

Flood Mitigation Assistance (FMA) Grant Application Guidance and Instructions Federal Fiscal Year (FFY) 2022

I. PURPOSE

This document provides guidance and instructions on submission of the FFY 2022 Federal Emergency Management Agency (FEMA) Flood Mitigation Assistance (FMA) applications. This is a nationally competitive program and there is \$800,000,000.00 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/fy2022-nofo>.

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.

III. GENERAL

The subrecipient application submittal period in the Commonwealth for the FFY 2022 FMA is **September 30, 2022** through **November 16, 2022**. 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 19, 2022**; 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 2022 FMA can be submitted via the FEMA Grants Outcomes (FEMA GO) portal starting **September 30, 2022**: <https://go.fema.gov/login> (provided the PEMA Letter of Intent has already been submitted to the PEMA Emergency Management Mitigation, Insurance and Resilient Communities (MIRC) Office. FEMA Grants Outcomes (FEMA GO) is the new system for applying for and managing non-disaster hazard mitigation grant programs 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>. Project must be cost-effective and submitted by the state in FEMA GO by the FEMA deadline of January 27, 2023. The state has to bundle up the sub-applications into one state application by that date but will be doing so the middle of January 2023 to ensure no error message occur, and if the errors do appear, there is enough time to correct with FEMA Region III and FEMA HQ.

- 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 2022 FMA application is to be completed detailing the long-term mitigation solutions as identified in your applicable county Hazard Mitigation Plan.

V. ELIGIBLE REQUIREMENTS

- A. Project must be cost-effective.
- B. All applicants/sub-applicants must be in “Good Standing” with the FEMA National Flood Insurance Program.
- C. Structures identified in the application must have a current NFIP Policy in effect.
- D. Reduce/eliminate risk and damage from future natural hazards.
- E. Align with County and State FEMA approved Hazard Mitigation Plans. Mitigation activity must be identified in those plans prior to submittal to FEMA and FEMA. If a planning amendment is needed, it must be cleared by **November 19, 2022**, by FEMA Region III Hazard Mitigation Planning Section.
- F. Meet all Federal/State Environmental and Historic Preservation Requirements.
- G. All subapplications submitted under the Capability & Capacity Building (C&CB) priority must demonstrate that the C&CB project will reduce flood claims against the NFIP. C&CB activities should result in a resource, strategy, or tangible mitigation product that will reduce or eliminate risk and damage from future flooding, increase resilience, and promote a culture of preparedness.
- H. All subapplications submitted under the Localized Flood Risk Reduction Project priority (see Section E, Application Review Information, of this NOFO) must demonstrate that the proposed project benefits NFIP insured properties by submitting a map and associated geospatial file(s) (e.g., Shapefile, KML/KMZ, Geodatabase, or other GIS enabled document) delineating: the proposed project footprint boundary,

the area benefitting from the project, and active NFIP policies (if this data is available).

- I. All non-critical structure elevation, dry floodproofing, and mitigation reconstruction projects in a Special Flood Hazard Area must apply, at a minimum, the flood elevations of the Federal Flood Risk Management Standards Freeboard Value Approach. All other types of projects are strongly encouraged to apply the flood elevations of the Federal Flood Risk Management Standard's Freeboard Value Approach. See EO 14030, Climate-Related Financial Risk and FEMA Policy #-206-21-0003, Partial Implementation of the Federal Flood Risk Management Standard for Hazard Mitigation Assistance Programs (Interim).
- J. For critical actions in the Special Flood Hazard Area, the elevation requirements from 44 CFR § 9.11 continue to apply. For any new construction or substantial improvement of structures, the lowest floor of the structure (including the basement) must be at or above the level of the 500-year flood.
- K. All C&CB activities, Localized Flood Risk Reduction Project, and Individual Flood Mitigation Project subapplications submitted as part of an FMA grant application must be consistent with the goals and objectives identified in the current, FEMA-approved State or Tribal (Standard or Enhanced) Mitigation Plan and the local mitigation plan for the jurisdiction in which the project is located. Hazard Mitigation Plans should reflect state-wide mitigation priorities across all potential federal and non-federal mitigation funding sources. Current mitigation plans are not required for applicants and subapplicants submitting planning subapplications to develop a new mitigation plan or to update a mitigation plan.
- L. When subapplications include an information technology or operational technology component as part of a larger project, FEMA will allow activities that enable greater community resilience through cybersecurity as eligible costs when those activities are performed in accordance with the cybersecurity performance goals for critical infrastructure and control systems directed by the National Security Presidential Memorandum on Improving Cybersecurity for Critical Infrastructure Control Systems, found at <https://www.cisa.gov/control-systems-goals-and-objectives>.
- M. FEMA encourages the use of environmentally friendly construction practices when completing FMA projects.
 - 1. When subapplications include the use of concrete or asphalt products, FEMA encourages for the inclusion of low embodied carbon concrete and environmentally preferable asphalt.
 - 2. Subrecipients should ensure that federally funded infrastructure investments reduce life cycle emissions of construction materials, specifically concrete, asphalt, and steel.
 - 3. Subrecipients should request disclosure of Environmental Product Declarations (EPD) to evaluate and incentivize acquisition of these lower carbon materials.

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).
- B. The non-federal cost share is to be provided by the subrecipient.
- C. As a result of FMA funding made available under the Infrastructure Investment and Jobs Act (IIJA), FEMA may contribute up to 90 percent federal cost share for

qualifying FY22 funding priorities. The increased federal cost percent federal cost share for qualifying FY22 funding priorities. The increased federal cost share percentage and qualifying criteria are explained in this section. For Capability and Capacity Building activities that impact NFIP-insured properties, FEMA may contribute up to 90 percent federal cost share if the average Centers for Disease Control and Prevention (CDC) 90 percent federal cost share if the average Centers for Disease Control and Prevention (CDC) Social Vulnerability Index (SVI) score is not less than 0.5001 for the area(s) included in the subapplication. For Localized Flood Risk Reduction Projects, FEMA may contribute up to 9 subapplication. For Localized Flood Risk Reduction Projects, FEMA may contribute up to 90 percent federal cost share if the average CDC SVI score is not less than 0.5001 for the project benefitting area containing the NFIP-insured properties. For Individual Flood Mitigation. Projects, FEMA may contribute up to 90 percent federal cost share for each NFIP-insured property located within a census tract with a CDC SVI score of not less than 0.5001. Subapplicants and applicants can view their CDC SVI score at:

https://www.atsdr.cdc.gov/placeandhealth/svi/data_documentation_download.html.

When IJA funding is exhausted, the enhanced cost share for properties with CDC SVI not less than 0.5001 as defined in IJA cannot be extended to the remaining funds made available in the FY22 FMA NOFO.

- D. Structures with different federal cost-share requirements can be submitted in a single project subapplication. The overall project federal cost share documented in the Cost Share Section of the project subapplication should reflect the combined federal cost shares of the structures. For example, a project with \$100,000 costs for one SRL structure funded at 100 percent federal cost share plus \$100,000 costs for one RL structure funded at 90 percent federal cost share will have an overall project federal cost share of 95 percent, or \$190,000, of the \$200,000 total cost for both structures.

VII. CATEGORIES/ELIGIBLE ACTIVITIES

- A. Application Funding Priorities/National Funding Caps:
1. Capability and Capacity Building (C&CB) - \$60 million
 - a) Multi-Hazard Planning
 - b) Technical Assistance
 - c) Project Scoping
 - d) Additional C&CB Activities - Partnership Development, Enhancing Local Floodplain Management, Severe Repetitive Loss (SRL)/Repetitive Loss (RL) Strategy Plan Development & Other Eligible C& CB activities
 2. Localized Flood Risk Reduction - \$340 million
 3. Individual Flood Mitigation Projects \$400 million
- B. Eligible NFIP Insured Structural-type Mitigation Project Types (Not All Inclusive)
1. Property Acquisition and Structure Demolition
 2. Property Acquisition and Structure Relocation
 3. Structure Elevation
 4. Mitigation Reconstruction
 5. Dry Floodproofing of Historic Structures
 6. Dry Floodproofing of Non-Residential Structures

7. Localized Flood Reduction Projects
8. Non-Structural Retrofitting of Existing Buildings and Facilities
9. Flood Hazard Mitigation Planning

VIII. FEMA PERFORMANCE METRICS

- A. Benefit Cost Analysis (BCA)
 1. 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 2022 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. The application opens **September 30, 2022**
 2. Prior to entry in FEMA GO, applicants must have submitted an LOI by **October 19, 2022**
 3. FEMA/PEMA Application Period opens **September 30, 2022 – 8:00 a.m.**
 4. PEMA application period closes Wednesday, **November 16, 2022, 5:00 p.m.**
 5. PEMA Emergency Management Mitigation, Insurance and Resilient Communities (MIRC) Office Staff will review the completed FFY 2022 FMA applications and get ready for the Commonwealth review team **November 16 – December 2, 2022**
 6. Pennsylvania State Hazard Mitigation Application Team will meet **December 5–16, 2022**, 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 23, 2023**.
- C. PEMA will not accept FMA applications after 5:00 p.m. on **November 16, 2022**.

X. GRANT AWARD

- A. Official notice of grant award will be made by PEMA to eligible applicants.
- B. Upon receipt of the FEMA FY2022 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 Emergency Management Mitigation, Insurance and Resilient Communities (MIRC) Office 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
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