

**Calhoun County EMA – Phone 256-435-0540 / TTY 256-435-0552**  
**Information for Homeowners on Individual Shelter (Safe Room) Program**

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The Individual Shelter (Safe Room) Program provides financial assistance to an individual homeowner to place an individual shelter (safe room) at their primary residence. The program will not provide reimbursement for work done prior to the grant being awarded. After being awarded the grant, the homeowner is responsible for paying the full cost of the shelter up front and filing for reimbursement. The program will reimburse the homeowner 75% of the cost of the shelter up to a maximum reimbursement of \$4,000.00. The homeowner is responsible for ensuring that the installed shelter meets FEMA 320 standards (<http://www.fema.gov/plan/prevent/saferoom/fema320.shtm>). The homeowner is also responsible for ensuring that the shelter is installed by a licensed contractor and meets all applicable state and local code requirements.

The application is two pages with six (6) required attachments to support information required to accompany the application for FEMA/Alabama EMA review.

• **Site Location** -

- o This block requires the physical (E-911) address for the property where the shelter will be located.
- o One of the four options for the location of safe room must be checked.  
The phrase “previously disturbed ground” is defined as an area within ten (10’) of the footprint of the existing residence.

• **Owner Information** - The name listed here should be the same name listed on the document attached to the application showing proof of home ownership.

The mailing address is where mail will be sent to the applicant related to this project. The phone numbers are to provide a way for staff to contact the applicant for additional information. E-mail may also be provided.

• **Shelter Construction Type** -

- o Check one of the three boxes on top line
- o Check either in-ground or above-ground
- o Size of the safe room (i.e. 8’x8’) and estimated number of occupants

• **Cost Estimate Section** - In this block list the manufacturer of the safe room and the total installed cost of the safe room. The model of the shelter and more specific information should be on construction plans along with certification that the shelter meets FEMA 320 standards.

**Return completed package to:**

**ATTN: Individual Saferoom Project**  
**Calhoun County EMA**  
**507 Francis St. W.**

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- **Top Block, Page 2** - This block addresses three (3) of five items that the applicant is required to attach to the application.
  - o A copy of a map showing site precisely located for shelter,
  - o A photograph of the front of the residence as seen from street, and
  - o A photograph showing the project area with directional information. This is a picture of the location (inside or outside of the residence) where the shelter will be installed. If inside a residence, the picture should be of the area where the shelter will be placed (basement, carport, etc.) If on the property, the picture should provide a clear view of the area selected. “Directional information” is requesting that an arrow indicating North be placed on the picture.
  
- **Middle Block** - This has important information for the applicant. Item E requires the applicant to also attach the following:
  - o Proof of home ownership, and
  - o Construction plans with license Professional Engineer’s stamp or Registered Architect’s seal. If the shelter is prefabricated, the manufacturer or vendor is able to provide this information. The manufacturer’s information will also provide the more specific details with respect to a model number, size of shelter and number of persons that it is designed to hold.
  
- **Bottom Block** - This section has information required by SHPO (State Historic Preservation Office). Answer to the best of your ability.
  
- **Signature Block** - Sign and date application. The signature on the submitted application must be an original signature.

**A complete application package must include these six (6), hard copy attachments:**

- (1) Area map of project with physical address and proposed site clearly indicated,
- (2) Photograph of front of home,
- (3) Photograph of proposed shelter location (on the property or inside the residence) with directional information,
- (4) Proof of home ownership,
- (5) Construction plans, and
- (6) Engineering Certificate showing that shelter meets FEMA 320 Specifications.

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