Community Safe Room: Instructions

**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.*

This document provides instructions on how to complete the application for a community safe room project under FEMA's Hazard Mitigation Grant Program (HMGP). This application can be used for community safe room project applications.

The user can provide the requested information by adding text or comments to the form, or by including the information in a separate document with their subapplication. Additional technical guidance is provided in the attached Safe Room Technical Review Job Aid Supplement (Job Aid) and the Environmental Planning and Historic Preservation (EHP) Safe Room: Information Required for Environmental Review (EHP Job Aid), which are referenced throughout these instructions.

A. Applicant/Subapplicant Information

1. **Applicant/Subapplicant Legal Name:** Enter your organization's legal name.
2. **Organizational Unit:** Enter the name of the department or agency within your organization that is pursuing the grant.
3. **Project Title:** Enter the name of the project title. The title should be short but descriptive (e.g., Town of Tornadoes Community Safe Room).
4. **Applicant/Subapplicant Type:** Enter the type of applicant or subapplicant; refer to Hazard Mitigation Assistance (HMA) Guidance (Part III, Sections A and B) for information on *Eligible Applicants and Subapplicants*.
5. **Proposed Project Total Cost:** Enter the total cost of the project in the first field provided. In the fields beneath that, indicate the percentage and dollar amount of both the federal and local shares for the project.
6. **Certifications:** Read the statement provided and enter the requested information to certify that the Applicant/Subapplicant reviewed and concurred with the HMGP program requirements.
7. **Mitigation Plan:** Mark the appropriate box—Yes or No. If Yes was marked, provide the specified information for the Local and State/Territorial/Tribal Mitigation Plan. Refer to HMA Guidance (Part III, Section E.5) for information on hazard mitigation plan requirements.
8. **National Flood Insurance Program:** Mark the appropriate box—Yes or No. HMGP mitigation project subapplications for projects sited within the Special Flood Hazard Area are eligible only if the jurisdiction in which the project is located is participating in the program.
9. Enter the **Tax ID Number**, five-digit Federal Information Processing Standards (**FIPS**) code, six-digit **Community Identification Number** and Data Universal Numbering System (**DUNS**) number for the Applicant/Subapplicant.
10. Enter the **U.S. Congressional District** for your jurisdiction, if applicable.
11. Enter the **State Legislative District** for your jurisdiction, if applicable.

12. **Primary Point of Contact:** Enter the contact information for the person coordinating the implementation of this grant throughout the application process.
13. **Alternate Point of Contact:** Enter the contact information for the alternate point of contact who can coordinate the implementation of this grant when the primary point of contact is not available.
14. **Authorized Applicant/Subapplicant Agent:** Enter the name and contact information for the authorized agent for your organization. The Authorized Applicant/Subapplicant Agent MUST be the chief executive officer, mayor, or person of comparable status who is authorized to sign contracts, authorize funding allocations or payments, etc.

B. Project Narrative and Scope of Work

Mitigation projects funded by HMA must be both technically feasible and effective at mitigating the risks of the hazard(s) for which the project was designed. Effective mitigation measures funded with an HMA grant provide a long-term or permanent solution to a risk from a natural hazard.

1. Insert the name and Applicant/Subapplicant type of your organization. For each proposed safe room:
    a. Provide the location of the proposed safe room: address and latitude/longitude in decimal format to six decimal places. The latitude and longitude information should identify the project site where the safe room is proposed.
    b. Indicate if the proposed community safe room will be a “multiuse” or “single use.” Single use indicates that the structure will be exclusively used as a safe room; multiuse indicates that the structure will have another use in addition to use as a safe room, such as a school gym, community center, etc.
2. For each proposed safe room, indicate if the safe room is above or below ground level, prefabricated or site constructed and a stand-alone or internal safe room. An internal safe room is a safe room that is located inside an existing structure, whereas a stand-alone safe room is an independent structure. A prefabricated safe room has been assembled off-site and transported to the site where it will be installed. Indicate if land acquisition is part of the project or if the applicant already owns the land for the proposed project.
    a. If the project requires ground disturbance activities, provide the location and dimensions (length, width and depth) of the excavation. Describe the existing condition of the area that would be affected by construction of the project. Indicate whether the project site has been previously disturbed or improved. Provide this information on GIS files, a map and/or an aerial.
    b. Ensure that you discuss access routes, vehicles and equipment to be used, and where equipment and materials would be staged and stored, as applicable (include GIS files, .kmz files or maps of these locations with the boundaries clearly marked).
3. For each proposed safe room, indicate if the safe room is a retrofit safe room of an existing structure or new construction. If a retrofit, describe the existing conditions of the structure. Provide the following information: date(s) of any upgrades or additions and what they were, date of construction, structure type, structure use, construction type, size of safe room, safe room maximum occupancy, existing condition narrative with qualitative assessment of the structure condition and percent of total occupants present during the day, evening and night based on 24 hours per day/7 days per week/365 days per year. Indicate if land will be purchased for the project. In either case, whether retrofit or new construction, provide a brief description of the site and explain why the particular site was chosen. Include photos of all sides of the retrofitted structure and any adjacent structures.

4. For each proposed safe room, identify the protected population, the maximum number of occupants and the gross and usable floor area of the safe room. State whether the safe room will be open to the public or designed to protect evacuees originating from a specific building or campus of buildings.
5. Briefly describe the most recent disaster event that demonstrates the need for a community safe room. Please include the federal disaster declaration number, if applicable/available.

C. Safe Room Purpose

Indicate if the safe room will be a tornado safe room, hurricane safe room or combined hurricane and tornado safe room (extreme wind).

In extreme wind events, such as tornadoes, there may be little or no warning to allow the general population to leave the area of immediate impact, and they must, therefore, seek immediate life-safety protection. Little or no warning limits the potential occupancy of tornado residential and community safe rooms to the people who are on-site or nearby. When there is sufficient warning time in extreme wind events, such as hurricanes, the general population can be expected to leave the area of anticipated immediate impact and seek shelter outside of the impacted area. However, first responders and those who are physically unable to leave the area remain in harm's way. Therefore, for hurricane safe rooms, FEMA considers funding only projects designed for populations that cannot remove themselves from harm's way during an impending hurricane threat.

Refer to Addendum to the Hazard Mitigation Assistance Guidance for additional guidance.

Indicate if the safe room will allow for accessibility of persons with disabilities. Public safe rooms are required to be compliant with the Americans with Disabilities Act (ADA).

D. Alternatives Considered

Mitigation project alternatives are required as part of application development. Indicate at least three alternative actions that were considered in the planning process:

1. No action alternative and its consequences
2. Alternative that was considered but not selected, and why
3. Additional alternative actions considered but not selected (not required)
4. The Proposed Action alternative is the project you are proposing in the application; explain why it is the most practical, effective, and environmentally sound alternative.

See **Step 1 of the Technical Job Aid** for additional guidance.

E. Impacted Population and Travel Limitations

Reference: 2015 HMA Guidance Addendum C.3

Indicate the composition of the protected population (e.g., faculty, staff, and students).

For hurricane safe rooms, indicate if the safe room occupants belong to Category 1 (first responders, critical/essential services personnel and facility occupants), Category 2 (individuals that cannot evacuate), Category

3 (islands, states or territories) or Category 4 (people living in an evacuation zone). For hurricane safe rooms, priority will be for safe room projects assigned to Categories 1, 2 and 3; please note that only Categories 1 and 2 are discussed in the HMA Guidance Addendum. Categories 3 and 4 are for additional clarification.

In the first box, indicate any rationale for including each group designated as a disproportionately protected population (e.g., for a tornado safe room: the school enrollment has 190 students and 30 faculty and staff that do not have access to a tornado safe room during school hours. For a hurricane safe room: The emergency operations center (EOC) will be occupied by 20 people and eight 911 call-center operators who will seek near absolute protection in the safe room during a hurricane).

- For hurricane safe rooms, select the type of occupants that will take shelter in the community safe room. Provide additional details in the box provided.
- Provide information related to how the impacted population will travel to the safe room.
- Indicate how the population will know how to locate/access the safe room.

In the second box, indicate how the impacted population will travel to the safe room. This is often conveyed by providing a map of the travel route. For tornado community safe rooms, the distance from the safe room for the at-risk population is based on a maximum walking travel time of 5 minutes (maximum walking distance of 0.25 mile) or a maximum driving travel distance of approximately 0.5 mile. When considering a single- or multi-use community safe room, the 5-minute walk time or the equivalent 0.5-mile driving distance must be calculated by the actual travel route or pathway that a pedestrian or a driver will be required to follow. In either case, whether walking or driving, prospective safe room occupants must be able to safely reach the facility within 5 minutes of receiving a tornado warning or notice to seek shelter. Potential delays along the travel route such are highways and railroad crossing should be identified.

In the third box, indicate how potential safe room occupants will know how to locate the safe room. An example of safe room signage can be found in Figure A4-3 of FEMA P-361 Safe Rooms for Tornadoes and Hurricanes: Guidance for Community and Residential Safe Rooms.

F. Access Roads

This section should only be completed if it is anticipated that the identified population for the safe room is expected to drive to the safe room in the event of a tornado.

The questions are meant to help you evaluate the appropriateness of your site and consider site accessibility and traffic impacts. This section does not apply to hurricane safe rooms. If a safe room is located in a rural or residential area, the existing road network could become overwhelmed if a large number of people drive their vehicles to a fixed location in a short period of time. A traffic study or evaluation may be helpful to ensure accessibility to the safe room. Include documentation if available—if not, consider including as part of your scope of work. If occupants have difficulty traveling to the safe room, the functionality of the safe room may become limited. If the protected population is large, with limited roadway access to the safe room, the proposed evacuation route and parking area should be indicated. Note that road network improvements and parking, unless fulfilling ADA requirements, are ineligible costs.

G. Period of Protection

Indicate the period of protection (occupancy duration) for safe room. For tornado safe rooms this is a minimum of 2 hours, and for hurricane safe rooms this is minimum of 24 hours. Longer occupancy durations are permitted with supporting explanation. For example, many hurricane safe rooms in Puerto Rico are designed for a 72-hour occupancy period because of the potential of slow-moving storms. Emergency power and other life support systems (potable water and food storage) are to be properly sized for the safe room's intended occupancy.

H. Wind Speed Zone and Internal Pressure Coefficient

Select the wind speed zone for the proposed safe room. The user should also indicate the actual designed wind speed for the shelter within the application form. Below are references to find wind speed:

- https://hazards.atcouncil.org/
- Tornado Safe Rooms: FEMA P-361: Figure B3-1
- Hurricane Safe Rooms: FEMA P-361: Figure B3-2
- Hurricane safe room designs may require the use of a topographic wind factor (Kzt)-adjusted wind speed for a 10,000-year event. The site topography must be analyzed in accordance with the provisions of American Society of Civil Engineers (ASCE) 7 to determine the appropriate topographic wind factor.

Indicate the design internal pressure coefficient (GCpi) for the safe room. FEMA P-361 considers a of GCpi coefficient ± 0.55 as best practice when designing safe rooms. Reference FEMA P-361 Section B3.2.5.2 for guidance on calculating wind loads.

I. Proposed Occupancy and Required Usable Area

The subapplicant will indicate the proposed occupancy for the safe room. If the safe room has 50 occupants or more, a peer review must be performed on the safe room design. A peer review conducted by an independent registered design professional is required to be compliant with FEMA P-361 and ICC 500 standards (FEMA P-361 Section B1.2.6 and ICC 500 Section 109).

Determine the minimum usable area required based on the type of occupant and the minimum square footage recommended for each occupant. Tables are provided with required minimum usable floor area per occupant for both tornado and hurricane shelters.

- "Total Square Footage Needed per Type" should be a calculation of Column 2 × Column 3.

If the community safe room is a hurricane safe room, applicants must provide a statement to detail how the operation will meet local and state emergency evacuation plans and requirements.

J. Usable Floor Area

Indicate the gross area of the proposed safe room. Refer to Section B5 of FEMA P-361 for more information on determining usable floor area. When calculating the usable floor area, do not consider areas where critical safe room support functions operate such as mechanical, electrical or storage rooms. It is a FEMA best practice to exclude restrooms from the usable area determination. The usable floor area can be calculated using two methods:

Method 1: Remove ineligible floor area from gross area, then reduce remaining floor area by using a multiplier based on type of furnishings.

- After ineligible floor space is removed from the gross area of the safe room, reduce the area of the safe room by at least 50% for areas with concentrated furnishing or fixed seating. Please note that "fixed seating" refers to bolted down or otherwise difficult to remove seating such as fixed bleachers or auditorium chairs.
- After ineligible floor space is removed from the gross area of the safe room, reduce the area of the safe room by at least 35% for areas with unconcentrated furnished and areas without fixed seating.
- After ineligible floor space is removed from the gross area of the safe room, reduce the area of the safe room by at least 15% for areas with open plan furnishings and without fixed seating.

Method 2: Subtract unusable areas from the gross area, then apply a 15% reduction as best practice for egress adjustment.

- After ineligible floor space is removed from the gross area of the safe room, area occupied by the structural footprint; components such as walls, partitions, columns, fixed or movable equipment; or any other feature that cannot be moved will be removed from the area.
- As a best practice, once all unusable areas are subtracted from the gross floor area, an additional 15% should be subtracted to account for egress.

K. Feasibility and Effectiveness

Indicate whether the current level of design for the safe room is conceptual or detailed.

Describe the design standards and editions of the standards used for design of the safe room. To be eligible for HMGP funding, community safe rooms must be designed in accordance with the most current edition of FEMA P-361.

Upon project completion, a certification letter, to be included with closeout documentation, must indicate that the safe room, and all items that contribute to the operation of the safe room, were constructed to meet or exceed FEMA P-361 requirements. This should include verification that a peer review (if applicable) was conducted by an independent registered design professional required to be in compliance with FEMA P-361 and ICC 500 standards (FEMA P-361 Section B1.2.6 and ICC 500 Section 109). Refer to HMA Guidance Addendum, Section C.2.1 for project closeout requirements and Section C.2.2 for recognized design standards.

If available, include a floor plan of the proposed safe room in the project application.

L. Opening Protection

Describe opening protection systems associated with the proposed safe room. The protection of openings in a safe room is vital to its ability to provide near-absolute protection. To make a technical feasibility determination, the subapplication must either provide supporting documentation or a statement that the doors, windows, openings and HVAC system associated with the safe room are compliant with the wind-borne debris missile-impact requirements of FEMA P-361 and ICC 500. Opening protection is required for all openings in the building envelope including openings for HVAC and any opening required for mechanical, electrical and plumbing equipment.

Refer to Section B.3.2.6 of FEMA P-361 for additional guidance on debris hazards and missile criteria for safe rooms.

M. Emergency Power System

Describe the emergency power system for the safe room. Safe rooms are required to have emergency power systems, that, in the event of power failure, can operate all components of the safe room that are vital to its function, such as lighting, HVAC systems, communications equipment, etc. See Section B7 of FEMA P-361 for additional guidance. Emergency power can be provided either through battery systems or emergency generators and should be able to operate for the designed duration of the event. Emergency power systems must be protected to the safe standard as the safe room building envelope.

Specify where the emergency power system will be located in relation to the proposed safe room.

Note that if an emergency generator is not contained within the safe room, it should be protected with an enclosure designed to the same criteria as the safe room.

N. Utilities

Describe how utilities such as electricity, potable water and sewage systems will feed the safe room as applicable.

Refer to Section B7 of FEMA P-361 for additional guidance.

O. Sanitation Facilities

Indicate the number of water closets and lavatories provided in the safe room. See Section B7 of FEMA P-361 and Tables 702.3 for tornado safe rooms and 703.3 for hurricane safe rooms of ICC 500 for additional guidance. It is recommended that restrooms be portioned off from the usable area of the safe room and that independent restrooms are provided for female and male occupants.

P. Potable Water Storage

If the hurricane safe room is designed to accommodate more than 50 occupants, describe the proposed potable water supply and wastewater storage systems.

ICC 500 Section 703.4 and Section B7 of FEMA P-361 specifies requirements of potable water supply and wastewater storage for hurricane storm shelters designed to accommodate more than 50 occupants. Potable water storage systems must be closed and sized for the occupancy duration and the number of occupants. Cisterns that collect rainwater are not eligible for use in community safe rooms.

Q. Environmental Planning and Historic Preservation Considerations

Projects potentially could impact nearby physical, cultural (historic and archaeological), biological and social resources. Below are questions about potential impacts your project may have on these resources. Please note that not all of these may be applicable to your project. See the **EHP Job Aid** for more details

1. Has the public been notified or provided input? If so, provide dates and method of outreach. If not, describe any planned public engagement activities for the project. (See **Section 3A of EHP Job Aid**.)

2. Describe any agency coordination and permits obtained from federal, state or local agencies to implement the project. Include copies of any coordination materials, permit applications or approvals. (See **Section 3B of EHP Job Aid.**)
3. Provide any studies that have been conducted for the project or for projects that were recently built nearby. Studies could include evaluations of cultural resources (e.g., historic, archaeological) or environmental resources (e.g., threatened and endangered species, wetlands, hydrology). (See **Section 3C of EHP Job Aid.**)
4. If the project is in a floodplain, describe the project activities that would occur or be located in the floodplain, if applicable. Show where project activities would overlap with floodplains on a map. (See **Section 3D of EHP Job Aid**.)
5. Describe any surface waters in or near the project area (e.g., ponds, lakes, rivers, streams, wetlands, other waterbodies). Describe any measures that would be used to avoid waterbodies or avoid impacting water (e.g., setbacks, silt fence). Show where project activities would overlap with wetlands or other waterbodies on a map. (See **Section 3E of EHP Job Aid**.)
6. Describe any know hazardous or contaminated materials at the project site including underground tanks. Describe how underground tanks (e.g., fuel, septic) would be removed or decommissioned in place. If the project requires the use of hazardous materials (including herbicides), describe their use and best management practices to minimize environmental exposure. (See **Section 3F of EHP Job Aid**.)
7. Would the project involve the use of imported fill? If yes, describe the type and source of the fill material. (See **Section 3G of EHP Job Aid**.)
8. If the project would remove vegetation for any reason, describe the type and amount or area of vegetation (e.g., two oak trees, one-quarter acre of turf grass). Describe how vegetation would be removed, if applicable (e.g., root ball removal, flush cut, dug up, chemical weed killer). If using herbicides, describe best management practices for their use. Estimate during which season(s) or months vegetation removal would occur. Would any special techniques be used to ensure survival of the plants/seeds (e.g., mulch, irrigation, protective fencing)? (See **Section 3H of EHP Job Aid**.)
9. List any best management practices that would be used during project construction. (See **Section 3I of EHP Job Aid**.)
10. Describe the physical characteristics of ground disturbance. (See **Section 1A of EHP Job Aid**.)
11. What are the approximate dimensions for ground disturbance for the safe room?
12. What are the approximate dimensions for ground disturbance for any new utilities?
13. What are the approximate dimensions for ground disturbance for any new roads or driveways to service the safe room?
14. Include the total ground disturbance based on answers to 11, 12 and 13.

R. Operations and Maintenance Plan

Indicate whether a draft operations and maintenance (O&M) plan is attached in the application, or if the application includes a descriptive statement of the O&M plan.

A final O&M plan must be provided prior to project closeout.

Refer to Step 14 of the Job Aid and HMA Guidance Addendum C.5 for additional information on the O&M plan requirements.

S. Estimated Work Schedule

Specify the duration of each process component required to complete the project. Although the components' occurrences are not necessarily sequential and activities may be carried out concurrently, the total project timeline cannot exceed the period of performance for HMGP, which is 36 months. If needed, include a detailed schedule in the attached documentation. For additional guidance, see **Step 4 of the Technical Job Aid**.

T. Budget Estimating

1. **Costing Methodology:** Indicate which method(s) were used to determine the project costs. Choose whether the estimates were obtained from construction contractors and similar vendors, historical data from previous projects/activities (with an inflation factor, as needed) or other national cost estimating reference. If none of these were used, please choose "Other" and describe the methodology used to develop the cost estimate. For additional guidance, see **Step 5 of the Technical Job Aid**.

   The jurisdiction must ensure that all project costs are reasonable and necessary for the activity according to Title 2 Code of Federal Regulations Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. For additional guidance see **Step 5 of the Job Aid**.

   If the subapplicant has or will be incurring eligible pre-award costs, these must be included as separate line items in the project budget and labeled as pre-award costs.

   Populate the table, or attach additional sheets as needed, to indicate the project costs. Below are suggested Tasks/Activities.

   - Pre-Award Costs
   - Design Fees
   - Recording Fees
   - EHP Related Costs
   - Permit Fees
   - Surveying Costs
   - Site Preparation
   - Construction Costs
   - Inspection Costs and Peer Review
   - Construction Material (supplies)/Debris Disposal Costs
   - Property acquisition costs, if applicable
   - Costs to prepare an O&M plan
   - Other costs, if applicable (personnel, contract, travel, equipment and contingencies)

   Include all cost categories with quantities, units of measure, cost per unit and total cost by line item. All costs should be detailed and not contain any lump sums. The cost estimate includes a line-item breakdown of costs

associated with all elements described in the Scope of Work and budget narrative. Personnel hours should be detailed by position titles, estimated number of hours attributed to the project and estimated cost per hour for that position.

2. **Budget Narrative:** Provide a budget narrative with explanations, justifications and line-item details of the project costs. If needed, indicate in box that it is in an attachment to the application and provide with application submittal.

   The budget narrative should explain how costs were derived, including any details not in the line items. For additional guidance, see **Step 5 of the Technical Job Aid.**

U. Nonfederal Funding Share (25% of Total Project Costs)

List all sources and amounts used in the nonfederal share, including all in-kind services. In-kind services may not exceed the 25% nonfederal share. For each source, indicate the name of the source agency, describe the type of funding, and include the amount.

Attach letters of funding commitment for each source.

V. Cost Effectiveness

The benefit-cost analysis (BCA) should be developed in accordance with **Step 13 of the Technical Job Aid**. The Technical Job Aid will provide additional guidance for the development the BCA and required supporting documentation required for the BCA.

1. **Cost-Effectiveness Methodology:** Indicate which methodology was used to evaluate cost-effectiveness for the project. Select the appropriate BCA approach for your project. If the BCA software was used, indicate the benefit-cost ratio.

   The BCA software can be found at https://www.fema.gov/benefit-cost-analysis, including explanations of how to use the tool. It is a best practice to provide a BCA narrative as supporting documentation. The BCA narrative should describe the methodology, assumptions and justifications for all inputs to the subapplication documentation. All inputs for the BCA must be documented unless a FEMA standard or default value is used.

2. Indicate the Project Useful Life (PUL) for the mitigation project. Provide documentation if the standard PUL from the BCA information tab is not used. The PUL value cannot be higher than the highest acceptable limits as indicated in the PUL table in the BCA Toolkit Help Menu.

3. Maintenance costs for the safe room project must be included in the BCA. Attach an assurance letter from the signature authority that outlines the projected annual maintenance costs, the position or department will be responsible for maintenance, and how often it will be performed. The maintenance cost should cover the necessary maintenance for the safe room to remain functional for the entire project useful life. Indicate the annual maintenance cost in the blank field,

4. For hurricane safe rooms, wind speeds for the BCA require values entered by the user. Supporting documentation, such as information from the Applied Technical Council (ATC) Hazards website (https://hazards.atcouncil.org/ is acceptable.

5. The predominant structure type represents the type(s) of structure the occupants will evacuate from in the response area. The predefined structure types provided in the safe room module include institutional building,

manufactured housing, one- or two-family residences, open areas, pre-engineered metal building, school, and small professional building. For each predominant structure type, provide supporting documentation confirming the structure type and percent of occupancy. For example, proper justification can be a map of the area around the proposed safe room showing nearby structures. The predominant structure type should match the description of the protected population provided in the scope of work. One or two predominant structure types may be specified in the BCA.

W. Required Documentation Attached

Indicate all attachments to be included with this form. Please also indicate any additional documentation in the text box.

- Site photos and structure photos
- Property Site Maps: Provide map(s) showing the project location(s). If the project includes multiple structures, show the project boundaries. See **Step 6 of the Technical Job Aid**.
- FIRMette with property locations clearly marked. FIRMettes can be accessed in the FEMA Flood Map Service Center (https://msc.fema.gov/portal/home).
- Flood Hazard Data: Provide copies of data from applicable FEMA Flood Insurance Study, independent engineering study used to assess flood risk for the project or historical flood event data if the proposed safe room will be located in a flood-prone area.
- Impacted Population and Travel Limitations – Provide supporting documentation for the number of safe room occupants
- Maps with travel routes to the safe room – Indicate travel path to the safe room
- Access roads – If applicable, provide the traffic study
- Usable floor area – Provide usable floor area calculation
- Floor plan
- Compliance documentation with any applicable local planning, zoning, and other applicable codes
- Draft O&M plan or descriptive statement of the O&M plan, including assurance that the O&M plan will be developed and completed before project closeout
- Consultation Documentation
  - State Historic Preservation Officers Consultation, required if any of the following applies:
    - Structure is 45 years or older at the time of FEMA review
    - New ground is being disturbed
    - Project is located in a Historic District
  - Appropriate BCA documentation, including an export of the BCA tool and pdf of the BCA report from the toolkit (if applicable) and all supporting documentation
- Fund commitment letters, which lists the sources and amounts used in the nonfederal share requirement, including all in-kind services.

- Assurances (FEMA Form 112-0-3C or 20-16c (Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements), and SF-LLL (Disclosure of Lobbying Programs) if applicable)
- Completed SF-424 (Application for Federal Assistance), signed by the authorized representative of the jurisdiction
- Completed SF-424d (Construction Programs) and SF-424c (Budget Information for Construction Programs)
- Detailed budget with additional budget narrative if box provided is not sufficient
- Designated Authorized Agent documentation that is signed by the ruling body of the applicant and designates authority for the signatory to sign contracts, authorize funding allocations or payments or apply for grant funding
- Detailed schedules, if necessary, to support scope of work
- Documentation from a qualified professional to support completion of peer review, if applicable and available. Verification that a peer review (if applicable) was conducted must be provided at closeout
- Documentation to support predominant structure type(s) and corresponding percentages of occupancy
- Supporting data for wind speeds (hurricane safe rooms), such as information from the ATC Hazards website
- FEMA Statement of Assurances: Include a signed copy of the FEMA Statement of Assurances. Refer to HMA Guidance Addendum, Section A.6.3 for additional guidance.
- If there will be additional items not listed, please indicate those items in the comment box below this section.