



# COMMONWEALTH OF VIRGINIA

## Department of Emergency Management

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**SHAWN TALMADGE**  
State Coordinator of  
Emergency Management

**ERIN SUTTON**  
Chief Deputy State Coordinator  
of Emergency Management

May 23, 2022

Ms. Hui-Shan Walker  
Emergency Management Coordinator  
City of Hampton  
1300 Thomas St., Rm 97  
Hampton, VA, 23666

RE: FY 2022 Shelter Upgrade Fund

Dear Ms. Walker:

The Virginia Department of Emergency Management (VDEM) is pleased to announce your locality has been allocated \$570,920 (state share \$416,771) in funding from the Commonwealth of Virginia's Emergency Shelter Upgrade Assistance Fund for the **2022 Shelter Upgrade Fund Grant**. Appropriation authority for this program is *the Code of Virginia Title §44-146.29:3* also known as the "Shelter Upgrade Fund".

The program allows local governments to secure generators and retrofit shelters for citizens across the Commonwealth. Funds will be accessible for reimbursement to your locality through the Virginia Department of Emergency Management upon its receipt of your online request in VDEM's Grants Management Portal ([vdem.emgrants.com](http://vdem.emgrants.com)). You must initiate these steps, described under *Accessing Your Allocation*, **within 60 days from the date of this notification**.

The period of performance for this grant is April 15, 2022 through June 30, 2023. If you need additional time please contact your grants administrator at least 60 days before the end of the period of performance.

### **Program Purpose**

The purpose of the Shelter Upgrade fund is to provide matching funds to localities to install, maintain, or repair infrastructure related to backup energy generation for emergency shelters, including solar energy generators, and to improve the hazard-specific structural integrity (wind retrofit) of shelter facilities owned by the locality.

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**Important Award Terms and Conditions**

Sub recipients must comply with the requirements in the *Code of Virginia Title §44-146.29:3* Emergency Shelter Upgrade Assistance Fund

**Accessing Your Allocation**

To access your allocation, you must complete the following steps within 60 days from the date of this notification:

**Step 1:** Log in to the VDEM's Grants Management Portal ([vdem.emgrants.com](http://vdem.emgrants.com)) to upload a line item budget for your proposed project in the documents section. If you do not have access to the Grants Management Portal visit [vdem.emgrants.com](http://vdem.emgrants.com) and register for an account.

**Step 2:** Upload your letter of request for release of the Shelter Upgrade funding into the documents section. This letter should be typed on official letterhead stationery and addressed to VDEM. It can be signed by the Emergency Manager or Coordinator. The content of your letter reiterates the focus of your project and your adherence to the period of performance listed in this letter.

Please initiate the steps described under *Accessing Your Allocation* within 60 days from the date of this notification, once completed notify your grants administrator. If you have any questions regarding this award, please contact Taylor Charles in the Grants Office at (804)659-2887 or [taylor.charles@vdem.virginia.gov](mailto:taylor.charles@vdem.virginia.gov).

Sincerely,



Cheryl Adkins  
Chief Financial Officer

CA/DJM/TC

cc: Mr. Harrison Bresee, Chief Regional Coordinator