

Abbreviations and Definitions

Abuse is the excessive or improper use of something in a manner contrary to the natural or legal rules for its use. This can include intentional destruction, misapplication, or misuse of resources. Abuse can occur in financial or non-financial settings.

Action Plan: The State of New Jersey Action Plan for Disaster Recovery was submitted to and approved by HUD in fulfillment of Community Development Block Grant–Disaster Recovery Program requirements for recovery from Hurricane Ida, as amended.

ADA: American with Disabilities Act of 1991.

Affirmative Action: A specific action or activity to eliminate or prevent discrimination. Affirmative action is often designed to remedy past discrimination to ensure it does not reoccur.

Allowable Costs: Costs that are acceptable under [2 CFR Part 200](#) and are approved as part of an activity in the grant agreement.

Amendment: A written revision or change to the contract/grant agreement.

Appeal: An appeal is a written request from an applicant submitted for review to change an unfavorable determination made by the program.

Applicant: An applicant is any entity or individual who submits an application to the program.

Authorization to Release Funds: An official form granting authority to use grant funds for entities who have submitted the Request to Release Funds.

Base Flood Elevation: The elevation of surface water resulting from a flood that has a one percent (1%) chance of equaling or exceeding that level in any given year.

Buyout: As referenced in the Federal Register Notice at [87 FR 31636](#), buyouts are acquisitions of properties located in a floodway, floodplain, or other disaster risk reduction area that reduce the risk from future flooding. Under the Blue Acres Buyout Program, buyout properties will be voluntarily sold to the New Jersey Department of Environmental Protection, or their designee, for the current fair market value (post-storm

value) and must be converted to and maintained per open space, recreational or wetlands management, or other disaster risk reduction practices.

Categorical Exclusions Subject To (CEST): Refers to a category of activities for which no environmental impact statement or environmental assessment and finding of no significant impact under NEPA (National Environmental Policy Act) is required, except in extraordinary circumstances (see [§ 58.2\(a\)\(3\)](#)) in which a normally excluded activity may have a significant impact.

CFR: Code of Federal Regulations.

Community Development Block Grant (CDBG): The Federal entitlement program that provides funds to States and cities/counties for community development programs.

CDBG-DR: Community Development Block Grant–Disaster Recovery.

Change Order: A change order is a written instrument that authorizes additions, deletions, and/or revisions in the contract work, contract amount, contract milestones, or contract time as originally defined by the contract documents.

Choice-Limiting Action: As related to environmental review procedures, choice-limited actions commit funding to future activities, including, but not limited to, acquisition, demolition, disposition, rehabilitation, repair, new construction, site preparation, and entering into construction contracts, leasing without environmental contingencies. Such activities are prohibited before a subrecipient receives a Notice to Proceed, which results from a compliant and approved Environmental Review Record.

Construction Management Firm (CMF): Subcontractor to DCA to assist construction management.

Contract Amendment: Any written alteration in the specifications, delivery point, day of delivery, contract period, price, quantity, or other provision of an existing contract.

Contractor: A company under contract to provide professional services to DCA and/or a subrecipient responsible for managing the State's Homeowner Assistance and Recovery Program.

Current Fair Market Value: The value of an eligible home, as determined by an appraisal conducted by the program.

DCA: New Jersey Department of Community Affairs.

Demolition: Clearance and proper disposal of dilapidated buildings and improvements.

Design Flood Elevation: The design flood elevation is measured in feet and set by the New Jersey Department of Environmental Protection in order to protect homeowner assets and protect those in high-risk areas.

Disability: For the purposes of the program, the definition of *disability* is consistent with federal law under the Social Security Act, as amended; 42 U.S.C. § 423(d); The Americans with Disabilities Act of 1990, as amended; 42 U.S.C. § 12102(1)–(3); and in accordance with HUD regulations at [24 CFR §§ 5.403](#) and [891.505](#).

Discrimination: Unequal treatment of a class of person. An action, policy or practice is discriminatory if the result is unequal treatment of a particular protected class.

DRGR: The Disaster Recovery Grant Reporting system was developed by HUD's Office of Community Planning and Development for the Disaster Recovery Community Development Block Grant Program and other special appropriations. It is primarily used by grantees to access grant funds and report performance accomplishments for grant-funded activities.

Duplication of Benefits (DOB): The Robert T. Stafford Disaster Assistance and Emergency Relief Act prohibits any person, business concern, or other entity from receiving financial assistance from CDBG-DR funding with respect to any part of a loss resulting from a major disaster and financial assistance where other sources have been provided (e.g., insurance, any other program).

Easement: The right, privilege, or interest one party has in the land of another and is an encumbrance against the property that is subject to it. An easement may be permanent or temporary.

Elderly: An elderly person at least 62 years of age ([24 CFR § 5.100](#)).

Eligible Costs: The costs of a project that are acceptable according to Section 105 of the Housing and Community Development Act and that are consistent with the grant agreement.

Environmental Assessment: one of the five levels of environmental reviews listed in [24 CFR Part 58](#). Environmental assessments are essential in determining how a project may affect the environment and how the environment may affect the project.

Environmental Impact Statements (EIS): A detailed written statement required by section 102(2)(C) of NEPA for a proposed major Federal action significantly affecting the quality of the human environment.

Environmental Review Record: a written record containing all the environmental review documents, public notices and written determinations or environmental findings required as evidence of review, decision making and actions pertaining to a particular project of a recipient.

Equal Employment Opportunity (EEO): Refers to a number of laws and regulations that together require that CDBG-DR subrecipient provide equal opportunity to all persons without regard to race, color, religion, age, familial status, disability, sex, sexual orientation, gender identity, or national origin in the administration of their programs.

Federal Registry (FR): The Federal Register is a daily publication of the Federal Government that issues the proposed and final administrative regulations of federal agencies.

Flood Insurance: The Flood Disaster Protection Act of 1973 (42 U.S.C. 4012a) requires that projects located in an area identified by FEMA (Federal Emergency Management Agency) as being within a Special Flood Hazard Area be covered by flood insurance under the National Flood Insurance Program (NFIP) following the receipt of federal assistance. To be able to purchase flood insurance, the community must participate in the NFIP. If the community is not participating in the NFIP, federal assistance cannot be used in those areas.

Floodway: This is a FEMA designation for the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

FONSI: Finding of No Significant Impact.

Fraud is any wrongful or criminal deception intended to result in financial or personal gain. Fraud includes false representation of fact, making false statements, or concealment of information.

Generally Accepted Accounting Principles (GAAP): The set of accounting rules, standards, and procedures issued and frequently revised by the Financial Accounting Standards Board (FASB) and the Governmental Accounting Standards Board (GASB).

Generally Accepted Government Auditing Standards (GAGAS): The framework for performing high-quality audit work with competence, integrity, objectivity, and independence to provide accountability and to help improve government operations and services.

Grantee: Refers to eligible communities that receive and use CDBG-DR funds under the State of New Jersey's CDBG-DR program.

HUD: U.S (United States). Department of Housing and Urban Development.

HUD Exchange: Website with resources and information on various HUD programs, including CDBG-DR. It can be found at www.hudexchange.info.

Ineligible Items: These are items generally not allowed for inclusion in the work in place or the estimated cost of repairs and/or not considered when determining the damaged structure's size. Refer to the Guideline on Ineligible Costs for additional details.

Limited English Proficiency (LEP): Limited English proficiency is a designation for a person who is unable to communicate effectively in English because his or her primary language is not English, and he or she has not developed fluency in the English language. A LEP person (1) may have difficulty speaking or reading English, (2) benefits from an interpreter who translates to and from the person's primary language, and (3) also may need documents written in English translated into his or her primary language so that the person can understand important documents related to health and human services.

Low- to Moderate-Income (LMI) Household: A low- to moderate-income (LMI) household has an income (including income derived from assets) at or below 80% of the area median income. All income is based on the area median income limits set annually by HUD for each county or metropolitan statistical area.

LMI National Objective: A low- to moderate-income national objective is one of three national objectives that any CDBG-DR activity must meet. Activities that meet the LMI objective must benefit households whose total annual gross income does not exceed 80% of the area median income, adjusted for family size. Income eligibility will be determined and verified in accordance with HUD Guidance. The most current income limits, published annually by HUD, shall be used to verify the income eligibility of each household applying for assistance at the time that the assistance is provided.

Management Information System: Program representatives' workflow, record storage, and interface tool. For DCA, this system is called SIROMS (see definition below).

Mitigation: A mitigation activity (e.g., elevation, shutters, elevated HVAC (Heating, Ventilation, and Air Conditioning), strengthening doors, soil stabilization, roof ties) protects from future storm damage or other activities to maintain environmental compliance.

Monitoring: A routine review of projects during and after Federal assistance has been provided to the grantee.

National Objective(s): Refers to the three main goals of the CDBG-DR Program – (1) benefit to LMI persons, (2) prevent or eliminate slums/blight, or (3) meet a need having a particular urgency. All funds expended under the program must meet one of the three national objectives.

NFIP: The National Flood Insurance Program, in the context of eligibility or duplication of benefits, is a program referring to private and public flood insurance programs that cover structural repairs resulting from flood damage.

NOI: Notice of Intent.

NOI/RROF: Notice of Intent to request release of funds.

Personal Identifiable Information (PII): Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means.

Proposal: In the competitive/noncompetitive proposal method of procurement, the offer submitted by a potential contractor.

Public Notification: Process of publicizing information about CDBG-DR projects. This is attained through the use of newspapers, newsletters, periodicals, radio and television, community organizations, grassroots and special needs directories, brochures, and pamphlets.

Public Positing: Display of information such as notices in prominent locations throughout the community.

Regulations: Refers to the implementation requirements that are developed and issued by the agency responsible for a certain program or requirement. In the case of CDBG-DR, the regulations are issued by HUD and can be found at [24 CFR Part 570](#).

Request for Proposal (RFP): Under the competitive proposal method of procurement, the agency's written solicitation to prospective firms to submit a proposal based on the terms and conditions set for therein. Evaluation of the proposal is based on factors for award as stated in the solicitation.

Request for Qualifications (RFQ): A form of procurement of professional services by competitive proposals in which price is neither requested in the advertisement nor used as an evaluation factor. Only technical qualifications are reviewed, and a fair and reasonable price negotiated with the most qualified firm.

Request to Release Funds: A form used by Responsible Entities and Recipients when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility.

Responsible Entity – The Department of Community Affairs responsible for the environmental reviews, decision making and actions that would otherwise apply to HUD under NEPA.

Scope of Work: The scope of work describes the activities to be performed by the contractor in the rehabilitation or reconstruction of applicant homes.

Section 3: A provision of the HUD Act of 1968 related to the hiring of local low- and very-low-income populations to perform work on contracts that use federal funds. The State of New Jersey is reviewing and adopting a Section 3 plan for this program. At a minimum, it will require general contractors in the qualified contractor pool to meet the Section 3 policy to the “greatest extent feasible.” The term, *greatest extent feasible*, means that general contractors will make a substantial effort to comply with the regulatory requirements of Section 3.

Section 504 of the Rehabilitation Act of 1973: This national law protects qualified individuals from discrimination based on their disability. The non-discrimination requirements of the law apply to employers and organizations that receive financial assistance from any federal department or agency, including the U.S. Department of Health and Human Services. These organizations and employers include many hospitals, nursing homes, mental health centers, and human services programs.

Section 582(a) of the National Flood Insurance Reform Act of 1994: Compliance with the legal requirements of Section 582(a) mandates that HUD flood disaster assistance that is made available in Special Flood Hazard Areas may not be used to make a payment (including any loan assistance payment) to a person for repair, replacement, or restoration for flood damage to any personal, residential, or commercial property if (1) the person had previously received federal flood disaster assistance conditioned on obtaining and maintaining flood insurance, and (2) that person failed to obtain and maintain flood insurance as required under applicable federal law on such property.

Storm Integrated Recovery and Operations Management System (SIROMS): DCA's system of record.

Special Flood Hazard Area (SFHA): This is an area that has special flood, mudflow, or flood-related erosion hazards and is shown on a Flood Hazard Boundary Map or a Flood Insurance Rate Map, Zones A, AO, A1–A30, AE, A99, AH, AR, AR/A, AR/AE, AR/AH, AR/AO, AR/A1–A30, V1–V30, VE, or V. An SFHA is an area where the National Flood Insurance Program's floodplain management regulations must be enforced and an area where the mandatory purchase of flood insurance applies.

Subrecipient: A subrecipient is a non-federal entity, unit of general local government, or a nonprofit organization in New Jersey that administers all or a portion of a CDBG-DR funded program.

Urgent Need National Objective: This national objective refers to an urgent need that exists because conditions pose serious and immediate threat to the health/welfare of a community, the existing conditions are recent or recently became urgent, and the recipient of the funds cannot finance the activities on their own because other funding sources are not available. Documentation must be maintained on how each program and/or activity funded under this category responds to a disaster-related impact.

URA (Uniform Relocation Assistance): The Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended ([49 CFR Part 24](#); 42 U.S.C. 4601 et seq.). See the New Jersey URA Policy. Applies to all acquisitions of real property or displacement of persons resulting from federal or federally assisted programs or projects. URA's objective is to provide uniform, fair, and equitable treatment of persons whose real property is acquired or who are displaced in connection with federally funded projects. For the purposes of these guidelines, URA mostly applies to residential displacements in involuntary acquisition or multifamily damaged/occupied activities that require the relocation of the tenants.

Waste: The careless mismanagement, consumption, or use of resources that cause unnecessary costs or detriment. Failure to observe laws, rules or regulations when handling public funds leading to a wrongful use of public funds may constitute waste and mismanagement.