



## SPAG Regional Safe Room Rebate Program

May 3, 2019

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.

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 Rebate Program 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) SPAG Regional Safe Room Rebate Program Floodplain Documentation - Information on Floodplains and determining if your property is located in a FEMA-designated floodplain

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)

Please make sure you have included all of the required documentation with your application including the 'Application Checklist' – this will be your **COMPLETE** safe room rebate 'Application Packet'.

How to submit your Application Packet:

You may submit your safe room rebate 'Application Packet' to SPAG via:

- 1) mail (PO Box 3730; Lubbock, Texas 79452),
- 2) e-mail to: Tommy Murillo at [tmurillo@spag.org](mailto:tmurillo@spag.org), or
- 3) you may opt to drop off your application in person at 1323 58<sup>th</sup> Street; Lubbock, Texas 79412. Please note, if you opt to drop off application staff will not be available to address questions regarding the rebate program. After you have thoroughly reviewed this information and need more information please contact Tommy Murillo at SPAG: 806-762-8721 or [tmurillo@spag.org](mailto:tmurillo@spag.org).

Your application will be reviewed and you will receive written notification from SPAG regarding your eligibility status (eligible or ineligible). This written notification will be mailed or e-mailed (if provided) to you within 14 days of receipt of your 'Application Packet'.

Sincerely,

Kelly Davila  
Director of Regional Services  
South Plains Association of Governments





# SPAG Regional Safe Room Application Form

## A. Home Owner Information

Name \_\_\_\_\_  
 Current Address \_\_\_\_\_  
 City \_\_\_\_\_ State: TX Zip Code \_\_\_\_\_ County \_\_\_\_\_  
 Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_  
 Mobile/Cell # \_\_\_\_\_ E-mail Address \_\_\_\_\_

## 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 \_\_\_\_/\_\_\_\_/\_\_\_\_ (If applicable, print out the Verification form and attach to application).

## 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 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**

---

| <b>Eligible Components of Residential Safe Rooms<br/>Building Systems and Components</b>                                                 | <b>Residential</b> |
|------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 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                                                                                                   | <b>No</b>          |
| Fire-suppression systems (sprinklers systems and fire extinguishers)                                                                     | <b>No*</b>         |

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

\* Eligible if required by local codes

ADA = Americans with Disabilities Act

HVAC = Heating, ventilation, and air conditioning

LAN = Local Area Network

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:
  - a) Completed 'Safe Room Application Form' (Exhibit B) with all required information on the structure,
  - b) the Texas Division of Emergency Management 'Certificate of Installation and Inspection for Residential Safe Rooms' form and pictures of the safe room (Exhibit E). 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.***

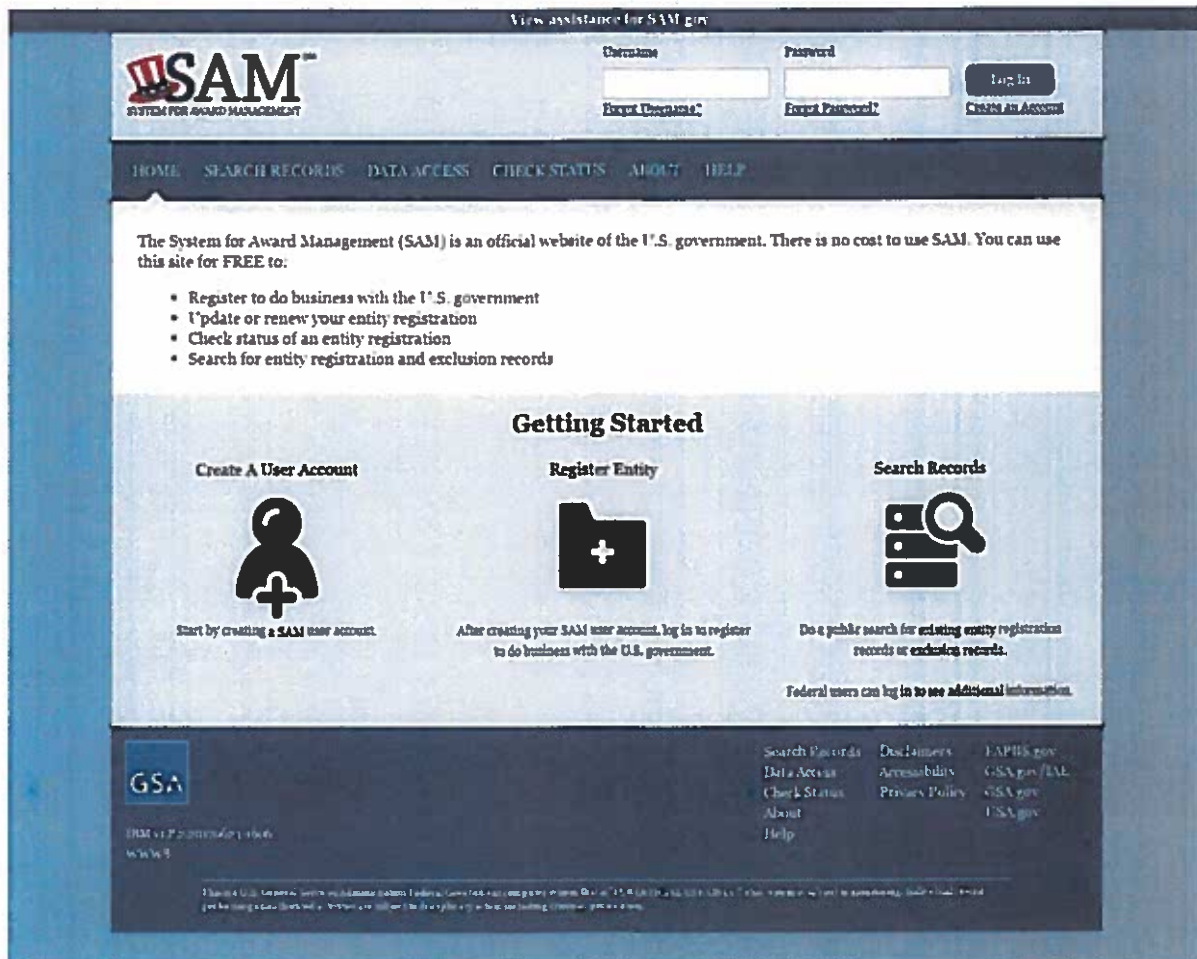
- c) Proof of ownership of the property, such as a current appraisal statement,
  - d) A Flood Insurance Rate Map and a statement from the local floodplain administrator assuring that the property is not located in the floodplain. This must include the latitude/longitude of the property to five decimal places,
  - e) 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, and
    - Copy of bankcard statement showing debit/credit payment.
- 
- Providing SPAG staff access to conduct a final safe room inspection of completed safe room,
  - 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.

## Instructions for obtaining SAMS clearance for construction contractors

\*You will only need to obtain the 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:

**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 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 FOI/D 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:

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

**GSA**  
IBM v1 P 201/0693 1006 W57W8

Search Records Disclaimers EAPIS.gov  
 Data Access Accessibility GSA.gov/LAI  
 Check Status Privacy Policy GSA.gov  
 About USA.gov  
 Help

This is a U.S. Government Work. It is authorized for reproduction and distribution in unlimited quantities and in any form or by any means without charge, subject to disclosure to the originating agency.

3. 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:

### 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.

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

TOTAL RECORDS: 0  
Result 1 - 0 of 0  
Sort by: Modified Date Order by: Descending

### Glossary

**FILTER RESULTS** No records found for current search.

#### By Record Status

- Active
- Inactive

#### By Record Type

- Entity Registration
- Exclusion

#### Search Results

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

Result 1 page 0 of 0

The screenshot displays the SAM website interface. At the top, there is a login section with fields for Username and Password, and buttons for 'Log In', 'Forgot Username?', and 'Forgot Password?'. Below this is a navigation menu with links for HOME, SEARCH RECORDS, DATA ACCESS, CIBC STATUS, ABOUT, and HELP. The main content area is titled 'Search Results' and contains a list of instructions for users. Below the instructions, the current search terms are shown as 'construction\* company\* llc'. There is a 'Clear Search' button and a 'TOTAL RECORDS: 116' indicator. The search results are displayed in a table-like format with columns for Entity Name, Status, and a 'View Details' button. The first result is 'Beckwith Construction Company, LLC' with a status of 'Active'. The second result is 'GLASGOW CONSTRUCTION COMPANY, LLC' with a status of 'Active'. On the right side, there is a 'Glossary' section with links for Search Results, Entity, Exclusion, Search Filters, By Record Status, and 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 verification 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 Tommy Murillo at SPAG at (806) 762-8721 or any other member of Regional Services Department





## SPAG Regional Safe Room Rebate Program

### Flood Plain Documentation

The safe room may not be installed in a location within a FEMA recognized Flood Plain. The applicant must provide SPAG with a letter & Flood Insurance Rate Map from the local Flood Plain Administrator assuring that the property is not located in a FEMA recognized Flood Plain.

#### **Applicants within the City of Lubbock:**

Must contact the Storm Water Engineering Department at (806) 775-2347 to obtain documentation (letter & Flood Insurance Rate Map) verifying the safe room is not being installed in a location within a FEMA recognized Flood Plain. SPAG only requires Flood Plain clearance, but the *City of Lubbock* may have additional requirements (such as required building permits, etc.).

#### **Applicants within Lubbock County:**

Must contact the Lubbock County Flood Plain Manager at (806) 549-8178 to obtain documentation (letter & Flood Insurance Rate Map) verifying the safe room is not being installed in a location within a FEMA recognized Flood Plain.

#### **All other applicants:**

Should contact the Regional Services Department at SPAG to obtain documentation verifying the safe room is not being installed in a location within a FEMA recognized Flood Plain.