



## TERMINOLOGY

### **Application**

This term is used in lieu of subgrant. It is used from the time an organization applies for funding through the project conclusion. An application is a component of an overall project.

### **Monitoring**

This term is used in reference to LCLE reporting requirements such as Program Reports, Fiscal Reports, and Inventory Reports.

### **Fiscal Report**

A fiscal report is submitted each quarter so that expenditures against the project can be reviewed for compliance. A fiscal report was previously called an Expenditure Report/Request for Funds.

Based on approved fiscal reports and other special condition compliance, LCLE sets up a payment for reimbursable expenditures. There is no longer an option selected by the subrecipient to initiate a Request for Funds.

### **Program Report**

A program report is submitted quarterly, or as otherwise prescribed, providing performance accomplishments of the program. This report was previously called a Quarterly Progress Report/Progress Report.

### **Inventory Report**

The former Equipment Inventory Listing has been automated in under the Monitoring module. When expenses are reported on the Fiscal Report in the Equipment Category, the Inventory Report is to be created to provide equipment information such as purchase dates, unit cost, serial numbers, tag numbers, etc.

### **Supplies and Operating Expenses**

Previously, LCLE allowed separate categories for Supplies and Other Direct Costs. These categories are now budgeted together.

### **Other (budget category)**

When projected costs do not fit in any other category this category is opened for budgeting. Right now, LCLE uses this category for budgeting confidential funds for the BJAG program.

### **Program Monitoring**

LCLE requires each project to have at least one on-site monitoring visit during the term. With Egrants, program monitoring involves, on site monitoring, desk monitoring (by LCLE), phone contact at both the fiscal and programmatic levels, but is also necessary at the district level. Program Monitoring will consist mainly of the on-site review and forms (re-designed) used by districts and LCLE staff to compose one thorough, collaborative approach for review of each federally funded project.