a specified cash monetary value.

**In-Kind (Matching Funds)** – a portion of project or program costs not covered by funds to be awarded by the CMSP Governing Board that is provided by the grantee or a combination of funding sources, and is not a hard dollar cash matching contribution, but rather, a non-cash contribution to the project in the form of personnel, goods and services, or indirect or direct costs with a specified monetary value.

**Key Partner** – any organization whose contributions to the project are necessary for successful project implementation. Key partner contributions may include collaboration, shared resources or shared talents.

**Key Personnel** – any project staff that will be paid out of the potential grant funding and/or will be directly contributing to the success of the project.

**Lead Agency Applicant** – the applicant who will act as the primary contact for all CMSP communication and is responsible for the Grant Agreement and completing all necessary grant administrative duties.

**Letters of Commitment and Participation**– a letter included in the grant application from an organization or county, other than the lead applicant, that describes the role the authoring organization will play in the project.

**Memorandum of Understanding (MOU)** – a document describing an agreement that two or more parties have reached.

**Overhead/Administrative Cost (Indirect Service Cost)** – a cost that is not directly attributable to a project but that occurs while completing the project. Indirect Costs may include a portion of rent and utilities, accounting and other program administration costs, legal expenses, Internet costs, and office supplies.

**Program Track** – a term used to define the type of workforce project being proposed and its associated RFP requirements: Coalition Planning or Initiative.

**Project Period (Performance Period)** – the period in which all project activities are performed by a grantee.

**Sub-Contract** – a contract administered by the lead agency applicant to provide funding to another organization or independent contractor/consultant.

**Sub-Contractor** – an organization or independent contractor/consultant operating under agreement with the lead agency applicant to aid in project performance.

**Unallowable Expense** – an expense that is unallowable per the terms of the RFP or does not align with the goals and mission of the grant. Also see Appendix B – Use of Grant Funds.