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Muscogee (Creek) Nation Emergency Management Storm Shelter Program Policy

Purpose: To create a policy to implement for the Muscogee (Creek) Nation's (MCN) Emergency Management Storm Shelter Program that is designed to provide safe shelter and protection from violent storms, tornadoes, and unforeseen disasters.

Definitions:

- Applicant — an individual who owns and occupies real property that is intended to be improved for safety and protection from natural disasters. Applicant must meet guidelines to be eligible for the Storm Shelter Program.
- Application — a written form created and utilized by the Emergency Management Office to be filled out, signed and dated by the applicant, which includes information the MCN needs to determine whether the applicant is eligible and approved for the Storm Shelter Program.
- Primary Residence — the dwelling in which the owner resides and to which he/she holds the title. Title must represent ownership. Applicants who are participating in the NAHASDA Lease to Own Program are eligible to apply. An individual may only have one primary residence. The primary residence must be within the reservation boundaries of The Muscogee Nation.
- Storm Shelter Program – to provide storm shelters for privately owned homes of MCN citizens living within the reservation boundaries of the MCN.
- Rural — outside of city limits; towns with populations less than 3,000.
- Ambulatory Disability – diagnosed medical condition resulting in a physical and permanent disability to such a degree that an individual has serious difficulty walking or climbing stairs.
- Awardee – an eligible MC Citizen who is a recipient of the Storm Shelter Program.

Application Requirements:

- Copy of MCN citizenship card; (color copy)
- Copy of Social Security card; (color copy)
- Copy of warranty deed or quit claim deed to show proof of home ownership;
- Applicants participating in the Muscogee Nation Lease with Option to Purchase (aka "Lease to Own") program participants shall provide a copy of the Lease with Option to Purchase Agreement;
- Copy of proof of residency in Applicant's name, such as utility bill, voter registration card, income tax returns, or county assessor's office mail. Document must indicate Applicant's name and address of primary residence;
- All required Application forms completed;



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- No accounts in default, or outstanding debt owed, or delinquent status with The Muscogee Nation Housing Department and any other Mortgage Lending Company. Home owner must provide Statement from Mortgage holder showing that you are in good standing. **(No payment receipt will be accepted.)**
- Storm shelter will only be installed at the applicant's privately owned primary residence.
- Documentation from physician indicating an ambulatory disability, if Applicant is handicapped or disabled.
- Mobile home resident applicants must provide the title of mobile home and deed requirements for property that mobile home sets on;
- Citizens providing caregiver services must provide sufficient documentation indicating elderly or disabled Muscogee citizen is a resident of the home (proof of disability/elder status and citizenship of dependent required).

Preference Points:

The Storm Shelter Program will award preference points to an Applicant for each qualifying category. This point system allows for special consideration of those MCN citizens who maybe of a higher risk for safety concern. The maximum number of preference points awarded to an applicant is eight (8) preference points. Applicants will then be ranked and selected based on the total number of points awarded. When available funding becomes low, MCN Emergency Management Office staff will result to a tie breaking method when multiple citizens are ranked with the same amount of preference points. A random selection process will be utilized to determine the chosen awarded Applicant ("Awardee").

- **Muscogee Nation elder citizens – age 55-65 (1) POINT**
- **Muscogee Nation elder citizens – age 65 and up (2) POINTS**
- **Ambulatory disability** (The Muscogee citizen must provide a doctor's note or sufficient medical documentation identifying the restriction or limitation) **(1) POINT**
- **Muscogee Nation Veteran citizens** (must provide DD214 or NGB22) **(1) POINT**
- **Rural** (Muscogee citizens residing in rural areas) **(1) POINT**
- **Mobile or manufactured homes** (The Muscogee citizen must also own the real property the mobile home is placed on) **(1) POINT**
- **Caregiver** (Muscogee citizens providing caretaker services to a disabled **OR** 65+ year old Muscogee citizen permanently residing in the home of the applicant) Award letter of Caregiver. **(1) POINT**

The maximum number of points awarded is seven (7) preference points



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General Information:

MCN will provide limited funding for the installation of approved storm shelters for eligible citizens who are homeowners. Eligible citizens must apply and be awarded. The payment will only be made after the Emergency Management Office has approved the application and the MCN citizen has received a letter of approval for the program and returned the vendor/contractor's invoice and proof of warranty after the shelter has been installed. The contractor will be selected by the MCN; Applicant may not select a different contractor.

Program Process:

1. The Applicant will request or pick up Application from the Emergency Management Office, available in person or online.
2. Applicant will complete Application and submit all copies of necessary support documentation to the Emergency Management Office. **DO NOT SUBMIT ORIGINAL DOCUMENTS, SUCH AS DEEDS.**
3. The Director of Emergency Management, or other designated employee, shall review Application, award applicable preference points, and approve eligible Storm Shelter Program Applications.
4. Award or denial letters will be mailed out to applicants. Awardees will also receive information authorizing installation of storm shelter by the approved contractor.
5. Awardees have fifteen (15) days to confirm receipt of letter and to accept award.
6. Awardees will work with approved vendor/contractor to get the preapproved storm shelter ordered and installed.
7. MCN will issue payment directly to contractor after all necessary documents are received (Certificate of Inspection, original invoice, and proof of warranty of storm shelter).

Allowable Uses:

The Storm Shelter Program is designed to provide safe shelter and protection from violent storms, tornadoes, and other unforeseen natural disasters. The Storm Shelter Program is a type of tribal grant awarded to eligible citizens that is paid directly to the vendor, contractor, or appropriate agency that requires specific types of permits, fees, or licensing requirements to install a storm shelter.



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Unallowable Uses:

Storm shelters shall not be used for storing items, such as electronic equipment, household items, household furniture, or any other unnecessary items. Only necessary emergency items may be kept in the shelter.

Payment:

For storm shelter installation, MCN will make direct payment to the party performing the work. At no time will payments be made directly to the Awardee for any material or contractor invoices. The cost for any extra amenities, such as handrails, extended steps or ladders, or any other addition(s), will be at the sole expense of the Awardee. Please be aware of the type of shelter you choose; some shelters will have an additional cost(s) associated with them. The Program will be dependent upon availability of funds. There are no income limitations on shelter awards. There are, however, income limitations on concrete slab installation funds. See Income-Based Assistance for Concrete Slab Installations above.

Inspection:

The Emergency Management Office will conduct an inspection during installation of the storm shelter with the Awardee. A certification of completion will be issued by the inspector prior to final payment being issued.

Resale Restriction:

Documents for the Storm Shelter Program shall include resale restrictions and a binding agreement. (For example, if the Awardee sells or transfers the title to the home within a timeframe established by NAHASDA, the entire amount or a designated percentage of the cost of the storm shelter may be required to be paid back to the MCN or the MCN Department of Housing,) if applicable.

Program Restrictions:

- Applicant is only eligible for a storm shelter for their primary residence;
- If Applicant lives in a mobile home, they must own both the mobile home itself and the land it is located on to be eligible;
- Storm shelters are awarded only one time to each family in order to meet the needs of all MCN citizens;
- Apartment complexes, duplexes, other multi-family residences, and rental homes **are not eligible** for this program;
- If Applicant previously installed a storm shelter, it does not qualify for retroactive eligibility;



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- The Applicant shall be responsible for having any necessary warranty work performed on the storm shelter installation at their home; and
- All eligible Applicants selected to participate in the Storm Shelter Program shall sign a Storm Shelter Program Agreement with the MCN upon acceptance of the award.

Appendices:

- Sample Storm Shelter Program Application and Agreement
- Sample Storm Shelter Program Waiver
- Sample Storm Shelter Slab Funding Application