

TECHNICAL GUIDE
APPENDIX:
GLOSSARY

GLOSSARY

A

ACTION TEAM - a team of people contracted to implement the disaster recovery housing plan post-disaster; action teams work in the areas of navigation, eligibility/ outreach, design and construction

ADMINISTRATOR - a member of the local disaster planning board that oversees disaster recovery housing program tasks and administration. The head of the local disaster recovery planning board is the planning administrator, and other members include the community preparedness administrator, navigation administrator and housing administrator.

APPLICATION - process by which a client requests assistance for disaster recovery housing assistance.

ASSEMBLY - refers to pre-fabricate CORE assembly set; includes the process of fitting together the CORE components.

ASSESSMENT - evaluation or estimation of the characteristics. see "damage assessment", "windshield assessment", "social vulnerability assessment", "capacity assessment", "risk assessment", "needs assessment".

AWARD - when an organization is granted a contract. (i.e. housing developer receives the contract to lead the design & construction action team)

B

BEST PRACTICES - methods or techniques determined at the federal and/or state levels to be the "gold standard" for housing recovery.

C

CAPACITY ASSESSMENT - process by which the state disaster recovery coordinator evaluates the skill and financial capacity of a local jurisdiction (whether at COG, county, or city scale) to implement the disaster recovery housing program.

CASE MANAGEMENT - process by which navigators oversee clients during the disaster recovery housing process; housed under the navigation/eligibility workstream

CASE MANAGER - see "navigator."

CDBG - Community Development Block Grant; a federal government program designed to provide communities with resources to address a wide range of unique community development needs; CDBG is identified as a funding source for the disaster recovery housing program.

CLIENT - a recipient of assistance from the disaster recovery housing program.

client tracking - process by which a client's status in the recovery housing process is followed, from intake to final construction.

COG - Council of Government; voluntary associations of local governments formed under Texas law. These associations deal with the problems and planning needs that cross the boundaries of individual local governments or that require regional attention.

COMPLIANCE - adherence to laws and/or standards regarding design, construction, or contracts about any task in the design & construction phases.

COMMUNITY ENGAGEMENT - the act of involving a local community in the planning and decision making process. (i.e. disaster preparedness efforts, home catalog design, and post-disaster housing recovery)

COMMUNITY - BASED ORGANIZATION - a nonprofit organization with ties to the community that has adopted the disaster recovery housing program.

COMMUNITY PREPAREDNESS ADMINISTRATOR - member of the local disaster recovery planning board; oversees local community education & preparedness activities.

CONSTRUCTION - part of the 'design & construction' workstream in the disaster recovery housing program; refers to the construction of both temporary and permanent disaster recovery housing.

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CONTRACTOR - a construction, engineering, or architecture company selected through a competitive bidding process to build both temporary & permanent disaster recovery housing in the DRH program.

CONTEXT - the neighborhood or community in which the disaster recovery housing program is implemented; facilitating the incorporation of local knowledge into all program activities.

CONTEXT-BASED APPROACH - a design methodology in which previous knowledge of the neighborhood or community is solicited from community members, and incorporated into the implementation of disaster recovery housing.

CORE - a 12'x36' prefabricated panelized temporary unit comprised of a living area, kitchenette, ADA bathroom, and sleeping area.

CORE EXPANSION [OR CORE ADDITION] - a process in which the CORE is adapted to "grow" into a permanent housing solution that meets homeowner's family long term needs.

COORDINATOR - refers to the Federal Disaster Recovery Coordinator or State Disaster Recovery Coordinator

COORDINATION - refers to effective communication of tasks, responsibilities, and priorities between different governmental

levels and agencies involved in disaster recovery housing.

D

DAMAGE ASSESSMENT - an appraisal that is performed after the disaster in order to determine the amount of damage or loss that an area has received. It assesses the extent of the damage, and an estimation of the time the resources needed to recover.

DEPLOYMENT - the spreading out, or arranging for a deliberate purpose. "CORE deployment;" deployment refers to the transportation of the CORE components to areas affected by disaster, see p.6 ; action team deployment is used on to refer to deployment of action teams in post-disaster conditions, see p.9.

DESIGN & CONSTRUCTION - one of the workstreams of the DRH program. The design & construction workstream include the preparation of home designs pre-disaster and the implementation of the temporary-permanent housing strategy post-disaster.

DESIGN MANAGER - procured by the Local Planning Board, the design manager will act as the lead for the design planning activities pre-disaster and post-disaster.

DESIGNER - refer to the architects, architects in training and/or drafters working for the firm(s) procured by the Local Disaster Planning Board.

DISASTER COORDINATION - the effective collaboration of entities overseeing disaster recovery housing efforts, Federal & State Disaster Recovery Coordinators, and Local Disaster Planning Board, and their resources.

DISASTER RECOVERY HOUSING - the process of replacing housing damaged by a disaster through a coordinated governmental and community effort.

DISASTER RESPONSE - a phase of a disaster; the activities conducted immediately after a disaster event conducted by local, state and possibly federal agencies.

DRH - Disaster Recovery Housing

E

EDUCATION - sharing information and raising awareness of disaster preparedness within a community prior to a disaster to support increased capacity to recover from a disaster event.

ENGAGEMENT - sharing & receiving feedback from residents for the purpose of developing long-term partnerships, and improving communication across all governmental levels pre- and post-disaster.

ELIGIBILITY - the act of determining if a family qualifies for housing recovery assistance.

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ELIGIBILITY MANAGER - member of the local disaster action team who is responsible for determining if a family qualifies for housing recovery assistance.

EMERGENCY MANAGEMENT PLAN - describes actions to be taken in response to natural, manmade, or technological hazards, and details the tasks performed by specific organizations at defined times and places.

ENVIRONMENTAL REVIEW - process of reviewing a project and its potential environmental impacts to determine whether it meets federal, state, and local environmental standards.

ENERGY CONSUMPTION - refers to the amount of energy used per household, typically associated with heating, cooling, lighting, and running household appliances.

F

FAIR HOUSING - federal, state and often local laws which make it illegal to discriminate on the basis of race, color, national origin, familial status, disability status, gender and religion.

feasibility -

FEMA - Federal Emergency Management Administration

FEDERAL DISASTER RECOVERY COORDINATOR - provides coordination across federal departments related to disaster housing recovery and mitigation.

G

GLO - Texas General Land Office

GEOGRAPHY - predetermined area where disaster recovery housing program is implemented.

H

HAZARD - a biological, chemical, mechanical, environmental or physical agent that is likely to cause harm or damage to people, property, or the environment if not properly managed.

HIGH RISK - describes the an area that has a high likelihood of experiencing the impacts of a disaster or hazard.

HOUSING DEVELOPER (OR HOUSING PROVIDER) - an organization that builds residential housing at a large scale. In the DRH program a housing developer could function as the construction manager leading the construction workstream post-disaster.

HOUSING RECOVERY PROCESS - process by which housing damaged by a disaster is repaired or rebuilt, particularly in low-income and/or vulnerable communities

HOUSING RESILIENCY (AKA RESILIENCY) - homes that can withstand storms, earthquakes, wildfire, flooding and other threats, natural and man-made.

HUD - U.S. Department of Housing & Urban Development

I

IMPLEMENTATION - the act of carrying out disaster recovery housing activities at all levels of government.

INTAKE - the initial step of gathering household information during the eligibility process in the immediate aftermath of a disaster.

INTAKE CENTER - a pre-determined location, centralized to serve affected communities in the immediate aftermath of a disaster.

J

JURISDICTION - the governmental entity managing the disaster recovery housing program (municipality, county, COG).

M

MANUFACTURERS - a company or entity that created CORE panels and components.

MATERIAL SUPPLIERS - a company contracted to source materials, fixtures and appliances needed for CORE assembly/construction.

MITIGATION - a set of strategies or methods promoted to minimize the impact of a disaster.

MOU - Memorandum of Understanding; an agreement between two or more parties.

GLOSSARY

MUNICIPALITY - city or a town that has the power of self government and ruling body of government.

N

NAVIGATION - the act of ensuring the progress of a client through the recovery housing process.

NAVIGATOR - a person designated to guide a client through the entire recovery housing process; see "case manager."

NAVIGATION MANAGER - a person designated to oversee navigators; supervises the outreach and case management of the Navigator Team.

O

OWNER-OCCUPIED - or homeownership, is a residence primarily used by its buyer.

OUTREACH - the act of identifying residents who potentially qualify for housing recovery assistance & an initial step in the recovery housing process; conducted by the navigator.

OVERSIGHT - the act of ensuring that disaster recovery housing tasks, milestones, and level of performance is being performed by the identified group/individual.

P

PLANNING - the act of assessing disaster vulnerability and developing a formal plan of action

for coordinating response and recovery efforts.

PLANNING ADMINISTRATOR - head of the local disaster planning board and the bridge between the federal and state assistance and the DRH Action Teams

PLANNING BOARD - aka local disaster planning board.

PLAT - a map, drawn to scale, showing the divisions of a piece of land.

PREPAREDNESS - an ongoing cycle of planning, organizing, training, equipping, evaluating, and acting in an effort to ensure coordination during and after a disaster event.

PRE-FAB - pre-fabricated housing - type of housing built off-site in standard sections that are easily deployed and assembled. Refers to the CORE's construction strategy in the DRH program.

POINT PERSON - an individual within a task/work stream/ or jurisdiction that acts as the central point of communication and coordination.

PROCUREMENT - the act of selecting and contracting resources (organization, individuals, materials, etc) needed to implement the Disaster Recovery Housing program.

PROGRAM SETUP - the process of setting up the structure and process of the disaster recovery housing program.

R

RECOVERY - a set of activities designed to bring residents back to a normal state of affairs after a disaster.

RECOVERY COORDINATOR - refers to "Federal Disaster Recovery Coordinator" or "State Disaster Recovery Coordinator"

REHOUSING - a set of strategies used to assist qualifying families in rebuilding their homes after a disaster.

RELOCATION - the process of moving a homeowner from their original property to another within a community, commonly due to the high level property damage risk associated with where they live.

RESPONSE - aka disaster response; refers to a specific set of actions taken by all levels of government directly after a disaster event.

RESILIENCY - aka housing resiliency; refers to a house's ability to resist/stand up to disasters and adapt to changing conditions.

RISK ASSESSMENT - process of identifying hazards, evaluating the risks associated with a hazard and determining the activities to control this risks.

GLOSSARY

RFP - Request for Proposals; a competitive bidding process developed by the Local Disaster Planning Board to identify and procure members of the local disaster action teams.

RFQ - Request for Quotations; process of inviting organization or suppliers into a bidding process to bid on specific services or products.

S

SOCIAL VULNERABILITY - process of understanding what areas/neighborhoods/community members are most vulnerable in the wake of a disaster.

T

TEMP-TO-PERM - aka 'temporary-to-permanent;' refers to a housing strategy designed to bridge the relief phase of a disaster with the recovery phase.

TEXAS DIVISION OF EMERGENCY MANAGEMENT - state-level authority responsible for overseeing Texas disaster recovery procedures.

TRAINING - the act of informing groups or individuals of the relevant steps, tasks and procedures outlined in the disaster recovery housing process.

TRIAGE - a process in which degrees of urgency of assistance are assigned to populations based on need in the wake of a disaster.

U

UTILITIES - services provided for the public, like electricity, sewage, natural gas, and water.

V

VOAD - Voluntary Organizations Active in Disaster

VULNERABILITY - see "social vulnerability."

W

WINDSHIELD ASSESSMENT - a more detailed assessment, to be paired with the damage assessment conducted by the State, is made to determine the full extent of damage to residential property, business and public property.

WRAP AROUND SUPPORT SERVICES - refers to a set of service providers such as nonprofits or community-based organizations that are fully integrated and coordinate with each other to support homeowners, through a variety of services, in their efforts to become self-reliant.

WORKSTREAM - aka stream of work, area of work; a defined area of activity within the disaster recovery housing program that is conducted both in the pre-disaster planning phase, and the post-disaster recovery phase.