

# Warning Sirens and Systems: Instructions

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*\*The following information is intended for guidance only and is not a request for information. The following template is only intended to help the reader understand the FEMA Hazard Mitigation Grant Program (HMGP) application process.*

This application can be used for projects intended to alert the nearby population of an imminent risk of natural hazards, such as tornado, tsunami, flash flooding, wildfire or any eligible hazard mitigation project that requires an emergency response. Activities covered under this application may include warning signs and systems, fire cameras, alert systems, electronic signs and signals for hazard warning systems, and hazard-identification-related equipment. The general intent of these systems is to provide warning of risk and/or evacuation orders for people in the area. Resources on Integrated Public Alert and Warning Systems (IPAWS) can be found in the IPAWS Program Planning Toolkit.

The user can provide the requested information by adding text or comments to the form, or by including the information in a separate document with their subapplication.

## A. Applicant/Subapplicant Information

1. **Applicant/Subapplicant Legal Name:** Enter your organization's legal name.
2. **Organizational Unit:** Enter the name of the department or agency within your organization that is pursuing the grant.
3. **Project Title:** Enter the name of the project title. The title should be short but descriptive (e.g., Everytown Tornado Warning Sirens Project).
4. **Applicant/Subapplicant Type:** Enter the type of applicant or subapplicant; refer to Hazard Mitigation Assistance (HMA) Guidance (Part III, Sections A and B) for information on Eligible Applicants and Subapplicants.
5. **Proposed Project Total Cost:** Enter the total cost of the project in the first field provided. In the fields beneath that, indicate the percentage and dollar amount of both the federal and local shares for the project.
6. **Certifications:** Read the statement provided and enter the requested information to certify the Applicant/Subapplicant reviewed and concurred with the HMGP program requirements.
7. **Mitigation Plan:** Mark the appropriate box—Yes or No. If Yes was marked, provide the specified information for the Local and State, Territorial, or Tribal Mitigation Plan. Refer to HMA Guidance (Part III, Section E.5) for information on hazard mitigation plan requirements.
8. **National Flood Insurance Program:** Mark the appropriate box—Yes or No. HMGP mitigation project subapplications for projects sites within the Special Flood Hazard Area are eligible only if the jurisdiction in which the project is located is participating in the program.
9. Enter the **Tax ID Number**, five-digit Federal Information Processing Standards (FIPS) code, six-digit **Community Identification Number**, and Data Universal Numbering System (DUNS) number for the Applicant/Subapplicant.
10. Enter the **U.S. Congressional District** for your jurisdiction, if applicable.



11. Enter the **State Legislative District** for your jurisdiction, if applicable.
12. **Primary Point of Contact:** Enter the contact information for the person coordinating the implementation of this grant throughout the application process.
13. **Alternate Point of Contact:** Enter the name and contact information for the alternate point of contact who can coordinate the implementation of this grant when the primary point of contact is not available.
14. **Authorized Applicant/Subapplicant Agent:** Enter the name and contact information for the authorized agent for your organization. The Authorized Applicant/Subapplicant Agent **MUST** be the chief executive officer, mayor, or person of comparable status who is authorized to sign contracts, authorize funding allocations or payments, etc.

## **B. Project Narrative and Scope of Work**

Mitigation projects funded by HMA must be both technically feasible and effective at mitigating the risks of the hazard(s) for which the project was designed. A project's technical feasibility is demonstrated through conformance with accepted engineering practices, established codes, standards or best practices. Effective mitigation measures funded with an HMA grant provide a long-term or permanent solution to a risk from a natural hazard.

1. Enter the name and Applicant/Subapplicant for your organization and indicate the number of sirens to be installed. In the box below, identify the proposed location(s) (address, latitude/longitude) for each siren and/or equipment installation. If the siren is located on a building, describe where it is located on the building. Complete the Excel table **Additional Siren Location Details**.
2. Provide a detailed description of the project purpose. Describe the hazards to be mitigated, such as tsunami, tornado, wildfire, flash flooding and/or dam break. Please include information on past damages in the project area and the federal disaster declaration number, if applicable. Describe how the project will mitigate the identified risk(s). Describe the need for the project and how it will protect individuals. Describe the area and population the project will benefit.
3. Provide a detailed scope of work. Include a description of the type of siren(s), supporting equipment, power source, whether supporting equipment is new construction or would be placed on existing structures, signs and system components required for the installation process (including temporary and permanent equipment).
  - a. Describe the proposed activities and define tasks to be accomplished. Ensure that you discuss access routes, vehicles and equipment to be used and where equipment and materials would be staged and stored, as applicable (include GIS files, .kmz files or maps of these locations with the boundaries clearly marked). The scope of work should include key milestones and coincide with relevant design information.
  - b. Describe what you are proposing to do and how (i.e., a description of all external elements on or outside structures that will be updated or replaced at your project site). Describe how the sirens and other components will be installed and operated; also provide any relevant design information, including required outreach. Document the conformance with relevant codes, standards and best practices.
  - c. Describe how the equipment was chosen to ensure the size and type were adequate for the purpose.
  - d. Provide details and justification on the natural hazard risks, area and population that will be impacted by the project.

- e. Describe any existing siren/warning systems already in place and whether the proposed project is expected to tie into any existing systems.
4. What is the expected useful life of the project and how will it be maintained over the useful life? Describe the maintenance activities and who is responsible for maintaining the project.

### **C. Alternatives Considered**

Mitigation project alternatives are required as part of application development. Indicate at least three alternative actions that were considered in the planning process:

1. No Action Alternative and its consequences.
2. Alternative that was considered but not selected, and why.
3. Additional alternative actions considered but not selected (not required).
4. The Proposed Action alternative is the project you are proposing in the application; explain why it is the most practical, effective and environmentally sound alternative.

### **D. Environmental Planning and Historic Preservation Considerations**

Projects potentially could impact nearby physical, cultural (historic and archaeological), biological and social resources. Below are questions about potential impacts your project may have on these resources. Please note that not all of these may be applicable to your project.

1. If the project requires ground disturbance activities, provide the location and dimensions (length, width, depth) of the excavation. Provide this information in a table, on GIS files, a map and/or an aerial. Describe the existing condition of the area that would be affected by construction of the project. Indicate whether the project site has been previously disturbed or improved. Provide this information on GIS files, a map and/or an aerial. You may enter "Not Applicable" or "N/A" if the project will not include ground disturbance.
2. If sirens are to be attached to the existing structures, provide a description of the type, number, size and dimensions of structure(s) in the project area; include adjacent structures as well. Describe any prior improvements or additions to structures in the project area. Include photographs of all sides and for structures in and adjacent to siren attachments, the year they were originally constructed.
3. For projects that require multiple installation locations, describe the construction plans for the project (sequencing of construction sites, special considerations for specific sites).
4. Has the public been notified or provided input? If so, provide dates and method of outreach. If not, describe any planned public engagement activities for the project.
5. Describe any agency coordination and permits obtained from federal, state or local agencies to implement the project. Include copies of any coordination materials, permit applications or approvals.
6. Provide any studies that have been conducted for the project or for projects that were recently built nearby. Studies could include evaluations of cultural resources (e.g., historic, archaeological) or environmental resources (threatened and endangered species, wetlands, hydrology).
7. If the project is in a floodplain, describe the project activities that would occur or be located in the floodplain, if applicable. On a map, show where project activities would overlap with floodplains.

8. Describe any surface waters in or near the project area (ponds, lakes, rivers, streams, wetlands, other waterbodies). Describe any measures that would be used to avoid waterbodies or avoid impacting water (setbacks, silt fence). On a map, show where project activities would overlap with wetlands or other waterbodies.
9. Describe any known hazardous or contaminated materials at the project site including underground tanks. Describe how the underground tanks (fuel, septic) would be removed or decommissioned in place. If the project requires the use of hazardous materials (including herbicides), describe their use and best management practices to minimize environmental exposure.
10. Would the project involve the use of imported fill? If yes, describe the type and source of the fill material.
11. If the project would remove vegetation for any reason, describe the type and amount or area of vegetation (two oak trees, one-quarter acre of turf grass). Describe how vegetation would be removed, if applicable (root ball removal, flush cut, dug up, chemical weed killer). If using herbicides, describe best management practices for their use. Estimate during which season(s) or months vegetation removal would occur. Would any special techniques be used to ensure survival of the plants/seeds (mulch, irrigation, protective fencing)?

## E. Estimated Work Schedule

Specify the duration of each process component required to complete the project. Although the components' occurrences are not necessarily sequential and activities may be carried out concurrently, the total project timeline cannot exceed the period of performance for HMGP, which is 36 months.

## F. Budget Estimating

1. **Costing Methodology:** Indicate which method(s) were used to determine the project costs. Choose whether the estimates were obtained from a contractor or consultant OR if the cost of a previous grant was used (with an inflation factor) to inform the estimate. If none of these were used, please choose "Other" and describe the methodology used to develop the cost estimate.
2. **Cost Estimate:** Enter the costs associated with all tasks/activities to complete the project, as applicable. Ensure all tasks/activities match the information included in all other documentation provided with the application. All costs should be detailed and not contain any lump sums. The cost estimate should include a line-item breakdown of costs consistent with all elements described in the Project Narrative and Scope of Work and Budget Estimating sections of this application. Common cost categories may include:
  - Pre-Award Costs – costs must have occurred after the declaration date of the relevant disaster
  - Contract Labor – any tasks to be contracted out to a third-party should be noted
  - Siren Equipment – includes the siren, connections and accessories
  - Installation – use if installation is a separate cost from the generator equipment
  - Other – use, as needed, and explain in the box below the item. Examples include delivery, equipment rental, transformer, DC control and transportation.
3. **Budget Narrative:** Provide a budget narrative with explanations, justifications, and line-item details of the project costs. If needed, indicate in the box that the narrative is in an attachment to the application and provide with application submittal.

The budget narrative should explain how costs were derived, including any details not in the line items.

## G. Non-federal Funding Share (25% of Total Planning Grant Costs)

List all sources and amounts used in the non-federal share, including all in-kind services. In-kind services may not exceed the 25% non-federal share. For each source, indicate the name of the source agency, describe the type of funding, and the amount.

Attach letters of funding commitment for each source.

## H. Cost-Effectiveness

Sirens (equipment and systems for warning citizens of impending hazards) are categorized under the 5% Initiative project category (not to be confused with the 5% allotment of Grant Management Costs), allowing grantees under the HMGP to use up to 5% of total HMGP grant funds for projects that are difficult to evaluate using FEMA-approved cost-effectiveness methodologies but otherwise meet HMGP eligibility requirements. Therefore, to demonstrate cost-effectiveness under the 5% Initiative, Applicants/Subapplicants must provide a narrative description of the project's cost-effectiveness in lieu of a standard FEMA benefit-cost analysis.

In the box provided, include a narrative describing the project cost-effectiveness. Ensure that the narrative addresses that the project will:

- Comply with all applicable HMGP eligibility criteria and federal, state and local laws and ordinances
- Be consistent with the goals and objectives of the state or Tribal (standard or enhanced) and local or Tribal mitigation plans
- Reduce/prevent future damage or loss of life or injury

## I. Required Documentation Attached

Indicate all attachments to be included with this form. Please also indicate any additional documentation in the box below.

- Site photos of each property
- Property Site Maps: Provide map(s) showing the project location(s). If the project includes multiple structures, show the project boundaries.
- FIRMetts with property locations clearly marked. FIRMetts can be accessed in the FEMA Flood Map Service Center (<https://msc.fema.gov/portal/home>).
- Consultation documentation
  - State Historic Preservation Officers Consultation, required if any of the following applies:
    - Structure is 45 years or older at the time of FEMA review
    - New ground is being disturbed
    - Project is located in a Historic District
- Fund commitment letter, which lists the sources and amounts used in the nonfederal share requirement, including all in-kind services. Fund commitment letters are also required from nonapplicant sources

- Assurances (FEMA Form 112-0-3C or 20-16c (Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements), and SF-LLL (Disclosure of Lobbying Programs) if applicable)
- Completed SF-424 (Application for Federal Assistance), signed by the authorized representative of the jurisdiction
- Completed SF-424d (Construction Programs) and SF-424c (Budget Information for Construction Programs)
- Detailed budget with additional budget narrative if box provided is not sufficient
- Designated Authorized Agent documentation designating authority for the signatory to sign contracts, authorize funding allocations or payments, or apply for grant funding that is signed by the ruling body of the applicant
- If there will be additional items not listed, please indicate those items in the comment box below this section.