



## Key Terms and Acronyms

- **5% Initiative Projects (HMGP 5%)** – A funding initiative under HMGP that enables grantees to use up to 5% of a state’s total HMGP funds for projects that are difficult to evaluate using FEMA’s standard cost-effectiveness methodologies but still meet eligibility requirements.
- **Applicant** – The entity, such as a state, federally recognized tribe or territory applying to FEMA for a federal award that will be accountable for the use of the funds. Once funds are awarded, the applicant becomes the recipient or pass-through entity or both.
- **Authorized Representative** – The individual empowered by the Mayor or County/Town Administrator to execute, on behalf of the jurisdiction, all necessary documents for administering HMGP funds.
- **Benefit-Cost Analysis (BCA)** – A quantitative procedure that assesses the cost-effectiveness of a hazard mitigation measure by viewing the long-term avoided future damage, also known as the benefit, compared to the cost of a project.
- **Benefit-Cost Ratio (BCR)** – A key metric used by FEMA to evaluate the cost-effectiveness of hazard mitigation projects. It compares the future risk reduction benefits of a project to its costs. A project is considered cost-effective if the BCR is 1.0 or greater.
- **Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)** – Enacted in 1980, CERCLA is a federal law designed to address the cleanup of hazardous waste sites and respond to environmental emergencies. The Act authorizes the EPA to identify responsible parties and compel them to remediate sites.
- **Code of Federal Regulations (CFR)** – The codification of the general and permanent rules and regulations published in the Federal Register by the executive departments and agencies of the federal government.
- **Disaster Declaration Number/Disaster Recovery/Disaster Request/Disaster Response (DR)** – This is a unique identifier assigned by the federal government when a disaster is officially declared. It is used to track and manage the response and recovery efforts associated with that specific disaster.
- **Environmental Planning and Historic Preservation (EHP)** – FEMA’s process for ensuring that federally funded projects comply with environmental and historic preservation laws. The goal is to protect natural and cultural resources while supporting disaster recovery and mitigation efforts.

- **Environmental Protection Agency (EPA)** – The EPA is a federal agency established in 1970 with the mission to protect human health and the environment.
- **Federal Acquisition Regulation (FAR)** – Principal set of rules regarding procurement in the United States. The FAR is the primary regulation for use by all executive agencies in their acquisition of supplies and services with appropriated funds.
- **Federal Emergency Management Agency (FEMA)** – The Federal agency responsible for coordinating disaster recovery efforts. The term used in this plan when referring to the Regional Administrator or the Recovery Division Director of FEMA Region VI.
- **Flood Hazard Boundary Map (FHBM)** – The official map of a community issued by FEMA, where the boundaries of the flood, mudflow and related erosion areas having special hazards have been designated.
- **Flood Insurance Rate Map (FIRM)** – The official map of a community on which FEMA has delineated both the SFHAs and the risk premium zones applicable to the community.
- **Flood Mitigation Assistance (FMA)** – A pre-disaster grant program that provides assistance to state and local governments for developing flood hazard mitigation plans, implementing flood hazard mitigation projects, and providing technical assistance in reducing or eliminating flood hazards for structures insurable under the NFIP and to address repetitive loss claims.
- **Fiscal Year (FY)** – A consecutive 12-month period that an organization uses for accounting, budgeting, and financial reporting purposes.
- **Hazard Mitigation Assistance (HMA)** – All awards under the current complement of FEMA Mitigation grants. They include HMGP and HMGP- Post Fire which are the disaster recovery grant program and non-disaster grant programs including FMA, PDM.
- **Hazard Mitigation Grant Program (HMGP)** – The program authorized under Section 404 of the Stafford Act and implemented at 44 CFR § 206 Subpart N, to provide funding for certain mitigation measures identified through the evaluation of natural hazards conducted under Section 322 of the Stafford Act.
- **Hazard Mitigation Grant Program-Post Fire (HMGP-PF)** – The program authorized under Section 404 of the Stafford Act and amended by Section 1204 of the Disaster Recovery Reform Act (DRRA). It is implemented at 44 CFR § 206 Subpart N to provide funding for certain mitigation measures identified through the evaluation of post-wildfire hazards conducted under Section 420 of the Stafford Act.
- **HMGP Advance Assistance (AA)** – Applicants/Subapplicants may use Advance Assistance to develop mitigation strategies and obtain data to prioritize, select, and develop complete HMGP applications in a timely manner.

- **HMGP Planning** – The use of HMGP funds to support the development and enhancement of hazard mitigation plans. These plans help communities identify risks, assess vulnerabilities, and implement strategies to reduce disaster impacts.
- **HMGP Project** – The use of HMGP funds to implement hazard mitigation projects that reduce disaster risks and enhance community resilience.
- **Hazard Mitigation Plan (HMP)** – A strategy developed by state, tribal, and local governments to reduce the impact of natural disasters. FEMA requires these plans for communities seeking certain types of disaster assistance. The goal is to identify risks, assess vulnerabilities, and implement long-term solutions to protect lives and property.
- **National Environmental Policy Act (NEPA)** – The act requiring that actions affecting the environment comply with specific policies and procedures.
- **National Flood Insurance Program (NFIP)** – Provides the availability of flood insurance in exchange for the adoption of a minimum local floodplain management ordinance that regulates new and substantially improved development in identified flood hazard areas.
- **Notice of Funding Opportunity (NOFO)** – A publicly available document by which a Federal or State Agency makes known its intentions to award discretionary grants or cooperative agreements, usually because of competition for funds. NOFOs provide public notice to subapplicants and serve as a guide for the subapplication development process.
- **Notice of Intent (NOI)** – A formal declaration that an entity or jurisdiction intends to apply for federal assistance or participate in a specific program.
- **Oklahoma Department of Emergency Management (OEM)** – The applicant for the HMGP that reviews and submits applications for the subapplicant (municipalities) and oversees the implementation of awarded mitigation projects. OEM provides technical assistance, coordinates with stakeholders, and ensures compliance with federal and state regulations.
- **Period of Performance (POP)** – The time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must include start and end dates of the POP in the Federal award (see 2 CFR § 200.211 Information contained in a Federal award paragraph ((b)(5) and 2 CFR § 200.332 Requirements for pass-through entities, paragraph (ba)(1)(v)).
- **Phased Project** – A funding approach used for complex mitigation projects under HMGP that require additional technical and environmental studies before full construction approval. Phase I funding is provided for engineering studies, environmental reviews, permitting, and final Benefit-Cost Analysis (BCA). If Phase I is successfully completed, FEMA provides funding for full project implementation and construction.

- **Pre-Disaster Mitigation (PDM) Program** – This was replaced by the Building Resilient Infrastructure and Communities (BRIC) program due to amendments made by the Disaster Relief and Recovery Act of 2018. The Pre-Disaster Mitigation Program was authorized under Section 203 of the Stafford Act. PDM was re-established with different frameworks and program requirements under the Further Consolidated Appropriations Act, 2024.
- **Record of Environmental Consideration (REC)** – A document used by FEMA to ensure that a project complies with environmental laws and regulations, including the National Environmental Policy Act (NEPA). It provides a brief review of potential environmental impacts and determines whether further environmental analysis is required.
- **Repetitive Loss Properties** – Any insurable building that has experienced two or more flood insurance claims of \$1,000 or more within a rolling 10-year period since 1978. These properties are a significant concern because they repeatedly strain the NFIP's resources.
- **Resource Conservation and Recovery Act (RCRA)** – Enacted in 1976, RCRA is the primary federal law in the United States governing the disposal of solid waste and hazardous waste. The act gives the EPA the authority to control hazardous waste from cradle-to-grave, which includes the generation, transportation, treatment, storage, and disposal of hazardous waste.
- **Request for Information (RFI)** – A progressive informal and formal process by which to obtain additional information from subrecipients to properly monitor projects and render decisions from subrecipient and FEMA requests.
- **Request for Reimbursement (RFR)** – An RFR is a formal request submitted by a sub-recipient to a grantor agency to receive reimbursement for eligible expenses incurred during the execution of a grant-funded project. The RFR process typically involves the submission of detailed documentation, including receipts, invoices, payroll records, and other proof of payment, to demonstrate that the expenses are allowable under the terms of the grant.
- **Request for Qualifications (RFQ)** – An RFQ is a document used in the formal process of procuring a product or service, often by a government agency.
- **Scope of Work (SOW)** – A narrative that outlines the specific tasks, deliverables, timelines, and expectations for a project. It serves as an agreement between the project owner and the contractor, ensuring that both parties understand what is required and what the project entails. The SOW typically includes details such as project objectives, milestones, deliverables, payment processes, and reporting requirements.
- **Severe Repetitive Loss Properties** – Any insurable building that has experienced multiple costly flood insurance claims, such as four or more separate claims exceeding \$5,000 each, with a cumulative total of \$20,000 or more; or two or more claims where the total payout exceeds the property's current market value.

- **Simplified Acquisition Threshold (SAT)** – The dollar limit set by the Federal Acquisition Regulation (FAR) for streamlined purchasing procedures in federal procurement. It allows agencies to use simplified acquisition methods for contracts below a certain amount, reducing the administrative burden and speeding up the procurement process.
- **Special Flood Hazard Area (SFHA)** – An area having special flood, mudslide, and/or flood-related erosion hazards, as shown on the hazard identification maps published by the NFIP.
- **State Hazard Mitigation Officer (SHMO)** – The representative of the State government who is the primary point of contact with FEMA, other state and Federal agencies, and local units of government in the planning and implementation of pre- and post-disaster mitigation programs and activities required under the Stafford Act.
- **Subapplicant** – The entity that submits a subapplication for FEMA mitigation assistance to the State.
- **Subrecipient Management Costs (SRMC)** – The administrative expenses incurred by sub-recipients managing HMGP projects. These costs cover activities necessary for grant administration, such as reporting, compliance monitoring, and project oversight.
- **Quarterly Progress Report (QPR)** – A narrative that provides a summary of the progress made on a project or program over a three-month period. The QPR includes information on the activities completed, milestones achieved, challenges encountered, and any adjustments made to the project.