Applicant Guide

The House Appropriations Committee is accepting Community Project Funding requests for Fiscal Year 2025. Successful project applications will be funded through the numerous annual government funding bills.

Please note that this is an evolving process and subject to change at the discretion of the House Committee on Appropriations. Each of the committees and accounts have different eligibility requirements and requests for information. We encourage you to begin collecting this information as soon as possible and to contact our office at **PA06CPF@gmail.com** with questions prior to submission.

- **The deadline for submission to Rep. Houlahan's office is <mark>Monday, April 29th at Midnight.</mark>**
- **To begin the process of being considered for Community Project Funding, please complete [this form.](#)**
- **Please note that this year only state and local governments, or public colleges and universities, can apply for funding under the Economic Development Initiative (EDI)**

Each congressional office is limited to supporting 15 total projects in this cycle, and it is our understanding that the Appropriations Committee is likely to approve only a small number of requests. If your project request is not successful in this cycle, please know that this is still helpful for us to learn about funding needs in our community for the future.

Applicants must be units of government or 501(c)3 nonprofit organizations to be considered eligible. It is important that any request you make satisfies every requirement laid out by the House Appropriations Committee. Most importantly, each request must include demonstrated community support. You will be required to submit evidence of community support, which may include (but is not limited to):

- Letters of support from elected community leaders
- Press articles highlighting the need for the specific project
- Resolutions passed by local/county/state governments
- Projects listed on community development plans, state intended use plans, and other publicly available planning documents
- Support from local newspaper editorial boards, etc.

Additional requirements are listed below:

- A financial disclosure statement from Rep. Houlahan certifying that neither she nor her immediate family have any financial interest in the proposed project.

- A Federal nexus statement demonstrating that projects are tied to a federal authorization law.
- No Memorials, Museums, or Commemoratives: Memorials, museums, and commemoratives (i.e., projects named for an individual or entity) are eligible for Community Project Funding.
- Stewardship Requirements: Funded projects will follow applicable requirements in the authorized programs that support good stewardship of taxpayer dollars. For example, programs may require a non-federal cost-share and participation in program audits.
- Audits and Oversight: The Government Accountability Office (GAO) will conduct an independent audit of a sample of enacted projects and report its findings to Congress
- Each award will have specific deadlines for when funds must be spent. Review the program guidelines carefully to make sure the submission matches the guidelines.
- Cap on Overall Funding: The total amount for Community Project Funding in House appropriations bills will not exceed one half of one percent of discretionary spending.

In the interest of transparency, all Members are required to post all Community Project Funding requests submitted to the committee on their website. The posting must include the name of the proposed recipient, the address, the amount of the request, and an explanation of the purpose and justification for the use of taxpayer funds.

For more information on the Community Project Funding process, please skip to the bottom of page 12 of this document for frequently asked questions.

Please find below guidance from relevant appropriations subcommittees for specific accounts:

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

NOTE: For all applications for rural development funding, please ensure you have contacted the U.S. Department of Agriculture's Pennsylvania Rural Development Office to determine if your project is located in a qualifying area.

Accounts Eligible for Funding:

1. **Agricultural Research Service, Building 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.

Requests must be for ARS-owned or operated facilities. 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.

Federal Nexus: This project has a Federal nexus because it is for the purposes authorized in 7 U.S. Code section 2250 (link to this).

2. **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 public conservation districts. **Non-profit recipients will not be considered.**

House CPFs in the account averaged about $1.3 million in FY24.

Federal Nexus: 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.

3. **Rural Development, Rural Community Facility 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 that the House Appropriations Committee has deemed "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). **Contact the U.S. Department of Agriculture's Pennsylvania Rural Development Office to determine if your project is located in a qualifying area.**

Federal Nexus: 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)

BEST FOR: Nonprofit organizations and local governments located in qualified rural areas.

4. **Rural Utilities Service, ReConnect Grants**

ReConnect broadband pilot grants facilitate broadband deployment in rural areas. Grants 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.

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.

Federal Nexus: 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).

BEST FOR: Local governments and nonprofit organizations that meet eligibility requirements. **Contact the U.S. Department of Agriculture's Pennsylvania Rural Development Office to determine if your project is located in a qualifying area.**

 The average ReConnect CPF award in FY24 was approximately $1.2 million.

5. **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.

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.

Federal nexus: 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.

6. **Rural Development, Rural Utilities Service, Distance Learning and Telemedicine Grants**

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.

Federal Nexus: 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.

Commerce, Justice, Science, and Related Agencies

Accounts Eligible for Funding:

1. **National Institute of Standards and Technology – Scientific and Technical Research**

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'.

2. **National Oceanic and Atmospheric Administration – Coastal Zone Management**

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.). These projects support the protection, restoration, and development of our nation's coastal communities and resources.

Cost-Share Requirements 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'.

3. **Department of Justice – Byrne Justice**

These programs assist state, local, and Tribal law enforcement enforce laws, address violent crime, increase prosecution, improve criminal justice system, provide victims' services etc.

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 US.C. 10152(d) provides: no funds provided under this part may be used, directly or indirectly, to provide any of the following matters:

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

B. 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);

    e. or any similar matters.

In the event of limited funding, the Chair 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 JAG program.

Supplemental Questions for Byrne Justice 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'.

Please see the additional information provided by the Department of Justice: JAG Overview & JAG FAQs

4. **Department of Justice – Community Oriented Policing Technology and Equipment**

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)). Projects must 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.

Funding for building construction or renovation projects is **not** an eligible use of COPS Technology and Equipment Community Project Funding. For additional information, please visit the Department of Justice's webpage: Technology and Equipment Program | COPS OFFICE (usdoj.gov)

Supplemental Questions for COPS Technology & 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'.

5. National Aeronautics and Space Administration – Safety, Security & Mission Services

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:

A. Building construction or renovation projects.
B. 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'.

Funding must be for activities consistent with and supportive of the work of NASA's mission directorates and within the agency's authorities, such as STEM education activities and scientific research.

Energy, Water Development, and Related Agencies

Accounts Eligible for Funding:

1. Corps of Engineers
    a. Investigations
    b. Construction
    c. Mississippi River and Tributaries
    d. Operation and Maintenance
2. Department of Interior - Bureau of Reclamation
    a. Water and Related Resources

BEST FOR: Facilitators of authorized projects and their partners.

Note: Contact Corps of Engineers District Office of Bureau of Reclamation Regional Office to see if your project is already authorized.

Please know that most stakeholders in PA-06 will not be eligible for funding in these accounts.

Homeland Security

Accounts Eligible for Funding:

1. **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.

Only projects that meet the requirements detailed in the most recent Notice of Funding Opportunity for the Building Resilient Infrastructure and Communities (BRIC) grant program will be considered for funding. Please connect with the State Hazard Mitigation Offices for more information.

Please see for additional questions needed for submission.

BEST FOR: State and local governments.

2. **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."

Only projects that meet the requirements detailed in the most recent Notice of Funding Opportunity for the Emergency Operations Center Grant Program will be considered for funding.

BEST FOR: State and local governments.

Please see page 10 for additional questions needed for submission.

Note: 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.

Project funding for fiscal year 2024 ranged between $89,000 and $3,000,000 for Emergency Operations Center grants and between $75,000 and $10,000,000 for Pre-Disaster Mitigation grants.

Interior, Environment, and Related Agencies

Accounts Eligible for Funding:

1. **State and Tribal Assistance Grants (STAG) Grants for Clean Water State Revolving Fund and Drinking Water State Revolving Fund**

Projects funded by this account can be used to improve sewer systems, rehabilitate pipes for drinking water, or contaminant removal.

BEST FOR: Local governments, owners of nonprofit sewer and drinking water infrastructure. Organizations that are eligible for the funding from that state's Clean Water or Drinking Water State Revolving Funds (SRF) loan programs.

Federal Nexus. The Committee will only fund projects with purposes authorized by Federal law:
A. Clean water/wastewater projects: Title VI of the Clean Water Act, 33 U.S.C 1381 et seq.
B. Drinking water projects: Section 1452 of the Safe Drinking Water Act, 42 U.S.C. 300j12.

For more information on the specific requirements, please see the guidance on pages 4 – 8.

Transportation, Housing and Urban Development, and Related Agencies

Accounts Eligible for Funding:

1. **Department of Transportation – Airport Improvement Program**

All projects must be:

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

2. **Department of Transportation – Highway Infrastructure Projects**

All projects must be:

A. Capital projects or project-specific design for a capital project.
B. Supported by the state or Tribal government that would administer the project. Inclusion on a Statewide Transportation Improvement Plan (STIP) or Transportation Improvement Plan (TIP) would satisfy this requirement.
C. Administered 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.

3. **Department of Transportation – Transit Infrastructure Projects**

All projects must be:

A. Transit capital projects or project-specific planning/design for a transit capital project;
B. Supported by the state, local governmental authority, or Tribal government that would administer the project. Inclusion on a Statewide Transportation Improvement Plan (STIP) or Transportation Improvement Plan (TIP) would satisfy this requirement;
C. And sponsored by designated recipients, States (including territories and the District of Columbia), local governmental authorities, and/or Indian tribes.

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.

Please see additional guidance in the document linked in the header.

4. **Department of Transportation – Consolidated Rail Infrastructure and Safety Improvements**

CRISI provides grants to assist in financing the cost of improving intercity passenger rail and freight rail transportation systems. All projects must be:

A. Rail capital projects or systems planning for a rail capital project;
B. Supported by the state, local governmental authority, or Tribal government that would administer the project; and
C. 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.

Please see additional guidance in the document linked in the header.

5. **Department of Transportation – Port Infrastructure Development Program**

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.

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.

Please see additional guidance in the document linked in the header.

6. **Department of Housing and Urban Development – Economic Development Initiatives**

EDI Community Project Funding within the Community Development Fund account of the HUD title is intended for economic and community development activities. **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:**

A. States and the District of Columbia
B. Territories
C. Tribal governments
D. Counties
E. Cities, towns, parishes, or other local government entities

F. Public colleges and universities, including community colleges

Examples of eligible projects:

A. Water or sewer infrastructure projects, which are not otherwise eligible to be funded as CPFsin EPA STAG (Interior bill) or Rural Water and Waste Disposal (Agriculture bill);
B. Local road infrastructure, which is not otherwise eligible as a CPF in Highways (in this bill); • Streetscape improvements;
C. Housing rehabilitation or construction, residential conversions, and neighborhood revitalization projects, which would increase housing supply and/or improve housing affordability in the local community;
D. Projects with a clear economic development benefit for a community or region, such as workforce training centers; and
E. 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.

The following types of projects are **not** eligible for CPF funding:

- Museums, commemoratives, memorials;
- Swimming pools, water parks, golf courses;
- Healthcare facilities;
- Strictly research or planning activities
- Venues strictly for entertainment purposes – e.g., theaters and performing arts venues
- Buildings for the general conduct of government (courthouses, post office, city halls), which are not allowed under the statute.

Please see additional guidance in the document linked in the header, **including information on Environmental Review Requirements.**

Military Construction, Veterans Affairs

Please note that the committee will only accept community projects that are submitted to Congress by the Secretary of Defense on one of three lists – Future Year Defense Program (FYDP), Unfunded Requirements / Unfunded Priorities Lists, and Cost-to-Completes. These lists include projects, ongoing and upcoming, that ensure long-term viability, better readiness, increased resiliency, improved living and working conditions for service members and their families, and significant cost savings in perpetuity.

Each project request must be for fiscal year 2025 funds only and cannot include a request for multiyear funding. **There are extensive, additional requirements for these projects – please see the full guidance linked above.**

<p style="text-align:center">Frequently Asked Questions</p>

The process of requesting and submitting requests for Community Project Funding can be confusing. Here are some of the most frequently asked questions about the process. Please check this section for answers to many of your questions before following up with my staff.

What is Community Project Funding?

Community Project Funding is generally defined as spending provisions in federal legislation that:

- Are requested on behalf of constituents or constituent organizations by a Member of Congress or Senator;
- Provides, authorizes, or recommends a specific amount of discretionary budget authority, credit authority, or specific funding amount to a specific entity for a specific purpose; and,
- The purpose of the project must meet the objective of a federal program under existing law.

Community Project Funding is typically requested for projects with a clear purpose and goal above and beyond normal operating activities, for which private, non-federal funding is not available or sufficient. Community Project Funding will typically only serve as a partial contribution to the total cost of a project.

Is there a deadline for submitting a request?

Yes. The deadline to submit a Community Project Funding request for our office is ==Midnight on Monday, April 29th.==

What if I miss a deadline? Are any exceptions made if the bill hasn't been passed?

Congressional offices review numerous requests in a short amount of time. As a result, deadlines are strictly enforced. Once the office submits our requests to the full committee, we are unable to change or add requests. That is why it's important to submit your request before the deadline.

Are Community Project Funding requests publicly disclosed?

Yes. All requests for Community Project Funding submitted by the Member to the committee for consideration must be publicly listed on that Member's website, including the name and address of the requestor, the amount requested, and the justification for use of taxpayer funds.

Are there limitations on what Community Project Funding can be used for?

Yes. Federal Programs have very specific restrictions on how federal funds can be used. It is recommended that you closely examine this guide for references to eligible uses or limitations on use. Generally, funding cannot be used for debt service, recurring or routine expenses, reimbursement of costs, or projects that cannot demonstrate value to the community.

Can I request funding for "bricks and mortar"?

In general, no. One of the most common requests for funding is for building construction or renovation. Most appropriations accounts specifically prohibit this kind of project given the high demand.

There are some exceptions to this rule, including the Economic Development Initiative under the Department of Housing and Urban Development, and certain projects under the Military Construction Subcommittee, etc.

Should I submit my request to both my U.S. Representative and U.S. Senators?

Yes. It is strongly recommended that you submit your request to all of your federal representatives.

How much should I request?

It depends on the account from which you are requesting funds. You should not request more funds than you need or that can be realistically spent in the Fiscal Year for which you receive the funds. While you should request the amount that can be expended in the upcoming Fiscal Year that you need, please remember that projects are rarely funded fully due to budgetary restraints. Receipt of funds from Community Project Funding in one Fiscal Year is not a guarantee for Community Project Funding in future Fiscal Years.

What if I do not know the appropriate Account or Agency for my project request?

This guide has been prepared to outline information on available accounts. Requestors should use this guide to identify the appropriate account to identify one that meets the needs of your project or organization. Please contact our office if you need additional information.

If my project is funded, will I receive the full amount I request?

There is no guarantee that an approved Community Project Funding request will be funded at the requested level. It is very likely that you will only receive a portion of your request, if funded at all. This is mostly due to budgetary restraints. Please keep this in mind when requesting support for your project.

Do I need letters of support?

Yes. The more community support for a project, the better. As listed above, letters of support from local, municipal, and state elected officials and stakeholders, as well as editorials and articles in local newspapers on the importance and necessity of the project are all important.

I submitted a request. Will it be approved? When will I know?

The FY 2025 Community Project Funding process is extremely targeted and this process is also very competitive. While my team will look at all requests, it is strongly recommended you explore other grant and funding sources as well.

Many subcommittee deadlines are in early May. In order for my team and I to properly examine all requests, my office's deadline is Midnight on Monday, April 29th.

The House Appropriations bills are typically considered in the late spring, with the Senate considering bills in late spring and over the summer. The House and Senate have to convene a "conference committee" to work out the differences in each of those bills.

The Committee requires all members to publicly disclose and post their final requests to the Appropriations Committee once the requests are made. Please remember, even if your project is

supported in the House and/or Senate Appropriations bills, the funding level is subject to change until the final bill is signed into law.

This process can be long, but my team and I will be sure to keep all projects apprised of their status.

If my Community Project Funding request is granted, what is the process for getting the assistance and how quickly will I receive it?

In general, recipients of Community Project Funding will be contacted by the appropriate agency or office that oversees the account from which your project received funding. This cannot happen until the appropriations bill in which your project was listed is signed into law.

The timing varies between departments and agencies – some may start the process within several weeks, others may take several months after the bill's enactment into law.

In most cases, you will have to complete and submit a grant application outlining the project's goals, cost estimates and other requirements to the relevant agency. You will work with a program or contract officer to complete these steps; they may have questions or additional requirements that could affect the timing of the obligations or outlay of funding to your organization.

The process of accessing funding and the time it takes to complete the necessary steps, surprises many recipients who expect the money to be provided immediately. Please be sure to take this into account when submitting a request.

Can I depend on receiving Community Project Funding for the same project more than once?

Generally, no. Most successful requests are one-time infusions of funding, generally used to launch a project or partially contribute towards the total cost of a project.

Given the limitations on the appropriations process for Community Project Funding, there is no guarantee that Congress will support a project for more than one year. However, you should discuss the needs of your project with your Congressional sponsor(s) if you believe that federal support will be needed beyond a single fiscal year.