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# COMMONWEALTH of VIRGINIA

Erik C. Johnston  
Director

## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

June 15, 2020

**TO:** Steven Shapiro  
Hampton, City of

**FROM:** Sandi Morris *Sandi E. Morris*  
Director, Virginia Building Code Academy

**RE:** Virtual Training Support Grant Award

Congratulations! The Department of Housing and Community Development has reviewed and approved your application to the 2020 Virtual Training Support Grant in the requested amount of \$1980. The check will be mailed separately and should be received within 30 days to the address provided on the W-9 form submitted with your grant application. As indicated by your signature on the application you have agreed to the following terms:

1. Use the grant funds only as specified in the approved grant proposal unless otherwise approved by DHCD,
2. All grant-approved expenditures must occur by September 1, 2020 unless otherwise approved by DHCD.
3. Provide expense record and receipts to DHCD to verify grant expenditures and activities no later than September 30, 2020,
4. Account for, report, and repay, if necessary, any portion of the funds not used for the specified purposes unless otherwise approved by DHCD,
5. Refrain from use of the funds for any purpose prohibited by law,
6. Cooperate with any efforts of DHCD to publicize the grant award.

Again, awarded funds must be spent by September 1, 2020. The completed Expense Report and receipts/proof of purchase are due to our office by September 30, 2020. If you have any questions please contact Kelly Duggins at [kelly.duggins@dhcd.virginia.gov](mailto:kelly.duggins@dhcd.virginia.gov).

Thank you for taking advantage of this training support grant opportunity and we look forward to seeing you at future trainings.

