



## Acronyms and Definitions

### **ACF – Administration for Children and Families**

"Administration for Children and Families" is a division of the U.S. Department of Health & Human Services (HHS). ACF's mission is to promote the economic and social well-being of children, families, individuals and communities with leadership and resources for compassionate, effective delivery of human services. ACF administers numerous federal grant programs common to CAAs, such as Community Services Block Grant (CSBG), Head Start, Community Economic Development (CED), Low Income Home Energy Assistance Program (LIHEAP), and Social Services Block Grant Program (SSBG).

### **ACSI – American Customer Survey Index**

"American Customer Survey Index" is a survey provides eligible entities with an opportunity to offer constructive feedback to OCS and their respective State Lead CSBG Agency. The results of this survey will guide OCS' training and technical assistance efforts and will provide baseline data to the State CSBG Lead Agency that can be used in developing State Plans.

### **ADA – Americans with Disabilities Act of 1990**

"Americans with Disabilities Act of 1990" is a federal civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.

### **AFI – Assets for Independence**

"Assets for Independence" is a federal program that distributes discretionary grants to help the impoverished achieve one of three goals: homeownership, business ownership, and post-secondary education. It was created by the Assets for Independence Act.

### **CAA – Community Action Agencies**

"Community Action Agencies" are tax-exempt, nonprofit corporations or public entities funded by the federal Community Services Block Grant (CSBG) via subgrants they receive from a state department designated by the state's governor to facilitate the funding. To receive CSBG funding, an organization must maintain a specified board composition and be capable of providing a broad range of services designed to eliminate poverty and foster self-sufficiency. Also known as eligible entities.



**CAP – Community Action Program**

Another term for Community Action Agency (CAA). The Economic Opportunity Act of 1964 authorized the creation of and funding for the nationwide Community Action Program, which was composed of local Community Action Programs (CAPs) across the country. The Economic Opportunity Act also referred to the local CAPs as Community Action Agencies.

**CAPLAW – Community Action Program Legal Services**

"Community Action Program Legal Services" a tax-exempt, nonprofit membership corporation dedicated to providing the legal, governance, and management resources necessary to sustain and strength the national Community Action Agency (CAA) network.

**CCAP – Certified Community Action Professional**

"Certified Community Action Professional" (CCAP) program is a peer recognition program that provides national recognition for meeting the standards to be identified as a Community Action Professional.

**CCDBG – Child Care and Development Block Grant**

"Child Care and Development Block Grant," created by the Child Care and Development Block Grant Act, authorizes the Child Care and Development Fund (CCDF), which is a federal and state partnership program that provides financial assistance to low-income families to access child care so they can work or attend a job training or educational program. States also use the CCDF to build the skills and qualifications of the teacher workforce, support child care programs to achieve higher standards, and provide consumer education to help parents select child care that meets their families' needs.

**CDBG – Community Development Block Grant**

"Community Development Block Grant" program aims to ensure decent affordable housing, to provide services to the most vulnerable communities, and to create jobs through the expansion and retention of businesses. CDBG is one of the longest-running programs administered by the Federal Department of Housing and Urban Development (HUD).

**CFR – Code of Federal Regulations**

"Code of Federal Regulations" is the codification of rules of the executive departments and agencies of the federal government.



**CNCS – Corporation for National and Community Service**

"Corporation for National and Community Service" is a federal agency that focuses on improving the lives of the American people through programs that foster volunteer opportunities and service by fellow Americans . CNCS administers multiple federal programs such as AmeriCorps, Senior Corps, the Social Innovation Fund and the Volunteer Fund .

**COI – Conflict of Interest**

"Conflict of Interest" is a situation in which there is a personal or financial interest that compromises or could compromise a person's independence of judgment in exercising his or her responsibilities

**CRA – Community Reinvestment Act**

The “Community Reinvestment Act” is a United States federal law designed to encourage commercial banks and savings associations to help meet the needs of borrowers in all segments of their communities, including low- and moderate-income neighborhoods. Congress passed the Act in 1977 to reduce discriminatory credit practices against low-income neighborhoods.

**CSBG – Community Services Block Grant**

"Community Services Block Grant" is a federal block grant administered by Office of Community Services (OCS) located within the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services (HHS). CSBG funds the operations of a state-administered network of tax-exempt nonprofit corporations and public entities designated as Community Action Agencies (CAA) to alleviate the causes and conditions of poverty in communities. CSBG funding supports projects that provide services and activities addressing employment, education, better use of available income, housing, nutrition, emergency services and/or health.

**DOE – U.S. Department of Energy**

"U.S. Department of Energy" is a federal agency that addresses energy, environmental and nuclear challenges through transformative science and technology solutions. DOE administers several federal grant programs, including the Weatherization Assistance Program (WAP).



**DOJ – U.S. Department of Justice**

"U.S. Department of Justice" is a federal agency that enforces laws and defends the interests of the United States. DOJ administers several federal grant programs through the Office of Justice Programs (OJP), Office for Victims of Crimes (OVC), Office of Juvenile Justice and Delinquency Prevention (OJJDP) and the Office on Violence Against Women (OVW).

**DOL – U.S. Department of Labor**

"U.S. Department of Labor" is a federal agency responsible for enforcing a variety of federal labor and employment laws such as the Family Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), Davis-Bacon Act, and Occupational Safety and Health Act (OSH Act). DOL also administers several grant programs including the Workforce Innovation and Opportunity Act (WIOA) programs in collaboration with the U.S. Departments of Education (ED) and Health and Human Services (HHS).

**ECLKC – Early Childhood Learning and Knowledge Center**

"Early Childhood Learning and Knowledge Center" offers training and technical assistance resources for the Head Start program from the federal Office of Head Start (OHS).

**EEOC – U.S. Equal Employment Opportunity Commission**

"U.S. Equal Employment Opportunity Commission" is the federal agency responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

**EITC – Earned Income Tax Credit**

The "Earned Income Tax Credit" is a refundable tax credit for low- to moderate-income working individuals and couples, particularly those with children. The amount of EITC benefit depends on a recipient's income and number of children. For a person or couple to claim one or more persons as their qualifying child, requirements such as relationship, age, and shared residency must be met.



**EOA – Economic Opportunity Act of 1964**

"Economic Opportunity Act of 1964" initially authorized the federal funding of Community Action Agencies (CAA) as a part of Lyndon Johnson's War on Poverty. The Act was repealed in 1981 and replaced by the federal Community Services Block Grant (CSBG) Act.

**FLSA – Fair Labor Standards Act**

"Fair Labor Standards Act" is a federal statute that establishes minimum wage, overtime pay, recordkeeping, and child labor standards for full- and part-time workers in the private and public sectors.

**FMLA – Family and Medical Leave Act**

"Family and Medical Leave Act" is a federal law requiring covered employers to provide eligible employees with job-protected, unpaid leave for qualified medical and family reasons.

**FPG – Federal poverty guidelines**

"Federal poverty guidelines" are a measure of income issued every year by the Department of Health and Human Services (HHS). Federal poverty levels are used to determine your eligibility for certain programs and benefits, including savings on Marketplace health insurance, and Medicaid and CHIP coverage.

**FRN – Federal Register Notice**

Federal Register Notices are proposed rule-makings and updates, proposed settlements, public meetings and workshops, and other important agency activities published in the *Federal Register*, the daily legal newspaper of the Federal government), which is produced by the National Archives and Records Administration.

**FY – Fiscal Year**

"Fiscal Year" is any twelve-month period designated by the State. A year beginning on October 1 and ending on September 30 is the standard fiscal year of the federal government.

**HHS – U.S. Department of Health and Human Services**

"U.S. Department of Health and Human Services" is federal agency that administers programs aimed at protecting the health of all Americans and providing essential human services through grant programs such as the Community Services Block Grant (CSBG), Head Start, and the Low-Income Home Energy Assistance Program (LIHEAP).



**HUD – U.S. Department of Housing and Urban Development**

"U.S. Department of Housing and Urban Development" is a federal agency that administers programs aimed at creating strong, sustainable, inclusive communities and quality affordable homes, such as the Community Development Block Grant (CDBG) and the HOME Investment Partnerships Program (HOME) which funds Community Housing Development Organizations (CHOO).

**IDA – Individual Development Account**

An Individual Development Account (IDA) is an asset building tool designed to enable low-income families to save towards a targeted amount usually used for building assets in the form of home ownership, post-secondary education and small business ownership. In principle IDAs work as matched savings accounts that supplement the savings of low-income households with matching funds drawn from a variety of private and public sources.

**IM – Information Memoranda**

The Office of Community Services, Division of State Assistance, publishes "Information Memoranda" for distribution to CSBG program administrators. An Information Memoranda provides guidance to assist in implementing the CSBG legislation, program instruction and policy clarification, in addition to disseminating information and program practices to stakeholders.

**IRS – Internal Revenue Service**

"Internal Revenue Service" is a bureau of the U.S. Department of the Treasury that administers and supervises the execution and application of federal tax laws.

**IS – Information System**

The CSBG "Information System" Survey is a comprehensive survey of state and local uses of federal CSBG funds. First conducted in 1983, NASCS has been the administrator of the survey since FY 1987 and in FY 2005 reporting on the Survey became a federal requirement. The CSBG IS Survey was amended to focus on information of interest to state and federal policymakers, such as the relationship of CSBG to other funding sources and the development of innovative programs.

**LIHEAP – Low-Income Home Energy Assistance Program**

"Low-Income Home Energy Assistance Program" is a federal block grant program administered by the federal Office of Community Services (OCS). LIHEAP assists eligible low-income households with heating and cooling energy costs, bill payment assistance, energy crisis assistance, weatherization and energy-related home repairs.



**NASCSP – National Association for State Community Services Programs**

"National Association for State Community Services Programs" is a national membership association that advocates and enhances the leadership role of states in preventing and reducing poverty through its publications and training. NASCSP members mainly consist of state offices that facilitate Community Services Block Grant (CSBG) and Weatherization Assistance Program (WAP) funding. NASCSP's vision encompasses the empowerment of low-income families to reach self-sufficiency in its broadest context, through helping states attain full utilization of their resources and implement an extensive array of services to these families, including weatherization, energy assistance, child care, nutrition, employment, state energy programs, job training, and housing in urban, suburban and rural communities.

**NCAF – National Community Action Foundation**

"National Community Action Foundation" is a non-profit organization that represents the funding and policy interests of Community Action Agencies (CAA) before Congress and the federal Executive Branch. NCAF is funded solely by private contributions.

**NCRT – National Certified ROMA Trainer**

"National Certified ROMA Trainers" are staff who work in any level of the CAA network (local agencies, state offices, state associations, national partners) who conduct training for the CAA Network on ROMA principles and concepts.

**NCRI – National Certified ROMA Implementer**

"National Certified ROMA Implementers" are focused on applying and integrating ROMA principles and practices into their work.

**NPI – National Performance Indicator**

The CSBG "National Performance Indicators" are a tool for setting priorities and monitoring progress toward the broader goal of ending poverty. Individuals and families aided by CAAs face poverty and economic insecurity in varying degrees, across family and community level domains, and ranging from health and housing to employment and education. The NPIs track outcomes from emergency services as well as more comprehensive and coordinated services such as employment initiatives and early childhood programs.



**OCS – Office of Community Services**

"Office of Community Services" is located within the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services (HHS). OCS administers a number of social service and community development federal grant programs, including the Community Services Block Grant Program (CSBG), Low-Income Home Energy Assistance Program (LIHEAP), and the Social Services Block Grant (SSBG).

**OHS – Office of Head Start**

"Office of Head Start" is located within the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services (HHS). OHS administers funding authorized by the Head Start Act, oversee entities that provide Head Start services, issues federal policy direction, and provides a training and technical assistance (T/TA) system to assist Head Start recipients in providing comprehensive services to eligible young children and their families. Head Start funding is used to support preschool programs, which primarily serve 3- and 4-year old children, and Early Head Start programs for infants, toddlers, and pregnant women .

**OLDC – Online Data Collection**

The "Online Data Collection" System is an electronic data submission site designed to submit grant forms such as the CSBG State Plan and the CSBG Annual Report, to OCS.

**OSHA – Occupational Safety and Health Administration**

"Occupational Safety and Health Administration" is overseen by the U.S. Department of Labor (DOL) and aims to assure safe and healthful working conditions for working people by setting and enforcing health and safety standards and by providing training, outreach, education and assistance.

**OJP – Office of Justice Programs**

"Office of Justice Programs" is within the U.S. Department of Justice (DOJ) and provides innovative leadership to federal, state, local, and tribal justice systems, by disseminating state-of-the art knowledge and practices across America, and providing federal grants for the implementation of these crime fighting strategies.

**OJT – On-the-Job Training**

“On-the-Job Training” is activities to enhance the skills of working persons during their hours of employment.

**OMB – Office of Management and Budget**

"Office of Management and Budget" is a federal Executive Office that oversees the performance of federal agencies and administers the federal budget. In particular, OMB establishes government-wide grant management policies and guidelines which are typically adopted by each federal agency via regulations issued by that agency. In 2013, OMB finalized its comprehensive overhaul of federal grant administrative, cost accounting and audit policies guidance, titled the Uniform Administrative Requires, Cost Principles and Audit Requirements for Federal Awards.

**OVC – Office for Victims of Crime**

"Office for Victims of Crime" is within the U.S. Department of Justice (DOJ) and administers the Crime Victims Fund which is financed by fines and penalties paid by convicted federal offenders, not from tax dollars. OVC channels funding for victim compensation and assistance throughout the United States, raises awareness about victims' issues, promotes compliance with victims' rights laws, and provides training and technical assistance (TITA) and publications and products to victim assistance professionals.

**Partnership (sometimes also referred to as CAP) – National Community Action Partnership**

"National Community Action Partnership" is a national, tax-exempt, nonprofit membership corporation that provides technical assistance, training and other resources to the Community Action network. The resources provided by the Partnership enable the Community Action network to stay up-to-date on the latest best practices to fight poverty and empower low-income individuals and families to achieve self-sufficiency.

**ROMA – Results Orientated Management and Accountability**

"Results Oriented Management and Accountability" is a performance-based initiative designed to preserve the anti- poverty focus of community action and to promote greater effectiveness among state and local agencies receiving Community Service Blog Grant (CSBG) funds.

**ROMA NG – Results Orientated Management and Accountability Next Generation**

“Results Oriented Management and Accountability Next Generation” is a system for continuous quality improvement to enable the network to measure, analyze and communicate performance.

**SNAP – Supplemental Nutrition Assistance Program**

"Supplemental Nutrition Assistance Programs" (formerly the Food Stamp Program) is a Food Nutrition Services (FNS) program administered by the U.S. Department of Agriculture (USDA). Working with State agencies, nutrition educators, and neighborhood and faith-based organizations, SNAP puts healthy food within reach for 28 million people each month via an electronic benefits transfer (EBT) card used to purchase food at most grocery stores. Through nutrition education partners, SNAP helps clients learn to make healthy eating and active lifestyle choices.

**SSVF – Supportive Services for Veteran Families**

"Supportive Services for Veteran Families" is a federal grant program administered by the U.S. Department of Veterans Affairs (VA) that provides funding to nonprofit organizations and consumer cooperatives who can provide supportive services to low-income Veteran families living in transition to permanent housing.

**TANF – Temporary Assistance for Needy Families**

"Temporary Assistance for Needy Families" is a federal block grant administered by Office of Community Services (OCS) located within the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services (HHS). TANF is designed to help needy families achieve self-sufficiency by providing block grants to states to design and operate programs that accomplish one of the following four purposes of the TANF program to: provide assistance to needy families so that children can be cared for in their own homes; reduce the dependency of needy parents by promoting job preparation, work and marriage; prevent and reduce the incidence of out-of-wedlock pregnancies; and encourage the formation and maintenance of two-parent families.

**TEFAP – Temporary Emergency Food Assistance Program**

“Temporary Emergency Food Assistance Program” stores and distributes surplus USDA agricultural commodities to low-income persons.

**T/TA – Training and Technical Assistance**

"Training and Technical Assistance " is the planning, development, delivery, and evaluation of resources and activities designed to achieve specific learning objectives, resolve problems, and foster the application of innovative approaches.



### **TOC – Theory of Change**

The “Theory of Change” a graphic overview of the core principles, performance management framework, and services and strategies implemented and led by the network to achieve the goals of Community Action across the nation.

### **UGG or UG – Uniform Grant Guidance or Uniform Guidance**

"Uniform Grant Guidance" or "Uniform Guidance" is Office of Management and Budget's (OMB) comprehensive grant guidance titled the Uniform Administrative Requires, Cost Principles and Audit Requirements for Federal Awards that establishes a government-wide grants management framework. The UG is generally codified at 2 C.F.R. Part 200 and has been adopted by all federal agencies. The U.S. Department of Health and Human Services (HHS) is the one federal agency that decodified the UG in its entirety at 45 C.F.R. Part 75. The UG is intended to ease administrative burden and strengthen oversight over federal funds. In particular, the UG addresses topics relating to protecting and using federal funds such as procurement, property standards, financial management, monitoring, allowable costs (i.e., costs which may be paid for with federal funds) and audit requirements.

### **USDA – U.S. Department of Agriculture**

"U.S. Department of Agriculture" is a federal agency that provides leadership on food, agriculture, natural resources, rural development, nutrition, and related issues based on public policy, the best available science, and effective management.

### **USC – United States Code**

"United States Code" is the official compilation and codification of federal statutes.

### **WAP – Weatherization Assistance Program**

"Weatherization Assistance Program" is a federal grant program administered by the U.S. Department of Energy (DOE) and aims to reduce energy costs for low-income households by increasing the energy efficiency of their homes, while ensuring their health and safety.

### **WIC – The Special Supplemental Nutrition Program for Women, Infants and Children**

"The Special Supplemental Nutrition Program for Women, Infants and Children" is a Food Nutrition Services (FNS) program administered by the U.S. Department of Agriculture (USDA). WIC provides Federal grants to States for supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age five who are found to be at nutritional risk.



**WIOA – Workforce Innovation and Opportunity Act**

"Workforce Innovation and Opportunity Act" establishes a publicly funded workforce system, administered by the U.S. Department of Labor (DOL) in collaboration with the U.S. Departments of Education (ED) and Health and Human Services (HHS). WIOA aims to align workforce development, education, and economic development programs with regional economic development strategies to meet the needs of local and regional employers.

**NASCSP would like to thank CAPLAW for developing the definitions for many of these acronyms.**

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