

FY2025 Community Project Funding Request: Congressman Mike Bost (IL-12)

Only certain appropriation areas are permitted for CPF funding. Guidance documents from each subcommittee will help to answer most questions about eligibility. Those documents are attached to the email that this link was sent out in and will guide you as you select the appropriations subcommittee of jurisdiction and the account on this form. All funds must be used in FY 2025 which covers October 1st, 2024 to September 30th, 2025. Selected projects will be posted on our website for transparency purposes.

Requesters must fill out all the information below. Our office can not fill out the form for a requester. A separate form for each project is required. If you submit more than one project, please priority rank them. You may separately e-mail additional project documents you deem beneficial for our office to have.

Only forms submitted by the deadline of Wednesday, May 1st will be accepted and considered. Once you submit a request form a copy will be automatically e-mailed to you. If something needs corrected you will be able to go in and fix it. If you have questions e-mail Noah Barger at noah.barger@mail.house.gov or call him at 202-225-5661.

* Indicates required question

1. Email *

2. Organization Name *

3. Is funding requested by a governmental or not-for-profit organization? please provide information to support the recipient's status and include the organization's Employer Identification Number (EIN).

4. Organization Address, City, State, Zip *

5. Point of Contact Name *

6. Point of Contact Title *

7. Point of Contact Office Phone *

8. Point of Contact Cell Phone *

9. Point of Contact E-mail Address *

10. Project Title *

11. Project Address/Location *

12. Project Description: Describe the project in detail below. In addition, you may also e-mail project plans to Noah.Barger@mail.house.gov. *

13. Project Scope of Work *

14. Project Community Benefits: Describe how the project benefits the community with an emphasis on why it is a good use of federal taxpayer dollars. *

15. Project Community Support: Describe below past community support expressed for this project. Examples include links to news articles, council minutes, comprehensive plans, list of supporting organizations, etc. In addition, you may also e-mail local letters of support to roah.barger@mail.house.gov. *

16. Total Funding Needed: Provide a budget breakdown and the total cost. *

17. Local Funding Source, if Applicable: Include secured/anticipated local funding. We encourage you to research the grant program you are applying for to see if a local match is required. *

18. State Funding Source, if Applicable: Include secured/anticipated state funding. We encourage you to research the grant program you are applying for to see if a state match is required. *

19. Total Federal Funding Request and Minimum Funding Request for Project to Move Forward *

20. Land Acquisition Status, if Applicable *

21. Environmental Review Status, if Applicable *

22. Engineering Report Status, if Applicable *

23. Can the funds be spent in federal FY2025? *

Mark only one oval.

Yes

No

24. Project Timeline: Estimated start and finish dates. *

25. Have you had previous discussions/correspondence with our office about this project? If yes, describe briefly. *

26. Have you previously tried to secure federal funds for this project? If yes, describe briefly. *

27. Have you applied for Community Project Funding in the past for this project? *

Mark only one oval.

- Yes
- No

28. If you are making more than one Community Project Funding Request, please rank this request in order of priority. *

Mark only one oval.

- 1st
- 2nd
- 3rd
- 4th
- Other: _____

29. Indicate the eligible federal grant program this project falls underneath and explain why it is eligible. Please cite the Code of Federal Regulations or a federal government website/document/publication. *

30. Subcommittee *

Mark only one oval.

- Agriculture | Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Skip to question 31
- CJS | Commerce, Justice, Science, and Related Agencies Skip to question 47
- Energy and Water | Energy and Water Development, and Related Agencies Skip to question 56
- Homeland Security Skip to question 68
- Interior | Interior, Environment, and Related Agencies Skip to question 99
- Mil/Con - VA | Military Construction, Veterans Affairs, and Related Agencies Skip to question 105
- THUD | Transportation, and Housing and Urban Development, and Related Agencies Skip to question 117

Agriculture, Rural Development, Food and Drug Administration, and Related Agencies

These questions are required by and worded as requested by the subcommittee of jurisdiction.

31. Account *

Mark only one oval.

- USDA Agricultural Research Service: Buildings and Facilities
- USDA Rural Development: ReConnect Grants, Rural Broadband
- USDA Rural Development: Rural Community Facility Grants
- USDA Rural Development: Distance Learning and Telemedicine Grants
- USDA Rural Development: Water and Waste Disposal Grants
- USDA Natural Resources Conservation Service, Conservation Operations

32. Please provide the website address of the proposed recipient. *

33. If there are additional costs necessary to complete the project, have those been secured? *

34. For Rural Development projects: is the project for an eligible purpose and does it meet all eligibility requirements under current law? You can check by reaching out to the State Rural Development Office. *

35. Does the entity plan to make grants to other entities from the funds provided and, if so, to whom? *

36. Why is the project a priority for the district? Briefly explain the community benefits. *

37. Has any funding for the project been included in any presidential budget and, if so, how much, in which fiscal year, and in which agency or agencies and program(s)? *

38. Has the project received Federal funding before and, if so, how much, when, and from which agency or agencies and program(s)? *

39. Have you contacted the State Rural Development Office/State Conservation Office to discuss the project and confirm eligibility? Please, provide a form of verification for this communication. *

40. ARS B&F Only: What is the estimated start date of the project? How soon could the feasibility/engineering design phase commence? [mm/yy]

41. ARS B&F Only: Does the project have distinct and separable phases?

42. ARS B&F Only: What is the estimated completion date of the project? When does completion of construction occur?

43. For ARS B&F only: Have you verified that this facility is owned or operated by the Agricultural Research Service?

44. ReConnect Only: Please provide relevant information, such as the number of households, businesses, or farms that would be served, what the performance of the service to be offered will be, and whether healthcare or educational facilities will be served.

45. For Conservation Operations Only: Briefly describe how the project will reduce soil erosion, enhance water supplies, improve water quality, increase wildlife habitat, or other objectives that will help conserve, maintain, and improve natural resources.

46. For Water and Waste requests only: Provide relevant information, such as the number of households, businesses, or farms that would be served.

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Commerce, Justice, Science, and Related Agencies

These questions are required by and worded as requested by the subcommittee of jurisdiction.

47. Account *

Mark only one oval.

- DOJ Office of Justice Programs: Byrne Justice Assistance Grants
- DOJ Office of COPS: COPS Technology and Equipment
- NOAA: Coastal Zone Management
- NASA: Safety, Security, and Mission Services
- NIST: Scientific and Technical Research

48. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? *

Mark only one oval.

- YES
- NO

49. Has the project been funded in the past? If so how much to date? How much in FY2024? What were the funds used for? *

50. If the Appropriations Committee is not able to provide the full amount of funding requested, can this project spend a smaller amount of appropriated funds within 12 months of the enactment * of the Appropriations Act?

Mark only one oval.

- Yes
 No

51. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful * for understanding the scalability of the project.

52. Are you aware of another Member making a request for this same project? *

Mark only one oval.

- YES
 NO

53. Please provide the location of this project, in the format 'City (or County), State'. *

54. COPS Only: Is the recipient a State, Tribal, or local law enforcement agency?

Mark only one oval.

- Yes
 No

55. Byrne Justice, COPS, or NASA: Is the purpose of this request the construction or renovation of a building?

Mark only one oval.

- Yes
 No

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Energy and Water Development, and Related Agencies

These questions are required by and worded as requested by the subcommittee of jurisdiction.

56. Account *

Mark only one oval.

- Corps of Engineers
 Bureau of Reclamation

57. Is the project authorized? If so please provide the individual statutory authorization or evidence of it in the Corps of Engineers Continuing Authorities Program. *

58. Corps and Reclamation Only: If making a Corps request, please provide the name of the Corps District where the project is located. If making a Reclamation request, please provide the name of the Reclamation Region where the project is located. *

59. Project Title *

60. What is the fiscal year 2024 capability? How much funding could the Corps actually spend in 2024 on the project. You will need to work with your local ACE District to get this answer. *

61. For a Corps of Engineers project, what is the correct appropriations account in which to request funding?

62. For a Corps of Engineers project, is this project a new start?

Mark only one oval.

- YES
 NO

63. For a Bureau of Reclamation project, is this project authorized only under section 4007, 4009(a), or 4009(c) of the Water Infrastructure Improvements for the Nation (WIIN) Act of 2016 (Public Law 114-322)?

Mark only one oval.

- YES
 NO

64. Estimated Start Date *

Example: January 7, 2019

65. Estimated End Date *

Example: January 7, 2019

66. Community engagement and support is crucial in determining which projects are worthy of Federal funding. To that end, please describe or include evidence of community support. It is recommended that this be from the non-federal sponsor of the project or the project partner for the project being requested. If there is no official non-federal sponsor or project partner, this can be a letter of support from the community, or evidence of community support. You may also send any letters of support to noah.barger@mail.house.gov with CPF and the Project Title in the subject line. *

67. Can the project obligate all appropriated funds within 12 months after enactment?: The answer to this question should be yes. If the answer is no, this project may not be a good candidate for CPF funding. *

Mark only one oval.

- Yes
 No

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Homeland Security

These questions are required by and worded as requested by the subcommittee of jurisdiction.

68. Account *

Mark only one oval.

- Pre-Disaster Mitigation Grants
 Emergency Operations Center Grants

69. Are you submitting this project to another Member of Congress? *

Mark only one oval.

- Yes
- No

70. Please, upload a letter from the appropriate State or Territorial Administrative Agency (Illinois Emergency Management Agency), or Tribal government, confirming project eligibility and their willingness to administer the grant?

Check all that apply.

- Did you send the letter to nqah.barger@mail.house.gov with the subject line IEMA support letter?

71. Have you consulted with state/county/local emergency management officials or with FEMA about the proposed project? If yes, please provide the name, agency, and contact information. *

72. If less than the requested amount were provided as the federal share, would additional state local, or other eligible funding sources be available to support the project? Please, provide the source of funds. *

73. Pre-Disaster Only: Is the requesting jurisdiction a state, Indian tribal government, local government, or territory as defined by section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122 (4), (6), (8))?

74. Pre-Disaster Only: Does the total project cost you entered reflect federal and non-federal resources?

Mark only one oval.

- Yes
- No

75. Pre-Disaster Only: Indicated the minimum amount of federal funding needed for the project to advance if it is not feasible to fund the full federal cost-share of the total project cost?

76. Pre-Disaster Only: Can the requesting jurisdiction provide the required non-federal cost-share (25 percent of the total project cost, or 10 percent of the total project cost for small, impoverished communities as detailed in the NOFO)?

77. Pre-Disaster Only: Please provide a Benefit-Cost Analysis that validates the cost-effectiveness of the request? (<https://www.fema.gov/grants/tools/benefit-cost-analysis>) A non-FEMA BCA methodology may only be used if preapproved by FEMA in writing.

78. Pre-Disaster Only: Consistent with the NOFO for PDM grants, is the proposed activity consistent with the goals and objectives in both the state or tribal hazard mitigation plan (44 CFR Part 201) and the local hazard mitigation plan of the jurisdiction in which the project is located?

Mark only one oval.

- Yes
- No

79. Pre-Disaster Only: If you answered yes to the previous question, what is the FEMA approval date and when will the plan expire?

80. Pre-Disaster Only: Does this funding request include dredging waterways or the purchase of emergency vehicles and equipment?

Mark only one oval.

- Yes
- No

81. Pre-Disaster Only: Describe how the proposed activity expands mitigation capacity rather than repair and maintenance of existing capacity.

82. Pre-Disaster Only: How will the project provide long-term permanent risk-reduction, as opposed to simply supporting short-term, temporary emergency protective measures?

83. Pre-Disaster Only: Can the recipient describe how the project supports the needs of people disproportionately at risk of harmful impacts of natural disasters?

84. Pre-Disaster Only: Does the recipient specifically encourage the adoption and enforcement of the latest disaster resistant building codes?

Mark only one oval.

- Yes
- No

85. Pre-Disaster Only: Provide a clear and detailed description of the proposed mitigation activity.

86. Pre-Disaster Only: How will the mitigation activity be implemented?

87. Pre-Disaster Only: Who will manage and complete the mitigation activity?

88. Pre-Disaster Only: What risks will remain from all hazards after project implementation (i.e., residual risk)?

89. Pre-Disaster Only: How does the activity reduce the risk to individuals and property for future natural hazards, while reducing reliance on federal funding for future disasters?

90. Pre-Disaster Only: Has the project been submitted, selected, or awarded funding in current or previous Pre-Disaster Mitigation (PDM), Building Resilient Infrastructure and Communities (BRIC), Flood Mitigation Assistance (FMA), or Hazard Mitigation Grant Program fiscal year grant cycles?

Mark only one oval.

- Yes
 No

91. Pre-Disaster Only: If the answer to the previous question is yes, what is the subgrant ID or which grant program and fiscal year was the application submitted, selected, or awarded funding?

92. Emergency Operations Only: Did you send to our office a letter from the appropriate State or Territorial Administrative Agency, or Tribal government, confirming project eligibility and their willingness to administer the grant?

Mark only one oval.

- Yes
 No

93. Emergency Operations Only: Is the proposed project eligible under the most recent Notice of Funding Opportunity for the Emergency Operations Center Grant Program?

Mark only one oval.

- Yes
 No

94. Emergency Operations Only: Can the requesting jurisdiction provide the required 25 percent non-federal cost share?

Mark only one oval.

- Yes
 No

95. Emergency Operations Only: Does this request include funding for personnel costs; replacement radios for police, fire, and other response personnel; generators for emergency shelters; any equipment that is portable and does not directly support the functional and operational capabilities of an EOC?

Mark only one oval.

- Yes
 No

96. Emergency Operations Only: Is the proposed project related to a structure or facility that meets the definition of an EOC, to include supporting incident management (on-scene) operations across multiple functional disciplines and/or jurisdictions? (The definition can be found here: <https://training.fema.gov/programs/emischool/el361toolkit/glossary.htm#E>)

Mark only one oval.

- Yes
 No

97. Emergency Operations Only: For EOC projects that involve construction or upgrading of multipurpose facilities, such as public safety facilities, police/fire stations, etc., EOC grants may only be used for those parts of the facility that are directly associated with the EOC. Does the requested federal funding amount reflect the proportionate facility construction cost, which is generally based on the square footage (floor space) of the EOC compared to the square footage of the entire facility?

Mark only one oval.

- Yes
 No

98. Emergency Operations Only: Have you consulted with state, county, or local emergency management officials, or with FEMA about the proposed project? If so, who?

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Interior, Environment, and Related Agencies

These questions are required by and worded as requested by the subcommittee of jurisdiction.

99. Account *

Mark only one oval.

EPA: State and Tribal Assistance Grants (STAG), Water and Wastewater Infrastructure Projects

100. Please indicate whether this is a Clean Water SRF project or a Drinking Water SRF project.

101. Is the project on your State's most recently finalized Clean Water/Drinking Water SRF Intended Use Plan (IUP)?

102. Has the project received federal funds previously? If so, please describe.

103. Does the project have (or expects to have within 12 months) its 20% cost share requirement?

Mark only one oval.

Yes

No

104. Given the Federal nexus requirement, does the project help meet or maintain Clean Water Act/Safe Drinking Water Act standards? If so, please describe.

Clean water/wastewater projects: Title VI of the Clean Water Act, 33 U.S.C 1381

Drinking water projects: Section 1452 of the Safe Drinking Water Act, 42 U.S.C. 300j-12.

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Military Construction, Veterans Affairs, and Related Agencies

These questions are required by and worded as requested by the subcommittee of jurisdiction.

105. DoD Only: Which Service is the project for? *

Mark only one oval.

Army

Navy

Air Force

Space Force

Defense-Wide Agencies (Special Operations Command, USTRANSCOM, Defense Logistics Agency)

Army National Guard

Air National Guard

Army Reserve

Navy Reserve

Air Force Reserve

106. Is the project on the FY2025-2029 FYDP? If so, what fiscal year? *

107. Is the project on a FY25 Service or Combatant Command unfunded requirements/unfunded priorities list (UFRs/UPLs)? *

108. Project Title *

109. Amount Requested for FY25 *

110. Is the funding request for major construction, minor construction, or planning and design? *

Mark only one oval.

- Major Construction
- Minor Construction
- Planning and Design

111. Project Location (State/Territory) *

112. Installation Name *

113. Does the project have a DD Form 1391? If so, please email noah.barger@mail.house.gov *

114. If a Reserve Component project, does it require a State funding match? *

Mark only one oval.

- Yes
- No

115. Is the project at 35 percent design and complete in FY 2025? *

Mark only one oval.

- Yes
- No

116. Can the project funds be obligated in FY25 *

Mark only one oval.

- Yes
- No

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Transportation, and Housing and Urban Development, and Related Agencies

These questions are required by and worded as requested by the subcommittee of jurisdiction.

117. Account*

Mark only one oval.

- DOT: Transportation Infrastructure Projects
- DOT: Highway Infrastructure Project
- DOT: Airport Improvement Program
- DOT: Port Infrastructure Development Program Projects
- DOT: Consolidated Rail Infrastructure and Safety Improvement Projects
- HUD: Economic Development Initiative

118. Transportation Infrastructure Projects: Project Name

119. Transportation Infrastructure Projects: Project Recipient

120. Transportation Infrastructure Projects: General Description and scope of the project, including benefits and explanation for why the project is a priority.

121. Transportation Infrastructure Projects: Amount of CPF funding requested for the project.

122. Transportation Infrastructure Projects: Total project cost. Provide the total estimated cost of the project. If outlined in the STIP or TIP, provide that amount unless estimated project costs have increased. If project costs have increased, provide a justification.

123. Transportation Infrastructure Projects: Does the project require an environmental review? If so, what is the status and/or outcome of the review under the National Environmental Policy Act (NEPA)?

124. Transportation Infrastructure Projects: Does the project have other public (federal, state, local) and/or private funds committed to meet match or cost-share requirements for costs related to construction, operations, and maintenance? If yes, list sources and amounts of funds.

125. Transportation Infrastructure Projects: If the project receives less than requested for the transit infrastructure projects, will the project proceed without waiting for additional funding sources?

126. Transportation Infrastructure Projects: Does the project intend to apply for any DOT discretionary programs before proceeding? If yes, will the project sponsor still proceed if not selected?

127. Transportation Infrastructure Projects: Provide a history of federal funding for the project, if any. Include formula funds and any discretionary grants.

128. Transportation Infrastructure Projects: Where is the project in the construction process?

Mark only one oval.

- Planning and Environmental Review
- Final Design
- RFP/IFB Issued
- Contract Awarded
- Capitol Purchase or Lease
- Construction
- Other

129. Transportation Infrastructure Projects: If you answered other to the previous question, please specify.

130. Transportation Infrastructure Projects: Estimated start and completion dates

131. Transportation Infrastructure Projects: Is the project on a state, tribal or territorial transportation improvement plan (STIP) or a transportation improvement plan (TIP)? If yes, provide a link to the plan.

132. Transportation Infrastructure Projects: Provide the STIP or TIP ID Number and specify which plan the ID Number comes from.

133. Highway Infrastructure Projects: Project Name

134. Highway Infrastructure Projects: General description and benefits of the project and why it is needed.

135. Highway Infrastructure Projects: Amount Requested for the project.

136. Highway Infrastructure Projects: Total Project Cost

137. Highway Infrastructure Projects: Type of project eligible under 23 USC 133(b) (Surface Transportation Block Grant Program); 23 USC 201 (Federal Lands and Tribal Transportation Programs); 23 USC 202 (Tribal Transportation Program); or 23 USC 165 (Territorial and Puerto Rico Highway Program).

138. Highway Infrastructure Projects: Estimated start and completion dates

139. Highway Infrastructure Projects: Has the request been submitted to a federal agency for non-earmarked funds, or to another Subcommittee or Committee this fiscal year? If yes, which one(s)?

140. Highway Infrastructure Projects: Please provide a history of federal funding for the project, if any. Include both formula funds and any discretionary grants.

141. Highway Infrastructure Projects: Does the project have other public (state, local) and/or private funds committed to meet match or cost-share requirements for costs related to construction, operations, and maintenance? If so, what is the source and amount of those funds?

142. Highway Infrastructure Projects: If the request does not fully fund the project, describe where the remaining funding comes from to complete the project.

143. Highway Infrastructure Projects: Is the project on a STIP or a TIP? If yes, please provide a link to the plan.

144. Highway Infrastructure Projects: Please provide the STIP or TIP ID Number and specify which plan the ID Number comes from.

145. Airport Improvement Program: Project Name

146. Airport Improvement Program: General description of the project and why it is needed.

147. Airport Improvement Program: Has the airport sponsor provided assurances that the project is eligible under AIP statutes? Airport sponsors should engage with their Federal Aviation Administration Airport District Offices to ensure eligibility under statutory requirements.

148. Airport Improvement Program: What are the benefits of this project and why is it a priority?

149. Airport Improvement Program: Amount requested for the Community Project Funding for fiscal year 2024, and the total project cost.

150. Airport Improvement Program: Estimated start and completion dates.

151. Airport Improvement Program: Does the project have other public (federal, state, local) and/or private funds for the required cost-share and committed for the forecasted operations and maintenance costs? What is the source and amount of those funds?

152. Airport Improvement Program: Has the airport submitted a grant application for this same project to FAA?

153. Port Projects: Project Name

154. Port Projects: General description and benefits of the project and why it is needed.

155. Port Projects: Amount requested for the project.

156. Port Projects: Total cost

157. Port Projects: Who is the recipient? Provide a website address if available.

158. Port Projects: Is the project at a small port, as described in 46 USC 54301(b)?

159. Port Projects: Is the project in a rural area, as described under 46 USC 54301(a)(12) – an area that is outside of a Census-designated urbanized area?

160. Port Projects: Estimated start and completion dates.

161. Port Projects: Has the request been submitted to a federal agency for non-earmarked funds, or to another Subcommittee or Committee this fiscal year? If yes, which one(s)?

162. Port Projects: Please provide a history of federal funding for the project, if any.

163. Port Projects: Does the project have other public (state, local) and/or private funds committed to meet match or cost-share requirements? If so, what is the source and amount of those funds?

164. Port Projects: If the request does not fully fund the project, describe where the remaining funding comes from to complete the project.

165. CRIS: Project Name

166. CRIS: Project Recipient

167. CRIS: General description and scope of project, including benefits and explanation for why project is a priority.

168. CRIS: Amount of CPF funding requested for project.

169. CRIS: Total Project Cost

170. CRIS: Does the project have other public (federal, state, local) and/or private funds committed to meet match or cost-share requirements for costs related to construction? If so, what is the source and amount of those funds?

171. CRIS: If the project receives less than requested, will the project still proceed without waiting for additional funding sources?

172. CRISI: Provide a history of federal funding for the project, if any. Include formula funds and any discretionary grants.

173. CRISI: Where is the project in the construction process?

174. CRISI: Estimated start and completion dates

175. CRISI: Is the project on a state rail plan as of 12/31/2023? If yes, provide a link to the plan and specify page number.

176. CRISI: Is the project included in a grade crossing action plan? If yes, provide a link to the plan and specify page number.

177. Econ Development: Project Name

178. Econ Development: General description of the project and why it is needed.

179. Econ Development: What are the benefits of the project and why is it a priority?

180. Econ Development: Amount requested for the Community Project Funding and the total project cost.

181. Econ Development: Who are the community partners participating in this project? Have local community development organizations with prior experience with HUD programs been consulted?

182. Econ Development: Has the request been submitted to another Subcommittee or Committee this fiscal year? If yes, which one(s)?

183. Econ Development: Is this project consistent with the primary objective of the community development program? Please describe who the project is intended to benefit.

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Authorized Official Certification

I am the organizational contact listed on the form and am submitting this Community Project Funding request to U.S. Congressman Mike Bost and his staff on behalf of my organization and do so with the full authority of the organization. I affirm that I am authorized to be the main contact for any communication regarding this project. I understand that the information submitted in this form may be used with external entities and the public at the discretion of Congressman Bost and his staff. My mark of yes below certifies the aforementioned statements and should be considered an official digital signature.

184. Authorized Official Certification *

Mark only one oval.

Yes

185. Date *

Example: January 7, 2019

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Google Forms

**COMMITTEE ON APPROPRIATIONS
SUBCOMMITTEE ON MILITARY CONSTRUCTION, VETERANS AFFAIRS, AND
RELATED AGENCIES
Fiscal Year 2025 Member Request Guide**

Programmatic and language requests are due by 6:00 pm on Wednesday, May 1, 2024

CPF submission deadline is 6:00 pm on Friday, May 3, 2024

Members must post CPF requests on their websites on Friday, May 17, 2024

There are three types of requests: Community Project Funding, program, and language. A description and example of each can be found below.

- **Community Project Funding Request:** a request to fund a specific project. *Example:* Provide \$1,000,000 for training barracks at Army Fort in State.
- **Program Request:** a request to fund a specific program in the bill at a specified level. *Example:* Provide \$190,000,000 for the Board of Veterans' Appeals.
- **Language Request:** a request to include specific bill or report language that does not direct funding to a particular entity but encourages, urges, or directs some type of action by an agency. *Example:* The Committee encourages the Department of Veterans Affairs to seek opportunities to increase the number of employment service counselors.

If a Member wishes to support an agency, program, or project included in the President's budget request, it is considered a programmatic request. If a project is not included in the President's budget request (for the accounts listed below), it is considered a Community Project Funding request.

All **Community Project Funding requests** must meet the eligibility requirements for the specific account in which the project is funded. Only certain Department of Defense (DoD) accounts in the Military Construction, Veterans Affairs, and Related Agencies bill are in this category.

Financial Disclosure Certifications and Federal Nexus Statements

Members must certify that they and their "immediate family" (defined as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law) do not have a financial interest in the requested project.

Members also must include a statement regarding the project's Federal nexus. For military construction Community Project Funding requests, 10 U.S.C. Chapter 169 should be cited on Federal nexus statements, in addition to specific project authorizations provided in previous National Defense Authorization Acts, if applicable. For example,

The project has a Federal nexus because the funding provided is for purposes authorized by 10 U.S.C. Chapter 169.

The Chairman's template for financial disclosure certifications and Federal nexus statements is available [here](#).

Members are required to post Community Project Funding requests and associated certifications of no financial interest and statement of Federal nexus on their house.gov websites on **Friday, May 17, 2024**, following the end of the Committee's two-week technical assistance review period.

DEPARTMENT OF DEFENSE

Military Construction Accounts

Community Project Funding requests must follow the guidelines included in this section. Each project request must be for fiscal year (FY) 2025 funds only and cannot be for multiyear funding. In addition, requested projects must meet the following criteria:

- Be included on an unfunded requirements/unfunded priorities list (UFR/UPL) from a military service or combatant command or the FY25-FY29 Future Years Defense Program (FYDP).
 - Projects suggested by an installation or unit commander will not be accepted.
- Have at least 35 percent of its design completed.
 - For projects that have not reached 35 percent design, planning and design funding can be requested.
- Able to be obligated in FY25.
- Submitted to the House Armed Services Committee (HASC) for inclusion in the FY25 National Defense Authorization Act or previously authorized.
- Have a DD Form 1391, which is DoD's justification for military construction projects. The Armed Services' Congressional Liaison Offices can help provide these documents.
 - If your office does not have a direct point of contact, we recommend you contact the appropriate office: [List of Congressional Liaison Offices](#)

Construction and Unspecified Minor Construction – Active Components

Eligible Community Project Funding requests include both construction and unspecified minor military construction projects for active components in the accounts listed below. An unspecified minor military construction project is a project that has an approved cost equal to or less than \$9,000,000.

- Army
- Navy and Marine Corps
- Air Force and Space Force

- Defense-Wide Agencies (Special Operations Command (SOCOM), Defense Logistics Agency (DLA), etc.)

Construction and Unspecified Minor Construction – Reserve Components

Eligible Community Project Funding requests include both construction and unspecified minor military construction projects for Reserve Components in the accounts listed below. An unspecified minor military construction project is a project that has an approved cost equal to or less than \$9,000,000. **Note: Some Reserve Component projects require a State funding match.** Requesting offices must determine whether the proposed project requires such a match and if so, confirm that the project has current State matching funds. The Committee will not waive match requirements.

- Army National Guard
- Air National Guard
- Army Reserve
- Navy Reserve
- Air Force Reserve

Sources of Eligible Community Project Funding Projects

Eligible Community Project Funding requests are those that are submitted to Congress by DoD, the Services, and Combatant Commanders.

Sources include:

- **Unfunded Requirements/Unfunded Priorities Lists (UFR/UPL)** – UFRs/UPLs are lists that the Services and Combatant Commanders provide to Congress identifying priority projects that were not included in the President’s budget request. UFRs/UPLs are available to Congress within ten days of the release of the President’s budget and can be found by contacting the Armed Services’ Congressional Liaison Offices.
- **Future Year Defense Program (FYDP)** – The FYDP is a projection of the forces, resources, and programs needed to support DoD operations over a five-year period. The FYDP is released simultaneously with the President’s budget request. The FY25-29 FYDP listing the military construction projects that may be eligible for Community Project Funding in FY25 can be obtained through the Under Secretary of Defense (Comptroller) website: <https://comptroller.defense.gov/Budget-Materials/>.

Please contact the Subcommittee if you have any issues identifying the eligible FY25 sources for military construction Community Project Funding requests.

The Committee may limit the number and amount of any Community Project Funding in FY25, based upon the availability of funds. Any caps will be determined by the Chair after reviewing the full universe of requests.

Supplemental Information

For military construction Community Project Funding requests, the following information will be needed. This information is specific to the Subcommittee on Military Construction, Veterans Affairs, and Related Agencies. Please contact the subcommittee if you need assistance.

- Which Service is the project for?
- Project Title.
- Amount Requested for FY25.
- Program (Is the funding request for construction, unspecified minor construction, or planning and design?).
- Project Location (State/Territory Title).
- Installation Name (Location Title).
- Is the project on the FY25-FY29 FYDP? If so, which fiscal year?
- Is the project on a FY25 Service or Combatant Command unfunded requirements/unfunded priorities list (UFRs/UPLs)?
- Does the project have a DD Form 1391?
- If a Reserve Component project, does it require a State funding match?
- Is this project at or above 35% design complete?
- Can the project funds be obligated in FY25?
- Has a corresponding request been submitted to HASC for inclusion in the FY25 NDAA? If a project was previously authorized in a NDAA, please provide the fiscal year.
- Who is the point of contact in the requesting office?

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

**Transit Infrastructure Projects
Department of Transportation (DOT)
*Guidelines and Requirements for Appropriations Submissions***

Programmatic and language requests are due by 6:00 pm on Wednesday, May 1, 2024

CPF submission deadline is 6:00 pm on Friday, May 3, 2024

Members must post CPF requests on their websites on Friday, May 17, 2024

Transit Infrastructure Projects are public transportation capital projects eligible under chapter 53 of title 49 of the United States Code. All projects must be:

1. Transit capital projects or project-specific planning¹ for a transit capital project;
2. Supported by the state, local governmental authority, or Tribal government that would administer the project. Inclusion in a Statewide Transportation Improvement Plan (STIP) or Transportation Improvement Plan (TIP) would satisfy this requirement; and
3. Sponsored by designated or direct recipients, States (including territories and the District of Columbia), local, or tribal governmental authorities.

Public transportation or transit is defined in section 5302(15) and (22) of title 49, United States Code, as regular, continuing shared-ride surface transportation that is open to the general public or open to a segment of the general public defined by age, disability, or low income, and does not include intercity passenger rail transportation, intercity bus service, charter bus service, school bus service, sightseeing service, courtesy shuttle service for patrons of one or more specific establishments, or intra-terminal or intra-facility shuttle services.

The Subcommittee will not fund activities that are administrative in nature even if they are eligible expenses under the statutory citation. These include but are not limited to general operating expenses, joint development projects, and planning activities authorized under sections 5303, 5304, and 5305 of title 49, United States Code.

Additionally, most projects will be subject to various Federal requirements such as competition in contracting, Buy America, and the National Environmental Policy Act. The Committee strongly encourages Members' offices to reach out to the project sponsor (i.e., transit agency) to determine the eligibility and viability of their projects.

The Subcommittee will continue to treat the Capital Investment Grants (CIG) program as programmatic requests and will not fund CIG projects under Transit Infrastructure Projects. Any projects for which the sponsor is seeking or will seek a CIG grant will not be considered.

¹ For capital projects, eligible planning expenses are limited to pre-construction activities such as final design, engineering, location surveying, mapping, and acquiring right of way (ROWs).

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

For each Transit Infrastructure Project request, Members will need to provide specific information through the electronic database. The database will include the following questions to assist the Subcommittee in vetting and selecting projects. The Chair may require additional information from your office.

Demonstration of Community Support:

Projects must have substantial evidence of community support to be considered for funding. Community support documentation can include letters from elected officials and community groups, local transportation or community development plans, publications (including news articles), and any other documents that demonstrate public support for the project.

Community Project Funding (CPF) Questions for Transit Infrastructure Projects:

1. Project Name.

A short name by which the project may be identified, including a very brief description of what the funds will be used for and the project's location. The project name and location will be used to list the project in the House Report and must be accurate to ensure funds are provided to the correct project and location. Any changes after enactment will require additional legislative action.

EXAMPLE: *West Elm Paratransit Fleet Replacement.*

2. Project Recipient.

EXAMPLE: *West Elm Public Transportation Authority*

3. General description and scope of project, including benefits and explanation for why project is a priority.

EXAMPLE: *The West Elm Paratransit Fleet Replacement will replace 12 gasoline powered cutaway paratransit vehicles with 12 Compressed Natural Gas (CNG) paratransit vehicles in the city of Green Bay to accommodate the most vulnerable population. The gasoline buses are at or beyond their useful life. The funding will also be used to install a CNG fueling station located at the West Elm's maintenance facility. The new CNG paratransit vehicles will require training current employees on this new technology in order to assist with operations and maintenance of the fleet. Safety is the primary benefit of the project as it provides ADA accessible vehicles for older adults and people with disabilities. A safe, reliable, and comfortable transportation is critical for this population. These vehicles will carry multiple passengers to employment, education, healthcare, and recreational locations. It is a priority for the West Elm Public*

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

Transportation Authority given the limited resources they have to fully fund the paratransit procurement.

4. Total project cost.

Provide the total estimated cost of the project. If outlined in the STIP or TIP, provide that amount unless estimated project costs have increased. If project costs have increased, provide a justification.

5. Has the project completed the required review(s) under the National Environmental Protection Act (NEPA)? If yes, what is the status and/or outcome of the NEPA review?

Projects must complete NEPA before beginning construction/procurement to receive federal funding, including CPFs.

6. Does the project have other public (federal, state, local) and/or private funds committed to meet match or cost-share requirements for capital projects?

The cost-share requirements are defined in statute. In general, transit capital projects typically require 20 percent non-federal share.

EXAMPLE: Local sales taxes are committed for 25 percent of the project.

7. If the project receives less than requested for the transit infrastructure projects, are there additional sources of Federal or non-Federal funding available to deliver the full scope presented in the submitted application? If not, and the full scope cannot be completed with that reduced award, please describe the revised version of the project with a reduced scope, including revised costs.

EXAMPLE: Yes, however, the project will not be able to proceed immediately without the total amount. The West Elm Public Transportation Authority anticipates using FY24 formula funds to make up the shortfall if there are no other federal grant opportunities available.

8. Does the project intend to apply for any DOT discretionary programs before proceeding? If yes, will the project sponsor still proceed if not selected?

EXAMPLE: Yes, the transit agency anticipates submitting an application for the FY24 Low or No Emission Grant Program before the April NOFO deadline. If they are not selected as a grant awardee for the Low or No Emission Grant Program, the West Elm Public Transportation Authority will still proceed using their formula funds.

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

9. Provide a history of federal funding for the project, if any. Include formula funds and any discretionary grants.

EXAMPLE: *FY22 FTA Buses and Bus Facilities Discretionary Grant: \$100,000; FY23 FTA Formula Funds: \$25,000.*

10. Where is the project in the construction process?

Drop down options in the database will include: Planning and Environmental Review, Final Design, RFP/IFB Issued, Contract Awarded, Capital Purchase or Lease, Construction, and Other (please specify).

11. Estimated start and completion dates.

12. Is the project currently on a state, tribal or territorial transportation improvement plan (STIP) or a transportation improvement plan (TIP) as of 12/31/2023? If yes, provide a link to the plan.

13. Provide the STIP or TIP ID Number and specify which plan the ID Number comes from.

EXAMPLE: See below – the North Carolina STIP, ID Number R-5809 H141741.

| DIVISION 1 | | | | TOTAL PROJ COST (THOU) | PRIOR YEARS COST (THOU) |
|-----------------------|-----------|--|----------------|------------------------|-------------------------|
| ROUTE/CITY COUNTY | ID NUMBER | LOCATION / DESCRIPTION | LENGTH (Miles) | | |
| RURAL PROJECTS | | | | | |
| NC 45 | R-5809 | HERTFORD COUNTY LINE TO WASHINGTON COUNTY LINE. MODERNIZE ROADWAY. | 24.8 | 23589 | 2219 |
| BERTIE | H141741 | | | | |

The STIP or TIP also can be used for the location/description of a project, the total project cost, and information about where funding comes from.

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

**TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE CERTIFICATIONS AND
FEDERAL NEXUS STATEMENTS**

To comply with House rule XXIII, clause 17, and Committee guidance, below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany **each** Community Project Funding request:

Dear Chairman Cole and Ranking Member DeLauro:

I am requesting funding for _____ [project] in fiscal year 2025. The entity to receive funding for this project is _____, located at _____ (address including street name, city, state and zip code). The funding would be used for _____. The project is an appropriate use of taxpayer funds because _____.

The project has a Federal nexus because the funding provided is for purposes authorized by chapter 53 of title 49 of the United States Code.

I certify that I have no financial interest in this project, and neither does anyone in my immediate family.

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on **Friday, May 17, 2024**. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

Questions: If you have any questions about Community Project Funding eligible for Transit Infrastructure Projects, please email TH.MemberRequests@mail.house.gov and include “Transit Infrastructure Projects” in the subject line.

**COMMITTEE ON APPROPRIATIONS
SUBCOMMITTEE ON AGRICULTURE, RURAL DEVELOPMENT,
FOOD AND DRUG ADMINISTRATION, AND RELATED AGENCIES
Fiscal Year 2025 Member Request Guidance**

**Programmatic and language requests are due by 6:00 pm on Wednesday, May 1, 2024
CPF submission deadline is 6:00 pm on Friday, May 3, 2024
Members must post CPF requests on their websites on Friday, May 17, 2024**

General Guidance

Please refer to the Dear Colleague from Chairman Cole for general information regarding the fiscal year 2025 process. Please review these documents in their entirety prior to submitting Member requests.

All submission requests must be received by the Subcommittee no later than the above listed deadlines.

Similar to prior years, offices must use the House Appropriations Committee's database <https://appropriationssubmissions.house.gov/> for all Member requests. Please ensure that all field entries are complete and accurate. No printed materials will be accepted. Member offices may not submit requests on behalf of another office.

If you encounter problems with the Committee's database or have technical questions, please email Approp.ITMemberRequest@mail.house.gov. For general questions regarding this guidance, please email AG.MemberRequests@mail.house.gov.

The supplemental information and directions provided in this document are intended to simplify the online request process and help ensure requests are entered correctly. Please read this document carefully before entering your requests online. It is important to ensure the information is entered accurately, so that the requests may be properly considered for funding.

Distinguishing Community Project, Program, and Language Requests:

Community Project Funding (CPF) request: A funding request for a specific governmental or other eligible entity to carry out a specific community project.

Example: *Provide \$500,000 for a specific entity in City, State.*

Programmatic request: A request to fund a specific program in the bill at a specified level.

Example: *Provide \$200,000,000 for the ReConnect program.*

Language request: A request to include specific bill or report language that does not direct funding to a particular entity but encourages, urges, or directs some type of action by an agency.

Example: *The Committee encourages USDA to study the impact of expanded broadband on rural communities' economic prosperity.*

If the programmatic or report language request is intended to be for a specific governmental or other entity and not competitively awarded, then it should be requested as **community project funding**.

If your office has any doubt about whether a programmatic or report language request would instead be classified as a community-based project request, please contact the Subcommittee staff at AG.MemberRequests@mail.house.gov.

Member Request Letters:

Offices must **upload a single, signed Member letter addressed to Subcommittee Chairman Harris and Ranking Member Bishop that includes all CPF, program, and language requests** for the FY 2025 Agriculture Appropriations bill. Member letters should provide enough information to clearly identify each request entered in the database and **include a priority ranking of CPF, program and language requests** consistent with the priority ranking you entered in the database.

If your member signed a delegation letter in support of funding for a specific program, or the inclusion of bill or report language to be included in the FY 2025 Agriculture Appropriations bill, that should be considered a request, entered in the database, and prioritized accordingly.

Community Project Funding Requests:

The Subcommittee will include a limited number of community projects this year. Members will be able to submit up to 15 CPF proposals across all Subcommittees for the fiscal year 2025 process.

Although programmatic and language requests may be made for any account, **only six accounts in the Agriculture appropriations bill will include CPFs. Keep in mind project funding will depend on available resources, and larger requests may have to be reduced.**

All CPF requests must meet applicable eligibility requirements for the program in which the request is made, including underlying statutory and regulatory requirements (most notably applicable cost share requirements and eligible activities). Any CPFs that are funded in an appropriations bill will need to apply to USDA for the award. The application will be reviewed for compliance prior to official award. **To ensure your projects meet eligibility requirements for the Rural Development and Natural Resources Conservation Service accounts, you must consult with your respective State Rural Development or State Conservation office which can be found here:**

Rural Development: <https://www.rd.usda.gov/about-rd/state-offices>

Natural Resources Conservation Services: <https://www.nrcs.usda.gov/conservation-basics/conservation-by-state/state-offices>

For each CPF request, Members will be asked to respond to a series of questions intended to provide transparency and ensure the project is a valuable use of taxpayer funds.

Here are the specific pieces of information needed for the Agriculture bill:

1. The website address of the proposed recipient.
2. Has the recipient secured all necessary funds to complete the project, including non-federal cost share requirements?
3. For Rural Development projects, is the project for an eligible purpose and does it meet all eligibility requirements, with the exception of any Median Household Income requirements, under current law?
4. Does the entity plan to make grants to other entities from the funds provided and, if so, to whom?
5. Why is the project a priority for the district? Briefly explain the community benefits.
6. Has any funding for the project been included in any presidential budget and, if so, how much, in which fiscal year, and in which agency or agencies and program(s)?
7. Has the project received Federal funding before and, if so, how much, when, and from which agency or agencies and program(s)?
8. Have you contacted the State Rural Development Office/State Conservation Office to discuss the project and confirm eligibility? (If not, it is strongly advised to ensure project eligibility.)
9. For ARS B&F only, is it an existing USDA owned and operated facility? (It must be, in order to be eligible.)
10. For ARS B&F only, what is the estimated start date of the project? How soon could the feasibility/engineering design phase commence? [mm/yy]
11. For ARS B&F only, does the project have distinct and separable phases?
12. For ARS B&F only, what is the estimated completion date of the project? When does completion of construction occur? [mm/yy]
13. For ReConnect requests only, please provide relevant information, such as the number of households, businesses, or farms that would be served, what the performance of the service to be offered will be, and whether healthcare or educational facilities will be served.
14. For Conservation Operations requests only, briefly describe how the project will reduce soil erosion, enhance water supplies, improve water quality, increase wildlife habitat, or other objectives that will help conserve, maintain, and improve natural resources.
15. For Water and Waste requests only, provide relevant information, such as the number of households, businesses, or farms that would be served.

In addition to information about the project, the Member requesting a CPF must complete a signed financial disclosure certification and Federal nexus statement and upload it to the electronic submission system for each project submission. The signed letter must state that neither the Member nor their immediate family has a financial interest in the designated entity to receive funding, and that the project has a Federal nexus. Additional information on this is below.

As indicated above, all initial submissions are due **6:00 pm on Friday, May 3, 2024**

Following the end of the Committee's two-week technical assistance review period, Member offices must post their financial disclosure certification and Federal nexus letters publicly on their website for all CPF requests on **Friday, May 17, 2024.**

Financial Disclosure Certification and Federal Nexus Letter:

Offices must upload signed Member letters addressed to Chairman Cole and Ranking Member DeLauro for each CPF request certifying that the Member and the Member's "immediate family" (defined as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law) do not have any financial interest in the request. In addition, the letter must state the Federal nexus of the requested project. A template can be found at the end of this guidance.

The Subcommittee suggests referencing these statutes when making the Federal nexus statement for the following types of Community Project Funding requests:

Agricultural Research Service, Buildings and Facilities

- This project has a Federal nexus because it is for the purposes authorized in 7 U.S. Code section 2250.

Natural Resources Conservation Service, Conservation Operations

- This project has a Federal nexus because it is for the purposes authorized by the Soil Conservation and Allotment Domestic Act of 1935, 16 U.S. Code sections 590a-590d and 590f-g.

Rural Development, Rural Housing Service, Community Facilities Grants

- This project has a Federal nexus because it is for the purposes authorized in Section 306 of the Consolidated Farm and Rural Development Act, 7 U.S. Code section 1926(a).

Rural Development, Rural Utilities Service, ReConnect Grants

- This project has a Federal nexus as it is for the same purposes authorized in the pilot program established by section 779 of division A of the Consolidated Appropriations Act, 2018 (Public Law 115-141).

Rural Development, Rural Utilities Service, Water and Waste Grants

- This project has a Federal nexus because it is for the purposes authorized in Section 306 of the Consolidated Farm and Rural Development Act, 7 U.S. Code section 1926(a)(2).

Rural Development, Rural Utilities Service, Distance Learning and Telemedicine Grants

- This project has a Federal nexus because it is for the purposes authorized in Section 2331 of the Food, Agriculture, Conservation, and Trade Act of 1990, 7 U.S. Code section 950aaa.

Other requirements:

- Ensure CPF titles submitted in the database, in the prioritized request letter, and in the financial disclosure certification letter **are all identical**.
- Ensure all CPF project titles include the city (or county as applicable) and two-letter state designation in which the project would be located.
- Ensure your CPF prioritization list entered into the database is identical to the prioritization in your Member's request letter.
- Ensure that the name and location listed for each proposed CPF in the database are also noted in the certification letter.
- Please make every effort to indicate if one of your CPFs is also being requested by another Member.

Additional guidance on Community Project Funding requests for eligible accounts:

Department of Agriculture, Rural Development, Community Facilities Grants

Grants to purchase, construct, or improve essential community facilities, to purchase equipment, and pay other related project expenses. Examples of eligible projects include but are not limited to: medical or dental clinics, healthcare facilities, police or fire departments, and public works vehicles.

Project requests for non-essential facilities such as community gardens or museums will not be considered. Priority will be given to essential projects, such as those focused on public health and safety.

Any project must serve a rural area as specified in 7 CFR 3570.53 (rural areas including cities, villages, townships and Federally Recognized Tribal lands with no more than 20,000 residents).

The Member's request must demonstrate community support. Members should ensure that their request provides the most complete description of the project as possible. Submissions should include details on all proposed use of funds, activities that will occur, timeline, and detailed information on the complete service territory.

Such requests are also subject to cost share requirements specified in 7 CFR 3570.63(b). Please review program regulations carefully. In-kind contributions and other Federal formula or grant resources cannot be counted towards match requirements.

Community Facilities grants cannot be used to pay initial operating expenses or annual recurring expenses, refinance existing debt, pay interest, build or repair facilities in non-rural areas, or pay for construction costs of facilities that will be used for commercial rental space.

The State Rural Development Office is a valuable resource to answer program questions, including eligibility and non-federal cost share requirements. For fiscal year 2024, the average Community Facilities CPF award was about \$1.2 million.

Department of Agriculture, Rural Development, ReConnect Program

ReConnect broadband pilot grants facilitate broadband deployment in rural areas. Grant funds can be used for the costs of construction, improvement, or acquisition of facilities and equipment needed to provide broadband service to rural areas without sufficient broadband access, defined as 25 Mbps downstream and 3 Mbps upstream.

The area must be rural and lack sufficient access to broadband service. A rural area is any area which is not located within a city, town, or incorporated area that has a population of greater than 20,000 inhabitants. Sufficient access to broadband is defined as greater than 90% of any rural area in which households have fixed, terrestrial broadband service delivering at least 25 Mbps downstream and 3 Mbps upstream. Mobile and satellite services will not be considered in making the determination of sufficient access to broadband.

Stand-alone middle-mile projects are not eligible under the ReConnect Program. However, middle-mile facilities are eligible if they are needed to bring sufficient broadband service to all premises in the area.

Members are strongly encouraged to include information in their requests, such as the number of households, businesses, or farms will be served in the area, what the performance of the service to be offered will be, and whether healthcare or educational facilities will be served.

Additionally, when submitting a request, Members are reminded that all policies and procedures apply, including environmental and related reviews and the non-federal cost share requirement of 25% of the overall project cost. Policies and procedures can be found at <https://go.usa.gov/xexPT>.

USDA's Rural Development office is a valuable resource to answer program questions, including eligibility. For fiscal year 2024, the average ReConnect CPF award was nearly \$1.2 million.

Department of Agriculture, Rural Development, Distance Learning and Telemedicine Grants

The Distance Learning and Telemedicine program (DLT) helps rural residents better utilize the enormous potential of modern telecommunications and the internet for education and healthcare, two critical components of economic and community development. The DLT program helps rural communities acquire the technology and training necessary to connect educational and medical professionals with students, teachers, and patients in rural areas.

Grants may be used for audio and video equipment, broadband facilities that support distance learning or telemedicine (not actual broadband), computer hardware or network components/software, and acquisition of instructional programming.

Any requests are subject to all regulations governing the program which can be found at 7 CFR Part 1734. The program requires a 15% match that cannot come from another Federal source. Members are strongly encouraged to provide as much detail as possible on how the award will be utilized, what equipment or service will be acquired and any information on population(s) served. The program is intended to serve rural areas with populations of 20,000 or less.

The State Rural Development Office is a valuable resource to answer program questions, including eligibility. For fiscal year 2024, the average DLT CPF award was \$600,000.

Department of Agriculture, Rural Development, Water and Waste Disposal Grants

The Water and Waste Disposal Grant Program may be used to finance the acquisition, construction or improvement of drinking water sourcing, treatment, storage and disposal; sewer collection, transmission, treatment and disposal; solid waste collection, disposal and closure; and storm water collection, transmission, and closure.

Members are strongly encouraged to provide details on the number of households and businesses served and details of the exact work to be completed.

Eligible entities include rural areas and towns with population of 10,000 or less and Tribal lands in rural areas. Potential recipients will be required to provide a 25% non-federal cost share.

The State Rural Development Office is a valuable resource to answer program questions, including eligibility. For fiscal year 2024, the average Water and Waste CPF award was nearly \$1.5 million.

Department of Agriculture, Agricultural Research Service, Buildings and Facilities

The Agricultural Research Service (ARS) owns and operates laboratories and facilities across the United States. Many of these laboratories/facilities are decades old, have outlived their functional lifespan, and are badly in need of major repairs, renovation, or replacement. Requests can assist in the acquisition of

land, construction, repair, improvement, extension, alteration, and purchase of fixed equipment or facilities as necessary to carry out the agricultural research programs of the Department of Agriculture. Facility requests must be for ARS-owned facilities or for facilities that are already partnering with ARS.

Members are strongly encouraged to provide details on the research to be conducted, why the research is a high priority, as well as details on the modernization and why it is critical in carrying out the research.

Requested funding for new facilities that do not have an existing ARS tie will not be considered.

Department of Agriculture, Natural Resources Conservation Service, Conservation Operations

The Natural Resources Conservation Service (NRCS) supports private landowners, conservation districts, and other organizations to conserve, maintain, and improve the Nation's natural resources. Examples of specific objectives include reducing soil erosion, improving soil health, enhancing water supplies, improving water quality, increasing wildlife habitat, and reducing damage caused by floods and other natural disasters.

Members are strongly encouraged to provide details on the work to be done, including if the project will conduct surveys, investigations, or research, and if there is a plan to publish the results of any such work. Members should also describe any preventive measures to be taken, such as engineering operations, methods of cultivation, or changes in use of land.

For FY25, the Subcommittee will only consider projects for funding recipients that are State, local, and Tribal organizations, or conservation districts. Non-profit recipients will not be considered.

The State Conservationist is a valuable resource to answer program questions, including eligibility. House CPFs in the account averaged about \$1.3 million in FY24.

For specific questions related to CPF accounts, please contact the Subcommittee staff using the email address AG.MemberRequests@mail.house.gov.

**SUBCOMMITTEE ON AGRICULTURE, RURAL DEVELOPMENT, FOOD AND
DRUG ADMINISTRATION, AND RELATED AGENCIES
FISCAL YEAR 2025**

**TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE CERTIFICATIONS AND
FEDERAL NEXUS STATEMENTS**

Dear Chairman Cole and Ranking Member DeLauro:

I am requesting funding for the _____ project in fiscal year 2025. The entity to receive funding for this project is the _____. The funding would be used for _____.

The project has a federal nexus because it is authorized under section _____ of the _____ Act (Public Law XXX-XXX).

I certify that neither I nor my immediate family has any financial interest in this project.

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on the date of the final submission, as determined by each subcommittee. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

**Airport Improvement Program (AIP)
Department of Transportation
Guidelines and Requirements for Appropriations Submissions
Database**

Programmatic and language requests are due by 6:00 pm on Wednesday, May 1, 2024

CPF submission deadline is 6:00 pm on Friday, May 3, 2024

Members must post CPF requests on their websites on Friday, May 17, 2024

AIP community project funding requests are intended to enhance airport safety, capacity, and security, and address environmental issues.

All projects must be:

- AIP eligible in accordance with 49 U.S.C. 47100 et seq., and FAA policy and guidance.
- Included in the FAA's National Plan of Integrated Airport Systems (NPIAS).
- Supported broadly by local stakeholders, including residents, businesses, and elected officials.
- Administered by an airport and/or airport sponsor.

Federal Requirements:

Projects will be subject to various Federal requirements such as competition in contracting, Buy America, and the National Environmental Policy Act. The potential grantee should reach out to FAA Regional District Offices to ensure that projects will be in compliance with these mandates.

Cost Share:

For large and medium primary hub airports, the grant covers 75 percent of eligible costs (or 80 percent for noise program implementation). For small primary, reliever, and general aviation airports, the grant covers a range of 90-95 percent of eligible costs, based on statutory requirements. Specific cost share requirements should be understood by the grantee, and verified by the FAA Regional District Office, along with other requirements to receive FAA funding.

Demonstration of Community Support:

Demonstration of community support for a project is crucial for determining whether it should receive funding. Projects that are not accompanied by substantial evidence of community support will not be considered for funding. Community support documentation can include: letters from elected officials and community groups, local transportation or community development plans, publications (including news articles), and any other documents that demonstrate public support for the project.

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

Database Questions:

For each AIP community project funding request, Members will need to provide specific information through the database. The database will include the questions below to assist the Chair in evaluating and selecting projects. The Chair may require additional information on the project beyond the information provided in the database.

1. Airport Recipient and Project Name.
 - EXAMPLE: *Rehabilitate runway. Airport Name (Include three letter or number airport code).*
 - NOTE: This description may be used to list the project in the House report and should be as accurate as possible to ensure that the funding is provided to the correct project and location.
2. General description of the project and why it is needed.
3. Has the airport sponsor provided assurances that the project is eligible under AIP statutes? Airport sponsors should engage with their Federal Aviation Administration Airport District Offices to ensure eligibility under statutory requirements.
4. What are the benefits of this project and why is it a priority?
5. Amount requested for the community project for fiscal year 2025, and the total project cost.
6. Estimated start and completion dates.
7. Does the project have other public (federal, state, local) and/or private funds for the required cost-share and committed for the forecasted operations and maintenance costs? What is the source and amount of those funds?
8. Has the airport submitted a grant application for this same project to FAA?

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

**DIRECTIONS AND TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE
CERTIFICATIONS AND FEDERAL NEXUS STATEMENTS:**

Pursuant to House rule XXIII, clause 17, Members are required to send the Chair and Ranking Member a letter stating that the Member and his/her spouse do not have a financial interest in certain proposed projects. The Chair of the Appropriations Committee is expanding this requirement to a Member's "immediate family" (defined as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law). The Chair is also requiring Members to include a statement regarding project's Federal nexus. Below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany each Community Project Funding request:

Dear Chairman Cole and Ranking Member DeLauro:

"I am requesting funding for _____ [project] in fiscal year 2025. The entity to receive funding for this project is _____, located at _____ (address including street name, city, state and zip code).

The funding would be used for _____.

The project has a Federal nexus because the funding provided is for purposes authorized by 49 U.S.C. 47100 et seq.

I certify that I have no financial interest in this project, and neither does anyone in my immediate family."

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on **Friday, May 17, 2024**. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

Questions: If you have questions or require further information on AIP community project requests, please email the Subcommittee staff at TH.MemberRequests@mail.house.gov with "AIP" in the subject line.

**SUBCOMMITTEE ON COMMERCE, JUSTICE, SCIENCE,
AND RELATED AGENCIES**

**Fiscal Year 2025
Member Community Project Funding Request Guide
Chairman Hal Rogers**

Programmatic and language requests are due by 6:00 pm on Wednesday, May 1, 2024

CPF submission deadline is 6:00 pm on Friday, May 3, 2024

Members must post CPF requests on their websites on Friday, May 17, 2024

This document provides guidance on submitting Community Project Funding (CPF), program, and language requests for fiscal year 2025. All CPF requests must adhere to the eligibility requirements outlined in this guidance to be considered for fiscal year 2025 funding. Please review this guidance **in its entirety** prior to submitting Member requests.

If you encounter problems with the Committee's database or have technical questions, please email Approp.ITMemberRequest@mail.house.gov. For general questions regarding this guidance, please email elizabeth.markus@mail.house.gov.

General Guidance

Database. Offices must use the House Appropriations Committee's database <https://appropriationssubmissions.house.gov/> for all Member requests. Please ensure that all field entries are complete and accurate. No printed materials will be accepted. Member offices may not submit requests on behalf of another office.

Member Request Letters. Offices must upload a signed Member letter that includes all individual CPF, program, and language requests for the FY 2025 Commerce, Justice, Science, and Related Agencies Appropriations bill. Member letters should provide enough information to clearly identify and explain each request entered in the database. In addition, Member request letters:

- Must include a priority ranking of Commerce, Justice, Science, and Related Agencies program, language and project requests consistent with the priority ranking you entered in the database; and
- Should be addressed to Chairman Rogers and Ranking Member Cartwright.

Note: Multi-Member or Delegation Requests. If your member signed a multi-Member or delegation letter in support of funding in a specific program, or the inclusion of bill or report language to be included in the FY 2025 Commerce, Justice, Science, and Related Agencies appropriations bill, such letter and request must be entered in the database and prioritized accordingly.

Financial Disclosure Certifications and Federal Nexus Statements. Offices must upload for each CPF request:

- (1) A **signed financial disclosure certification** certifying that the Member and the Member’s “immediate family” (defined as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law) do not have any financial interest in the request.

-and-

- (2) A **signed federal nexus statement.**

Note: Address these to Chairman Cole and Ranking Member DeLauro. Unlike Member Request letters, financial disclosure certifications and federal nexus statements are addressed to Chairman Cole and Ranking Member DeLauro.

Public Posting of Certification/Federal Nexus Letters. Member offices must post their financial disclosure certifications and federal nexus statements publicly on their website for all CPF requests on **Friday, May 17, 2024**, following completion of the Committee’s two-week technical assistance review period. The posted information must include:

- (1) the name and address of the proposed recipient;
- (2) a description of the request including the purpose of the funding;
- (3) the required financial disclosure certification; and
- (4) a statement regarding the project’s Federal nexus.

Additional questions. Members submitting Community Project Funding requests are required to submit answers to additional questions within the online database. Failure to complete all required questions will result in an incomplete project request. Incomplete project requests will not be considered for Community Project Funding. More details are available in this guidance under the Community Project Funding headings.

General Submission Checklist

- Did you upload a single, signed Member letter on official letterhead addressed to CJS Chairman Rogers and Ranking Member Cartwright detailing the request(s)?
- Did you upload signed Member financial disclosure certifications and federal nexus statements for each CPF request on official letterhead addressed to Full Committee Chairman Cole and Ranking Member DeLauro?
- Have you validated that the information in the Member request letter and financial disclosure letter matches the information you entered in the database?
- Do you plan to publicly post information for all CPF requests to the Member’s website on **Friday, May 17, 2024**?

Commerce, Justice, Science, and Related Agencies

Community Project Funding

Guidance for Community Project Funding Requests

Project Amounts. After reviewing all project requests received for fiscal year 2025, the Chairman will determine what, if any, caps to place on project amounts. Targeted projects of modest size can have meaningful impact for communities and likely have a greater chance of being funded.

- **One-year projects only.** Each project request must be for fiscal year 2025 funds only and cannot include multi-year funding.

Project Title. This should be a short name by which the project may be identified. The project title should clearly indicate how the funds will be used. This title may be used in the House report and should be as accurate as possible to ensure that the funding goes to the correct project.

Examples:

| |
|--|
| Estuary Habitat Restoration and Resilience |
| Policing Equipment and Technology Upgrades |

Project Description. You must include a brief project description. In this description, provide:

- the **cost**;
- the **recipient**; and
- the **nature of the project**.

X Do not specify brand names for equipment and technology requests.

X Avoid using abbreviations and acronyms.

✓ Do follow the examples below.

Examples:

| |
|---|
| \$95,000 for a XYZ Beach Police Department body camera project. |
| \$375,000 for a XYZ City, Kentucky, high-risk youth crime and violence diversion program project. |

Project Recipient. You must include accurate recipient information when filling out the online request. The accuracy of the recipient's legal name is essential to ensuring that the funding goes to the correct project.

- The recipient's name entered must be the legal name of the organization that will be receiving these funds.
- Do not include abbreviations, acronyms, and avoid using "The" before the recipient's name where possible.

X Do not cite an individual person as the recipient.

✓ Do follow the examples below.

Examples:

| |
|--------------------------------------|
| XYZ County Department of Corrections |
| XYZ University |

Project Location. The location of the project’s activities may be different from the mailing address of the recipient organization. You will be asked to provide the full address, and later, in the supplemental questions, just the city and state.

- Please provide the location where the project activities will be taking place.
- In the supplemental question, use the format ‘City (or County), State’, using the postal abbreviation for the state. This will appear in the House report to help identify the project.

Examples:

| |
|--------------------|
| Round Rock, TX |
| Fairfax County, VA |

Explanation. Please describe the overall objectives of the proposed project and how the requested funds would be spent to achieve those goals. Requesters must include an explanation of the request, including an explanation of why this is a good use of taxpayer funds.

NOTE: Members are strongly encouraged to provide a detailed budget breakdown for how the funding is anticipated to be spent (e.g., what types of gear or services the funds will be used to buy; or how research dollars will be spent).

- X (Reminder) Do not** specify brand names for equipment and technology requests.
- ✓ Do** follow the examples:

Examples:

The requested amount of \$500,000 would be used by XYZ County to purchase 911 emergency radio equipment, including 300 dash mount radio units and 400 portable radios. This equipment would replace the county’s current 911 radio equipment, a significant portion of which is now approaching the end of its operational life. The project is a good use of taxpayer funds because replacement equipment purchased by XYZ County would be allocated for first responders throughout the region, lowering costs for municipalities that may otherwise need to make emergency response upgrades independently.

The \$325,000 in funding would be used to fully outfit video monitoring systems in 12 police cruisers for the XYZ County Sheriff’s Department. The project is a good use of taxpayer funds because it will help enhance police-community relations in the county.

Evidence of Community Support. You must describe or include evidence of community support that were compelling factors in the Member’s decision to submit this Community Project Funding request. You may include any relevant links to information posted on your website, or elsewhere online, including:

- Letters of support from elected community leaders.
- Press articles highlighting the need for the requested community project funding.
- Support from newspaper editorial boards.
- Projects listed in state intended use plans, community development plans, or other publicly available planning documents.
- Resolutions passed by city councils or boards.

- Other compelling evidence of community support.

For-Profit vs. Non-Profit Entities. A project request will not be considered if the intended recipient is a for-profit entity. If a Member requests that funding be directed to a non-profit organization, the Member must provide evidence that the recipient is a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986.

**Guidance for
National Institute of Standards and Technology (NIST) Scientific and
Technical Research
Community Project Funding**

*NIST Scientific and Technical Research projects support standards-related research
and technology development.*

Purpose & Federal Nexus

Funding must be for activities consistent with, and supportive of, NIST's mission and aligned with one or more of the functions and activities described in section 272 of title 15, United States Code.

Note: Funding for building construction or renovation projects is not an eligible use of NIST Scientific and Technical Research Community Project Funding.

Supplemental Questions for NIST Scientific and Technical Research project requests:

1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Are you aware of another Member making a request for this same project?
4. Please provide the location of this project, in the format '*City (or County), State*'.

**Guidance for
National Oceanic and Atmospheric Administration (NOAA) Coastal Zone
Management
*Community Project Funding***

NOAA Coastal Zone Management projects support the protection, restoration, and responsible development of our nation's diverse coastal communities and resources.

Purpose & Federal Nexus

Funding must be for activities consistent with, and supportive of, NOAA's mission and aligned with one or more of the purposes described in the Coastal Zone Management Act of 1972 (16 U.S.C. § 1451 et seq.).

Cost-Share Requirements

NOAA Coastal Zone Management projects are subject to any applicable cost-share required by law under the Coastal Zone Management Program.

Supplemental Questions for NOAA Coastal Zone Management project requests:

1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Are you aware of another Member making a request for this same project?
4. Please provide the location of this project, in the format '*City (or County), State*'.

**Guidance for
Department of Justice (DOJ) Office of Justice Programs (OJP)
Byrne Justice Assistance Grants (Byrne Justice Grants)
Community Project Funding**

DOJ Byrne Justice Grants projects assist state, local, and Tribal law enforcement efforts to enforce laws, address violent crime, increase prosecutions, improve the criminal justice system (including the correctional system), provide victims' services, and other related activities.

Purpose & Federal Nexus

Funding must be for activities consistent with, and supportive of, the Office of Justice Programs' mission and aligned with one or more of the purposes described in the Byrne Justice Assistance Grants (JAG) program, section 501 of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10152).

Prohibited Uses

34 U.S.C. 10152(d) provides:

(d) Prohibited uses

Notwithstanding any other provision of this Act, no funds provided under this part may be used, directly or indirectly, to provide any of the following matters:

(1) Any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety.

(2) Unless the Attorney General certifies that extraordinary and exigent circumstances exist that make the use of such funds to provide such matters essential to the maintenance of public safety and good order-

(A) vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters);

(B) luxury items;

(C) real estate;

(D) construction projects (other than penal or correctional institutions); or

(E) any similar matters.

In addition, the Chairman will not support the use of Byrne Justice Grants Community Project Funding for the following:

- Initiatives that involve the distribution of drug paraphernalia.
- Initiatives that undermine the 2nd Amendment or infringe upon rights guaranteed by the Constitution without due process of law.
- Initiatives that appear to be anti-law enforcement or unrelated to criminal justice.
- Larger projects for the construction or renovation of penal or correctional institutions that will exceed the capability of single-year funding.

Prioritization of Projects

In the event of limited funding, the Chairman will prioritize projects focused on improving the effectiveness of law enforcement, increasing officer safety, curbing the opioid crisis, and other strategic priorities.

Non-Profit Entities

Projects with non-profit recipients may be eligible, so long as the purpose is to carry out work that closely aligns with the purposes of the Byrne Justice Grants program. Such projects will be closely examined.

Requirements

- Awarded grants will be subject to the requirements of 2 CFR Part 200 and the [DOJ Grants Financial Guide](#).
- Below are the links to the Department's guidance and frequently asked questions regarding the Byrne Justice Grants program, which may help guide you in gauging the eligibility of a proposed Byrne Justice Grants project:
 - <https://bja.ojp.gov/program/jag/overview>
 - <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/jag-faqs.pdf>
- Allowable costs are those costs consistent with the principles set out in 2 CFR Part 200, Subpart E, and those permitted by the grant program's authorizing legislation.

Supplemental Questions for Byrne Justice Grants project requests:

1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Is the purpose of this request the construction or renovation of a building? [yes/no]
4. Are you aware of another Member making a request for this same project? [yes/no]
5. Please provide the location of this project, in the format '*City (or County), State*'.

**Guidance for
Department of Justice (DOJ) Community Oriented Policing Services (COPS)
Technology and Equipment
Community Project Funding**

DOJ COPS Technology and Equipment projects support state, local, and Tribal law enforcement efforts to develop and procure the technology and equipment needed to respond more quickly and effectively, improve officer safety, increase transparency and enhance community relations.

Purpose & Federal Nexus

Funding must be aligned with the purposes of section 1701(b)(8) of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10381(b)(8)). As such, the Chairman will consider projects to develop and/or acquire technologies and equipment, including interoperable communications technologies, modernized criminal record technology, and forensic technology, to assist State, Tribal, and local law enforcement agencies, including by reorienting the emphasis of their activities from reacting to crime to preventing crime and training law enforcement officers to use such technologies.

Notes:

- Eligible recipients for COPS Technology and Equipment Community Project Funding are State, Tribal, and local law enforcement agencies.
- Funding for building construction or renovation projects is not an eligible use of COPS Technology and Equipment Community Project Funding.

Supplemental Questions for COPS Technology and Equipment project requests:

1. Is the recipient a State, Tribal, or local law enforcement agency?
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Is the purpose of this request the construction or renovation of a building? [yes/no]
4. Are you aware of another Member making a request for this same project? [yes/no]
5. Please provide the location of this project, in the format '*City (or County), State*'.

**Guidance for
National Aeronautics and Space Administration (NASA) Safety, Security and
Mission Services
*Community Project Funding***

NASA Safety, Security and Mission Services projects support science education, research, and technology development related to NASA's mission.

Purpose & Federal Nexus

Funding must be for activities advancing the purposes described in section 20102 of title 51, United States Code. Projects should focus on science, education, research, and technology development related to NASA's mission.

Note: The following projects will not be considered for NASA Safety, Security and Mission Services Community Project Funding:

- Building construction or renovation projects.
- Medical research projects.

Supplemental Questions for NASA Safety, Security, and Mission Services project requests:

1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Is the purpose of this request the construction or renovation of a building? [yes/no]
4. Are you aware of another Member making a request for this same project? [yes/no]
5. Please provide the location of this project, in the format '*City (or County), State*'.

Template Member Financial Disclosure Certifications and Federal Nexus Statements

The Honorable Tom Cole
Chairman
Committee on Appropriations
H-305, the Capitol
Washington, D.C. 20515

The Honorable Rosa DeLauro
Ranking Member
Committee on Appropriations
1036 Longworth HOB
Washington, D.C. 20515

Dear Chairman Cole and Ranking Member DeLauro,

I am requesting funding for _____ [project] in fiscal year 2025. The entity to receive funding for this project is _____ [recipient entity], located at _____ [address including street name, city, state, and zip code]. The funding would be used for _____.

The project is an appropriate use of taxpayer funds because _____.

The project has a Federal nexus because the funding provided is for purposes described in _____ [insert one of the following that corresponds to the appropriate CPF project:]

- section 272 of title 15, United States Code. [for NIST Scientific and Technical Research projects]
- the Coastal Zone Management Act of 1972 (16 U.S.C. § 1451 et seq.). [for NOAA Coastal Zone Management projects]
- section 501 of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10152). [for DOJ Byrne Justice Grants projects]
- section 1701(b)(8) of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10381(b)(8)). [for DOJ COPS Technology and Equipment projects]
- section 20102 of title 51, United States Code. [for NASA Safety, Security, and Mission Services projects]

I certify that I have no financial interest in this project, and neither does anyone in my immediate family.

Sincerely,

John Doe
Member of Congress

These statements must be on letterhead and must be signed by the Member. Please upload a PDF of the signed document to the Member Request Database. Members must post these letters for Commerce-Justice-Science CPFs publicly on their websites on Friday, May 17, 2024.

Commerce, Justice, Science, and Related Agencies Programmatic and Language Requests

LANGUAGE REQUESTS

The following information will help guide you through the language request fields.

Title. In the “Title” field, simply name the program to which your language request pertains.

Examples:

| |
|----------------------------|
| National Sea Grant Program |
| STOP School Violence Act |

Description. Your description should be brief and cover the type of language, agency, program, and subject matter.

- **Avoid** using abbreviations and acronyms.
- **Do not** direct staff to view an attached file or letter in lieu of including language in the database.

Examples:

| |
|---|
| Report language directing the National Oceanic and Atmospheric Administration to prioritize conservation. |
| Bill language prohibiting funds from being used to carry out Executive Order 123456. |

Language Type. Is it bill language or report language?

- Bill language is language that is inserted in the text of the bill itself.
- Report language is explanatory or directive language that accompanies the bill text.
- **Do** reach out to CJS staff if you are unsure if your request is bill or report language.

Bill Language Examples:

| |
|---|
| None of the funds made available by this Act may be used to carry out Executive Order 123456. |
| Provided further, no funds made available by this Act may be used to transfer the functions, missions, or activities of the Bureau of Alcohol, Tobacco, Firearms and Explosives to other agencies or Departments. |

Report Language Examples:

| |
|---|
| Harmful algal blooms.—The Committee recognizes the need to support local efforts to address Harmful Algal Blooms. |
| Human trafficking reduction programs.—The Committee reiterates that Byrne Justice Assistance Grant funding may be used for human trafficking demand reduction programs. |

Proposed Language. Simply insert your proposed language.

- **Do not** include extraneous text such as background, descriptions, introductory remarks, etc.
- **Do not** put your language in quotation marks.
- **Avoid** using abbreviations.
- **Do not** insert “refer to attachment” or anything similar without also inserting a portion of the text directly into the text field.
- **Do not** specify brand names or outside organizations.

PROGRAM REQUESTS

The following information will help guide you through the language request fields.

Title. In the “Title” field, simply name the program to which your program request pertains.

Examples:

| |
|--------------------------------------|
| National Mesonet Program |
| Prescription Drug Monitoring Program |

Do not group programs together. Each program request submission should be separate unless you are requesting the topline amount for an entire account. Examples of improperly grouped programs:

| |
|--|
| All other VAWA programs |
| Space Launch System, Orion Multi-Purpose Crew Vehicle, and the Exploration Ground System |

Description. Your description should be brief and cover the amount requested, agency, and program.

Examples:

| |
|--|
| \$150 million for the National Institute of Standards and Technology Hollings Manufacturing Extension Partnership. |
| \$12 million for the Department of Justice Protecting Our Lives by Initiating COPS Expansion (POLICE) Act program. |

Example of what *not* to do (the following text is an excerpt from an FY23 request description that had over 300 words):

| |
|--|
| As you consider Fiscal Year (FY) 2023 appropriations, we ask for your support to provide at least \$3 million for the Missing Americans Alert Program as authorized under Kevin and Avonte’s Law, Division Q of P.L. 115-141. It is estimated that more than 60 percent of those living with Alzheimer’s or other dementias will wander... |
|--|

Increase/Decrease. Under Increase/Decrease, you can select from a variety of options:

- Eliminate the program/project
- Funding should be increased
- Funding should be reduced
- General support for the program
- Support highest possible funding
- Support the current enacted level
- Support the President's FY2025 budget request
- Support total funding level of \$ _____

Amount. If you choose "Support total funding level of \$ _____," you will be asked to fill in an amount under **Amount.**

Suggestions:

- **Do** carefully consider the amount being requested.
 - Are you requesting a sustainable funding level?
 - What percentage increase is being requested over the current enacted level?
- **Do** reach out to CJS staff if you are unsure of the President's request level or the current enacted level.

Sample Consolidated CJS Member Letter

The Honorable Hal Rogers
Chairman, Subcommittee on
Commerce, Justice, Science,
and Related Agencies
H-310, the Capitol
Washington, D.C. 20515

The Honorable Matt Cartwright
Ranking Member, Subcommittee on
Commerce, Justice, Science,
and Related Agencies
1036 Longworth HOB
Washington, D.C. 20515

Dear Chairman Rogers and Ranking Member Cartwright,

I write to respectfully request that you consider the following priorities of mine as you draft the Commerce, Justice, Science, and Related Agencies appropriations bill for fiscal year 2025.

1. Language Request – Bill Language

Agency: Department of Justice

Bureau/Component: Bureau of Alcohol, Tobacco, Firearms & Explosives

Account/Program: Salaries and Expenses

Title: Transfer of ATF Authority

To prohibit funds from being used to transfer a duty or responsibility of the ATF to any other agency or department, I ask that you include the following proviso: “Provided further, *That no funds made available by this or any other Act may be used to transfer the functions, missions, or activities of the Bureau of Alcohol, Tobacco, Firearms and Explosives to other agencies or Departments.*”.

2. Program Request

Agency: Department of Justice

Bureau/Component: Community Oriented Policing Services

Account/Program: Regional Information Sharing Activities

General Support

I support funding for regional information sharing activities. Regional information sharing grants assist local, state, federal, and Tribal criminal justice partners by providing adaptive solutions and services that facilitate information sharing, support criminal investigations, and promote officer safety.

3. Community Project Funding Request

Agency: Department of Justice

Bureau/Component: Community Oriented Policing Services

Account/Program: Technology and Equipment

I am requesting \$200,000 for a 911 radio communications upgrade and dash cameras project for the Erie County Sheriff's Office. \$200,000 will support the purchase of 10 replacement repeaters and 5 dashboard cameras.

Thank you for your hard work in support of the programs in the jurisdiction of the Commerce-Justice-Science subcommittee. I understand that in an era of record debt and deficits, all federal programs – including those funded by your subcommittee – must be examined for potential cost savings. Please let me know if I can be of assistance to you as you work to complete the Commerce, Justice, Science, and Related Agencies appropriations bill for fiscal year 2025.

Sincerely,

John Doe
Member of Congress

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

**Consolidated Rail Infrastructure and Safety Improvements (CRISI)
Department of Transportation (DOT)
*Guidelines and Requirements for Appropriations Submissions***

Programmatic and language requests are due by 6:00 pm on Wednesday, May 1, 2024

CPF submission deadline is 6:00 pm on Friday, May 3, 2024

Members must post CPF requests on their websites on Friday, May 17, 2024

Rail infrastructure projects are capital projects eligible under the CRISI program authorized in section 22907 of title 49, United States Code. CRISI provides grants to assist in financing the cost of improving intercity passenger rail and freight rail transportation systems. All projects must be:

- Rail capital projects, systems planning for a rail capital project, or project development for a rail capital project (e.g., NEPA and preliminary engineering);
- Supported by the state, local governmental authority, or Tribal government that would administer the project; and
- Sponsored by public entities or Tribal entities.

The Subcommittee will not fund activities that are administrative in nature even if they are eligible expenses under the statutory citation. These include but are not limited to general operating expenses, rail-related research, and workforce activities.

The Committee strongly encourages Members' offices to reach out to the project sponsor (i.e., public agency) to determine the eligibility and viability of their projects. Projects will be subject to various Federal requirements such as competition in contracting, non-federal share requirements, Buy America, and the National Environmental Policy Act. For more on 49 U.S.C. 22905(c) Rail Improvement Grant Conditions, see FAQ [here](#).

The Committee also strongly encourages Members' offices to review the Federal Railroad Administration (FRA) [Capital Project Guidance](#) and share this document with the project sponsor to ensure the lifecycle stage of the project matches the requirements.

For each CRISI request, Members will need to provide specific information through the electronic database. The database will include the following questions to assist the Subcommittee in vetting and selecting projects. The Chair may require additional information from your office.

Demonstration of Community Support:

Projects must have substantial evidence of community support to be considered for funding. Community support documentation can include letters from elected officials and community groups, local transportation or community development plans, publications (including news articles), and any other documents that demonstrate public support for the project.

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

Community Project Funding (CPF) Questions for CRISI Projects:

1. Project Name.

A short name by which the project may be identified, including a very brief description of what the funds will be used for and the project's location. This description may be used in the House report and must be accurate to ensure funds are provided to the correct project and location.

EXAMPLE: *West Elm Track and Railroad Bridge Improvements, City, State, Congressional District.*

2. Project Recipient.

As a reminder, for-profit entities are not eligible for CPF funding. The recipient must be a public entity that is eligible under the CRISI Program such as a state department of transportation, political subdivision of a state, public agency or publicly chartered authority established by one or more states, or not-for-profit rail carrier that provides intercity rail passenger transportation.

3. Please select the eligible project type that best describes the project:

Please note that CRISI projects are required to primarily benefit intercity passenger rail or freight rail service.

- a) Deployment of railroad safety technology, including positive train control and rail integrity inspection systems.
- b) A capital project as defined in section 22901(2), except that a project shall not be required to be in a State rail plan developed under chapter 227.
- c) A capital project necessary to address congestion or safety challenges affecting rail service.
- d) A capital project necessary to reduce congestion and facilitate ridership growth in intercity passenger rail transportation along heavily traveled rail corridors.
- e) A highway-rail grade crossing improvement project, including installation, repair, or improvement of grade separations, railroad crossing signals, gates, and related technologies, highway traffic signalization, highway lighting and crossing approach signage, roadway improvements such as medians or other barriers, railroad crossing panels and surfaces, and safety engineering improvements to reduce risk in quiet zones or potential quiet zones.
- f) A rail line relocation or improvement project.

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

- g) A capital project to improve short-line or regional railroad infrastructure.
- h) The preparation of regional rail and corridor service development plans and corresponding environmental analyses.
- i) Any project necessary to enhance multimodal connections or facilitate service integration between rail service and other modes, including between intercity rail passenger transportation and intercity bus service or commercial air service.
- j) The development and implementation of measures to prevent trespassing and reduce associated injuries and fatalities (e.g., trespass-related Capital Projects such as physical barriers, fencing, or equipment; trespassing enforcement activities; and outreach campaigns resulting in trespasser deterrence and prevention).
- k) Rehabilitating, remanufacturing, procuring, or overhauling locomotives, provided that such activities result in a significant reduction of emissions.

4. General description and scope of project, including benefits and explanation for why project is a priority.

If the CPF is requested to cover only one phase or segment of a larger project, be clear about how the CPF funds will be used.

EXAMPLE: The West Elm Track and Railroad Bridge Improvements Project will replace an aging railroad bridge and rehabilitate 11 sidings and wye tracks that can handle increased traffic along the main rail route between the cities of Green Bay and Pembrine. CPF funding will cover the costs of final design and construction for the project. The improvements will increase the efficiency of the route by eliminating slow-orders along 32 miles of track and help mitigate congestion along the track to increase safety. It is a priority for both cities given the limited resources they have to fully fund the project.

5. Total project cost.

Provide the total estimated cost of the project. The estimated total cost must be based on the best available information, including engineering studies, studies of economic feasibility, and environmental analyses. See FRA's [cost estimate guidance](#).

Please note the amount requested should not exceed 80 percent of the total project costs. Rail capital projects under the CRISI program require a minimum 20 percent non-federal share.

6. Does the project have non-federal and/or private funds committed to meet match or cost-share requirements? What is the source and amount of those

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
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funds?

The minimum 20 percent non-Federal share may be comprised of public sector funding (e.g., State or local) or private sector funding. FRA will not consider any Federal financial assistance or any non-Federal funds already expended (or otherwise encumbered) toward the matching requirement, unless compliant with [2 CFR part 200](#).

EXAMPLE: *Local sales taxes are committed for 20 percent of the project.*

- 7. If the project receives less than requested, will the project still proceed without waiting for additional funding sources?**
- 8. Provide a history of federal funding for the project, if any. Include prior CRISI or other DOT grant program applications, formula funds and any awarded discretionary grants.**

EXAMPLE: *Awarded FY20 BUILD Discretionary Grant of \$7.5 million.*

- 9. Where is the project in the construction process?**

Drop down options in the database will include: Systems Planning, Project Planning, Project Development, Final Design, or Construction.

Please note that funding for Operations is not eligible.

- 10. Estimated start and completion dates.**

Project sponsors may view the FRA recorded webinar “[From Selection to Award—The Post-Selection Process for FRA Grants](#)” for a better understanding of the requirements for funding to be obligated.

- 11. Is the project on a state rail plan as of 12/31/2023? If yes, provide a link to the plan and specify page number.**
- 12. Is the project included in a grade crossing action plan or other planning document? If yes, provide a link to the plan and specify page number.**

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

**TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE CERTIFICATIONS AND
FEDERAL NEXUS STATEMENTS**

To comply with House rule XXIII, clause 17, and Committee guidance, below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany **each** Community Project Funding request:

Dear Chairman Cole and Ranking Member DeLauro:

I am requesting funding for _____ [project] in fiscal year 2025. The entity to receive funding for this project is _____, located at _____ (address including street name, city, state, and zip code). The funding would be used for _____. The project is an appropriate use of taxpayer funds because _____.

The project has a Federal nexus because the funding provided is for purposes authorized by section 22907 of title 49 of the United States Code.

I certify that I have no financial interest in this project, and neither does anyone in my immediate family.

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on **Friday, May 17, 2024**. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

Questions: If you have any questions about Community Project Funding eligible for CRISI, please email TH.MemberRequests@mail.house.gov and include “CRISI” in the subject line.

SUBCOMMITTEE ON ENERGY AND WATER DEVELOPMENT FISCAL YEAR 2025

Programmatic and language requests are due by 6:00 pm on Wednesday, May 1, 2024

CPF submission deadline is 6:00 pm on Friday, May 3, 2024

Members must post CPF requests on their websites on Friday, May 17, 2024

GUIDANCE ON ALL MEMBER REQUESTS

- ① All requests must be made electronically at <https://AppropriationsSubmissions.house.gov>.
 - ✗ Hard-copy requests are not required and will not be accepted.
- ☑ Please ensure all submission field entries are complete and accurate.
- ☑ The electronic system asks Members to rank appropriations priorities in three ways.
 - 1) A priority ranking of **all** program, language, and Community Project Funding requests for the **Energy and Water Development** bill.
 - 2) A priority ranking of the **top 10 program and language** requests across all bills.
 - 3) A priority ranking of **all Community Project Funding** requests across all bills.
 - ★ Prioritization across these three lists must be consistent to ensure the Committee can accurately understand the Member's appropriations priorities.
- ☑ Offices must upload a letter signed by the Member supporting the Member's request.
 - ① Letters may be either an individual letter for each request or a consolidated letter for all requests made to this subcommittee. *[Please note that the Member request website again allows consolidated letters to be uploaded only once, so that a letter with multiple requests does not need to be uploaded multiple times.]*
 - ① If your office is submitting a consolidated letter for all requests:
 - ☑ Please provide enough information to clearly identify each request entered in the electronic system.
 - ☑ Please ensure information, including prioritization, in the letter matches information entered in the electronic system.
- ① The electronic system allows access to submissions made in previous years, so review of those requests is available if that is helpful.

SUBCOMMITTEE ON ENERGY AND WATER DEVELOPMENT FISCAL YEAR 2025

Programmatic and language requests are due by 6:00 pm on Wednesday, May 1, 2024

CPF submission deadline is 6:00 pm on Friday, May 3, 2024

Members must post CPF requests on their websites on Friday, May 17, 2024

GUIDANCE ON PROGRAM AND LANGUAGE REQUESTS

- ① The Committee offers an opportunity for Members to make program requests for specific funding levels for agencies and programs funded through annual appropriations.

- ① Members also have an opportunity to request bill or report language encouraging or directing a specific action by the federal agencies.

- ☑ For program and language requests, each requested funding amount should be a separate request with a separate prioritization.
 - ☑ Priority #1 – \$10 is provided for Program A.

 - ☑ Priority #2 – Of the funds provided for Program A, \$5 is for Subprogram B.

 - ✗ Priority #1 – \$10 is provided for Program A, of which \$5 is for Subprogram B.

- ① For requests with multiple Member cosponsors, each cosponsor must treat the group request like any other request, including:
 - ☑ Entering the same request into the electronic system.

 - ☑ Scanning or uploading a copy of the group request letter or including the group request in a consolidated letter of all the Member's requests for the Subcommittee.

 - ☑ Prioritizing the group request with all of the Member's other requests such that the rankings in the electronic system and any uploaded letters are consistent.

- ① Within the Corps of Engineers and Bureau of Reclamation, the Committee will accept program requests for additional funding above the budget request for categories of projects (e.g., navigation maintenance, flood control studies, etc.), but Members should be aware that this funding may be extremely limited in fiscal year 2025. For specific projects of particular interest, Members are strongly encouraged to submit Community Project Funding requests for amounts above the budget request.

SUBCOMMITTEE ON ENERGY AND WATER DEVELOPMENT FISCAL YEAR 2025

Programmatic and language requests are due by 6:00 pm on Wednesday, May 1, 2024

CPF submission deadline is 6:00 pm on Friday, May 3, 2024

Members must post CPF requests on their websites on Friday, May 17, 2024

GUIDANCE ON COMMUNITY PROJECT FUNDING REQUESTS

The Subcommittee on Energy and Water Development and Related Agencies will accept project requests in only the following accounts and only in accordance with existing authorizations:

Army Corps of Engineers (Civil Works)

Investigations


Construction


Mississippi River and Tributaries


Operation and Maintenance


Department of the Interior – Bureau of Reclamation

Water and Related Resources

 Not all programs within these accounts will be open for Community Project Funding requests.

 If the project is **not** an individually authorized project or a project under the Corps of Engineers Continuing Authorities Program, please contact the Subcommittee for further information **prior to** submitting a request.

 To support the funding level and scope of a project included in the President's budget request, please submit a program request. *[Please note that funding for projects in the budget request may not be automatic, and therefore, the Committee strongly recommends Members submit a program request in support of each budget request project the Member supports, especially any new project.]*

 **A Community Project Funding request is only necessary to request an increment of funding or scope above and beyond the President's budget request.**

Program request to support the President's budget request of \$10 for Project A.

Community Project Funding request to support \$5 in addition to the President's budget request for Project A.

Program request or Community Project Funding request to support \$15 for Project A.

SUBCOMMITTEE ON ENERGY AND WATER DEVELOPMENT FISCAL YEAR 2025

Programmatic and language requests are due by 6:00 pm on Wednesday, May 1, 2024

CPF submission deadline is 6:00 pm on Friday, May 3, 2024

Members must post CPF requests on their websites on Friday, May 17, 2024

GUIDANCE ON COMMUNITY PROJECT FUNDING REQUESTS (cont'd)

① Within the Corps of Engineers and Bureau of Reclamation, the Committee will accept program requests for additional funding above the budget request for categories of projects (e.g., navigation maintenance, flood control studies, etc.), but Members should be aware that this funding may be extremely limited in fiscal year 2025. For specific projects of particular interest, Members are strongly encouraged to submit Community Project Funding requests for amounts above the budget request.

① After the official Community Project Funding requests have been received, the Subcommittee will ask the federal agencies for technical assistance on each requested project, including the information described in the suggested questions below. The Subcommittee will evaluate project requests based on the information provided to the Subcommittee directly from the federal agency.

☆☆☆ The Subcommittee **strongly recommends** that Member offices contact the relevant Corps of Engineers District Office or Bureau of Reclamation Regional Office to ask the following **specific questions** about the project of interest **prior to** submitting a Community Project Funding request. ☆☆☆

? Is the project authorized? Is the scope of work to be funded within existing authorization?

① If YES, the project may be eligible as a Community Project Funding request in the Energy and Water Development appropriations bill.

? What is the statutory citation?

✓ If the project is an individually authorized project or a project under the Corps of Engineers Continuing Authorities Program, include the statutory citation in the statement of federal nexus.

🏛️ If the project is authorized in a manner other than an individual project authorization or under the Corps of Engineers Continuing Authorities Program, please contact the Subcommittee for further clarification of eligibility prior to submitting a request.

✗ If NO, **STOP** – the project is not eligible as a Community Project Funding request in the Energy and Water Development appropriations bill.

SUBCOMMITTEE ON ENERGY AND WATER DEVELOPMENT FISCAL YEAR 2025

Programmatic and language requests are due by 6:00 pm on Wednesday, May 1, 2024

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Members must post CPF requests on their websites on Friday, May 17, 2024

GUIDANCE ON COMMUNITY PROJECT FUNDING REQUESTS (cont'd)

? What is the official project name?

- Include this name in the “Project Title” field in the electronic system and in the certification of no financial interest.

? What is the fiscal year 2025 capability?

- i** This amount is the maximum funding level the Subcommittee will consider for inclusion in the appropriations bill. The existence of a capability amount does not guarantee that funding level – or any funding – will be able to be accommodated in the appropriations bill; it simply indicates the maximum amount that can be considered for inclusion.

? For a Corps of Engineers project, what is the correct appropriations account in which to request funding?

- Submit the Community Project Funding request under this account.

? For a Corps of Engineers project, is this project a new start?

- i** The Subcommittee may need to focus fiscal year 2025 resources on making progress on ongoing projects, in order to maximize federal benefits. If so, new starts may be very limited, if included at all. While new start requests will be accepted, Members should consider this limitation when making requests.

? For a Corps of Engineers project, is this project an environmental infrastructure (EI) project?

- i** The Subcommittee may need to focus fiscal year 2025 resources on projects in the main mission areas of the Corps (navigation, flood and storm damage reduction, environmental restoration), in order to maximize federal benefits. If so, EI projects may be very limited, if included at all. While EI requests will be accepted, Members should consider this limitation when making requests.

SUBCOMMITTEE ON ENERGY AND WATER DEVELOPMENT FISCAL YEAR 2025

Programmatic and language requests are due by 6:00 pm on Wednesday, May 1, 2024

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Members must post CPF requests on their websites on Friday, May 17, 2024

GUIDANCE ON COMMUNITY PROJECT FUNDING REQUESTS (cont'd)

? For a Bureau of Reclamation project, is this project authorized **only** under section 4007, 4009(a), or 4009(c) of the Water Infrastructure Improvements for the Nation (WIIN) Act of 2016 (Public Law 114–322)?

✗ If YES, the project is not eligible as a Community Project Funding request in the Energy and Water Development appropriations bill.

Additional Guidance for Member Offices

Offices must upload a signed Member letter – on official letterhead and addressed to Chairman Cole and Ranking Member DeLauro – for each Community Project Funding request certifying that they and their immediate family have no financial interest in the projects they request.

i The template specific to Energy and Water Development requests is attached.

i “Immediate family” for this purpose includes a father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law.

☎ Please contact the House Committee on Ethics with questions on what constitutes a “financial interest.”

Offices must upload a written statement describing the federal nexus for each Community Project Funding request.

i The template specific to Energy and Water Development requests is attached.

Offices must upload evidence of the project’s merit and community support.

**SUBCOMMITTEE ON ENERGY AND WATER DEVELOPMENT
FISCAL YEAR 2025**

Programmatic and language requests are due by 6:00 pm on Wednesday, May 1, 2024

CPF submission deadline is 6:00 pm on Friday, May 3, 2024

Members must post CPF requests on their websites on Friday, May 17, 2024

GUIDANCE ON COMMUNITY PROJECT FUNDING REQUESTS (cont'd)

☑ Offices must post every Energy and Water Development Community Project Funding request on the Member's official website, in a searchable format, on **Friday, May 17, 2024**.

① The posted information must include:

- ✓ The name and address of the proposed recipient. *[Please note that for Energy and Water Development project requests, the proposed recipient is either the U.S. Army Corps of Engineers or the U.S. Bureau of Reclamation.]*
- ✓ A description of the request to include the requested funding amount, the purpose of the funding, and the justification for use of taxpayer funds.
- ✓ The signed Member certification of no financial interest and statement of the project's federal nexus.

**SUBCOMMITTEE ON ENERGY AND WATER DEVELOPMENT
FISCAL YEAR 2025**

Programmatic and language requests are due by 6:00 pm on Wednesday, May 1, 2024

CPF submission deadline is 6:00 pm on Friday, May 3, 2024

Members must post CPF requests on their websites on Friday, May 17, 2024

**TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE
CERTIFICATIONS AND FEDERAL NEXUS STATEMENTS**

Dear Chairman Cole and Ranking Member DeLauro:

I am requesting funding for the _____ project in fiscal year 2025. The entity to receive funding for this project is the [U.S. Army Corps of Engineers or U.S. Bureau of Reclamation]. The funding would be used for _____.
The project is an appropriate use of taxpayer funds because _____.

The project has a federal nexus because the funding provided is for purposes authorized by section _____ of the _____ Act (Public Law XXX-XXX).

I certify that I have no financial interest in this project, and neither does anyone in my immediate family.

Sincerely,

Member of Congress

[Please note that the best way to confirm the project authorization citation for the federal nexus statement is to ask the relevant Corps of Engineers District Office or Bureau of Reclamation Regional Office.]

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

**Highway Infrastructure Projects
Department of Transportation (DOT)
Guidelines and Requirements for Appropriations Submissions**

Programmatic and language requests are due by 6:00 pm on Wednesday, May 1, 2024

CPF submission deadline is 6:00 pm on Friday, May 3, 2024

Members must post CPF requests on their websites on Friday, May 17, 2024

Highway Infrastructure Projects are capital projects eligible under title 23 of the United States Code. Eligible projects are described under Section 133(b) of title 23, United States Code, as amended by title III of division A of the Infrastructure Investment and Jobs Act. Tribal and territorial capital projects authorized under chapters 1 and 2 of title 23, United States Code, are also eligible.

All projects must be:

1. Capital projects or project-specific design for a capital project.
2. Supported by the state or Tribal government that would administer the project. Inclusion in a Statewide Transportation Improvement Plan (STIP) or Transportation Improvement Plan (TIP) would satisfy this requirement.
3. Requested by public entities or Tribal entities.

The Subcommittee will not fund activities that are administrative in nature even if they are eligible expenses under the statutory citation. These include general operating expenses, and planning activities required under sections 134 and 135 of title 23, United States Code.

Applicants should be aware that Highway Infrastructure Projects have a non-Federal cost share calculated on a sliding scale. The [cost-share requirements](#) are defined in statute and vary based on activity, location, and other factors.

Additionally, most projects will be subject to various Federal requirements such as competition in contracting, Buy America, and the National Environmental Policy Act. The Committee strongly encourages Members' offices and potential funding recipients to reach out to their state departments of transportation to determine the eligibility and viability of projects.

For each Highway Infrastructure Projects request, Members will need to provide specific information through the electronic submission process. The database will include the following questions to assist the Subcommittee in vetting and selecting projects.

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

Demonstration of Community Support:

Demonstration of community support for a project is crucial for determining whether it should receive funding. Projects must have substantial evidence of community support to be considered for funding. Community support documentation can include letters from elected officials and community groups, local transportation or community development plans, publications (including news articles), and any other documents demonstrating public support for the project.

Community Project Funding Supplemental Questions in the Database for Highway Infrastructure Projects:

1. Project Name. A short name by which the project may be identified, including a very brief description of what the funds will be used for and the project's location (city, county, State, Tribe, Congressional District).

EXAMPLE: *Main Street widening and resurfacing, City, State, Congressional District.*

NOTE: The project name and location will be used to list the project in the House Report and should be as accurate as possible to ensure that the funding goes to the correct project and location. Any changes after enactment will require additional legislative actions. If the project is already in the STIP or TIP, use that project name.

2. General description and benefits of the project and why it is needed.

EXAMPLE: *Widening and resurfacing Main Street will allow the local government to add a turn lane to reduce congestion. It will also allow for safety upgrades at Avenue D where there is a high level of safety incidents.*

NOTE: Benefits may include safety, environmental, economic, mobility, etc.

3. Type of project eligible under [23 USC 133\(b\)](#) (Surface Transportation Block Grant Program); [23 USC 201](#) (Federal Lands and Tribal Transportation Programs); [23 USC 202](#) (Tribal Transportation Program); or [23 USC 165](#) (Territorial and Puerto Rico Highway Program).

NOTE: Choose from subsections 1-24 of 23 USC 133(b); or 23 USC 201, 23 USC 202, or 23 USC 165.

4. If the request is for a phase of a larger project, describe all other phases and how this request relates to the entire project.
5. Has the recipient engaged in discussions with the Federal Highway Administration and received assurances that the project is eligible under applicable statutes?
6. Please provide a history of any federal funding already received or approved for the project. Include both formula funds and any discretionary grants.

EXAMPLE: *FY20 TIGER/BUILD Grant: \$10 million; FHWA Formula Funds: \$5 million.*

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AND RELATED AGENCIES***

7. Does the project have other public (state, local) and/or private funds committed to meet match or cost-share requirements for costs related to construction, operations, and maintenance? If so, what is the source and amount of those funds?

8. Is the project on a STIP or a TIP? If yes, please provide a link to the plan.

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

**TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE CERTIFICATIONS AND
FEDERAL NEXUS STATEMENTS**

To comply with House rule XXIII, clause 17, and Committee guidance, below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany **each** Community Project Funding request:

Dear Chairman Cole and Ranking Member DeLauro:

I am requesting funding for _____ [project] in fiscal year 2025. The entity to receive funding for this project is _____, located at _____ (address including street name, city, state and zip code). The funding would be used for _____. The project is an appropriate use of taxpayer funds because _____.

The project has a Federal nexus because the funding provided is for purposes authorized by _____ [choose the applicable program's citation: 23 USC 133(b); 23 USC 201; 23 USC 202; or 23 USC 165].

I certify that I have no financial interest in this project, and neither does anyone in my immediate family.

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on **Friday, May 17, 2024**. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

Questions: If you have any questions about Community Project Funding eligible for Highway Infrastructure Projects, please email TH.MemberRequests@mail.house.gov and include "Highway Infrastructure Projects" in the subject line.

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

**Port Infrastructure Development Program
Department of Transportation (DOT)
Guidelines and Requirements for Appropriations Submissions**

Programmatic and language requests are due by 6:00 pm on Wednesday, May 1, 2024

CPF submission deadline is 6:00 pm on Friday, May 3, 2024

Members must post CPF requests on their websites on Friday, May 17, 2024

Port Infrastructure Development Program projects are projects eligible under [Section 54301 of title 46](#), United States Code, as amended by title XXXV of division C of the National Defense Authorization Act for Fiscal Year 2024.

The Subcommittee will only fund projects that meet eligibility criteria and will be administered by eligible applicants, as described by statute. As a reminder, funding may not be directed to for-profit recipients. Due to the limited amount of total CPF funding, priority will be given to projects at small inland river and coastal ports and terminals, as described in 46 U.S.C. 54301(b), and to discrete, smaller-scale projects at larger ports and intermodal connections to ports.

This program has a statutory non-Federal matching requirement, with potential exceptions for small and rural area ports. Applicants should review 46 USC sections 54301(a)(8) and 54301(b) for more information on these cost-share requirements before submitting requests for funding. Note that recipients are also required to comply with reviews and audits from the Department of Transportation.

Additionally, these projects may be subject to various Federal requirements such as Buy America and the National Environmental Policy Act. The Committee strongly encourages Members' offices and potential funding recipients to reach out to their local port authorities and the Maritime Administration's [Gateway Offices](#) to help determine the eligibility and viability of projects.

For each Port Infrastructure Development Program project request, Members will need to provide specific information through the electronic submission process. The database will include the questions below to assist the Subcommittee in vetting and selecting projects.

Demonstration of Community Support:

Demonstration of community support for a project is crucial for determining whether it should receive funding. Projects must have substantial evidence of community support to be considered for funding. Community support documentation can include: letters from elected officials and community groups, local transportation or community development plans, publications (including news articles), and any other documents that demonstrate public support for the project.

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

Community Project Funding Supplemental Questions in the Database for Port Infrastructure Development Projects:

1. Project Name. A short name by which the project may be identified, including a very brief description of how the funds will be used.

EXAMPLE: Terminal 2 Expansion and Emissions Reduction Project, City, State, Congressional District.

NOTE: The project name and location will be used to list the project in the House Report and should be as accurate as possible to ensure that the funding goes to the correct project and location. Any changes after enactment will require additional legislative actions.

2. General description and benefits of the project and why it is needed.
3. Is the project at a small port, as described under 46 USC 54301(b)?
4. Is the project in a rural area, as described under 46 USC 54301(a)(12) – an area that is outside of a Census-designated urbanized area?
5. If the request is for a phase of a larger project, describe all other phases and how this request relates to the entire project.
6. Has the recipient engaged in discussions with the Maritime Administration and received assurances that the project is eligible under applicable statutes?
7. Please provide a history of any federal funding already received or approved for the project.
8. Does the project have other public (state, local) and/or private funds committed to meet match or cost-share requirements? If so, what is the source and amount of those funds?

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

**TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE CERTIFICATIONS AND
FEDERAL NEXUS STATEMENTS**

To comply with House rule XXIII, clause 17, and Committee guidance, below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany **each** Community Project Funding request:

Dear Chairman Cole and Ranking Member DeLauro:

I am requesting funding for _____[project] in fiscal year 2025. The entity to receive funding for this project is _____, located at _____(address including street name, city, state and zip code). The funding would be used for _____. The project is an appropriate use of taxpayer funds because_____.

The project has a Federal nexus because the funding provided is for purposes authorized by 46 USC 54301.

I certify that I have no financial interest in this project, and neither does anyone in my immediate family.

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on **Friday, May 17, 2024**. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

Questions: If you have any questions about Community Project Funding eligible for Port Infrastructure Development Program, please email TH.MemberRequests@mail.house.gov and include “Port Infrastructure Development Program Projects” in the subject line.

COMMITTEE ON APPROPRIATIONS
SUBCOMMITTEE ON HOMELAND SECURITY
Fiscal Year 2025 Member Request Guidance

Programmatic and language requests are due by 6:00 pm on Wednesday, May 1, 2024

CPF submission deadline is 6:00 pm on Friday, May 3, 2024

Members must post CPF requests on their websites on Friday, May 17, 2024

This document provides guidance on submitting Community Project Funding (CPF), program, and language requests for Fiscal Year (FY) 2025. All CPF requests must adhere to the eligibility requirements outlined in this guidance to be considered for FY 2025 funding. Please review this guidance **in its entirety** prior to submitting Member requests.

If you encounter problems with the Committee's database or have technical questions, please email Approp.ITMemberRequest@mail.house.gov. For general questions regarding this guidance, please email HS.MemberRequests@mail.house.gov.

General Guidance

Offices **must use** the House Appropriations Committee's [database](#) for all Member requests. Please ensure that all field entries are complete and accurate. No printed materials will be accepted. Member offices may not submit requests on behalf of another office.

The Subcommittee on Homeland Security has sole jurisdiction over funding for the Department of Homeland Security (DHS). Prior to submission, please ensure that all CPF, program, and language **requests are germane to DHS and are aligned to the appropriate agency, directorate, or office, and budget account within the database.**

Member Request Letters

Offices must upload **a single, signed Member letter addressed to subcommittee Chairman Amodei and Ranking Member Cuellar that includes all CPF, program, and language requests** for the FY 2025 Homeland Security Appropriations bill.

Member letters should provide enough information to clearly identify each request entered in the database. **Members' letters must include a priority ranking of CPF, program, and language requests in the Homeland Security bill consistent with the priority ranking you entered in the database.** In addition, the database allows Members to separately rank their top 1-10 requests, across all subcommittees, as well as all of their CPF requests across all subcommittees. The Committee strongly encourages Members to make those rankings as well.

If your member signed a delegation letter in support of funding for a specific program, or the inclusion of bill or report language to be included the FY 2025 Homeland Security

appropriations bill, that should be considered a request, entered in the database, and prioritized accordingly.

Financial Disclosure Certifications and Federal Nexus Statements

Pursuant to House rule XXIII, clause 17, and Committee guidance, **offices must upload signed Member letters addressed to Chairman Cole and Ranking Member DeLauro for each CPF request certifying that the Member and the Member’s “immediate family”** (defined as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law) **do not have any financial interest in the request.** Chairman Cole is also requiring Members to include a statement regarding each project’s Federal nexus. Letter templates for [Pre-Disaster Mitigation](#) and [Emergency Operations Center](#) requests are included in this guidance document.

Public Posting of Certification/Federal Nexus Letters

Member offices must post these letters publicly on their website for all CPF requests on Friday, May 17, 2024, following the end of the Committee’s two-week technical assistance review period. The posted information must include: (1) the name and address of the proposed recipient; (2) a description of the request to include the purpose of the funding and justification for use of taxpayer funds; and (3) a statement regarding each project’s Federal nexus.

General Submission Checklist

- Did you upload a **single, signed Member letter** on official letterhead addressed to Chairman Amodei and Ranking Member Cuellar **detailing all CPF, program, and language request(s)**?
- Did you upload a **signed Member financial disclosure certification and federal nexus statement** for each CPF request on official letterhead addressed to Chairman Cole and Ranking Member DeLauro?
- Have you validated that the information in the Member request letter and financial disclosure letter matches the information you entered in the database?
- Do you plan to publicly post information for all CPF requests to the Member’s website on **Friday, May 17, 2024**?

Community Project Funding

There are two Federal Emergency Management Agency (FEMA) grant programs within the Subcommittee on Homeland Security's jurisdiction that are open to CPF requests: **Pre-Disaster Mitigation (PDM)** grants and **Emergency Operations Center (EOC)** grants. Please review the purpose and eligibility requirements, including any [environmental and historic preservation requirements](#), for these two grant programs to ensure proper consideration of the Member's request.

For specific questions related to CPF requests for FEMA grant programs, please contact:

- Raynor Buckley Raynor.Buckley@mail.house.gov for the Majority.
- Farouk Ophaso Farouk.Ophaso@mail.house.gov for the Minority.

Over the past two fiscal years, FEMA found that many CPF requests lacked the necessary details to determine grant eligibility. **While the database will limit project summaries to 1,000 characters, offices are highly encouraged to separately upload detailed project descriptions for each PDM or EOC request.** For each project description, please include a detailed budget describing how the requested federal funding will be used and confirm the ability of the requesting entity to meet the cost-share requirement.

While the subcommittee will try to provide the full federal cost share for funded Community Project Funding, overall demand may limit the ability to do so. **Members are encouraged to make clear the minimum amount of federal funding for a project required in order for it to move forward.**

Cost-Share Requirements

The PDM and EOC grant programs have cost-share requirements. Federal funding is available for up to 75 percent of the eligible activity costs. The remaining 25 percent of eligible activity costs must generally be derived from non-federal sources. **The non-federal cost-share contribution is calculated based on the total cost of the proposed activity.** For example, if the total cost is \$100,000 and the non-federal cost-share is 25 percent, then the non-federal contribution is \$25,000. For PDM grants, small, impoverished communities are eligible for up to a 90 percent federal cost-share for their mitigation planning and project sub-applications in accordance with the [Stafford Act \(42 U.S.C. § 5133\(a\),\(h\)\(2\)\)](#).

Pre-Disaster Mitigation Grants

FEMA's PDM grants assist state, local, tribal, and territorial governments with planning and implementing sustainable, cost-effective measures to provide long-term, permanent risk reduction to individuals and property from future natural hazards, [such as floods and wildfires](#), [while reducing reliance on federal funding for future disasters](#).

For PDM grant requests, the database includes specific eligibility questions to ensure the proposed project meets FEMA's requirements as detailed in the most recent [Notice of Funding Opportunity](#) (NOFO) for the Building Resilient Infrastructure and Communities grant program. The subcommittee encourages offices to consult with their [State Hazard Mitigation Officers](#) when answering the questions in the database. **Member offices must answer all the eligibility questions in the database for a request to be considered.**

For any PDM projects designated for funding in the FY 2025 Homeland Security Appropriations Act, the respective State or Territorial Administrative Agency, or Tribal government, must submit an application to FEMA and serve as the administrative agent for the grant on behalf of the entities responsible for the project (grant subrecipients). **Each project request must be accompanied by a letter from the respective State or Territorial Administrative Agency, or Tribal government, in order to be considered for funding.**

CPF funding in the FY 2024 House bill ranged between \$75,000 and \$10,000,000 for individual PDM grants.

Pre-Disaster Mitigation Grant Checklist

- Did you upload a letter from the appropriate [State or Territorial Administrative Agency](#) (e.g., Nevada Division of Emergency Management), or Tribal government, confirming project eligibility **and their willingness to administer the grant**?
- Did you upload letters of support from local entities (e.g., Lake County and/or City of Mentor) demonstrating community support for the project(s)?
- Have you confirmed the requesting jurisdiction is a state, tribal government, local government, or territory as defined in the [Stafford Act \(42 U.S.C. § 5122\(4\),\(6\),\(8\)\)](#)?
- Have you confirmed that the proposed activity is consistent with the current FEMA-approved multi-hazard mitigation plan in compliance with [44 CFR Part 201](#)?
- Have you confirmed that the requesting entity can provide a [Benefit-Cost Analysis](#) that validates the cost-effectiveness of the request?
- Does the total project cost you entered reflect federal *and* non-federal resources?
- Can the requesting jurisdiction provide **the required non-federal cost-share** (25 percent of the total project cost, or 10 percent of the total project cost for small, impoverished communities as detailed in the [NOFO](#))?
- Have you indicated the minimum amount of federal funding needed for the project to advance if it is not feasible to fund the full federal cost-share of the total project cost?

**TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE
CERTIFICATIONS AND FEDERAL NEXUS STATEMENTS**
Pre-Disaster Mitigation Grants

Below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany **each** PDM CPF request:

Dear Chairman Cole and Ranking Member DeLauro:

“I am requesting funding for _____[project] in fiscal year 2025. The entity to receive funding for this project is _____, located at _____ (address including street name, city, state, and zip code). The funding would be used for _____. The project is an appropriate use of taxpayer funds because _____.

The project has a Federal nexus because the funding provided is for purposes authorized by section 203 of the Stafford Act (42 U.S.C. 5133), as amended by Section 1234, National Public Infrastructure Pre-Disaster Hazard Mitigation, of the Disaster Recovery Reform Act (DRRA) of 2018.

I certify that I have no financial interest in this project, and neither does anyone in my immediate family.”

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post letters for Homeland Security CPFs publicly on their website on **Friday, May 17, 2024. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.**

DATABASE QUESTIONS

Pre-Disaster Mitigation Grants

1. Did your office upload a letter from the appropriate State or Territorial Administrative Agency, or Tribal government, confirming project eligibility and their willingness to administer the grant?
2. Did your office upload letters of support from local government entities demonstrating community support for the project(s)?
3. Is the proposed project eligible under the most recent Notice of Funding Opportunity (NOFO) for the PDM grant program?
4. Can the requesting jurisdiction provide the required non-federal cost share (25% of total eligible activity costs, or 10% for small, impoverished communities), as detailed in the NOFO?
5. If less than the requested amount is provided as the federal share, would additional state, local, or other eligible funding sources be available to support the project?
6. Can the requesting jurisdiction provide a Benefit-Cost Analysis (BCA) or other documentation that validates cost-effectiveness, which is defined by FEMA as having a BCA of 1.0 or greater? A non-FEMA BCA methodology may only be used if pre-approved by FEMA in writing.
7. Consistent with the NOFO for PDM grants, is the proposed activity consistent with the goals and objectives in both the state or tribal hazard mitigation plan (44 CFR Part 201) and the local hazard mitigation plan of the jurisdiction in which the project is located?
8. If so, what is the FEMA approval date and when will the plan expire?
9. Has your office confirmed the funding request does not include unallowable activities for PDM grants (e.g., dredging waterways; the purchase of emergency vehicles and equipment)?
10. Describe how the proposed activity expands mitigation capacity rather than repair and maintenance of existing capacity.
11. How will the project provide long-term, permanent risk-reduction, as opposed to simply supporting Short-term, temporary emergency protective measures?
12. Can the recipient describe how the activity supports the needs of people disproportionately at risk of harmful impacts of natural disasters?
13. Does the recipient specifically encourage the adoption and enforcement of the latest disaster resistant building codes?
14. Provide a clear and detailed description of the proposed mitigation activity.
15. How will the mitigation activity be implemented?
16. Who will manage and complete the mitigation activity?
17. What risks will remain from natural hazards after project implementation (i.e., residual risk)?
18. How does the activity reduce the risk to individuals and property for future natural hazards, while reducing reliance on federal funding for future disasters?
19. Has the project been submitted, selected, or awarded funding in current or previous Pre-Disaster Mitigation (PDM), Building Resilient Infrastructure and Communities (BRIC),

Flood Mitigation Assistance (FMA), or Hazard Mitigation Grant Program fiscal year grant cycles?

20. If so, what is the subgrant ID, or which grant program and fiscal year was the application submitted, selected, or awarded funding?
21. Has your office or the community consulted with state, county, or local emergency management officials, or with FEMA about the proposed project?
22. If so, please provide the name of the official, the agency they represent, and their contact information.

Emergency Operations Center Grants

FEMA’s EOC grants improve emergency management and preparedness capabilities by supporting flexible, sustainable, secure, strategically located, and fully interoperable [EOCs](#) with a focus on addressing identified deficiencies and needs. According to the National Fire Protection Association, an EOC is defined as a “facility or capability from which direction and control is exercised in an emergency. This type of center or capability is designated to ensure that the capacity exists for leadership to direct and control operations from a centralized facility or capability in the event of an emergency.”

Similar to CPF requests for PDM grants, the database includes specific eligibility questions for EOC grants to ensure the proposed project meets FEMA’s requirements as detailed in the most recent [NOFO for the competitive EOC Grant Program](#). **Member offices must answer all the eligibility questions in the database for a request to be considered.**

For any EOC projects designated for funding in the FY 2025 Homeland Security Appropriations Act, the respective State or Territorial Administrative Agency, or Tribal government, must submit an application to FEMA and serve as the administrative agent for the grant on behalf of the entities responsible for the project (grant subrecipients). **Each project request must be accompanied by a letter from the respective State or Territorial Administrative Agency, or Tribal government, in order to be considered for funding.**

CPF funding in the FY 2024 House bill ranged between \$89,000 and \$3,000,000 for individual EOC grants.

Emergency Operations Center Grant Checklist

- Did you upload a letter from the appropriate [State or Territorial Administrative Agency](#) (e.g., Nevada Division of Emergency Management), or Tribal government, confirming project eligibility **and their willingness to administer the grant**?
- Did you upload letters of support from local entities (e.g., Lake County and/or City of Mentor) demonstrating community support for the project(s)?
- Have you confirmed the requesting jurisdiction is a state, tribal government, local government, or territory as defined in the [Stafford Act \(42 U.S.C. § 5122\(4\),\(6\),\(8\)\)](#)?
- Does the EOC request involve the construction or upgrading of a multipurpose facility, such as a public safety building or police/fire station?
 - If yes, does the CPF request limit costs to only the square footage directly associated with the EOC and not the entire facility?
- Can the requesting jurisdiction provide **the required non-federal cost-share** (25 percent of the total project cost)?
- Have you indicated the minimum amount of federal funding needed for the project to advance if it is not feasible to fund the full federal cost-share of the total project cost?

**TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE
CERTIFICATIONS AND FEDERAL NEXUS STATEMENTS**
Emergency Operations Center Grants

Below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany **each** EOC CPF request:

Dear Chairman Cole and Ranking Member DeLauro:

“I am requesting funding for _____[project] in fiscal year 2025. The entity to receive funding for this project is _____, located at _____ (address including street name, city, state, and zip code). The funding would be used for _____. The project is an appropriate use of taxpayer funds because _____.

The project has a Federal nexus because the funding provided is for purposes authorized by section 614 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5196c), as amended by section 202 of the Implementing Recommendations of the 9/11 Commission Act of 2007 (9/11 Act).

I certify that I have no financial interest in this project, and neither does anyone in my immediate family.”

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post letters for Homeland Security CPFs publicly on their website on **Friday, May 17, 2024. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.**

DATABASE QUESTIONS

Emergency Operations Center Grants

1. Did your office upload a letter from the appropriate State or Territorial Administrative Agency, or Tribal government, confirming project eligibility and their willingness to administer the grant?
2. Did your office upload letters of support from local government entities demonstrating community support for the project(s)?
3. Is the proposed project eligible under the most recent Notice of Funding Opportunity (NOFO) for the Emergency Operations Center (EOC) Grant Program?
4. Is the requested federal funding amount limited to a maximum of 75% of the total project cost?
5. Can the requesting jurisdiction provide the required 25% non-federal cost share?
6. If less than the requested amount is provided as the federal share, would additional state, local, or other eligible funding sources be available to support the project?
7. Has your office reviewed the funding restrictions and allowable costs section of the NOFO for EOC grants?
8. Has your office confirmed the funding request does not include unallowable activities for EOC grants (e.g., personnel costs; replacement radios for police, fire, and other response personnel; generators for emergency shelters; any equipment that is portable and does not directly support the functional and operational capabilities of an EOC)?
9. Is the proposed project related to a structure or facility that meets the definition of an EOC, to include supporting incident management (on-scene) operations across multiple functional disciplines and/or jurisdictions?
10. For EOC projects that involve construction or upgrading of multipurpose facilities, such as public safety facilities, police/fire stations, etc., EOC grants may only be used for those parts of the facility that are directly associated with the EOC. Does the requested federal funding amount reflect the proportionate facility construction cost, which is generally based on the square footage (floor space) of the EOC compared to the square footage of the entire facility?
11. Has your office or the community consulted with state, county, or local emergency management officials, or with FEMA about the proposed project?
12. If so, please provide the name of the official, the agency they represent, and their contact information.

Program and Language Requests

Insert the appropriate information in each text field in the online database. If the character limit of a text field prevents the user from entering in all of the proposed text, please insert a summary that describes the purpose and effect of the proposed language and upload a document containing the full text. **Do not insert “refer to attachment” or anything similar without also inserting a summary directly into the text field. The Committee may not consider such requests.**

Except as described above, text fields in the database may only contain the exact text (including punctuation) proposed for inclusion in the bill or report. Any additional background, description, or context may be included in the Member letter that you will upload to the database.

If the program, bill, or report language request is for a specific non-governmental entity and not competitively awarded, or narrowly defines a competitive grant to the extent that only one entity or geographic area can apply, the request may be a CPF. Please refer to the CPF guidance in this document or email the subcommittee HS.MemberRequests@mail.house.gov if you have questions regarding the proper categorization of a request.

- **Program Request:** a request to fund a specific program or activity in the bill at a specified level—Example: *Provide \$70,000,000 in the Transportation Security Administration’s Procurement, Construction, and Improvements account for the Checkpoint Property Screening System.*
- **Language Request:** a request to include specific bill or report language that does not direct funding to a particular entity but *encourages, urges, or directs* some type of action by a DHS agency, directorate, or office. Example: *“The Committee directs the Department to fully account for Blue Campaign funding in future budget submissions and encourages transitioning the program to direct appropriations.”*

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

**Port Infrastructure Development Program
Department of Transportation (DOT)
Guidelines and Requirements for Appropriations Submissions**

Programmatic and language requests are due by 6:00 pm on Wednesday, May 1, 2024

CPF submission deadline is 6:00 pm on Friday, May 3, 2024

Members must post CPF requests on their websites on Friday, May 17, 2024

Port Infrastructure Development Program projects are projects eligible under [Section 54301 of title 46](#), United States Code, as amended by title XXXV of division C of the National Defense Authorization Act for Fiscal Year 2024.

The Subcommittee will only fund projects that meet eligibility criteria and will be administered by eligible applicants, as described by statute. As a reminder, funding may not be directed to for-profit recipients. Due to the limited amount of total CPF funding, priority will be given to projects at small inland river and coastal ports and terminals, as described in 46 U.S.C. 54301(b), and to discrete, smaller-scale projects at larger ports and intermodal connections to ports.

This program has a statutory non-Federal matching requirement, with potential exceptions for small and rural area ports. Applicants should review 46 USC sections 54301(a)(8) and 54301(b) for more information on these cost-share requirements before submitting requests for funding. Note that recipients are also required to comply with reviews and audits from the Department of Transportation.

Additionally, these projects may be subject to various Federal requirements such as Buy America and the National Environmental Policy Act. The Committee strongly encourages Members' offices and potential funding recipients to reach out to their local port authorities and the Maritime Administration's [Gateway Offices](#) to help determine the eligibility and viability of projects.

For each Port Infrastructure Development Program project request, Members will need to provide specific information through the electronic submission process. The database will include the questions below to assist the Subcommittee in vetting and selecting projects.

Demonstration of Community Support:

Demonstration of community support for a project is crucial for determining whether it should receive funding. Projects must have substantial evidence of community support to be considered for funding. Community support documentation can include: letters from elected officials and community groups, local transportation or community development plans, publications (including news articles), and any other documents that demonstrate public support for the project.

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

Community Project Funding Supplemental Questions in the Database for Port Infrastructure Development Projects:

1. Project Name. A short name by which the project may be identified, including a very brief description of how the funds will be used.

EXAMPLE: Terminal 2 Expansion and Emissions Reduction Project, City, State, Congressional District.

NOTE: The project name and location will be used to list the project in the House Report and should be as accurate as possible to ensure that the funding goes to the correct project and location. Any changes after enactment will require additional legislative actions.

2. General description and benefits of the project and why it is needed.
3. Is the project at a small port, as described under 46 USC 54301(b)?
4. Is the project in a rural area, as described under 46 USC 54301(a)(12) – an area that is outside of a Census-designated urbanized area?
5. If the request is for a phase of a larger project, describe all other phases and how this request relates to the entire project.
6. Has the recipient engaged in discussions with the Maritime Administration and received assurances that the project is eligible under applicable statutes?
7. Please provide a history of any federal funding already received or approved for the project.
8. Does the project have other public (state, local) and/or private funds committed to meet match or cost-share requirements? If so, what is the source and amount of those funds?

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

**TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE CERTIFICATIONS AND
FEDERAL NEXUS STATEMENTS**

To comply with House rule XXIII, clause 17, and Committee guidance, below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany **each** Community Project Funding request:

Dear Chairman Cole and Ranking Member DeLauro:

I am requesting funding for _____[project] in fiscal year 2025. The entity to receive funding for this project is _____, located at _____(address including street name, city, state and zip code). The funding would be used for _____. The project is an appropriate use of taxpayer funds because_____.

The project has a Federal nexus because the funding provided is for purposes authorized by 46 USC 54301.

I certify that I have no financial interest in this project, and neither does anyone in my immediate family.

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on **Friday, May 17, 2024**. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

Questions: If you have any questions about Community Project Funding eligible for Port Infrastructure Development Program, please email TH.MemberRequests@mail.house.gov and include “Port Infrastructure Development Program Projects” in the subject line.

**COMMITTEE ON APPROPRIATIONS
SUBCOMMITTEE ON INTERIOR, ENVIRONMENT, AND RELATED
AGENCIES**

Fiscal Year 2025 Member Project Request Guidance

Programmatic and language requests are due by 6:00 pm on Wednesday, May 1, 2024

CPF submission deadline is 6:00 pm on Friday, May 3, 2024

Members must post CPF requests on their websites on Friday, May 17, 2024

This document provides guidance on submitting Community Project Funding, programmatic, and language requests for Fiscal Year (FY) 2025. All Community Project Funding requests must adhere to the eligibility requirements outlined in this guidance document to be considered for FY 2025 funding. Please review this guidance **in its entirety** prior to submitting all Member requests.

If you encounter general problems with the database or have technical questions, please email the Committee's IT office at Approp.ITMemberRequest@mail.house.gov. For questions regarding this guidance, please email the Interior Subcommittee staff at IN.MemberRequests@mail.house.gov.

General Guidance

Offices must use the House Appropriations Committee's [database](#) for all Community Project Funding, programmatic, and language requests. Please ensure that all field entries are complete and accurate. **No printed materials will be accepted.** Each office is responsible only for their requests and cannot submit requests on behalf of another office.

Member Request Letters

Offices must upload a single, signed Member letter addressed to **Interior Chairman Mike Simpson and Ranking Member Chellie Pingree** that includes all Community Project Funding, programmatic, and language requests for the FY 2025 Interior Appropriations bill ranked in priority order.

Member letters should provide enough information to clearly identify each request entered in the database, but all other pertinent details should be included with the online submission.

Members' letters must include a priority ranking of CPF, program, and language requests in the Interior bill consistent with the priority ranking you entered in the database. In addition, the database allows Members to separately rank their top 1-10 requests, across all subcommittees, as well as their CPF requests across all subcommittees. The Committee strongly encourages Members to make those rankings as well.

Please note that requests entered into the database must match the signed Member letter. If a Member signs a multi-Member or delegation request letter, that request must be entered into the

online database for each signee **and** be included in the Member’s signed letter to be considered. This requirement applies to Community Project Funding, programmatic, and language requests.

Financial Disclosure Certifications and Federal Nexus Statements – Community Project Funding Requests:

Members must certify that they and their “immediate family” (defined as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law) do not have a financial interest in the requested project. Members also must include a statement regarding the project’s Federal nexus. Letter templates are included in this guidance document.

TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE CERTIFICATIONS AND FEDERAL NEXUS STATEMENTS

To comply with House rule XXIII, clause 17, and Committee guidance, below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany **each** Community Project Funding request:

Dear Chairman Cole and Ranking Member DeLauro:

“I am requesting funding for _____ [project] in fiscal year 2025. The entity to receive funding for this project is _____, located at _____ (address including street name, city, state, and zip code). The funding would be used for _____. The project is an appropriate use of taxpayer funds because _____.

The project has a Federal nexus because the funding provided is for purposes authorized by Title VI of the Clean Water Act, 33 U.S.C 1381 et seq. **[Clean Water Projects]** OR Section 1452 of the Safe Drinking Water Act, 42 U.S.C. 300j-12. **[Drinking Water Projects]**.

I certify that I have no financial interest in this project, and neither does anyone in my immediate family.”

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters for Interior Community Project Funding requests publicly on their websites on **Friday, May 17, 2024, following the end of the Committee’s two-week technical assistance review period. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.**

Public Posting of Certification/Federal Nexus Letters – Community Project Funding Requests:

For transparency, Member offices must post each financial disclosure certification and Federal nexus letter publicly on their website for all Community Project Funding requests on **Friday, May 17, 2024**. The posted information must also include: (1) the name and address of the proposed recipient; (2) the amount requested; and (3) a description of the request to include the purpose of the funding and justification for use of taxpayer funds.

Members must provide the Committee with a link to the Member’s webpage containing this information when they enter the request into the Members’ Request database system. The Committee will include links from all Members submitting Community Project Funding requests in a single location on its website to use as a “one-stop” online database.

Community Support Letters – Community Project Funding Requests:

Community engagement and support is crucial in determining which projects are worthy of Federal funding. Only projects with demonstrated community support will be considered. To demonstrate evidence of community support, Members must also submit community support letters into the database as part of their requests. Members may submit the following:

- Letters of support from elected community leaders (e.g., mayors or other officials) or newspaper editorial boards;
- Press articles highlighting the need for the requested Community Project Funding projects;
- Projects listed on State intended use plans, community development plans, or other publicly available planning documents; or
- Resolutions passed by city councils or boards.

General Submission Checklist

- Did you upload a **single, signed Member letter** on official letterhead addressed to Interior Chair Simpson and Ranking Member Pingree **detailing the request(s)**?
- Did you upload **signed Member financial disclosure certifications and Federal nexus statements** for each Community Project Funding request on official letterhead addressed to Full Committee Chairman Cole and Ranking Member DeLauro?
- Have you validated that the information in the Member request letter and financial disclosure letter matches the information you entered in the database?
- Do you plan to publicly post information for all Community Project Funding requests to the Member’s website on **Friday, May 17, 2024**?

Community Project Funding

Environmental Protection Agency – State and Tribal Assistance Grants (STAG)

For FY 2025, the Interior Subcommittee will accept Community Project Funding requests in the Environmental Protection Agency – State and Tribal Assistance Grants (STAG) account for certain clean water and drinking water infrastructure projects. The Subcommittee will not accept project requests in any other account.

These projects include construction of and modifications to municipal sewage treatment plants and drinking water treatment plants. Similar to past practice, the Committee will be limiting STAG infrastructure grants only to projects that are publicly owned or owned by a non-profit entity and that are otherwise eligible for the funding from that state's Clean Water or Drinking Water State Revolving Funds (SRF) loan programs.

When submitting EPA STAG Community Project Funding requests, please be aware of the following guidance:

- **Ban on for-profit recipients and privately-owned projects.** The Committee will not fund projects to for-profit entities and privately-owned projects are NOT eligible for infrastructure grants, even if they are otherwise eligible for assistance under a SRF program. Additionally, the Committee will not fund projects for resorts, golf courses, gardens, or similar projects.
- **State, municipal, local, territorial, or Tribal governmental entities as grantees.** Public entities should be considered as the primary grantees to oversee the completion of the project. For STAG water infrastructure projects, States have Intended Use Plans (IUPs) with drinking water and wastewater projects that have already been vetted by governmental officials.
- **Non-profits as grantees.** Non-profits will be considered on a limited basis at the discretion of the Chairman. If a Member requests that funding be directed to a non-profit organization, the Member must provide evidence that the recipient is a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986. Many water projects often partner with non-profit entities to complete projects. Therefore, the Chairman will consider, on a limited basis, projects that are directed to non-profits with an inherently governmental function.
- **Federal Nexus.** The Committee will only fund projects with purposes authorized by Federal law and that can meet all underlying Federal requirements:
 - Clean water/wastewater projects: Title VI of the Clean Water Act, 33 U.S.C 1381 et seq.
 - Drinking water projects: Section 1452 of the Safe Drinking Water Act, 42 U.S.C. 300j-12.

- **Matching requirements.** There is a minimum 20% cost share requirement for any portion of a project funded through a STAG infrastructure grant and the Committee will not waive matching requirements:
 - For example, a \$1 million project could receive a maximum of \$800,000 from the Federal government, with the remaining \$200,000 the responsibility of the grantee.
 - In *almost* all cases, other Federal funds cannot be used to meet this 20% cost share. However, assistance provided by a SRF does count towards the project's matching requirement.
 - It is important that Member offices discuss with their State and local officials the ability for localities to meet matching requirements prior to requesting a project. This does not mean that matching funds must be in-hand prior to requesting a project, but that local officials must have a plan to meet such requirements for such a project to be viable.
- **One-year funding:** Each project request must be for FY 2025 funds only and cannot include a request for multiyear funding.
- **Project Amounts.** Members should use the range of project amounts funded in FY 2024 as a general guide when making requests. In FY 2024, most EPA STAG infrastructure projects funded in the House bill ranged from \$100,000 - \$5,000,000. Note that the Committee may consider higher project amounts for fiscal year 2025, and any caps will be determined by the Chairman after reviewing the full universe of requests.
- **Contact information.** It is very important to include accurate contact information for the prospective grantee when filling out the online request. This includes a point of contact, phone number, email information, and address. The grantee name entered into the online database must match the grantee name on the signed disclosure of financial interest certification letter.
- **Eligibility Questions.** Member offices must answer all the eligibility questions in the database for a request to be considered including the below supplemental questions:
 - Is this a Clean Water SRF project or a Drinking Water SRF project?
 - Is the project on your State's most recently finalized Clean Water/Drinking Water SRF Intended Use Plan (IUP)?
 - Has the project received Federal funds previously? If so, please describe.
 - Does the project have (or expects to have within 12 months) its 20% cost share requirement?
 - Given the Federal nexus requirement, does the project help meet or maintain Clean Water Act/Safe Drinking Water Act standards? If so, please describe.

STAG projects have very specific eligibility requirements, and the Committee will not consider projects that do not meet those requirements. The following lists some of the project types that are ineligible for STAG funding:

Projects that are **NOT generally eligible for STAG Grants**

| Clean Water / Wastewater | | Drinking Water | |
|---------------------------------|--|-----------------------|--|
| 1. | Land , except for projects described in the subsequent table under eligibility #11. | 1. | Dams or rehabilitation of dams. |
| 2. | Operations and maintenance costs. | 2. | Operations and maintenance costs. |
| 3. | Non-municipal point source control. | 3. | Water rights , except if the water rights are owned by a system that is being purchased through consolidation as part of a capacity development strategy or if the water rights purchase is covered by EPA’s DWSRF Class Deviation for Water Rights 2019. |
| 4. | Acid rain drainage correction. | 4. | Reservoirs , except for finished water reservoirs and those reservoirs that are part of the treatment process and are located on the property where the treatment facility is located. |
| 5. | Ambient water quality monitoring. | 5. | Laboratory fees for monitoring. |
| 6. | Flood Control Projects , unless the project is otherwise managing, reducing, treating, or recapturing stormwater. | 6. | Projects needed mainly for fire protection. |
| 7. | Privately owned sewer pipes. | 7. | Projects for systems that lack adequate technical, managerial, and financial capability, unless assistance will ensure compliance. |
| | | 8. | Projects for systems in significant non-compliance, unless funding will ensure compliance. |
| | | 9. | Projects primarily intended to serve future growth. |

The following list provides some examples of the types of projects that are eligible for STAG grant funding, and which are most frequently funded:

| Projects that ARE generally eligible for STAG Grants | | | |
|---|---|-----------|--|
| | Clean Water / Wastewater | | Drinking Water |
| 1. | Wastewater treatment plants, including sludge handling facilities: Upgraded (increase in treatment level) or expanded (increase in treatment capacity) facilities, including biological facilities, mechanical, a lagoon system, a land treatment system, or individual on-site systems. | 1. | Facilitate compliance with national primary drinking water regulations or address serious risks to public health including non-regulated contaminants (i.e., PFAS). |
| 2. | Collector Sewers: Small sewers that convey wastewater from residences, commercial establishments, and industrial sites to larger interceptor sewers. | 2. | Rehabilitate or develop water sources (excluding reservoirs, dams, dam rehabilitation and water rights) to replace contaminated sources. |
| 3. | Interceptor Sewers: Large sewers that convey wastewater from collector sewers directly to a wastewater treatment facility. | 3. | Install or upgrade treatment facilities. |
| 4. | Sewer Pipes: Rehabilitation is eligible only if pipes are publicly owned. | 4. | Install or upgrade storage facilities, including finished water reservoirs, to prevent microbiological contaminants from entering the water system. |
| 5. | Outfall Sewer: A sewer that conveys treated wastewater from a wastewater treatment facility to the receiving waters (i.e., a river, stream, lake, ocean, etc.). | 5. | Install or replace transmission and distribution pipes to prevent contamination caused by leaks or breaks in the pipe or improve water pressure to safe levels. |
| 6. | Storm Water Management: Measures to manage, reduce, treat, or recapture stormwater or subsurface drainage water (i.e., storm sewers, green infrastructure, etc.). | 6. | Projects to consolidate water supplies – for example, when individual homes or other public water supplies have a water supply that is contaminated, or the system is unable to maintain compliance for financial or managerial reasons – are eligible for DWSRF assistance. |
| 7. | Combined sewer overflow (CSO) control and sanitary sewer overflow (SSO) control: Combined sewers are sewers that convey both wastewater and storm water and may overflow during periods of heavy rain. The costs to correct CSO and SSO overflow problems are eligible. | 7. | Land is eligible only if it is integral to a project that is needed to meet or maintain compliance and further public health protection. |

| | | |
|---|--|---|
| <p>8. Infiltration/Inflow Correction: Construction activities that prevent surface water or groundwater from entering the sewer system.</p> | | <p>8. Project planning, design, and other related costs.</p> |
| <p>9. Water Security: These projects include installation or upgrade of physical security infrastructure such as lighting, fencing, monitoring and access control. Also, cybersecurity measures, installation of safer treatment technologies, and more secure storage of on-site treatment.</p> | | |
| <p>10. Septic Tanks: Remediation, rehabilitation, removal and replacement of failing tanks are eligible, as well as installation of new tanks where none had previously existed.</p> | | |
| <p>11. Land: The leasing and fee-simple purchase of land, including surface and subsurface easements, needed to locate eligible municipal or tribal projects, and land integral to the treatment process (e.g., land for effluent application or recharge basins), and a place to store equipment and material during POTW construction. Municipal purchase of land and/or conservation easements for source water protection are also eligible.</p> | | |
| <p>12. Water Reuse: Projects involving the municipal reuse or recycling of wastewater, stormwater, or subsurface drainage water. This includes but is not limited to the purchase and installation of treatment equipment sufficient to meet reuse standards, distribution systems to support effluent reuse, recharge transmission lines, injection wells, and equipment to reuse effluent (e.g., gray water, condensate, and wastewater effluent reuse systems).</p> | | |
| <p>13. Capital Nonpoint Source Pollution Control Projects: E.g., river or streambank restoration, agricultural best management practices (i.e., buffer strips, manure containment structures), wetlands restoration, etc.</p> | | |

For additional eligibility information, please consult:

- [EPA’s Drinking Water State Revolving Fund Eligibility Handbook](#)
- [EPA’s Overview of Clean Water State Revolving Fund Eligibilities](#)

Programmatic and Language Requests

For non-Community Project Funding requests (i.e., programmatic and language requests), insert the appropriate information in each text field in the online database. If the character limit of a text field prevents the user from entering in all the proposed text, please insert a summary that describes the purpose and effect of the proposed language and upload a document containing the full text. **Do not insert “refer to attachment” or anything similar without also inserting a summary directly into the text field.**

If the programmatic, bill, or report language request is for a specific non-governmental entity and not competitively awarded, or narrowly defines a competitive grant to the extent that only one entity or geographic area can apply, the request may be a Community Project Funding request. Please refer to the Community Project Funding guidance in this document or email the Interior Subcommittee staff at IN.MemberRequests@mail.house.gov if you have questions regarding the proper categorization of a request.

- **Programmatic Request:** A request to fund a specific program or activity in the Interior bill at a specified level—Example: *Provide \$100,000,000 within the National Park Service - Operation of the National Park System account for Park Support.*
- **Language Request:** A request to include specific Interior bill or report language that does not direct funding to a particular entity but *encourages, urges, or directs* some type of action by an agency funded in the Interior bill. Example: *“The Committee directs the National Park Service to fully account for park needs across the country when including funding in future budget submissions for Park Support.”*

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**Community Development Fund - Economic Development Initiative (EDI)
Department of Housing and Urban Development (HUD)
Guidelines and Requirements for Appropriations Submissions Database**

Programmatic and language requests are due by 6:00 pm on Wednesday, May 1, 2024

CPF submission deadline is 6:00 pm on Friday, May 3, 2024

Members must post CPF requests on their websites on Friday, May 17, 2024

Please note: In a change from FY24, the only eligible recipients for Community Project Funding in the Economic Development Initiatives account are the following types of governmental entities and public institutions of higher education:

- **States and the District of Columbia**
- **Territories**
- **Tribal governments**
- **Counties**
- **Cities, towns, parishes, or other local government entities**
- **Public colleges and universities, including community colleges**

Community Project Funding within the Community Development Fund account of the HUD title is intended for economic and community development activities, consistent with statutory and additional Committee requirements.

Project requests for the FY25 Economic Development Initiative program must be consistent with the goals of one or more of the following eligible uses of the Community Development Fund (CDF): 42 U.S.C. 5305(a)(1), 42 U.S.C. 5305(a)(2), 42 U.S.C. 5305(a)(4), and 42 U.S.C. 5305(a)(5). These statutory eligibilities focus on land or site acquisition, demolition, or rehabilitation; blight removal; and construction and capital improvements of public facilities, except for “buildings used for the general conduct of government.”¹ Similar to FY 2024, programmatic and operational expenses are not eligible.

5305(a)(1) – the acquisition of real property (including air rights, water rights, and other interests therein) which is (A) blighted, deteriorated, deteriorating, undeveloped, or inappropriately developed from the standpoint of sound community development and growth; (B) appropriate for rehabilitation or conservation activities; (C) appropriate for the preservation or restoration of historic sites, the beautification of urban land, the conservation of open spaces, natural resources, and scenic areas, the provision of recreational opportunities, or the guidance of urban development; (D) to be used for the provision of public

¹ 42 U.S.C. 5302(a)(21) provides: “The term ‘buildings for the general conduct of government’ means city halls, county administrative buildings, State capitol or office buildings, or other facilities in which the legislative or general administrative affairs of the government are conducted. Such term does not include such facilities as neighborhood service centers or special purpose buildings located in low- and moderate-income areas that house various non-legislative functions or services provided by government at decentralized locations.”

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works, facilities, and improvements eligible for assistance under this chapter; or (E) to be used for other public purposes;

5305(a)(2) – the acquisition, construction, reconstruction, or installation (including design features and improvements with respect to such construction, reconstruction, or installation that promote energy efficiency) of public works, facilities (except for buildings for the general conduct of government), and site or other improvements;

5305(a)(4) – clearance, demolition, removal, reconstruction, and rehabilitation (including rehabilitation which promotes energy efficiency) of buildings and improvements (including interim assistance, and financing public or private acquisition for reconstruction or rehabilitation, and reconstruction or rehabilitation, of privately owned properties, and including the renovation of closed school buildings);

5305(a)(5) – special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons;

Given that projects must be consistent with authorized purposes, the Committee expects to prioritize funding for the following types of projects:

- Water or sewer infrastructure projects, which are not otherwise eligible to be funded as CPFs in EPA STAG (Interior bill) or Rural Water and Waste Disposal (Agriculture bill);
- Local road infrastructure, which is not otherwise eligible as a CPF in Highways (in this bill);
- Streetscape improvements;
- Housing rehabilitation or construction, residential conversions, and neighborhood revitalization projects, which would increase housing supply and/or improve housing affordability in the local community;
- Projects with a clear economic development benefit for a community or region, such as workforce training centers; and
- Projects that meet a compelling local need consistent with statutory purposes. For example, food banks in economically disadvantaged neighborhoods, youth and senior centers, and multipurpose community centers would be strong submissions.

All projects will be evaluated based on the individual submissions and will be selected based on the merits of the project relative to other projects and the availability of CPF funding.

So that Members have the clearest possible guidance on the front end, the following types of projects are not eligible for CPF funding:

- Museums, commemoratives, and memorials;
- Swimming pools, water parks, ski slopes, and golf courses;
- Healthcare facilities;

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- Venues strictly for entertainment purposes – e.g., theaters, amphitheaters, fairgrounds, and performing arts centers;
- Strictly research or planning activities; and
- Buildings for the general conduct of government (courthouses, post office, city halls), which are not allowed under the statute.

Demonstration of Community Support: Projects require substantial evidence of community support to be considered for funding. Community support documentation can include letters from elected officials and community groups, local transportation or community development plans, publications including news articles, and any other documents that demonstrate public support for the project.

Reminder on Environmental Review Requirements: EDI projects, like all projects funded by HUD, are subject to requirements under the National Environmental Policy Act (NEPA), HUD’s NEPA-implementing regulations at 24 CFR Part 50 or 24 CFR Part 58, and all applicable federal environmental and historic preservation laws, regulations, and Executive Orders. An environmental review must be completed before HUD funds and new commitments of non-HUD funds can be used on a project (24 CFR 58.22).

Reminder on Buy America Preference (BAP): The “Buy America Preference” (BAP), in the Build America Buy America (BABA) Act within the Infrastructure Investment and Jobs Act (P.L. 117-58), requires that all iron and steel, construction materials, and manufactured products used in federally funded infrastructure projects are produced in the United States. Effective February 22, 2024, BAP applies to iron and steel for all EDI grantees, and effective August 23, 2024, this will extend to construction and manufacturing materials as well.

In addition to meeting the above eligibility criteria, all projects must meet these Committee requirements:

- Members are advised that projects submitted under 42 U.S.C. 5305(a)(1)(C) will be disfavored if the only or primary purpose of the project is “beautification” or historic preservation, without evidence of other community development or economic development benefits.
- Requesting offices are required to provide a valid Taxpayer Identification Number (TIN) and/or Employer Identification Number (EIN) for each potential EDI recipient, as well as the Unique Entity Identifier (UEI), which is an entity’s official identifier for conducting business with the federal government. If an entity does not presently have a UEI, they can register for one at SAM.gov. Applicants should have this information readily available to provide to your office.

NOTE: Political subdivisions and school districts/boards may not have their own unique TIN or UEI. In this case, we recommend naming the recipient as the legal entity under which they are formed and naming the political subdivision in the project description (e.g., “City of Alexandria/For the Department of Public Works’ roadway improvements”).

Soft costs (planning, administrative) for EDI projects can be incurred after the date of final enactment. However, if the recipient incurs soft costs after enactment, but before the grant agreement is executed, they do so at their own risk. If the project is found to be ineligible by

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HUD or the grant agreement is never signed, HUD cannot reimburse for those soft costs. Hard costs (construction activities) can **only** be incurred after the successful completion of the required environmental review.

For each EDI request, Members will need to provide specific information through the electronic submission process. The database will include the following questions to assist the Subcommittee in vetting and selecting projects. The Chair may require additional information from your office. Please ensure Community Project Funding requests are not duplicative of requests to another Subcommittee.

Community Project Funding prompts in the database for EDI:

- **Project Name.** A short name by which the project may be identified.
EXAMPLE: Sturgis Downtown Revitalization

- **General description of the project and why it is needed.**
EXAMPLE: This project will provide infrastructure needed to support downtown expansion, including housing developments in downtown Sturgis. Core components include parking lot reconstruction, alleyway accessibility/beautification upgrades (including a trailhead for a future non-motorized trail), storm sewer improvements, and electrical utility work (moving electrical lines underground). The project is located in a Qualified Census Tract, traditional downtown, and will lessen financial burden on downtown property owners hit hard by economic circumstances that would otherwise have to cover higher project costs for parking lot work by way of a special assessment. The project is aligned to the city's recent placemaking efforts (added downtown firepit, public art, plaza/streetscape walkway, etc.). The City of Sturgis is confident the project is shovel ready and could be completed within the identified project period.

- **What are the benefits of this project and why is it a priority?**
EXAMPLE: Downtown Sturgis is at a critical tipping point. Despite the challenges over the past two years related to the pandemic, the downtown is seeing an uptick in potential development projects, including a large-scale housing development. These projects will create an increased demand for parking and public amenities to make downtown Sturgis a destination of choice. The city is seeking to capitalize on this momentum to not only address needed infrastructure but also to create a vibrant central business district with the inclusion of a food truck court and trailhead.

- **Is the project on a state or local jurisdiction's consolidated plan with HUD? If yes, please link and provide the page number where it can be found. If not, please explain how the project is consistent with CDF statute.**

- **Amount requested for the Community Project Funding and the total project cost.**

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- **Are there community partners participating in this project?**
- **Does the grantee have experience executing a federal grant?**
- **Has the request been submitted to another Subcommittee or Committee this fiscal year? If yes, which one(s)?**
- **Is this project consistent with the primary objective of the community development program? Please describe who the project is intended to benefit.**
- **What is the entity's TIN/EIN?**
- **What is the entity's UEI?**
- **What is the ZIP code of the project location? If the project spans multiple ZIP codes, provide the ZIP code where most of the appropriation would be spent.**

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**DIRECTIONS AND TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE CERTIFICATIONS AND
FEDERAL NEXUS STATEMENTS:**

Members are required to send the Chairman and Ranking Member a letter stating that the Member and his/her “immediate family” (defined as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law) do not have a financial interest in the requested projects. Members are also required to include a statement regarding the project’s Federal nexus.

Below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany each Community Project Funding request:

Dear Chairman Cole and Ranking Member DeLauro:

“I am requesting funding for _____[project] in fiscal year 2025. The entity to receive funding for this project is _____, located at _____ (address including street name, city, state and zip code). The funding would be used for _____ . The project is an appropriate use of taxpayer funds because _____ .”

The project has a Federal nexus because the funding provided is consistent with purposes authorized in 42 U.S.C.5305(a)(1), 5305(a)(2), 5305(a)(4), and/or 5305(a)(5).

I certify that I have no financial interest in this project, and neither does anyone in my immediate family.”

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on **Friday, May 17, 2024**. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

Questions: If you have questions or require further information on EDI Community Project Funding requests, please email the Subcommittee staff at TH.MemberRequests@mail.house.gov with “Economic Development Initiative” in the subject line. Please note that this email box is for Congressional staff and Member use only, and external stakeholders should contact their Member of Congress for further guidance.