



I. Acronyms for BUF Applications and Agreements

<u>Acronym</u>	<u>Meaning</u>
ADA	Americans with Disabilities Act
A/E	Architectural and Engineering Services
AFWA	Anti-Fraud, Waste and Abuse
AMI	Area Median Income
BCA	Benefit Cost Analysis
B&I	Business & Industry Loan Guarantees (USDA)
BUF	Biomass Utilization Fund
CAL FIRE	California Department of Forestry and Fire Protection
CALSTARS	California State Accounting & Reporting Systems
CAPES	Consolidated Automated Program Enterprise System
CBDO	Community Based Development Organizations
CDBG	Community Development Block Grant
CDBG ED	Community Development Block Grant – Economic Development
CDBG NDR	Community Development Block Grant – National Disaster Resilience
CEQA	California Environmental Quality Act
CF	Community Facilities
CFR	Code of Federal Regulations
CPD	HUD’s Office of Community Planning and Development
CRC	Community Resilience Center
CWRP	Community and Watershed Resilience Program
DBRA	Davis Bacon and Related Acts
DFA	Division of Financial Assistance (HCD)
DHS	United States Department of Homeland Security
DOB	Duplication of Benefits
DOL	Department of Labor (Federal)
DOT	Department of Transportation (Federal)
DRGR	Disaster Recovery Grant Reporting System
DUNS	Dun and Bradstreet Data Universal Numbering System Identification Number
EEO	Equal Employment Opportunity
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
ERR	Environmental Review Record
FEMA	Federal Emergency Management Agency

<u>Acronym</u>	<u>Meaning</u>
FLSA	Fair Labor Standards Acts of 1938
FOIA	Freedom of Information Act
FONSI	Finding of No Significant Impact
GAAS	Generally Accepted Accounting Standards
GAM	Grants Administration Manual
HCD	California Department of Housing and Community Development
HCDA	Housing and Community Development Act
HUD	Department of Housing and Urban Development (Federal)
LMI	Low and Moderate Income
LMA	Low and Moderate Area
LMJ	Low and Moderate Income Jobs
LOCCS	HUD's Line of Credit Control System
LTV	Loan-to-Value
MLJT	Mother Lode Job Training
M/WBE	Minority- and Women-Owned Business Enterprise
NDC	National Development Council
NDRC	National Disaster Resilience Competition
NEPA	National Environmental Policy Act
NFIP	National Flood Insurance Program
OIG	Office of Inspector General (HUD)
OMB	Office of Management and Budget (Federal)
OSAE	Office of State Audits and Evaluation
OPR	Governor's Office of Planning and Research (CA)
PCC	Public Contract Code
PII	Personal Identifiable Information
QPR	Quarterly Performance Report
RCAC	Rural Community Assistance Corporation
RFF	Request for Funds
RFP	Request for Proposals
RFQ	Request for Qualifications
RE	Responsible Entity
ROI	Return on Investment
RROF	Request Release of Funds
RUS	Rural Utility Service fund (USDA)
SA	Standard Agreement (HCD)
SBA	Small Business Administration
SCO	California State Controller's Office
SCH	California State Clearing House
SNC	Sierra Nevada Conservatory
SOW	Scope of Work
URA	Uniform Relocation Act

<u>Acronym</u>	<u>Meaning</u>
USDA	United States Department of Agriculture
USFS	United States Forest Service

II. Key Definitions and Terms for BUF Applications and Agreements

Applicant: Entities that submit an application to the BUF. Eligible applicants include for profit businesses (any ownership structure), nonprofit businesses, Public Entities, and Federally recognized Tribes.

Beneficiaries: Individuals or entities that benefit from an investment in federal funds or directly receive federal funds. Under BUF, borrowers may be considered by HUD and HCD as beneficiaries of federal funds. Individuals hired to filled LMJ positions created by BUF awards will also be considered beneficiaries.

Borrowers: Applicants that successfully secure funds from BUF.

Business: The applicant entity or revenue generating venture of the applicant.

Choice Limiting Action: Actions taken by applicant after submission of their application for assistance under the BUF program that would preclude a fair and unbiased analysis of the environmental impacts of a project. Such actions include signing a purchase agreement or entering into a firm contract of sale on a specific parcel, or starting construction on a project. If any development work has begun on a project before application that work must cease until the environmental review is complete.

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

Contractor: The term “contractor” refers to any third-party firm hired to assist with carrying out NDR activities.

Core Team: Consisting of representatives of various partner organizations and agencies, the NDR Core Team assisted HCD in developing the original funding application to HUD for CDBG-NDR. The Core Team continue to support and guide the implementation of all pillars and programs under HCD’s CDBG-NDR grant. Member organizations include: Governor's Office of Planning and Research (OPR), Tuolumne County, Sierra Nevada Conservancy, California Environmental Protection Agency (CalEPA), California Office of Emergency Services (CalOES), California Department of Forestry and Fire Protection (CAL FIRE), and the U.S. Forest Service (USFS).

Davis Bacon and Related Acts (DBRA): DBRA require payment of prevailing wages on federally funded or assisted construction projects on contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings, public works, and projects receiving federal assistance for construction through grants, loans, loan guarantees, and insurance.

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

Duplication of Benefits (DOB): Financial assistance received from another source that is provided for the same purpose as the CDBG NDR funds, ie disaster relief or insurance receipts. Multiple sources are acceptable, and in many cases encouraged, so long as the total sources do not exceed the total need or total uses.

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

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

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

Low to Moderate Income Jobs (LMJ): Low-and moderate-income jobs are permanent jobs that provide on the job training for any special skills, or that do not require special skills that can only be acquired with substantial training; and do not require education beyond high school. Construction jobs are not considered permanent and therefore do not qualify. For jobs to be considered to meet the requirement, the primary location of the position must be in the jurisdictional limits of Tuolumne County.

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

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

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

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

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

Public Benefit: When CDBG funds are used to provide financial assistance to for-profit businesses, HUD requires the grantee (HCD) to ensure that public funds are not wasted and that the expected economic benefit will flow from the project. Under BUF, the economic benefit will be provided through the creation of jobs, predominantly LMJ, in Tuolumne County.

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

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

Request for Qualifications (RFQ): A procurement document designed to solicit an entity's qualifications for delivering a defined scope of services or when the scope of services has not yet been determined.

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

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

Section 3: Section 3 is a provision of the Housing and Urban Development Act of 1968. The purpose of Section 3 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. Under BUF, Section 3 applies to projects of a certain scope (construction or rehabilitation of a HUD-assisted project) and a monetary amount (a contractor/subcontractor of a project receives a contract for \$100,000 or more in grant assistance).

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

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

USDA Business and Industry Guarantee Program (B&I Guarantee): A program of the Department of Agriculture to support the development of commercial ventures in rural areas, which provides federal guarantees up to 80% of the total loan originated by a participating lender.

USDA Community Facilities Direct Loan Program, Relending Program and Guarantee Program: Three variations on a lending program to support the development of nonprofit and public entity ventures that can be used in conjunction with the BUF program.