



Get Into It



## Flood Mitigation Assistance Program (FMAP) Application Process

### Program Overview and Background

As part of the City's Flood Resiliency initiative, the City is piloting a program that offers financial assistance through matching reimbursement funds to residents and property owners that have purchased and/or installed approved flood mitigation and floodproofing practices for properties dating back to July 1, 2019. \$300,000 was allocated for this project and funds will be distributed on a first-come, first-served basis. The pilot program will provide 50% of the total costs of the practice(s) up to a maximum amount of \$5,000.

The City has developed a list of approved practices that includes measures for floodproofing windows, doorways, basements and utilities. The list also includes modifying topography such as surface grading; use of impermeable soil materials and building protective walls. The list of Approved Practices can be found at [www.rockvillemd.gov/floodassistance](http://www.rockvillemd.gov/floodassistance).

### Who May Apply

- The program is open to both residential and commercial properties located in the City of Rockville, including homeowner associations and condominium associations.
- Renters may apply under this program only if they can provide documentation of approval by the property owners.
- If the Applicant is applying on behalf of a Condominium Association or Homeowner Association, the application shall be submitted for commonly owned property areas and not individual properties within an Association. Applicants must provide proof of approval by the governing board.

### Eligibility Criteria

- Work must be completed prior to applying.
- Applicant must provide itemized receipts for purchase and/or installation for eligible expenses.
- Eligible expenses must be incurred on or after July 1, 2019.
- Applicant must provide photographic evidence that measures have already been installed.
- All applicable permits and approvals (i.e., Inspection Services Division, Historic District Commission, Department of Public Works, Community Planning & Development Services (Forestry), homeowners/condominium association, etc.) have been obtained and proof submitted with application.
- If actions requiring permits were undertaken without the needed approvals or permits, those expenses will not be eligible for Assistance reimbursement. In such cases, it may be

possible for applicants to retroactively apply for permit(s) or approvals and submit appropriate documentation once issued.

- Applicant must confirm that their project and/or installation will not adversely affect neighboring property by increasing or blocking stormwater flow.
- Applicant must execute the City Waiver Agreement included in the Application package.

### **How to Apply**

1. Verify that your property is in the City of Rockville using the [Residency Check map](#).
2. Ensure practice is eligible for reimbursement ( [www.rockvillemd.gov/floodassistance](http://www.rockvillemd.gov/floodassistance))
3. Check to see if a practice requires City Approvals or Permits. Practices requiring City approval are identified in the List of Approved Practices and can be found at [www.rockvillemd.gov/floodassistance](http://www.rockvillemd.gov/floodassistance). Contact information and details for City approval processes can be found at the end of this document.
4. Gather relevant documents:
  - a. Photos showing proof of completed installation or items purchased.
  - b. Itemized receipts showing proof of project cost.
  - c. Homeowners or condominium association approval (if applicable).
  - d. Property owner approval (if applying as a renter)
  - e. Acquired permits and approvals (if applicable).
  - f. Documentation of flood damage encouraged but not required.
5. Submit your application. An online application is available at [www.rockvillemd.gov/floodassistance](http://www.rockvillemd.gov/floodassistance). For assistance in the application process contact the Environmental Management Division at 240-314-8876.

### **Application Review Process**

Within 14 business days of receipt of the application, City staff will review your application and determine eligibility. If an application is rejected, the City will provide the rationale for it and an Applicant may attempt to correct any deficiencies and resubmit the application. However, there is no guarantee that reimbursement funds will still be available since the program is on a first come, first served basis.

If approved (all documentation submitted, waiver signed etc.), City staff will transmit an approval letter to the Applicant. A payment request will be processed, and a check will be cut for the amount allowable by the Program. Checks will be mailed to the address contained in the application. Please allow three (3) to six (6) weeks from receipt of application approval for payment processing.

### **Contact Information**

#### **Environmental Management Division - General Program Questions**

**Arthur Ray, Program Coordinator**

240-314-8876

[www.rockvillemd.gov/floodassistance](http://www.rockvillemd.gov/floodassistance)

**Historic District Commission (HDC)**  
**240-314-8236**

HDC is responsible for review and approval of projects that involve modifications/improvements to Historic designated buildings or structures located in the Historic District. A Certificate of Approval must be obtained from the HDC for any such project.

*Step 1:* Determine if your property is in a Historic District  
[www.rockvillemd.gov/2177/Historic-Districts](http://www.rockvillemd.gov/2177/Historic-Districts)

*Step 2:* Get Certificate of Approval  
[www.rockvillemd.gov/626/Historic-Property-Alterations](http://www.rockvillemd.gov/626/Historic-Property-Alterations)

**Inspection Services Division (ISD)**  
**240-314-8240**

ISD is responsible for the issuance of building and/or mechanical, electrical and plumbing permits that be required.

[www.rockvillemd.gov/165/Permits-Inspections](http://www.rockvillemd.gov/165/Permits-Inspections).

**Department of Public Works (DPW)**  
**240-314-8500**

DPW is responsible for the issuance for a Sediment Control Permit (SCP) for any grading project that involves the disturbance of more than 5,000 square feet (or 100 cubic yards) of land and Public Works Permits (PWK) for projects that involve any disturbance within the public right-of-way.

[www.rockvillemd.gov/2372/Sediment-Control-Permit](http://www.rockvillemd.gov/2372/Sediment-Control-Permit)

[www.rockvillemd.gov/2374/Public-Works-Permit-Protection-of-Right-of-Way](http://www.rockvillemd.gov/2374/Public-Works-Permit-Protection-of-Right-of-Way)

**Community Planning & Development Services (CPDS)**  
**240-314-8233**

CPDS is responsible for administering procedures, standards and requirements that protect trees and forests during and after development activity and minimize tree loss due to development. For any grading or land disturbing activities, contact CPDS as follows.

- Single family homes, contact CPDS (forestry inspector) if you have Forest Conservation Easements on the property [Forest Conservation Easements](#).
- Commercial, mixed use, and HOA properties, contact CPDS (forestry inspector) if the limits of disturbance for your project is within a critical root zone of any significant tree (6" diameter or greater at 4.5' off the ground). If you are unsure, please contact CPDS (forestry inspector) for clarification.
- Homes in Historical Preservation Districts contact CPDS (forestry inspector).