

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 the 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 <u>all of the required documentation</u> 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, or
- 3) you may opt to drop off your application in person at 1323 58th 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.

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



<u>Citizen Participant Requirements</u>

- 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 <u>all required documentation</u> 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:

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

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

police.



South Plains Association of Governments

I. Providing SPAG staff access to conduct a final Safe Room inspection

SPAG Regional Safe Room Rebate Program Checklist		
Name of Applicant:		
Property Address:		
You must submit this Checklist Form with your Safe Room Application		
My initials indicate the required items listed below are completed/signed on the Safe Room Application Form:	Homeowner Please Initial:	Agency Use Please Initial:
Application forms needed before any construction, installation, or purchase of Safe Room:		
A: Home Owner Information		
B: Property Location-Legal Description		
C: Property Address		
D: Date the home was built		
E: Potential Safe Room Information		
F: Specific Address Information		
G: Homeowners signature on Section F and Section G		
My intitials indicate the following documentation is included with my Application Form:		
A. Proof of Ownership (i.e. current appraisal statement)		
B. Flood Zone Documentation (i.e. statement, letter, building permit)		
C. SAMS Clearance of Contractor (*Only required if requesting the rebate payment be made directly to contractor)		
When requesting a rebate following completion of the Safe Room installation, I understand I		
must provide SPAG with <u>all required backup documentation as listed below:</u>		
A. Certificate of Installation/Inspection for Residential Safe Rooms Form		
B. Contractor invoices, building permits, proof of payment and any additional required permits, etc.		
C. Copy of front and back of check(s)		
D. Copy of the front and back of cancelled check(s)		
E. Copy of the front and back of the check and bank statement showing it cleared		
F. Bank image of the check with date it cleared		
G. Copy of bankcard statement showing debit/credit payment		
H. Pictures of completed Safe Room		

South Plains Association of Governments Employee or Independent Contractor Checklist

Employee or independent Contract	or Unec	KIIST
Property Address:		
, ,		
JOB DESCRIPTION:		
Car Ha Dialan Anna alalan an Communia CONITI	DENITIAL	
South Plains Association of Governments CONFIL	DENIIAL	
User Checklist	Contractor	Fmnlovee
oser enesmise	Contractor	z.iipioyee
Control factors:		
Employer provides training to worker		
Worker works on-site		
Worker works off-site		
Company supervises worker's job		
Worker has regular work hours		
Worker has irregular work hours		
Employer sets work hours		
Financial factors:		
Worker is salaried		
Employer sets hourly rate		
Employer provides tools/equipment to worker		
Worker invests in tools/equipment for use in job		
Worker receives benefits from employer		
Worker has ability to have profit or loss from job		
Worker pays own expenses		
Relationship factors:		
Worker and employer have contract for services or products		
Worker has ability to hire others to complete a task		
Worker and employer have long-term work relationship		
Work relationship relates only to contract work		
Worker performs similar projects for other companies		
Worker works only for company		



SPAG Regional Safe Room Application Form

A. Home Owner Imormati	OH			
Name				
Current Address				
City	State:	<u>TX</u>	Zip Code	County
Home Phone #		Wor	rk Phone #	
B. Property Location-Lega				
Subdivision or Survey Name				
Section Acreage	Lot			Block
Reserve	Abstract			
C. Property Address				
Address				
City	State			Zip Code
D. Date the home was bu	ilt//			
E. Potential Safe Room In	formation(Pleas	e Ar	swer the Foll	owing)
Anticipated Date of Installation		m T	ype: In-Ground	dIn-Residence
Exact Location of Safe Room				
Name of Contractor				
Contractor Debarment Status	s Verification Date_	/.	/(If a	applicable, print out the Verification
form and attach to application	n).			
F. Specific Address Inform		-	_	•
(Prior to reimbursement, t	the following infor	mat	ion must be co	ompleted):
911 Address				
	•			e/Longitude as required by FEMA"
•				ocal emergency first responders
-	·		•	and emergency medical services
providers to assist in location	ı and rescue efforts.			
				/ /
(Signa	ature of Owner)			(Date)
 G. Please Read the Follow This form does not g If funded, this prograsafe rooms). Qualifying safe room I certify that my program I understand that my 	ring: uarantee that your sam provides a 50% as must be built/ instead in the perty is not located in this ewed this form and use.	rebat talled in a f s proj under	te (up to \$3,000 d, and certified I floodplain or a O gram is comple rstand all the in	on will be funded. 00 to eligible participants who install by a builder or installer. Coastal Surge Zone (V Zone).
(Signature of	f Owner)			/(Date)

RMS-0001 July 2017



FAQ

Q1: Will the safe room rebate program fully refund my project?

A1: No, the rebate program is implemented to provide a 50% rebate of cost up to \$3,000.00. Example 1: if a project is \$2,000.00, you will receive a \$1,000.00 rebate. (50% of cost)

Example 2: if a project is \$7,000.00, you will only receive \$3,000.00 rebate. (Max rebate)



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 <u>not</u> 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 <u>not</u> 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.

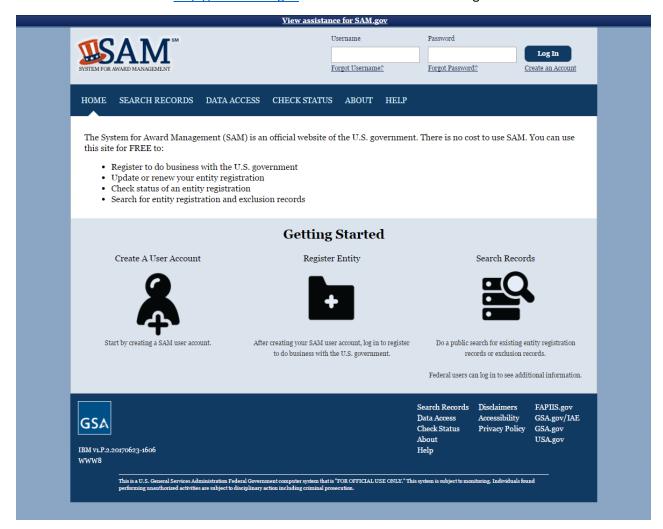
All other applicants:

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.

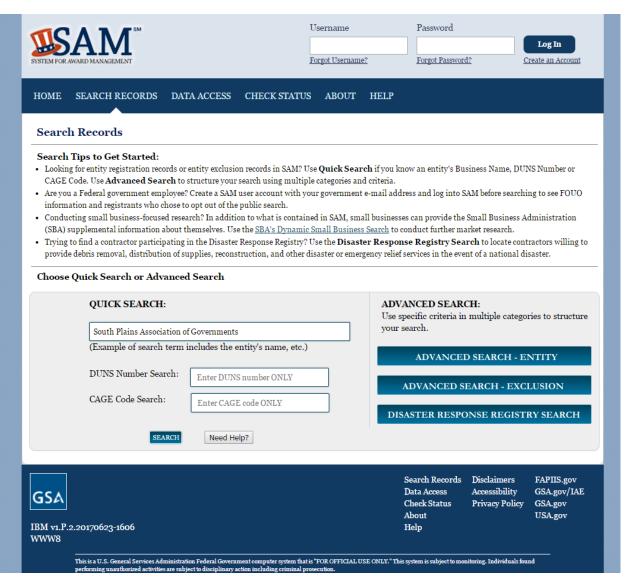
Instructions for obtaining SAMS clearance for construction contractors

*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.

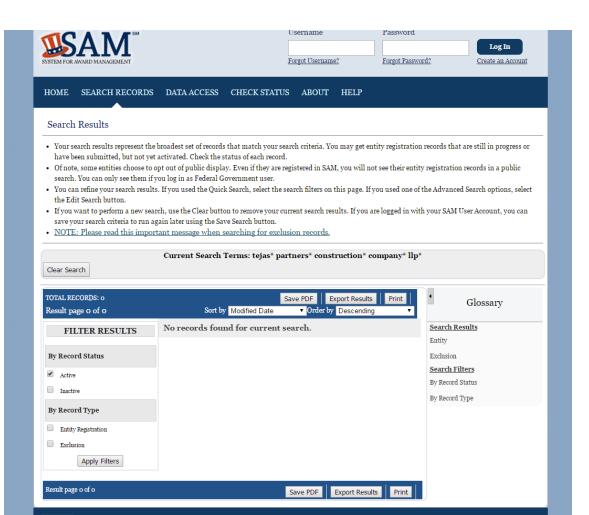
1. Go to the website http://www.sam.gov – It will look like the following:

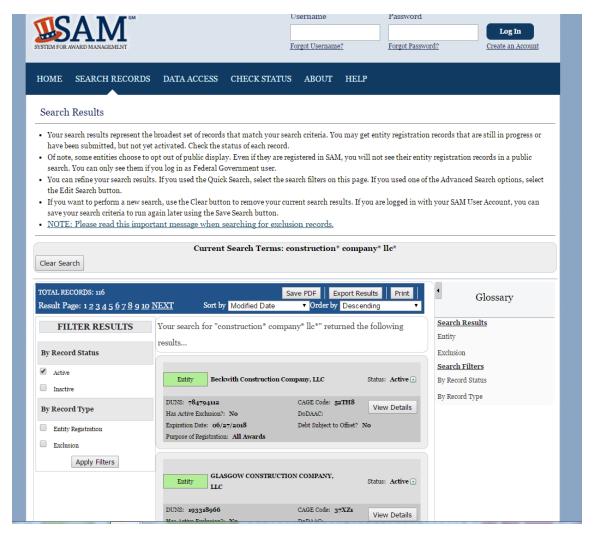


2. Click on the SEARCH RECORDS option at the top. It will take you to a page that looks like the following:



- 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:





- 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