

- 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 sent 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:

- a) Provide a written request, signed by Chief Elected Official, requesting the extension.
- b) Identify the extenuating circumstances that caused the delay.
- c) Identify the action taken to address the delay.
- d) Establish a revised timeline to completion for the safe room.
- e) Provide measureable performance markers to ensure adherence to the revised timeline.
- f) 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 complies 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.

❖ 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.

❖ **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-imburement.

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:

i. All issues with the project have been resolved,

ii. All items identified on the punch list have been addressed,

iii. A certificate of completion has been submitted by the applicant,

iv. A certificate of occupancy for the safe room has been issued.

v. All payment to the perspective vendors and contractors have been completed,

vi. Applicant has accepted the project through formal accepting process, such as city council meeting or County Commissioners' Court hearing.

F. 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"> o <i>Basic Dome and Superstructure</i> o <i>HVAC</i> o <i>Plumbing</i> o <i>Electrical</i> o <i>Emergency Generator</i> o <i>Handicapped Parking, Sidewalks, Curbing and Railing</i> o <i>Force Account Labor Summaries (soft match)</i> 	<ul style="list-style-type: none"> o <i>Floor Treatments</i> o <i>Wall and ceiling treatments</i> o <i>Acoustic Remediation</i> o <i>General Population Parking</i> o <i>Public Address System</i> o <i>Bleachers / Seating</i> o <i>Kitchens / Showers</i> o <i>Supplies</i> o <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): *FEEMA 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. FEEMA will only consider operations and maintenance plans that are consistent with criteria available in FEEMA 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 FEEMA 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

- 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.
- 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

- Code of Federal Regulations Title 44 - Emergency Management and Assistance
- State of Texas Community Safe Room Policy
- FY 2011 Hazard Mitigation Assistance (HMA) Unified Guidance*
- FEMA P-361 - Design and Construction Guidance for Community Safe Rooms
- Hazard Mitigation Assistance Policy
- FEMA P-453 - Design Guidance for Shelters and Safe Rooms
- 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

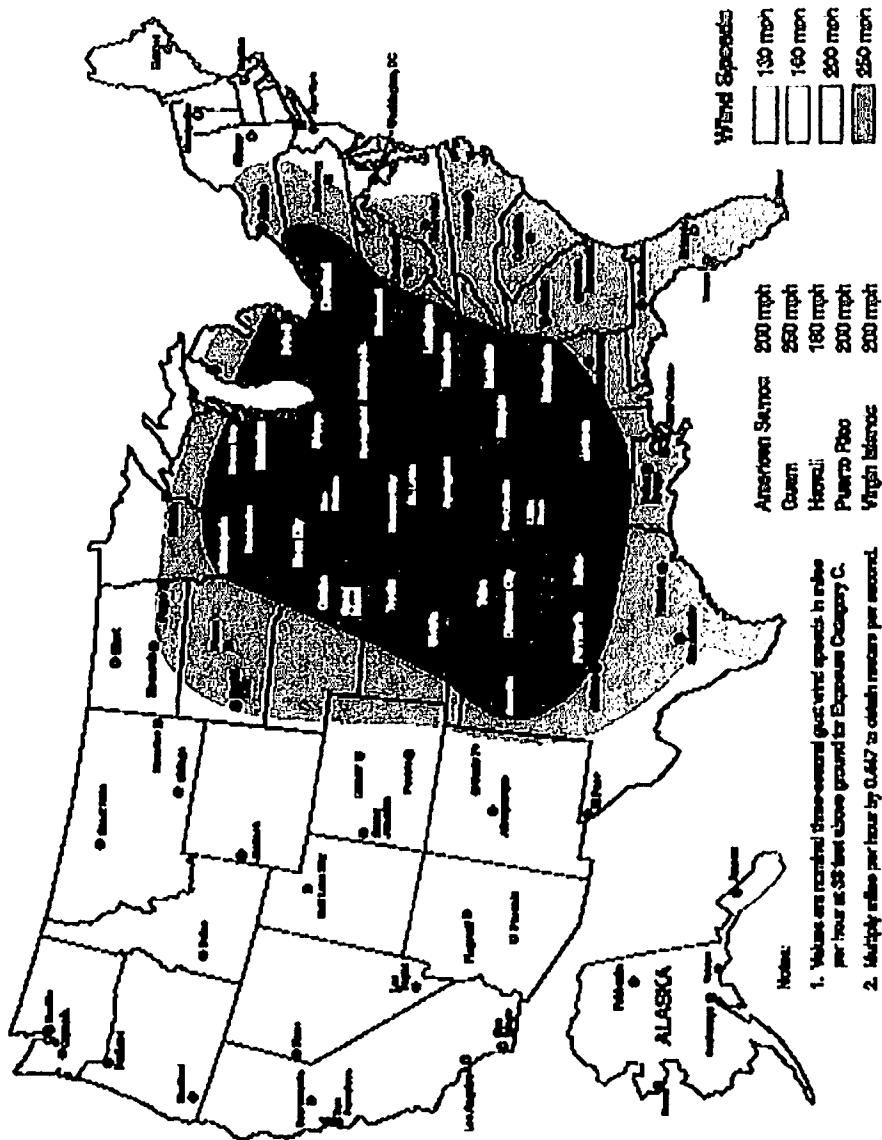


Figure 3-1. Tornado Safe Room Design Wind Speed Map (consistent with ICC-500 Tornado Hazard Map)

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	Not-Residential, Dual-Use Hurricane Safe Room	Not-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

Appendix B – IMA 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
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

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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.

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: _____

EXHIBIT “C”

Scope of Work