ARKANSAS DEPARTMENT OF EMERGENCY MANAGEMENT

"Safe Room/In-Ground Shelter Program"

Since October 1999, the Arkansas Department of Emergency Management has administered the state's Safe Room/In-Ground Shelter Program. The program offers a 50% rebate (up to $1,000) to homeowners for the construction of safe rooms or storm shelters built on or after January 21, 1999. The program's goal is to save lives by providing incentives to individual homeowners to build safe rooms in their homes, or install in-ground storm shelters on their property.

To receive additional information on the program and how to apply, contact your local emergency management office (usually housed within the county courthouse) or contact ADEM at 501-683-6700 and ask for the Safe Room Program Manager. You can also visit ADEM's website at www.adem.arkansas.gov

Make sure you, and those you love, are protected. Find out about the Safe Room/In-Ground Shelter Program today!

To Order FEMA Publication 320

Taking Shelter From the Storm

Please call: 1-800-480-2520

ARKANSAS' HOMELAND SECURITY & PREPAREDNESS AGENCY

ARKANSAS DEPARTMENT EMERGENCY MANAGEMENT ADEM

STATE OF ARKANSAS
DEPARTMENT OF EMERGENCY MANAGEMENT

MIKE BEEBE
GOVERNOR

DAVID MAXWELL
DIRECTOR

PURPOSE: Provide reimbursement for cost associated with safe rooms or in-ground shelter installation in the amount of $1,000 or 50% whichever is less.

ELIGIBILITY: Individuals who own their home at the time of application and who have installed a safe room / in-ground shelter after January 21,1999.

This must be in your primary residence at the time you apply for the rebate.
(Please Note: Rental or lease properties are not eligible for rebates).

Each eligible homeowner can only receive one rebate, regardless of the number of shelters he/she may purchase in the future.

All applications must have the Applicants Social Security Number and the "physical" address where the structure is installed.

REQUIREMENTS: Safe rooms and in-ground shelters can be designed in a number of ways, however:
The safe room / in-ground shelter must meet requirements established in **FEMA publication 320** and / or meet the **National Performance Criteria for Tornado Shelters** dated May 28, 1999.

***NOTE**:* Safe rooms will need to have a certification notarized as being in compliance with FEMA Publication 320

In-ground shelters have no state regulation, however this office will require that it be constructed of a waterproof material, properly ventilated and the door must meet the National Performance Criteria for Tornado Shelters. The shelters must meet city and/or county codes if there are any.

Previously owned or used shelters will not be eligible for the grant. Only those shelters that come originally from the manufacturer or contractor.

DOCUMENTATION: Counties across Arkansas handle the Safe Room /In-ground Shelter program a bit differently, but the following documentation must be completed:

Homeowner must fill out the top portion of ADEM Form 301 and turn in to a local official (County Emergency Management Coordinator/or representative) with a pictures and cost documentation (invoices or canceled checks-show both front and back). Invoices and canceled checks must show the Company/Contractors name, address, phone, date the structure was completed. Safe Room invoices may need to be notarized.

The County Coordinator/County Judge must certify on the bottom portion of ADEM Form 301 that the installation meets the requirements stated. The completed forms must be mailed to the address at the top of this sheet.

Arkansas' Homeland Security & Disaster Preparedness Agency
Building 9501, Camp Joseph T. Robinson, North Little Rock, AR 72199-9600
501-683-6700 ◆ FAX 501-683-7890 ◆ www.adem.arkansas.gov
AN EQUAL OPPORTUNITY EMPLOYER

SHELTER DOOR MINIMUM CONSTRUCTION CRITERIA

SAFE ROOM IN-HOME MAX 36"WIDE -----ABOVE GROUND/IN-GROUND SHELTERS MINIMUM OPENING 24"X30" MAX 36"WIDE.

1. WOOD (MIN 1.5"THICK) WITH 14 GA STEEL SHEATHING ON EITHER SIDE.

2. LIGHTER STEEL DOORS WITH 14 GA STEEL SHEATHING ON EITHER SIDE.

3. MUST HAVE 6 POINTS OF ATTACHMENT, 3 HINGES/3 DEADBOLTS OR SLIDE BOLTS OR EQUIVALENT.

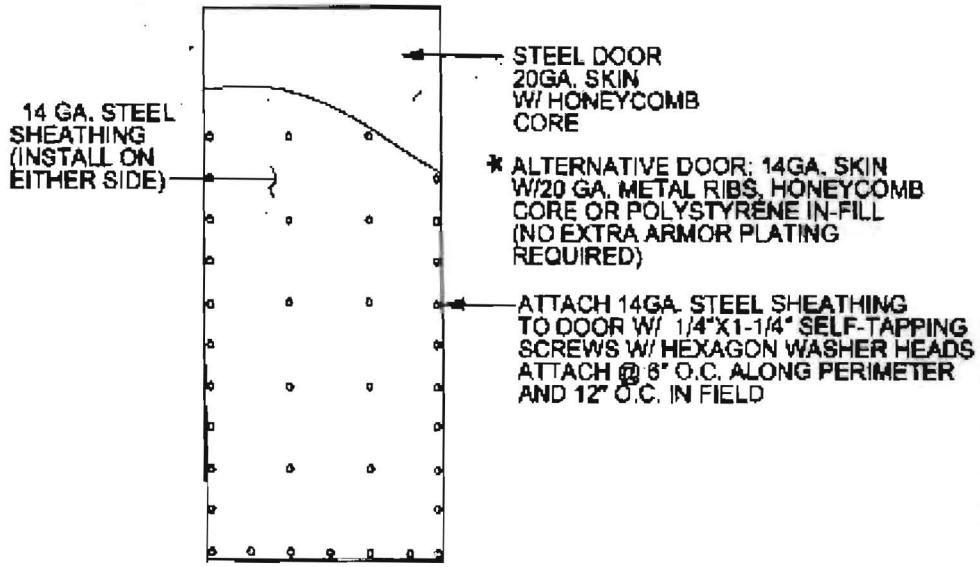
4. 16 GA STEEL FRAMES RECOMMENDED.

**ADEM IS STARTING TO RECEIVE AN EVER INCREASING NUMBER OF SHEL TER APPLICATIONS SHOWING A LACK OF MINIMUM SAFETY REQUIREMENTS. THIS NOTE IS MEANT TO REMIND EACH OF US THAT THE GOAL OF THE STATE SHELTER PROGRAM IS TO PROVIDE SAFE SHELTER FOR AS MANY ARKANSANS AS POSSIBLE. PLEASE HELP US ACCOMPLISH THIS GOAL BY NOT CERTIFYING SHELTERS \VITH SHABBY OR UNSAFE DOORS THAT DO NOT MEET THE ABOVE STANDARDS.

Arkansas Department of Emergency Management
Building #9501
Camp Joseph T. Robinson
North Little Rock, AR 72199-9600
Ph: 501-683-6700

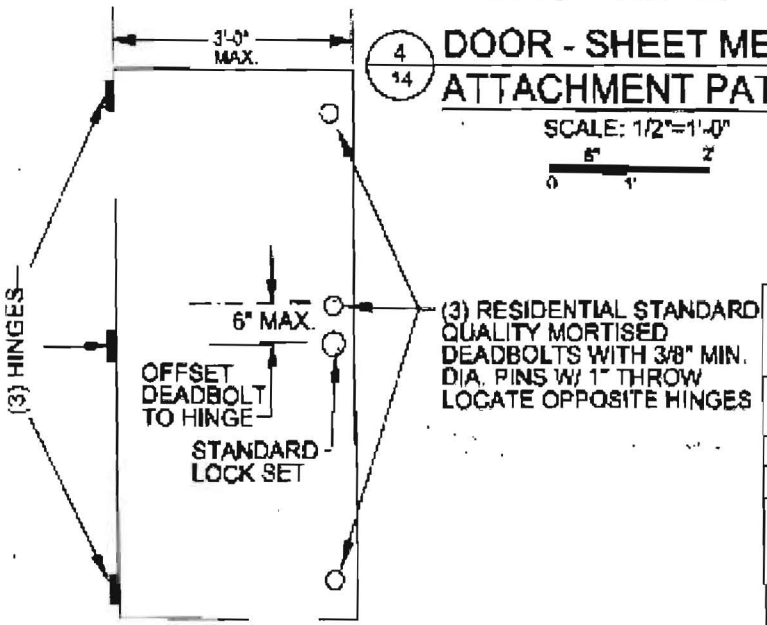
WALL LENGTH	16d NAILS	#8X3" WOOD DECK SCREWS	1/4" X 3" SELF TAPPING SCREWS
3'-6' TO 5'-0'	2" O.C. @ EDGES 6" O.C. IN FIELD	2" O.C. @ EDGES 6" O.C. IN FIELD	3" O.C. @ EDGES 6" O.C. IN FIELD
5'-1" TO 7'-0"	3" O.C @ EDGES 6" O.C. IN FIELD	3" O.C @ EDGES 6" O.C. IN FIELD	4" O.C @ EDGES 6" O.C. IN FIELD
7'-1" TO 8'-0"	4" O.C. @ EDGES 6" O.C. IN FIELD	4" O.C. @ EDGES 6" O.C. IN FIELD	6" O.C. @ EDGES 6" O.C. IN FIELD

5/14 ATTACHMENT SCHEDULE



4/14 DOOR - SHEET METAL ATTACHMENT PATTERN

SCALE: 1/2"=1'-0"



3/14 DOOR ATTACHMENT DETAILS

SCALE: 1/2"=1'-0"

MISC. DETAILS

DRAWING NO.: 14	SHEET 14 OF 16
DATE: OCTOBER 1998	
REVISED: AUGUST 1999	REV. NO. 1

FEMA

Safe Room Construction

Door should have three hinges and three dead bolts or slide bolts.

The Safe Room designs by Texas Tech and FEMA have doors of 14-gauge and 20-gauge steel.

Maintenance is a top priority for Safe Room and shelter doors.

When deciding on the size of the safe room consider the following:

The type of windstorm protection you need.

The number of people you will be sheltering

The everyday use of space.

Since many times safe rooms are already completed when the applicant applies for reimbursement it is impossible to determine if the structure is in compliance with FEMA Publication 320. Also many times the invoices/receipts are not sufficient to determine if required materials were used. To assure compliance the applicant should if possible take pictures of the structure in various stages of completion. If this is no longer an option the applicant can still use pictures of the completed safe room, however they will need to show legitimate receipts of the materials and associated cost, to verify compliance. If accompanied with the contractor's invoice, the invoice will need to show the name of the contract to, address, phone number, and date structure was completed. This invoice will need to be notarized. **NOTE: Notarized statement should say on it that it is "in compliance with FEMA Publication 320". See next page**

STATE OF ARKANSAS
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DIRECTOR

Arkansas Safe Room/Shelter Rebate Program

The Arkansas Safe Room/Shelter Rebate Program provides a reimbursement to homeowners who have installed storm shelters at their primary residence. Since it is a rebate program, the shelter has to be installed before you apply for the rebate. Shelters need to be built to the specifications in FEMA Publication 320, which can be found online at fema.gov or by calling 1-800-480-2520. When the shelter is finished, contact your Local Emergency Management (EM) Coordinator. He/she verifies that the shelter/safe room has been installed and completes the bottom of the application form. The program reimburses 50% of the costs with a maximum rebate of $1,000.00.

These are the documents that are needed for the rebate:

1) Completed application form. The applicant/homeowner will complete and sign Part I, and the Local EM Coordinator will complete and sign Part II.

2) If it is an above ground shelter or safe room, the certification/affidavit form must be completed by your builder and notarized, stating that the safe room was built to the specifications of FEMA Publication 320. (This step is not necessary for in-ground shelters.)

3) Proof of cost and payment – Copies of invoices and/or receipts, along with proof of payment; i.e., canceled checks, credit card receipt, cash receipts.

4) Pictures showing the inside connections on the door and the hinges. The door needs to have 3 hinges and 3 slide bolts or 3 dead bolts.

5) Picture of the ventilation.

The Arkansas Dept of Emergency Management (ADEM) Shelter Rebate Program will remain postponed until funding becomes available through the Arkansas Legislative process. If funding is made available, ADEM will notify the public of when it will start receiving applications. Shelter Rebate applications that were received prior to December 9, 2011, but were not funded on the July 2012 cycle will be honored first when funding is made available. Around that time, we will open up a window for accepting applications. Notice of this window will be posted on our website and we will notify the County EM Coordinators. Please do not send in your application now because it will be returned.

If you have any questions or need additional information, feel free to contact me at brenda.wilson@adem.arkansas or call (501) 683-6726.

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SAFE ROOM/SHELTER REBATE APPLICATION

Part I -Homeowner Information (can be only one (1) individual and SSN#)

Full Name _____ **Required SS#**_____

Mailing Address: _____
City Zip

Physical Address of Shelter_____

Phone# _____ **Cost of Shelter and installation** _____

Email Address:_____ **Date Paid** _____
(Receipt of payment must be attached)

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) Type of Installation: Safe Room Underground Shelter

FUNDS ARE NOT GUARANTEED

I understand the following:

A. The safe room/shelter must have been installed after January 21, 1999.
B. Safe room installation must meet standards in FEMA publication #320 and all state, city and county codes.
C. The stipend will be $1,000 or 50% of the cost, whichever is less.
D. Only one rebate is given per person per lifetime.
E. Labor by homeowner can not be reimbursed.
F. Storm shelter/safe room has been paid in full.

Homeowner's Signature _____**Date** _____

Upon completion of the structure, call your County Coordinator to complete the verification portion of the application.

Part II –Verification:

Coordinator Name: _____ **County**_____

Address _____
City Zip

Phone_____

I certify the installation of the safe room/in-ground shelter, located at the address in Part I has been completed, and meets all city and county codes.

Coordinator Signature _____ **Date**_____

Disclaimer: Neither ADEM or the verification official (County Coordinator/representative) guarantees the safety of the shelter, in regards to quality of neither materials nor installation, only that installation has been completed and meets the requirements for reimbursement through the ADEM Safe Room/Shelter Program.

ADEM Form 301 05/16/13

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Certification/Affidavit For Safe Rooms

THIS APPLIES ONLY TO SAFE ROOMS AND NOT IN-GROUND SHELTERS

Contractor
Name/Company_____Date_____

Address_____
City State Zip Code

Phone #_____

The safe room structure built for _____at

Address_____,
(Must Be Physical Address)

was built to specifications as provided in FEMA Publication 320.

_____
Signature of Contractor

Subscribed and sworn before me_____, a notary

public in the County of _____on this _____day

of_____, _____

_____

_____
My commission expires