# Fiscal Year 2025 Community Project Funding Request Application - Instructions

*Disclaimers: As of March 27, 2024, the House Majority has not released guidance on community project funding requests (CPF).* ***Please be advised all guidance and availability of FY25 CPFs is subject to change pending the Majority’s release of FY25 guidance.*** *In the last two years, each Member of the House could only submit up to 15 projects. The House Appropriations Committee (HAC) will require Members of Congress to publicly post their requests online once submitted to HAC for consideration. To comply with HAC and ethics requirements, any and all information that you provide on your application may become* ***publicly available*** *in the future. Submission of a request does* ***not*** *mean (1) that your request will automatically be made to HAC, or (2) that HAC will fund the request or fund it at the requested level. Please take these factors under consideration when deciding whether to make a request.*

1. All applications are **DUE ON April 16, 2024, by close of business.** Early submission is encouraged.
2. **For questions or assistance, contact my office *before* the deadline**: by phone at 202-225-4165 or email at [DE00fundingquestions@mail.house.gov](mailto:DE00fundingquestions@mail.house.gov).
3. **All applications must be submitted via E-MAIL. Use the following email address:** [de.grants@mail.house.gov](mailto:de.grants@mail.house.gov).
4. **When submitting your application, utilize the following format for the subject line of your e-mail:** Organization’s Name followed by “FY25 CPF Request” and, if you are submitting multiple project requests, “Request #1 of x.” **Submit your application as one .pdf file** – contact my office for assistance.

**5.** Only **FULLY COMPLETED** applications will be considered. If any questions are not applicable, write “N/A.” Do not leave any areas blank and ensure all required documentation is provided, otherwise your application will not be submitted. **Please review the submission guide found on** [**bluntrochester.house.gov**](https://bluntrochester.house.gov/constituent-services/appropriations-requests.htm)**.**

**6.** **If you have multiple requests, submit each request SEPARATELY.** Please do not request funding for more than one project on a single application form. We also urge you to limit the number of requests.

**7. Eligible Grantees: Non-profits and government entities are eligible. For-profit entities are NOT eligible. Museums, memorials, or commemoratives are NOT eligible. If you are unsure of your project or organization’s eligibility, please contact the office ASAP.**

**8.** **No multiyear funding requests will be considered.** **HAC will only consider one-year funding requests***.*

**9.** **State and local matching requirements will not be waived if applicable.** HAC will not waive matching requirements for projects that would otherwise have such requirements by statute or longstanding policy.

**10. Provide the following documentation, if applicable:**

* Proof of non-profit status – Submit IRS documentation of non-profit status.
* Demonstrated Community Support – All **projects** must have demonstrated community support. Examples include, but are not limited to:
  + Letters of support from elected officials (state and local)
  + Delaware Community - Business owners in the area, advocates, target audience, etc
  + Press articles highlighting the need for the requested project.
  + Resolutions passed by city councils or boards.
  + Projects listed on State-use plans or community development plans.

# FY 2024 Community Project Funding Request Application - Due by April 16, 2024, Close of Business.

***\*\*\*Note: Only Non-profits and government organizations are eligible for Community Project Funding.\*\*\****

**Section 1 – Project Details**

1. **Order of Priority** *(If the only request, write “1 of 1”)* **:** \_\_\_\_of\_\_\_\_**.**
2. **This project falls under which Appropriations subcommittee?** (*Please refer to the resource guide and list of eligible accounts in the Appendix at the end of the application.*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Which federal agency and office would administer this project?** (*Please refer to the resource guide and list of eligible accounts in the Appendix at the end of the application.*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Which account and program would this project fall under?** (*Please refer to the resource guide and the Appendix for the list of eligible accounts.*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Project Title:**   **\_\_**

*If this is an ongoing project or has received funding in past federal appropriations bills, list the same project title here and throughout the application.*

1. **Project Description.** *In this section, provide a brief, three- or five-sentence [100 – 150 words] description of your project and the benefit to it will provide to the community (not a summary of what the organization does). Please do not exceed more than five sentences [150 words] here; we will ask for detailed project descriptions in section 4. In this section, please avoid the use of technical language—****we are looking for the best way to describe your project to a layperson****.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Are other House members making the same request?**  Yes  No  N/A
2. **What is the estimated Start Date of the project?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **What is the estimated End Date of the project?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **What is the amount requested for FY2025** (*in dollars*)**?** **$**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. **What is the total project cost** (*in dollars)****?***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Is this project in the FY25 President’s Budget request?**  Yes  No
2. **If yes to #12, note the amount here (**write “N/A” if the answer was no**):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Were there FY2023 or FY2024 enacted funds?**  Yes  No
2. **Can the project obligate all funds within 12 months of enactment?**

Yes  No

1. **Was this request submitted to another House subcommittee?**

Yes  No

1. **Is the request made by a governmental or non-profit organization?**

Non-profit State or Local Government

1. **If the organization is a non-profit, please specify the type** (e.g. 501(c)(3)) **and provide the EIN** (write N/A if inapplicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 2 – Submitting Organization Details**

1. **Best Point of Contact** (necessary if the project is accepted)**:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. Role/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **In which congressional district(s) is the *organization* located?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Organization Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Organization Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Is the *project* address the same as the *organization* address?**

Yes  No

1. **Project address if different than #22** (write N/A if same address): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 3 – Additional Information**

1. **Was the Project Included in State/City Use Plan or Community Development Plan:**

*If you select YES, provide description and additional documentation when prompted at the end of the application.*

Yes  No  N/A

1. **Project Website** (write N/A if none): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Is this a single-year project?**

YES  NO

**If NO, you will be required to provide additional details at the end of this form. Be advised this is a single-year appropriation.**

1. **What is a realistic minimum dollar amount that you require from Federal appropriations in order to make this project viable?**

**$** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Military Construction Request**:  Yes  No
2. **Did you submit a similar request for Fiscal Year 2025 to either Sen. Carper or Sen. Coons?**  Yes, Sen. Carper  Yes, Sen. Coons

Yes, both Senators  No

**Section 4 - Additional Required Documents**

**Provide the following supporting documentation as attachments separate from this form, if applicable:**

* **Proof of non-profit status –** You can obtain proof of non-profit status on the IRS website here: https://apps.irs.gov/app/eos/
* **One-page Technical Project Description, Scope of Work, and location where most of the work on the project will be carried out.**
* **Short Background Summary of Requesting Organization’s History, Mission, and Communities Served.**
* **Two or more examples of demonstrated Community Support for the Project (*support from the applying agency will NOT qualify*)**
  + Letters of Support from elected local officials
  + Letters of Support from editorial boards
  + State-use or community development plans
  + Press articles
* **Signed Attestation Letter**
  + For non-profits, please provide a letter from an expert, organization of authority, or governmental entity attesting to the feasibility of the project.
  + For government entities, please provide a letter of attestation from senior officials involved in the project.
* **A detailed budget document for the project detailing the following:**
  + Total Project Costs (federal appropriations + non-federal funding)
  + Amount Requested as a percentage of total project costs.
  + Intended use of Federal Funds – capital improvements, salaries/expenses/operational costs, or any other intended uses.
  + Other non-federal funding sources
  + Status and uses of funding from non-federal sources (i.e. solicited, received, obligated, etc.).
* **Any supplemental information required due to the request type** (e.g. a request related to the Energy and Water Development Appropriations bill). **Please review the guide for assistance on the required information.**
* **If you answered “YES” to question #25,** provide a copy of the state or city use plan, or community development plan.
* **If you answered “NO” to question #27,** provide a one-page document detailing the expected duration of the project or whether additional federal appropriations will be required in the out-years.

**Appendix - Bills and Accounts Reference**

1. **Appropriations Bill:**

|  |  |
| --- | --- |
| Agriculture, Rural Development, Food and Drug Administration, and Related Agencies | Commerce, Justice, Science and Related Agencies |
| Energy and Water Development | Homeland Security |
| Interior, Environment, and Related Agencies | Military Construction and Veterans Affairs, and Related Agencies |
| Transportation, Housing and Urban Development, and Related Agencies |  |

1. **Eligible Accounts:**
   1. **Agriculture, Rural Development, Food and Drug Administration, and Related Agencies (*all accounts under this bill administered by the Department of Agriculture*):**

|  |  |
| --- | --- |
| Agricultural Research Service, Buildings and Facilities | Natural Resources Conservation Service (NRCS), Conservation Operations |
| Rural Development, Community Facilities Grants | Rural Utilities Service, Distance Learning and Telemedicine Grants |
| Rural Development, ReConnect Grants | Rural Water and Waste Dispo |

* 1. **Energy and Water Development:**

|  |  |
| --- | --- |
| Army Corps of Engineers (ACE), Investigations | ACE, Construction |
| ACE, Operations & Maintenance | ACE, Mississippi Rivers & Tributaries |
| Department of the Interior, Bureau of Reclamation, Water and Related Resources |  |

* 1. **Homeland Security (*all accounts under this bill administered by the Department of Homeland Security*):**

|  |  |
| --- | --- |
| FEMA, Pre-Disaster Mitigation (PDM) Grants | FEMA, Emergency Operations Center (EOC) Grants |

* 1. **Transportation, Housing and Urban Development, and Related Agencies:**

|  |  |
| --- | --- |
| Department of Transportation (DOT), Airport Improvement Program (AIP) | DOT, Highway Infrastructure Program (HIP) |
| DOT, Transit Infrastructure Grants (TIG) | Department of Housing and Urban Development, Economic Development Initiatives (EDI) |
| DOT, Consolidated Rail Infrastructure and Safety Improvements | DOT, Port Infrastructure Development Program |
|  |  |

* 1. **Commerce, Justice, Science and Related Agencies:**

|  |  |
| --- | --- |
| Department of Commerce (DOC), National Institute of Standards and Technology (NIST), Scientific and Technical Research Services (STRS), ExternalProjects | DOC, National Oceanic and Atmospheric Administration (NOAA), Coastal Zone Management |
| Department of Justice (DOJ), Community Oriented Policing Services (COPS), COPS Law Enforcement Technology | DOJ, Byrne Justice Assistance Grants |
| National Aeronautics and Space Administration (NASA), Safety, Security, and Mission Services |  |

* 1. **Interior, Environment, and Related Agencies:**

|  |  |
| --- | --- |
| EPA, State and Tribal Assistance Grants (STAG), Clean Water State Revolving Fund | EPA, State and Tribal Assistance Grants (STAG), Drinking Water State Revolving Fund |
|  |  |

* 1. **Military Construction and Veterans Affairs, and Related Agencies:**

|  |  |
| --- | --- |
| Military Construction, Air Force | Military Construction, Army Reserve |
| Military Construction, Air Force Reserve | Military Construction, Defense-Wide |
| Military Construction, Air National Guard | Military Construction, Navy and Marine Corps |
| Military Construction, Army | Military Construction, Navy Reserve |
| Military Construction, Army National Guard | Military Construction, Space Force |