

**From:** VirginiaDEM <[support@mail135-5.atl141.mandrillapp.com](mailto:support@mail135-5.atl141.mandrillapp.com)> **On Behalf Of** VirginiaDEM  
**Sent:** Tuesday, November 15, 2022 3:47 PM  
**To:** Bunting, Mary <[mbunting@hampton.gov](mailto:mbunting@hampton.gov)>  
**Cc:** Walker, Hui-Shan <[hui-shan.walker@hampton.gov](mailto:hui-shan.walker@hampton.gov)>; Snowden, Sara <[sara.snowden@hampton.gov](mailto:sara.snowden@hampton.gov)>  
**Subject:** [EXTERNAL] New Subgrantee Agreement Available For Signature

Dear MARY BUNTING,

The application for the FY2022 - EMPG - Hampton, City of project under the Emergency Management Performance Grant (EMPG) has been awarded by VDEM for an Eligible Amount of \$70,740.00. You are invited to login to <http://vdem.emgrants.com> [[mandrillapp.com](http://mandrillapp.com)] to review the project details, and to review and sign the Subgrantee Agreement for this award by following the below steps:

1. Login to <http://vdem.emgrants.com> [[mandrillapp.com](http://mandrillapp.com)].
2. Go to the Approved Application by clicking on this link:  
<https://vdem.emgrants.com/app/#114725> [[mandrillapp.com](http://mandrillapp.com)].
3. Scroll down to the footer section of the page and click on the "Agreement Template" link to download the Subgrantee Agreement.
4. Sign the Subgrantee Agreement, then upload a copy of the signed agreement to the Application by clicking on the "Upload" button in the footer section of the page.
5. Once signed agreement has been uploaded, click on the "Advance" button to advance ticket to the State for review. Please contact Virginia Department of Emergency Management for any assistance needed.

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