

GLOSSARY OF TERMS

Authorized Representative

An individual designated by the contractor who has the authority to perform specific activities.

Budget

A numerical summary of the total intended expenditures for a specified contract period including all other funds or in-kind contributions relevant to the operation of the project.

Budget Narrative

A support document to the Budget that provides an account of how budget values were determined and how they support the operation of the project. The Narrative establishes a clear correlation/logical link to the Unified Scope of Work-Evaluation Plan.

Commission

Kern County Children and Families Commission, also known as First 5 Kern.

Contract

A legally binding document detailing the terms of agreement between two or more parties.

Contractor

The organization identified on the General Agreement that bears responsibility for the fiscal and programmatic management of the contract.

Cost Allocation Plan

A written summarization that documents the methods and procedures that the contractor will use to allocate costs between two or more funding streams.

FSR

Acronym for Family Stability Rubric.

GEMS

Acronym for Grant Evaluation Management Solutions – The data management system utilized by First 5 Kern for invoicing and data collection.

General Agreement

The contract between First 5 Kern and the contractor.

Indirect Rate

A formally calculated rate that establishes the percent allocable to the project for administrative and overhead costs.

IRB

Acronym for Institutional Review Board (IRB) at California State University, Bakersfield. Data collected from individual clients and submitted to First 5 Kern for evaluation purposes are monitored by the IRB to protect individual rights in releasing the personal information according to federal regulations under the auspices of the Office for Human Research Protections in the Department of Health and Human Services.

ISQ

Acronym for Integration of Services Questionnaire.

MOSAIC

Mosaic Network, Inc. – The company that provides GEMS, our data management system.

QPR

Acronym for Quarterly Progress Report.

SOW-EP

Acronym for Unified Scope of Work-Evaluation Plan (see definition below).

Supplanting

Funds used to replace or finance existing levels of service currently funded by Federal, State, or local funds.

Sustainability Plan

Plan outlining the project's ability to maintain operations at the end of the contract period by securing additional funding streams and resources.

Unified Scope of Work–Evaluation Plan

Plan of action or work plan that details division of work to be performed under a contract to achieve the goals set forth or to complete the project. Additionally identifies the results indicators and methodology for evaluating a project's performance including the gathering, review and measurement of data.