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Program Acronyms and Definition

State of North Carolina

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Revision History

Version	Date	Description
1.0	November 28, 2022	Initial Program Acronyms and Definitions
2.0	March 18, 2024	Revision to Initial Program Acronyms and Definitions

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1.0 Program Acronyms

Acronym	Term
A/E	Architecture/Engineering
ABFE	Advisory Base Flood Elevations
ACM	Asbestos-Containing Material
ADA	Americans with Disabilities Act of 1990
AGI	Adjusted Gross Income or IRS 1040 Calculation Method
AMI	Area Median Income
BCA	Benefit Cost Analysis
BCR	Benefit Cost Ratio
BFE	Base Flood Elevation
BPR	Buyout Property Recipient
CDBG	Community Development Block Grant
CDBG-DR	Community Development Block Grant – Disaster Recovery
CDBG-MIT	Community Development Block Grant – Mitigation
CDR	Cost Documentation Review
CEQ	Council on Environmental Quality
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
DA	Displacing Agency
DBRA	Davis-Bacon Act of 1931 (40 U.S.C. 3141, et seq.) and Related Acts
DHS	United States Department of Homeland Security
DOB	Duplication of Benefits
DP	Displaced Person(s)
DRA	Disaster Recovery [Reform] Act
DRGR	Disaster Recovery Grant Reporting
DRRA	Disaster Risk Reduction Area
DRV	Damage Repair Verification

Acronym	Term
DSS	Decent, Safe, and Sanitary Dwelling
DUNS	Data Universal Numbering System
EA	Environmental Assessment
ECR	Estimated Cost of Repair
EEO	Equal Employment Opportunity
EMMIE	Emergency Management Mission Integrated Environment
EPA	Environmental Protection Agency
ERR	Environmental Review Record
ESA	Environmental Site Assessment
ECP	Exceptional Case Panel
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FHA	Fair Housing Act
FHWA-ER	Federal Highway Administration – Emergency Relief
FIA	Flood Insurance Assistance
FIR	Final Inspection Report
FIRM	Flood Insurance Rate Map
FLSA	Fair Labor Standard Acts of 1938
FMV	Fair Market Value
FR	Federal Register
FRIS	Flood Risk Information System
FRN	Federal Register Notice
FWA	Fraud, Waste and Abuse
G.S.	North Carolina General Statutes
GIN	General Information Notice
GIS	Geographic Information System
GSP	Grants Portal
HCDA	Housing and Community Development Act

Acronym	Term
HMGP	Hazard Mitigation Grant Program
HQS	Housing Quality Standards
HRP	Homeowner Recovery Program
HUB	Historically Underutilized Business Program
HUD	United States Department of Housing and Urban Development
HUSM	HUD Utility Schedule Model
HVAC	Heating, Ventilation, and Air Conditioning
IA	Individual Assistance
ICC	Increased Cost of Compliance
ICC-700-2020	Green Building Standards
ION	Initiation of Negotiations
IPMC	International Property Maintenance Code
IRS	Internal Revenue Service
LBP	Lead Based Paint
LEED	Leadership in Energy and Environmental Design
LEP	Limited English Proficiency
LIHTC	Low Income Housing Tax Credits
LLC	Limited Liability Corporation
LLP	Limited Liability Partnership
LMB	Low and Moderate Buyout
LMH	Low and Moderate Housing
LMHI	Low and Moderate Housing Incentive
LMI	Low- and Moderate- Income
LP	Limited Partnership
LURA	Land Use Restriction Agreement
MBE	Minority Business Enterprise
MHU	Manufactured Home Unit (or Manufactured Housing)
MID	Most Impacted and Distressed Area

Acronym	Term
MN	Manner of Notices
MPS	Minimum Property Standards
MSA	Metropolitan Statistical Area
MWBE M/WBE	Minority and Women-Owned Business Enterprise
NC	North Carolina
NCDOA	North Carolina Department of Administration
NCDOC	North Carolina Department of Commerce
NCDOT	North Carolina Department of Transportation
NCDPS	North Carolina Department of Public Safety
NCEM	North Carolina Emergency Management
NCHFA	North Carolina Housing Finance Agency
NCOMP	Non-Compliant with Flood Insurance Requirement
NCORR	North Carolina Office of Recovery and Resiliency
NCRRP	North Carolina Resilient Redevelopment Planning
NEPA	National Environmental Policy Act
NESHAP	National Emission Standards for Hazardous Air Pollutants
NFIP	National Flood Insurance Program
NFIRA	National Flood Insurance Reform Act
NMFS	National Marine Fishery Services
NND	Notice of Non-Displacement
NOFA	Notice of Funding Availability
NOIA	Notice of Intent to Acquire
NOE	Notice of Relocation Eligibility
NSFR	Not Suitable for Rehabilitation
OIA	Office of Internal Audit
OIG	Office of Inspector General
PA	Public Assistance

Acronym	Term
PAAP	Public Assistance Alternative Procedures
PCB	Polychlorinated Biphenyls
PDR	Procurement Documentation Review
PHA	Public Housing Authority
POA	Power of Attorney
PW	Project Worksheet
QA/QC	Quality Assurance and Quality Control
QAP	Qualified Allocation Plan
QPR	Quarterly Performance Report
RA	Review Appraiser
RACM	Regulated Asbestos Containing Material
RARAP	Residential Anti-Displacement and Relocation Assistance Plan
RBNC	ReBuild NC
RE	Responsible Entity
REO	Real Estate Owned Property
RFP	Request for Proposal
RFQ	Request for Qualifications
SAM	System for Award Management
SAPA	Substantial Action Plan Amendment
SAVE	Systematic Alien Verification for Entitlements
SBA	Small Business Administration
SBP	Strategic Buyout Program
SEPA	State Environmental Policy Act
SEQR	North Carolina State Environmental Quality Review
SFHA	Special Flood Hazard Area
SHPO	State Historic Preservation Office
SOW	Scope of Work
SSC	Site-Specific Checklist

Acronym	Term
SSDI	Social Security Disability Income
TA	Technical Assistance
TRA	Temporary Relocation Assistance
U.S.	United States
U.S.C.	United States Code
UGLG	Unit of General Local Government
UN	Urgent Need
UNM	Urgent Need Mitigation
UPCS	Uniform Physical Conditions Standards
URA	Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
USACE	United States Army Corps of Engineers
USDA	United States Department of Agriculture
VOB	Verification of Benefits
VOSB	Veteran-Owned Small Business
WBE	Women’s Business Enterprise

2.0 Program Definitions

Term	Acronym	Definition
100-Year Floodplain	--	The geographical area defined by the Federal Emergency Management Agency (FEMA) having a 1 percent or greater chance of being equaled or exceeded during any given year and is also referred to as the base flood or Special Flood Hazard Area (SFHA). This area is the floodplain that would be inundated in the event of a 100-year flood. This term, adopted by the National Flood Insurance Program (NFIP), is the basis for mapping, insurance rating, and regulating new construction. These areas are labeled as Zone A, Zone AO, Zone AH, Zones A1-A30, Zone AE, Zone A99, Zone AR, Zone AR/AE, Zone AR/AO, Zone AR/A1-A30, Zone AR/A, Zone V, Zone VE, and Zones V1-V30 on the Flood Insurance Rate Map (FIRM).
500-Year Floodplain	--	The geographical area defined by the Federal Emergency Management Agency (FEMA) having a 0.2 percent chance of being inundated by a flooding event in any given year. These moderate flood hazard areas are labeled Zone B or Zone X (shaded) on the Flood Insurance Rate Map (FIRM) and are the areas between the limits of the base flood and the 0.2-percent-annual-chance (or 500-year) flood.
Abbreviated Title Report	--	A report summarizing a search of the conveyance records in the county in which the property is located. The conveyance search should start from the first link in the chain of title from before the storm and run forward through the current index date of the County Clerk’s Office. The report should, at a minimum, contain the full names of all current owners and applicants, the property address, reference to a unique single-family program identification number, and other recordation information.

Term	Acronym	Definition
Action Plan	--	Public document required by the Department of Housing and Urban Development (HUD) that details the State of North Carolina’s disaster recovery and mitigation programs under allocation of Community Development Block Grant (CDBG) funding. An Action Plan provides a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the State of North Carolina. The opportunity for citizen review and input on the proposed plan and associated amendments is part of the required plan and amendment development process.
Adjusted Gross Income or IRS 1040 Calculation Method	AGI	Citizens of the United States and resident aliens, except those with gross incomes that fall below a certain level, are required to file an income tax return with the Department of the Treasury’s Internal Revenue Service (IRS) each year. The tax return is officially referred to as IRS Form 1040. The Adjusted Gross Income (AGI) is listed on the IRS Form 1040 and is the dollar figure used to determine an Applicant’s income eligibility for participation in the Community Development Block Grant - Disaster Recovery (CDBG-DR) programs.
Administrator	--	The North Carolina Office of Recovery and Resiliency (NCORR) is the administrator of funds allocated through the Community Development Block Grant (CDBG). As such, NCORR is responsible for disaster recovery and mitigation program planning, implementation, budget monitoring, public engagement, and performance reporting.
Advisory Base Flood Elevations	ABFE	Elevations that are advisory in nature and more accurately reflect the true 1 percent annual chance for flood hazard elevations in a given area. Following large storm events, the Federal Emergency Management Agency (FEMA) performs an assessment to determine whether the 1 percent annual chance flood event, shown on the effective Flood Insurance Rate Maps (FIRM), adequately reflects the current flood hazard. In some cases, due to the age of the analysis and the science used to develop the effective FIRMs, FEMA determines there is a need to produce Advisory Base Flood Elevations (ABFE). ABFEs are provided to communities as a tool to support them in recovering in ways that will make them more resilient to future storms.

Term	Acronym	Definition
Affordability Period	--	To ensure funds allocated through the Community Development Block Grant (CDBG) are invested in rental properties that yield affordable rental housing, the North Carolina Office of Recovery and Resiliency (NCORR) is imposing rent and occupancy requirements over the length of a compliance period, known as the Affordability Period. All NCORR-assisted rental units must be restricted during the Affordability Period for Low- and Moderate-Income (LMI) persons/households.
Americans with Disabilities Act of 1990	ADA	Civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. The ADA gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications.
Appeal	--	A written request from an Applicant or Program Participant for a review and change to a determination made by an NCORR administered program or project.
Applicant	--	Any individual or entity who submits an application for assistance to a program administered by NCORR. For program delivery purposes, Primary Applicant and Co-Applicant are considered interchangeable.
Application	--	Completing an application is the first formal step to accessing available funding administered by NCORR to address storm-related damages or other unmet needs. Application requirements vary by program type, use and funding source and are to be used by North Carolinians in accordance with the state and federal guidelines governing eligible program/project activities and uses.
Appraisal	--	The act or process of developing an opinion of value for a property.

Term	Acronym	Definition
Architecture/Engineering	A/E	Professional services related to the Planning or Design of the Project including for program management, construction management, feasibility studies, preliminary engineering, design, engineering, surveying, mapping, or architectural related services.
Area Median Income	AMI	The median (midpoint) household income for an area adjusted for household size as published and annually updated by the Department of Housing and Urban Development (HUD). Once household income is determined, it is compared to HUD’s income limit for that household size. Income limits are adjusted annually for all Metropolitan Statistical Areas.
Asbestos-Containing Material	ACM	Any material containing more than one percent asbestos. These materials are considered hazardous and associated with certain diseases and health concerns.
Award Notice	--	For Applicants to the Homeownership Recovery Program (HRP), a written notice or letter notifying Applicants of their eligibility and award. Applicants are encouraged to schedule an award consultation with a program representative to better understand their award. Once Applicants review their award, they should complete a Selections and Confirmations Form, enclosed with the award notice, to notify the program whether they have selected to accept, reject, or appeal the program decision.

Term	Acronym	Definition
Base Flood Elevation	BFE	The elevation of surface water resulting from a flood that has a 1 percent chance of equaling or exceeding that level in any given year. Base Flood Elevation (BFE) is the regulatory requirement for the elevation or flood-proofing of structures as determined by the Federal Emergency Management Agency (FEMA). The relationship between the BFE and a structure’s elevation determines flood insurance premiums. The Federal Register sets the minimum elevation requirements for homes that will be assisted with funds allocated through the Community Development Block Grant (CDBG), and which require elevation. The Department of Housing and Urban Development (HUD) has determined that structures designed principally for residential use and located in the 100-year floodplain that receive assistance for new construction repair of substantial damage or substantial improvement must be elevated with the lowest floor, including the basement, at least two feet above the BFE.
Benefit Cost Analysis	BCA	The process of evaluating a business opportunity or decision based on its cost involved and possible profits.
Benefit Cost Ratio	BCR	An indicator to identify the relationship between cost and benefit used in a Benefit Cost Analysis (BCA).
Buyout	--	As referenced in the Federal Register Notice (FRN), Buyout refers to the voluntary acquisition of properties located in a floodway or floodplain at pre-storm value in order reduce risk from future flooding as further defined in the Community Development Block Grant – Mitigation (CDBG-MIT) Action Plan and the North Carolina Office of Recovery and Resiliency (NCORR) Strategic Buyout Manual.
Buyout Property Recipient	BPR	The recipient of Strategic Buyout property at settlement in the Strategic Buyout Program. The majority of properties will be disposed of directly to the unit of general local government (e.g., the city, county, or other governmental entity).

Term	Acronym	Definition
Case Management	--	The active process of working with individual survivors and their families to explain the Program’s housing options, resulting in clear and transparent determination of eligibility. Case Managers must consider all special circumstances of the Applicant’s needs to decrease their barriers to participating in the program where possible. Staff should meet at designated locations and supply information in a standard format.
Change Orders	--	Modifications to the Scope of Work (SOW) required due to unforeseen circumstances.
Clean Title	--	The legal documentation that indicates that the ownership claim to the property is free of all encumbrances (i.e., claims, liens, court attachments and pending judgements) and therefore, is able to be sold (in other words, is merchantable).
Coastal High Hazard Areas	--	Areas subject to high velocity waters, including but not limited to hurricane wave wash or tsunami as designated by the Flood Insurance Rate Maps (FIRM) under Federal Emergency Management Agency (FEMA) regulations as Zone V 1-30, VE, or V (V Zones).
Code of Federal Regulations	CFR	The codification of the general and permanent rules published in the Federal Register (FR) by the executive departments and agencies of the federal government.
Common Area Under Roof	--	The total area under the common roof is primarily interior, conditioned spaces, and for single-story homes, equal to the footprint of the house. The term is also synonymous with the area eligible for rehabilitation and repair reimbursement. Exterior spaces such as detached porches and garages are not considered in the eligible area.
Community Development Block Grant	CDBG	A federal program administered by the Department of Housing and Urban Development (HUD), which provides grant funds to local and State governments. The CDBG program works to ensure decent affordable housing, to provide services to the most vulnerable in our communities, and to create jobs through the expansion and retention of businesses.

Term	Acronym	Definition
Community Development Block Grant – Disaster Recovery	CDBG-DR	A federal program administered by the Department of Housing and Urban Development (HUD) that provides grant funds to local and state governments to assist with eligible recovery efforts after a presidentially declared natural disaster that may include such activities as homeowner and rental repairs and elevations, acquisition of at-risk properties, and infrastructure repairs. These grant funds are established via congressional appropriations; they differ from the traditional CDBG program by providing added flexibility for grantees to enact projects, however, all work must comply with HUD requirements.
Community Development Block Grant – Mitigation	CDBG-MIT	A federal program administered by the Department of Housing and Urban Development (HUD) which provides grant funds to assist in areas impacted by recent disasters to carry out strategic and high-impact activities to mitigate disaster risks and reduce future losses.
Complaint	--	A general written or verbal statement that a situation in the program or behavior by a program representative is unsatisfactory or unacceptable.
Comprehensive Environmental Response, Compensation, and Liability Act	CERCLA	Also known as Superfund, this act provides a federal Superfund to clean up uncontrolled or abandoned hazardous-waste sites as well as accidents, spills, and other emergency releases of pollutants and contaminants into the environment. Through this act, the Environmental Protection Agency (EPA) was given power to seek out those parties responsible for any release and assure their cooperation in the cleanup.
Contaminated Sites	--	Sites known or suspected to be contaminated by toxic chemicals or radioactive materials include but are not limited to sites: (i) listed on an Environmental Protection Agency (EPA) Superfund National Priorities or Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) List, or equivalent State list; (ii) located within 3,000 feet of a toxic or solid waste landfill site; or (iii) with an underground storage tank. The Department of Housing and Urban Development (HUD) policy, as described in 24 CFR § 50.3(i) and 24 CFR § 58.5(i)(2), does not allow HUD funding being utilized for the acquisition of contaminated sites.

Term	Acronym	Definition
Contract for Deed	--	Legal document that establishes items to be met in order for the deed to a piece of property to transfer from one person to another, usually in exchange for monthly payments until the purchase price has been paid. Contract for Deed may also be referred to as a Lease Purchase Agreement.
Contractor	--	A company under contract to provide professional services to the North Carolina Office of Recovery and Resiliency (NCORR) and/or a sub-recipient that is directly responsible for management of the State’s Homeowner Recovery Programs. May also refer to a construction vendor.
Conveyance	--	The legal process of transferring property from owner to another.
Cost Documentation Review	CDR	A spreadsheet used to capture financial documentation associated with each Project Worksheet (PW).
Council on Environmental Quality	CEQ	A council within the Executive Office of the President that coordinates the federal government’s efforts to improve, preserve, and protect America’s public health and environment. This council advises the President and develops policies on climate change, environmental justice, federal sustainability, public lands, oceans, and wildlife conservation, among other areas. As the agency responsible for implementing the National Environmental Policy Act (NEPA), this council also works to ensure that environmental reviews for infrastructure projects and federal actions are thorough, efficient, and reflect the input of the public and local communities.
Covered Storm	--	Hurricane Matthew, Hurricane Florence, or as further defined for qualifying events under the various North Carolina Office of Recovery and Resiliency programs.
Damage Repair Verification	DRV	One of the estimates produced by an assessor as a result of the initial damage inspection of a damaged property. The Damage Repair Verification (DRV) verifies and estimates the amount of repairs previously completed to the home.

Term	Acronym	Definition
Data Universal Numbering System	DUNS	A unique, nine-digit series of numerals that identifies a business. Dun & Bradstreet (D&B) creates the number, which generates a business profile in its database and provides a company's name, phone number, address, number of workers and line of business, along with other relevant corporate information. This number is the most widely used method for identifying companies in the United States.
Davis-Bacon Act of 1931 (40 U.S.C. 3141, et seq.) and Related Acts	DBRA	Federal law that requires that all laborers and mechanics employed by contractors or subcontractors in the performance of work financed in whole or in part with federal assistance shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the United States Secretary of Labor in accordance with the Davis-Bacon Act, as amended. This applies to rehabilitation, reconstruction, and new construction of residential property only if such property contains not less than eight (8) units.
Decent, Safe, and Sanitary Dwelling	DSS	A requirement from the Department of Housing and Urban Development (HUD) that all housing be in good repair. Defined by HUD at 24 CFR § 5.703 for rehabilitation-related work. Additional minimum property standards are further defined and established by HUD in 25 CFR § 700.55. These standards address the major areas of housing expected for relocation purposes.
Demolition	--	The planned razing, or tearing down, of properties. Demolition will be followed by clearance and safe disposal of the remnants of the former structure.
Department of Homeland Security	DHS	A department under the federal government with the primary responsibility of protecting United States territory (including from natural disasters).
Department of Housing and Urban Development	HUD	The federal agency responsible for national policy and programs that address America's housing needs, that improve and develop the Nation's communities, and enforce fair housing laws. HUD is also the agency through which the Disaster Recovery (CDBG-DR) and Mitigation (CDBG-MIT) program funds are administered, monitored, and distributed to grantees.

Term	Acronym	Definition
Developer	--	Defined by the Department of Housing and Urban Development (HUD) as: “[a] for-profit or private nonprofit individual or entity receiving HUD assistance from the grantee for the purpose of (1) acquiring homes and residential properties to rehabilitate for use or resale for residential purposes and (2) constructing new housing in connection with the redevelopment of demolished or vacant properties.”
Disability	--	For the purposes of the various North Carolina Office of Recovery and Resiliency (NCORR) programs, “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 the Department of Housing and Urban Development regulations at 24 CFR §§ 5.403 and 891.505.
Disaster Recovery [Reform] Act	DRA	On October 5, 2018, President Trump signed the Disaster Recovery Reform Act of 2018 into law. These reforms acknowledge the shared responsibility for disaster response and recovery, aim to reduce the complexity of the Federal Emergency Management Agency (FEMA), and build the nation’s capacity for the next catastrophic event. The law contains 56 distinct provisions that require FEMA policy or regulation changes for full implementation, as they amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
Disaster Recovery Grant Reporting	DRGR	A system that was developed by the Office of Community Planning and Development, an office under the Department of Housing and Urban Development (HUD). The system is used for the Disaster Recovery (CDBG-DR) program, Mitigation (CDBG-MIT) program, and many other special appropriations from HUD. The Disaster Recovery Grant Reporting (DRGR) system is primarily used by grantees to access grant funds and report performance accomplishments for grant-funded activities. The DRGR system is used by HUD staff to review grant-funded activities, prepare reports to Congress and other interested parties, and monitor program compliance.

Term	Acronym	Definition
Disaster Risk Reduction Area	DRRA	A clearly delineated area designated by the grant administrator, the North Carolina Office of Recovery and Resiliency (NCORR), that sustained damage directly related to a presidentially declared disaster and presents a predictable ongoing environmental threat to the safety and well-being of program beneficiaries, as evidenced by the best available data and science.
Displacing Agency	DA	Any Federal Agency carrying out a program or project, and any State Agency or person carrying out a program or project with Federal financial assistance, which causes a person to be a displaced person – See 49 CFR § 24.2 (1)(ii).
Displaced Person(s)	DP	Any person (family, individual, business or non-profit organization) who moves from real property or moves personal property from real property as a direct result of an acquisition, rehabilitation, or demolition by a federally assisted program. See 49 CFR § 24.2(9) for complete definition.
Dual Impacted	--	Specifically refers to Applicants as well as geographic areas that were impacted by Hurricane Matthew and subsequently impacted by Hurricane Florence.
Duplex	--	A residential structure consisting of two separate dwelling units, either side-by-side or one above the other.
Duplication of Benefits	DOB	A review of all disaster recovery assistance received or expected to be received by a program participant to ensure that there is no waste of government resources through the receipt of excess benefits. A Duplication of Benefits (DOB) occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance. The Robert T. Stafford Disaster Assistance and Emergency Relief Act prohibits any person, business concern or other entity from receiving recovery funds if financial assistance has already been provided for the same purpose(s).
Elderly	--	A person at least 62 years of age. See 24 CFR § 5.100.

Term	Acronym	Definition
Electronic Execution	--	The process by which all required signatories of grant agreements and associated documents execute any and all documents via electronic means. Electronic means may include the transmittal of document signatures by scanning original signed documents and transmitting those executed copies back to the Program via email, DocuSign, or other method approved by the North Carolina Office of Recovery and Resiliency (NCORR).
Eligibility Panel	--	A group of individuals designated by the North Carolina Office of Recovery and Resiliency (NCORR) to review Applicant eligibility and exceptions in accordance with the approved NCORR Exceptions and Eligibility Policy and Form.
Emergency Management Mission Integrated Environment	EMMIE	A recordkeeping system for the Federal Emergency Management Agency (FEMA) that tracks grant project information forms and associated documents after each disaster declaration. This system manages all files related to the Project Worksheets (PW), keeping Applicants in compliance with FEMA regulations.
Encroachment	--	The situation where the property rights of an owner are violated by another owner/neighbor, where that neighbor has built, installed, or planted something on the owner's property, or that overhangs the owner's property, without permission or agreement from the owner.
Environmental Assessment	EA	An evaluation or assessment of a project and its potential environmental impacts to determine whether it complies with all applicable environmental laws and authorities. All Department of Housing and Urban Development (HUD) assisted projects are required to undergo an environmental assessment to evaluate environmental impacts.
Environmental Protection Agency	EPA	An independent executive agency of the federal government tasked with environmental protection matters. The agency conducts environmental assessment, research, and education. It has the responsibility of maintaining and enforcing national standards under a variety of environmental laws, in consultation with state, tribal, and local governments.

Term	Acronym	Definition
Environmental Review Record	ERR	A permanent set of files containing all documentation pertaining to the environmental review compliance procedures conducted and environmental clearance documents. All qualified projects must undergo an environmental review process. This process ensures that the activities comply with the National Environmental Policy Act (NEPA) and other applicable state and federal laws.
Environmental Site Assessment	ESA	A process of evaluating the environmental liability of a real estate asset. Specifically, the process consists of conducting "all appropriate inquiry" into the past or present uses of a property to determine whether the property is impacted by a "recognized environmental condition" (REC). The process includes a site inspection, a review of historical records of the property and research of records available to government agencies. This information is detailed and evaluated, resulting in an opinion as to whether past or present activities may have caused a release of hazardous substances or petroleum products at the property.
Equal Employment Opportunity	EEO	Prohibits federal contractors and federally assisted construction contractors and subcontractors, who do over \$10,000 in government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin.
Estimated Cost of Repair	ECR	A documented line-item estimate of the repairs needed for a specific property that quantifies the materials and labor necessary to repair. This estimate is created during the Rehabilitation Assessment phase of the Homeowner Recover Program.
Exceptional Case Panel	ECP	Specific to Homeowner Recovery Program (HRP), the Exceptional Case Panel (ECP) is responsible for examining exceptional cases, assessing barriers in application progression, and offering recommendations for a way forward for the case.

Term	Acronym	Definition
Fair Housing Act	FHA	Also known as The Fair Housing Act of 1968, 42 U.S.C. 3601-3619, and prohibits discrimination against protected classes of people in the sale or rental of housing, in the provision of housing assistance, or other housing-related activities. This act obligates grantees of the Department of Housing and Urban Development (HUD) and their subrecipients to take reasonable steps to ensure meaningful access to their programs and activities for protected classes. This act also requires HUD and its program grantees to affirmatively further the purposes of the Fair Housing Act.
Fair Labor Standard Acts of 1938	FLSA	A federal labor law which establishes the basic minimum wage levels for all work and requires the payment of overtime at the rate of at least one and one-half times the basic hourly rate of pay for hours worked in excess of 40 per week.
Fair Market Value	FMV	The estimated present price that real property would sell for on the open market as determined by a licensed appraiser.
Family	--	A household composed of two or more related persons. The term family also includes one or more eligible persons living with another person or persons who are determined to be important to their care or well-being.
Federal Bureau of Investigation	FBI	An intelligence-driven and threat-focused national security organization with both intelligence and law enforcement responsibilities. It is the principal investigative arm of the United States Department of Justice and a full member of the United States Intelligence Community. This bureau has the authority and responsibility to investigate specific crimes assigned to it and to provide other law enforcement agencies with cooperative services, such as fingerprint identification, laboratory examinations, and training. The bureau also gathers, shares, and analyzes intelligence, both to support its own investigations and those of its partners and to better understand and combat the security threats facing the United States.

Term	Acronym	Definition
Federal Emergency Management Agency	FEMA	An agency of the United States Department of Homeland Security and was created by Presidential Order on April 1, 1979. 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.
Federal Highway Administration – Emergency Relief	FHWA-ER	This program provides funding for the repair or reconstruction of federal-aid highways and roads on federal lands which have suffered serious damage as a result of natural disasters or catastrophic failures from an external cause. This program supplements the commitment of resources by States, their political subdivisions, or other federal agencies to help pay for unusually heavy expenses resulting from extraordinary conditions.
Federal Register	FR	The official journal of the federal government of the United States that contains government agency rules, proposed rules, and public notices. It is published daily, except on federal holidays. A Federal Register Notice (FRN) is issued for each funded disaster. The FRN outlines the rules that apply to each allocation of disaster funding.
Federal Register Notice	FRN	Notices posted in the Federal Register by the Department of Housing and Urban Development (HUD) informing grantees of the funding available for recovery and mitigation efforts, as well as HUD’s rules and guidelines for the allocation and expenditure of the funds.
FEMA-Designated High-Risk Area	--	Areas designated by the Federal Emergency Management Agency (FEMA) as vulnerable to significant wind and/or storm surge damage and areas located in 100-year flood zones. These areas will be identified during the environmental review process for each participating jurisdiction.
Final Inspection Report	FIR	A report released by the Federal Emergency Management Agency (FEMA) upon the completion of a project and a report submitted by the State certifying that the Applicant’s costs were incurred during the completion of eligible work.

Term	Acronym	Definition
Flood Disaster Protection Act of 1973 and Sec. 582(a) of the National Flood Insurance Reform Act of 1994	--	Compliance with the legal requirements of Section 582(a) mandates that the Department of Housing and Urban Development (HUD) flood disaster assistance that is made available in Special Flood Hazard Areas (SFHAs) 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.
Flood Hazard Area	--	Areas designated by the Federal Emergency Management Agency (FEMA) as having risk of flooding.
Flood Insurance	--	The Flood Disaster Protection Act of 1973 (42 U.S.C. 4012a) requires that projects located in an area identified by the Federal Emergency Management Agency (FEMA) as being within a Special Flood Hazard Areas (SFHA) be covered by flood insurance under the National Flood Insurance Program (NFIP) following the receipt of federal assistance. In order to be able to purchase flood insurance, the community must be participating in the NFIP. If the community is not participating in the NFIP, federal assistance cannot be used in those areas.
Flood Insurance Assistance	FIA	This program is supported through the Homeowner Recovery Program and provides assistance to cover flood insurance premiums for a maximum of 2 years. This program is limited to Low- and Moderate-Income (LMI) applicants whose property is located in the 100-year floodplain or those that flooded during Hurricane Matthew or Hurricane Florence. Applicants who live in the 100-year floodplain and receive any assistance under the Homeowner Recovery Program are required to maintain flood insurance on the property for the life of the property. Depending upon the type of assistance and the insurability of the property, Applicants who are required to obtain and maintain flood insurance may be required to show proof of insurance at both the time assistance is provided and upon completion of the project.

Term	Acronym	Definition
Flood Insurance Rate Map	FIRM	A map defining the boundary of a Special Flood Hazard Area (SFHA) for the purpose of determining the appropriate flood insurance rate.
Flood Risk Information System	FRIS	This system contains digitally accessible flood hazard data, models, maps, risk assessments and reports that are database driven.
Flood Zones	--	The land areas identified by the Federal Emergency Management Agency (FEMA). Each flood zone describes that land area in terms of its risk of flooding.
Floodplain	--	Any land area susceptible to being inundated by floodwaters from any source. The Federal Emergency Management Agency (FEMA) designates floodplains as geographic zones subject to varying levels of flood risk. Each zone reflects the severity or type of potential flooding in the area. See also 100-year floodplain, 500-year floodplain, and Special Flood Hazard Area (SFHA).
Floodplain Fringe	--	The portion of the floodplain outside of the floodway, which is covered by floodwater during the 100-year flood. The term, "flood-fringe" is generally associated with standing rather than flowing water. It is also that part of the floodplain wherein development is subject to a community's floodplain ordinance.
Floodway	--	Also known as the Regulatory Floodway, it is the portion of the Floodplain effective in carrying flow where flood hazard is generally the greatest, and water velocity is the highest. In the floodway, fill or other development is likely to divert flow and contribute to increased water depths during a flood. Ideally, floodways should be undeveloped areas that can accommodate flood flows with minimal risk.
Fraud, Waste and Abuse	FWA	Fraud is defined as the wrongful or criminal deception intended to result in financial or personal gain. Waste is defined as the thoughtless or careless expenditure, mismanagement, or abuse of resources to the detriment (or potential detriment) of the United States government. Abuse is defined as excessive or improper use of a thing or to use something in a manner contrary to the natural or legal rules for its use. Abuse can occur in financial or non-financial settings.

Term	Acronym	Definition
General Contractor	--	An individual or entity that is licensed in the State of North Carolina to perform residential construction services as a general contractor. The general contractors participating in completing the construction activities for the various North Carolina Office of Recovery and Resiliency (NCORR) programs will be procured and managed by NCORR.
General Information Notice	GIN	An informational notice as required by the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970, which informs individuals of their potential rights to advisory services and relocation assistance due to temporary or permanent displacement as a result of a property owner applying to a specific NCORR program for purchase, major repair, or demolition. Required under 49 CFR 24.203(a), this required notice informs potentially displaced individuals that they may be displaced, not to move, and covers general URA requirements and rights. See 49 CFR 24.203(a) for complete definition.
Geographic Information System	GIS	A system that creates, manages, analyzes, and maps all types of data. This system connects data to a map, integrating location data (where things are) with all types of descriptive information (what things are like there). This provides a foundation for mapping and analysis that is used in science and almost every industry. This system helps users understand patterns, relationships, and geographic context.
Gift of Property	--	A form of property transfer without exchange or payment.
Grant Agreement and Associated Documents	--	All documents required by the Program for execution prior to initiating any funds disbursement or issuing a Notice to Proceed (NTP) to a construction contractor. These documents shall at a minimum include: a grant agreement, subrogation agreement, and any other document required to disburse program funding to an Applicant.
Grantee	--	Any jurisdiction receiving a direct award from the Department of Housing and Urban Development (HUD). The State of North Carolina is identified as the sole grantee in the State with these allocations.
Grants Portal	GSP	The forward-facing platform used by state, local, tribal, and territorial (SLTT) governments and eligible non-profit organizations to manage Federal Emergency Management Agency Public Assistance (FEMA PA) grant applications.

Term	Acronym	Definition
Green Building Standards	ICC-700-2020	All rehabilitation (meets the definition of substantial improvement), reconstruction, or new construction must meet an industry-recognized standard that has achieved certification under at least one of the following programs: (1) ENERGY STAR (Certified Homes or Multifamily High-Rise); (2) Enterprise Green Communities; (3) LEED (New Construction, Homes, Midrise, Existing Buildings Operations and Maintenance, or Neighborhood Development); or (4) International Code Council (ICC)–700 National Green Building Standard, or other standard allowable by the Department of Housing and Urban Development (HUD).
Hazard Mitigation Grant Program	HMGP	A program administered by the by the North Carolina Office of Emergency Management on behalf of the Federal Emergency Management Agency (FEMA) that provides funds to implement hazard mitigation measures following a presidentially declared disaster. Hazard mitigation actions are any action taken to reduce or eliminate the long-term risks to people and property from natural hazards. This can include providing assistance to storm-damaged homeowner properties by acquiring the property, or by elevating or reconstructing the property.
Head of Household	--	The adult member of the family who is the head of the household for the purposes of determining income eligibility and rent. See 24 CFR § 5.504.
Heating, Ventilation, and Air Conditioning	HVAC	The use of various technologies to control the temperature, humidity, and purity of the air in an enclosed space. Its goal is to provide thermal comfort and acceptable indoor air quality and is the broadly used term to describe equipment used to keep homes at a comfortable temperature.

Term	Acronym	Definition
Historically Underutilized Business Program	HUB	This program is offered through the North Carolina Department of Administration (NCDOA) and was established to promote the economic opportunities for historically underutilized businesses in State Government contracting and procurement that will foster their growth and profitability. A historically underutilized business is defined as fifty-one percent of the business is owned by, and the day-to-day management and daily business operations are controlled by, one of the following: (1) Black, Hispanic, Asian-American, or American Indian; (2) Female; (3) Socially and Economically Disadvantaged person; or (4) Disabled.
Homeowner	--	A person or persons who are listed on the deed as owning the property and who typically reside in the property as their domicile.
Homeowner Recovery Program	HRP	A North Carolina Office of Recovery and Resiliency (NCORR) program that utilizes Community Development Block Grant - Disaster Recovery (CDBG-DR) funds to repair or reconstruct/replace an eligible Applicant’s storm-damaged single-family home or manufactured home unit. This program can also offer reimbursement to eligible Applicants for completed storm-related repairs. This program can also provide Temporary Relocation Assistance as homes are being repaired/replaced, and Flood Insurance Assistance. Other programs are addressed in separate manuals.
Household	--	All persons occupying the same housing unit, regardless of their relationship to each other. The occupants could consist of a single family, two or more families living together, or any other group of related or unrelated persons who share living arrangements (who are not in a landlord-tenant arrangement). For housing activities, the test of meeting the Low- and Moderate-Income (LMI) national objective is based on the income of the household.
Household Income	--	The anticipated gross amount of income from all sources for all adult household members during the upcoming twelve (12) month period in accordance with the definition of annual (gross) income at 24 CFR Part 5.

Term	Acronym	Definition
Housing and Community Development Act	HCDA	A federal law that authorizes funds to be “awarded directly to the State or unit of general local government as a grantee at the discretion of the Secretary of Housing and Urban Development (HUD)”.
Housing Quality Standards	HQS	A set of standards established by the Department of Housing and Urban Development (HUD) that defines "standard housing" and establishes the minimum criteria for the health and safety of program participants in the Housing Choice Voucher/Section 8 and related programs. Current Housing Quality Standards (HQS) regulations consist of 13 key aspects of housing quality, performance requirements, and acceptability criteria to meet each performance requirement. HQS includes requirements for all housing types, including single and multi-family dwelling units, as well as specific requirements for special housing types such as manufactured homes, congregate housing, single room occupancy, shared housing, and group residences. HUD’s standard for housing conditions is defined by 24 CFR § 982.401 and are applicable to new construction, reconstruction, and replacement of Manufactured Home Units (MHU).
HUD Utility Schedule Model	HUSM	A model developed by the Department of Housing and Urban Development (HUD) to provide a consistent basis for determining utility schedules, using form HUD-52667, throughout the United States. This model is a web application that is primarily based on the Residential Energy Consumption Survey (RECS), a nationally representative survey that collects data on energy characteristics of housing units, usage patterns, and household demographics. Using correlation and regression techniques, the model calculates an allowance for each end-use, with consideration for unit type, size of the unit, and the type of utility used. In addition, the model also considers local 30-year normalized weather data, to estimate average consumption in a geographical area.
Hurricane Florence	--	A major hurricane which made landfall on September 14, 2018, and for which the state of North Carolina received a presidential disaster declaration. Fifty-two counties in North Carolina were included in the declaration.

Term	Acronym	Definition
Hurricane Matthew	--	A major hurricane which made landfall on October 8, 2016, and for which the state of North Carolina received a presidential disaster declaration. Fifty counties in North Carolina were included in the declaration.
Increased Cost of Compliance	ICC	Structures damaged by a flood may be required to meet certain building requirements to reduce the risk of future flood damage before the structure can be repaired or rebuilt. To help cover these costs, the National Flood Insurance Program (NFIP) includes Increased Cost of Compliance (ICC) coverage for all new and renewed Standard Flood Insurance Policies. ICC is a duplication of benefits if a structure owner requests reimbursement or additional assistance for elevation, demolition, flood proofing or relocation—one of the four options available under ICC—and has already received an ICC benefit under the NFIP.
Individual Assistance	IA	Refers to the Federal Emergency Management Agency's (FEMA) Individuals and Households Program. Homeowners and renters may be eligible for federal help to defray the costs of damage or losses they incurred as a result of a declared disaster.
Initial Offer Price	--	The amount based on current Fair Market Value (FMV), that the Strategic Buyout Program offers to pay the property owner to purchase the subject property, which will be owned by the Buyout Property Recipient.
Initiation of Negotiations	ION	The date of an execution of an agreement between the State and the person owning or controlling the real property, covering acquisition, rehabilitation, or demolition activities. The ION date is the trigger for issuance of the Notice of Eligibility for Relocation Assistance (“NOE”) or Notice of Non-displacement (“NND”). See 49 CFR § 24.2(15) for complete definition.
Internal Revenue Service	IRS	Federal department responsible for tax collection and tax law enforcement.
International Property Maintenance Code	IPMC	A model code that regulates the minimum maintenance requirements for existing buildings. The International Property Maintenance Code (IPMC) is a maintenance document intended to establish minimum maintenance standards for basic equipment, light, ventilation, heating, sanitation, and fire safety.

Term	Acronym	Definition
Land Use Restriction Agreement	LURA	A legal document in which the property owner gives up some of their rights of the land use in exchange for the promise of future tax credits, tenant income restrictions, unit set asides to be rented to lower income tenants and other affordability restrictions.
Landlord		Any individual or entity who owns a rental property, including any property owner who rents out space, whether an apartment, house, room.
Lawfully Present		An individual who is lawfully present in the United States, including immigrants who have a qualified non-citizen immigration status. Tenants must be citizens or non-citizen nationals in order to receive URA benefits. For URA activities, tenants who were displaced by the activity must also have been lawfully present in the United States at the time of NCORR displacement unless such ineligibility would result in an “exceptional and extremely unusual hardship” to such person’s spouse, parent, or child who is a citizen of the United States, or is an alien lawfully admitted for permanent residence in the United States.
Lead Based Paint	LBP	Paint or other surface coatings that contain lead equal to or exceeding 1.0 milligram per square centimeter or 0.5 percent by weight or 5,000 parts per million by weight. See 24 CFR § 35.110.
Leadership in Energy and Environmental Design	LEED	An ecology-oriented building certification program run under the auspices of the United States Green Building Council (USGBC). Leadership in Energy and Environmental Design (LEED) is the most widely used green building rating system in the world. Available for virtually all building types, LEED provides a framework for healthy, highly efficient, and cost-saving green buildings.
Limited English Proficiency	LEP	A designation for person(s) 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 (LEP) 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.

Term	Acronym	Definition
Limited Liability Corporation	LLC	A legal business structure in the United States that protects its owners from personal responsibility for its debts or liabilities.
Limited Liability Partnership	LLP	A type of partnership which extends limited personal liability to all partners, including general partners, for debts or claims of the partnership.
Limited Partnership	LP	A type of partnership similar to a general partnership except that while a general partnership must have at least two general partners (GP), a limited partnership must have at least one GP and at least one limited partner. Limited partnerships are distinct from limited liability partnerships, in which all partners have limited liability.
Low and Moderate Buyout	LMB	When Community Development Block Grant (CDBG) funds are used for a Strategic Buyout Program award to acquire housing owned by a qualifying Low- and Moderate-Income (LMI) household, where the award amount is greater than post-disaster Fair Market Value (FMV) of that property.
Low and Moderate Housing	LMH	A subordinate Department of Housing and Urban Development (HUD) National Objective under the Low- and Moderate-Income (LMI) National Objective.
Low and Moderate Housing Incentive	LMHI	When Community Development Block Grant (CDBG) funds are used for a housing incentive award, tied to the voluntary Strategic Buyout of housing owned by a qualifying Low- and Moderate-Income (LMI) household, for which the purpose of the housing incentive is for the purpose of moving outside of the affected floodplain or to a lower risk area.
Low- and Moderate-Income	LMI	One of three National Objectives defined by the Department of Housing and Urban Development (HUD). Persons defined under the Community Development Block Grant (CDBG) program as having incomes equal to or less than 80% of Area Median Income (AMI) as published annually by the HUD. Income eligibility will be determined and verified in accordance with HUD guidance. The most current income limits published by HUD shall be used to verify the income eligibility of each household applying for assistance at the time assistance is provided. This income standard changes from year to year and varies by household size, county, and the metropolitan statistical area. HUD further categorizes LMI households as follows:

Term	Acronym	Definition
		<ul style="list-style-type: none"> Extremely low: Household’s annual income is up to 30% of the area median family income, as determined by HUD, adjusted for family size; Very Low: Household’s annual income is between 31% and 50% of the area median family income, as determined by HUD, adjusted for family size; and Low: Household’s annual income is between 51% and 80% of the area median family income, as determined by HUD, adjusted for family size.
Low Income Housing Tax Credits	LIHTC	This program is an indirect federal subsidy used to finance the development of affordable rental housing for low-income households.
Mail-Away Grant Agreement Signature	--	The process by which the Program transmits all grant agreement documents to all necessary signers via United States Mail or nationally recognized overnight courier service, for execution and return to the Program after signing by the Applicant(s) via United States Mail, hand delivery, or nationally recognized overnight courier service.
Manner of Notices	MN	Each Notice which NCORR or its subrecipients is required to provide to a property owner or occupant receiving URA assistance shall be personally served or sent by certified or registered first-class mail, return receipt requested, and documented in Agency files. Each Notice shall be written in plain, understandable language. Persons who are unable to read and understand the Notice must be provided with appropriate translation and counseling. Each notice shall indicate the name and telephone number of a person who may be contacted for answers to questions or other needed help. (49 CFR § 24.5). The Manner of Notices only applies when relocation under the URA is triggered.
Manufactured Home Unit (or Manufactured Housing)	MHU	A dwelling unit composed of one or more components substantially assembled in a manufacturing plant and transported to a building site for installation. The structure must meet the Department of Housing and Urban Development (HUD) construction requirements. If built before 1976 HUD Code, they are commonly called mobile homes. See definitions for Mobile Home and Modular Home.

Term	Acronym	Definition
Metropolitan Statistical Area	MSA	An area with at least one urbanized area of 50,000 or more population, plus adjacent territory that has a high degree of social and economic integration with the core, as measured by commuting ties.
Minimum Property Standards	MPS	Established minimum standards for buildings constructed under the Department of Housing and Urban Development (HUD) housing programs. This includes new single-family homes, multi-family housing and health care type facilities.
Minority Business Enterprise	MBE	A business that is owned and controlled (minimum of 51 percent ownership) by a member of a minority group.
Mobile Home	--	A dwelling unit composed of one or more components substantially assembled in a manufacturing plant and designed to be transported to a building site on its own chassis for placement on a supporting structure. A mobile home is constructed in accordance with the standards established in the Department of Housing and Urban Development's (HUD) building code for manufactured housing. If built before 1976 HUD Code, they are commonly referred to as mobile homes. Note, MHU's can either be classified as personal or real property. Further, a mobile home is not constructed in accordance with the standards established in the State and local building codes that are applicable to site-built homes. For the purposes of the Homeowner Recovery Program (HRP), the term mobile home shall be used interchangeably with the term manufactured home unit.
Modular Home	--	A dwelling unit composed of two or more components substantially assembled in a manufacturing plant and transported to a building site by truck for final assemble on a permanent foundation. A modular home must be constructed in accordance with the standards established in the state and local building codes that are applicable to site-built homes. Modular homes do not include mobile homes. For the purposes of the Homeowner Recovery Program (HRP), a modular home will be treated the same as a stick-built single-family dwelling unit pursuant to the North Carolina Uniform Power of Attorney Act.

Term	Acronym	Definition
Most Impacted and Distressed Area	MID	Statutory requirements state that the Department of Housing and Urban Development (HUD) disaster recovery funds must be targeted to those areas identified to be Most Impacted and Distressed (MID) based on an assessment of unmet need that remains to be addressed from a qualifying disaster/event. HUD identifies MID areas using the Federal Emergency Management Agency (FEMA) Individual Assistance program data on housing unit damage as the core data for this designation. The State, using the best available data sources to calculate the amount of disaster damage, can also define/identify MID areas upon review and approval by HUD.
National Emission Standards for Hazardous Air Pollutants	NESHAP	Hazardous Stationary source standards for hazardous air pollutants. air pollutants (HAP) are those pollutants that are known or suspected to cause cancer or other serious health effects, such as reproductive effects or birth defects, or adverse environmental effects.
National Environmental Policy Act	NEPA	Establishes a broad national framework for protecting the environment. The National Environmental Policy Act's (NEPA) 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	A program 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. The Federal Emergency Management Agency (FEMA) manages the National Flood Insurance Program (NFIP). For the Homeowner Recovery Program, when referring to NFIP in the context of eligibility or Duplication of Benefits (DOB) the Program is referring to private and public flood insurance programs that cover structural repairs resulting from flood damages.
National Flood Insurance Reform Act	NFIRA	This act codified the Community Rating System (an incentive program that encourages communities to exceed the minimal federal requirements for development within floodplains) within the National Flood Insurance Program (NFIP).

Term	Acronym	Definition
National Marine Fishery Services	NMFS	A federal agency responsible for the management, conservation, and protection of living marine resources within about 200 miles of the United States coast.
National Objective	--	A Department of Housing and Urban Development (HUD) criterion governing the eligible uses of Community Development Block Grant (CDBG) funds. All activities funded by CDBG, except administration and planning, must meet a national objective to be considered an eligible activity by HUD. The three national objectives are: (1) Benefit to Low- and Moderate-Income (LMI) persons; (2) Aid in the prevention or elimination of slum or blight; or (3) Meet a need having a particular urgency, also referred to as Urgent Need (UN).
National of the United States (or U.S. National)	--	According to United States (U.S.) Citizenship and Immigration Services, “A U.S. national is any person who has the irrevocable right to reside in the territory of the United States without limitation. This definition includes citizens, and all U.S. citizens are also U.S. nationals. However, the term U.S. national also covers a relatively small number of people who have the unlimited right to reside in the U.S., but who are not citizens. Anyone born in the unincorporated territories of Puerto Rico (starting in 1917), U.S. Virgin Islands (starting in 1927), or Guam (starting in 1950), is also a U.S. citizen. Someone born in the unincorporated territories of American Samoa or Swains Island, however, is not a U.S. citizen by right of territorial birth but is a U.S. national. Individuals born in Guam between 1898 and 1950, in Puerto Rico between 1898 and 1917, in the U.S. Virgin Islands between 1917 and 1927, or in the Philippines between 1898 and 1946, would also be a U.S. national but not a U.S. citizen, unless citizenship was inherited from his or her parents.”
New Construction	--	A replacement home that substantially exceeds the original footprint on the existing lot (if permitted) or the construction of a new home in a new location.

Term	Acronym	Definition
Ninety-Day Notice	--	This notice informs a lawful occupant that they will be required to move upon receiving a 90 day advance written notice of the earliest date by which he or she may be required to move. Note, this only applies to Applicants receiving URA assistance. See 49 CFR 24.203(c) for more information.
Noncitizen	--	A person who is neither a citizen nor a national of the United States.
Non-compliant with Flood Insurance Requirement	NCOMP	Records indicate that flood insurance on the damaged home has not been maintained as required. Failing to maintain flood insurance makes a home ineligible for assistance for damages to the property caused by flooding.
Non-Residential Properties	--	Properties that are or were used for non-profit activities, commercial/industrial purposes, or where the property is used or was used to generate income from activities that are not primarily for providing permanent residential housing.
North Carolina	NC	A state in the Southeastern region of the United States. It is bordered by Virginia to the north, the Atlantic Ocean to the east, Georgia and South Carolina to the south, and Tennessee to the west.
North Carolina Department of Administration	NCDOA	Established in 1957, this department serves as the business manager for North Carolina state government. The department oversees government operations such as building construction, purchasing, and contracting for goods and services, maintaining facilities and grounds, managing state vehicles, acquiring, and disposing of real property, and operating services such as courier mail delivery and the sale of surplus property. Additionally, this department oversees many of the state's advocacy programs, which advocate for and serve diverse segments of the state's population that have been traditionally underserved.
North Carolina Department of Commerce	NCDOC	This department of the state works closely with local, regional, national, and international organizations to propel economic, community and workforce development for the state.

Term	Acronym	Definition
North Carolina Department of Transportation	NCDOT	This department of the state was created for the purpose of constructing and maintaining public highways. As part of these general powers, this department has the authority to make rules, regulations, and ordinances for the use of, and to police traffic on, the State highways, and to prevent their abuse by individuals, corporations, and public corporations, by trucks, tractors, trailers or other heavy or destructive vehicles or machinery, or by any other means whatsoever.
North Carolina Department of Public Safety	NCDPS	This department of the state provides premier public safety services for all North Carolinians. The department safeguards and preserves the lives and property of the people of North Carolina through prevention, protection, and preparation with integrity and honor. The North Carolina Office of Recovery and Resiliency (NCORR) is an organization under the North Carolina Department of Public Safety (NCDPS).
North Carolina Emergency Management	NCEM	This division of the state is committed to enhancing the state’s resiliency by actively collaborating, communicating, and coordinating to prevent, mitigate, respond, and recover from disasters.
North Carolina General Statutes	G.S.	A codification of the general and permanent provisions contained in the session laws. The session laws in the North Carolina General Statutes (G.S.) are passed by the North Carolina General Assembly, which consists of the North Carolina House of Representatives and the North Carolina Senate.
North Carolina Housing Finance Agency	NCHFA	A self-supporting public agency that finances affordable housing opportunities for North Carolinians whose needs are not met by the market. The Agency provides financing through the sale of tax-exempt bonds and management of federal tax credit programs, the federal HOME Program, the state and national Housing Trust Funds, and other programs.
North Carolina Office of Recovery and Resiliency	NCORR	The official Community Development Block Grant – Disaster Recovery and Mitigation (CDBG-DR and CDBG-MIT) grantee, who has overall responsibility for all activities tied to CDBG-DR and CDBG-MIT grant funded activities.

Term	Acronym	Definition
North Carolina Resilient Redevelopment Planning	NCRRP	The Disaster Recovery Act of 2016 tasked the North Carolina Emergency Management (NCEM) with facilitating the creation of resilient redevelopment plans for the 50 federally declared counties impacted by Hurricane Matthew. The primary goals were to: 1) develop strategic plans and actions; and 2) define any unmet funding needs required to implement those actions after other funds are used. The resulting resilient redevelopment plans serve as the foundation for any supplemental funding received through Congress, the North Carolina General Assembly and other funding sources. These plans also provide the basis for the state’s Recovery Action Plan required by the Department of Housing and Urban Development (HUD) heeded to spend funds allocated through the Community Development Block Grant – Disaster Relief program.
North Carolina State Environmental Quality Review	SEQR	An evaluation or assessment of a project and its potential environmental impacts to determine whether it complies with all applicable environmental laws and authorities. All Department of Housing and Urban Development (HUD) assisted projects are required to undergo an environmental assessment to evaluate environmental impacts. See also Environmental Assessment.
Not Suitable for Rehabilitation	NSFR	<p>Properties are not suitable for rehabilitation if they meet one of the three following definitions:</p> <ol style="list-style-type: none"> 1. Properties with total damages (estimated cost of repair) greater than or equal to \$20,000. <ol style="list-style-type: none"> a) The damage threshold excludes asbestos and lead testing and removal/abatement, accessibility costs such as ramps and lifts, and approved change orders. 2. Properties that have been determined to be not suitable for rehabilitation by order of the local jurisdiction or are unsafe to inspect due to damage to the property. 3. Properties located within the Federal Emergency Management Agency designated 100-year floodplain that are not currently elevated 2 feet above Base Flood Elevation (BFE) or 2 feet above an interior high-water mark, in accordance with program elevation requirements.

Term	Acronym	Definition
		<p>a) Properties located within a Disaster Risk Reduction Area (DRRA) as formally adopted by the North Carolina Office of Recovery and Resiliency (NCORR), within or outside of the 100-year floodplain must also meet this requirement. DRRA adoption is effective as of the date that the DRRA was finalized by NCORR and approved by NCORR Senior Staff. Applicants who completed construction prior to the effective date of the DRRA, or Applicants who are undergoing Community Development Block Grant - Disaster Recovery (CDBG-DR) funded construction (i.e., the contractor has been issued a notice to proceed) for rehabilitation, reconstruction, or Manufactured Home Unit (MHU) replacement prior to the date of DRRA adoption are not retroactively affected by the DRRA adoption.</p>
Notice of Funding Availability	NOFA	A notice describing the type and amount of funding available on a competitive basis that provides information regarding how to apply, when to apply, and where to submit requests for funding.
Notice of Intent to Acquire	NOIA	This notice informs the person(s) of the agency’s intent to acquire the property. This notice establishes eligibility for relocation assistance prior to Initiation of Negotiations (ION) and/or prior to the commitment of Federal financial assistance. See 49 CFR 24.203(d) for more information.
Notice of Non-Displacement	NND	This notice informs a person(s) that they will not be required to move permanently as a result of the Unit’s rehabilitation. See 49 CFR 24.203 for more information.
Notice of Relocation Eligibility	NOE	This notice informs a person(s) that they are eligible for relocation assistance. See 49 CFR 24.203 (b) for more information.
Offer to Purchase and Contract	--	Formal final offer to purchase property provided to an eligible Applicant on North Carolina Form 2-T.

Term	Acronym	Definition
Office of Inspector General	OIG	An independent organization within the Federal Trade Commission (FTC) charged with protecting the integrity of agency programs and operations. This office's mission for the Department of Housing and Urban Development (HUD) is independent and objective reporting to the HUD Secretary and Congress for the purpose of bringing about positive change in the integrity, efficiency, and effectiveness of HUD operations. The Office of Inspector General became statutory with the signing of the Inspector General Act of 1978 (Public Law 95-452).
Office of Internal Audit	OIA	This office follows the professional standards of the Institute of Internal Auditors (IIA) which defines internal auditing as an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. Internal audits evaluate the state's internal controls, including its corporate governance and accounting processes.
Open Space	--	Undeveloped property.
Owner	--	A person or persons who are listed on the deed as owning that property.
Ownership	--	Applicants must have had and maintained a present, freehold, possessory estate in the surface of the land.
Partner	--	Various entities may be responsible for implementing North Carolina Office of Recovery and Resiliency (NCORR) program activities. The term Partner is used to denote the relationship between NCORR and entities like subrecipients and developers.
Person with Disabilities	--	See 24 CFR 5.403. A person with disabilities for purposes of program eligibility means a person who: Has a disability, as defined in 42 U.S.C. 423;

Term	Acronym	Definition
		<ul style="list-style-type: none"> (i) Is unable to engage in any substantial gainful activity due to any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or in the case of an individual who has attained the age of 55 and is blind, is unable due to such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he/she has previously engaged with some regularity and over a substantial period of time. For the purposes of this definition, the term blindness means central vision acuity of 20/200 or less in the better eye with use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for the purposes of this paragraph as having a central visual acuity of 20/200 or less. (ii) Is determined, pursuant to the Department of Housing and Urban Development (HUD) regulations, to have a physical, mental, or emotional impairment that: <ul style="list-style-type: none"> (A) Is expected to be of long-continued and indefinite duration, (B) Substantially impedes his or her ability to live independently, and (C) Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or (iii) Has a developmental disability, as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(8))
Polychlorinated Biphenyls	PCB	Highly carcinogenic chemical compounds, formerly used in industrial and consumer products, whose production was banned in the United States by the Toxic Substances Control Act in 1979 and internationally by the Stockholm Convention on Persistent Organic Pollutants in 2001. They are organic chlorine compounds that were once widely used in the manufacture of carbonless copy paper, as heat transfer fluids, and as dielectric and coolant fluids for electrical equipment.

Term	Acronym	Definition
Power of Attorney	POA	An authorization to act on someone else's behalf in a legal or business matter.
Presidentially Declared Disaster	--	The Governor of a State or an Indian tribe may request a disaster declaration from the President of the United States. All major disaster declarations are made solely at the discretion of the President.
Pre-Storm Value	--	The value of the property prior to the date of the storm or qualifying event; October 8, 2016 (for Hurricane Matthew) or September 14, 2018 (for Hurricane Florence). Pre-Storm Value shall be equal to the assessed value of the building as determined by the applicable county tax assessor's office and applied against the property for the year 2016 for Hurricane Matthew or 2018 for Hurricane Florence.
Primary Residence Owner(s)	--	Applicants who own a property that served as their personal primary residence as of the date of the storm or qualifying event. Note, for the Strategic Buyout Program, the owner(s) must still own the property but is not required to currently occupy it as their primary residence.
Procurement Documentation Review	PDR	A review designed to capture all relevant procurement documentation associated with Project Worksheets (PW). This includes contracts, purchase orders, bid packages, and the classification of labor as contract, force account, or both.
Program Participant	--	Once an Applicant to the Strategic Buyout Program has received and accepted a written Initial Offer that is received and recorded in the program's system of record, they are no longer considered an Applicant, but are considered a program participant.
Project Worksheet	PW	A worksheet that contains the entire funded project and only items contained in the worksheet are eligible for reimbursement by the Federal Emergency Management Agency (FEMA). At a minimum, files for each Project Worksheet created by FEMA document the project, the location, the damage, the scope of work, the cost estimate, as well as back-up documentation.
Property Casualty Insurance	--	Insurance that covers structural repairs to a home as a result of wind, fire, hail, wind-driven rain, tornado, hurricane, or natural disaster, other than flood.

Term	Acronym	Definition
Property Owner	--	Individual or entity in possession of title for land, building, or another item.
Property Ownership	--	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.
Public Assistance	PA	The Federal Emergency Management Agency's (FEMA) largest grant program providing funds to assist communities responding to and recovering from major disasters or emergencies declared by the President. The program provides funding for emergency assistance to save lives and protect property and assists with funding for permanently restoring community infrastructure affected by a federally declared incident.
Public Assistance Alternative Procedures	PAAP	This pilot program implements the alternative procedures which allows the Federal Emergency Management Agency (FEMA) to gather information on their effectiveness.
Public Housing Authority	PHA	A state, county, municipality or other governmental entity or public body or agency or instrumentality of these entities that is authorized to engage or assist in the development or operation of low-income housing under the United States Housing Act of 1937 in accordance with 24 CFR §5.100.
Qualified Alien	--	<p>Qualified aliens are defined in 8 U.S.C. § 1641 and include:</p> <ul style="list-style-type: none"> • Legal permanent residents, often referred to as “green card holders” (8 U.S.C. §1641(b)(1)) • Refugees pursuant to the Immigration and Naturalization Act (INA) §207 (see 8 U.S.C. §1641(b)(3)) • Individuals granted asylum pursuant to INA §208 (see 8 U.S.C. §1641(b)(2)) • Individuals granted a “withholding of deportation” pursuant to former INA §243(h) (repealed 4/1/97), or persons granted a “withholding of removal” pursuant to the successor provision INA §241(b)(3) (8 U.S.C. §1641(b)(5), which governs removal/exclusion proceedings commenced after April 1997) • Parolees for a year or more under INA §212(d)(5) (8 U.S.C. §1641(b)(4)) • Conditional entrants pursuant to INA § 203(a)(7) (repealed 4/1/80) (8 U.S.C. §1641(b)(6)) • Cuban or Haitian entrants (8 U.S.C. §1641(b)(7))

Term	Acronym	Definition
		<ul style="list-style-type: none"> Battered spouses and children of U.S. citizens or legal permanent residents, who have pending or approved “VAWA self-petitions” or I-130 family petitions (8 U.S.C. §1641(c)) Victims of trafficking (see Victims of Trafficking and Violence Prevention Act of 2000, Pub. L. No.106-386, §107(b)(l)(A), 114 Stat. 1464,1475 (2000) – victims of trafficking are eligible to the same extent as refugees admitted under INA §207)
Qualified Allocation Plan	QAP	Details the selection criteria and application requirements for Housing Credits and tax-exempt bonds. It lists all deadlines, application fees, restrictions, standards, and requirements for rental developers to be eligible for funding under the applicable plan. In North Carolina, Qualified Action Plans (QAP) are issued by the North Carolina Housing Finance Agency (NCHFA).
Qualifying Event	--	Refers to which presidentially declared disaster impacted or damaged the property and ultimately which associated Community Development Block Grant (CDBG) allocation is funding the benefits or assistance. For example, an Applicant’s property impacted by Hurricane Matthew and receiving Hurricane Matthew Community Development Block Grant - Disaster Recovery (CDBG-DR) funds have Hurricane Matthew as a qualifying event. An Applicant may be subject to different rules depending on the qualifying event. For the Strategic Buyout Program, if the area was declared as being impacted by both storms, the latter storm (in this case, Hurricane Florence) will be the qualifying event. The Program determines the qualifying event for each Applicant or Disaster Risk Reduction Area (DRRA).
Quality Assurance and Quality Control	QA/QC	Quality Assurance is the planned and systematic production processes that provide confidence that the policy and procedures of the program are being executed as planned. Quality Control is testing to ensure that the policy and procedures of the program are being executed as planned.

Term	Acronym	Definition
Quarterly Performance Report	QPR	A report that provides a tool and framework for communication of grant program progress to the Department of Housing and Urban Development (HUD) and the public. Each grantee or administrator must submit a Quarterly Performance Report (QPR) through the Disaster Recovery Grant Reporting (DRGR) system no later than thirty (30) days following the end of each calendar quarter. Within three days of submission to HUD, each QPR must be posted on the official web site.
Real Estate Owned Property	REO	Property owned by a lender, usually a bank or government entity, after an unsuccessful sale at a foreclosure auction.
Reasonable Accommodation	--	In certain circumstances, displaced households require reasonable accommodation to fully benefit from temporary or permanent relocation activities undertaken in conjunction with NCORR Housing Assistance Programs.
ReBuild NC	RBNC	The name used in communication and branding for the North Carolina Office of Recovery and Resiliency (NCORR) disaster recovery program, specifically the Homeowner Recovery Program (HRP).
Reconstruction	--	Demolition and re-building of a housing unit on the same lot in substantially the same manner. The number of units on the lot may not increase and the total square footage of the original, principal residence structure to be reconstructed may not be substantially exceeded; however, the number of rooms in a unit may be increased or decreased. Reconstruction includes the labor, materials, tools, and other costs of rebuilding on the original site.
Reconstruction Threshold	--	A sufficient amount of damage inflicted on a structure whereby the Program deems it necessary to reconstruct rather than rehabilitate.
Regulated Asbestos Containing Material	RACM	Friable asbestos material or nonfriable asbestos-containing material (ACM) that will be or has been subjected to sanding, grinding, cutting, or abrading or has crumbled, pulverized, or reduced to powder in the course of demolition or renovation operations.
Rehabilitation	--	Repair or restoration of housing units in the disaster-impacted areas to applicable construction codes and standards.

Term	Acronym	Definition
Rehabilitation Assessment	--	The process utilized to quantify the repair of a property that results in the dollar value and scope of repairs necessary to repair a structure. A Rehabilitation Assessment may lead to a determination of rehabilitation or reconstruction/replacement. In the system of record and in previous manuals, this may be referred to as the "Damage Assessment."
Rental Property	--	A property which the owner has a lease arrangement and/or receives payment from the occupant(s), known as tenants, in return for occupying or using the property.
Rental Property Owners	--	For the purposes of the Strategic Buyout Program, Applicants who owned one or more rental properties or units within the Disaster Risk Reduction Areas (DRRA) as of the date of the qualifying event, and who still own the same property/units. Rental property occupancy at the time of the qualifying event or at present is not required to meet program eligibility criteria.
Repair	--	The labor, materials, tools, and other costs of improving buildings, other than minor or routine repairs.
Replacement	--	Demolition, removal, and replacement of a Manufactured Home Unit (MHU) with a new home in substantially the same footprint, or at a new location if the original unit was on leased land and the owner must relocate to a new property.
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 qualifications for defined services.
Residential Anti-Displacement and Relocation Assistance Plan	RARAP	A federal requirement for use of URA funding where "Grantees must describe how they plan to (a) minimize displacement of persons and entities; assist persons or entities displaced; (c) ensure accessibility needs of persons displaced with disabilities are considered and, (d) budget and planning for relocation activities," The NCORR RARAP describing its process to address the above is available for review online.

Term	Acronym	Definition
Residential Properties	--	For the purposes of the Strategic Buyout Program, any property where the use is primarily for permanent residential purposes that is not excluded by program policy.
Responsible Entity	RE	Under 24 CFR Part 58, the term Responsible Entity (RE) means the grantee receiving Community Development Block Grant (CDBG) funds, or for North Carolina, the administrator of the funds, which is the North Carolina Office of Recovery and Resiliency (NCORR). The RE must complete the environmental review process. The RE is also responsible for: (1) ensuring compliance with the National Environmental Policy Act (NEPA) and the Federal laws/authorities; (2) issuing the public notification, (3) submitting the request for release of funds and certification, when required; and (4) ensuring the Environmental Review Record (ERR) is complete.
Review Appraiser	RA	A qualified professional who meets the requirements of a review appraiser as determined by the North Carolina Office of Recovery and Resiliency (NCORR) and as required in 24 CFR 103(d)(1), is responsible for reviewing and ensuring that all appraisals of property specifically for the Strategic Buyout Program meet professional standards.
Salesforce	--	NCORR’s online System of Record. Salesforce is a cloud-based customer relationship management (CRM) software offering technologies and tools for customer management and customer interaction tracking.
Scope of Work	SOW	A document prepared after a thorough on-site inspection and documented into a project specific work write-up report. The work write-up will be used by the contractor performing the work, which may include demolition of the property. For infrastructure projects, all Federal Emergency Management Agency Public Assistance (FEMA PA) projects considered for Non-Federal Share Local Match with Community Development Block Grant - Disaster Recovery (CDBG-DR) funds must have funding and a scope of work that is contained in an eligible and obligated Project Worksheet (PW).

Term	Acronym	Definition
Second Home	--	<p>A home that is not the primary residence of the owner, a tenant, or any occupant at the time of the federally declared disaster or at the time of Application for Assistance, as defined by the Strategic Buyout Program. Properties that served as second homes at the time of the disaster, or following the disaster, are not eligible for rehabilitation assistance or housing incentives. The Department of Housing and Urban Development (HUD) has established an alternative requirement for second homes that may allow assistance in limited circumstances coordinated with HUD.</p>
Section 3	--	<p>Section 3 is a provision of the Housing and Urban Development Act of 1968. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.</p>
Section 104(d)	--	<p>Under Section 104(d) of the Housing and Community Development Act of 1974, as amended (HCD Act) (Pub. L. 93-383, 42 U.S. C. 5301 et seq) and the implementing regulations at 24 CFR part 42, a residential anti-displacement and relocation assistance plan (RARAP) is required and must provide for: 1) One-for-one replacement of occupied and vacant occupiable low- and moderate-income dwelling units demolished or converted to another use in connection with a development project assisted under Parts 570 and 92, and 2) provide relocation assistance for all low- and moderate-income persons who occupied housing that is demolished or converted to a use other than for low- or moderate-income housing. For the purposes of implementing CDBG-DR and CDBG-MIT funds, NCORR utilizes the guidance and waivers provided in the applicable Federal Register Notices to meet these requirements.</p>

Term	Acronym	Definition
Section 504	--	Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in programs and activities conducted by HUD or that receive financial assistance from HUD. In addition to its responsibility for enforcing other Federal statutes prohibiting discrimination in housing, HUD has a statutory responsibility under Section 504 to ensure that individuals are not subjected to discrimination on the basis of disability by any program or activity receiving HUD assistance. Section 504 charges HUD with enforcing the right of individuals to live in federally subsidized housing free from discrimination on the basis of disability. Further, Section 504 covers employment discrimination based on disability and requires HUD and HUD-assisted agencies to make reasonable accommodations for the known physical or mental limitations of an employee or qualified Applicant. It covers all HUD programs except for its mortgage insurance and loan guarantee programs.
Short Sale	--	This is the sale of real estate for less than the amount of the liens/debts against the property, such as a mortgage. If the lien holder(s) agrees to the sale, the property may be sold.
Site-Specific Checklist	SSC	The environmental compliance checklist that is required to document environmental clearance before federal funds are permitted to be awarded.
Slum and Blight	--	One of three National Objectives defined by the Department of Housing and Urban Development (HUD). “Blighted area” and “slum” mean an area in which at least 70% of the parcels are blighted parcels and those blighted parcels substantially impair or arrest the sound growth of the State or a political subdivision of the State, retard the provision of housing accommodations, constitute an economic or social liability, or are a menace to the public health, safety, morals, or welfare in their present condition and use.

Term	Acronym	Definition
Small Business Administration	SBA	The Office of Disaster Assistance (ODA) within the Small Business Administration (SBA) provides affordable, timely and accessible financial assistance to property owners, renters, and businesses. Through this office, the SBA offers low-interest, long-term loans that are the primary form of federal assistance for the repair and rebuilding of non-farm, private sector disaster losses.
Social Security Disability Income	SSDI	Social Security's Disability Insurance Benefits are federally funded and administered by the United States Social Security Administration (SSA). Social Security pays disability benefits to individuals and certain family members if they have worked long enough and have a medical condition that prevents them from working for at least 12 months or is expected to end in death.
Special Flood Hazard Area	SFHA	An area identified by the Federal Emergency Management Agency (FEMA) as an area with a special flood mudflow, and/or flood related erosion hazard, ordinarily mapped on a flood hazard map or Flood Insurance Rate Map (FIRM). This area is the base floodplain displayed on FEMA maps and includes the A and V zones.
Stand-Alone Infrastructure Project	--	The State's Infrastructure Recovery Program utilizes Community Development Block Grant (CDBG) funds provided to units of government developing "stand-alone" infrastructure projects that are necessary to address identified unmet disaster recovery needs in communities and counties that are not funded by other federal recovery programs, or to implement projects identified in the State's county-wide planning process initiated after Hurricane Matthew.
State Environmental Policy Act	SEPA	This act requires that proposed state government decisions be evaluated for their potential impact on the environment or public health. These decisions may be related to issuing permits for private projects, constructing public facilities, or adopting regulations, policies, and plans. All state and local government agencies must comply with the State Environmental Policy Act (SEPA) responsibilities to consider environmental impacts equally with social and economic factors.

Term	Acronym	Definition
State Historic Preservation Office	SHPO	This state office assists private citizens, private institutions, local governments, and agencies of state and federal government in the identification, evaluation, protection, and enhancement of properties significant in North Carolina history and archaeology. The agency carries out state and federal preservation programs and is a section within the Division of Historical Resources, Office of Archives and History, North Carolina Department of Natural and Cultural Resources (NCDNCR).
Strategic Buyout Program	SBP	The program that funds the purchase of properties located in designated areas at risk for future damage including areas in floodways, floodplains or in areas at-risk of future disaster damage. Land acquired through Strategic Buyout must remain open space in perpetuity. Property owner participation in this program is voluntary.
Subrecipient	--	A non-federal entity, unit of general local government, or a nonprofit organization in North Carolina that administers all, or a portion of a Community Development Block Grant (CDBG) funded program recovery activity, as memorialized in a grant agreement between the subrecipient and the North Carolina Office of Recovery and Resiliency (NCORR). Various entities will be responsible for implementing and carrying out program recovery activities. The term subrecipient is used to denote the relationship between NCORR and entities like Public Housing Authorities and developers.
Subrogation	--	The process by which duplicative assistance paid to an Applicant or property owner after receiving an award is remitted to the Program in order to rectify a Duplication of Benefit (DOB).
Subrogation Agreement	--	An agreement executed by the beneficiary agreeing to repay any duplicative assistance if the beneficiary later receives other disaster assistance for the same purpose as disaster recovery funds already received.
Subsidized loan	--	A loan which is provided by or guaranteed by a governmental entity, which may include terms that are more favorable than standard commercial lending terms, and/or where the loan may not be required to be repaid in full.

Term	Acronym	Definition
Substantial Action Plan Amendment	SAPA	An amendment to the Action Plan that, at a minimum, indicates a change in program benefit or eligibility criteria; the addition or deletion of an activity; a proposed reduction in the overall benefit requirement; or the allocation or reallocation of a monetary threshold specified by the grantee in their Action Plan. The opportunity for citizen review and input on the proposed plan and associated amendments is part of the required plan and amendment development process.
Substantial Damage	--	Damage of any origin sustained by a structure whereby the cost of restoring the structure to its pre-damaged condition would equal or exceed fifty (50) percent of the market value of the structure before the damage occurred (44 CFR § 59.1). Local jurisdictions determine substantial damage.
Substantial Improvement	--	Any repair, reconstruction, modernization or improvement of a structure, the cost of which equals or exceeds fifty (50) percent of the market value of the structure either before the improvement or repair is started or, if the structure has been damaged and is being restored, before the damage occurred. Substantial improvement determinations are made by local code enforcement, permitting, building and/or floodplain officials. The Program will abide by these determinations. See 24 CFR § 55.2(b)(10).
System for Award Management	SAM	A federal e-procurement system that collects data from suppliers, validates and stores this data, and disseminates it to various government acquisition agencies. Users of the System for Award Management (SAM) include contracting officials, grant-makers, contractors, and the public.
Systematic Alien Verification for Entitlements	SAVE	A web-based service that helps federal, state, and local benefit-issuing agencies, institutions, and licensing agencies determine the immigration status of benefit property owners so only those entitled to benefits receive them.
Technical Assistance	TA	The facilitating of skills and knowledge in planning, developing, and administering Community Development Block Grant (CDBG) activities in entities that may need but do not possess such skills and knowledge, and includes assessing programs and activities.

Term	Acronym	Definition
Temporary Relocation Assistance	TRA	Assistance provided to owner-occupants voluntarily participating in the ReBuild North Carolina Homeowner Recovery Program (HRP), for the purpose of providing assistance for alternative housing while rehabilitation, reconstruction, or manufactured home replacement work is being carried out.
Tenant	--	An individual or family renting or occupying an assisted dwelling unit as defined in 24 CFR § 5.504. Also defined as a person who has the temporary use and occupancy of real property owned by another as defined in 49 CFR § 24.2(26) or in applicable Program guidelines.
Total Household Income	--	The total income of all individuals over the age of 18 that are residing in a property.
Trust	--	A legal vehicle to hold property subject to certain duties and to protect it for another individual(s).
Uniform Physical Conditions Standards	UPCS	A set of standards established by the Department of Housing and Urban Development (HUD) that defines "standard housing" and establishes the minimum criteria for the health and safety of program participants in the public housing program.
Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970	URA	Also known as the Uniform Act - 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. The objective of this act 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. See the North Carolina Office of Recovery and Resiliency’s Uniform Relocation Act (URA) Policy.
Unit of General Local Government	UGLG	A city, county, town, village, or other general-purpose political subdivision of a state.
United States	U.S.	The United States of America, its territories and possessions, any State of the United States, and the District of Columbia. References to federal agencies, departments or offices means those governed by the United States.

Term	Acronym	Definition
United States Army Corps of Engineers	USACE	A federal agency for public engineering, design, and construction management. This agency consists of an engineer formation of the United States Army that has three primary mission areas: Engineer Regiment, military construction, and civil works.
United States Code	U.S.C.	The official compilation and codification of the general and permanent federal statutes. It contains 53 titles. The main edition is published every six years by the Office of the Law Revision Counsel of the House of Representatives, and cumulative supplements are published annually. The official version of these laws appears in the United States Statutes at Large, a chronological, uncodified compilation.
United States Department of Agriculture	USDA	The federal executive department responsible for developing and executing federal laws related to farming, forestry, rural economic development, and food. It aims to meet the needs of commercial farming and livestock food production, promotes agricultural trade and production, works to assure food safety, protects natural resources, fosters rural communities, and works to end hunger in the United States and internationally. It is headed by the Secretary of Agriculture, who reports directly to the President of the United States and is a member of the president's Cabinet.
Urgent Need	UN	One of three National Objectives defined by the Department of Housing and Urban Development (HUD). Under the disaster recovery federal regulations, HUD has determined that an urgent need exists within the Presidentially Declared counties. An urgent need exists because existing conditions pose serious and immediate threat to health and welfare of community, the existing conditions are recent or recently became urgent (typically within 18 months), and the sub-grantee or state cannot finance the activities on its own because other funding sources are not available. All property owners who do not meet the Low- and Moderate-Income (LMI) criteria are placed into the Urgent Need (UN) category. The North Carolina Office of Recovery and Resiliency (NCORR) must document how each program and/or activity funded under this category responds to a disaster-related impact.

Term	Acronym	Definition
Urgent Need Mitigation	UNM	Provides funding for the purchase of eligible storm-damaged property at the current Fair Market Value from owners whose household income exceeds the 80% threshold for LMI. This code is specifically for activities funded by the CDBG-MIT grant. It includes projects which pose a serious and immediate threat to the health or welfare of the community, are of recent origin or recently became urgent, and are unable to be otherwise financed.
Verification of Benefits	VOB	As required by the Department of Housing and Urban Development (HUD) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, the North Carolina Office of Recovery and Resiliency (NCORR) will verify the disaster recovery benefits expected or already provided to the Applicant in order to subtract any Duplication of Benefits (DOB) from an initial offer or award amount.
Veteran-Owned Small Business	VOSB	A small business that is owned (minimum of 51% ownership) and controlled by a veteran.
Women’s Business Enterprise	WBE	A business that is owned (minimum of 51% ownership) and controlled by a woman.