



## SPAG Regional Safe Room Rebate Program

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 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 all of the required documentation 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](mailto:tmurillo@spag.org), or
- 3) you may opt to drop off your application in person at 1323 58<sup>th</sup> 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](mailto: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



# SPAG Regional Safe Room Rebate Program

## Citizen Participant Requirements

- 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 **all required documentation** 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:
    - 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 police.

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







# SPAG Regional Safe Room Application Form

## A. Home Owner Information

Name \_\_\_\_\_  
 Current Address \_\_\_\_\_  
 City \_\_\_\_\_ State: TX Zip Code \_\_\_\_\_ County \_\_\_\_\_  
 Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_  
 Mobile/Cell # \_\_\_\_\_ E-mail Address \_\_\_\_\_

## B. Property Location-Legal Description

Subdivision or Survey Name \_\_\_\_\_  
 Section Acreage \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_  
 Reserve \_\_\_\_\_ Abstract \_\_\_\_\_

## C. Property Address

Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## D. Date the home was built \_\_\_\_/\_\_\_\_/\_\_\_\_

## E. Potential Safe Room Information--(Please Answer the Following)

Anticipated Date of Installation \_\_\_\_/\_\_\_\_/\_\_\_\_ Safe Room Type: In-Ground \_\_\_\_\_ In-Residence \_\_\_\_\_

Exact Location of Safe Room \_\_\_\_\_  
 \_\_\_\_\_

Name of Contractor \_\_\_\_\_

Contractor Debarment Status Verification Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (If applicable, print out the Verification form and attach to application).

## F. Specific Address Information - 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)

## G. 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 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)



## **SPAG Regional Safe Room Rebate Program**

### **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)





## SPAG Regional Safe Room Rebate Program

### 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 **not** 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 **not** 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:

The screenshot shows the SAM.gov homepage. At the top, there is a navigation bar with the text "View assistance for SAM.gov". Below this is the SAM logo (SYSTEM FOR AWARD MANAGEMENT) and a login section with fields for "Username" and "Password", a "Log In" button, and links for "Forgot Username?", "Forgot Password?", and "Create an Account". A dark blue navigation menu contains the following items: HOME, SEARCH RECORDS, DATA ACCESS, CHECK STATUS, ABOUT, and HELP. The main content area features a white box with the text: "The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:" followed by a bulleted list: "Register to do business with the U.S. government", "Update or renew your entity registration", "Check status of an entity registration", and "Search for entity registration and exclusion records". Below this is a "Getting Started" section with three columns: "Create A User Account" (with a person icon), "Register Entity" (with a folder icon), and "Search Records" (with a magnifying glass icon). Each column has a brief description of the action. At the bottom, there is a dark blue footer with the GSA logo, IBM version information (v1.P.2.20170623-1606 WW8), and a list of links: Search Records, Data Access, Check Status, About, Help, Disclaimers, Accessibility, Privacy Policy, FAPIIS.gov, GSA.gov/IAE, GSA.gov, and USA.gov. A small disclaimer at the very bottom states: "This is a U.S. General Services Administration Federal Government computer system that is 'FOR OFFICIAL USE ONLY.' This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution."

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



Username

[Forgot Username?](#)

Password

[Forgot Password?](#)

[Log In](#)

[Create an Account](#)

[HOME](#) [SEARCH RECORDS](#) [DATA ACCESS](#) [CHECK STATUS](#) [ABOUT](#) [HELP](#)

## Search Records

### Search Tips to Get Started:

- Looking for entity registration records or entity exclusion records in SAM? Use **Quick Search** if you know an entity's Business Name, DUNS Number or CAGE Code. Use **Advanced Search** to structure your search using multiple categories and criteria.
- Are you a Federal government employee? Create a SAM user account with your government e-mail address and log into SAM before searching to see FOUO information and registrants who chose to opt out of the public search.
- Conducting small business-focused research? In addition to what is contained in SAM, small businesses can provide the Small Business Administration (SBA) supplemental information about themselves. Use the [SBA's Dynamic Small Business Search](#) to conduct further market research.
- Trying to find a contractor participating in the Disaster Response Registry? Use the **Disaster Response Registry Search** to locate contractors willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.

### Choose Quick Search or Advanced Search

#### QUICK SEARCH:

(Example of search term includes the entity's name, etc.)

DUNS Number Search:

CAGE Code Search:

[SEARCH](#)

[Need Help?](#)

#### ADVANCED SEARCH:

Use specific criteria in multiple categories to structure your search.

[ADVANCED SEARCH - ENTITY](#)

[ADVANCED SEARCH - EXCLUSION](#)

[DISASTER RESPONSE REGISTRY SEARCH](#)



IBM v1.P.2.20170623-1606  
WWW8

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This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

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:

## Search Results

- Your search results represent the broadest set of records that match your search criteria. You may get entity registration records that are still in progress or have been submitted, but not yet activated. Check the status of each record.
- Of note, some entities choose to opt out of public display. Even if they are registered in SAM, you will not see their entity registration records in a public search. You can only see them if you log in as Federal Government user.
- You can refine your search results. If you used the Quick Search, select the search filters on this page. If you used one of the Advanced Search options, select the Edit Search button.
- If you want to perform a new search, use the Clear button to remove your current search results. If you are logged in with your SAM User Account, you can save your search criteria to run again later using the Save Search button.
- **NOTE:** [Please read this important message when searching for exclusion records.](#)

Current Search Terms: tejas\* partners\* construction\* company\* llp\*

[Clear Search](#)

TOTAL RECORDS: 0

[Save PDF](#)[Export Results](#)[Print](#)

Result page 0 of 0

Sort by Modified Date



Order by Descending



### FILTER RESULTS

No records found for current search.

#### By Record Status

 Active Inactive

#### By Record Type

 Entity Registration Exclusion[Apply Filters](#)

## Glossary

### [Search Results](#)

[Entity](#)[Exclusion](#)

### [Search Filters](#)

[By Record Status](#)[By Record Type](#)

Result page 0 of 0

[Save PDF](#)[Export Results](#)[Print](#)

The screenshot displays the SAM website interface. At the top, there is a navigation bar with links for HOME, SEARCH RECORDS, DATA ACCESS, CHECK STATUS, ABOUT, and HELP. Below this is a search results section with a heading 'Search Results' and a list of instructions. The current search terms are 'construction\* company\* llc\*'. The results show 116 total records, with the first two being active contractors: Beckwith Construction Company, LLC (DUNS: 784794112) and Glasgow Construction Company, LLC (DUNS: 193318966). A 'FILTER RESULTS' sidebar is visible on the left, and a 'Glossary' section is on the right.

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