

ACRONYMS

CEF	Cost Estimating Format
CFR	Code of Federal Regulations
CMF	Case Management File
CORE	Cadre of On-call Response/Recovery Employees
DAE	Disaster Assistance Employee (Reservist)
DHS	Department of Homeland Security
EMMIE	Emergency Management Mission Integrated Environment
EOC	Emergency Operations Center
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FIRM	Flood Insurance Rate Map
JFO	Joint Field Office
NEMIS	National Emergency Management Information System
NFIP	National Flood Insurance Program
OCC	FEMA's Office of Chief Counsel
PA	Public Assistance
PDA	Preliminary Damage Assessment
PNP	Private Nonprofit
PW	Project Worksheet
SAE	State Assistance Employee
SBA	Small Business Administration
SC	Special Considerations
SFHA	Special Flood Hazard Area
SOP	Standard Operating Procedure
TAC	Technical Assistance Contractor
TFT	Temporary Full-time Employees
USACE	U.S. Army Corps of Engineers

ACRONYMS

INCIDENT COMMAND SYSTEM (ICS) TITLES FOR PUBLIC ASSISTANCE POSITIONS (PA)*	
Former Title	New Title
Infrastructure Branch Chief	PA Infrastructure Branch Director/Deputy
Public Assistance Officer (PAO)	PA Group Supervisor
Deputy Public Assistance Officer (DPAO)**	PA Task Force Leader
Public Assistance Coordinator (PAC)	PAC Crew Leader
Project Officer (PO)	PA Project Specialist
Specialist***	PA Technical Specialist****
Debris Monitor	PA Debris Monitoring Specialist
Administrative Assistant	PA Administrative Specialist
Data Processing Coordinator	PA Data Processing Manager
Data Processing Technician	PA Data Processing Specialist
Resource Coordinator	PA Ordering Specialist
Instructor	PA Training Specialist
New Position*****	PA Planning Specialist

* PA Crew/Squad Leaders may be assigned as needed to optimize span of control.

** With or without Debris Specialty

*** The Liaison positions no longer reside within PA. Those individuals who are liaisons will be labeled "unassigned" in the crosswalk unless determined otherwise.

**** Technical Specialties include: Debris, Hazard Mitigation, Insurance, Preliminary Damage Assessment, Estimating, Environmental/Historical, Private Nonprofit, Quality Assurance).

***** Position added to ensure the planning function is addressed until further ICS implementation has been achieved.

GLOSSARY

Applicant

A State government, local government, Indian Tribe, authorized tribal organization, Alaska Native village or organization and certain Private Nonprofit Organization who submits a request for disaster assistance under the Federally declared disaster. The terms “applicant” and “subgrantee” are often used interchangeably.

Applicants’ Briefing

A meeting conducted by a representative of the State for potential Public Assistance applicants. The briefing occurs after an emergency or major disaster has been declared and addresses Public Assistance application procedures, administrative requirements, funding and program eligibility criteria.

Case Management

A systems approach to provision of equitable and fast service to applicants for disaster assistance. Organized around the needs of the applicant, the system consists of a single point of coordination, a team of on-site specialists, and a centralized, automated filing system.

Cost Estimating Format (CEF)

A forward-pricing model that allows FEMA to account for all possible costs associated with projects for which the base costs of labor, materials, and equipment meet or exceed the large project threshold. The CEF relies on the development of a clearly defined scope of work. From there, the CEF uses a base cost estimate and design and construction contingency factors are applied as a percentage of the base cost.

Declaration

The President’s decision that a major disaster qualifies for Federal assistance under the Stafford Act.

Emergency Work

That work which must be performed to reduce or eliminate an immediate threat to life, protect public health and safety, and protect improved property that is threatened in a significant way as a result of the disaster. Emergency work includes debris removal and emergency protective measures. (Category A-B)

Facility

Any publicly or Private Nonprofit-owned building, works, system, or equipment (built or manufactured) or certain improved and maintained natural features. Improved land used for agricultural purposes and planted trees and shrubs are not facilities.

Force Account

Labor performed by the applicant’s employees and applicant-owned equipment, rather than by a contractor.

GLOSSARY

Hazard Mitigation

Any cost-effective action taken to prevent or reduce the threat of future damage to a facility from a disaster event.

Kickoff Meeting

A working session conducted by the PAC Crew Leader in which the applicant turns in a list of damages and receives comprehensive information about the Public Assistance program and detailed guidance for their specific circumstances. This meeting is the first step in establishing a partnership among FEMA, the State, and the applicant and is designed to focus on the specific needs of the applicant. The meeting focuses on the eligibility and documentation requirements that are most pertinent to the applicant.

Large Project

Eligible project, either emergency or permanent work, with an estimated damage dollar value above the fiscal year threshold. The threshold is adjusted each fiscal year to account for inflation. For fiscal year 2007, the threshold is \$59,700.

Permanent Work

Work that is required to restore a damaged facility, through repair or restoration, to its pre-disaster design, function, and capacity in accordance with applicable codes or standards. (Category C-G)

Preliminary Damage Assessment (PDA)

A survey to document the impact and magnitude of the disaster on individuals, families, businesses, and public property and to gather information for disaster management purposes. The information gathered is used to determine whether Federal assistance should be requested by the Governor and forms the basis for the disaster declaration.

Private Nonprofit Organization (PNP)

Any non-governmental agency or entity that currently has either an effective ruling letter from the U.S. Internal Revenue Service granting tax exemption or satisfactory evidence from the State that the non-revenue producing organization or entity is a nonprofit one organized or operating under State law.

Project Formulation

The process of identifying the eligible scope of work and estimating the costs associated with that scope of work for each of the applicant's projects. The process uses logical and consistent methods to consolidate like work items into one project to expedite approval and funding and to facilitate project management.

Project Specialist

The primary resource for the applicant. Typically, Project Specialists are responsible for assisting with the development of projects and cost estimates. The position is primarily staffed by FEMA personnel. However, FEMA often relies on State, other Federal agency and contractor resources to supplement these positions. State personnel may also be

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assigned to work with FEMA staff and local officials involved with response and recovery efforts.

Project Worksheet (PW)

Form used to document the location, damage description and dimensions, scope of work, and cost estimate for each project. It is the basis for the Public Assistance grant.

Public Assistance (PA)

Supplementary federal assistance provided under the Stafford Act to States, communities, and certain PNPs to help them recover from disasters as quickly as possible.

Public Assistance Coordination (PAC) Crew Leader

A FEMA customer service manager who works with the applicant to resolve disaster-related needs and ensure that the applicant's projects are processed as efficiently and expeditiously as possible. By being involved from the date of disaster declaration to the date of obligation of funds, the PAC Crew Leader ensures continuity of service throughout the delivery of the PA Program. A PAC Crew Leader generally has responsibility for more than one applicant.

Request for Public Assistance (Request)

The applicant's official notification to FEMA of intent to apply for Public Assistance monies following the declaration of a disaster. It is a short form that provides general identifying information about an applicant.

Small Project

Eligible project, either emergency or permanent work, with an estimated damage dollar value below the fiscal year threshold. The threshold is adjusted each fiscal year to account for inflation. For fiscal year 2007, the threshold is \$59,700.

Special Considerations

Factors that must be addressed before Federal Public Assistance grant money can be obligated to repair or restore damaged facilities. These factors include, but are not limited to, general and flood insurance, historic preservation, environmental protection, and hazard mitigation.

Stafford Act

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended. A law established by congress in 1988 that established framework for continued disaster relief.

GLOSSARY

Technical Specialist

A resource for the applicant. Typically, Technical Specialists have a defined area of expertise, such as roads and bridges, utility infrastructure, debris removal and disposal, environmental and historic preservation compliance, insurance, or cost estimating. The position is primarily staffed by FEMA personnel. However, FEMA often relies on State, other Federal agency and contractor resources to supplement these positions. State personnel may also be assigned to work with FEMA staff and local officials involved with response and recovery efforts.

Validation

A process to verify, based on a sample, that small projects prepared by an applicant without assistance from FEMA or the State are complete, have accurate and reasonable scopes of work and cost estimates, are eligible for Public Assistance, and have identified any Special Considerations issues.