

# I. Definitions

## A. Acronyms

<b><u>Acronym</u></b>	<b><u>Meaning</u></b>
<b>ADA</b>	Americans with Disabilities Act
<b>A/E</b>	Architectural and Engineering Services
<b>AFWA</b>	Anti-Fraud, Waste and Abuse
<b>AMC</b>	Asset Management and Compliance
<b>AMI</b>	Area Median Income
<b>BCA</b>	Benefit Cost Analysis
<b>BCP</b>	Budget Change Proposal
<b>BUF</b>	Biomass Utilization Facility
<b>CAL FIRE</b>	California Department of Forestry and Fire Protection
<b>CALSTARS</b>	California State Accounting & Reporting Systems
<b>CAPEX</b>	HCD Consolidated Automated Program Enterprise System
<b>CBDO</b>	Community Based Development Organizations
<b>CCC</b>	California Conservation Corps
<b>CDBG</b>	Community Development Block Grant
<b>CDBG NDR</b>	Community Development Block Grant – National Disaster Resilience
<b>CEQA</b>	California Environmental Quality Act
<b>CFR</b>	Code of Federal Regulations
<b>CPD</b>	HUD’s Office of Community Planning and Development
<b>CRC</b>	Community Resilience Center
<b>CWRP</b>	Community and Watershed Resilience Program
<b>DBRA</b>	Davis Bacon and Related Acts
<b>DFA</b>	Division of Financial Assistance
<b>DHS</b>	United States Department of Homeland Security
<b>DIR</b>	California Department of Industrial Relations
<b>DOB</b>	Duplication of Benefits
<b>DOL</b>	Department of Labor (Federal)
<b>DOT</b>	Department of Transportation

<b>DRGR</b>	Disaster Recovery Grant Reporting System
<b>DUNS</b>	Dun and Bradstreet Data Universal Numbering System Identification Number
<b>EEO</b>	Equal Employment Opportunity
<b>EIR</b>	Environmental Impact Report
<b>EIS</b>	Environmental Impact Statement
<b>ERR</b>	Environmental Review Record
<b>FEMA</b>	Federal Emergency Management Agency
<b>FLSA</b>	Fair Labor Standards Acts of 1938
<b>FMR</b>	Fair Market Rent
<b>FOIA</b>	Freedom of Information Act
<b>FONSI</b>	Finding of No Significant Impact
<b>FWHP</b>	Forest and Watershed Health Program
<b>GAAS</b>	Generally Accepted Accounting Standards
<b>HCD</b>	California Department of Housing and Community Development
<b>HCDA</b>	Housing and Community Development Act
<b>HUD</b>	United States Department of Housing and Urban Development
<b>LA</b>	Lead Agency
<b>LAP</b>	Language Assistance Plan
<b>LEP</b>	Limited English Proficiency
<b>LMI</b>	Low and Moderate Income
<b>LMA</b>	Low and Moderate Area
<b>LMJ</b>	Low and Moderate Income Job
<b>LOCCS</b>	HUD's Line of Credit Control System
<b>M/WBE</b>	Minority- and Women-Owned Business Enterprise
<b>NDRC</b>	National Disaster Resilience Competition
<b>NEPA</b>	National Environmental Policy Act
<b>NFIP</b>	National Flood Insurance Program
<b>NOC</b>	Notice of Completion
<b>NOD</b>	Notice of Determination
<b>NOFA</b>	Notice of Funding Availability

<b>NOI/RROF</b>	Notice of Intent to Request Release of Funds
<b>NOP</b>	Notice of Preparation
<b>OIG</b>	Office of Inspector General (HUD)
<b>OMB</b>	Office of Management and Budget (Federal)
<b>OSAE</b>	Office of State Audits and Evaluation
<b>OPR</b>	Governor's Office of Planning and Research (CA)
<b>PAM</b>	Purchasing Authority Manual
<b>PCA</b>	Program Cost Account
<b>PCC</b>	Public Contract Code
<b>PII</b>	Personal Identifiable Information
<b>QPR</b>	Quarterly Performance Report
<b>RFF</b>	Request for Funds
<b>RFP</b>	Request for Proposals
<b>RFQ</b>	Request for Qualifications
<b>RE</b>	Responsible Entity
<b>SA</b>	Standard Agreement (HCD)
<b>SAM</b>	California State Administrative Manual
<b>SBA</b>	Small Business Administration
<b>SCO</b>	California State Controller's Office
<b>SCH</b>	California State Clearing House
<b>SNC</b>	Sierra Nevada Conservatory
<b>SOW</b>	Scope of Work
<b>URA</b>	Uniform Relocation Act
<b>USACE</b>	U.S. Army Corps of Engineers
<b>USFS</b>	United States Forest Service
<b>WBE</b>	Women Business Enterprise
<b>WUI</b>	Cal FIRE Wildland Urban Interface
<b>ZNE</b>	Zero Net Energy Usage

## B. Terms and Definitions

**Community Based Development Organization (CBDO):** The term "CBDO" refers to an eligible non-profit entity receiving a direct award from HCD.

**Contractor:** The term “contractor” refers to any third-party firm procured by HCD or a subgrantee, to assist with carrying out NDR activities.

**Disaster Recovery Grant Reporting System (DRGR):** The Disaster Recovery Grant Reporting system was developed by HUD's Office of Community Planning and Development for the Disaster Recovery CDBG program and other special appropriations. Data from the system is used by HUD staff to review activities funded under these programs and for required quarterly reports to Congress.

**Duplication of Benefits (DOB):** Financial assistance received from another source that is provided for the same purpose as the CDBG NDR funds.

**Environmental Review Record (ERR):** A permanent set of files containing all documentation pertaining to the federal and state environmental review compliance procedures conducted and environmental clearance documents.

**Federal Emergency Management Agency (FEMA):** An agency of the United States Department of Homeland Security. The agency's primary purpose is to coordinate the response to a disaster that has occurred in the United States and that overwhelms the resources of local and state authorities.

**Fair Market Value:** The hypothetical price that a willing buyer and seller agree upon when they are acting freely, carefully, and with complete knowledge of the situation.

**Department of Housing and Urban Development (HUD):** Federal department through which the CDBG NDR funds were provided to HCD.

**Limited English Proficiency (LEP):** A designation for persons that are unable to communicate effectively in English because their primary language is not English, and they have not developed fluency in the English language. A person with Limited English Proficiency may have difficulty speaking or reading English. An LEP person benefits from an interpreter who translates to and from the person's primary language. An LEP person may also need documents written in English translated into his or her primary language so that person can understand important documents related to health and human services.

**Low to Moderate Income (LMI):** Low to moderate income people are those having incomes not more than the “moderate income” level (80 percent Area Median Family Income) set by the federal government for the HUD assisted Housing Programs. This income standard changes from year to year and varies by household size, county and the metropolitan statistical area.

**Minority and Women owned Business Enterprise (MWBE):** A business that is owned and controlled (minimum of 51 percent ownership) by a member of a minority group, or women.

**Most Impacted and Distressed:** An area that was declared by the President to be a major disaster area under the Stafford Act for a disaster event occurring in calendar years 2011, 2012 and 2013.

**Most Impacted and Distressed Unmet Recovery Need (MID URN):** An area approved by HUD in the NDRC application as being a Most Impacted and Distressed area with an unmet recovery need from a disaster occurring in calendar years 2011, 2012, and 2013.

**National Environmental Policy Act (NEPA):** Establishes a broad national framework for protecting the environment. NEPA's basic policy is to assure that all branches of government give proper consideration to the environment prior to undertaking any major federal action that could significantly affect the environment.

**National Flood Insurance Program (NFIP):** Created by Congress in 1968 to reduce future flood damage through floodplain management and to provide people with flood insurance through individual agents and insurance companies. FEMA manages the NFIP.

**Owner:** A person or persons who are listed on the deed as owning that property.

**Property Owner:** Property Ownership is defined as holding a fee simple title as evidenced by a warranty deed, bargain for sale deed, or a quitclaim deed to the Property to be assisted. The deed must be recorded with the county, city, or appropriate local municipality.

**Quarterly Performance Report (QPR):** HCD must submit a QPR through the DRGR system no later than 30 days following the end of each calendar quarter. Within 3 days of submission to HUD, each QPR must be posted on HCD's official web site.

**Reconstruction:** The labor, materials, tools and other costs of rebuilding.

**Repair:** The labor, materials, tools, and other costs of improving buildings, other than minor or routine repairs.

**Request for Proposal (RFP):** A procurement document designed to solicit proposal services where cost is considered as a factor.

**Request for Qualifications (RFQ):** A procurement document designed to solicit an entity's qualifications for delivering a defined scope of services.

**Responsible Entity (RE):** Under 24 CFR Part 58, the term "responsible entity" (RE) means the agency receiving CDBG assistance. The RE must complete the environmental review process. The RE is responsible for ensuring compliance with NEPA and the federal laws and authorities, for issuing the public notification, for submitting the request for release of funds and certification, when required, and for ensuring the Environmental Review Record (ERR) is complete.

**Small Business Administration (SBA):** SBA's Office of Disaster Assistance (ODA) provides affordable, timely and accessible financial assistance to applicants, renters, and businesses. The SBA low interest, long term loans are the primary form of federal assistance for the repair and rebuilding of nonfarm, private sector disaster losses.

**Subgrantee:** The term "subgrantee" refers to any jurisdiction, subrecipient, or state agency receiving a direct NDR award from HCD, which is administered using a Standard Agreement.

**Uniform Relocation Act (URA):** A federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displace persons from their homes, businesses, or farms.