



Safe Room Project Application Using Pre-Calculated Benefits

For safe room construction projects an expedited cost-effectiveness methodology is available that identifies the benefits associated with certain types of safe rooms. This Job Aid outlines the circumstances in which this methodology can be used and lists the data required in the grant application.

Applicants must use the Expedited Hazard Mitigation Grant Program (HMGP) Application for Residential Safe Rooms to apply pre-calculated benefits under HMGP. The pre-calculated benefit provides standardized Benefit-Cost Analysis (BCA) benefit values associated with residential safe rooms so that individual BCAs are not required, as long as the project costs do not exceed the benefits (shown in table below). A safe room that costs less than the value indicated for the State it is located in is automatically considered cost effective.

Aggregate Benefits By State (Abridged List)			
Alabama	\$13,336.96	Nebraska	\$9,921.78
Arkansas	\$16,717.85	North Carolina	\$5,723.26
Georgia	\$5,290.98	Ohio	\$11,469.38
Illinois	\$13,685.72	Oklahoma	\$18,366.36
Iowa	\$14,962.87	Pennsylvania	\$4,065.90
Indiana	\$18,126.34	South Carolina	\$6,139.38
Kansas	\$14,005.75	South Dakota	\$5,230.17
Kentucky	\$13,554.96	Tennessee	\$13,579.58
Louisiana	\$9,921.94	Texas	\$5,421.32
Michigan	\$6,522.49	Virginia	\$3,936.05
Missouri	\$15,654.96	West Virginia	\$4,973.50
Mississippi	\$20,067.64	Wisconsin	\$9,025.48
Minnesota	\$7,092.39		

Expedited HMGP Application for Residential Safe Rooms

In order to use the Expedited HMGP Application for Residential Safe Rooms and apply the pre-calculated safe room benefits, **all** of the following conditions must be met:

- The State must have a FEMA-approved State Administrative Plan and State Hazard Mitigation Plan prior to grant award
- If a local jurisdiction is the subapplicant, they must have an approved local mitigation plan in place (or receive an Extraordinary Circumstances exception) prior to grant award

- Each safe room included in this project must meet the criteria of FEMA P-320, *Taking Shelter From the Storm, Building a Safe Room For your Home or Small Business*, or FEMA P-361, *Design and Construction Guidance for Community Safe Rooms*
- Safe rooms cannot be placed in floodways, velocity zones, Coastal A Zones, or areas subject to coastal storm surge inundation associated with a Category 5 hurricane
- If a residential safe room is sited in a Special Flood Hazard Area, the structure must be insured for flood damage, and a deed notice must be conveyed to retain this requirement
- This project must conform to applicable HMGP eligibility criteria for all projects
- All Federal share obligations of \$1,000,000 or more must complete the large project notification process prior to approval

The Applicant may request approval for pre-award costs; however, implementation costs incurred prior to grant award are not eligible for reimbursement.

The remainder of this Job Aid covers all of the information required in the Expedited HMGP Application for Residential Safe Rooms and provides sample forms and language.

A complete Expedited HMGP Application for Residential Safe Rooms must include:

- State information
- Applicant information
- Project information
- Environmental Planning and Historic Preservation Compliance Information
- Project implementation narrative
- Project work schedule
- Cost-effectiveness review
- Budget/funding information
- Financial documentation and certification

State (Recipient) Information

Disaster number: _____

Eligible subapplicant: _____ State or local government _____ Private non-profit entity

Does the project conform to the State/local mitigation plan? _____ Yes _____ No

Applicant Information

Project Title: Residential Safe Room Construction/Installation

Applicant: _____

Federal Information Processing Standard (FIPS) Code: _____

Federal Tax ID Number (if required): _____

Data Universal Numbering System (DUNS) Number: _____

Community NFIP Status: Participating Community ID # _____

In Good Standing _____ Non-participating _____ CRS _____

Legislative District(s) _____

Application prepared by:

Name: _____

Title: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Email: _____

Applicant Agent*: _____

Title: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Email _____

** Individual authorized to sign financial and legal documents on behalf of the Applicant*

Project Information

- History of hazards and description of the vulnerability to be mitigated

Sample language:

This project is being submitted in response to the recent severe weather and tornado activity nationwide. It is the intent of the State and affected local jurisdictions to support the placement and availability of safe rooms as a means of providing life-safety level protection for our citizens.

- Scope/description - Project includes population size and basis

Sample language:

This project proposes to fund the purchase, construction/installation, and verification of 150 residential safe rooms. These safe rooms will be constructed and installed to meet FEMA P-320 or FEMA P-361 design and construction criteria, prior to reimbursement by the Applicant to the property owner; the safe rooms will be verified by a qualified professional to meet FEMA P-320 standards. Prior to closeout, all property-specific data will be provided for entry into NEMIS in order to capture full information for each mitigated property.

- Project Useful Life
 - 30 years
- Property and Structure Information
 - Address, including geo-location
 - Floodplain map and flood zone information
 - Structure age
 - Photographs
 - Proposed action:
 - Safe room placed inside structure (no ground disturbance)
 - Safe room placed above/below ground outside the structure (ground disturbance)
 - Additional information if identified by FEMA/State/Applicant
- Describe alternatives considered for this project (sample language provided):
 - *Alternative 1- Do nothing. This alternative will not result in substantial risk reduction and will leave many citizens exposed to future tornado and high-wind damages, including loss of life.*
 - *Alternative 2 – Community safe room or evacuation. Tornadoes do not allow for sufficient time to relocate household members to an off-site facility, and evacuation is not viable as travel in severe weather exposes evacuees to another set of risks and hazards with little certainty that they can reach a safe haven.*

Environmental Planning and Historic Preservation Compliance

Each site must be reviewed to determine compliance with Environmental Planning and Historic Preservation (EHP) compliance requirements and to prepare necessary documentation. FEMA's *Programmatic Environmental Assessment for Hazard Mitigation Safe Room Construction* (June 2011) provides guidelines for completing the environmental review for a safe room project.

"FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards."

NOTE: FEMA may enter into agreements or other negotiated arrangements with the respective State Historic Preservation Officers and federally-recognized tribes to allow for expedited review in accordance with Section 106 of the National Historic Preservation Act.

Project Implementation Narrative

Briefly describe the Applicant's process for selecting and prioritizing participants; describe any limits to funding, the proposed project management actions to be taken during implementation and any variations from standard quarterly reporting; and provide a list (or form) to be submitted by property owners to validate eligible costs. Sample language is provided below:

- *This project limits the amount reimbursable to property owners to up to 50 percent of the cost of the safe room, not to exceed \$3,500 OR this project limits the amount of each safe room to \$7,000 (or other value).*
- *Participants were prioritized based on damaged areas and the dates costs were incurred*
- *Participants will be accepted as long as funds are available. Over submittals will be considered if additional funds become available.*
- *Quarterly reports will include current totals of completed, verified sites and associated costs for each completed site.*
- *Applicant reserves the right to expand this project as long as the application period is open.*
- *A site verification form will be provided for each site location (Attachment 2).*

Project Work Schedule (not to exceed 3 years)

The Project Work Schedule should not exceed 3 years (sample provided below):

- *0–6 months: Initiate outreach-marketing; identify participants*
- *3–12 months: Verify FEMA P-320 or FEMA P-361 criteria and all program eligibility requirements have been met for known sites*
- *12 months (prior to application period closing): Revise project if necessary to include more participants*
- *12–30 months: Provide quarterly progress reports indicating volume of completed verified actions; complete project implementation*
- *30–36 months: Collect all closeout data and complete data dissemination to local emergency medical services*

Cost-effectiveness Review

A cost-effectiveness review should be performed by the State and documentation must be provided. Sample language is provided below:

- *A cost-effectiveness evaluation has been performed for residential safe rooms in the (State of _____/ County of _____) and produced benefits as reflected on Table 1. These benefits are based on general sampling statewide and are based on 3 persons per household served by each safe room.*

- Options for capturing additional benefits: If the benefits listed in Table 1 are not sufficient to produce a ratio greater than 1:1 for this project, additional benefits may be obtained by increasing household population, where appropriate, verifying the structure type (manufactured housing produces more benefits than standard construction), and/or using a more specific local valuation that may include higher benefits based on specific risk. Technical support is available from FEMA if needed.

Budget/Funding Information

Below is a sample budget:

Cost Item	Quantity	Est. Cost Each	Total Est. Cost	Est. Fed Share	Estimated Match Share
Data Collection	150	\$100	\$15,000	\$15,000	—
Material/Construction	150	\$5,000	\$750,000	\$525,000 ⁽¹⁾	\$225,000
Project Management	150	\$200	\$30,000	\$30,000	—
Inspection Certification	150	\$200	\$30,000	\$30,000	—
Design/Engineering Review	150	\$200	\$30,000	\$30,000	—
Verification/Closeout	150	\$100	\$15,000	\$15,000	—
Outreach	—	—	\$15,000	\$15,000	—
Data Dissemination ⁽²⁾	—	—	\$15,000	\$15,000	—
Grand Total	NA	NA	\$900,000	\$675,000	\$225,000

NOTES:

Line items for Data Collection, Project Management, Design, and Outreach can be phased. This would allow limited fund release in order to identify participants and collect data to complete required environmental and historic preservation reviews.

General-cost line items are samples, not all costs may be required; amounts are variable. Additional line items may be included as necessary. These values are based on historical submittals and averages.

(1) This example limits reimbursement to property owner to \$3,500.

(2) With property owner authorization, provide safe room geo-data to local emergency medical services in usable format.

NOTE: All Federal share obligations of \$1,000,000 or more must complete the Large Project Notification process prior to approval.

Final Documentation and Certification Required

The information required is variable by State and Region; and FEMA, the State, federally-recognized tribes or the Recipient/subrecipient may include additional items they deem necessary.

The minimum final documentation required is:

- Property owner name
- Property address, including geo-location for safe room
- Verification that safe room meets FEMA P-320 or FEMA P-361 criteria
- Installation inspection verification
- A Categorical Exclusion or Environmental Assessment status confirmation
- Conformance to local floodplain ordinance (*if applicable*) is documented
- A Flood Insurance Deed Tag (*if applicable*)
- A final cost list
- Property owner permission to distribute geo-location information to local emergency medical services (*optional*)