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**FY2024 Homeland Security Appropriations Community Project Request Form**

Return completed form and required documentation to [Simpson.Appropriations@mail.house.gov](mailto:Simpson.Appropriations@mail.house.gov).

**Due Date: March 13, 2023**

Note: Only non-profit entities and state and local government entities are eligible to request projects. Projects cannot be designated for private individuals or for-profit entities. Submissions must include proof of community support. The Subcommittee will only accept legally eligible requests under the following accounts:

* *Pre-Disaster Mitigation Grants*
* *Emergency Operations Center Grants*

Please review the purpose and eligibility requirements, including any [environmental and historic preservation requirements](https://www.fema.gov/grants/guidance-tools/environmental-historic), for these two grant programs to ensure proper consideration. If you have questions about the appropriations project review process, please contact [Simpson.appropriations@mail.house.gov](mailto:Simpson.appropriations@mail.house.gov) to discuss. **Incomplete project requests will not be considered by the Committee.**

**General Guidance:**

* May be for FY24 funds only and cannot include multi-year funding
* Include accurate recipient information when filling out the online request**. The recipient name entered into the online database should be the legal name of the organization that will be receiving these funds**. Please do not include abbreviations, acronyms, or use a “The” before the recipient name.
* Include a **project description** consisting of not more than 1,000 characters. Please include the type of CPF project at the beginning of the description (Pre-Disaster Mitigation Grant or Emergency Operations Center Grant).
* Include a **budget** describing in detail how the requested federal funding will be used by the grantee.
* Include an explanation of **why the project is a good use of taxpayer funds**—this information must also be included on the Member’s official House website (explained below).
* Indicate whether you are aware of another Member making a request for this same project (just Yes/No, not which Member(s)).
* May include Proof of Community Support:
  + 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.
* All project information submitted through the database must be consistent with the information included in the **signed disclosure of financial interest certification letter**.

**Pre-Disaster Mitigation Projects:**

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](https://www.grants.gov/web/grants/view-opportunity.html?oppId=340685) (NOFO). The subcommittee encourages offices to consult with their [State Hazard Mitigation Officers](https://www.fema.gov/grants/mitigation/state-contacts) when answering the questions in the database.

For any PDM projects designated for funding in the FY 2024 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).

CPF funding in the FY 2023 House bill ranged between $320,482 and $10,000,000 for individual PDM grants.

*Please pay careful attention to FEMA’s eligibility requirements when answering the following questions:*

* + - 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 preapproved 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 disproportionally 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 PreDisaster 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.

*Pre-Disaster Mitigation Grant Checklist*

* Have you confirmed the requesting jurisdiction is a state, tribal government, local government, or territory as defined in the [Stafford Act](https://www.fema.gov/sites/default/files/documents/fema_stafford_act_2021_vol1.pdf) ([42 USC §5122(4),(6),(8)](https://www.law.cornell.edu/uscode/text/42/5122))?
* 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](https://www.ecfr.gov/current/title-44/chapter-I/subchapter-D/part-201)?
* Have you confirmed that the requesting entity can provide a [Benefit-Cost Analysis](https://www.fema.gov/grants/tools/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% of the total project cost, or 10 percent of the total project cost for small, impoverished communities as detailed in the [NOFO](https://www.grants.gov/web/grants/view-opportunity.html?oppId=340685))?
* 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?

**Emergency Operations Center Grant Program:**

FEMA’s EOC grants improve emergency management and preparedness capabilities by supporting flexible, sustainable, secure, strategically located, and fully interoperable [EOCs](https://training.fema.gov/programs/emischool/el361toolkit/glossary.htm#E) 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](https://www.fema.gov/grants/preparedness/emergency-operations-center).

For any EOC projects designated for funding in the FY 2024 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).

CPF funding in the FY 2023 House bill ranged between $158,176 and $3,000,000 for individual EOC grants.

*Please pay careful attention to FEMA’s eligibility requirements when answering the following questions:*

* + - 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.

*Emergency Operations Center Grant Checklist*

* Have you confirmed the requesting jurisdiction is a state, tribal government, local government, or territory as defined in the [Stafford Act](https://www.fema.gov/sites/default/files/documents/fema_stafford_act_2021_vol1.pdf) ([42 USC §5122(4),(6),(8)](https://www.law.cornell.edu/uscode/text/42/5122))?
* 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?