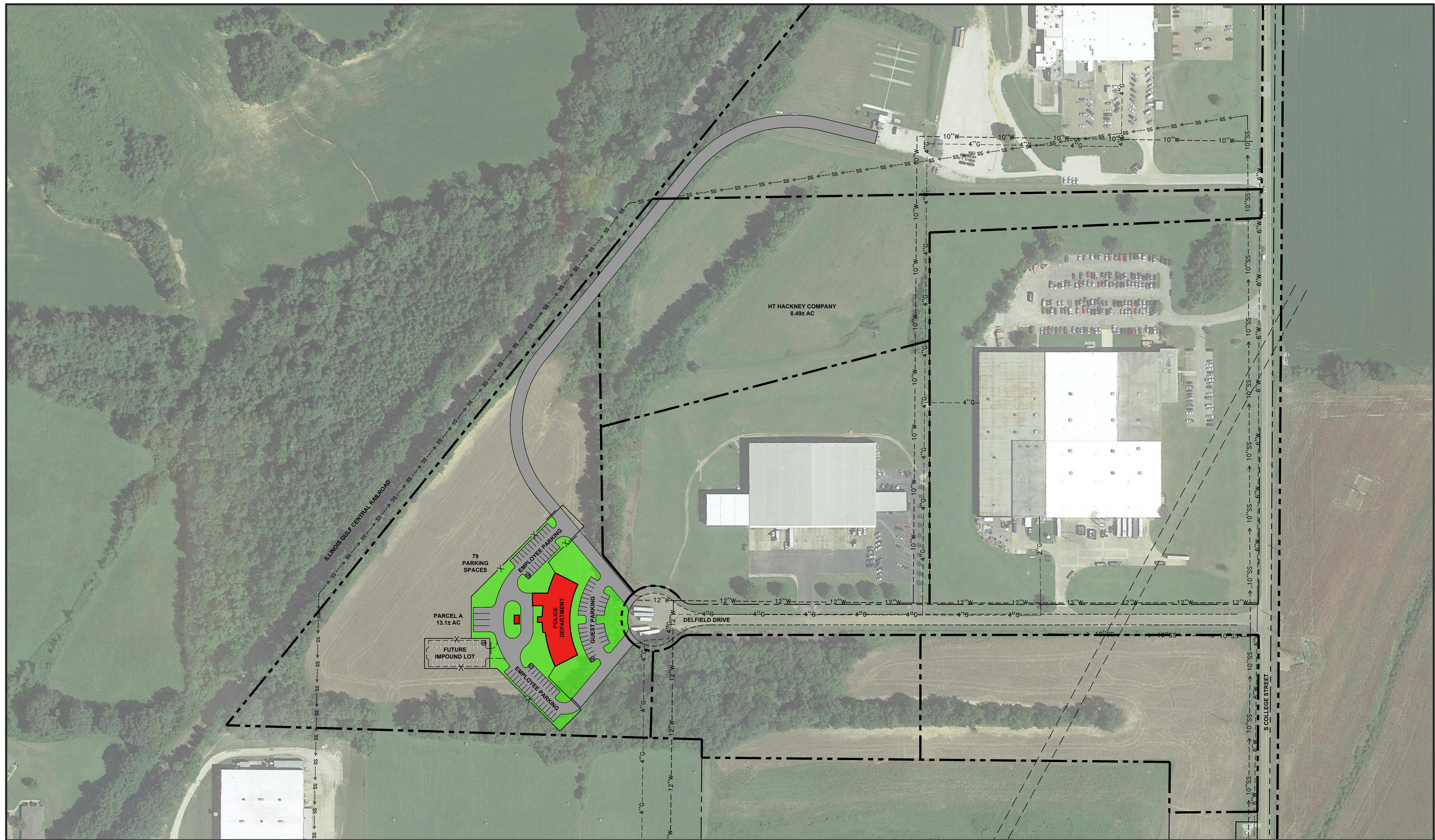


Public Safety Meeting
February 20, 2020
4:00 p.m.

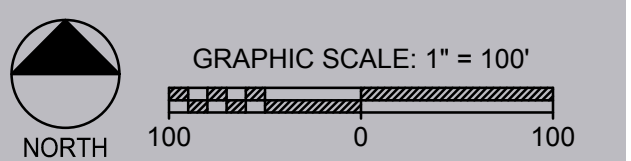
1. Discussion on Covington Police Department Facility & Funding

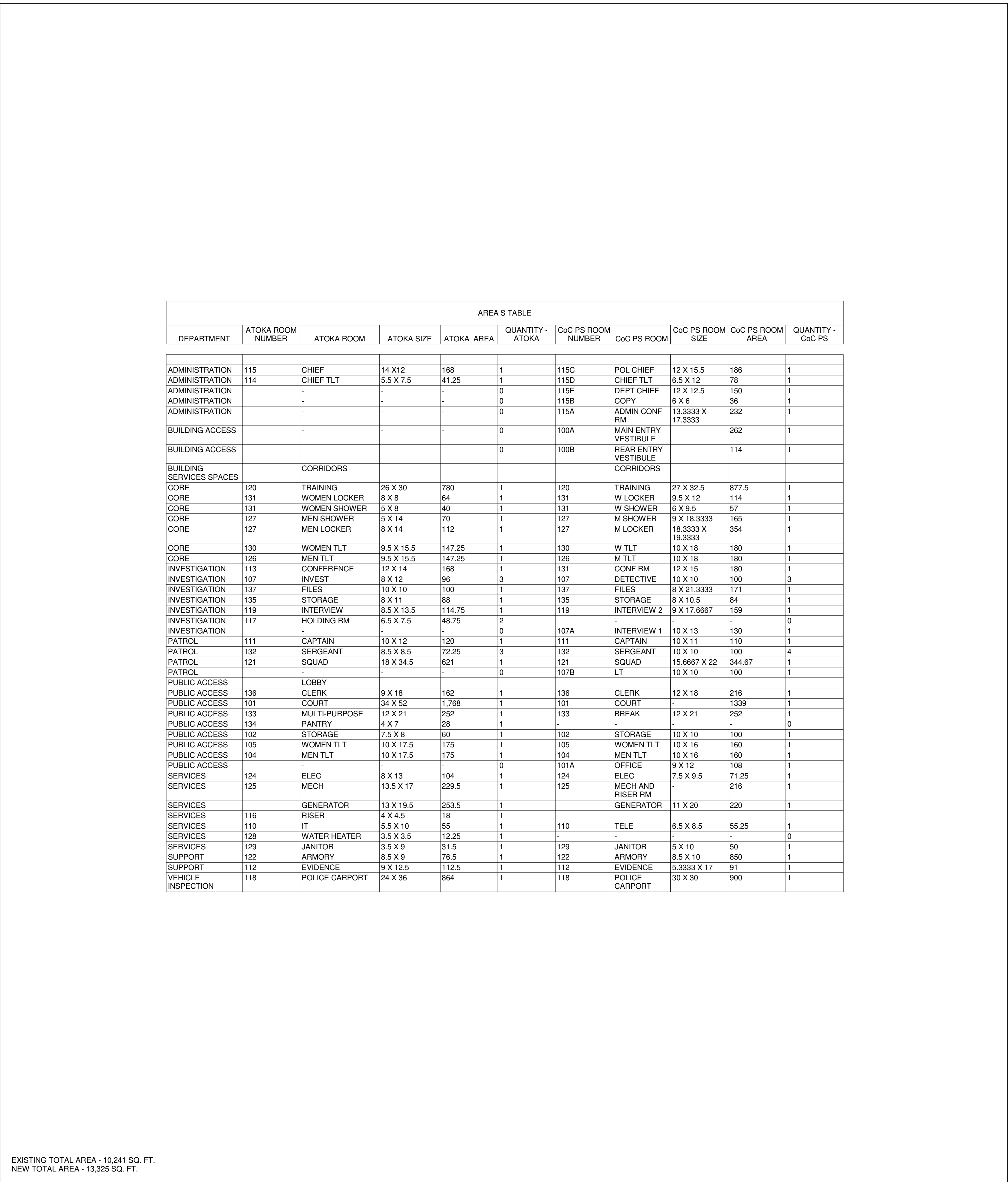


COVINGTON POLICE DEPARTMENT FACILITY

DELFIELD CONCEPTUAL SITE PLAN A

A2H# 17234 - JANUARY 27, 2019







B1

SCHEME 1

3/4" = 1'-0"



B3

SCHEME 2

3/4" = 1'-0"



D1

SCHEME 3

3/4" = 1'-0"



D3

SCHEME 4

3/4" = 1'-0"

TENNESSEE EMERGENCY MANAGEMENT AGENCY
HAZARD MITIGATION PRE-APPLICATION ELIGIBILITY QUESTIONNAIRE

The purpose of the TEMA Hazard Mitigation Pre-Application Eligibility Questionnaire is to assist with the prescreening process of potential applicants, thus making the application development a smoother process. In an effort to explain the type of answers, we are seeking please see the example below.

Q1. Applicant Legal Name: (County, City or Agency)

Note: A school board or district can only be the applicant if they have adopted the local hazard mitigation plan. This applies to police departments, fire departments and Private Non-Profits within a County or City.

Q2. Contains a drop down box with a list of applicant type to choose (Local, State or Private Non-Profit).

Q3. Contains a drop down box with two options (Yes or No).

Q4. Contains a drop down box with two options (Yes or No).

If your answer to the questions 3 and 4 on the questionnaire are yes, then you have crossed two of the biggest hurdles.

Q5. Contains a drop down box with two options (Yes or No).

Q6. The detailed brief synopsis will assist us in the review of the proposed project in question regarding eligibility requirements that FEMA has established.

Q7. The proposed project total cost for this Hazard Mitigation Pre-Application Eligibility Questionnaire does not necessarily need to be precise however; it needs to be an estimate so we can have an idea as to the applicants' potential eligibility.

1. Applicant Legal Name:	Tune County		
Organizational Unit:	Tune County Special School District / Laughter Valley High School		
2. Applicant Type:	<div style="border: 1px solid black; padding: 5px;"> ... Local Government State Government Private Non-Profit (Attach copy of 501c3) </div>		
If you selected the Private Non-Profit (PNP) applicant type, please provide a copy of your 501C3 and charter/bylaws.			
3. Does your community have a current FEMA approved multi-hazard mitigation plan?	<div style="border: 1px solid black; padding: 5px;"> ... Yes No </div>		
If yes, what is the date of the plans approval?	01/02/1234		
If yes, when does your plan expire?	01/02/1239		
4. Is the community a member of good standing with the National Flood Insurance Program?	<div style="border: 1px solid black; padding: 5px;"> ... Yes No </div>		
5. Does the community have a Title VI plan?	<div style="border: 1px solid black; padding: 5px;"> ... Yes No </div>		
6. Please, provide a brief but detailed synopsis of the proposed project.	Tune County in collaboration with Tune County EMA seeks to construct a tornado safe space at Laughter Valley High School in southern Tune County. The Tune County Special School District is seeking funding to assist with the construction of six tornado safe rooms at Laughter Valley High School. The six proposed safe rooms will provide protection for approximately 934 students, 92 staff members and 174 community residents during school hours. After school hours, the safe rooms will provide protection for approximately 1200 community members.		
7. Proposed Project Total Cost:	\$	1,713,751.00	

CONTACT INFORMATION

Ms.	Mr.	<input checked="" type="checkbox"/> Mrs.	First Name:	Jessica L.	Last Name:	Rabbit
Title:		Director		Organization:		Laughter Valley High School
Street Address:		P.O. Box 123				
City:		Looney Town		State:	Acme	Zip Code:
Telephone No.:		(615) 123-4567		Fax No.:		(123) 456-6789
Mobile No.:		(615) 765-4321		E-mail Address:		jessica.l.rabbit@tunecountysd.org



Tennessee Emergency Management Agency

HAZARD MITIGATION PRE-APPLICATION ELIGIBILITY QUESTIONNAIRE

1. Applicant Legal Name:
Organizational Unit:
2. Applicant Type:
If you selected the Private Non-Profit (PNP) applicant type, please provide a copy of your 501C3 and charter/bylaws.
3. Does your community have a current FEMA approved multi-hazard mitigation plan?
If yes, what is the date of the plans approval?
If yes, when does your plan expire?
4. Is the community a member **of good standing** with the National Flood Insurance Program?
5. Does the community have a Title VI plan?
6. Please, provide a brief but detailed synopsis of the proposed project.

7. Proposed Project Total Cost: \$

CONTACT INFORMATION

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Title:	<input type="text"/>	Organization:	<input type="text"/>
Street Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
		Zip Code:	<input type="text"/>
Telephone No.:	<input type="text"/>	Fax No.:	<input type="text"/>
Mobile No.:	<input type="text"/>	E-mail Address:	<input type="text"/>

Sample - Public Notice Template

The Metro Acme-Tune County has received approval for Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) funding through the Tennessee Emergency Management (TEMA). As a sub-recipient.

Under the National Environmental Policy Act (NEPA), federal actions must be reviewed and evaluated for feasible alternatives and for social, economic, historic, environmental, legal, and safety considerations. Under Executive Order (EO) 11988 and EO 11990, FEMA is required to consider alternatives to and to provide a public notice of any proposed actions in or affecting floodplains or wetlands. EO 12898 also requires FEMA to provide the opportunity for public participation in the planning process and to consider potential impacts to minority and low-income populations. This notice may also fulfill requirements under Section 106 of the National Historic Preservation Act (NHPA).

Funding for the proposed project will be conditional upon compliance with all applicable federal, tribal, state, and local laws, regulations, floodplain standards, permit requirements and conditions.

Applicant: Metro Acme-Tune County

Project Title: Community Safe Room

Location of Proposed Work:

Name of Structure: See Table

Address of Structure: See Table, Acme, Tune County, TN

A map showing the location of all properties is available by contacting (*POINT-OF-CONTACT listed below*)

Facility	Address	Latitude	Longitude	Date of Construction
Metro Acme-Tune County				

Special Flood Hazard Area Zone: This project is for construction of a concrete multi-purpose safe room to be constructed on city owned property located in flood zone AE and AE Floodway (1% annual chance flood elevation). Confirmation of location in an SFHA was made by reference to the latest Flood Insurance Rate Map, Panel 47037C0227H and 47037C0229H Dated 4/5/2017. The proposed work conforms to all applicable and local floodplain regulations. The proposed work will be for acquisition and demolition of these homes to protect and reduce risk from repetitive loss due to elevation of creek water levels during heavy rainfall the proposed work has the potential to be affected by the location in an SFHA. This project will create a level of protection from the 100-year (1%) flood.

Proposed Work and Purpose: Metro Acme-Tune County proposes to construct community safe room a new concrete multi-purpose safe room constructed on city owned property that is located within a neighborhood that has one and two family residences and mobile homes. When the building is not in use as a safe room, this large structure that is built to FEMA Community Safe Room standards for tornadoes could follow the current dual use safe room concept. Our proposed safe room will be multi-purpose space that will also function as a senior center. This dual purpose concept could be essential to the survival and recovery of the Metro Acme-Tune County community after a major incident.

Project Alternatives:

Alternative #1 (no action alternative): Under the No Action Alternative, without the Saferoom staff for this proposed location will not have an available safe shelter to seek during extreme-wind events. With the high concentration of staff located in this facility, a direct hit by a tornado or high winds could be potentially catastrophic.

Alternative #2: Another method considered was to install four smaller Saferoom with an occupancy limit of 100 people each on private property within City limits. (More detail)

PUBLIC COMMENTS: Any individual, group, or agency disagreeing with the proposed projects and is wishing to comment on these projects may submit written comments to the Metro Acme-Tune County, contact information below. All comments received by <<Date>> will be reviewed by the Metro Acme-Tune County, and forwarded on to the State and FEMA.

POINT-OF-CONTACT:

Mr. Roger R. Rabbit, Project Manager
3041 Sidco Drive
Acme, TN 37208

Tele: 615-123-4567



FEMA

OFFICE OF ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION
PARTNERS IN SHAPING RESILIENT COMMUNITIES



Environmental and Historic Preservation (EHP) Fact Sheet: Community Safe Rooms

Environmental resources, cultural institutions, and historic assets define communities and contribute to their well-being and unique character. The Federal Emergency Management Agency (FEMA) plays a critical role in helping communities incorporate environmental stewardship and historic preservation into emergency management decisions. As disasters continue to challenge our nation and communities grapple with issues of preparedness and sustainability, FEMA offers expertise to ensure both legal compliance and informed local, State, Tribal, and national planning.

Community Safe Rooms and EHP Review

Projects undertaken to strengthen or rebuild communities can have long-term impacts on environmental and historic resources that are important to us all. The construction of community safe rooms—whether built as new structures or retrofitted from existing ones—is no exception. These hardened structures, which are designed to provide a protective space for residents during extreme weather events like tornadoes or hurricanes, can be critical to public safety, community preparedness, and resiliency. Safe room construction may also have adverse impacts on environmental and historic resources like archaeological sites and wetlands. Before FEMA grant funding can be secured for a community safe room, EHP review must be completed to ensure compliance with all relevant environmental requirements and to minimize project impacts on environmental resources.

Considering EHP Impacts

FEMA has experts available who are experienced in examining the potential impacts of community projects on environmental and historic resources and providing guidance to address them. This helps State and local governments anticipate and address potential EHP issues so they are better positioned to satisfy requirements and more quickly secure FEMA grant funding. Specifically, when building a safe room, applicants must coordinate with FEMA and carefully consider how the project may impact resources such as historic structures, archaeological sites, endangered and threatened species, critical wildlife habitats, soils, water and air quality, hazardous materials, floodplains, wetlands, and other elements of the local landscape and infrastructure.

EHP Considerations for Safe Rooms

When planning the development of a community safe room, FEMA advises communities to:

- Avoid undisturbed areas and vegetation clearing.
- Avoid sensitive areas (including archaeological sites, wetlands, floodplains, habitats for protected species, contaminated sites).
- Limit ground disturbance to less than five acres.

Completing EHP Review

Community safe room projects may be eligible for funding support through certain FEMA grant programs, including the Pre-Disaster Mitigation Program and Hazard Mitigation Grant Program. When applying for a FEMA grant to construct a safe room, it is important to provide complete and accurate information to facilitate EHP review and avoid unnecessary delays. In the application, communities must include the project scope of work; proposed location; labeled color photographs of the potential site; and other relevant information that will support FEMA's clear understanding of key project details. See the checklist on the next page for more guidance on documentation required for EHP review of a community safe room project.



Community Safe Rooms: EHP Review Checklist

The checklist below describes project information that FEMA requires in order to complete EHP review of a community safe room project.

<input checked="" type="checkbox"/>	Location	State the location of the project, including both the site address and latitude/longitude in decimal degrees (e.g. 38.5342° N, -77.0212° W).
<input checked="" type="checkbox"/>	Description of Project Scope of Work	Provide a detailed description of the project scope of work including: <ul style="list-style-type: none">• Size and exact location of the safe room, and whether it is free-standing, an addition, or a retrofit or modification to an existing building• Plans for excavation, demolition, construction, or alteration of existing buildings• Level of ground disturbance (e.g., the amount, depth, and extent of trenching, fill, and vegetation removal)
<input checked="" type="checkbox"/>	Timing	Describe when the work will occur. While specificity is important to complete the review, exact timeframes may not be available until after initial project approval.
<input checked="" type="checkbox"/>	Age of Existing Buildings	Provide the original date of construction for any buildings located on the proposed construction site.
<input checked="" type="checkbox"/>	Land Use	Describe what the land has been used for in the past; if industrial, be specific regarding industry type and duration of use.
<input checked="" type="checkbox"/>	Photographs	Provide clear photographs of the site, including any existing buildings and a 360-degree view of the surrounding area. Label photographs with the location and orientation of the camera relative to the construction site.
<input checked="" type="checkbox"/>	Agency Coordination	Coordinating with applicable resource agencies prior to submitting your application to FEMA can help streamline EHP review. Please note any such communications and provide copies of correspondence and permits.
<input checked="" type="checkbox"/>	Additional Information	Include copies of other relevant information (i.e., floodplain and wetlands maps, historic property and archaeological surveys, and environmental assessments). Some level of design information may be required should EHP review identify potential impacts on buildings listed in or eligible for the National Register of Historic Places or located within the viewshed of a historic district.

Timeframes for EHP Review

The review process for safe rooms generally takes 30 to 60 days after FEMA has received a completed grant application and project review has been initiated. However, additional consultation required to resolve impacts identified under Section 7 of the Endangered Species Act or Section 106 of the National Historic Preservation Act will extend the review period a minimum of 60 to 90 days as it involves outside resource agencies and other stakeholders. Early coordination with resource agencies prior to the submission of a grant application can greatly reduce EHP review time. In addition, efficiencies continue to increase through FEMA's use of tools such as Programmatic Environmental Assessments (PEAs)—including one for safe room construction—that allow projects to be processed in a more streamlined manner.

EHP Best Practice: Texas State Safe Room Initiative

In the wake of a series of damaging storms in 2010, the Texas Division of Emergency Management (TDEM) launched an initiative to provide funding to local communities for the construction of safe rooms to protect residents from future disasters. TDEM, communities, and FEMA coordinated with various State and Federal agencies to ensure compliance with EHP laws and regulations. Using the PEA as a guide to help focus the EHP review process, communities were able to avoid impacts and submit complete and accurate applications and documentation, which facilitated timely grant review and the award of critical FEMA funding. Through this collaboration, communities across the State continue to construct safe rooms and help protect lives.

Additional Resources: For more information on EHP review and FEMA grant assistance, contact your State Emergency Management Agency or Tribal office or visit <http://www.fema.gov/environmental-planning-and-historic-preservation-program>.

Safe Room Items Needed for Application Checklist

1. Maps: Aerial & Topographic
2. COLOR photos for the entire project area.
3. Correct lat/longs for all ground disturbing activities
4. A full and complete scope-of-work including descriptions of ground disturbing activities, depth of ground disturbance, and locations of staging areas
5. Structure information for all buildings: build date, square footage, foundation type & footprint size.
6. Engineering drawings when available
7. Any known site work or historic uses for the project location
8. The proposed future use of the project location
9. The SHPO RESPONSE to the initial project notification; and any other SHPO correspondence
10. Any other available studies that may have taken place on the property.



THIS SECTION FOR STATE USE ONLY
DISASTER OR PROGRAM FISCAL YEAR _____

Tennessee Identification Number: _____

Date SHMO Received Application: _____

Date Council Reviewed/Approved: _____

FEMA Application Submittal Date: _____

Tennessee Point of Contact:

State Hazard Mitigation Officer

Tennessee Emergency Management Agency

3041 Sidco Drive

Nashville, Tennessee 37204

Office: (615) 741-1345

Fax: (615) 242-4770

NOTE: Application must be submitted in duplicate and all maps and photos must be in color.

I. Project Overview

01. Applicant/Sub-Recipient Legal Name: _____

Sub-Category/Public Entity Organizational Unit:

(i.e. School Board/District, Utilities/Co-op, Critical Non-Profit) _____

02. Applicant Type: _____

03. Project Name/Title: _____

04. Is this a new or revised application? _____

If revised, check appropriate box _____

05. Will this be new construction, retrofit, or standalone? _____

06. Is this a Phased project? _____

07. Proposed Project Total Cost: \$ 0.00

Federal Share (75%): \$ 0.00

Non-Federal Match (25%): \$ 0.00

08. Enter the Total Benefits, Total Cost, and Benefit Cost Ratio (BCR) determined prior to application. Export the Benefit Cost file and provide in electronic format, along with all supporting documentation used to develop the ratio. If Benefit Cost Analysis was waived, place an "N/A" in the blanks, and provide explanation below for the exemption.

Total Benefits: \$ 0.00 Total Cost: \$ 0.00 BCR: _____

09. Certifications:

The undersigned assures fulfillment of all requirements of the Hazard Mitigation Grant Program as contained in the program guidelines and that all information contained herein is true and correct to the best of my knowledge. The governing body of the applicant has duly authorized the document, commits to the non-Federal share identified in the Scope of Work/Budget, and hereby applies for the assistance documented in this application. Also, the applicant understands that the project may proceed **ONLY AFTER FEMA APPROVAL** is gained.

Typed Name of Authorized Representative/Applicant Agent

Title

Telephone Number

Signature of Authorized Representative/Applicant Agent

Date Signed

II. APPLICANT INFORMATION

The answer to both question, 11 and 13 must be “yes” to be considered eligible.

01. Does your community have a current FEMA approved multi-hazard mitigation plan?

...

If yes, what is the date of the plans approval?

02. Is the location of the proposed project in mitigation plan strategies?

...

If yes, where in the mitigation plan strategies is the proposed project located?

Page

Section/Part

03. Is the community a member **of good standing** with the National Flood Insurance Program?

...

What is the Community Identification Number (CID)?

04. Is this a small, impoverished community?

...

If yes, What is the total population of the jurisdiction?

05. Is the applicant delinquent on any Federal debt?

...

06. Is the recipient a historically black college or university or a tribal college or university?

...

If yes, which one?

07. What is the Community Identification Number (CID)?

08. Is this community a member of the Community Rating System (CRS)?

...

If yes, what is your CRS rating?

09. Is your community a Cooperating Technical Partner (CTP)?

...

10. Is your community a Firewise Community?

...

If yes, what is your Firewise Community number?

11. Has your community adopted the International Building Code (IBC) nationally recognized building code?

...

12. Has your community adopted the National Fire Protection Association (NFPA) 5000 Code?

...

13. Have your community's building codes been assessed on the Building Code Effectiveness Grading Schedule (BCEGS)?

...

If yes, what is your BCEGS Rating?

14. Catalog of Federal Domestic Assistance Number:

Title:

...

15. Tax ID Number:

FIPS Code:

DUNS Number:

16. U.S. Congressional District:

Congressman Name:

17. State Senatorial District:

Senator Name:

18. State Legislative District:

Representative Name:

II. APPLICANT INFORMATION (continued)**19. Application Prepared by:**

...	First Name:		Last Name:	
Title:			Organization:	
Street Address:				
City:		State:		Zip Code:
Telephone:		Fax:		Mobile:
E-mail:				

20. Primary Point of Contact:

The Primary Point of Contact is the person responsible for coordinating the implementation of this proposal, if approval is granted.

...	First Name:		Last Name:	
Title:			Organization:	
Street Address:				
City:		State:		Zip Code:
Telephone:		Fax:		Mobile:
E-mail:				

21. Alternate Point of Contact:

The Alternate Point of Contact is the person that can address questions or concerns in the Primary Point of Contact's absence.

...	First Name:		Last Name:	
Title:			Organization:	
Street Address:				
City:		State:		Zip Code:
Telephone:		Fax:		Mobile:
E-mail:				

22. Financial Point of Contact:

The Financial Point of Contact is the person that can address questions/clarification of financial concerns, i.e., banking account, Edison automatic deposits, etc.

...	First Name:		Last Name:	
Title:			Organization:	
Street Address:				
City:		State:		Zip Code:
Telephone:		Fax:		Mobile:
E-mail:				

23. Authorized Applicant Agent:

The Authorized Applicant Agent MUST be the chief executive officer, mayor, etc. This person must be able to sign contracts, authorize funding allocations or payments, etc.

...	First Name:		Last Name:	
Title:			Organization:	
Street Address:				
City:		State:		Zip Code:
Telephone:		Fax:		Mobile:
E-mail:				

III. PROJECT DESCRIPTION

01. Site Address: (No PO or Route No.)

02. City, State, Zip Code:

03. Tax Parcel ID:

04. Property Tax ID:

05. Latitude:

06. Longitude:

07. Flood Zone Designation:

☐ AE or A 1-30

☐ A (no base flood elevation given)

☐ B or X (shaded)

☐ C or X (unshaded)

08. Panel Number of the FIRM used to determine the above:

09. Date of FIRM:

10. Describe, in detail, the proposed project. Explain how the proposed project will solve the problem(s) and provide the level(s) of protection. Include a description of the desired outcome and methodology of the mitigation activity in terms of mitigation objectives to be achieved.

III. PROJECT DESCRIPTION (continued)

11. Safe Space projects must comply with [FEMA Publication 361](#), *Design and Construction Guidance for Community Safe Rooms*. To provide assurance, the engineering designs submitted with the application must have a PE stamp. If engineering is part of the requested scope of work, then attach a letter from the PE stating the safe room will be constructed and designed in compliance with FEMA 361.

Is the PE-stamped design or preliminary letter attached to this application?

...

12. Is this a new construction safe room or retrofit of existing structure?

...

13. Is this a stand-alone or a portion of an existing structure?

...

14. Safe room/space maximum occupancy:

[FEMA Publication 361](#) states the number of standing, seated (wheelchair-bound), or bedridden spaces should be determined based upon the needs of the safe room calculated by the designer and the applicable authority having jurisdiction. However, each community safe room should be sized to accommodate a minimum of one wheelchair space for every 200 occupants. It is also important to note that floor areas within community safe rooms should provide an access route in accordance with ICC/American National Standards Institute (ANSI) A11 7.1, Standard on Accessible and Usable Buildings and Facilities. The table below shows the minimum recommended safe room floor area per occupant. Enter the usable floor area per occupant in the spaces below to calculate the total maximum occupancy.

Usable Floor Area in Square Feet per Safe Room Occupant			
Occupant	A. Minimum Recommended Sq. Ft.	B. Proposed # of Occupants	C. Usable Square Feet (A X B = C)
Standing or Seated	5		
Wheelchair-bound	10		
Bedridden	30		
TOTALS			

If this is not a phased project, and you are submitting the design drawings with the application and your Saferoom will be for more than 50 occupants, a Peer Review must be conducted by an independent registered licensed professional engineer and or registered architect, not affiliated with the engineering or architectural firm responsible for the design the Saferoom.

15. Gross area (sq. ft.) of the safe room:

16. Usable Area (sq. ft.) of the safe room:

- Which methodology below was used to determine the difference between Gross and Usable Area sq. ft.
- (a, b, c, d)

[FEMA Publication 361](#) states the usable safe room floor area should be determined by one of the following methodologies:

- Subtracting the floor area of excluded spaces, partitions and walls, columns, fixed or movable objects, furniture, equipment, or other features that, under probable conditions, cannot be removed, or stored, during use as a safe room from the gross floor area.
 - Reducing the gross floor area of safe rooms with concentrated furnishings or fixed seating by a minimum of 50 percent.
 - Reducing the gross floor area of safe rooms with unconcentrated furnishings, and without fixed seating by a minimum of 35 percent.
 - Reducing the gross floor area of safe rooms with open plan furnishings and without fixed seating by a minimum of 15 percent.
17. If the safe room will have a dual purpose a dual purpose (such as a school corridor, training room, storage, etc.) divide the usable area square feet (#16) of the safe room into the gross area square feet (#15) of the safe room and enter the percentage into 1.a., 2.a., and 3.a. under the Scope of Work/ Budget section.
18. What wind speed is the safe room designed to withstand?

...

19. What are the predominant structure type(s) within ½ mile of the projected site that people will leave to go to the safe room? (Indicate up to two types)

☐ Institutional Building, e.g., hospital, dormitory

☐ Small Professional Building (unreinforced masonry)

☐ Manufactured Housing (includes mobile homes)

☐ Pre-engineered Metal Building (PEMB), e.g., auditorium

☐ One- or Two-Family Residences

☐ Open Areas (parkland, fairgrounds, etc.)

☐ Educational Institution, e.g. School (K-12), College, University

III. PROJECT DESCRIPTION (continued)

20. Insert the two choices selected above into the blank column headers below, then enter the percent of the total occupancy coming from each structure type. Occupancy percentage total must equal 100% for at least one time period.

Time			Totals
Day	6:00 AM – 6:00 PM		
Evening	6:00 PM – Midnight		
Night	Midnight – 6:00 AM		

What is the total Period of Protection for this safe space will be as follows:

...

Identify the targeted population and the time and distance they will have to travel to the safe room/space.

Be sure to specify your methodology of your calculation (EXAMPLE: Census data and the CAPS System, Version 10C.)

21. All projects that contain ground disturbing activities require tribal consultation. Please provide the following to address this requirement:

- Horizontal limits of ground disturbance in feet
- Vertical depths of ground disturbance in square feet
- Identify fill source.
(Material used for backfilling such as but not limited to coarse-grained soil. Such material often consists of sandy soil types, gravel soils, or a mixture of both gravel and sand)
- Part of the Tribal review includes where the construction equipment/supplies are being staged. Please attach a Project Site Plan containing the information with the site outlined (or a narrative can be accepted if a site plan cannot be submitted).
- Current Use of Proposed Project Area
- Previous Use of Proposed Project Area

22. Maps & Photos

Please attach the following maps with the project site and structure(s) **project site must be clearly marked on the map.**

***FEMA REQUIRES ALL MAPS & PHOTOGRAPHS TO BE IN COLOR**

- ☐ Flood Insurance Rate Map (FIRM). If the FIRM for your area is not published, please attach a copy of the Flood Hazard Boundary Map (FHBM).
- ☐ City or county scale map (large enough to show the entire project area).
- ☐ USGS 1:24,000 topo map
- ☐ Parcel Map (Tax Map, Property Identification Map, etc.)
- ☐ Overview photographs. The photographs should be representative of the project area, including any relevant streams, creeks, rivers, etc., and drainage areas which affect the project site or will be affected by the project.
- ☐ If this is a retrofit, provide color photos of the structure from all sides and identify (North, South, East and West).

III. PROJECT DESCRIPTION (continued)

23. Decision-Making Process

Describe the **process** you used to decide that this project is the best solution to the problem. Explain **why** this project is the best alternative. This should coincide with information supplied in VI. Alternative Actions. Address questions such as:

- a. Are you focusing on the area in your community that has the greatest potential for losses?
- b. Have you considered the risks to critical facilities and structures and benefits to be obtained by mitigating this vulnerability?
- c. Have you considered those areas or projects that present the greatest opportunities given the current situation an interest in your community?
- d. Are you addressing a symptom or the source of the problem? Addressing the source of the problem is a long-term solution which provides the most mitigation benefits.
- e. If impacts to the environmental/historic preservation, natural, cultural or historic resources have been identified, explain how your alternatives and proposed project address, minimize, or avoid these impacts.

24. Additional Comments

Enter any additional comments related to the proposed project's description if desired.

IV. TORNADO & HIGH WIND ACTIVITY HISTORY

[illegible]

V. SCOPE OF WORK/BUDGET

This section details all of the costs estimated for the project and is broken into three areas that cover (1) Materials; (2) Labor; and (3) Fees Paid. To assist in understanding what types of costs are eligible, we have provided a synopsis for you below from FEMA's [2015 Hazard Mitigation Assistance Unified Guidance](#), Part IX.C., and Hazard Mitigation Assistance for Safe Rooms.

Building Systems & Components	Design Criteria	Non-Residential, Single- & Dual-Use
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 361.	Eligible
Doors and Windows	Available criteria included in FEMA 361.	Eligible
Protection of exterior above-ground generators and/or electrical, ventilation, or communication equipment	Available criteria included in FEMA 361.	Eligible
Common "Best Practice" Components (Recommended by FEMA)		
Signage	Available criteria included in FEMA 361.	Eligible
Communications	Required by FEMA 361 (Chapters 8 and 9 for emergency communications to and from the safe room).	Eligible
Local Area Network (LAN) drops and wiring	Not a design requirement of FEMA 361.	Ineligible
Components Where Function Meets FEMA Protection Criteria		
Alternate Source of Power (e.g., generator, battery)	As specified in FEMA 361 requirements. Capacity should be limited to the load required for life-safety protection: a minimum of 2 hours for tornadoes.	Eligible
Equipment and Supplies (i.e., fire extinguishers, first aid kits)	As specified in FEMA 361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	Eligible
Ventilation	As specified in FEMA 361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	Eligible
Permanent Electrical Lighting	As specified in FEMA 361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	Eligible
Emergency Electrical Lighting	As specified in FEMA 361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	Eligible
Permanent Electrical Outlets	As specified in FEMA 361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	Ineligible
Emergency Electrical Outlets	As specified in FEMA 361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	Eligible
Upgrade of an electrical or ventilation system for protected portions of the structure (required for safe room installation)	As specified in FEMA 361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	Eligible
Upgrade of an electrical or ventilation system for unprotected portions of the structure (not required for safe room installation)	As specified in FEMA 361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	Ineligible
Steps/stairs, elevators/lifts for safe room ingress-egress	As specified in FEMA 361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	Eligible
Americans with Disabilities Act (ADA) entrances for ingress-egress	As specified in FEMA361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	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.	Eligible
Compliance with FEMA Safe Room Policy and FEMA 361 for Design Flood Criteria and Floodplain Management	As specified in FEMA 361 requirements, where compliant with minimum local building code provisions, and in accordance with MRR-2-09-1.	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

Building Systems & Components	Design Criteria	Non-Residential, Single- & Dual-Use
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
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
Below-Ground Electrical Lines for Safe Rooms within Another Structure	Compliant with minimum local building code.	Ineligible
Below-Ground Electrical Lines from Structure to Exterior Safe Room	Compliant with minimum local building code.	Eligible
Moisture Protection	As specified in FEMA 361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	Eligible
Surveys, Tests, Soil Borings, etc. for Protected Portion (if they are part of construction and NOT related to the purchase of the land.)	As specified in FEMA 361 criteria. Compliant with minimum local building code provisions when used as a safe room or A-3 occupancy.	Eligible
Generally Ineligible Components (Non-Essential to Protection)		
Safe Facility Maintenance	As per HMA Program Guidance, FEMA is not responsible for project maintenance.	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 361.	Ineligible
Paint on walls and ceilings for the safe room	Not a design requirement of FEMA 361.	Ineligible
Floor coverings - Subfloors as is appropriate and adequate for use in a safe room.	Not a design requirement of FEMA 361.	Ineligible
Floor covering for the unprotected portion of the project	Not a design requirement of FEMA 361.	Ineligible
Finishes that enhance basic wall/ceiling paint or floor covering	Not a design requirement of FEMA 361.	Ineligible
Removal of structures from developed land	Not a design requirement of FEMA 361.	Ineligible
Kitchen cabinets, countertops, and kitchen equipment	See "Storage areas for food, water, and equipment" below.	Ineligible
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.	Eligible
Security cameras and EOC-type equipment	Not a design requirement of FEMA 361.	Ineligible
Purchase of land (per FEMA memorandum dated 02/07/2012)	If the applicant already owns the land upon which the safe room will be built, the value of the land for a new safe room can be used as the non-federal match for the grant.	Eligible
Landscaping	Not a design requirement of FEMA 361.	Ineligible
Site work not related to the protected portion (excavation, grading, parking, sidewalks, etc.)	Not a design requirement of FEMA 361.	Ineligible except for sidewalks necessary for access

V. SCOPE OF WORK/BUDGET (continued)

Eligible Costs Table Notes:

- 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.
- 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.
- 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.
- 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.
- Contingency and Miscellaneous costs are not allowed.
- Five percent (5%) of the total project's cost can be added as a budget line item for management costs. This is helpful to the applicant for administering the grant.
- FEMA Publication 361 requires a peer review of community safe room construction drawings when the proposed safe room is designed to accommodate fifty or more people. Confirmation of the conduct of the mandated Peer Review must be provided immediately following completion of the engineering design and prior to construction. The cost of the Peer Review is an eligible project cost and may be included in the design cost/engineering fee or a separate line item in the project budget. If the Peer Review is conducted by a local or state government employed professional, the cost of the Peer Review may only be used as an "in-kind" contribution to the local share of the project cost.
- For dual-use facilities, there may be budgeted items where the costs cannot be differentiated for the safe room area from the rest of the dual-use construction costs. These could be costs such as Architectural/Design Fees, HVAC systems, etc. These items must use a dual-use percentage for determining the eligible cost. For instance, an HVAC unit may be needed for the whole structure (or portion of structure that includes the safe room area). FEMA will only cover the costs associated with the safe room area. To determine the percentage of cost that can be requested, the total cost of that budgeted line-item is multiplied by a dual-use percentage. The dual-use percentage is derived by dividing the square footage of the safe room by the coverage area of the item. Using the HVAC unit as an example, if the HVAC unit will provide coverage of 3,000 square feet, and the safe room square footage is 2,500, then the dual-use percentage would be 83%. Therefore, 83% of the cost of the HVAC unit would be the eligible cost that can be requested.

Note 1: For any budget line-items that meet this requirement, be sure to include how the cost was derived from this method.

LINE-ITEM BUDGET

INSERT EXCEL BUDGET HERE

01. TOTALS FROM SPREADSHEET:

a. Total Materials	\$	0.00
b. Total Labor	\$	0.00
c. Total Fees Paid	\$	0.00

02. Total Project Cost (a+b+c)

08. Proposed Project Total Cost:	\$	0.00
Federal Share (75%):	\$	0.00
Non-Federal Match (25%):	\$	0.00

NOTE: Round Federal Share to the nearest dollar.

V. SCOPE OF WORK/BUDGET (continued)**03. Non-Federal Funding Share (25% of Total Cost)**

List all sources and amounts utilized in the non-federal share including all in-kind services. In-Kind services may not exceed the 25% non-federal share. If any portion of the non-Federal share will come from non-applicant sources (donated services, private donation, etc.), attach letters of funding commitment for each non-applicant source. Please make sure these cost figures are rounded to the nearest dollar.

Source	Name of Source Agency	Type Funding		Amount	Letter of Commitment Attached
...		...	\$	0.00	...
...		...	\$	0.00	...
...		...	\$	0.00	...
...		...	\$	0.00	...
...		...	\$	0.00	...
...		...	\$	0.00	...
Subtotal			\$	0.00	

Source = State, Local, Private Non-Profit (PNP), Other (see drop down box under the source column)

Source Agency = Specific entity providing match

Type Funding = Administration, Cash, Consulting Fees, Engineering Fees, Equipment Operation/Rental, Labor, Supplies, Other

04. Describe how you will manage the costs and schedule, and how you will ensure successful performance.

05. Enter any additional comments related to the proposed project's funding if desired.

VI. TIMELINES AND MAINTENANCE

1. Timeline

Insert the proposed work schedule (in days) in phases, i.e., engineering, appraisals, title search, closing, construction, etc., and provide a description of the phases purpose regarding the proposed project. This timeline will be used as a measurement tool for progress in the project's implementation and is included in the required Quarterly Reports. Also, FEMA uses the phased timeline for determining the period of performance. It will be the basis used to justify delays or extensions, if necessary, and should be estimated carefully. Due to the length of Tennessee's state contract process, the first and last entry has already been made for generating funds and closeout purposes.

A. Phase 1:	Tennessee State Contract Process	Timeframe:	6 Months
	The State contract is the State's legal mechanism required to ensure funding or services to the applicant. The timeframe reflects up to a 6 month period.		
Phase 2:		Timeframe:	
Phase 3:		Timeframe:	
Phase 4:		Timeframe:	
Phase 5:		Timeframe:	
Phase 6:		Timeframe:	
Phase 7:		Timeframe:	
Phase 8:		Timeframe:	
Phase 9:		Timeframe:	
Phase 10:	Project Closeout	Timeframe:	6 Months
	This includes the State's Compliance Review, Applicant, State and Federal concurrence, financial reconciliation, site visit, and FEMA closure.		
Total Timeframe (provide a timeframe of 36 months/3 years)		Timeframe:	

- B. The start date for any proposed project begins upon FEMA approval.
Provide an explanation for the timeframe (listed above) to complete this project.

VI. TIMELINES AND MAINTENANCE (continued)

3. **An Operations and Maintenance (O&M) plan must be developed for each safe room project.** For application purposes, there must be an assurance acknowledging that the safe room will be operated and maintained in a manner that will achieve the proposed hazard mitigation. The final plan must be submitted prior to project closeout, because FEMA will review the final O & M plan during project closeout. Appendix D of the Applicant Handbook provides a sample plan, but you may also use [FEMA Publication 361](#), *Design and Construction Guidance for Community Safe Rooms*, Chapter 9 and the samples provided in Appendices C and D.

For the application, do you provide assurance that:

- A. The safe room will be operated and maintained in a manner that will achieve the proposed hazard mitigation? ...
- B. Did you attach draft O&M Plan, for review by FEMA? ...
- C. The final version if the O&M Plan will be provided prior to project closeout, for review by FEMA? ...
4. In addition to #3 above, the following questions are to give assurance on the project's maintenance over its useful life. Please answer each question and give a brief explanation.
 - a. Who will be responsible for providing maintenance to the safe space?

- b. What is the cost of maintenance on an annual basis?

VII. ALTERNATIVE ACTIONS

List **two feasible** alternative projects to mitigate the hazards for project area. One alternative is the "No Action Alternative" (section A).

1. **No Action Alternative**

Discuss the impacts on the project area if no action is taken.

2. **Other Feasible Alternative Project Title:**

Project Description and Scope of Work

Discuss a feasible alternative to the proposed project. This could be an entirely different mitigation method or a significant modification to the design of the current proposed project. Please include scope of work, engineering details (if applicable), estimated budget and the impacts of this alternative. Also, explain how the alternative project will solve the problem(s) and/or provide protection for the hazard(s).

a. **Other Feasible Project Location**

- ☐ Attach a map or diagram showing the alternative site in relation to the proposed project site
(Please provide map in color).
- ☐ Photographs of alternative site. (Please provide map in color)

- b. **Funding Sources (round figures to the nearest dollar).** The maximum Federal share for all mitigation projects is 75%. The remaining 25% (non-Federal share) is the responsibility of the applicant. HMGP funds may be packaged with other Federal funds. However, only Federal funds which lose their Federal identity at the State level may be used for the non-Federal share. Please list below the funding sources and amounts for the proposed alternative project.

Proposed Project Total Cost:	\$	0.00
75% Federal Share:	\$	0.00
25% Non-Federal Match:	\$	0.00

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VIII. ENVIRONMENTAL REQUIREMENTS

As with any proposed project the applicant **must** provide certain required documentation relative to its potential effect on the physical, biological and built environment, to the state before the State and FEMA can adequately review any proposed project. Regulations governing the Hazard Mitigation Grant Program (HMGP) state that any project must “be in conformance with 44 CFR part 9, Floodplain Management and Protection of Wetlands, and 44 CFR part 10, Environmental Considerations.” To comply with this mandate, written coordination must occur with the state and Federal agencies listed below to provide documentation relative to its potential effect on the physical, biological and built environment.

The below sections will assist you in insuring proper documentation is submitted for your respective project. In some instances, additional documentation may be required prior to funding.

NOTE: *In coordinating with the below listed agencies, please provide photographs of the project site and adjacent area/structures, a description of the project referencing structure/site addresses, site map, property map and USGS map with the property location marked. Maps must be of sufficient scale and detail that show the project site and surrounding project area (area of potential effects).*

Attach documentation (letters, permits, etc.) from coordination with the following Federal and State agencies. For region-specific contacts, addresses, and phone numbers, please refer to Appendix A of this handbook. ***Please refer to Application Guidance Handbook for further guidance and an example of an environmental compliance letter.**

Environmental Requirement	Coordinating Agency	Attached to Application
<u>TN Historical Commission - MANDATORY</u>		
<i>National Historic Preservation Act: Historical Structures and Archeological Resources</i>	State Historic Preservation Office	
Does your project affect or is it in close proximity to any buildings or structures of any kind?		...
Does your project involve disturbance of ground?		...
<u>TN Wildlife Resources Agency AND U.S. Department of the Interior (Fish and Wildlife Service) - MANDATORY</u>		
<i>Endangered Species Act and Fish and Wildlife Coordination Act</i>	U.S. Department of the Interior (Fish and Wildlife Service) Tennessee Wildlife Resources	
Does your project remove vegetation?		...
Is your project in or near any type of waterway or body of water? (within ½ mile)		...
Is the project not contained within existing structures, or may it result in changes or potential effects to the natural environment?		...
Are there threatened or endangered species or their critical habitat present in the project area or within the county the project is located within?		...
Will this activity require an Aquatic Resource Alteration Permit?		...
<u>TN Department of Environment and Conservation AND U.S. Army Corps of Engineers - MANDATORY</u>		
<i>Clean Water Act, Rivers and Harbors Act, and Executive Order 11990 (Protection of Wetlands)</i>	U.S. Army Corps of Engineers Tennessee Department of Environment and Conservation (Environmental Assistance Centers)	...
Will the project involve work near or in a waterway, dredging or disposal of dredged material, excavation, adding fill material or result in any modification to water bodies or wetlands designed as “waters of the U.S.” as identified by the US Army Corps of Engineers or on the National Wetland Inventory?		
Will the project require a National Pollutant Discharge Elimination System (NPDES) permit from the U.S. Environmental Protection Agency?	Tennessee Department of Environment and Conservation (Environmental Assistance Centers)	...
<u>Executive Order 11988 (Floodplain Management)</u>		
Is the project located in a FEMA identified 100 or 500 year floodplain (on a FIRM map), in a FEMA identified floodway, or identified as a floodplain through some other source?	National Flood Insurance Program	Provided through FIRM
Does the project alter a watercourse, water flood patterns, or a drainage way, regardless of its floodplain designation? Will the activity require a CLOMR (Conditional Letter of Map Revision)?	U.S. Army Corps of Engineers National Flood Insurance Program	...
<u>U.S. Department of Agriculture (Natural Resources Conservation Services) – IF APPLICABLE</u>		
<i>Farmland Protection Policy Act</i>	U.S. Department of Agricultural (National Resources Conservation Service)	...
Will the project convert more than 5 acres of farmland outside community limits and require documentation from the USDA National Resource Conservation Service (Prime, Unique or other Important Farmlands)?		

VIII. ENVIRONMENTAL REQUIREMENTS (continued)

Hazardous and Toxic Materials – IF APPLICABLE		
Is there a reason to suspect there are contaminants from a current or past use on the property associated with the proposed project?	Hazardous Materials Property Survey Individual Property Survey Form (In Appendix L of the Handbook) and/or Tennessee Department of Environment and Conservation (Environmental Assistance Centers)	...
Are there any studies, investigations, or enforcement action related to the property associated with the proposed project?		...
Do any project construction or operation activities involve the use of hazardous or toxic materials, i.e., asbestos, lead paint, heavy metals, etc.?		...
Do you know what the current and past land-uses are of the property affected by the proposed project and the adjacent properties?		...
Executive Order 12898, Environmental/Historic Preservation Justice for Low Income and Minority Populations		
Is the project in an area of low income or minority populations and require documentation on Environmental Justice information (census, economics, housing, and employment)?	Tennessee Department of Environment and Conservation (Environmental Assistance Centers)	...
Will the project cause any changes that may affect nearby low income or minority populations, result in adverse effects, or change availability of services?		...
Other Environmental Laws or Issues – IF APPLICABLE		
Are there any controversial issues associated with this project?	Local Applicant Narrative	...
Have you conducted any public meetings or solicited public input or comments on your specific proposed mitigation activity(ies)?	Local Applicant Narrative	...
Will this activity require a Construction Stormwater Permit?	Tennessee Department of Environment and Conservation (Environmental Assistance Centers)	...

Additional Comments

Enter any additional comments related to environmental concerns for the proposed project if desired.

IX. ASSURANCES

1. Code Compliance

The applicant assures the project will meet all national, state or local codes and standards applicable for the local jurisdiction including, but not limited to, building, construction, public notification, floodplain development, etc.

2. Maintenance

The applicant agrees that if it receives any Federal aid as a result of this application, it will accept responsibility, at its own expense if necessary, for the **routine** maintenance of any real property, structures, or facilities acquired or constructed as a result of such Federal aid. Routine maintenance shall include, but not be limited to, such responsibilities as keeping vacant land clear of debris, garbage, and vermin; keeping stream channels, culverts, and storm drains clear of obstructions and debris; and keeping detention ponds free of debris, trees, and woody growth.

The purpose of this agreement is to make clear the Subrecipient’s maintenance responsibilities following project award and to show the Subrecipient’s acceptance of these responsibilities. It does not replace, supercede, or add to any other maintenance responsibilities imposed by Federal, State and Local laws or regulations and which are in force on the date of project award.

3. Signature of Agreement

The undersigned assures fulfillment of the above requirements as contained in the program guidelines.

Typed Name of Authorized Representative/Applicant Agent

Title

Telephone Number

Signature of Authorized Representative/Applicant Agent

Date Signed

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ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009

Expiration Date: 01/31/2019

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PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the term of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specification and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

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ASSURANCES-NON-CONSTRUCTION PROGRAM

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As the duly authorized representative of the applicant, I certify that the applicant:

- Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
- Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

Standard Form 424B (Rev. 7-97) Back

IX. ASSURANCES (continued)

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Section 17.630 of the regulations provide that a recipient that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a Statewide certification.

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying; and 28 CFR Part 17, "Government-wide Debarment and suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

- A. As required by the section 1352, Title 31 of the US Code, and implemented at 44 CFR Part 18 for persons entering into a grant or cooperative agreement over \$100,000, as defined at 44 CFR Part 18, the applicant certifies that:
 - (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement and extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
 - (b) If any other funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities", in accordance with its instructions;
 - (c) The undersigned shall require that the language of this certification be included in the award documents for all the sub awards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontract(s)) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or locally) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (RECIPIENTS OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for recipients, as defined at 44 CFR part 17, Sections 17.615 and 17.623:

- (A) The applicant certifies that it will continue to provide a drug-free workplace by:
 - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the recipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an on-going drug free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The recipient's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

IX. ASSURANCES (continued)

- (c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
 - (e) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the applicable FEMA awarding office, i.e. regional office or FEMA office.
 - (f) Taking one of the following actions against such an employee, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.
 - (g) Making a good effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- (B) The recipient may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance	Street	City	State	Zip Code

 SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

 TITLE

 APPLICANT ORGANIZATION

 DATE SUBMITTED

Attach any continuations or additional items to this page.

X. PUBLIC NOTICE**Sample - Public Notice Template**

The Metro Acme-Tune County has applied for Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) funding through the Tennessee Emergency Management (TEMA). As a sub-recipient.

Under the National Environmental Policy Act (NEPA), federal actions must be reviewed and evaluated for feasible alternatives and for social, economic, historic, environmental, legal, and safety considerations. Under Executive Order (EO) 11988 and EO 11990, FEMA is required to consider alternatives to and to provide a public notice of any proposed actions in or affecting floodplains or wetlands. EO 12898 also requires FEMA to provide the opportunity for public participation in the planning process and to consider potential impacts to minority and low-income populations. This notice may also fulfill requirements under Section 106 of the National Historic Preservation Act (NHPA).

Funding for the proposed project will be conditional upon compliance with all applicable federal, tribal, state, and local laws, regulations, floodplain standards, permit requirements and conditions.

Applicant: Metro Acme-Tune County

Project Title: Community Safe Room

Location of Proposed Work:

Name of Structure: See Table

Address of Structure: See Table, Acme, Tune County, TN

A map showing the location of all properties is available by contacting (*POINT-OF-CONTACT listed below*)

Facility	Address	Latitude	Longitude	Date of Construction
Metro Acme-Tune County				

Special Flood Hazard Area Zone: This project is for construction of a concrete multi-purpose saferoom to be constructed on city owned property located in flood zone AE and AE Floodway (1% annual chance flood elevation). Confirmation of location in an SFHA was made by reference to the latest Flood Insurance Rate Map, Panel 47037C0227H Dated 4/5/2017. The proposed work conforms to all applicable and local floodplain regulations. The proposed work will be for the construction of a concrete multi-purpose Saferoom to be constructed on city owned property located.

Proposed Work and Purpose: Metro Acme-Tune County proposes to construct community safe room a new concrete multi-purpose safe room constructed on city owned property that is located within a neighborhood that has one and two family residences and mobile homes. When the building is not in use as a safe room, this large structure that is built to FEMA Community Safe Room standards for tornadoes could follow the current dual use safe room concept. Our proposed safe room will be multi-purpose space that will also function as a senior center. This dual purpose concept could be essential to the survival and recovery of the Metro Acme-Tune County community after a major incident.

Project Alternatives:

Alternative #1 (no action alternative): Under the No Action Alternative, without the Saferoom staff for this proposed location will not have an available safe shelter to seek during extreme-wind events. With the high concentration of staff located in this facility, a direct hit by a tornado or high winds could be potentially catastrophic.

Alternative #2: Another method considered was to install four smaller Saferoom with an occupancy limit of 100 people each on private property within City limits. (More detail)

PUBLIC COMMENTS: Any individual, group, or agency disagreeing with the proposed projects and is wishing to comment on these projects may submit written comments to the Metro Acme-Tune County, contact information below. All comments received by <<Date>> will be reviewed by the Metro Acme-Tune County, and forwarded on to the State and FEMA.

POINT-OF-CONTACT:

Mr. Roger R. Rabbit, Project Manager
3041 Sidco Drive
Acme, TN 37208

Tele: 615-123-4567