

Texas Division of Emergency Management
Recovery, Mitigation and Standards
Texas Residential Safe Room Rebate Program
Safe Room Application Form

Home Owner Information

Name _____
Current Address _____
City _____, TX Zip Code _____ County _____
Home Phone # _____ Work Phone # _____
Mobile/Cell # _____ Fax # _____

Property Location-Legal Discription

Subdivision or Survey Name _____
Section Acreage _____ Lot _____ Block _____
Reserve _____ Abstract _____

Property Address

Address _____
City _____ State _____ Zip Code _____

Date the home was built ___/___/_____

Safe Room Information-- (Please Answer The Following)

Date of Installation ___/___/_____ Safe Room Type: In-Ground _____ In-Residence _____
Exact Location of Safe Room _____

Name of Contractor _____
Contractor Debarment Status Verification Date ___/___/_____ (Print Out Verification Attached)

Please Complete And Sign The Following

(Prior to reimbursement, the following information must be completed):

911 Address _____
Latitude _____ Longitude _____ "Latitude/Longitude as required by FEMA"

I hereby authorize the release of the safe room information to the local emergency first responders including but not limited to the fire department, police department, and emergency medical services providers to assist in location and rescue efforts.

_____/_____/_____
(Signature of Owner) (Date)

Please Read the Following:

- This form does not guarantee that your safe room application will be funded.
- If funded, this program provides a 50% rebate (up to \$3,000 to eligible participants who install safe rooms).
- Qualifying safe rooms must be built/ installed, and certified by a builder or installer.
- I certify that my property is not located in a floodplain or a Coastal Surge Zone (V Zone).
- I understand that my participation in this program is completely voluntary.
- I, understand, have carefully reviewed this form and understand all the information herein. To the best of my knowledge, the answers hereto are true and correct.

_____/_____/_____
(Signature of Owner) (Date)

Residential Safe Room Application Instructions

***Please ensure you follow these instructions! All portions of this application must be filled out. They will ensure that your application is reviewed and accepted.
*Incomplete applications will be rejected!****

Homeowner Information

This section should be self-explanatory. Applicant **MUST** use the same name and information that is on their proof of ownership and their method of payment!

Property Location-Legal Description

This information can be found on your deed or from the Cooke County Appraisal District. The District is a separate and independent entity from Cooke County. Their website is www.CookeCAD.org. At the top of the page is a Property Search button that you can find some of this information in. We've found the easiest way is to just type your last name in the search box and press enter.

Property Address

Again, self-explanatory. Make sure it matches the location where your shelter will be located.

Date the home was built

Ensure this date matches that located on your proof of ownership.

Safe Room Information






This information **MUST** be completed. In order to complete this section, you must already have a vendor/installer identified.


For the "Date of Installation" simply put your best guess. This date is not critical and you do not have to be committed firmly to that date. The only date that is critical for you and your provider is the required project completion date of **18 Feb 2027** (you can put this as your date if you are unsure of when you will actually be complete).

For the "Contractor Debarment Status Verification Date" you will need to put the date on which you either confirmed that your desired provider has no debarment in SAM.gov (meaning they are not permitted to perform any work involving Federal funding) or when they provided you with documentation that they are a certified shelter provider/installer. Work closely with your desired provider to obtain this information from them – it is imperative that they prove to you, the client, that they are fully qualified to install storm shelters in accordance with the FEMA P-320, Fourth Edition (Taking Shelter from the Storm), FEMA P-361, Third Edition (Safe Rooms for Tornadoes and Hurricanes), and

the ICC 500-2014. Failure to properly do so could result in your eligibility for a rebate being voided.

To check if your desired provider is in a Federal debarment exclusion status, go to <https://SAM.gov> and follow the below instructions:

1. **Access the Portal:** Go directly to SAM.gov. You do not need an account or login to search active exclusions.  SAM.gov +2
2. **Open the Search Menu:** Click **Search** in the top menu bar, or select the **Entity Information** domain from the homepage.  YouTube · GSA (General Services Admin... +1
3. **Filter for Exclusions:** Select the **Exclusions** domain option in the "Select Domain" filter to restrict your search strictly to debarment records.  YouTube · GSA (General Services Admin... +1
4. **Enter Details:** Type the specific entity name, Unique Entity ID (UEI), or individual's name into the search bar.  Kansas Department of Commerce (.gov) +1
5. **Review Results:** If an active exclusion exists, a lavender/purple indicator box will display the status as **Active**. If the status says "Entity" and is green, or if it reads "No matches found," the party is not debarred.  University of North Dakota +1

It is standard compliance protocol to **download and save the search result as a PDF** to keep on file for any government grant or contract compliance.  Kansas Department of Commerce (.gov) +2

Section labeled "Please complete the following"

This section must also be filled out prior to submitting your application. For the "911 Address" list the exact physical address that first responders would need to go to in order to locate you. While this is normally the same address as your previous ones, occasionally they may be different for those in extremely rural areas or along roads that may have different names locally than what is officially recorded. Good rule of thumb is what address would you use if you called 911.

For the Latitude and Longitude coordinates, follow the following instructions:
~On a Computer:

Open Google Maps in your browser.
Right-click the exact location or area on the map.
A pop-up menu will appear.
The top item on the menu displays the latitude and longitude.

~On a Mobile Device (iOS & Android):

Open the Google Maps app and find your desired location on the map.
Tap and hold the spot until a red pin drops.
Android: The coordinates will automatically appear in the search bar at the top.

iPhone: Tap the dropped pin or swipe up on the location details at the bottom of the screen to reveal the coordinates.

You must list the coordinates to six (6) decimal points (ex: 00.000000) and these coordinates MUST be of the exact location where your shelter will be. *If the coordinates of your finished shelter do not match those on your application when you are inspected after installation, you could lose your eligibility.*

Signatures & Acknowledgments

Sign and date with either ink or digital signatures.

REQUIRED ATTACHMENTS (This documentation MUST be included with your application to be considered complete. If any of these are not included, it will be rejected):

- 1) Documentation that your shelter site is NOT in a FEMA mapped floodplain. A screenshot or printout of the FIRMette map will suffice.
- 2) A copy of your deed, mortgage, or most recent property tax appraisal with your name matching that of your application name.
- 3) Documentation that your preferred vendor or installer is a certified shelter provider/installer. This can be done a variety of different ways such as verifying they have no active debarment on SAM.gov (preferred by FEMA & TDEM, see above instructions on pg.2) or their current certification number from an approved storm shelter association like the National Storm Shelter Association (NSSA) or similar entity.
- 4) A detailed plan that provides the type of shelter you intend to install, the specs of the shelter, and the *exact location* you intend to install it. Your installer should be able to provide you with this information. A floor plan or site plan of your home or property with the location of your desired shelter is preferred.
- 5) (***For homes 45yrs old or older***) Documentation that you are either cleared by the State Historical Preservation Office (SHPO) or do not require their clearance. Please refer to the "Requirements for State Historical Preservation" document on the Rebate Program Webpage to determine if you need SHPO clearance (most homes will not). If you do determine that you need clearance or if you are unsure, please contact the County Office of Emergency Management at 940-668-5400 or saferooms@co.cooke.tx.us. Examples of properties that would need SHPO clearance are homes that are in State or Federally declared Historical Districts or lands that contain declared historical or archeological sites where the shelter would be installed.

Submit completed application form and all required documents to
saferooms@co.cooke.tx.us