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| **When FEMA says this…** | **…it means this:**  |
| PDMG | Program Delivery Manager – this is your main FEMA contact for a particular disaster |
| TFL | Task Force Lead – this is the supervisor for the PDMGs |
| PAGS | PA Group Supervisor – FEMA team lead for the disaster; they often are managing more than one disaster in the region at a time.  |
| PA | Public Assistance program – this is the program by which disaster recovery funds are administered and delivered to our communities  |
| PAPPG (“The Papa-G”) | Public Assistance Program and Policy Guide – this is FEMA’s official guide and guidelines for Public Assistance  |
| PDA | Preliminary Damage Assessment – completed often with FEMA representatives prior to a disaster declaration to validate the costs for damages required to request the declaration.  |
| Threshold | The fiscal figure required at each level of the PA process. There is a threshold for each county and the state to be qualified for and request a Disaster Declaration; there is a threshold for each project in each damage category (A-G) in order for a project to be eligible for reimbursement through PA. If your expenses in a category fall below this threshold, they cannot be reimbursed.  |
| EC | Exploratory Call – the first call where you “meet” your PDMG and set up your RSM |
| RSM | Recovery Scoping Meeting – the meeting to review your damages in depth so projects can be created  |
| RFI | Request for information – formal question from FEMA that can delay projects; usually your PDMG will relay these informally to attempt to a gather the information to avoid RFIs |
| DI | Damage Inventory – spreadsheet with detailed information about damages incurred from a specific disaster  |
| Projects  | Groupings of damages (with documentation and dollar amounts) put into Grants Portal under various categories to seek reimbursement. Each project for each category has to amount to a minimum threshold amount.  |
| Facilities | This means any structure or asset that sustained damage during the declared disaster. Includes roads, bridges, etc.  |
| Do you have insurance for that?  | Generally speaking, most towns and cities have liability insurance (usually through MMA) and this doesn’t cover things like roads, but FEMA will need a copy of the policy that was in place during the incident to review. They have a team of insurance experts that will confirm what was covered and what wasn’t  |
| Is this your legal responsibility to fix or maintain?  | Asking if the damages are within your jurisdiction and not federal, state, or private property  |
| Do you have a Mitigation Proposal?  | This is a proposal specific to the damages from the storm- not your town or county overall Hazard Mitigation Plan. A proposal may contain the desire to upsize culverts or add rip rap at any particular location(s).  |
| FEMA-Approved Debris Plan  | This is an older document some towns may have; it is not necessary. Debris should be disposed of in environmentally sound manner (e.g., at approved/licensed facilities).  |
| Percent complete – temporary and permanent work  | For all categories of work (A-G) percent complete is how much is done to return the location or facility, road, etc., back to its pre-storm condition. You may be done with temp repairs to get the road passable, but still need to re-pave. Estimate that this could be 25%, 70%, 90%, etc., done. Similarly with Debris removal – if it’s at a staging location, but not fully to its final resting place, estimate a percentage of work done and yet to be done.  |
| Culverts | Any material/structure that allows for the passage of water under or along a roadway or similar structure  |
| Cross Drain  | System that diverts water from a gateway, a track, or farmyard to an area where it will not cause new erosion or runoff issues. |
| Intermittent or seasonal streams  | Those streams that flow part or most of the year; usually referenced for culverts that carry anything but road drainage and runoff (if not constant).  |
| SI | Site inspection – a specialized FEMA team will visit (or do a desk-top) analysis of your damages at locations that still need work to be completed to evaluate extent of damage, mitigation opportunities and EHP concerns. Will often repeat info transmitted at previous stages of the process.  |
| Obligated/Obligation | When a project(s) is approved for funding by FEMA. |
| RTM | Recovery Transition Meeting - This is where FEMA turns over the project and process to the State; usually means the projects have been obligated and work is progressing according to plan  |
| 406 Mitigation/404 Mitigation | 406 is mitigation funding applicable directly to assets damaged by the declared disaster; 404 is a competitive program run by the state and you have to have a hazard mitigation plan (and be in a county with an approved Hazard Mitigation plan).  |

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| **If Maine says this…** | **we mean this…** |
| Dirt Road | Usually gravel – Maine often uses dirt and gravel interchangeably. FEMA will need to know if it is really dirt or gravel to determine cost of materials for replacement and repair.  |
| Transfer Station/Dump | The town’s municipal waste facility. Often has solid waste, compost, recycling facilities and/or some services with contractors but this is the dedicated local location for waste.  |
| Volunteer Fire Department | Most VFD’s in Maine are referred to as volunteers but receive a per-call or stipend payment for responding to calls  |
| Cord (when referring to Debris volume) | Yes – we measure everything compared to firewood amounts. One cord equals 128 cubic feet.  |

**On the flip side…**

**Translator**