

Flood Mitigation Assistance (FMA) Grant Application Guidance and Instructions Federal Fiscal Year (FFY) 2023

I. PURPOSE

This document provides guidance and instructions on submission of the FFY 2023 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. Funding amounts are as follows: Capability and Capacity Building \$60,000,000, Localized Flood Risk Reduction Projects \$520,000,000 and Individual Flood Mitigation Projects \$200,000,000. 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

- A. The subrecipient application submittal period in the Commonwealth for the FFY 2023 FMA is Wednesday, **October 12, 2023, 8:00 a.m. ET** through Friday, **December 15, 2023, 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 PEMA Letter of Interest (LOI) by Tuesday, **October 31, 2023, 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.

IV. APPLICATION

- A. Sub-applications for the FFY 2023 FMA must be submitted via the FEMA Grants Outcomes (FEMA GO) portal starting Thursday, **October 12, 2023:** <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 FY2023 and forward, including Building Resilient Infrastructures and Communities (BRIC) and 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 2023 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., 2018 or 2023 International Building Code).
- D. Align with County and State FEMA approved HM Plans. All 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, **January 12, 2024** by FEMA Region III.
- E. Meet all Federal/State Environmental and Historic Preservation Requirements.

VI. COST SHARE

- A. Capability and Capacity Building Activities federal cost share options:

Up to 90% federal cost share funding if the average Centers for Disease Control and Prevention (CDC) Social Vulnerability Index (SVI) score is not less than 0.5001 for the benefiting area(s) substantiated by a benefiting area map, and the activity must be funded by Bipartisan Infrastructure Law (BIL). FEMA will determine the CDC SVI score using the following three SVI themes: Socioeconomic Status, Household Characteristics, and Housing Type and Transportation. Or

Up to 75% federal cost share funding if a higher federal cost share is not available.

- B. Localized Flood Risk Reduction Projects federal cost share options:

Up to 90% federal cost share funding if the average CDC SVI score is not less than 0.5001 for the project benefiting area containing NFIP-insured properties, and the activity must be funded by the BIL. FEMA will determine the CDC SVI score using the following three SVI themes: Socioeconomic Status, Household Characteristics, and Housing Type and Transportation. Or

Up to 75% federal cost share funding if a higher cost share is not available.

- C. Individual Flood Mitigation Projects federal share options:

Up to 100% federal cost share funding for FMA defined Severe Repetitive Loss (SRL) (B)(i) or (B)(ii) properties in 42 U.S.C. § 4104c(h)(3). Or

Up to 90% federal cost share funding for FMA defined Repetitive Loss (RL) properties in 42 U.S.C. § 4121(a)(7). Or

Up to 90% federal cost share funding for each NFIP-insured property located within a census tract with a CDC SVI score is not less than 0.5001, and the activity must be funded by the BIL. FEMA will determine the CDC SVI score

using the following three SVI themes: Socioeconomic Status, Household Characteristics, and Housing Type and Transportation. Or

Up to 75% federal cost share funding if a higher federal cost share is not available.

VII. CATEGORIES/ELIGIBLE ACTIVITIES

A. Capability and Capacity Building Activities (Up to \$60 million)

1. Mitigation Planning Projects: \$100,000 Max; 1 State application up to \$50,000 federal share and 2 Local up to \$25,000 federal share each
2. Technical Assistance: Technical Assistance \$50,000 for the commonwealth. 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) (Pennsylvania qualified).
3. Project Scoping: FEMA will select up to \$900,000 federal cost share per sub applicant. Project Scoping can be used to develop Localized Flood Risk Reduction projects and/or Individual Flood Mitigation Project that will subsequently provide benefits for the National Flood Insurance Program (NFIP).

B. Localized Flood Risk Reduction Project (Up to \$520 Million)

1. Demonstrate that the proposed project benefits NFIP insured properties by submitting a map and associated geospatial file(s) (e.g., shapefile, Keyhole Markup Language (KML/KMZ), geodatabase, list of census tracts, or other geo-enabled documents) delineating:

The proposed project location or footprint boundary, area with reduced flood risk or benefiting area (in alignment with Hydrologic and Hydraulic modeling, as available, except for Phase 1 projects), and
2. Eligible activities must benefit NFIP insured properties. Examples include, but are not limited to:
 - Localized flood control
 - Floodwater storage and diversion
 - Floodplain and stream restoration

- Stormwater management
- Wetland restoration/creation

C. Individual Flood Mitigation Projects (Up to \$220 Million)

1. FEMA will then select Individual Flood Mitigation Project subapplication(s) based on projects meeting the below FEMA scoring criteria. FEMA will select eligible Individual Flood Mitigation Project subapplications on a competitive basis. Individual Flood Mitigation Projects that will mitigate flood damage to at least 75 percent of structures included in the subapplication that meet **ANY** of the following FMA and/or NFIP SRL and RL definitions in order by and of the 5-program priority listed in the FFY 2023 FMA NOFO on page 46.

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 2023 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, **October 12, 2023**.
2. Prior to entry in FEMA GO, applicants must have submitted an LOI by Tuesday, **October 31, 2023, 5:00 p.m. ET**.

3. FEMA/PEMA Application Period opens Thursday, **October 31, 2023 at 9:00 a m.** (previously approved LOIs can start in FEMA GO October 12, 2023)
 4. PEMA sub-application period closes Friday, **December 15, 2023 – 5:00 p.m.**
 5. PEMA Hazard Mitigation Staff will review the completed FFY 2023 FMA applications and will have work to have completed electronic documents ready for the Commonwealth review team from Saturday, Friday, **December 15, 2023, 5:00 p.m. EST**
 6. Pennsylvania State Hazard Mitigation Application Team will meet Monday, **January 29– Friday, February 2, 2024** 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, **February 16, 2024.**
- C. PEMA will not accept FMA applications after 5:00 p.m. on Friday, **December 15, 2023, 5:00 p.m. EST.** Incomplete applications will be rolled to the 2024 cycle.
- D. FEMA deadline for the state application is Friday, **February 29, 2024.**

X. GRANT AWARD

- A. Official notice of grant award will be made by PEMA to eligible applicants.
- B. Upon receipt of the FEMA 2023 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

- [Hazard Mitigation Assistance Mitigation Action Portfolio \(fema.gov\)](https://www.fema.gov/hazard-mitigation-assistance)
- FMA NOFO: <https://www.grants.gov/web/grants/search-grants.html?keywords=flood%20mitigation%20assistance>
- [Fiscal Year 2023 Notices of Funding Opportunities for Hazard Mitigation Assistance Grants | FEMA.gov](https://www.fema.gov/fiscal-year-2023-notices-funding-opportunities-hazard-mitigation-assistance-grants)
- [Hazard Mitigation Assistance Program and Policy Guide | FEMA.gov](https://www.fema.gov/hazard-mitigation-assistance-program-policy-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 County 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
Community Disaster Resilience Zones (CDRZs)