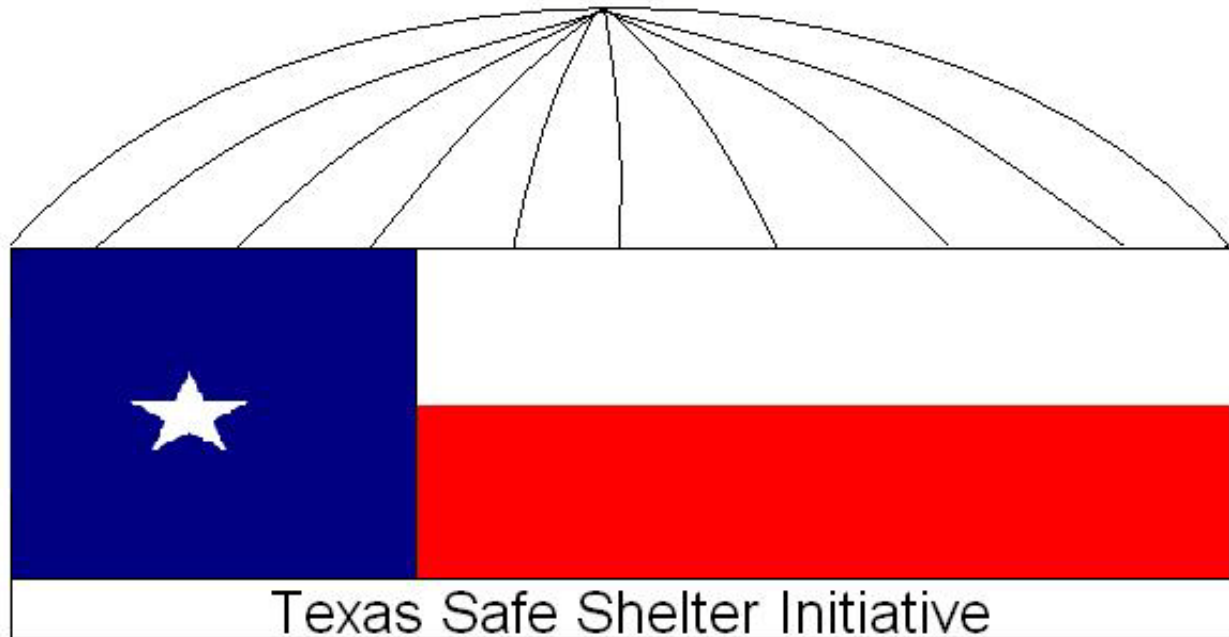




STATE OF TEXAS



**Texas Community Safe Room
Program Handbook**

Revisions in Version

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TEXAS Community Safe Room Program Handbook

1. INTRODUCTION:

Every year, tornadoes, hurricanes, and other extreme windstorms cause numerous fatalities and injuries, and cost millions of dollars worth of property damage throughout the United States. Most businesses and public buildings, even new ones constructed according to current building codes, do not provide adequate protection for occupants seeking refuge from these events.

A Community Safe Room can provide “near-absolute protection” for many community members, when it is constructed in accordance with FEMA criteria.

The Texas Division of Emergency Management is taking the initiative to address this short coming by providing opportunities to help local jurisdictions build a community safe room for their citizens, including ones with Functional Needs (formerly known as Medical or Special Needs) through Hazard Mitigation Grant Program (HMGP) and/or Pre Disaster Mitigation (PDM) program funded by FEMA. Through HMGP funding, the State will reimburse communities up to 75% of the cost to construct a community safe room that may have an alternate use the community can also benefit from, such as a community center. Having a community safe room located nearby could prevent the evacuation of some of the citizens during a hurricane or tornado.

This handbook provides the necessary guidance for all Texas Safe Shelter Initiative and other HMGP and PDM funded community safe room projects.

2. Eligibility and Program Pre-requisites:

The following are eligible to apply for the Hazard Mitigation Grant Program:

State and local governments; Private nonprofit organizations that own or operate a private nonprofit facility as defined in 44CFR 206.221(e); Indian tribes or authorized tribal organizations and Alaska Native villages or organizations, but not Alaska native corporations with ownership vested in private individuals.

In addition, to be eligible for the Hazard Mitigation Grant Program, the applicant must have an approved Hazard Mitigation Action Plan.

Entities not identified in the above categories can not apply for HMGP funding, but can benefit from the project as a co-applicant when sponsored by an eligible applicant as defined above.

3. Federal Guidelines and Standards:

For community safe rooms, the applicant and sub-applicant must comply with the following guidance:

1. Title 44, Code of Federal Regulation, Federal Emergency Management Administration.
2. Hazard Mitigation Assistance Unified guidance, dated June 1, 2010.

3. FEMA Mitigation Interim Policy MRR-2-09-1, *Hazard Mitigation Assistance for Safe Rooms*, dated April 30, 2009.
4. Implementation Guidance for FEMA Mitigation Interim Policy MRR-2-09-1, dated April 30, 2009.
5. FEMA 361, Design and Construction guidance for Community Safe Rooms.
6. FEMA 453 Design Guidance for Shelters and Safe Rooms.
7. International Construction Code ICC-500.

FEMA will consider an extreme wind event mitigation activity consisting of the retrofit or construction of a residential, nonresidential, or community safe room (single- or multi-use) to be an eligible project type for PDM and HMGP grant awards as follows:

- where it provides immediate life-safety protection in the target area of impact of a striking hurricane and/or tornado;
- where it is designed only to the extent it is necessary for the limited population that must remain in the impact strike area during a hurricane and/or tornado event, to the extent necessary for the limited time period that a hurricane and/or tornado event is occurring;
- where the mitigation measure is consistent with the identified risk to be mitigated;
- where the mitigation measure is not located in a flood hazard area where the flood waters have the potential to endanger occupants within the safe room;
- where the mitigation measure is constructed with criteria recognized by FEMA to afford near-absolute protection and verified by a licensed design professional;
- where allowable safe room project costs are directly related to and necessary for the hazard mitigation purpose of providing immediate life safety resulting from structural and building envelope protection to the limited population required to remain in the impact zone during an extreme wind event;
- where adequate operations and maintenance planning are demonstrated;
- where the mitigation measure is demonstrated to be cost-effective, and
- where other applicable PDM and HMGP program conditions are demonstrated, as shown in PDM and HMGP program-specific guidance.

A. Eligible Activities and Design Standards.

HMGP funds are not available for general population shelters, including evacuation or recovery shelters intended to provide longer-term services and housing for people leaving the anticipated impact area of an extreme wind event, or because their homes have been damaged or destroyed by extreme wind events, fire, disasters, or other catastrophes. Such general population shelters are not intended to sustain the extreme wind event and are not required to satisfy the higher design criteria of near-absolute protection consistent with hazard mitigation residential, non-residential, and community safe rooms as established in FEMA 361. In addition, the hazard mitigation time of protection for safe rooms is 2 hours for tornado events and 24 hours for hurricane events. These time periods also differentiate hazard mitigation event-only safe rooms from longer-term evacuation and recovery shelters.

HMGP funds may only be used for safe room projects designed to achieve “near absolute protection” as described in FEMA 361, *Design and Construction Guidance for Community Safe Rooms*, August 2008.

Eligible safe room activities are limited to:

- extreme wind (combined tornado and hurricane) residential, non-residential safe rooms; and
- extreme wind (combined tornado and hurricane) community safe rooms; and
- tornado community safe rooms; as well as
- hurricane community safe rooms.

FEMA will consider an extreme wind event mitigation activity consisting of the retrofit or construction of a residential, non-residential, or community safe room (single- or multi-use) to be an eligible project type for HMGP grant awards as follows:

- The safe room project must provide immediate life-safety protection in the target area of impact of a striking hurricane and/or tornado;
- The safe room is designed and sized only to the extent necessary for the limited population that must remain in the impact strike area during an extreme wind event. The safe room is also designed only to the extent necessary for the limited time period that a hurricane and/or tornado event is occurring. Therefore, safe rooms must be sized according to the defined population that will utilize the facility during a storm event and their design is to accommodate this population for a limited time period;
- The safe room project is constructed with criteria recognized by FEMA to afford near absolute protection and verified by a licensed design professional. Project applications must include documentation to show that the project meets or exceeds the criteria for the identified risk to be mitigated. Criteria are found in the following publications:
 - FEMA 361, *Design and Construction Guidance for Community Safe Rooms* – Second Edition, August 2008.
- In addition, the *Standard for the Design and Construction of Storm Shelters* (ICC-500), a consensus standard from the International Code Council is acceptable for use in designing HMGP safe rooms only when incorporating specific recommendations outlined in FEMA 320 and 361. For further details, see MRR-2-09-1 Section VII, Part A;
- The safe room project is not located in a flood hazard area where the flood waters have the potential to endanger occupants within the safe room. If the applicant community does not have any land area outside the flood hazard area for the safe room site, it is possible to build a safe room in the flood hazard area provided there are no other alternatives, and the safe room will be elevated above all known flood elevation, or 24' MSL, whichever is higher.
- Consistent with FEMA 361, safe rooms must be located outside the following high-hazard areas:
 - The Coastal High-Hazard Area (Zone VE) or other areas known to be subject to high velocity wave action; or Areas seaward of the Limit of Moderate Wave Action where mapped, also referred to as the Coastal A Zone in ASCE/SEI 24-05; or Floodways.
- Operations and maintenance (O&M) plans must be developed for each project. At a minimum the process to include O&M plans will include the following:
 - Descriptive statement of the O&M plan at time of application;
 - Draft O&M Plan prior to any retrofit or construction; and
 - Final O&M Plan prior to project closeout.

B. Determining the Eligible Types of Safe Room for Your Community

The eligibility of whether the safe room is for tornado, hurricane or both, is determining by the location of the project site.

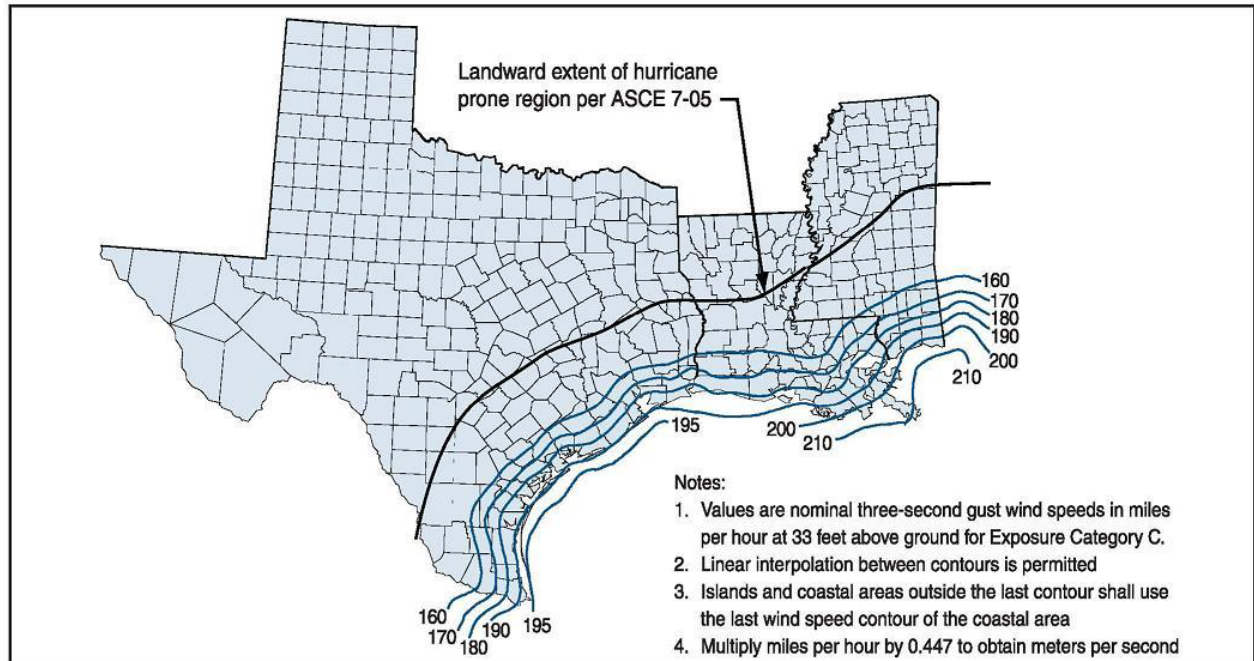


Figure 3-2a. Hurricane Safe Room Design Wind Speed Map from the ICC-500 – Western Gulf of Mexico Detail

SOURCE: ICC/INSSA STANDARD FOR THE DESIGN AND CONSTRUCTION OF STORM SHELTERS (ICC-500). COPYRIGHT 2008, WASHINGTON, DC: INTERNATIONAL CODE COUNCIL. REPRODUCED WITH PERMISSION. ALL RIGHTS RESERVED. WWW.ICCSAFE.ORG < HTTP://WWW.ICCSAFE.ORG >.

The map above defines the limits of Hurricane Safe Room eligibility. If the project location is outside of the hurricane prone region, the project will only be eligible as a tornado safe room. For coastal communities, all safe rooms will be built according to Hurricane standards while serving as a dual use Hurricane and Tornado safe room. The design criteria and program requirements varies between Hurricane and Tornado safe room. Proper safe room identification is critical in the determining proper project requirements. For an enlarged reference map, please refer to the attachment Appendix B of this handbook.

C. At-Risk Population Protected for the Safe Room

The Safe Room Policy, Section VII, Part C (page 6), Population Protected and Period of Protection states:

FEMA will only consider PDM and HMGP applications for safe room projects that identify the safe room population that must remain behind to face an imminent threat against either, or both, tornado or hurricane hazards. This is the population that the applicant will identify and quantify, so that the anticipated population and resulting size of the safe room can be verified during the grant application review process. This is demonstrated by risk assessment information such as that

developed as part of a mitigation plan or evacuation plan. Applicants and sub-applicants should be mindful that PDM and HMGP funds are not available for general population shelters, including evacuation or recovery shelters. Therefore it is essential that Applicants and sub-applicants identify the specific hazard mitigation population to be protected otherwise application review may be delayed or an application rejected.

Safe Room Policy, Section VII, Part C (page 7), Population Protected and Period of Protection states:

The applicant will demonstrate consideration of at least the following components in determining eligible safe room population:

- * population to be protected within the area at risk of impact by tornado and/or hurricane hazards;*
- * warning capabilities, logistics, and operations components that support basic safe room functions;*
- * travel times for the population to be protected to reach the safe room, such that people are not exposed to additional risk when moving to the protected area;*
- * hazard mitigation time of protection: 2 hours for tornado and 24 hours for hurricane; and*
- * relationship of the population to be protected by the safe room to State or local emergency evacuation requirements.*

The at-risk population identified directly impacts the proposed safe room design size requirements and is another factor that will be verified during the grant review process. This is important to understand because as the Safe Room Policy states, "PDM and HMGP funding will not be provided to support safe rooms that are sized larger than that required to accommodate the identified at-risk population." Applicants and sub-applicants should refer to Chapter 3 of FEMA 361 for further guidance on sizing criteria.

Per FEMA Hazard Mitigation Assistance Unified Guidance, 2010, Part C, Hazard Mitigation Assistance for Safe Room:

C.4.1.1 Population at Risk from Hurricanes:

This section provides information to assist in identifying and defining the population at risk from hurricanes. The section also describes this at-risk population to assist Applicants and sub-applicants in identifying who may require a safe room facility. Information Sources Determining the hurricane safe room population is dependent on the assumptions used in the development and implementation of evacuation or emergency response plans and policies being administered by local, State, and Federal (if applicable) emergency management organizations. Therefore, Applicants and sub-applicants are encouraged to coordinate with the relevant agency in the jurisdiction developing those plans. In addition, local mitigation plans are required to include a risk assessment that defines the hazard characteristics within an area, and to provide a vulnerability assessment. Evacuation plans are likely more specific in terms of population, but the risk assessment in a community's existing mitigation plan may also be a source for this information. Documentation to support the determination of the at-risk population may be directly related to the planning tools mentioned above and should be included in the application.

Hurricane Population Categories:

Generally, two broad categories of potential hurricane safe room occupants may be identified as part of the limited at-risk population in need of life-safety protection. The at-risk population should be accommodated within the safe room for a minimum of 24 hours (the FEMA 361 minimum design

occupancy time for hurricane safe rooms). Applicants and sub-applicants are encouraged to use verifiable information such as emergency evacuation plans and local emergency management plans (or other applicable sources) to identify potential safe room occupants from the categories listed below.

Category 1: First Responders

** People who may be required to remain in harm's way, i.e., the civilian personnel of the emergency response services, also known as first responders. These groups include, but are not limited to personnel of fire and police departments, rescue squads, emergency operation centers (EOCs), emergency medical and ambulance services, search and rescue teams and similar personnel that a local community may depend upon for a successful response to an extreme wind event.*

Category 2: Critical and Essential Services Personnel and Facility Occupants

** In many cases other critical services personnel may be required to remain in harm's way to facilitate the continued operation of certain critical facilities, including long-term care and custodial care facilities, water supply and wastewater facilities, power supply and distribution plants, fuel and other hazardous material storage facilities, communications and data centers, and others that a local community may depend upon for a successful response to an extreme wind event. This category may also include occupants of these facilities such as patients in hospitals, residents of long-term care facilities, and prison/jail inmates.*

Documentation:

Applicants and sub-applicants must provide documentation to support the identified at-risk population for the safe room. Applicants and sub-applicants must also submit adequate documentation in support of their risk assessment to allow grant program reviewers to make a determination of whether the proposed safe room size is appropriate for the at-risk population identified. The documentation should be sufficiently detailed to be verified during the grant review process. Applicant and sub-applicant coordination with the local, State, or Federal (if applicable) agency responsible for developing emergency evacuation plans is critical. Each grant program identifies specific documentation requirements, but in general, evacuation plans, emergency response plans, meeting notes, etc. that can be used to quantify the at-risk population are acceptable. For example, each population category listed above may be part of the affected population identified in an emergency evacuation plan.

In all cases it should be emphasized that planning and operation of PDM and HMGP safe rooms, including the identification of the population to be protected, should not conflict with State and/or local evacuation plans. PDM and HMGP safe room activities should not be used as a substitute for, or as an option for individuals to ignore, local community and/or State evacuation plans or any other law or ordinance.

Travel considerations:

The issues to consider in estimating travel time to the safe room facility include: local emergency management and law enforcement requirements, mandatory evacuations, evacuation times from at-risk areas, and any other plans that affect the movement of at-risk populations. Further guidance is provided in Chapter 8 of FEMA 361.

Period of protection:

As identified in the Safe Room Policy, Section VII, Part C, and FEMA 361 requirements, the hazard mitigation time of protection for safe rooms is a minimum of 24 hours for hurricane events.

C.4.1.2 Population at Risk from Tornadoes

This section provides information to assist in identifying and defining the population at risk from tornadoes. Tornado safe room populations are determined based on limited warning times (minutes, not days) and the maximum reasonable travel time for potential safe room occupants to reach the safety of the facility. At-risk populations that cannot reach the safe room in a reasonable time (this topic is discussed later in this document) are not considered as potential occupants of the safe room.

Tornadoes strike without timely warning, often depriving the at-risk population of sufficient time to seek safety. Only about 20 minutes (or less) of warning time may be provided before a tornado strikes. For a limited or no-warning storm event, at-risk individuals have various degrees of vulnerability.

Two aspects of vulnerability should be considered in identifying and quantifying the population at risk from a tornado:

- 1. The physical characteristics of the built environment (buildings or other structures) in which the population resides. Buildings differ in their susceptibility to damage from a tornado, and therefore, the building occupants are exposed to varying risks of injury or death. Individuals living in non-engineered housing, older housing, and manufactured housing are more susceptible to catastrophic damage from a tornado; hence, they are extremely vulnerable.*
- 2. The ability of the population to mobilize to the safe room during a tornado, irrespective of where they are located. While a 20-minute warning may be sufficient time for an able-bodied adult to find adequate shelter, this is not the case for the very young, the elderly, the sick or frail, or those with impaired mobility. These groups require the greatest level of assistance, time to mobilize, and attention during an emergency.*

Documentation

Applicants and sub-applicants must provide documentation to support the identified at-risk population for the safe room. Applicants and sub-applicants must also submit adequate documentation in support of their risk assessment to allow grant program reviewers to make a determination of whether the proposed safe room size is appropriate for the at-risk population identified. The documentation should be sufficiently detailed to be verified during the grant review process. Applicant and sub-applicant coordination with the local, State, or Federal (if applicable) agency responsible for developing emergency action plans is critical. Each grant program identifies specific documentation requirements, but in general, emergency response plans, area maps, building construction drawings, meeting notes, etc. that can be used to quantify the at-risk population are acceptable. In addition, local mitigation plans are required to describe the vulnerability of their community and structures, and in particular vulnerability of special high-risk populations and therefore may also be a source for this information. It is essential that Applicants and sub-applicants provide this information otherwise application review may be delayed or an application rejected.

Travel time considerations

The two vulnerability aspects listed above will facilitate identifying and targeting high concentrations of at-risk populations. The most effective tornado safe rooms minimize occupants'

travel time. Consequently, onsite community safe rooms, built either as integral parts of a building or as separate structures, offer the greatest level of protection to occupants. Community safe rooms in hospitals, schools, long-term care centers, and other facilities that house highly vulnerable populations are most successful in minimizing the risks. These safe rooms may be designed to serve the community at large in addition to onsite residents. In such cases, the population of the safe room is limited by the respective proximity of potential occupants to the safe room, which is defined by the maximum allowed travel time and/or the maximum distance to the safe room. The distance from the safe room for the at-risk population is based on a maximum walking travel time of 5 minutes or a maximum driving travel distance of approximately 0.5 mile. When considering a single- or dual-use community safe room, the 5-minute walk time or the equivalent 0.5-mile driving distance must be calculated by the actual travel route or pathway which a pedestrian or a driver will be required to follow. This pathway should not be restricted, bottlenecked, or obstructed by such barriers as multi-lane highways, railroad tracks, bridges, or similar facilities or topographic features. Traffic congestion (including parking constraints) during the movement of the potential at-risk population to the safe room once a storm watch/warning notification is issued should be considered when defining the at-risk population for the community safe room. In either case, whether walking or driving, prospective safe room occupants must be able to safely reach the facility within 5 minutes of receiving a tornado warning or notice to seek shelter.

Period of protection

As identified in Safe Room Policy Section VII, Part C, and FEMA 361 requirements, the hazard mitigation time of protection for safe rooms is a minimum 2 hours for tornado events.

For tornado safe room, the size of the safe room shall be determined by the protected at-risk population identified. Applicant must justify the size of protect at-risk population size by confirming this population will be able to gain entry into the safe room safely and efficiently within the warning time allotted. While it would be unreasonable to justify a tornado safe room sheltering 4,000 residents due to limited evacuation time, the size of the tornado safe room is dependent upon the population size and source identified, and evacuation procedures that will safely shelter the at-risk populations.

C.4.1.3 Population at Risk from Both Hurricanes and Tornadoes

Many areas in the United States are subject to both hurricane and tornado hazards. When building a safe room to protect from both hazards, the population at risk must be determined independently for each hazard. When designing a combined safe room for both tornado and hurricane hazards, the most restrictive design criteria for these hazards provided in FEMA Publication 361 must be used. There is not necessarily one set of complete criteria for each hazard. For that reason, design engineers should pay close attention to the criteria outlined in FEMA 361 when designing a combined safe room for both tornado and hurricane hazards.

For communities that will have a safe room that can serve as a hurricane and a tornado safe room, the project shall follow the guidelines and requirements established for hurricane safe room. If the requirements for hurricane and tornado contradict, the more stringent requirement shall be followed.

4. State Community Safe Room Policies and Guidelines:

- A. The HMGP may provide federal funds up to 75% of the cost of the project. Eligible applicants, who include state and local governments, certain non-profit organizations and institutions, and

Indian tribes or authorized tribal organizations, must contribute at least 25% of the cost of their projects. This 25% match can be made in a variety of ways to include “in kind” matches. Infusion of other Federal funding as part of 25% match is prohibited.

- B. The 80/20 Rule: The State requires 80% of the interior space must be allocated to sheltering evacuees at time of need. Not all interior space will be eligible to be counted toward this 80% threshold of sheltering space. Interior partition walls may be deducted from the gross interior space to calculate the 80% space requirement. Spaces allocated to sheltering evacuees will be dependent of type of safe room applied: hurricane or tornado.
- C. The safe room project is dependent of the Benefit Cost Analysis for the project eligibility. The most cost effective method to mitigate wind event by safe room is a monolithic type dome safe room due to lower cost of construction. A typical brick and mortar building will be significant more costly to construct for the same given size compared to the monolithic dome shaped safe room. The maintenance cost for the typical brick and mortar building will also be higher. The eligibility of the project is directly dependent on the Benefit Cost Analysis and its resulting ratio; therefore, dome structure is preferred and recommended. Currently, all safe room projects are funded based on a \$120.00* per square foot total project cost threshold.
** Based on 2010 construction cost.*
- D. The project will have 24 months from FEMA award to completion.
- E. All hurricane safe rooms shall be constructed to meet 200 mph wind speed with FEMA 361 standards. All tornado safe rooms shall be constructed to meet 200 mph or 250 mph, pending the location identified in FEMA361standards, Figure 3-1, Tornado Safe Room Design Wind Speed Map. All combination hurricane and tornado safe room shall be constructed to meet 200 mph wind speed.
- F. Applicants shall provide the State a finalized budget for the project before the start of construction. The budget shall clearly identify all hard and soft costs for the project. The budget shall identify the amount allocated for professional services, constructions and any other related fees and budget line items. All reimbursements requested by the applicant shall be drawn against the budget established prior to construction.
- G. All changes and modification to the project must receive written consent and approvals from the State before executing. Once the project is approved and funded by FEMA, certain changes and modifications will not be permitted, including the design of the safe room. As changes and modification to an approved project may impact the eligibility of the project, please consult your State Project Officer of any potential changes or modification at the earliest development.
- H. Marking. The tornado safe room must be placarded on at least two exterior walls with the sign ‘public tornado shelter’, each placard with dimensions not less than 30” x 30” and containing an image of a tornado. Structures within 120 miles of the coast will have a dual role as hurricane shelters have an additional and similar placard requirement in the same size but with an image of a hurricane and the words ‘public hurricane shelter’ . Additionally, a brass plate not less than 5”x 8” must be attached with screws or bolts to the wall to the right of the main entryway at eye height. The plate must contain the following minimum information: ‘FEMA funded Community

Tornado/Hurricane Safe room, with funds from DR-XXXX, Year Constructed YYYY, Design Wind ZZZ. A larger, more ornate, placard elsewhere in the building can be used to meet this requirement as long as it contains the minimum information.

- I. Selected location must be outside the 500 year floodplain and more than 24 feet above sea level if possible. An Elevation Certificate showing that the structure is at least 24 ft. mean sea level (MSL) or above the 500 year water surface elevation is required prior to construction. Applicant must evaluate all possible alternatives if there are no suitable sites outside any floodplain.
- J. Full plans & specs with a raised engineers seal must be sent to the state prior to starting construction. The plans and specs will be reviewed by a peer review engineer through the State. Construction of the safe room will not be granted until the peer review engineer has approved the plans & specs of the safe to ensure it has met all Federal, State and programmatic rules.
- K. For stand-alone safe rooms larger than 1200 sf, a generator large enough to provide the covered space with power and environmental needs is eligible for the project. (with justification, this may be waived). HVAC is also eligible for the project. If back up generator and HVAC are to be located outside the safe room, both equipment are required to be protected to meet FEMA 361 standards from both horizontal and vertical debris damage.
- L. The jurisdiction must provide an explanation on how building access will be accomplished on five-minute notice, both at 1 pm (normal working hours) and at 1 am.
- M. FEMA 361 identifies the standards set for holding pets in a community safe room. The State currently DOES NOT require applicant to provide spaces to shelter pets. If a pet evacuation area is to be provided inside a safe room, it will not be counted toward the 80% portion of the space. It is the applicant's decision on how to shelter pets. FEMA recognizes that if their pets are not protected many people (up to 60% of pet owners) would not seek shelter. For this reason a separate windproof structure or addition outside the main shelter is an allowable cost in the grant. You as a jurisdiction are not required to shelter animals.
In addition to sheltering pets, the applicant is encouraged to address the issue of sheltering registered sex offenders in the safe room. It is the applicant's decision if a separate holding area will be incorporated into the safe room design. This space, however, will not be counted toward the 80% of the interior space allocated for sheltering the functional need residents. The State defers the requirement and authority to the local emergency operation plan for addressing this issue.
- N. Upon completion of the project, a certificate of occupancy issued by the local code department and an elevation certificate are required in addition to the completion certificate.
- O. As part of the closeout procedures, the applicant will need to modify the general deed for the property address involved to contain the following language. "The property owner will provide

the windproof structure on this parcel, containing approximately xxxxxx square of space, to the citizens of XXXX County, to be used as a tornado or hurricane shelter, as demanded by the County Judge, in accordance with the authorized shelter operations plan. This restriction will expire on MM/DD/YYYY". The date of the restriction is 30 years from the date on the certificate of occupancy.

- P. Upon completion and close out of the project, the State will be required to ensure all programmatic rules remains met for the useful life of the project. A physical inspection will be conducted every three years for the duration of the useful life of the project – 30 years.

5. Project Administration:

A. Project Timeline and Performance Period.

After an HMGP application has been submitted to the State for review, the State will confirm the project and the applicant are eligible and the project has met all the programmatic requirements. Once the project has been reviewed by the State, the project will be forwarded to FEMA for funding review. FEMA will evaluate the project on eligibility, project details, environmental reviews, benefit cost studies, and other technical and non-technical details. Upon approval for funding, FEMA will forward the application to Congress for Large Project Notification (LPN) review process. The LPN review is a non-technical review by Congress to confirm funding for the submitted project. Once the application has been approved by Congress, FEMA will issue the State an award letter for allocating the requested funding to the project. When the State receives the FEMA award letter, an official approval letter will be send to the applicant by the State confirming the award. The start date of the project is when FEMA awards the project to the State, and not when the State awards the project to the applicant. The applicant has 24 months to complete the said project. If the project is not completed in the 24 months performance period, an extension may be requested provided the delay was caused by extenuating circumstances. Delays due to insufficient planning or administration difficulties will not be considered or accepted. Extension is granted in 180 days (6 months) increment, with a maximum limit of 2 extensions for a total of 365 days (12 months). To request for an extension, the applicant must:

1. Provide a written request, signed by Chief Elected Official, requesting the extension.
2. Identify the extenuating circumstances that caused the delay.
3. Identify the action taken to address the delay.
4. Establish a revised timeline to completion for the safe room.
5. Provide measureable performance markers to ensure adherence to the revised timeline.
6. Provide appropriate supporting documentation for the justification and the extension request.

Upon receiving the extension request, the State will review the request for adequate justifications and capacities to complete the remaining project timely. If the extension is approved, the applicant will be advised of the new completion date and the additional requirements. If the extension is denied, the applicant must adhere to the original schedule identified in the award letter and complete the project as scheduled. If the project can not be completed per awarded scope of work and in the period provided, the project may be deemed incomplete and all reimbursements returned to the State.

B. Eligible Parties and Memorandum of Agreement (MOA) or Understanding (MOU).

If an applicant is administering the project by themselves, the applicant must follow the guidelines established within the organization. Procedures identified in the organization's management, administration and procurement policies must meet all Federal and State guideline. If the project has additional interested parties (such as a school district or other non-profit organizations), the applicant shall remain responsible for the project and must maintain oversight over all of the activities to be performed for the project. When project has multiple interests, the applicant can either:

- amend its own existing policies to incorporate the responsibilities and activities of the additional interested parties,
- or establishes a Memorandum of Agreement or Memorandum of Understanding with the remaining parties to assign and/or defer the activities to be carried out by the additional parties.

If the applicant elect to establish a Memorandum of Agreement (MOA) or Understanding (MOU) with other interested parties (such as a school district) for the project, the MOA/MOU **MUST** be in place between the interested parties and the County/City before anything from the receiving entity can be allowed to work on the project. Until a MOU is in place, the receiving entity is technically not officially benefiting from the project, thus any activity performed by the entity will be not recognized by the State and FEMA and cost incurred will not be eligible for reimbursement.

***MOU/MOA only defers activities, MOU/MOA does not defer responsibilities.**

MOU/MOA only allows the applicant to pass the activities (such as procurement, administration, construction... etc) to the receiving entity. The responsibility of ensuring adherence to Federal and State program still remains with the applicant. If the receiving entity deviated from the program requirements, the applicant will be responsible for the correction and the consequences.

The MOU/MOA must contain the language or verbiage that confirms when principally delivery of goods or services to the project recipient (such as the school district), the school will be automatically selected as the prime contractor without going through the applicant's normal bid process.

C. Project Design, Engineering, Administration and Construction Activities.

The project shall follow all Federal, State and local guidance on using professional services. Per HMGP program requirement, it is up to the applicant to determine the professional services needed to complete the project. Administrative fees is limited to 5% of the project, and Engineering/Architectural Services does not have a cap, provided the fees must be reasonable and justified by supporting documentation. The design of the project is be limited to the requirement of the project. Any design above and beyond the scope of work or necessary requirement of the project may be ineligible for reimbursement. The State will only reimburse activities and quantities meeting the program requirements. Future developments and alternate

uses are not eligible activities. The contract(s) between the applicant and the Professional Services provider(s) is subject to the State's approval. Cost Plus Percentage contract is not allowed. Design Build contract is not allowed. If Construction Manager At Risk contract is to be used, the Manager shall be considered as a Prime construction contractor and not part of Professional Services.

D. Meeting Procurement Requirements.

For projects that are applied by the city or County on behalf of all other entities (including schools and other eligible organizations), the receiving entity must comply with all Federal, State, local and applicant's procurement policies, or whichever is the most stringent.

For procurement of Professional Services, applicant shall follow the all Federal, State and local rules to ensure an open and fair competition is held. The State shall review the applicant's procurement policies, evidence of procurement and confirmation of selection with the service providers/vendors prior to approve reimbursing project funds.

All applicants must follow all Federal, State and local procurement rules as prescribed in 44 CFR 13.36 - Procurement, Uniform Grant Management Standards, and Local Government Codes. For projects funded by HMGP, procurement process is not waived, and all applicants must document compliance.

As 44 CFR 13.36, Part C states: *(c) Competition. (1) All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of section 13.36. This would require all contracts for services to be properly procured through open and fair competitions.*

With regards to procurement of professional services, for the purpose of the program, professional services include consultants, engineers and architect. Per Texas Local Government Code:

- 2) "Professional services" means services:
 - (A) within the scope of the practice, as defined by state law, of:
 - (i) accounting;
 - (ii) architecture;
 - (iii) landscape architecture;
 - (iv) land surveying;
 - (v) medicine;
 - (vi) optometry;
 - (vii) professional engineering;
 - (viii) real estate appraising; or
 - (ix) professional nursing; or

In reference to the procurement of the professional services, according to the Federal guidelines in 44 CFR, Part 13.36 – Procurement, PART 13: UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

Subpart C: Post-Award Requirements: Changes, Property, and Sub-awards
13.36 - Procurement.

(c) Competition. (1) All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of section 13.36. Some of the situations considered to be restrictive of competition include but are not limited to: (iv) Noncompetitive awards to consultants that are on retainer contracts,

The guideline for architect and engineer are the same and applies to both since some applicants are hiring architects, some are using engineers and some are using both.

All services that were on retainer contracts are recommended to be re-procured to ensure full and open competition. If any services have been properly procured by the receiving entity (or applicant) prior to the award of the safe room project, evidence of this procurement must be submitted to the State for review. The retainer contract must identify the activities to be performed, fee schedules, and period of retainer identified. Record of official approval for the contract along with the contract itself must be submitted to the State for review. If service provider was not officially retained by the receiving on retainer contract, but rather “someone we have always used and/or called” must follow the full procurement practices identified in the Federal, State and local procurement rules.

Services and equipment under \$100,000 can be purchased through small purchase process in lieu of competitive procurement bidding process. Applicants are required to follow all Federal, State and Local procurement process in reference to small purchase. When using small purchases, applicant must document that at least three vendors have been contacted for price quotes for the services or product to be acquired. The record must show what company was contacted, when was the inquiry made, and the resulting quotes. If a company decline to offer a quote, it must be documented as well. It is against the intent of procurement guidelines to divide a project into smaller activities and utilize the small purchases process rather than procure through competitive procurement process for the whole project.

Procurement for Construction Contractors, General Contractors and other vendors by means of sealed bids procurement shall also follow the most stringent of Federal, State or local requirements. When sealed bids procurement is utilized, open and fair competition must be maintained. The applicant is required to submit evidence of procurement and confirmation of selection to the State for review prior to request for reimbursement for construction activities.

E. Project Design and Construction.

The project must adhere to the scope of work identified in the application for the project. Deviation from the approved scope of work may result in ineligible costs/disallowed cost and/or termination of the award. As the scope of work for community safe room is for the design and construction of a community safe room, applicant is responsible to complete the design and construction of the community safe room within the 24 months timeline. Alternate use is a benefit to the applicant as a result of the community safe room, the alternate use of the community safe room is not part of the scope of work, thus costs associated in the design, construction and fitting of the alternate use for the safe room is not eligible for reimbursement.

The State requires the safe room must be able to provide at least 80% of the interior space for sheltering evacuees at time of need.

1) Design requirement

The design of the safe room must meet all FEMA 361 requirements. While there is a capacity difference between a hurricane safe room and a tornado safe room, the safe room is to meet the design criteria dictated by the type of safe room applied.

If the safe room is a coastal hurricane and tornado safe room, hurricane criteria will be followed. (For example: for equipment and auxiliary service needed for a hurricane/tornado safe room, the design shall follow the hurricane requirement).

2) Meeting the 80/20 Shelter Space rule.

All safe room projects must adhere to FEMA 361 and the State's 80/20 rules in meeting the occupancy requirement. FEMA 361 does not mandate the minimum size of space required to be eligible. FEMA 361 only prescribes how the spaces may be calculated and identifies the construction standards for the building. State's Safe Room policy of 80/20 rule requires that minimum of 80% of the interior space must be allocated in providing evacuee spaces.

a. For a single floor community safe room:

The usable safe room floor area should be determined by subtracting the floor area of excluded spaces, partitions and walls, columns, fixed or movable objects, furniture, equipment or other features that under probable conditions can not be removed or stored during use as a safe room from the gross floor area.

The type of safe room will determine the appropriate programmatic requirement.

Hurricane Safe Rooms:

Coastal hurricane safe room must be able to shelter evacuees for minimum of 24 hours. As the safe room is intended to shelter special and functional need residents of the community from disaster events, space provided must allow bedridden residents/patients when the safe room is in the shelter mode. If a space is to be counted toward the 80% of the sheltering space, this space must be able to accommodate bedridden evacuees. The space is determined eligible if the space will allow the safe placement of cots for the potential bed ridden evacuees.

Due to typical limited sizes, rest rooms, storage rooms, offices, and small spaces as such shall not be counted toward the 80% sheltering space. Spaces needed to support the alternate function of the safe room, such as a community center's kitchen or school gymnasium's weight/exercise room, may not be counted toward the 80% of the sheltering spaces. If a space is not large enough to accommodate cots, it will not be able to be counted toward the 80% usable space per State requirement. Spaces such as rest rooms, locker rooms, showers, storage rooms, kitchen, equipment rooms and such typically do not have enough open space to allow safe placement of cots; thus they are normally not valid as sheltering space. The placement of cots will also affect the use of the rest rooms.

Spaces such as community rooms, conference rooms, class rooms, concession area and such that have movable/collapsible furniture may be counted toward the 80% shelter space provided the furniture/equipment can be removed from the room within the allowed conversion time identified in the shelter operation manual. In those cases, if the space remaining after the furniture have been stored are berth able, it may be counted.

Space with fixed bleachers or auditorium styled seating are typically can not accommodate cots, thus can not be counted toward the 80% space. If the bleachers and/or seating are collapsible, the space after the bleachers have been stowed may be counted toward the 80% space.

Per Federal FEMA 361 requirement on community hurricane safe rooms, the occupancy density is calculated according to FEMA 361 Standards:

- Hurricane Safe Room Occupant: Standing or Seated Minimum Recommended Usable Floor Area in Square Feet per Safe Room Occupant: 20
- Hurricane Safe Room Occupant: Wheelchair-bound Minimum Recommended Usable Floor Area in Square Feet per Safe Room Occupant: 20
- Hurricane Safe Room Occupant: Bedridden Minimum Recommended Usable Floor Area in Square Feet per Safe Room Occupant: 40
- In addition, each community safe room should be sized to accommodate a minimum of one wheelchair space for every 200 occupants or portion thereof.

An alternative for determining the usable safe room floor area is to use the following percentages:

1. Reducing the gross floor area of safe room areas with concentrated furnishings or fixed seating by a minimum of 50 percent
2. Reducing the gross floor area of safe room areas with un-concentrated furnishings and without fixed seating by a minimum of 35 percent
3. Reducing the gross floor area of safe room areas with open plan furnishings and without fixed seating by a minimum of 15 percent

Tornado Safe Rooms:

Tornado safe room must be able to shelter evacuees for minimum of 2 hours. Because the nature of tornadoes occurs on much more compact time frame, sheltering space does not require the accommodation of cots. While the same 80/20 rule applies, spaces eligible for sheltering tornado evacuees may be different than those found in hurricane.

Fixed bleachers or auditorium style seating may be counted toward the 80% sheltering space, while kitchen and rest rooms still may not be counted as sheltering space for tornado safe room.

According to FEMA 361 Standards,

- Occupant Density for Tornado Community Safe Rooms is calculated by the following requirement:
- Hurricane Safe Room Occupant: Standing or Seated Minimum Recommended Usable Floor Area in Square Feet per Safe Room Occupant: 5
- Hurricane Safe Room Occupant: Wheelchair-bound Minimum Recommended Usable Floor Area in Square Feet per Safe Room Occupant: 10
- Hurricane Safe Room Occupant: Bedridden Minimum Recommended Usable Floor Area in Square Feet per Safe Room Occupant: 30

- In addition, each community safe room should be sized to accommodate a minimum of one wheelchair space for every 200 occupants or portion thereof.

An alternative for determining the usable safe room floor area is to use the following percentages:

1. Reducing the gross floor area of safe room areas with concentrated furnishings or fixed seating by a minimum of 50 percent
2. Reducing the gross floor area of safe room areas with un-concentrated furnishings and without fixed seating by a minimum of 35 percent
3. Reducing the gross floor area of safe room areas with open plan furnishings and without fixed seating by a minimum of 15 percent.

b. For multi floor community safe room:

If the safe room is to have multiple floors, the State's 80/20 rule requires that the community safe room must provide 80% of the floor space for evacuees by volume per the base/ground floor foot print. If the safe room have multiple floors, all the spaces provided for sheltering evacuees for all the floors must cumulatively be 80% of the ground floor foot print. For example:

If a safe room will have a ground floor of 20,000 square foot, 80% of the required sheltering space will be 16,000 square foot. To be compliant to the program rule, all the spaces that will be providing sheltering spaces must sum up to 16,000 square foot cumulatively to meet the 80/20 rules for multi-floor facility. The 16,000 square foot total is calculated by adding all the sheltering spaces from all the floors only. If the safe room will be able to provide a minimum of 16,000 square foot of sheltering space in the safe room (regardless of numbers of floors), the project has met the State Community Safe Room requirement.

Just because the project has fulfilled the State Community Safe Room requirement, it does not mean all the construction activities are eligible for reimbursement. For reimbursable eligibility, multi-floor community safe rooms are reimbursed by the following guidelines:

- a) If each floor will be able to provide sheltering space and meet 80/20 rule for that floor, the cost of construction of the floor addition will be eligible for project cost.
 - *For example, if a safe room is to have a second floor, and the floor will have sheltering space and the will meet 80/20 rule in sheltering evacuees for the floor independently, the total cost of construction for the second floor will be eligible for reimbursement (floor and stud wall).*
- b) If the floor will be able to provide sheltering space, but not be able to meet the 80/20 rule for that floor, the cost of construction of the floor will be limited to the stud wall of that floor, but not the floor itself.
 - *For example, if a safe room is to have a second floor, and the floor will have sheltering space but will not meet 80/20 rule for the floor independently, the total cost of construction for the second floor will be limited to the reimbursement for the construction of second floor stud wall only.*

- c) If the additional floor will not provide sheltering space and will not meet the 80/20 rule, the cost of construction for the floor will not be eligible for reimbursement.
- For example, if a safe room is to have a second floor, and the floor will not have sheltering space and will not meet 80/20 rule for the floor independently, the total cost of construction for the second floor will NOT be eligible for reimbursement (floor or stud wall).

The methods of calculating evacuee sheltering space to determine the required 80% is the same as the single floor safe room. Please refer to the section on single floor community safe room on page 10 for guidance.

- ❖ If additional partial floors are built to house auxiliary equipment (HVAC, etc), as the floor will not be able to shelter evacuees, the cost of constructing the floor is in-eligible for reimbursement as referenced to section c) above.

As maximizing space availability is a major concern for many, it is possible for HVAC system, emergency generator, and/or other support equipment to be placed on the outside of the safe room. If the equipment is to be placed outside of the safe room, they must be protected from debris damage during disaster. The cost of constructing external hardened shelter for the auxiliary equipment is eligible for re-imbusement.

The sample chart below provides additional directions on how types of space may affect the calculation of 80% sheltering spaces, pending the type of safe room.

Sample Space Eligibility Chart

Space eligible to be counted toward the 80% requirement	Tornado	Hurricane	Additional Requirement Note
Open gymnasium space, ball court, community activity room	Yes	Yes	furniture and permanent equipment free
Meeting room and conference room	Yes	Yes	Can not have permanently fixed furniture
Kitchen area, equipment, storage room	No	No	
Concession area, locker room	Yes	No	
Rest rooms, showers	No	No	
Fixed audience seating, bleachers or theater seats	Yes	No	Collapsible bleacher is eligible for hurricane safe room once stowed
Collapsible audience seating, bleachers or theater seats	Yes	Yes	
Offices, class rooms, technology rooms, laboratories	Yes	No	Those rooms typically have too many fixed furnishing to allow cots for hurricane safe room

3) Design and Engineering.

The safe room final design must be submitted to the State for peer review before construction can start. The plans and specifications must be certified by engineer/architect that the safe room meets FEMA 361 and ICC-500 construction standards. The plans and specifications will be reviewed by a State contract architect to ensure compliance to the Federal and the State requirement. All questions and/or concerns identified during the review process must be resolved and corrected before construction approval will be granted. Upon completion of the review, the peer review engineer/architect will issue a review report that confirms the plans and specifications of the project has met the program requirement and clear to proceed with construction. The report will also identify what will be eligible for reimbursement for the project. When the plans and specification is ready for peer review, please contact your project officer to arrange the submission. The following documentation in addition to the plans and specifications must be submitted:

1. A completed FEMA 361 project checklist: FEMA361, Appendix B, Safe Room Assessment and Design Tools, Appendix B.2 Designer Checklists,
2. Confirmation of base floor elevation,

In designing the safe room, all windows and doors must be FEMA 361 compliant. If the applicant wishes to install glass windows and/or doors, additional measures to protect the glass panes must be taken to ensure the glass doors will not become storm debris if damaged by horizontal flying projectiles. To see what products meet FEMA 361 standards, please check with Texas Tech University's Storm Testing Lab:

<http://www.depts.ttu.edu/weweb/Research/DebrisImpact/TestingLab.php>

- * If the windows and/or doors designed have not been tested and approved by Texas Tech's Wind Testing facilities, applicant can either use one that has been approved, have the manufacture of the product submit a sample to the University for testing, or use a component that had been tested and approved by a qualified testing facility. Only when the component have been successfully tested and approved will be eligible for the project. If components used were tested by facilities other than Texas Tech Wind Lab., all testing documentation and results must be submitted to the State for approval before incorporating into the design. The testing report must conclusively indicate if the component passes or meet FEMA 361 standards.

4) Construction Practices.

- a) Incorporating the special skills needed for designing and construction of the dome safe room.

Once the plans and specifications has been reviewed and approved by the State's peer review engineer/architect, the project can proceed to construction. Applicant may bid out the project however it sees as the best method. A dome shaped community safe

room requires a specific and unique engineering and construction skills. It is not the intention of the program to require the engineer/architect to design and engineer a dome shaped community safe room, nor should they need to. As the required special skill sets are available from qualified builders, applicant is encouraged to incorporate those special skills through the procurement of engineer/architect or construction contractor. The State recommends the following options:

- i. The engineer/architect may sub-contract the qualified dome builder to facilitate the design and engineering of the dome community safe room portion of the project. Being sub-contracted to the engineer/architect, the engineer/architect will be able to work directly with the dome builder to have better control on the design and function of the safe room. The dome builder's fee will be paid through engineer/architect's portion of the budget for the safe room.
- ii. The construction contractor may sub-contract out the construction of the dome portion to a qualified dome builder. The dome builder will work with the prime construction contractor, or general contractor, to construct the dome as dictated by the requirement set forth by the engineer. It is the construction contractor's responsibility to ensure the dome safe room has been built to meet the engineer's and the program's requirements and standards. The dome builder's fee will be paid through the construction contractor's portion of the budget for the safe room.
- iii. The applicant's engineer or construction contract may explore other alternatives to construct the dome safe room provided all Federal, State and local rules are followed and the integrity of the project is not breached.

b) Contractual requirements.

Construction contractors must comply with the following criteria to participate in the program:

- i. Must cleared Excluded Parties List System (EPLS) verification confirming the contractor is not barred

The EPLS website has changes to the following:

<https://www.sam.gov/portal/public/SAM/>

- ii. Must be bonded for the project solicited by the applicant. All qualifying contractors must have current bid bond, performance bond, and payment bond for the duration of the project.
- iii. Must comply with Fair Labor Law.
- iv. Must be responsible for confirming the sub-contractor(s) in verification of EPLS debarred list.

c) Modifications and Change Orders to the project.

When changes must be made to the project, the applicant must inform the project officer immediately. While some changes may be minor in appearance, the actual changes may depart from eligible activities approved by FEMA. Keeping the project officer informed of all changes is vital to keep the project compliant to the rules and requirements. The State of Texas forbids changes to any projects that increase more than 25% (cumulatively) of the awarded contract. When a change order is made to the project, a copy of the change order must be submitted to the State.

5) Completion of construction activities.

When the construction activities of the safe room are complete, the safe room must be inspected to ensure all requirements have been met. Before the State will confirm the construction is complete and ready for close out audit, the following conditions must be met:

- a) All issues with the project have been resolved,
- b) All items identified on the punch list have been addressed,
- c) A certificate of completion has been submitted by the applicant,
- d) A certificate of occupancy for the safe room has been issued.
- e) All payment to the perspective vendors and contractors have been completed,
- f) Applicant has accepted the project through formal accepting process, such as city council meeting or County Commissioners' Court hearing.

6) Ineligible construction cost and activities:

- a) Sound dampening and remediation are not eligible activities. This would include all acoustic ceiling and wall paneling.
- b) General parking lots and spaces are not eligible construction activities. Parking spaces needed to comply with ADA requirement are eligible for the project. Lightings needed to illuminate the ADA parking spaces are also eligible. Side walk and walk ways are not eligible, but walkways to assist the evacuees parking in the ADA parking spaces are eligible.
- c) Showers and bathing fixtures are not eligible.
- d) Storage for food and water is not eligible. FEMA 361 recommends incorporating storage facilities into the safe room design. Because the safe room is intended for short term sheltering, the State has determined the supplies is not a mandatory sheltering requirement. The storage facilities (and/or emergency supplies) are not eligible for the program for reimbursement.
- e) Infrastructure improvement needed to meet the needs of the safe room are eligible provided it must not be on site and costs cannot already be spent.
- f) Due to the nature of the safe room, infrastructure back-ups (such as redundant water and waste water systems) are not required or eligible.
- g) Storage of potable water and water for waste water is not eligible for reimbursement.

- h) Interior lighting of the facility will be determined by the local building codes. Only Standby lighting (emergency generator powered) and Emergency Lighting (battery back-up) are eligible for reimbursement.
- i) Sidewalk, landscape, exterior area lightings are not eligible.

Sample Allowable Cost Chart

<i>Allowable costs for reimbursement:</i>	<i>Un-Allowable Costs:</i>
<ul style="list-style-type: none"> ○ <i>Basic Dome and Superstructure</i> ○ <i>HVAC</i> ○ <i>Plumbing</i> ○ <i>Electrical</i> ○ <i>Emergency Generator</i> ○ <i>Handicapped Parking, Sidewalks, Curbing and Railing</i> ○ <i>Force Account Labor Summaries (soft match)</i> 	<ul style="list-style-type: none"> ○ <i>Floor Treatments</i> ○ <i>Wall and ceiling treatments</i> ○ <i>Acoustic Remediation</i> ○ <i>General Population Parking</i> ○ <i>Public Address System</i> ○ <i>Bleachers / Seating</i> ○ <i>Kitchens / Showers</i> ○ <i>Supplies</i> ○ <i>EOC related equipment</i>

For additional guidance on eligible and ineligible components to the project, please refer to Appendix B. HMA Table 6.

6. Labor Standards, Davis Bacon Act and In-Kind/Force Account Labor contributions.

Per HMGP guidance, Davis Bacon Act is waived for HMGP funded project. While the wage decision requirement is waived, the State recommends the applicants confirm the contractors are paying prevailing wage rates to the laborers so Fair Labor laws are not violated. If the applicant’s own policies requires Davis Bacon Act to be required, the project is to follow the more stringent requirement.

If the applicant elects to use own staff for In-Kind/Force Account labor contributions, the applicant must provide a cost calculation for each individual that worked on the project to confirm the rate of reimbursements. A timesheet confirming the activities for the individual worked will also be required to confirm the amount of time seeking reimbursement.

Any salaries which are partially or wholly funded with federal funds cannot be used for match.

7. Fiscal Responsibility.

- A. Upon approval of the safe room design by the State through the peer review process, the applicant is required to submit a finalized budget to the State before requesting any construction draw request as stated above in #4 the State Safe Room Policy, Part F.

- B. 25% local matching is required. In addition to cash match, the applicant may use local In-Kind force account to offset the financial requirement to the match requirement. If local In-Kind force account is to be used, applicants must adhere to standards and guidelines established in the Labor section of this guidance.
- C. Only chief elected official(s) or official(s) that have financial signature authorities of the applicant community can request for reimbursement. The individual must have the authority to seek reimbursements and encumber funds on behalf of the jurisdiction, such as City Manager, County Auditor, Chief Financial Officer, etc. If the applicant wants anyone other than a chief elected official to have the ability to request reimbursement, the applicant must provide the following documentation:
- Identify the individual that shall have the authority to request for reimbursement
 - Documentation confirming the applicant entity approves the selection of the individual for this authority. City Council Minutes, County Commissioners' Court minutes, and/or Board Minutes are acceptable as confirmation.
 - Statement from the applicant confirming the approved individual shall have the authority to manage, handle, approve and request financial transaction on behalf of the applicant locality. The applicant will be fully responsible for the individual's decision.

* Because funds can only be reimbursed to the eligible applicant, co-applicant can not elect representatives for signature authority to request for reimbursement.

- D. Infusion of other Federal funds is strongly discouraged. As other Federal funds may have different requirements, by using other Federal funds in the match will further complicate the program requirements. Some Federal funds prohibit to be used in conjunction with other Federal funds in the same given project.
- E. As the grant fund is provided by FEMA, the applicant can not use Federally funded project as collateral to secure commercial loan to the project.
- F. Audits and Financial Reviews
- Per Texas Local Government Codes Chapter 103 for city and 115 for County, City and County shall have its records and accounts audited annually and shall have an annual financial statement prepared based on the audit.
 - If the audit confirms the locality has expended more than \$500,000.00 in Federal Funds in one fiscal year, the locality shall be required to perform a single audit in addition to the annual audit.
 - In order to maintain eligibility to the program funding, the applicant shall confirm the audit has been performed and if single audit was required and performed.
- G. Quarterly Request for Payment
- Applicants are encouraged to submit request for payment on the project quarterly. As HMGP is a reimbursement only project, all request for payments must be for activities already completed and paid by the applicant. To request for payment, applicant must submit the following with each request:

- Quarterly Hazard Mitigation Project Payment Request Form
- Recommended Pay Estimates by the engineer or contractor for construction activities and/or materials
- Cancelled check from the applicant for the activities performed
- Invoices for all the activities performed by the contractors (professional services and construction)
- If applicable, In-Kind force account personnel cost calculation sheets and related timesheets, and equipment cost calculation sheets and related time sheets.
- A draw request record log will be used to monitor the reimbursements of the project by the State's project officer. The applicants are not required to use this log. If the applicant elects to use this optional log, the applicants are encouraged to provide a copy of the current log with each draw request to facilitate the review process.
- A draw request cover sheet is not required, but highly recommended. To facilitate and expedite the draw review process, the cover sheet provides the project officer necessary information in determining the status of the project and related reimbursement request. If the form is to be used, it is recommended the form be completed correctly and completely.

H. Eligible Costs of the safe room, both coastal hurricane and tornado.

As the Community Safe Room projects are funded on the basis of safe room first, alternate use second concept, the State will only reimburse items that are associated for the use of a safe room. All equipment and activities that are for the alternate use of the safe room are not eligible for reimbursement.

8. Shelter Operation and Management Plan

Shelter Operation and Management Plan per Federal and State requirement. Per Hazard Mitigation Assistance Unified Guidance, Section C.4.3 Operations and Maintenance Plans:

The Safe Room Policy requires Applicants and sub-applicants to submit a descriptive statement regarding the O&M plan with any safe room grant application. The policy states in Section VII (page 3): *FEMA will consider an extreme wind event mitigation activity consisting of the retrofit or construction of a residential, nonresidential, or community safe room (single- or multiuse) to be an eligible project type for PDM and HMGP grant awards as follows:*

- *[In the 7th bullet:] where adequate operations and maintenance planning are demonstrated;*

And further states in Section VII, Part E (page 9):

To be considered for funding, PDM and HMGP community safe room project applications will include a statement acknowledging that the requested community safe room will be operated and maintained in a manner that will achieve the proposed hazard mitigation. FEMA will only consider operations and maintenance plans that are consistent with criteria available in FEMA 361 Design and Construction Guidance for Community Safe Rooms Chapter 9 and the samples provided in Appendix C and D.

Community safe rooms, as defined by the Safe Room Policy, are built and operated for the purpose of immediate life-safety protection during extreme wind hazards. To achieve this purpose, community safe rooms must be built to the design criteria specified in Section VII, Part A of the Safe Room Policy, and they must admit occupants and provide them with the services they need in a

timely manner. Consequently, the Safe Room Policy requires that all community safe room applications provide a clear and succinct statement acknowledging that the requested community safe rooms will be operated and maintained in manner that will achieve the proposed hazard mitigation. Therefore, it is essential that Applicants and sub-applicants provide this information; otherwise, the application review may be delayed or an application rejected. In addition, a signed Draft O&M Plan will be provided at pre-construction and a signed Final Approved O&M Plan will be provided at closeout for evaluation of community safe room funding applications. Again, it is essential that this information be provided otherwise project implementation may be inhibited.

The following steps outline the O&M plan requirements for projects seeking FEMA grant funding, details for each step are provided in the subsections below.

- Step 1. (3.1) Descriptive statement of O&M plan (due at time of application);
- Step 2. (3.2) Draft O&M Plan (due prior to any retrofit or construction); and
- Step 3. (3.3) Final O&M Plan (due prior to project closeout).

C.4.3.1 Descriptive Statement of O&M Plans

A statement acknowledging the requirement for an O&M plan for the community safe room should be included in the grant application. At a minimum, it should include a description of the maintenance procedures, as well as a brief statement about the operation of the safe room when opened for use. The statement should also provide basic information about how the safe room will be used, including a description on initiating use, a discussion of the warning system, basic procedures for opening the doors to the public, and key components of the safe room maintenance procedures. Finally, the statement should identify the office that will be responsible for the O&M of the safe room.

C.4.3.2 Draft O&M Plans

The development of a Draft O&M Plan should be coordinated with the appropriate entities both using and operating the community safe room and signed by appropriate officials in these organizations.

A Draft O&M Plan must be submitted at pre-construction and, at a minimum, must include the items identified in the O&M component lists below. The Draft O&M Plan may be based on preliminary engineering drawings. FEMA 361, Chapter 9 and Appendices C and D, provide additional information on the O&M components. The O&M plans should include, but not be limited to, the following components:

Operations Components:

- Community organization(s) responsible for operating and maintaining the community safe room, such as the local emergency management office. Include contact information for the relevant office(s).
- Command and management roles and responsibilities for key individuals, such as the overall safe room manager and site coordinator and their essential duties; and/or the agency responsible for fulfilling these roles.
- Major tasks the safe room management team will perform during a tornado/hurricane watch issued by the National Weather Service.
- Major tasks the safe room management team will perform during a tornado/hurricane warning issued by the National Weather Service.
- General operation tasks performed in the community safe room from the time the emergency is announced to the time occupants may safely leave the community safe room.

Maintenance Components:

Assurance from the organization responsible for operating and maintaining the community safe room of the following during the useful life of the community safe room:

- Non-mitigation uses will not prohibit the use of the community safe room to perform its hazard mitigation purpose of life-safety protection. This will ensure the approved safe room occupancy is available at all times.
- Regular maintenance will be scheduled and performed by a designated party during the useful life of the community safe room.
- Basic exterior and interior signage will be posted as is necessary and appropriate for adequate safe room operations.
- A redundant power source, such as batteries or generators, is available to provide standby (emergency) power for lighting and ventilation for the community safe room in the event of primary power failure, as required.
- The community safe room inventory will include essential equipment and supplies such as communications equipment, emergency equipment, first-aid supplies, water, and sanitary supplies.

A Draft O&M Plan is required before any retrofit or construction activities begin. Draft O&M Plans must include:

- Both the operations and maintenance components listed above.
- The signature of the subgrantee for the approved application.
- The signature of authorized officials from the identified community organization(s) responsible for operating and maintaining the community safe room, if different than the subgrantee.

Grantee Review of Draft O&M Plan

The Safe Room Policy specifies that the Grantee affirm the Draft O&M Plan is consistent with FEMA 361 criteria by:

- Reviewing the draft plan to ensure it addresses both the operations and maintenance components, as well as the signature requirements listed above.
- Coordinating with the subgrantee to address any missing components and/or signatures not included in the draft plans.
- Transmitting the Draft O&M Plan to FEMA with a written statement affirming its consistency with FEMA 361 criteria.

FEMA Review of Draft O&M Plan

The Grantee will be informed in writing once FEMA has determined the Draft O&M Plan is consistent with FEMA 361 criteria. This will allow the Grantee to inform the subgrantee that it may begin retrofit or construction activities. FEMA comments on the Draft O&M Plan must be addressed before FEMA makes a final determination of consistency.

Additional information on plan components is provided in FEMA 361, Chapters 3, 5, 8, and 9:

- Maximum Occupancy (FEMA 361, 3.3.1, 3.4.1, and 3.5.1);
- Warning Signals (limited information in FEMA 361, 5.4 and 5.5);
- Access and Entry (FEMA 361, 4.4 and 8.4);

- Signage (FEMA 361, 9.4);
- Parking (FEMA 361, 5.4);
- Pets (FEMA 361, 5.4);
- Special Needs Populations (FEMA 361, 8.7);
- Emergency Provisions, such as food and water, sanitation management (FEMA 361, 8.9); and
- Identified non-mitigation uses of the community safe room (FEMA 361, 5.2.2).

C.4.3.3 Final O&M Plans

The development of a Final O&M Plan should be coordinated with the appropriate entities both using and operating the community safe room and signed by appropriate officials in these organizations.

A Final O&M Plan is required before project closeout. The Draft O&M Plan should be updated to reflect the actual design and construction of the safe room and include any other changes that may have been required due to construction, access issues, or other relevant factors. Final O&M Plans must include:

- Operations and maintenance components listed above;
- The signature of the subgrantee for the approved application; and
- The signature of authorized officials from the identified community organization(s) responsible for operating and maintaining the community safe room, if different than the subgrantee.

Grantee Review of Final O&M Plan

The Safe Room Policy requires that the Grantee affirm that the Final O&M Plan is consistent with FEMA 361 criteria by:

- Reviewing the final plans to ensure they address both the O&M components, as well as the signature requirements listed above;
- Coordinating with the subgrantee to address any missing components; and
- Transmitting the Final O&M Plan to FEMA with a written statement affirming its consistency with FEMA 361 criteria.

FEMA Review of Final O&M Plan

The Grantee will be informed in writing once FEMA has determined the Final O&M Plan is consistent with FEMA 361 criteria. FEMA comments on the Final O&M Plan must be addressed before FEMA makes a final determination of consistency. Grantees not completing a Final O&M Plan at closeout will be subject to recoupment of grant funds as determined by FEMA.

9. Additional Requirements and Obligations

- A. The presence of FEMA funding to build the original structure does not obligate the jurisdiction to accept future State mission assignments for sheltering. It also has no bearing on asset assignment; IF you accept a State mission assignment, then it is likely (but not certain) that you will receive State assets to assist with that mission. This is no different than the current procedures. Due to their exposed location, the State has no plans to offer mission assignments for sheltering any adjacent jurisdictions evacuees; applicants should plan to use the structures to meet their own needs. Should a non-regional threat occur (example, massive evacuations from St. Louis due to severe earthquake), the State may offer mission assignments for sheltering, but jurisdictions will be free to choose to accept or decline. Shelter Operation Costs for these structures are

reimbursable either when done as a State mission assignment or as a Cat B Public Assistance project.

- B. Liabilities to a private lease-holder in the event an event must be cancelled on short notice when the structure must be placed into service as a shelter? There is long legal precedent for this, a simple clause in the facility contract forces the potential lease holder to acknowledge there is some chance their event could be cancelled due to the needs of the community and that they have no legal recourse if this happens. A copy of the lease contract used by an existing Shelter/Event Center in East Texas can be provided.

10. Resources

- A. Code of Federal Regulations Title 44 - Emergency Management and Assistance
- B. State of Texas Community Safe Room Policy
- C. FY 2011 Hazard Mitigation Assistance (HMA) Unified Guidance
- D. FEMA P-361 - Design and Construction Guidance for Community Safe Rooms
- E. Hazard Mitigation Assistance Policy
- F. FEMA P-453 - Design Guidance for Shelters and Safe Rooms
- G. Texas Tech University, Wind Science and Engineering Research Center, 10th and Akron, Lubbock, TX 79409. 806.742.3476. <http://www.depts.ttu.edu/weweb/Shelters/Shelters.php>

APPENDIX A – FEMA 361 WIND SPEED MAP

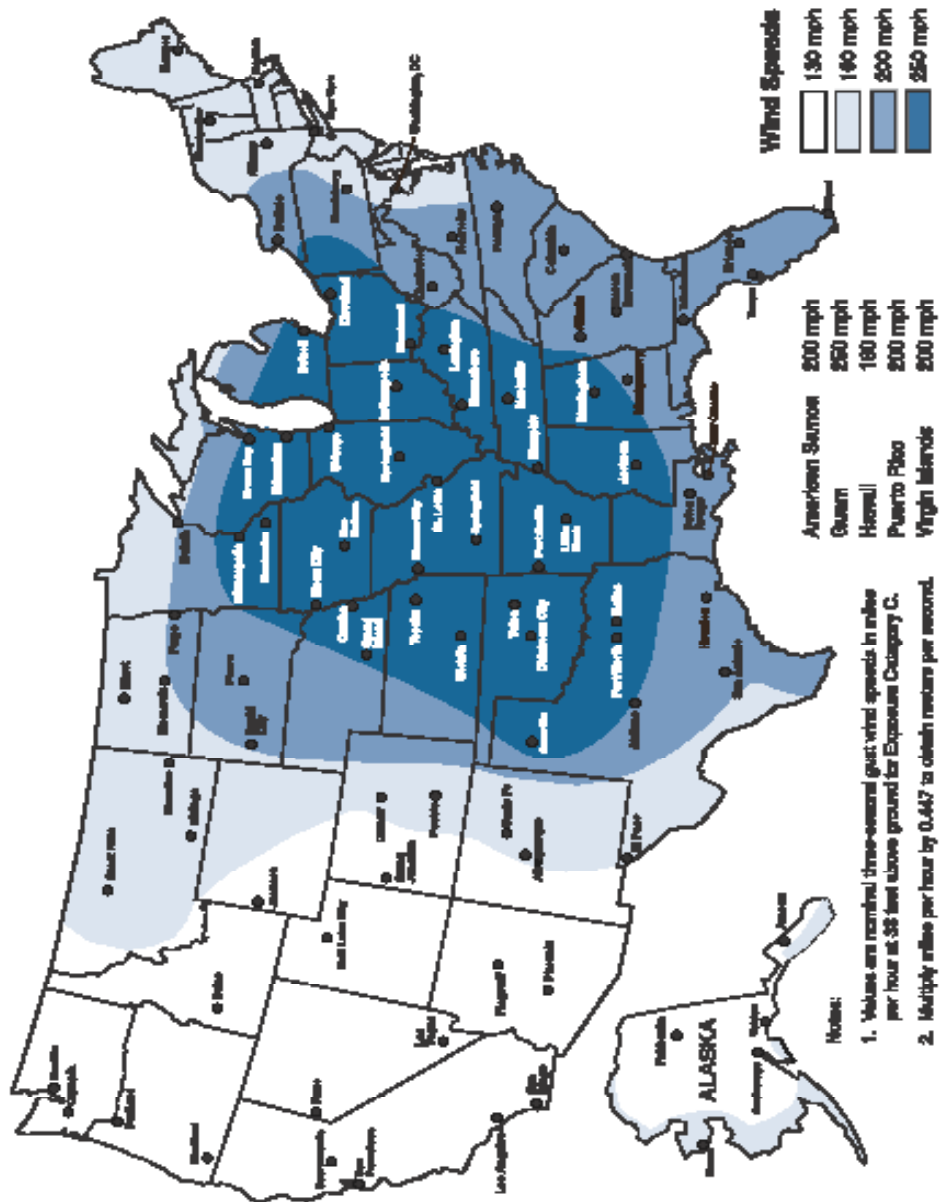


Figure 3-1. Tornado Safe Room Design Wind Speed Map (consistent with ICC-500 Tornado Hazard Map)

Appendix B – HMA Table 6: Eligible and Ineligible Components of Residential and Community Safe Rooms

Building Systems & Components	Design Criteria	Residential Safe rooms 1- & 2-Family Dwellings	Non-Residential, Dual-Use Tornado Safe Room	Non-Residential, Single-Use Tornado Safe Room	Non-Residential, Dual-Use Hurricane Safe Room	Non-Residential, Single-Use Hurricane Safe Room
Systems and Components Defining the Safe Room Space						
Foundations, structural systems, walls, and ceilings/roofs (new construction and retrofit) that directly support or protect the building cladding, providing near-absolute, life-safety protection	Available criteria included in FEMA 320 and 361.	Eligible	Eligible	Eligible	Eligible	Eligible
Doors and Windows	Available criteria included in FEMA 320 and 361.	Eligible	Eligible	Eligible	Eligible	Eligible
Protection of exterior above-ground generators and/or electrical, ventilation, or communication equipment	Available criteria included in FEMA 320 and 361.	Eligible	Eligible	Eligible	Eligible	Eligible
Common "Best Practice" Components (Recommended by FEMA)						
Signage	Available criteria included in FEMA 320 and 361.	Ineligible	Eligible	Eligible	Eligible	Eligible
Communications	Required by FEMA 361 (Chapters 8 and 9 for emergency communications to and from the safe room).	Eligible	Eligible	Eligible	Eligible	Eligible
Local Area Network (LAN) drops and wiring	Not a design requirement of FEMA 320 or FEMA 361.	Ineligible	Ineligible	Ineligible	Ineligible	Ineligible
Components Where Function Meets FEMA Protection Criteria						
Alternate Source of Power (e.g., generator, battery)	As specified in FEMA 320 or 361 requirements. Capacity should be limited to the load required for life-safety protection: a minimum of 2 hours for tornadoes and 24 hours for hurricanes.	Eligible	Eligible	Eligible	Eligible	Eligible

Building Systems & Components	Design Criteria	Residential Safe rooms 1- & 2- Family Dwellings	Non-Residential, Dual-Use Tornado Safe Room	Non-Residential, Single-Use Tornado Safe Room	Non-Residential, Dual-Use Hurricane Safe Room	Non-Residential, Single-Use Hurricane Safe Room
Equipment and Supplies (i.e., fire extinguishers, first aid kits)	As specified in FEMA 320 or 361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	Ineligible	Eligible	Eligible	Eligible	Eligible
Ventilation	As specified in FEMA 320 or 361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	Eligible	Eligible	Eligible	Eligible	Eligible
Permanent Electrical Lighting	As specified in FEMA 320 or 361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	Eligible	Eligible	Eligible	Eligible	Eligible
Emergency Electrical Lighting	As specified in FEMA 320 or 361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	Eligible	Eligible	Eligible	Eligible	Eligible
Permanent Electrical Outlets	As specified in FEMA 320 or 361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	Ineligible	Ineligible	Ineligible	Ineligible	Ineligible
Emergency Electrical Outlets	As specified in FEMA 320 or 361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	Eligible	Eligible	Eligible	Eligible	Eligible
Upgrade of an electrical or ventilation system for protected portions of the structure (required for safe room installation)	As specified in FEMA 320 or 361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	Eligible	Eligible	Eligible	Eligible	Eligible
Upgrade of an electrical or ventilation system for unprotected portions of the structure (not required for safe room installation)	As specified in FEMA 320 or 361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	Ineligible	Ineligible	Ineligible	Ineligible	Ineligible

Building Systems & Components	Design Criteria	Residential Safe rooms 1- & 2-Family Dwellings	Non-Residential, Dual-Use Tornado Safe Room	Non-Residential, Single-Use Tornado Safe Room	Non-Residential, Dual-Use Hurricane Safe Room	Non-Residential, Single-Use Hurricane Safe Room
Steps/stairs, elevators/lifts for safe room ingress-egress	As specified in FEMA 320 or 361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	Eligible	Eligible	Eligible	Eligible	Eligible
Americans with Disabilities Act (ADA) entrances for ingress-egress	As specified in FEMA 320 or 361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	Eligible	Eligible	Eligible	Eligible	Eligible
Toilets and Hand Washing Facilities located within the safe room	As specified in FEMA 361 criteria; and also in compliance with minimum local building code provisions.	Ineligible	Eligible	Eligible	Eligible	Eligible
Compliance with FEMA Safe Room Policy, FEMA 320, and FEMA 361 for Design Flood Criteria and Floodplain Management	As specified in 320 or 361 requirements, where compliant with minimum local building code provisions, and in accordance with MRR-2-09-1.	Eligible	Eligible	Eligible	Eligible	Eligible
Design and Construction Components						
Planning/Engineering/Architecture/Design Fees	Only planning/design costs required for the safe room, utility protection, and travel/time accessibility. Must comply with unit cost allowances.	Eligible	Eligible	Eligible	Eligible	Eligible
Engineering Peer Review of Safe Room Design Criteria (limited to systems and components providing life-safety protection). This cost may be included in the design cost/engineering fee but may also be singled out as a line-item cost.	Only additional engineering review of plans/design required for the safe room, utility protection, and occupant protection. Must comply with unit cost allowances for design fees.	Eligible	Eligible	Eligible	Eligible	Eligible
Excavation	As required for excavating the required foundation for the safe room, such as: interior foundation (e.g., interior column footing), exterior foundation, underground placement of safe room, or underground placement of electrical lines.	Eligible	Eligible	Eligible	Eligible	Eligible

Building Systems & Components	Design Criteria	Residential Safe rooms 1- & 2- Family Dwellings	Non-Residential, Dual-Use Tornado Safe Room	Non-Residential, Single-Use Tornado Safe Room	Non-Residential, Dual-Use Hurricane Safe Room	Non-Residential, Single-Use Hurricane Safe Room
Below-Ground Electrical Lines for Safe Rooms within Another Structure	Compliant with minimum local building code.	Ineligible	Ineligible	Ineligible	Ineligible	Ineligible
Below-Ground Electrical Lines from Structure to Exterior Safe Room	Compliant with minimum local building code.	Eligible	Eligible	Eligible	Eligible	Eligible
Moisture Protection	As specified in FEMA 320 or 361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	Eligible	Eligible	Eligible	Eligible	Eligible
Surveys, Tests, Soil Borings, etc. for Protected Portion	As specified in FEMA 320 or 361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	Ineligible	Eligible	Eligible	Eligible	Eligible
Generally Ineligible Components (Non-Essential to Protection)						
Safe Facility Maintenance	As per HMA Program Guidance, FEMA is not responsible for project maintenance.	Ineligible	Ineligible	Ineligible	Ineligible	Ineligible
Restroom fixtures that are not the minimum code required for toilet and hand washing facilities within the safe room	Not a design requirement of FEMA 320 or 361.	Ineligible	Ineligible	Ineligible	Ineligible	Ineligible
Paint on walls and ceilings for the safe room	Not a design requirement of FEMA 320 or 361.	Ineligible	Ineligible	Ineligible	Ineligible	Ineligible
Floor coverings – Subfloors as is appropriate and adequate for use in a safe room	Not a design requirement of FEMA 320 or 361.	Ineligible	Ineligible	Ineligible	Ineligible	Ineligible
Floor covering for the unprotected portion of the project	Not a design requirement of FEMA 320 or 361.	Ineligible	Ineligible	Ineligible	Ineligible	Ineligible
Finishes that enhance basic wall/ceiling paint or floor covering	Not a design requirement of FEMA 320 or 361.	Ineligible	Ineligible	Ineligible	Ineligible	Ineligible
Removal of structures from developed land	Not a design requirement of FEMA 320 or 361.	Ineligible	Ineligible	Ineligible	Ineligible	Ineligible
Kitchen cabinets, countertops, and kitchen equipment	See "Storage areas for food, water, and equipment" below.	Ineligible	Ineligible	Ineligible	Ineligible	Ineligible

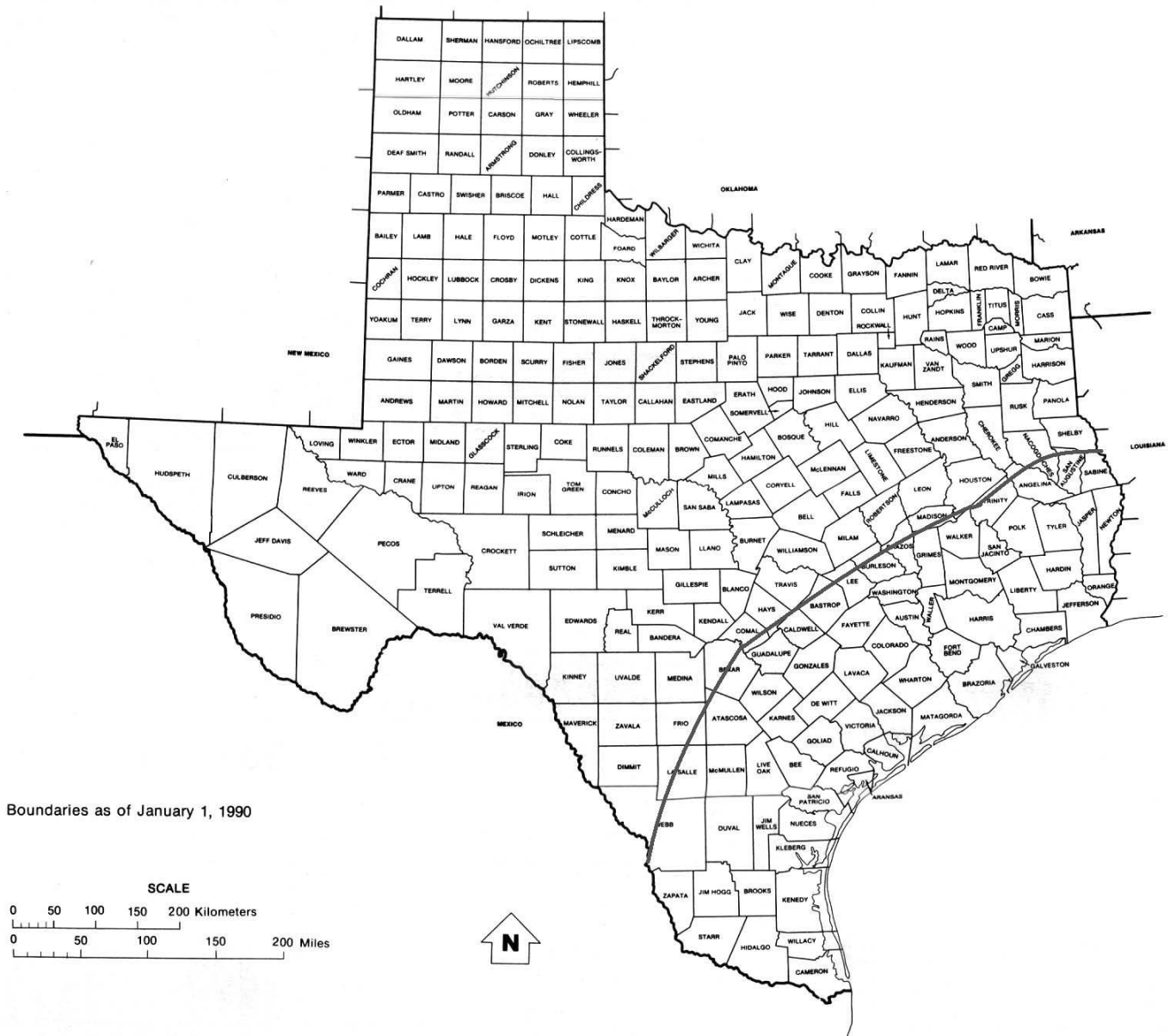
Building Systems & Components	Design Criteria	Residential Safe rooms 1- & 2-Family Dwellings	Non-Residential, Dual-Use Tornado Safe Room	Non-Residential, Single-Use Tornado Safe Room	Non-Residential, Dual-Use Hurricane Safe Room	Non-Residential, Single-Use Hurricane Safe Room
Storage areas for food, water, and equipment	FEMA 361 includes the recommendation for food and water storage within the safe room in Section 8.6.1. FEMA 361 also identifies safe room equipment that should be stored within the safe room. See Sections 8.6.3 and 9.1.8, and Table 9.1.	Ineligible	Eligible	Eligible	Eligible	Eligible
Security cameras and EOC-type equipment	Not a design requirement of FEMA 320 or 361.	Ineligible	Ineligible	Ineligible	Ineligible	Ineligible
Purchase of land	Not a design requirement of FEMA 320 or 361.	Ineligible	Ineligible	Ineligible	Ineligible	Ineligible
Landscaping	Not a design requirement of FEMA 320 or 361.	Ineligible	Ineligible	Ineligible	Ineligible	Ineligible
Site work not related to the protected portion (excavation, grading, parking, sidewalks, etc.)	Not a design requirement of FEMA 320 or 361.	Ineligible	Ineligible except for sidewalks necessary for access	Ineligible except for sidewalks necessary for access	Ineligible except for sidewalks necessary for access	Ineligible except for sidewalks necessary for access

Eligible Costs Table Notes:

1. Parking, and all non-building elements that support getting occupants from the parking area to the safe room area, are ineligible costs. These costs include, but are not limited to, the parking areas/surfaces, weather protection structures, walkways, stairs and railings, and signage otherwise not needed for pedestrian access unless required by the ADA.
2. Community-wide, mass notification systems are not eligible costs for safe room projects. Only warning systems necessary to notify prospective safe room occupants along with communications equipment directly supporting the safe room function are eligible costs.
3. Safe rooms must comply with minimum square footage requirement presented in FEMA 361 when applying for Federal funding. However, when additional space per occupant is provided, this typically reduces the BCR for the safe room project. Currently, no exceptions or provisions allow for the additional benefit to be credited due to the use of facility (such as an EOC, a hospital, a special needs shelter, etc.). FEMA 361 square footage criteria are net square footages (usable) for the safe room (protected) area.
4. When a safe-room is a single-use space or any other space that has not otherwise been classified for use or occupancy, the occupancy should be defined as A-3 as defined in Section 303 of the 2006 (or most current edition) of the International Building Code (IBC). This occupancy designation will provide the criteria needed for defining other non-safe room design parameters from the building code for the safe room space, including, but not limited to, lighting, toilet and hand washing fixtures, ventilation, etc.

Appendix B

Hurricane Safe Room Limit Map



Enlarged Map of FEMA 361, Figure 3-2a. Hurricane Safe Room Design Wind Speed Map from the ICC-500 – Western Gulf of Mexico Detail. This map is enlarged for reference only. Please refer to the map in FEMA 361 for guidance.

STATE OF TEXAS COMMUNITY SAFE ROOM

Equipment Cost Calculation Sheet

Disaster Number: _____ Project No: _____

Applicant: _____

Equipment Type and ID No: _____

Manufacturer and Model: _____ Owned: Rented:

HP/Engine Size: _____ Capacity: _____

Equipment will be used for: _____

Name(S) of qualified operator(s) that may be used on this project:

Reimbursement Method: FEMA Rate: Rental Contract:

Reimbursement via FEMA RATE:

FEMA Equipment Code: _____ Rate: _____

Reimbursement via RENTAL CONTRACT (attach copy of contract):

Rental Company: _____

Rental Contract Duration: (start) _____ to (end) _____

Rental Contract Cost: _____ Rate: _____

Daily Rental Period (divide cost by 8 hrs) Weekly Rental Period (divide cost by 40 hrs)

Monthly Rental Period (divide cost by 160 hrs) Other Rental Period (divide cost by _____ hrs)

The information provided above is accurate, and certified by:

Completed by: _____

Approved by: _____

STATE OF TEXAS COMMUNITY SAFE ROOM

Personnel Cost Calculation Sheet

Disaster Number: _____ Project No: _____

Applicant: _____

Employee Name: _____

Employee ID No.: _____ Job Title/Position: _____

	Salaried: <input type="checkbox"/> Hourly: <input type="checkbox"/>	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>
1.	Select Method A or B:		
	A. Hourly wage \$ _____ X _____ Hours ¹		\$ _____
	B. Annual Salary		\$ _____
2.	Employer portion of FICA (_____ percent x salary up to \$ _____)		\$ _____
3.	Employer portion of retirement (_____ percent x salary)		\$ _____
4.	Worker's Compensation		\$ _____
5.	Unemployment Insurance		\$ _____
6.	Insurance contribution by employer		\$ _____
7.	TOTAL ANNUAL COMPENSATION		\$ _____
8.	Hours per year (hrs. per week x 52 weeks)		_____
9.	LESS Vacation time earned (days x hrs per workday)	_____	
10.	LESS Holiday time allowed (days x hrs per workday)	_____	
11.	LESS estimated Sick leave ² (days x hrs per workday)	_____	
12.	LESS other leave time (in hours)	_____	
13.	ANNUAL WORKING HOURS (Line 8 minus lines 9 through 12)	_____	
	ADJUSTED HOURLY RATE: (LINE 7 DIVIDED BY LINE 13)		\$ _____

The information provided above is accurate, and certified by:

Completed by: _____ Approved by: _____

¹ Number of hours equals hours in work week times 52 weeks.

² Estimated hours to be taken, not actual accrued. Unused hours generally paid at separation.

STATE OF TEXAS COMMUNITY SAFE ROOM

PROJECT REIMBURSEMENT DRAW REQUEST COVER SHEET

Request Number: _____ Date: _____

Project Number: _____ Applicant Name: _____

Project End Date: _____ Amount Requested: _____

Submitted by: _____ Position: _____

- Please identify all the budget categories and amount this request includes:

_____ Amount: _____

_____ Amount: _____

_____ Amount: _____

_____ Amount: _____

_____ Amount: _____

Please circle the following items that are attached/included with this request:

Request for Reimbursement: Y N N/A

Invoices (separated by categories and highlighted): Y N N/A

Cancelled Check: Y N N/A For Construction, Pay Estimate: Y N N/A

For In-Kind Reimbursement (if applicable):

Personnel Cost Calculation (for each individual): Y N

Equipment Cost Calculation (for every piece of equipment seeking reimbursement): Y N

Timesheets (for every individual and equipment seeking reimbursement): Y N N/A

.....
For State Official Use Only

Reviewed by: _____ Approval Date: _____