

# STORM SHELTER PROGRAM

## PROGRAM GUIDELINES

### ABOUT THE PROGRAM

- The program provides a grant for storm shelters to Choctaw tribal members who live in Oklahoma, Texas, Kansas, Missouri and Arkansas, which are states with a high risk of tornadoes.
- Applicant must be 45 years old or older to receive the full grant amount of \$3,500.00. Applicants under the age of 45, who meet all other requirements, will receive a grant in the amount of \$1,750.00. To qualify for the \$5,000.00 grant, applicant must have a documented ambulatory disability. If you are left with a remaining balance please check with our Home Finance Department for affordable loan options.

### APPLICANT REQUIREMENTS

- CDIB verification for applicant
- Verification of Choctaw tribal membership
- Social Security Cards for applicant only
- Copy of filed warranty deed
- Proof of residence (copy of current utility bill or registered 911 address)
- All required application forms completed
- No accounts in default or delinquent status owed to the Housing Authority or to the Choctaw Nation
- Home must be the applicant's primary residence

### ELIGIBILITY REQUIREMENTS

- For above ground installations, a slab large enough for the shelter will be required, this can be in a house, garage, or a standalone slab.
- You may have a storm shelter installed in a new or existing home.
- Storm shelters are awarded one time only
- The storm shelter must be installed at primary residences and must be installed on property owned by the applicant.
- Apartment complexes, duplexes, and other multi-family residences are not eligible for this program, as they are considered businesses.
- If you own two or more homes, you are only eligible for a storm shelter for your primary residence.
- Only one person may register per physical home address.
- Community or neighborhood storm shelters are not eligible for this program.
- If you live in a mobile home, you must own both the mobile home itself and the land it is located on to be eligible for the program.

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- If you live in a rented house you are not eligible for this program. Only single-family residential homeowners are eligible for their primary residence.
- If you have already installed a storm shelter, or are having it installed now, that storm shelter is not eligible for this program.
- The cost for extra amenities, such as handrails, extended steps or ladders, or any decorative design, will be at the Homeowner's expense. Please be aware of the type of shelter you choose. Some shelters may have an additional cost associated with them. The voucher is only valid for the amount listed. Any amount that exceeds the approved amount on the voucher will be your responsibility.
- When choosing a contractor to install the shelter, be very specific on your needs when discussing installation. Be very selective on the type of shelter you choose. Choose the shelter that will best fit your needs.

## HOW THE PROGRAM WORKS

- Applications will be processed on a first come first serve basis.
- Choctaw Nation Storm Shelter Grant Program is dependent upon availability of funds. Storm shelters shall be provided as grants for eligible applicants who meet the qualifications. A grant in the amount of \$3,500.00 for in-ground shelters of applicants age 45 and older, a grant amount of \$1,750.00 for applicants age 44 and younger and \$5,000.00 for above ground shelters, with payment being made to the Contractor that installs the shelter.
- If you are left with a remaining balance please check with our Home Finance Department for affordable loan options.
- If your application is selected, you will receive a voucher for the approved amount.
- Housing Authority of the Choctaw Nation is not responsible for any amount that exceeds the approved voucher amount.
- After completion of the installation of the storm shelter, you will need to submit signed and dated voucher and W-9 to the contractor that installed the shelter.
- It is the contractors' responsibility to submit voucher, W-9, invoice, photo of installed shelter, and proof of warranty to the Housing Authority of the Choctaw Nation for payment.

## PROGRAM PROCESS

- Step 1: Complete application
- Step 2: Voucher is issued to Applicant for the approved amount
- Step 3: Submit signed voucher and W-9 form to contractor after installation
- Step 4: Issue payment to contractor after all documents are received

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## PROGRAM APPLICATION

### HOMEOWNER INFORMATION

(can only be one (1) individual and SSN#)

Full Name: \_\_\_\_\_ SSN#: \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  Married  Single  Widow

Mailing Address: \_\_\_\_\_

Physical Address of Shelter: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Ambulatory Disability:  Yes  No Doctor's Documentation Enclosed:  Yes  No

Choctaw Nation Tribal Member:  Yes  No Number of People in Household: \_\_\_\_\_

1. Do you own your home?  Yes  No
2. Is it your primary residence?  Yes  No
3. Are you currently living at this residence?  Yes  No
4. Are you a participant in the Mutual Help Program?  Yes  No
5. Type of shelter?  In-ground shelter  Above-ground safe room\*\*

*\*\* (Must provide documentation of physical capabilities that warrant an above ground safe room) Doctor's note identifying the restriction or limitation. Example: use of a walker, cane, or wheelchair*

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## I UNDERSTAND THE FOLLOWING

1. I must provide a copy of my Choctaw Nation tribal membership card.
2. I must provide CDIB verification.
3. I must provide copies of Social Security cards for applicant only.
4. I must live within Oklahoma, Texas, Kansas, Missouri, or Arkansas.
5. I must provide a copy of my warranty deed.
6. I must provide a copy of a utility bill reflecting the physical service address as verification of residence.
7. I must not have any accounts in default or delinquent status owed to the Housing Authority or the Choctaw Nation.
8. The program is on a first come first serve basis and I am not guaranteed to be selected. My application will remain on the waiting list for the next funding cycle, if not selected.
9. I acknowledge any amount that exceeds the approved voucher amount is my responsibility.
10. I understand, if I qualify for an above ground shelter, it is my responsibility to provide the cement slab.
11. I understand the extra cost for handrails, extended steps or ladders, etc. is my responsibility. The Housing Authority of the Choctaw Nation will not guarantee payment for additional amenities.
12. I understand it is my responsibility to research different shelter types and styles, to determine which shelter best fits my needs.

By signing below, I am verifying that I have read and agree to the statements listed above.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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