

APPENDIX “A”- Common CAA Acronyms

A community action agency is a service orientated business that operates different types of programs and activities. Many of which are federally or grant funded. Provided are common acronyms that a community action staff member or governing board member may encounter while performing their job duties.

A/P	Accounts Payable
A/R	Accounts Receivable
ACF	Administration for Communities and Families (within HHS)
ADA	Americans with Disabilities Act
ASCI	American Customer Survey Index
BBP	Best Business Practice
CAA	Community Action Agency (also known as Local Service Provider)
CAP	Community Action Plan
CAP	Community Action Program (also known as CAA)
CAPLAW	Community Action Program Legal Services, Inc.
CAR	Comprehensive Administrative Review (former name of IHEDA CSBG monitoring)
CCAP	Certified Community Action Professional
CD	Certificate of Deposit
CDBG	Community Development Block Grant
CEO	Chief Executive Officer (also known as ED)
CFR	Code of Federal Regulations
CNA	Community Needs Assessment
CNPI	Community-level National Performance Indicator(s)
COE	Center of Excellence (at National Community Action Partnership)
COI	Conflict of Interest
COSO	Committee of Sponsoring Organizations (of the Treadway Commission)
CPA	Certified Public Accountant
CSBG	Community Services Block Grant
DCL	Dear Colleague Letter
DOE	U.S. Department of Energy
DOL	U.S. Department of Labor
EAP	Energy Assistance Program (also known as LIHEAP)
ED	Executive Director (also known as CEO)
EE	Eligible Entity (as in CSBG Eligible Entity)
EITC	Earned Income Tax Credit
EOA	Economic Opportunity Act of 1964
FAIN	Federal Award Identification Number
FFATA	Federal Funding Accountability and Transparency Act of 2006
FFY	Federal Fiscal Year
FLSA	Fair Labor Standards Act (Department of Labor)
FMLA	Family and Medical Leave Act
FMV	Fair Market Value
FNPI	Family-level National Performance Indicator(s)
FPG	Federal Poverty Guidelines
FPL	Federal Poverty Level
FR	Federal Register
FTE	Full-Time Equivalent
FY	Fiscal Year
GAAP	General Accepted Account Practices

GAGAS	Generally Accepted Government Auditing Standards
GL	General Ledger
HCV	Housing Choice Voucher program (Federal)
HHS	U.S. Department of Health and Human Services
HIPAA	Health Insurance Portability and Accountability Act
HNA	Housing Needs Assessment
HOPWA	Housing Opportunities for Persons with Aids
HUD	U.S. Department of Housing and Urban Development
IC	Indiana Code
IDA	Individual Development Account program (by IHCDCA)
IHCDA	Indiana Housing and Community Development Authority (State Agency)
INCAA	Indiana Community Action Association (State Association)
IM	Information Memorandum
IRS	Internal Revenue Service (Federal)
LIHEAP	Low Income Home Energy Assistance Program (also called EAP)
LSP	Local Service Provider (also known as CAA)
MBE	Minority Business Enterprise
MDL	Management Decision Letter (audit)
MOA/U	Memorandum of Agreement/Understanding
MQIP	Modified Quality Improvement Plan (by IHCDCA)
NAP	Neighborhood Assistance Program (by IHCDCA)
NASCSP	National Association For State Community Services Programs
NCAF	National Community Action Foundation
NCAP	National Community Action Partnership or "The Partnership"
NCRI	National Certified ROMA Implementer
NCRT	National Certified ROMA Trainer
NFP	Not-For-Profit (also called non-profit)
NPI	National Performance Indicator(s)
NOA	Notice of Award
OCS	Office of Community Services (Federal)
OGM	Office of Grants Management (within HHS)
OHS	Office of Head Start (Federal)
OIG	Office of Inspector General
OLDC	Online Data Collection System
OMB	Office of Management and Budget (Federal)
OS	Organizational Standards (IM-138) for CSBG
OSHA	Occupational Safety and Health Administration (Federal)
PII	Personally Identifiable Information
PHI	Protected Health Information
PL	Public Law
PMS	Payment Management System
PR	Public Relations
PTE	Pass-Through Entity
PY	Program Year
QIP	Quality Improvement Plan
RAP	Required Action Plan (by IHCDCA)
RFP	Request for Proposal
RFQ	Request for Qualifications
ROF	Release of Funds
ROMA	Results Oriented Management and Accountability
SAM	System for Award Management

SDS	Safety Data Sheets
SEFA	Schedule of Expenditures of Federal Awards
SHRM	Society for Human Resources Management
SNAP	Supplemental Nutrition Assistance Program (Federal)
SOA or SOX	Sarbanes-Oxley Act
SOE	Standards of Excellence (at National Community Action Partnership)
SSN	Social Security Number
TANF	Temporary Assistance for Needy Families (Federal)
T/TA	Training and Technical Assistance
TTM	Trailing Twelve (12) months
TOC	Theory of Change
UG	Uniform Guidance
USCIS	U.S. Citizenship and Immigration Services
USDA	U.S. Department of Agriculture
WAP	Weatherization Assistance Program
WIC	Special Supplemental Nutrition Program for Women, Infants & Children (Federal)
WIOA	Workforce Innovation and Opportunity Act
Wx	Weatherization