



Applicant Guide

For the first time in many years, the House Appropriations Committee will be accepting Community Project Funding requests for Fiscal Year 2022. 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 pa06communityprojectfunding@gmail.com with questions prior to submission.

Each congressional office is limited to supporting 10 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.
- Matching funding must be available for each project from the state/local government (matching funding does NOT have to be in-hand, but officials must have a plan to fund in order to meet this requirement).
- 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.

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.

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

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

Accounts Eligible for Funding:

1. [Agricultural Research Service, Building and Facilities](#)
Grants to purchase, construct, or improve essential community facilities, to purchase equipment, and pay other related project expenses. Essential community facilities include, but are not limited to, healthcare facilities, public facilities, public safety measures, educational services, or other community support services.
BEST FOR: Scientific researchers, local research universities.
2. [Rural Development, Rural Community Facility Grants](#)
Grants to purchase, construct, or improve essential community facilities, to purchase equipment, and pay other related project expenses.
BEST FOR: Nonprofit organizations and local governments located in qualified rural areas.
3. [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.
BEST FOR: Local governments and nonprofit organizations that meet eligibility requirements.

Commerce, Justice, Science, and Related Agencies

Accounts Eligible for Funding:

1. [Byrne Justice Assistance Grants](#)
Byrne JAG Grants assist state, local, and tribal law enforcement efforts to prevent crime, improve the criminal justice system, provide victims' services, and other related activities.
BEST FOR: State and local governments, local law enforcement agencies.
2. [COPS Technology and Equipment](#)
This funding will allow recipients the opportunity to establish and enhance any of a variety of technical equipment and/or programs to encourage the continuation and enhancement of community policing efforts within their jurisdictions.

BEST FOR: Local governments, local law enforcement agencies.

3. [National Oceanic and Atmospheric Administration--Operations, Research, and Facilities](#)

Requests for funding will be considered for research, demonstration, or education projects performed by external partners or for prioritizing NOAA internal funds for geographically specific projects. Any such project must be aligned with NOAA's mission and within their existing authorities.

BEST FOR: Local research universities, other research institutions, state and local governments

4. [National Aeronautics and Space Administration--Safety, Security and Mission Services](#)

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.

BEST FOR: Local nonprofit colleges and universities K-12 local education agencies, research institutions, local STEM education and workforce training programs.

Defense

Accounts Eligible for Funding:

1. [Research, Development, Test, and Evaluation Army](#)
2. [Research, Development, Test, and Evaluation Navy](#)
3. [Research, Development, Test, and Evaluation Air Force](#)
4. [Research, Development, Test, and Evaluation Space Force](#)
5. [Research, Development, Test, and Evaluation Defense-Wide](#)

CPF from these accounts may be used to enhance the services' scientific and technical knowledge through research, development, test, and evaluation funded by DOD and performed by industry, universities, federal laboratories, and others. Please note that the most likely recipients of funds from this account will be universities conducting research with a DOD element. The subcommittee will not accept project requests in any other account. Applicants must:

- Provide the name of the specific recipient for the project request and the amount requested for FY22
- Provide a description of the desired outcome of the project and how it would benefit the Department of Defense
- List the line number and Program Element number proposed to fund the project
- Disclose whether the project is being requested in another bill (such as the NDAA)
- State whether the request is a new or existing project. If existing, whether it previously received federal funds and if so, identify the account, amount of funding and fiscal year.
- Provide the total cost of the project
- List the required funding in future years and the source of that funding
- Determine whether the program could start in a limited capacity if the Appropriations Committee cannot fully fund the request

BEST FOR: Local research universities national labs.

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](#)

BEST FOR: Facilitators of authorized projects and their partners.

2. Bureau of Reclamation
 - a. [Water and Related Resources](#)

BEST FOR: Facilitators of authorized projects and their partners.

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

Financial Services and General Government

Accounts Eligible for Funding:

1. [Small Business Administration - Small Business Initiatives](#)

Funding requests for Community Projects in support of small businesses, such as entrepreneur training, workforce development, counseling, research, and construction or acquisition of facilities.

BEST FOR: State and local governments, local community colleges, local nonprofit organizations.

Homeland Security

Accounts Eligible for Funding:

1. [Pre-Disaster Mitigation Grants](#)

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.

BEST FOR: State and local governments.

2. [Nonprofit Security Grants](#)

Only projects that meet the requirements detailed in the most recent Notice of Funding Opportunity and the Preparedness Grants Manual for the Nonprofit Security Grant Program (NSGP) will be considered for funding.

BEST FOR: Nonprofits, houses of worship, medical clinics, hospitals, and museums.

3. [Emergency Operations Center Grants](#)

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

Interior, Environment, and Related Agencies

Accounts Eligible for Funding:

1. [Federal land acquisitions through the Land and Water Conservation Fund](#)

This account can be used to fund the purchase of land for outdoor recreation and habitat conservation.

(Note: The Subcommittee will accept requests for these community projects after the release of the full President's budget).

BEST FOR: State and local governments and park districts, nonprofit organizations with ownership of land to be conserved.

2. [State and Tribal Assistance Grants for certain water infrastructure project](#)

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.

3. [Certain State and Private Forestry projects within the U.S. Forest Service](#)

Projects funded by this account include reforestation projects, management of forests, and improvements to forest utilization.

BEST FOR: State and local governments, state and local parks services, nonprofit organizations with ownership of private forestland.

Labor, Health and Human Services, Education, and Related Agencies

Accounts Eligible for Funding:

1. [Department of Labor—Employment and Training Administration—Training and Employment Services](#)

Submissions to this account should include direct services to individuals to enhance employment opportunities, demonstrate evidence of a linkage with the State or local workforce investment system, and include an evaluation component.

Equipment purchases may be included within community project funding only as an incidental part of the entire project. A similar standard applies to curriculum development, which should be incidental to the project's emphasis on direct services to individuals.

Community project funding cannot be used for construction or renovation of facilities.

BEST FOR: State and local governments, local community colleges, local workforce development agencies, nonprofit job training centers; education providers.

2. [Department of Health and Human Services—Health Resources and Services Administration—Program Management](#)

Health Facilities Construction and Equipment

- a. Health Professions Education and Workforce Development
- b. Rural Health Outreach
- c. Rural Health Research
- d. Telehealth and Health Information Technology

BEST FOR: Local nonprofit hospitals, public health departments, health centers and clinics

3. [Department of Health and Human Services—Substance Abuse and Mental Health Services Administration—Health Surveillance and Program Support](#)

- a. Mental Health—grants to support programs that promote the prevention or treatment of mental health disorders, including rehabilitation, outreach, and other support services.
- b. Substance Abuse Treatment—grants to support programs that improve access, reduce barriers, and promote high quality, effective treatment and recovery services.
- c. Substance Abuse Prevention—grants to support programs to prevent the onset of illegal drug use, prescription drug misuse and abuse, alcohol misuse and abuse, and underage alcohol and tobacco use.

Community project funding cannot be used for construction (other than a limited amount of renovation necessary to carry out a funded project).

BEST FOR: Community health centers, public health departments, nonprofit mental and behavioral health service providers and treatment centers, and local governments

4. [Department of Education—Innovation and Improvement \(K-12\)](#)

Community project funding for elementary and secondary education should be submitted through the Innovation and Improvement account. Elementary and secondary education community project funding includes instructional services, afterschool centers, curricula development, teacher training, acquisition of books and computers, arts education, social and emotional learning activities, full-service community schools, and early childhood education. In general, the focus of elementary and secondary education community project funding should be providing early childhood or K-12 educational services.

Community project funding to provide and improve special education services at the elementary and secondary levels are also eligible under elementary and secondary education. Community project funding may include early intervention services for infants and toddlers, transition services, and postsecondary education services. Eligible grantees are state education agencies, school districts, colleges and universities, and other public and private nonprofit entities.

Generally, community project funding intended for individual schools is provided to the applicable school district and not directly to the individual school.

Community project funding cannot be used for construction or renovation of school buildings, except in the case of minor remodeling required as part of technology upgrades.

Daycare and childcare projects that do not include educational services are also not eligible

BEST FOR: State and local education agencies

5. [Department of Education—Higher Education](#)

Community project funding can be designated under this heading for a wide variety of higher education projects. Generally, community project funding should focus on improving access to, or the quality of, postsecondary education. Community project funding cannot be used for construction or renovation of academic buildings, except in the case of minor remodeling required as part of technology upgrades.

Examples of the types of projects that can be funded under FIPSE include projects to hire and train faculty, establish and improve degree programs, improve teacher preparation programs, develop and improve curricula, upgrade technology and telecommunications, acquire science laboratory equipment, provide student support, implement university partnerships with school districts, and establish research and training centers.

Best For: Colleges and universities, other public and private nonprofit organizations.

Transportation, Housing and Urban Development, and Related Agencies

Accounts Eligible for Funding:

1. [Department of Transportation - Local Transportation Priorities](#)

These are highway and transit capital projects that are supported by state or local governments that will be administered by public entities.

BEST FOR: State and local governments, metropolitan planning organizations, local transportation agencies, local parks services.

2. [Department of Transportation - Airport Improvement Program \(AIP\)](#)

These funds will be used for enhancing airport safety, capacity, and security.

BEST FOR: Local Airports

3. [Department of Housing and Urban Development - Economic Development Initiative \(EDI\)](#)

These funds may be used for economic and community development activities, including land or site acquisition, demolition or rehabilitation of housing or facilities, construction and capital improvements of public facilities.

BEST FOR: Local governments and agencies, local housing authorities, local small business development organizations, and other nonprofit community organizations.

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. The Committee’s deadline for these requests is April 28; when the President’s Budget comes out, we will be able to verify whether projects are indeed on FY22 FYDP, UFR, or CTC lists. In the meantime, please refer to previous year’s lists for guidance.

Each project request must be for fiscal year 2022 funds only and cannot include a request for multiyear funding. In addition, to be eligible, requested projects must be shovel ready in fiscal year 2022 with 35 percent design complete and must be positioned to have contracts awarded in fiscal year 2022.

Accounts eligible for funding:

1. [Construction and Unspecified Minor Construction– Active Components](#)

Eligible community project requests include both construction and unspecified minor military construction projects for active components. An unspecified minor military construction project is a project that has an approved cost equal to or less than \$6,000,000. The types of projects under this heading include construction, installation, equipment of

temporary or permanent public works, military installations, and facilities for the accounts listed below:

- Army
- Navy and Marine Corps
- Air Force
- Defense-Wide Agencies (SOCOM, DHA, etc.)

2. Construction and Unspecified Minor Construction– Reserve Components

Eligible community project requests include both construction and unspecified minor military construction projects for Reserve Components. An unspecified minor military construction project is a project that has an approved cost equal to or less than \$6,000,000. Some Reserve Component projects require a State funding match. Requestors must determine whether the proposed project requires such a match and if so, confirm that the project has current State match funding before the request can be considered. The types of projects under this heading include construction, expansion, rehabilitation, and conversion of facilities for training and administration for the accounts listed below:

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

3. Planning and Design

The types of projects under this heading include improving facility resilience, study, planning, design, and architect and engineer services for the accounts listed below:

- Army
- Navy and Marine Corps
- Air Force
- Defense-Wide Agencies (SOCOM, DHA, etc.)
- Army National Guard
- Air National Guard
- Army Reserve
- Navy Reserve
- Air Force Reserve

Frequently Asked Questions

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 April 2nd.

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 my office submits our requests to the full committee, I am 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 my 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 2022 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 late April. In order for my team and I to properly examine all requests, my office's deadline is April 2nd.

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. 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.