

## **Flood Mitigation Assistance (FMA) Grant Application Guidance and Instructions Federal Fiscal Year (FFY) 2021**

### **I. PURPOSE**

This document provides guidance and instructions on submission of the FFY 2021 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. For more information on this federal grant, see <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
- 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 2021 FMA is Thursday, **September 30, 2021, 8:00 a.m. ET** through Friday, **November 19, 2021, 5:00 p.m. EST**. All applications must be submitted by the Commonwealth's deadline. To start the grant application process, potentially eligible applicants **MUST** submit the required Pennsylvania Emergency Management Agency (PEMA) Letter of Interest (LOI) by Friday, **October 15, 2021, 5:00 p.m. ET**.

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>. Submit completed forms to the State Hazard Mitigation Office at [RA-Shazmitoff@pa.gov](mailto:RA-Shazmitoff@pa.gov).

#### IV. APPLICATION

- A. Sub-applications for the FFY 2021 FMA must be submitted via the FEMA Grants Outcomes (FEMA GO) portal starting **September 30, 2021**: <https://go.fema.gov/login> The following browsers are supported by FEMA GO: Google Chrome, Internet Explorer, Mozilla Firefox, Apple Safari, Microsoft Edge.

FEMA Grants Outcomes (FEMA GO) is the new system for applying for and managing non-disaster [hazard mitigation grant programs](#) from FY2021 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 sub-application required components must be completed in FEMA GO:
1. Sub-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 2021 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 consensus codes (i.e., 2015, 2018 or 2021 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 Friday, **November 19, 2021** 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 \$10 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 20 FMA Award of at least \$1 million federal share (Commonwealth of 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

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 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 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 2021 FMA application is available for submission as follows:
1. Pennsylvania Eligible applicants that have a PEMA accepted LOI and have been approved for access in FEMA GO, can open an application on Thursday, **September 30, 2021**.
  2. Prior to entry in FEMA GO, applicants must have submitted an LOI by Friday, **October 15, 2021**.
  3. FEMA/PEMA Application Period opens Friday, **September 30, 2021 – 8:00 a.m.**
  4. PEMA sub-application period closes Friday, **November 18, 2021 – 5:00 p.m.**
  5. PEMA Hazard Mitigation Staff will review the completed FFY 2021 FMA applications and will have work to have completed electronic documents ready for the Commonwealth review team from Saturday, **November 20 – Sunday, December 5, 2021**.
  6. Pennsylvania State Hazard Mitigation Application Team will meet Monday, **December 6 – Friday, December 18, 2021** 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 Monday, **January 17, 2022**.
- C. PEMA will not accept FMA applications after 5:00 p.m. on Friday, **November 19, 2021**.
- D. FEMA deadline for the state application is **January 28, 2022**.

## X. GRANT AWARD

- A. Official notice of grant award will be made by PEMA to eligible applicants.
- B. Upon receipt of the FEMA 2021 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. 1<sup>st</sup> Quarter (October 1 to December 31) – **January 10**
  2. 2<sup>nd</sup> Quarter (January 1 to March 31) – **April 10**
  3. 3<sup>rd</sup> Quarter (April 1 to June 30) – **July 10**
  4. 4<sup>th</sup> 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](#)
- [FEMA 2021 FMA Notice of Funding Opportunity \(NOFO\)](#)
- [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  
Senate of Pennsylvania  
Susquehanna River Basin Commission  
U.S. Army Corps of Engineers, Baltimore District – Outreach Office  
U.S. Army Corps of Engineers, Buffalo District – Outreach Office  
U.S. Army Corps of Engineers, Philadelphia District – Outreach Office  
U.S. Army Corps of Engineers, Pittsburgh District – Outreach Office