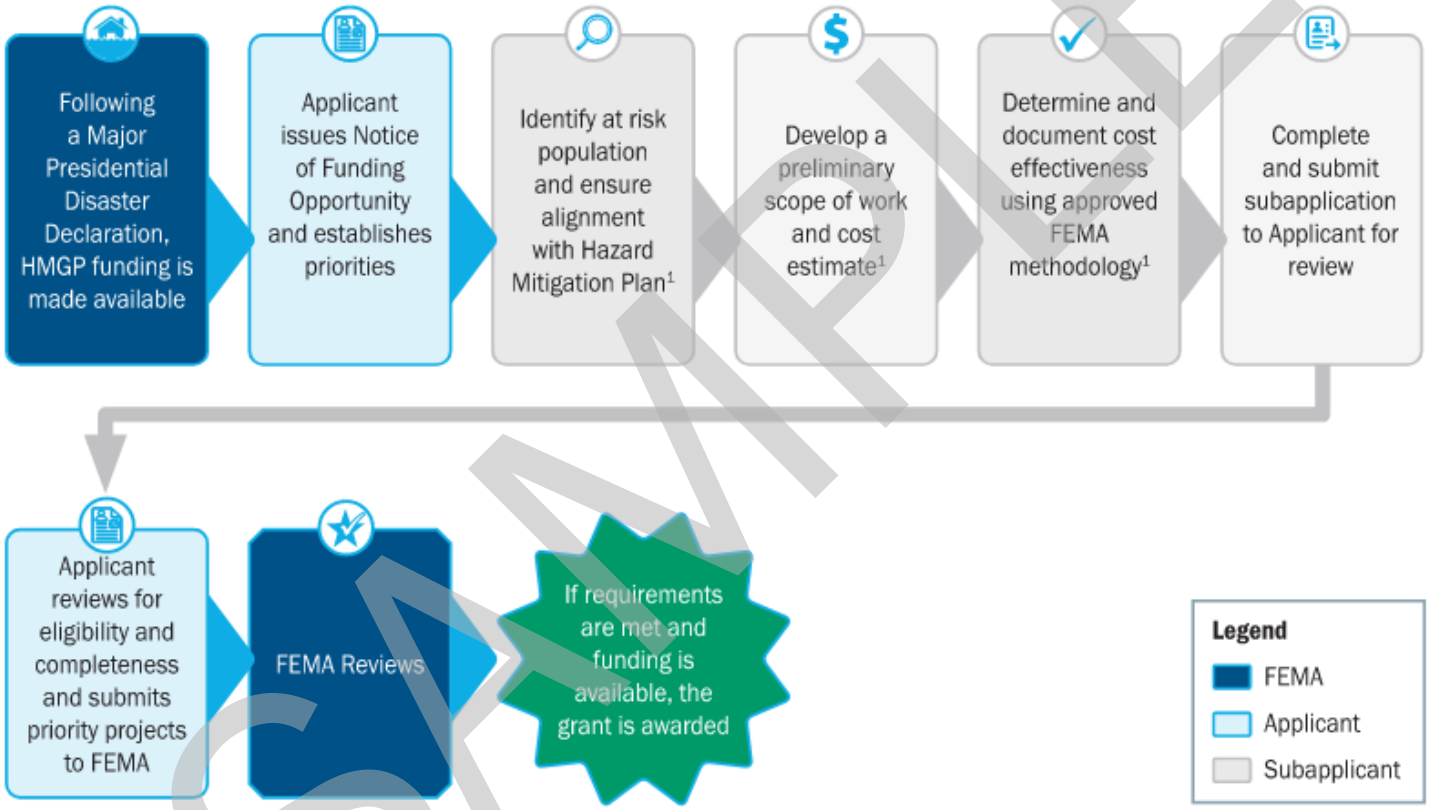
Community Safe Room: Overview

**The following information is intended for guidance only and is not a request for information. The following template is only intended to help the reader understand the FEMA Hazard Mitigation Grant Program (HMGP) application process.*

Purpose: Application templates have been developed to provide step-by-step instructions for specific project types. This application can be used for projects that involve hurricane and tornado community safe room projects. Community safe room projects are a long-term effort and require multiple steps. **Figure 1** shows the general process flow and decision points from a Major Presidential Disaster Declarations to grant award.



Notes:

[1] These activities may also occur prior to the Disaster Declarations and/or the Notice of Funding Opportunity.

Figure 1: Community Safe Room Project Process Overview

Prior to starting an application, it is recommended that you review the summary of data requirements (**Table 1**) needed to complete the application. Early submission of accurate and complete eligibility and pre-award information will facilitate FEMA's review process and the release of Hazard Mitigation Grant Program (HMGP) funds.

The methodology used to evaluate cost-effectiveness will affect data requirements for the application. There are two methods to evaluate cost-effectiveness for a community safe room, depending on whether the project is a hurricane safe room or tornado safe room:

- Benefit-cost analysis (BCA) using the BCA Tool via: Modeled Damages (Hurricane Safe Room)
- Benefit-cost analysis using the BCA Tool via: Modeled Damages (Tornado Safe Room)

Key Resources

COMMUNITY SAFE ROOM PROJECT APPLICATION AND INSTRUCTIONS

This application form is designed specifically for projects that involve a community safe room. The accompanying instructions provide definitions, explanations and clarification on the information requested in each section of the application. This step-by-step guidance references additional Job Aids and FEMA resources to help direct you to more detailed information, if needed.

HAZARD MITIGATION TECHNICAL ASSISTANCE REVIEW | JOB AID SERIES, SAFE ROOM TECHNICAL REVIEW

This Job Aid describes the requirements for the technical review process for Hazard Mitigation Assistance (HMA)-funded safe room projects and provides a step-by-step approach to addressing each of the major components of safe room project application.

HAZARD MITIGATION ASSISTANCE ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION (EHP) REVIEW | JOB AID SERIES, SAFE ROOM

This Job Aid provides detailed guidance regarding information that should be included for safe room project applications, including recommended documentation and supplemental information needed to help FEMA conduct an EHP review. This Job Aid categorizes the components considered within FEMA's EHP review process, describes the information needed under each component, identifies potential sources of documentation, and provides examples.

Table 1: Summary of Data Requirements

Location and Scope of Work Information	Required Eligibility Data[1]	Required Pre-Award Data[2]	Application Section and Number
Applicant/subapplicant contact information	✓		A
Provide location for proposed safe room and site map	✓		B
Photo(s) of the site	✓		
Description of safe room and scope of work	✓		
Purpose of the safe room (tornado safe room, hurricane safe room, or combined hurricane and tornado safe room)			C
Description of the protected population, how the protected population will travel to the safe room, and occupant information.	✓		B4, E, F, I
Useable floor area	✓		J

Location and Scope of Work Information	Required Eligibility Data[1]	Required Pre-Award Data[2]	Application Section and Number
Description of alternatives (no action, alternative action, proposed project)	✓		D
Period of protection	✓		G
Wind Speed Zone and Internal Pressure Coefficient	✓		H
For safe rooms with 50 occupants or more, ensure that peer review is included in the scope of work, costs, and schedule.	✓		I
Indicate design standards and codes. To be eligible for HMGP funding, safe rooms must be designed in accordance with the current edition of FEMA P-361 and ICC 500.	✓		K
Describe opening protection, emergency power system and location, water storage, and how utilities will feed the safe room.	✓		L, M, N, P
Provide the number of water closets and lavatories. Reference Section B7.2.2 of FEMA P-361 and Table 702.3 for tornado safe rooms and Table 703.3 for hurricane safe room.	✓		O
Description of Operation and Maintenance Plan	✓		R
Schedule (schedule must be for 3 years or less)	✓		S
Project cost estimate with line items and supporting documentation	✓		T
Cost-Effectiveness: ***Information required depends upon the methodology used to show cost-effectiveness*** *Note: This includes common data requirements to show cost-effectiveness; some projects may require additional documentation of damages to demonstrate a benefit-cost ratio over 1.0. The technical job aid provides step-by-step instructions and additional resources.*			
FEMA BCA Tool: Modeled Damages – Hurricane Safe Room			
BCA narrative	Recommended		V
Project configuration: Location, Structure Type (Non-Residential Building or Critical Facility Building), Hazard Type (Hurricane Safe Room), Mitigation Type (Community)	✓		
Cost estimate and expected annual maintenance data	✓		
Project useful life	✓		
Provide documentation to support inputs for the Wind Speeds Table (e.g., data from ATC Hazards by Location website)	✓		
Provide safe room maximum occupancy	✓		
Provide design wind speed	✓		
Provide predominant structure type(s) and corresponding percentages of occupancy	✓		
Export of the BCA tool, PDF of the BCA Report from the toolkit, and supporting documentation	✓		
FEMA BCA Tool: Modeled Damages – Tornado Safe Room			
BCA narrative	Recommended		V

Location and Scope of Work Information	Required Eligibility Data[1]	Required Pre-Award Data[2]	Application Section and Number
Project configuration: Location, Structure Type (Non-Residential Building or Critical Facility Building), Hazard Type – (Tornado Safe Room), Mitigation Type (Community)	✓		
Cost estimate and expected annual maintenance data	✓		
Project useful life	✓		
Provide safe room maximum occupancy	✓		
Provide windspeed design	✓		
Provide predominant structure type(s)	✓		
Provide percent of total occupancy for each predominant structure type during the day, evening, and night	✓		
Provide percent of response for each predominant structure type	✓		
Export of the BCA tool, PDF of the BCA Report from the toolkit, and supporting documentation	✓		
Additional EHP Documentation: ***Needs vary based on potential impacts. Considerations include:***			
Description of public outreach that has occurred.		✓	Q1
Description of any federal, state, or local agency coordination, and permitting		✓	Q2
Description of any environmental and/or cultural studies that have been conducted in the area		✓	Q3
Is the project in a known floodplain?	If yes, additional documentation and discussion of impacts and potential mitigation measures will be required		Q4
Are there nearby surface waters or wetlands?			Q5
Are their known hazardous or contaminated materials at the project site?			Q6
Does the project involve the use of imported fill?			Q7
Will the project remove vegetation?			Q8
List any best management practices that will be used during construction	✓		Q9
Describe any potential ground disturbance caused by the proposed project	✓		Q10-Q14
Other Required Documents			
Fund commitment letters	✓		W
Applicable signed SF-424 forms and Assurances	✓		
Designated authorized agent documentation	✓		

Notes:
[1] Eligibility: Items that must be included in the grant application to fully evaluate eligibility.
[2] Pre-Award: Information that FEMA will need to review prior to award.