



Emergency Shelters Upgrade Assistance Grant Fund

The contents of this document will outline how the Virginia Department of Emergency Management (VDEM) will administer the Emergency Shelters Upgrade Assistance Grant Fund, Chapter 3.2 of Title 44, Virginia Code **§44-146.29:3**, also known as the “*Shelter Upgrade Fund*.” This code became active July 1, 2020.

Purpose of Shelter Upgrade Fund

Moneys in the fund shall be used solely for the purposes of providing matching funds to localities to install, maintain, or repair **permanent** infrastructure related to **standby** 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.

Source of Shelter Upgrade Fund

The Shelter Upgrade Fund shall be established on the books of the Comptroller. All funds appropriated for such purpose and any gifts, donations, grants, bequests, and other funds received on its behalf shall be paid into the state treasury and credited to the fund. Interest earned on moneys in the fund shall remain in the fund and be credited to it. Any moneys remaining in the fund, including interest thereon, at the end of each fiscal year shall not revert to the general fund but shall remain in the fund.

Who is Eligible to Apply?

Local governments, as defined as political subdivisions in the Emergency Services and Disaster Laws **§44-146.16** “any city or county in the Commonwealth and, for the purposes of this chapter, the Town of Chincoteague, West Point, and any town of more than 5,000 population that chooses to have an emergency management program separate from that of the county in which such town is located.”

Local Government Eligibility Criteria

- Local governments must have a current and locally-adopted emergency operations plan, in compliance with the Code of Virginia §44.146.19(E) (revised every 4 years) by the deadline of the application submission.

Funding Limits

- Funding availability is dependent on allocations in the state budget for this fund
- Local governments are limited to one shelter upgrade application per year – **may include multiple sites**
- **Local governments can only receive and implement one shelter upgrade grant at a time. Construction on any previous awards must be complete at the time of application.**

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- Limit of \$450,000 (state share) for any single grant award.
- Shelter Upgrade Fund may match any existing FEMA Hazard Mitigation Assistance grants to upgrade shelters.

Cost Share

- State cost share is limited to the Local Council of Governments Fiscal Stress Index (2022 report) which could be anywhere between 60-75% of total project costs. However, local governments may “overmatch” to achieve the desired outcome of the scope of work.

Period of Performance

- Recipients of funds will have 18 months to complete work

Facility Eligibility

- The facility must be owned and operated by the local government
- The facility must be in use, and maintained by the local government. If the facility is not in use, but the locality plans to use the facility as a shelter, assurances will be required to document the intent of the facility such as through a capital improvement plan.
- If facility is located within a FEMA defined Special Flood Hazard Area (SFHA), it must be compliant with the local floodplain ordinance. Facilities located in the SFHA, and are not compliant with local floodplain ordinance will not be eligible
- The facility must be fully covered by all-risk property and flood insurance (if required) policies

Eligible Costs

- For power generation projects
 - Engineering Designs
 - **Permanent standby** generator (or solar power generation) purchase, to include connections
 - Generator transfer switches or “quick connects”
 - Concrete pad to support generator
 - Installation Costs
- For wind retrofit projects
 - Engineering Designs
 - Costs for permitting and building code compliance

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- Construction costs

***All contracted costs must comply with state and local procurement requirements.**

Ineligible Costs

- Maintenance of generator
- Fuel for generator
- Shelter costs that are being funded (duplicated) by other state funding sources (i.e., Radiological Emergency Preparedness Program) that would not meet the intent of this program.

Application Requirements

- Shelter upgrade fund application submitted through EM Grants.
- Maps of shelter facility location including:
 - Storm surge zones
 - Special flood hazard area
 - Evacuation zone
- Site specific sheltering plan which includes the population areas to be evacuated
- Facility data worksheet (includes date built, construction type, square footage, size of generator needs, floor plan)
- Pictures of all sides of the building, including location of generator and concrete pad
- Project budget, including identification of the source of matching funds
- Project plan for completion, including timeline and milestones
- If the application is for backup power generation, documentation must be provided that indicate the facility is in compliance with local building codes.

Application Priorities

- Project supports/protects vulnerable and marginalized populations
- Project is a long-term permanent risk based solution
- Localities that submit applications for their primary shelter solutions will have priority. This will be verified by Local Capabilities Assessment Report (LCAR) submissions.
- Project identifies alternative solutions

Application Approval Process

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Each application must be reviewed and scored by an application review panel, which will make recommendations to the State Coordinator for final approval of funding. VDEM will convene a review panel that includes:

- One local emergency manager from each region, with both urban and rural representation
- One VDEM regional support staff from each region
- One representative from the Virginia Department of Housing and Community Development's Building and Fire Regulations
- One representative from Virginia Department of Social Services
- One representative from Virginia Department of Health Office of Health Equity
- One representative from the State Fire Marshal's Office within the Virginia Department of Fire Programs
- One representative from the Virginia Department of Mines, Minerals, and Energy
- One non-profit organization
- State Hazard Mitigation Officer – Virginia Department of Emergency Management