

# Muscogee (Creek) Nation Storm Shelter Program

P.O. Box 580  
2951 N. Wood Drive  
Okmulgee, OK 74447  
Phone: (918) 549-2555 | Fax: (918) 549-2965



## Program Details:

The Muscogee (Creek) Nation's Division of Agriculture and Natural Resources will provide limited funding for the installations of approved storm shelters for eligible citizens who are homeowners. The Nation's Storm Shelter Program is designed to provide safe shelter and protection from violent storms, tornadoes, and unforeseen disasters. Applicants must meet the eligibility requirements and live within the Nation's jurisdictions. There are income limitations for first come, first served awardees seeking additional funding for a slab to be poured for an above ground installation, only if the applicant does not have sufficient infrastructure to complete an above ground install. **Applications will be accepted from August 1st – August 31st this year.** Applicants who are not accepted for the current year must reapply to be eligible the next year.

## Program Restrictions:

- Storm shelters will be awarded **one time only per household** at the primary residence in order to serve as many Muscogee (Creek) Nation citizens as possible.
- 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.
- Apartment complexes, duplexes, and other multi-family residences are **not** eligible for this program. If you live in a rent home you are not eligible for this program.
- Previously installed storm shelters do not qualify for retroactive eligibility.
- All eligible applicants selected to participate in the program will be required to sign a Storm Shelter Program Application, Agreement, and Waiver with the Nation.

## Preference:

Selection for the Storm Shelter Program **will not** be on a first-come, first-serve basis. **The selection process is based solely on the applicant.** A point-preference system will be utilized, with points assigned for each category an applicant qualifies for. All citizens may apply but the point system allows for special consideration of those Muscogee (Creek) citizens who may be of higher risk of safety concern. A preference point will be awarded for each of the following conditions:

- Muscogee (Creek) Nation Elder citizens 65 years and older. Additional point for citizen 75 years of age and older.
- Muscogee (Creek) Nation citizens who are handicapped and/or disabled (must provide sufficient medical documentation identifying the restriction or limitation, not just the diagnosis.)

- Muscogee (Creek) Nation citizens providing caregiver services to a disabled or elderly Muscogee (Creek) Nation citizen also residing in the home with the caregiving homeowner. (Proof of disability/elder status and citizenship of dependent required)
- Muscogee (Creek) Nation veteran citizens (must provide official proof of discharge: DD 214 or NGB 22 Form)
- Muscogee (Creek) Nation citizens who reside in rural areas defined as outside of city limits or in townships with a population of 3,000 or less.
- Muscogee (Creek) Nation citizens who reside in mobile homes.

### **Application Requirements:**

- Copy of Muscogee (Creek) Nation citizenship card
- Copy of warranty deed or quit claim deed to show proof of home ownership
- Mobile home resident applicants must provide title or registration of mobile home in addition to deed requirements for property that mobile home sets on.
- Copy of utility bill dated within the last 30 days (water, gas, electric) with name and address to show primary residence
- If requesting consideration for a caregiver preference point, must provide sufficient documentation indicating elderly or disabled Muscogee (Creek) Citizen is resident of the home.
- No accounts in default, outstanding debt owed, or delinquent status with the Muscogee (Creek) Nation Housing Department
- Documentation from physician if you have an ambulatory disability and are requesting above ground shelter. *All applicants who are approved for an above ground storm shelter shall be responsible for ensuring a proper cement slab is available to place the shelter on. Slab will be evaluated by contractor prior to install. In the event an awarded applicant does not have sufficient infrastructure, applicant may choose to have an in ground shelter installed or apply for income based, first come-first serve funding to have a slab installed.*
- Veteran citizens must provide official proof of discharge: DD 214 or NGB 22 Form to qualify for the point preference system.

**NOTE: All required documentation must be received in order for eligibility to be determined. All applications that are incomplete or lacking required documents will not be submitted for review.**

## **Selection Process:**

- Once the application process has closed, applications and supporting documents will be reviewed by a committee to determine citizen eligibility. ***Decisions will be made no later than September 30<sup>th</sup>.***
- Citizens will be notified of approval by the Division of Agriculture and Natural Resources staff upon selection. ***Please do not call the office, it will only slow the process.***
- Applicants who are not awarded will receive a letter notifying them of non-selection.
- Awarded citizens' contact information will be shared with the contractor to schedule installation details.
- Fences, flowerbeds, yard furniture, and other obstructions must be removed before the contractor arrives to install the shelter. Any disrupted soil, vegetation, or structure associated with the good faith installation of the shelter will remain the responsibility of the homeowner to repair or replace.
- Once installation occurs, Muscogee (Creek) Nation will perform an inspection and sign completion certification documents.
- Muscogee (Creek) Nation will pay the contractor directly; ***payment will not be remitted to citizens. Maintenance and associated costs after installation will be the responsibility of the homeowner.***

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**APPLICATION**

Full Name: \_\_\_\_\_ Roll #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Primary Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

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

Please provide directions to home from the nearest intersection/highway:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Please select the type of shelter you are applying for: \_\_\_\_\_ In Ground \_\_\_\_\_ Above Ground\***

\* To qualify for an above-ground shelter, citizens **must provide medical proof** of ambulatory disability and provide an **adequate concrete slab** as outlined under Application Requirements. If a concrete slab is unavailable, or I cannot provide medical documentation, I may still be eligible for an in-ground shelter.

**Mandatory Documents:**

- Complete Application
- Deed (Warranty or Quit Claim)
- Tribal ID (Citizenship and Age Verification)
- Documentation to establish proof of residency (Utility Bill)

\*Additional information may be required, depending on the situation.

**Incomplete applications will not be considered for the Storm Shelter Program.**

**Please indicate which preference points you qualify for below, by checking the box next to the supporting documentation provided for your reference. It is the responsibility of the applicant to ensure all supporting documents are attached to the application.**

<b>Preference Point</b>	<b>Supporting Documentation</b>	<b>Qualified</b>
65 years of age or older	Tribal ID	
75 years of age or older	Tribal ID	
Ambulatory Disability	Medical Documentation	
Veteran Status	DD 214 or NGB 22	
Rural Area	Address	
Mobile Home	Title or Registration of Mobile Home	
Caregiver for Disabled or Elderly Creek Citizen	Disabled or Elder Citizen's: Proof of Residency, Proof of Citizenship/Age, and Documentation of Disability if applicable	
Total Points		

**Please do not write below this line. For administrative use only.**

## **AGREEMENT**

### **I understand the following:**

1. I must provide a copy of my Muscogee (Creek) Nation Tribal Membership card.
2. I must live within the Muscogee (Creek) Nation's jurisdiction.
3. I must provide a copy of a clear title and/or warranty/quit claim deed to show proof of home ownership. If I live in a mobile home, I must provide proof of ownership of the mobile home **AND** the property on which the mobile home is located.
4. I must provide a copy of utility bill dated within the last 30 days (water, gas, electric) with name and address to show primary residence.
5. I must not have any accounts in default, outstanding debt owed, or delinquent status with the Muscogee (Creek) Nation Housing Department
6. I understand that the program is **NOT** first-come first-served, and there is no guarantee I will be selected.
7. I understand that if I qualify for an above ground shelter but do not have sufficient slab infrastructure to install an above ground shelter, I may choose to have an in ground shelter installed or I may apply for income-based funding to have a slab installed. If I do not qualify for the income based funding, and I still want an above ground shelter, I will be responsible for the cost of having a sufficient slab installed.
8. I understand that the cost for any extra amenities, such as handrails, extended steps or ladders, or any other addition, will be as the sole expense of the homeowner.
9. I understand that the storm shelter shall not be used for storing items such as electronic equipment, household items, furniture, or any other unnecessary items.
10. I understand that Muscogee (Creek) Nation has no responsibility once installation and payment have occurred, and I am responsible for any warranty work or maintenance.
11. I understand that I will be responsible to provide clear access to the contractor for installation, i.e. for removal and replacement of all fence or other obstructions, etc..
12. I understand that I must sign a waiver that will more specifically detail the limitations, restrictions, and responsibilities associated with the acceptance and installation of the storm shelter I receive.

### **Resale Restriction:**

If, within 6 months after installation, the owner/applicant sells or transfers title to the home, the owner/applicant must repay the entire amount or a designated percentage of the cost of storm shelter back to the Nation.

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

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