Flood Mitigation Assistance (FMA) Grant Application
Guidance and Instructions Federal Fiscal Year (FFY) 2020

I. PURPOSE

This document provides guidance and instructions on submission of the FFY 2020 Federal Emergency Management Agency (FEMA) Flood Mitigation Assistance (FMA) applications. This is a nationally competitive program and there is $160,000,000.00 nationwide available funding dedicated to this funding stream’s allocation. More information on this federal grant can be found at: https://www.fema.gov/grants/mitigation/floods

II. OVERVIEW

The FEMA FMA program is a competitive grant program that provides funding to states, local communities, federally-recognized tribes and territories. Funds can be used for projects that reduce or eliminate the risk of repetitive flood damage to buildings insured by the National Flood Insurance Program. FEMA and the Commonwealth select recipients based on the applicant’s ranking of the project and the eligibility and cost-effectiveness of the project. FEMA and the Pennsylvania Emergency Management Agency (PEMA) require counties and municipalities to develop and adopt hazard mitigation plans as a condition for receiving certain types of non-emergency disaster assistance, including funding for hazard mitigation assistance projects.

Application Funding Categories:

- Project Scoping (previously Advance Assistance prior to FFY 2020)
- Community Flood Mitigation Projects
- Technical Assistance
- Flood Hazard Mitigation Planning
- Individual Flood Mitigation Projects

III. GENERAL

The subrecipient application submittal period in the Commonwealth for the FFY 2020 FMA is September 30, 2020 through November 18, 2020. All applications must be submitted by the Commonwealth’s deadline. To start the grant application process potentially eligible applicants MUST submit the required PEMA Letter of Interest (LOI) by October 15, 2020; this non-contractual but required form can be found on the PEMA website at: https://www.pema.pa.gov/Grants/HMGP/Forms/Documents/19-Non-Disaster-HM-Grants-Letter-Of-Interest.pdf
IV. APPLICATION

A. Applications for the FFY 2020 FMA must be submitted via the FEMA Grants Outcomes (FEMA GO) portal starting **September 30, 2020:**
https://go.fema.gov/login

FEMA Grants Outcomes (FEMA GO) is the new system for applying for and managing non-disaster [hazard mitigation grant programs](https://go.fema.gov/login) from FY2020 and forward, including Building Resilient Infrastructures and Communities (BRIC) and Flood Mitigation Assistance (FMA). The system allows users to apply, track, and manage all disaster and non-disaster grants. It also improves oversight and monitoring. FEMA GO is being built to perform all business functions that fall within all five phases of the Grants Management Lifecycle: Pre-Award, Award, Post-Award, Closeout and Post-Closeout. More information on FEMA GO can be found at: https://go.fema.gov/info

B. The following application required components must be completed in FEMA GO:

1. Applicant
2. Project Scope of Work
3. Project Schedule
4. Budget Spreadsheet
5. Cost Effectiveness
6. Environmental/Historic Preservation (EHP) Review Information
7. Assurances
8. Maintenance requirements, and if applicable, training requirements
9. Commitment Letter for Cost Share
10. Federal Assistance, Assurances and Certifications Forms

C. The FFY 2020 FMA application is to be completed detailing the long-term mitigation solutions.

V. ELIGIBLE REQUIREMENTS

A. Project must be cost-effective.
B. Reduce/eliminate risk and damage from future natural hazards.
C. Applicable project types must comply with the two consensus codes (i.e. 2015 or 2018 International Building Code).
D. Align with County and State FEMA approved Hazard Mitigation Plans. Mitigation activity must be identified in those plans prior to submittal to PEMA and FEMA. If a planning amendment is needed, it must be cleared by **November 18, 2020** by FEMA Region III.
E. Meet all Federal/State Environmental and Historic Preservation Requirements.

VI. COST SHARE

A. There is a 75% federal/25% non-federal share for eligible jurisdictions and a 90% Federal/10% non-federal share for identified Small and Impoverished Communities (SIC). Impoverished Communities must meet the following
definition criteria: 3,000 or fewer individuals identified by the Commonwealth as disadvantage and the average per capita annual income not exceeding 80% of the national per capita income.

B. The non-federal cost share is to be provided by the subrecipient.

VII. CATEGORIES/ELIGIBLE ACTIVITIES

A. Project Scoping: Project Scoping to develop community flood mitigation projects and/or individual flood mitigation project that will subsequently reduce flood claims against the National Flood Insurance Program (NFIP). FEMA will select up to $4 million of Project Scoping sub applications.

B. Community Flood Mitigation Projects: FEMA will select up to $70 million of projects that address community flood risk for the purpose of reducing NFIP flood claim payments.

C. Technical Assistance: Technical Assistance to maintain a viable FMA program over time. To be eligible to apply, the Applicant (Commonwealth of Pennsylvania) must have received an FY 19 FMA Award of at least $1 million federal share (Pennsylvania met this requirement).

D. Flood Hazard Mitigation Planning: Planning sub applicants for the flood hazard component of State and local Hazard Mitigation Plans and plan updates.

E. Individual Flood Mitigation Projects: Project that mitigate the risk of flooding to individual NFIP Insured structures

Eligible NFIP Insured Structural-type Mitigation Project Types

- Property Acquisition and Structure Demolition
- Property Acquisition and Structure Relocation
- Structure Elevation
- Mitigation Reconstruction
- Dry Floodproofing of Historic Structures
- Dry Floodproofing of Non-Residential Structures
- Localized Flood Reduction Projects
- Non-Structural Retrofitting of Existing Buildings and Facilities
- Flood Hazard Mitigation Planning

VIII. FEMA PERFORMANCE METRICS

A. Benefit Cost Analysis (BCA)

BCA is the method by which the future benefits of a hazard mitigation project are determined and compared to its costs. The end result is a Benefit Cost Ratio (BCR), which is calculated by a project’s total benefits divided by its total costs. The BCR is a numerical expression of the "cost-effectiveness" of a project. A project is considered to be cost effective when the BCR is 1.0 or greater, indicating FEMA expects the benefits of a prospective hazard mitigation project are sufficient to justify the costs.

IX. SUBMISSION/APPLICATION EXECUTION
A. The FFY 2020 FMA application is available for submission as follows:

1. Eligible applicants must have an accepted LOI and have been approved for access in FEMA GO, can open an application on **September 30, 2020**
2. Prior to entry in FEMA GO, applicants must have submitted an LOI by **October 15, 2020**
3. FEMA/PEMA Application Period opens **September 30, 2020 – 8:00 a.m.**
4. PEMA application period closes **November 18, 2020, 5:00 p.m.**
5. PEMA Hazard Mitigation Staff will review the completed FFY 2020 FMA applications and get ready for the Commonwealth review team **November 19 – December 6, 2020**
6. Pennsylvania State Hazard Mitigation Application Team will meet **December 7 – 18, 2020** to conduct application review, scoring, prioritization and submittal recommendations to PEMA Director based on State and Federal Priorities and scoring criteria

B. PEMA will submit eligible applications according to the state rankings into the FEMA GO system by **January 18, 2021**.

C. PEMA will not accept FMA applications after 5:00 p.m. on **November 18, 2020**.

X. **GRANT AWARD**

A. Official notice of grant award will be made by PEMA to eligible applicants.

B. Upon receipt of the FEMA 2020 FMA award, PEMA will provide a grant agreement to the designated signatory(s) for review and wet signature.

XI. **REPORTS**

A. Subrecipient quarterly reports are due to PEMA Bureau of Recovery and Mitigation as follows:

1. 1st Quarter (October 1 to December 31) – **January 10**
2. 2nd Quarter (January 1 to March 31) – **April 10**
3. 3rd Quarter (April 1 to June 30) – **July 10**
4. 4th Quarter (July 1 to September 30) – **October 10**

B. Subrecipient quarterly reports are to include the following:

1. Actual eligible activities completed in the reporting period
2. Planned activities for the next quarter
3. Explanation of any delays that may be encountered
4. All drawdowns incurred during the reported period

C. Subrecipient quarterly reports that are incomplete or lacking supporting documentation will be returned with a checklist identifying the issues to be resolved and a due date by which the documentation must be returned to PEMA.
XII. FEMA RESOURCES/JOB AIDS

- FMA Community Flood Mitigation Project Fact Sheet
- FMA Community Flood Mitigation Benefitting Area Map Development
- FMA Project Scoping Fact Sheet
- Geospatial file eligibility criteria in flood mitigation grant applications
- FY20 FMA Notice of Funding Opportunity
- Unified Hazard Mitigation Assistance Guidance & Addendum
- Property Elevation and Acquisition Job Aides:
- Elevation Job Aid
- Acquisition & Demolition Job Aid
- Acquisition & Relocation
- HMA Cost Share Guide

XIII. DISTRIBUTION

American Planners Association – PA Chapter
American Rivers Association
Association of Pennsylvania Municipal Management
County Commissioners of Pennsylvania
Commonwealth Building Officials
Delaware River Basin Commission
Federal Emergency Management Agency, Region III
House of Representatives of Pennsylvania
Keystone Emergency Management Association
Pennsylvania Association of Boroughs
Pennsylvania Association of Building Code Officials
Pennsylvania Association of Floodplain Managers
Pennsylvania Construction Code Academy
Pennsylvania Congressional Delegation
Pennsylvania Conservation Districts
Pennsylvania County Emergency Management Coordinators
Pennsylvania County Planning Commissions
Pennsylvania Department of Agriculture
Pennsylvania Department of Community and Economic Development
Pennsylvania Department of Conservation and Natural Resources
Pennsylvania Department of Environmental Protection
Pennsylvania Insurance Department
Pennsylvania Department of Human Services
Pennsylvania Department of Transportation
Pennsylvania Insurance Agents and Brokers
Pennsylvania Municipal League
Pennsylvania Municipal Authorities Association
Pennsylvania Public Utility Commission
Pennsylvania Regional Planning Commissions
Pennsylvania Silver Jackets Representatives
Pennsylvania State Association of Township Supervisors & Zoning Association
Pennsylvania State System of Higher Education