



SPAG Regional Safe Room Rebate Program

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.

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**). **The deadline to accept applications for this cycle is through December 31, 2026. All applications will be reviewed for eligibility and rebate funding availability.**

HOW TO APPLY:

Applicants must complete the 'Application Packet' which contains the complete application instructions, required forms, 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.

Included in the 'Application Packet' are the following SPAG Regional Safe Room Rebate Program forms:

- 1) **Citizen Participation Requirements**
- 2) **SPAG Regional Safe Room Rebate Application**
- 3) **SPAG Regional Safe Room Rebate 'Floodplain Documentation' - Information on Floodplains and determining if your property is in a FEMA-designated floodplain**
- 4) **Certificate of Installation/Inspection for Residential Safe Rooms. **No other certificate of installation is acceptable proof of installation.*** 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.

The following link provides useful information that will assist you in completing your 'Application Packet' and answering any further questions:

<https://www.fema.gov/fema-p-320-taking-shelter-storm-building-safe-room-your-home-or-small-business>

HOW TO SUBMIT YOUR SAFE ROOM APPLICATION PACKET:

- a) Mail in your packet to: PO BOX 3730, Lubbock, Texas, 79452
- b) Fill out the Application on our website: <https://www.spag.org/> or,
- c) You may opt to drop off the packet in person at 1323 58th Street, Lubbock, Texas 79412.

Please note, if you opt to drop off the 'Application Packet' staff will not be available to address questions regarding the rebate program. After you have thoroughly reviewed this information and still need more information, please contact a member of the Regional Services Department at SPAG: 806-762-8721 or Regional@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 to you (or e-mailed if email address is provided) within 14 days of receipt of your 'Application Packet'.



(Admin Use Only)

Date Received: _____

SPAG Regional Safe Room Rebate Application Form

Prior to reimbursement, all information below must be completed.

A. Home Owner Information:

First & Last 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 Texas Zip Code _____

D. Date the home was built: ____/____/____

E. Potential Safe Room Information:

Anticipated Date of Installation ____/____/____ Safe Room Type: ☐ In-Ground ☐ In-Residence

Exact Location of the Safe Room _____

Name of Contractor _____

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

F. Specific Address Information:

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, Sign and Date:

- 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

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 'SPAG Regional Safe Room Application Form' with all required information on the structure and signatures,
 - b)** A copy of the signed and notarized form completed by the installer of the TDEM version of the "Certificate of Installation and Inspection for Residential Safe Rooms form" and pictures of the Safe Room. ***No other certificate of installation is acceptable proof of installation or 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 certificates of occupancy. Proof of payment is required for all costs claimed:
 - ☐ Copy of the front and back of the canceled check(s),
 - ☐ Copy of the front of the check and bank statement showing it cleared,
 - ☐ Bank image of the check with the date it cleared, and
 - ☐ Copy of bank card statement showing debit/credit payment.
- ☐ Providing SPAG staff access to conduct a final Safe Room inspection of the 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 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.

Texas Division of Emergency Management Recovery, Mitigation
and Standards Texas Residential Safe Room Rebate Program
Certificate of Installation/Inspection for Residential Safe Rooms

Citizen Participant Information

Name _____
Address of Safe Room _____
City _____, TX Zip Code _____

Residential Safe Room Detail

Type of Safe Room: Above Ground _____ Underground _____
Manufacturer Name _____ Model _____
Installation Company Name _____ Telephone # _____
Date of Installation _____ Latitude _____ Longitude _____
(GPS coordinates, five degrees decimal)

Compliance Statement

The undersigned attests that this Safe Room's design, construction, and installation comply with FEMA P-320, Fourth Edition (Taking Shelter from the Storm), FEMA P- 361, Third Edition (Safe Rooms for Tornadoes and Hurricanes), and ICC 500-2014. The undersigned certifies (1) door assemblies of this product have passed ICC 500 testing to meet or exceed FEMA safe room criteria (2) above ground Safe Room foundation meets ICC 500, Section 308.1.1.1 and post-installed anchors comply with ICC 500 and Chapter 17 of the American Concrete Institute standard ACT 318- 14 (3) underground Safe Rooms meet ICC 500 Section 303.3 design to resist buoyancy and hydrostatic loads.

Name of Installer: _____ Title: _____

Installer Signature: _____ Date: _____

Notary Republic Signature: _____

Date: _____

Notary Seal:

*Must include pictures of Safe Room