



# City of Broken Arrow

## Request for Action

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**File #: 18-1115, Version: 1**

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### **Broken Arrow City Council Meeting of: 10-02-2018**

**Title:**

Presentation by Development Services Director Michael Skates and Emergency Management Director Jamie Ott on Safe Room Rebate Program

**Background:**

In early April this year, representatives of Oklahoma Emergency Management (OEM) presented the Safe Room Rebate Program during one of the sessions at the Oklahoma Floodplain Managers Conference. This presentation led to a conversation with the City of Tulsa Assistant Director of Development about having a phone conference with OEM on the Safe Room Rebate Program. A phone conference was held Monday, April 23, 2018 with Tulsa, OEM, and City of Broken Arrow Staff.

City staff determined that this program was different than past rebate programs and we should pursue the opportunity of this program with our citizens. We held several internal meetings to discuss the potential program impact, process, logistics and time frame. This program would offer a rebate of up to 75%, not to exceed \$2,000, for installation of a below ground or above ground shelter within 100 feet of the main home or inside the home for owner occupied residents.

We made application for Notice of Intent (NOI) to the State OEM in early July to participate in the program. The application identified a possible participation level of 100 homes. Our Emergency Management Director prepared various program forms for use and received a copy of the OEM presentation. These documents are attached.

The program requires two (2) initial public meetings. The public meetings are scheduled for Thursday, October 4, 2018 and Tuesday, October 9, 2018. OEM will present the program to those in attendance and City staff will hand out program participation forms and verify that the residents property is not in a floodplain or historic district. City staff will be providing public notice of these 2 meetings through a press release and other available media.

The voluntary participation notice (VPN) application can be completed while at the meeting or residents can return the application to the City no later than November 16, 2018. All applications submitted will be sent to OEM no later than November 22, 2018. OEM will forward to FEMA (Federal Emergency Management Agency) for review and approval. This may take up to 3 months maybe longer.

FEMA will notify OEM, City and the residents of their approved application for the Safe Room Rebate Program. A meeting will be held with those residents receiving approval to hand out a safe room packet that provides detailed instructions on purchase of a safe room and installation. Some of the requirements are as follows:

- The safe room be within 100 feet of the home
- Safe room installed on the property cited on the application
- Adhere to the guidelines
- Own the property cited and be the primary residence on the application
- Install safe room after attending the mandatory meeting and picking up VPN
- Installation by a certified contractor
- Safe Room to meet current FEMA and ICC guidelines
- Obtain City safe room permit
- Have contractor certify installation and inspections
- Receive Certificate of Occupancy for installed safe room
- Provide all proof of payment (keep receipts)
- Complete W-9
- 2 Pictures (1 of installed safe room and 1 of full front of house)

(Note: All of the information will be presented by OEM and City staff with all approved residents.

A date to still be determined will be set OEM/City for the completed safe room installation and return of all required documents. Upon receipt of documents, City staff will review and forward to OEM for final approval and release of rebate funds to the City which in turn will mail the rebate check to each resident for the safe room installation.

This overall process may take up to 1 year for approval, installation, submittal of required documentation and reimbursement.

**Cost:** \$0

**Funding Source:** Any necessary expenditures for the public meetings will be from the Development Services department budget

**Requested By:** Michael Skates, Development Services Director

**Approved By:** Michael L. Spurgeon, City Manager

**Attachments:** Basic Information about ISR Programs  
City of Broken Arrow Individual Safe Room Rebate Program Guidelines  
OEM Powerpoint  
City of Broken Arrow Notice of Intent  
City of Broken Arrow Voluntary Participation Form

**Recommendation:**  
No Action Required