



**Gadsden / Etowah County
Emergency Management Agency**
P.O. Box 267 * Gadsden, Alabama 35902

Information for Homeowners & Small Businesses Interested in Applying for Federal Assistance for a Safe Room

FEMA Disaster Declaration 1971 may provide funds to help you construct or purchase a safe room for your home or business. Here are some points to consider when deciding whether you would like to participate in this program.

- Funds are reimbursed after your project is completed. You will not receive money in advance.
- Existing safe rooms and safe rooms installed without going through the proper paperwork and processes will not be eligible for reimbursement.
- To be eligible for reimbursement, your application must be approved prior to the commencement of the project.
- FEMA provides for up to 75% of the total cost of the project up to \$4000. If your project application is approved, this is the maximum for which you will be reimbursed.
- Your project must be installed and approved by a licensed Alabama contractor.
- All projects must conform to any local building codes.
- The Alabama Emergency Management Agency highly recommends that you choose a vendor which has been certified by the National Storm Shelter Association. A listing of these vendors can be found at www.nssa.cc.
- Your safe room must meet FEMA design standards (FEMA 320 publication, 3rd Edition, Aug. 2008). These standards can be found at <http://www.fema.gov/plan/prevent/saferoom/fema320.shtm>. If you are unsure if a safe room meets FEMA standards, you can contact FEMA directly at 1-866-222-3580.

If you are interested in participating in this program, please fill out document "*HMGP Individual Safe Room Worksheet*" and submit it to the Gadsden/Etowah County Emergency Management Agency. Worksheets can be faxed to 256-549-4796; emailed to ema@cityofgadsden.com; or dropped off at the EMA's office. The EMA is located on the back side of Gadsden City Hall (at the intersection of 1st Street and Walnut St.). Office hours are 8 a.m. – 4:30 pm on Monday – Friday. Worksheets are due by Friday October 7, 2011.

90 Broad Street * Gadsden, AL 35901
(256) 549-4575 * FAX (256) 547-7952
Email: ema@cityofgadsden.com

Six Step Process in Applying for Federal Safe Room Assistance

Submit a worksheet to the Gadsden/Etowah County EMA

The Gadsden/Etowah Co. EMA submits an application to the Alabama EMA on your behalf

Alabama EMA reviews and submits the application to FEMA

The Gadsden/Etowah Co. EMA will request reimbursement of up to 75% of the cost or \$40000, whichever is less.

The safe room may then be installed and certified by an Alabama licensed contractor

FEMA reviews and approves or declines the application

Complete this Individual Safe Room Worksheet for EACH safe room site:

Project Information Individual Shelter (Safe Room) Worksheet

APPLICATION MUST BE RETURNED VIA CERTIFIED MAIL or IN PERSON TO:

NOTICE: APPLICATION MUST BE RECEIVED BY GADSDEN / ETOWAH COUNTY EMA
NO LATER THAN OCTOBER 7, 2011

Site Location for Individual Shelter (Safe Room)

Physical Address: _____

City: _____ County, Alabama ZIP _____

- Location of Safe Room:
- New Home Construction
 - On Property (Previously Disturbed Ground)
 - On Property (Previously Undisturbed Ground)
 - In an existing Residence

Owner Information

Name _____
Last name, First name, Middle Initial

Mailing address: _____

City: _____, AL ZIP _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email if available _____

Shelter Construction Type

- New Construction Prefabricated Hardening an existing room
 In-Ground Above-Ground Safe Room size _____
 Est. Number of Occupants _____

Cost Estimate Section

Safe Room Manufacturer: _____

FEMA 320 Compliant

Total Safe Room Cost: \$ _____

(The FEMA share to be reimbursed is limited to 75% of the actual project cost up to \$4,000)

I have included the information required for Shelters: (1) clear copy of a map showing site precisely located and (2) at least two photographs that clearly show the residence and one photo project area with directional information.

Check All Below That Apply:

- I am the property owner: Yes No
- This is my Primary Residence: Yes No
- The shelter will be located more than 100 feet from stream/lake. Yes No

I, the applicant, understand the following:

- A. The Safe Room must be completed within 12 months of notification by ETOWAH County EMA of grant reception and all required documentation submitted to them by that date.
- B. Safe Room installation must meet standards in FEMA Publications 320, National Performance Criteria for Tornado Shelters (August 2008) and all applicable state and local codes and requirements.
- C. I am responsible for all matching funds and must pay total construction costs upfront before being reimbursed by grant.
- D. Labor by homeowner cannot be reimbursed.
- E. As a part of my application package, I must provide proof of home ownership and construction plans (w/ license Professional Engineer's stamp or Registered Architect's seal).
- F. I understand that the grant is to install a safe room at my primary residence.
- G. Due to limited funds, I am not guaranteed or assured of receiving a grant.
- H. ETOWAH County EMA, Alabama Emergency Management Agency and Federal Emergency Management Agency do not endorse vendors, style of shelter(s) or their construction. Further, these agencies do not certify or guarantee the safety of any Safe Room and are not responsible for any injuries or losses by grant recipient or others from use of the Safe Room.

Answer the following to the best of your abilities:

Has the ground at the project location been disturbed other than by agriculture?

Yes _____ No _____ Unknown _____

If you answered yes to question B please check all that apply:

Grading _____ Bulldozing _____ Fill _____ Erosion _____ Landscaping _____

To your knowledge, have Indian or historic artifacts (such as arrowheads, old bottles, square nails) been found on or adjacent to the project area? Yes _____ No _____

I acknowledge that I understand all the above and the information I have provided is accurate by signing below:

X _____ Date: _____, 2011
Applicant/Homeowner

Safe Room Application Checklist

To expedite the processing of your application, please make sure we receive all of the following when submitting your application:

- The document entitled "Project Information Individual Shelter (Safe Room) Worksheet." The document must be filled out completely and accurately, signed, and dated.
- Proof of property ownership. This must be a document which clearly shows you are the owner of the property on the application. Examples of acceptable forms of property ownership: a deed or property tax information. Examples of unacceptable forms of property ownership: utilities bills and bank statements.
- One clear photo of the front of your home. Please indicate which direction is north for reference.
- Two photos of the location for your shelter. The shelter location should be marked with an "X". At least one of these photos should have your home in it as a reference.