Emergency Shelter Upgrade Assistance Fund (Shelter Upgrade Fund) Application

Locality Information:

Locality Name:

Point of Contact Name:

Point of Contact Phone Number:

Point of Contact Address:

Do you have a locally adopted emergency operations plan?	Yes	No
Do you have a FEMA-approved and locally adopted hazard mitigation plan?	Yes	No
Have you applied for funding for this shelter through a different grant program?	Yes	No

Facility Information:

Name of Facility:

Facility Address:

Who owns and operates this facility?

Is the facility in use?	Yes	No
Is the facility maintained by the local government?	Yes	No
Does the facility have an all-risk property insurance policy?	Yes	No
Does the facility have flood insurance policy?	Yes	No
Is the facility located within a FEMA defined Special Flood Hazard Area?	Yes	No
If yes, is the facility compliant with the local floodplain ordinance?	Yes	No

Emergency Shelter Upgrade Assistance Fund (Shelter Upgrade Fund) Application

Timeline – maximum timeframe for project completion is 18 months

Please provide detailed milestones within your project, such as Issuing the Request for Proposals, Installation of Transfer Switch, Concrete Pad Construction, etc.

Milestone	Time in Months
Total	

Budget – Include the total cost of the generator/wind retrofit

Please include detailed budget categories, such as Generator Purchase, Installation Labor, etc.

Budget Line Item	Amount
Total	

Cost Share: Please reference the following link to determine your locality's eligible project share.

Total Project Cost _____

Requested Commonwealth Share _____   Percentage of Project Cost _____

Locality Provided Cost Share _____   Percentage of Project Cost _____

Additional Funding Allocated _____   Percentage of Project Cost _____

Additional Documentation to include:

☐ Map of shelter facility location to include storm surge zones, special flood hazard area, and evacuation zone

☐ Parcel map with the building diagram denoting where the generator will be located on the parcel

☐ Pictures of the generator location and four sides of the building

☐ Generator specific information/Schematics (to include size and load)

Emergency Shelter Upgrade Assistance Fund (Shelter Upgrade Fund) Application