

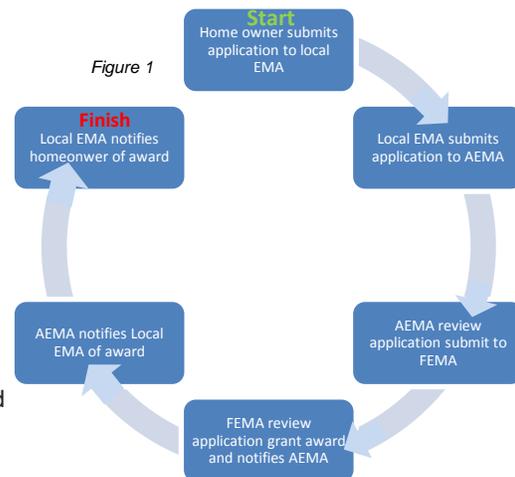
Alabama Emergency Management Agency Individual (Residential) Safe Room Q & A

1. What's the status of my application?
Contact your [local emergency management office](#).

Note: After you have determined that your application has been submitted to Alabama Emergency Management Agency from your local municipality, the grant approval process is shown in figure 1.

2. Who regulates my individual safe room?
Depending on the type, cost, and location of your safe room, safe rooms are regulated by one of the following:

- 1) [Alabama Manufactured Housing Commission](#)
The installation of all pre-fabricated safe rooms must be inspected by the Alabama Manufactured Housing Commission
- 2) [Alabama Home Builders Licensure Board](#)



3. What is the application process?

- 1) Homeowners submit project application worksheets to their appropriate municipal or county agency, generally the county Emergency Management Agency office. The local government authorizes and groups the project application worksheets into application packages and submits them to Alabama Emergency Management Agency.
- 2) Applications are logged into, as received by Alabama Emergency Management Agency, a spread sheet that is generated by using the submitted homeowners' addresses. The spread sheet is submitted to FEMA to assist in determining the location coordinates (Latitude and Longitude) and flood zone inspection. If the application has excessive deficiencies, FEMA will request the sub-applicant (homeowner) produce the required coordinates. After receiving the spreadsheet, FEMA will conduct a flood zone inspection and Environmental Historical Preservation Review. If the flood zone inspection determines that properties are located in the Special Flood Hazard Area (SFHA) or Wetlands, the sub-applicant is notified that certain requirements must be met or the property removed from the application packet. All properties must be inspected by a Flood Management & Insurance Specialist and complete an Environment Historical Preservation (EHP) review.
- 3) During the above mentioned process, the Alabama Emergency Management Agency will be reviewing all application packages for completeness. After AEMA reviews the packages, the local government applicant will be notified of the results if any application is not complete. The local government applicant will receive a request for Information (RFI) outlining any deficiencies which will then be forwarded to the particular sub-applicant (homeowner).
- 4) Once all required documents are received and the application is complete, AEMA will enter the completed applications into the National Emergency Management Information System (NEMIS) to submit to FEMA.
- 5) FEMA will then review the applications. If the applications are complete and meet all safe room requirements, FEMA will approve the applications. If the applications are not complete, additional information will be required and a suspension notice will be sent to AEMA listing the deficiencies. Any deficiency must be remedied prior to receiving FEMA approval.
- 6) Once FEMA has approved an application, it will notify AEMA of its approval. AEMA will then notify the local government applicant. The local government applicant will then notify the sub-applicant (homeowner).

NOTE: In order to receive reimbursement from FEMA, a homeowner must not start construction or installation of a safe room until he or she receives approval from FEMA.

4. How long does it take to process my application?
There is no standard timeframe. Factors that may affect the length of time to process an application are: the completeness of the homeowner's project application worksheet, the completeness of the local government's application, the number of SFHA/Wetland issues, the number of sub-applicants (homeowners) included in the local governments application packet, the number of application packets submitted prior to your particular application packet, etc. Depending on these factors as well as others, the approval process could take anywhere between as little as 3 months or as long as 2 years.
5. How do I find a reputable company in my area that builds individual safe rooms?
Our Agency does not endorse any particular company. However, the Alabama Manufacturing Housing Commission review plans and certifies manufacturers of pre-fabricated safe rooms.

*Note: All individual safe room applications that were submitted for disaster DR-1971 (April 27, 2011) will be reviewed and approved pending eligibility. The application submission deadline was October 27th, 2011. **Currently, there is no open application period.***