



SPAG Regional Safe Room Rebate Program

July 11, 2017

SPAG Regional Safe Room Rebate Program Interested Applicant:

Thank you for your interest in the SPAG Regional Safe Room Rebate Program. This program is funded through FEMA and the Texas Division of Emergency Management (TDEM) and administered locally by our staff at the South Plains Association of Governments (SPAG). We believe this is a great opportunity to help better prepare the residents of the South Plains to take shelter from potential storms, however there are standards and guidelines to apply to participate in this rebate program.

This 'Application Packet' contains complete application instructions, eligibility requirements, selection process methodology, reimbursement requirements, and other programmatic information regarding the SPAG Regional Safe Room Rebate Program. Please take the time to read this packet thoroughly, before contacting our office with questions or requesting additional safe room rebate information.

Please consider the following information and guidelines regarding the SPAG Regional Safe Room Rebate Program:

- Participation in this program is completely voluntary and is not retroactive. Safe rooms installed prior to receiving an official notification letter ('Eligible to Participate') from SPAG are not eligible for a rebate in the SPAG Regional Safe Room Rebate Program.
- Due to limited funding for the SPAG region, this rebate program is based on a 'first-come, first-serve basis'. Applicants who submit a **complete application packet** will move forward in the rebate process on a 'first-come, first-serve' basis.
- If your property is located in a FEMA-designated flood plain, live in a historic district or was built before 1972, there will likely be delays in processing your application and your participation may potentially be ineligible.
- Proof of ownership documentation must be submitted along with your complete "Application Packet". A list of required documentation is included in this packet and will be reviewed by SPAG staff to ensure your 'Application Packet' is complete.
- In order to participate in the program, the homeowner must agree to allow SPAG staff to conduct a final inspection of the completed residential safe room.
- Verified program eligibility entitles a homeowner, who constructs a Certified and Approved residential safe room, to a rebate of 50% reimbursement of eligible costs (not to exceed \$3,000).

Included in this packet are the following SPAG Regional Safe Room Rebate Program forms:

1. Safe Room Application Checklist
2. Safe Room Application

3. List of Eligible and Ineligible Costs (Exhibit D)
4. Certificate of Installation/Inspection for Residential Safe Rooms *No other certificate of installation is acceptable proof of compliance
5. Citizen Participation Requirements
6. Instructions for obtaining SAMs clearance for a construction contractor. *You will only need to obtain SAMS clearance verification if you are assigning the rebate payment to be disbursed directly to your contractor/installer. A printout of the verification form must be included with the cancelled check for each reimbursement request in order for funds paid to anyone other than the approved homeowner.
7. Information on Floodplains and determining if your property is located in a FEMA-designated floodplain (SPAG Regional Safe Room Rebate Program Floodplain Documentation)

The following links provide useful information that will assist you in completing your Application Packet and answering any further questions:

<http://www.dps.texas.gov/dem/GrantsResources/residentialSafeRoomHandbook.pdf>

<https://www.fema.gov/fema-p-320-taking-shelter-storm-building-safe-room-your-home-or-small-business>

(Once you have contacted a contractor to install your safe room, please review this document with the contractor to evaluate if they are capable of complying with building your safe room per the design standards in this FEMA publication)

How to submit your Application Packet:

Submit your **COMPLETE** safe room rebate 'Application Packet' to SPAG via mail (PO Box 3730; Lubbock, Texas 79452), via email to Belinda Solis at bsolis@spag.org, or you may opt to drop off your application in person at 1323 58th Street; Lubbock, Texas 79412 (only for application drop off purposes; walk-in appointments and/or questions will not be available). Return the enclosed 'Application Checklist' form along with all of the required documentation as listed on the 'Application Checklist' with your application – this will be your **COMPLETE** safe room rebate 'Application Packet'.

Please allow the SPAG staff appropriate time to complete the review of your 'Application Packet'. After your application has been reviewed, you will receive written notification from SPAG regarding your eligibility status (eligible or ineligible). This written notification will be sent to you within 14 days of receipt of your 'Application Packet'.

After you have thoroughly reviewed this information and need more information – please contact Belinda Solis at SPAG: 806-762-8721 or bsolis@spag.org.

Sincerely,



Kelly Davila
Director of Regional Services
South Plains Association of Governments



South Plains Association of Governments

SPAG Regional Safe Room Rebate Program Checklist

Required Items to be Completed:

Application Form

- A: Home Owner Information
- B: Property Location-Legal Description
- C: Property Address
- D: Date the home was built
- E: Potential Safe Room Information
- F: Specific Address Information
- G: Homeowners signature on Section F and Section G

Homeowner

Please Initial:

Agency Use

Please Initial:

Backup Documentation Required to Determine Eligibility:

- A. Proof of Ownership (i.e. current appraisal statement)
- B. Flood Zone Documentation (i.e. statement, letter, map, building permit)
- C. SAMS Clearance of Contractor (*Only required if requesting the rebate payment be made directly to contractor)
- D. Pictures of Safe Room

Please Initial the Following:

I understand this form does not guarantee my safe room will be funded.

If funded, and after completion of safe room, I understand I must allow a SPAG employee to conduct a final inspection of the completed safe room.

Please allow SPAG staff appropriate time to complete the review of your Application Packet. You will receive notification of your eligibility status within 14 days of receipt of your Application Packet.



SPAG Regional Safe Room Application Form

A. Home Owner Information

Name _____

Current Address _____

City _____, TX Zip Code _____ County _____

Home Phone # _____ Work Phone # _____

Mobile/Cell # _____ Fax # _____

B. Property Location-Legal Description

Subdivision or Survey Name _____

Section Acreage _____ Lot _____ Block _____

Reserve _____ Abstract _____

C. Property Address

Address _____

City _____ State _____ Zip Code _____

D. Date the home was built ____/____/____

E. Potential Safe Room Information-(Please Answer the Following)

Anticipated Date of Installation ____/____/____ Safe Room Type: In-Ground _____ In-Residence _____

Exact Location of Safe Room _____

Name of Contractor _____

Contractor Debarment Status Verification Date ____/____/____ (Print Out Verification Attached)

F. Specific Address Information -Please Complete and Sign the Following

(Prior to reimbursement, the following information must be completed):

911 Address _____

Latitude _____ Longitude _____ "Latitude/Longitude as required by FEMA"

I hereby authorize the release of the safe room information to the local emergency first responders including but not limited to the fire department, police department, and emergency medical services providers to assist in location and rescue efforts.

_____/____/____
(Signature of Owner) (Date)

G. Please Read the Following:

- This form does not guarantee that your safe room application will be funded.
- If funded, this program provides a 50% rebate (up to \$3,000 to eligible participants who install safe rooms).
- Qualifying safe rooms must be built/ installed, and certified by a builder or installer.
- I certify that my property is not located in a floodplain or a Coastal Surge Zone (V Zone).
- I understand that my participation in this program is completely voluntary.
- I, understand, have carefully reviewed this form and understand all the information herein. To the best of my knowledge, the answers hereto are true and correct.

_____/____/____
(Signature of Owner) (Date)

EXHIBIT D

Texas Division of Emergency Management Recovery, Mitigation and Standards

Eligible and Ineligible Costs

Source: FEMA Hazard Mitigation Assistance Guidance, February 27, 2015

Eligible Components of Residential Safe Rooms Building Systems and Components	Residential
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Structural systems that directly support or protect the safe room to provide near-absolute, life-safety protection	Yes
Doors, windows, and opening protection	Yes
Protection of backup mechanical, electrical, ventilation, and communication equipment necessary to provide life-safety for the safe room	Yes
Signage	Yes
Communications, including LAN drops and wiring if used for emergency communication during an event	Yes
Alternate source of power	Yes
Engineering study to calculate undefined flood elevations	Yes
Engineering peer review	Yes
Planning/engineering/architecture design fees	Yes
Electrical lighting and outlets	Yes
Ventilation	Yes
Inspections, including special instructions	Yes
ADA Requirements	Yes
Site preparation	Yes
HVAC used for required ventilation	Yes
HVAC not used for required ventilation	No
Fire-suppression systems (sprinklers systems and fire extinguishers)	No*

First aid supplies and equipment	No
Accessible toilets and hand washing stations in safe room	No
Soil test	No
Storage room for food, water, and safety equipment	No
Purchase of land	No
Safe room maintenance	No
Restroom fixtures not required by code or FEMA P-361	No
Paint on walls and ceilings of safe room	No
Floor coverings – subfloors not required for life safety	No
Removal of structures from developed land	No
Kitchen cabinets, countertops, and other equipment not required for life safety	No
Security cameras and EOC-type equipment	No
Landscaping	No
Parking and all non-building elements unless required for ADA compliance	No
Community-wide, mass notification systems	No

* Eligible if required by local codes

ADA = Americans with Disabilities Act

LAN = Local Area Network

HVAC = Heating, ventilation, and air conditioning

EOC = Emergency Operations Cent

Texas Division of Emergency Management
Recovery, Mitigation and Standards
Texas Residential Safe Room Rebate Program
**Certificate of Installation/Inspection for Residential
Safe Rooms**

Citizen Participant Information

Name _____
Address of Safe Room _____
City _____, TX Zip Code _____

Residential Safe Room Detail

Type of Safe Room: Above Ground _____ Underground _____
Manufacturer Name _____ Model _____
Installation Company Name _____ Telephone # _____
Date of Installation _____ Latitude _____ Longitude _____

(GPS coordinates, five degrees decimal)

Compliance Statement

The undersigned attests that this safe room's design, construction, and installation comply with FEMA P-320, Fourth Edition (Taking Shelter from the Storm), FEMA P-361, Third Edition (Safe Rooms for Tornadoes and Hurricanes), and ICC 500-2014. The undersigned certifies (1) door assemblies of this product have passed ICC 500 testing to meet or exceed FEMA safe room criteria (2) above ground safe room foundation meets ICC 500, Section 308.1.1.1 and post-installed anchors comply with ICC 500 and Chapter 17 of the American Concrete Institute standard ACT 318-14 (3) underground safe rooms meet ICC 500 Section 303.3 design to resist buoyancy and hydrostatic loads.

Name of Installer: _____ Title: _____

Installer Signature: _____ Date: _____

Notary Republic Signature: _____

Date: _____

Notary Seal:

*Must include pictures of Safe Room



SPAG Regional Safe Room Rebate Program

Citizen Participant Requirements:

- ☐ Acknowledging that the property owner's participation in the SPAG Regional Safe Room Rebate Program:
 - Is funded through federal funds (FEMA)
 - Is on a voluntary basis
 - May require additional agency's approval if you are in a historic district or reside in a home built before 1972.
 - May require additional information from you or your builder/installer prior to approval if the safe room you chose to install is not prefabricated or of manufactured design.
 - Requires adherence to all program rules including that construction, purchase or installation cannot begin until after you have received the official notification letter ('Eligible to Participate') from SPAG stating you have been selected as a participant.
- ☐ Contracting on their own for construction or installation of a prefabricated Safe Room that meets the FEMA qualifications as documented on the Texas Division of Emergency Management 'Certificate of Installation/Inspection for Residential Safe Rooms' (see Exhibit E). The participant must ensure the contractor is aware of the certificate terms of compliance prior to signing a contract for a safe room.
- ☐ Providing all required documentation when requesting a rebate following completion of their safe room installation. Required documentation includes but is not limited to:
 - Completed 'Safe Room Application Form' (Exhibit B) with all required information on the structure, the Texas Division of Emergency Management 'Certificate of Installation and Inspection for Residential Safe Rooms' form and pictures of the safe room (Exhibit E).
 - Proof of ownership of the property, such as a current appraisal statement.
 - A Flood Insurance Rate Map or a statement from the local floodplain administrator assuring that the property is not located in the floodplain. This must include the latitude/longitude of the property to five decimal places.

- Contractor invoices, building permits and any additional required permits, inspections, or certificate of occupancy. Proof of payment is required for all costs claimed:
 - ☐ Copy of the front and back of cancelled check(s).
 - ☐ Copy of the front of the check and bank statement showing it cleared.
 - ☐ Bank image of the check with date it cleared.
 - ☐ Copy of bankcard statement showing debit/credit payment.
- ☐ Providing SPAG staff access to conduct safe room inspection.
- ☐ Providing SPAG with pictures as required.
- ☐ Releasing the safe room location information to emergency 911 databases for fire and police.

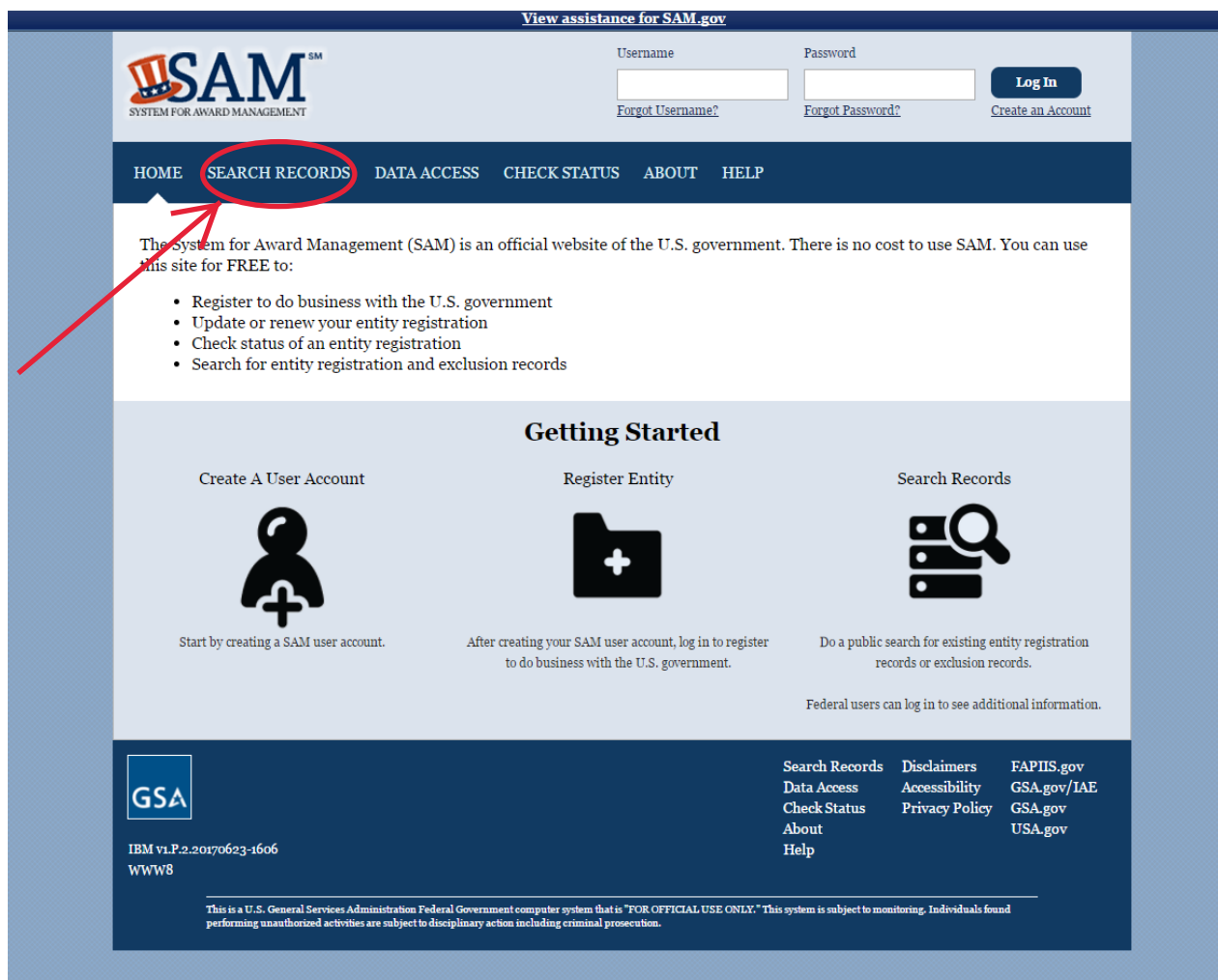
Citizen participants should verify all responses and documentation are true and valid.

The citizen participant must submit the installer signed and notarized copy of the Texas Division of Emergency Management 'Certificate of Installation/Inspection for Residential Safe Rooms' form. ***No other certificate of installation is acceptable proof of compliance.***


Instructions for obtaining SAMS clearance for construction contractors

*You will only need to obtain SAMS clearance verification if you are assigning the rebate payment to be disbursed directly to your contractor/installer.

1. Go to the website <http://www.sam.gov> – It will look like the following:



2. Click on the SEARCH RECORDS option at the top. It will take you to a page that looks like the following:



Username

[Forgot Username?](#)

Password

[Forgot Password?](#)

[Log In](#)
[Create an Account](#)

HOMESEARCH RECORDSDATA ACCESSCHECK STATUSABOUTHELP

Search Records

Search Tips to Get Started:

- Looking for entity registration records or entity exclusion records in SAM? Use **Quick Search** if you know an entity's Business Name, DUNS Number or CAGE Code. Use **Advanced Search** to structure your search using multiple categories and criteria.
- Are you a Federal government employee? Create a SAM user account with your government e-mail address and log into SAM before searching to see FOUO information and registrants who chose to opt out of the public search.
- Conducting small business-focused research? In addition to what is contained in SAM, small businesses can provide the Small Business Administration (SBA) supplemental information about themselves. Use the [SBA's Dynamic Small Business Search](#) to conduct further market research.
- Trying to find a contractor participating in the Disaster Response Registry? Use the **Disaster Response Registry Search** to locate contractors willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.

Choose Quick Search or Advanced Search

QUICK SEARCH:

(Example of search term includes the entity's name, etc.)

DUNS Number Search:

CAGE Code Search:


[SEARCH](#) [Need Help?](#)

ADVANCED SEARCH:
Use specific criteria in multiple categories to structure your search.

[ADVANCED SEARCH - ENTITY](#)

[ADVANCED SEARCH - EXCLUSION](#)

[DISASTER RESPONSE REGISTRY SEARCH](#)



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Search RecordsData AccessCheck StatusAboutHelp

DisclaimersAccessibilityPrivacy Policy

FAPIS.govGSA.gov/IAEGSA.govUSA.gov

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

- Under the QUICK SEARCH heading, type the name of the Contractor that you are interested in (you do not need their DUNS number or CAGE Code for the search)

4. In the example above, the South Plains Association of Governments name is typed to indicate where to put the contractor's business name → Press SEARCH.
5. You should be taken to a page that looks like one of the following:

Name of contractor

The screenshot displays the SAM (System for Award Management) search results page. At the top, there is a header with the SAM logo and navigation links: HOME, SEARCH RECORDS, DATA ACCESS, CHECK STATUS, ABOUT, and HELP. Below the header, the search results section is titled 'Search Results' and contains a list of instructions for users. The search terms entered are 'tejas* partners* construction* company* llp*'. The results show 'TOTAL RECORDS: 0' and 'Result page 0 of 0'. A red circle highlights the message 'No records found for current search.' A red arrow points from the text 'Name of contractor' to the search terms, indicating that the contractor's name was used in the search.

Username: Password: [Log In](#) [Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

HOME SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

Search Results

- Your search results represent the broadest set of records that match your search criteria. You may get entity registration records that are still in progress or have been submitted, but not yet activated. Check the status of each record.
- Of note, some entities choose to opt out of public display. Even if they are registered in SAM, you will not see their entity registration records in a public search. You can only see them if you log in as Federal Government user.
- You can refine your search results. If you used the Quick Search, select the search filters on this page. If you used one of the Advanced Search options, select the Edit Search button.
- If you want to perform a new search, use the Clear button to remove your current search results. If you are logged in with your SAM User Account, you can save your search criteria to run again later using the Save Search button.
- NOTE:** Please read this important message when searching for exclusion records.

Clear Search

Current Search Terms: tejas* partners* construction* company* llp*

TOTAL RECORDS: 0
Result page 0 of 0

Sort by: Modified Date Order by: Descending

FILTER RESULTS

By Record Status

☒ Active
☐ Inactive

By Record Type

☐ Entity Registration
☐ Exclusion

Apply Filters

No records found for current search.

Result page 0 of 0

Save PDF Export Results Print

Glossary

- Search Results
- Entity
- Exclusion
- Search Filters
- By Record Status
- By Record Type

SAM
SYSTEM FOR AWARD MANAGEMENT

Username: Password:
[Forgot Username?](#) [Forgot Password?](#) [Log In](#) [Create an Account](#)

HOME SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

Search Results

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- NOTE:** Please read this important message when searching for exclusion records.

Current Search Terms: construction* company* llc*

[Clear Search](#)

TOTAL RECORDS: 116 [Save PDF](#) [Export Results](#) [Print](#)

Result Page: 1 2 3 4 5 6 7 8 9 10 [NEXT](#) **Sort by:** Modified Date **Order by:** Descending

FILTER RESULTS

By Record Status

☒ Active
☐ Inactive

By Record Type

☐ Entity Registration
☐ Exclusion

[Apply Filters](#)

Your search for "construction* company* llc*" returned the following results...

Entity	Beckwith Construction Company, LLC	Status: Active
DUNS: 784794112	CAGE Code: 52TH8	View Details
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 06/27/2018	Debt Subject to Offset? No	
Purpose of Registration: All Awards		

Entity	GLASGOW CONSTRUCTION COMPANY, LLC	Status: Active
DUNS: 193318966	CAGE Code: 37XZ1	View Details
Has Active Exclusion?: No	DoDAAC:	

Glossary

[Search Results](#)
Entity
Exclusion
[Search Filters](#)
[By Record Status](#)
[By Record Type](#)

6. To be **eligible**, the contractor should show up on the search terms as "No records found for current search" or as an "Active" status in the system.
7. If you have an **ineligible** contractor, then you will need to seek out another one who is cleared to work on the project.
 - a. Again, there should be either NO RESULTS FOUND or ACTIVE STATUS on the contractor that you select.

8. Once you have a cleared contractor. Please print the page in order to show proof in your application that you have selected an **eligible** contractor.
9. If you have tried each of these steps and are still experiencing trouble, you can contact Belinda Solis at SPAG at bsolis@spag.org



SPAG Regional Safe Room Rebate Program

Floodplain Documentation

The safe room may not be installed in a location within a FEMA-designated floodplain zone. The applicant must provide SPAG with documentation (statement, letter, map, etc.) from the local Floodplain Administrator assuring that the property is not located in a FEMA-designated floodplain zone.

- Applicants within the *City of Lubbock* must contact the Building Inspection Department at (806) 775-2335 or (806) 775-2331 to obtain documentation (statement, letter, map, etc.) verifying the safe room is not being installed in a location within a FEMA-designated floodplain zone. SPAG only requires floodplain clearance, but the *City of Lubbock* may have additional requirements (such as required building permits).
- Applicants within *Lubbock County* must contact the local Floodplain Administrator in Lubbock County at (806) 775-1337 to obtain a statement verifying the safe room is not being installed in a location within a FEMA-designated floodplain zone.
- All other applicants, should contact Belinda Solis at SPAG at bsolis@spag.org to obtain documentation verifying the safe room is not being installed in a location within a FEMA-designated floodplain zone.