



FY25 Community Project Funding Guide

Office of Congresswoman Suzan DelBene
Washington's First Congressional District

Disclaimer on FY25 Guidance

The House Appropriations Committee has not yet released guidance for Community Project Funding in FY2025. This guide is based on last year's guidance to allow communities to consider what projects are likely to be eligible. This guidebook will be updated once we receive FY2025 guidance from the Appropriations Committee.

All information is subject to change, including but not limited to:

- Whether Community Project Funding will be allowed in FY2025
- The deadlines for submitting projects
- Which types of projects are allowed in Community Project Funding
- Which accounts will be eligible for applications
- Who is eligible to apply
- What information will be required in the application process

The information in this guidebook is up-to-date as of April 4, 2024.

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Frequently Asked Questions

What is Community Project Funding?

Community Project Funding (CPF) requests are requests to direct funds to a specific state or local government or eligible non-profit recipient through the annual federal appropriations bills. These bills determine the spending levels for the federal government for the next fiscal year. For the past three years, the House Appropriations Committee has allowed members to request funding for important local projects. Since 2021, Rep. DelBene has secured nearly \$45 million in federal funding for projects in WA-01. CPFs are requested through existing federal programs, such as discretionary grant programs, and must meet the requirements of the relevant programs.

Who is eligible to apply for Community Project Funding?

State, local or Tribal governments and non-profits can apply for Community Project Funding. For-profit entities are not eligible.

How do I apply for Community Project Funding?

You can apply for Community Project Funding on our website at <https://delbene.house.gov/constituent-services/appropriations-requests/fy25-appropriations-requests.htm>. We recommend reviewing this form and the entirety of this guidebook to ensure you have all the information needed to apply.

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

Yes. In FY24 there were 24 different accounts through which you can request CPFs, and each account has restrictions on what kinds of projects are eligible. Later in this guide, there is a section on eligible accounts that can help you determine if your project is eligible for any of the accounts that were offered last year. We are awaiting Committee guidance on the accounts eligible in FY25.

Will the available accounts this year be the same as last year?

Each year, the eligible accounts are determined by the Appropriations Committee. This can occasionally lead to differences in which accounts are eligible. There were significant changes between FY23 and FY24 because the House had a new Majority party.

The following accounts were eligible in FY23, but were not eligible in FY24:

- National Oceanic and Atmospheric Administration (NOAA) Operations, Research and Facilities (NOAA)
- National Institute of Standards and Technology (NIST) Construction of Research Facilities (NIST)
- Defense Research, Development, Test and Evaluation Accounts (Army, Navy, Air Force, Space Force, Defense-Wide)
- Department of Energy (Energy)
- Federal Buildings Fund, New Construction, Major Repairs and Alternations and Basic Repairs Accounts (General Services Administration)
- National Historical Publications and Records Commission (Archives and Records Administration)
- Small Business Initiatives (Small Business Administration)
- Land and Water Conservation Fund (Interior)
- State and Private Forestry Projects (Forest Service)
- Save America's Treasures (National Park Service)
- Workforce Innovation and Opportunity Act Training and Employment Services (Labor)

- Health Facilities Construction and Equipment (Health Resources and Services Administration)
- Health Surveillance and Program Support (Substance Abuse and Mental Health Services Administration)
- Child Abuse Prevention (Administration for Children and Families)
- Social Services Research and Demonstration (Administration for Children and Families)
- Aging and Disability Services (Administration for Community Living)
- Elementary and Secondary Education Innovation and Improvement (Education)
- Fund for the Improvement of Postsecondary Education (Education)
- Veterans Affairs Minor Construction Programs (Veterans Affairs)

New accounts offered in FY24 included the following:

- Water and Waste Disposal Grants (Agriculture, Rural Development, Food and Drug Administration and Related Agencies – Rural Development)
- Coastal Zone Management (Commerce, Justice, Science and Related Agencies – NOAA)
- Consolidated Rail Infrastructure and Safety Improvements – (Transportation, Housing and Urban Development – Federal Railroad Administration)
- Port Infrastructure Development Program (Transportation, Housing and Urban Development – Maritime Administration)

We are still awaiting guidance from the House Appropriations Committee on eligible accounts for FY25.

How much funding can I request, and how much am I likely to receive?

Typically CPF requests fall in the \$2-5 million range, however due to overwhelming interest in certain accounts, such as the HUD EDI account, the Appropriations Committee may reduce the amount requested due to budget constraints. We recommend identifying discrete portions of your requested project that could be completed if the funded amount was reduced.

In last year's funding requests, Rep. DelBene [requested a total of \\$49,024,202 for 15 local projects](#), ranging from \$1,095,568 to \$8,303,099. The Appropriations Committee included all fifteen projects in their Appropriations bills, but only two projects were included at their requested level. In total, the Committee included the projects for a total of [\\$17,908,535](#) with included amounts ranging from \$850,000 to \$5,000,000.

Community Project Funding is requested for projects where private or non-federal funding is not available or sufficient. Typically, Community Project Funding will only provide a partial contribution to the total cost of a project. Several funding accounts require a state, local or private match for an entity to receive funding.

When will I know if Rep. DelBene chose my request?

Rep. DelBene's Community Project Funding requests will be submitted to the relevant subcommittees based on their submission deadlines. Last year, those deadlines were at the end of March. The House Appropriations Committee has not yet released their FY25 guidance and therefore we are not aware of the deadlines for this cycle. You will receive notification once Rep. DelBene submits her final projects and whether or not your project was chosen.

If Rep. DelBene chooses my project, will it end up in the final legislation?

There are multiple steps in the appropriations process, many of which are not controlled by our office. The House Appropriations Committee may choose to not include every project submitted by a member. Following that, there is a possibility of projects being stripped out of the legislation either when the bill goes before the full House or during negotiations with the Senate. We will make every possible effort to get all projects submitted by Rep. DelBene included in the final legislation.

When will Appropriations bills be passed through Congress?

Under regular order, all 12 appropriations bills should be passed by both chambers and signed into law by the president by the start of the federal fiscal year on October 1. However, Congress frequently does not meet that deadline. When the deadline is not met, Congress can pass a continuing resolution (CR) to fund the government on a short-term basis while negotiations on the bills continue. CRs extend government funding for a certain amount of time at the previous fiscal year's funding levels. CRs can extend the timeline for several months, and in recent years, final appropriations bills have been passed in December or in the following year. If the Appropriations bills are not enacted and there are no CRs passed, it could lead to a government shutdown. Typically, CRs do not include CPF requests, and those requests are only included in the final appropriations laws.

If our project is included in legislation passed by Congress, and signed into law what is the process and timeline for receiving the funding?

In general, Community Project Funding recipients will be contacted by the agency that oversees the account you received funding from. The agencies cannot contact you prior to the legislation being signed into law. Once it is signed into law, the timeline varies between departments and agencies – some may start the process within a few weeks, while others may take several months after the bill's enactment into law.

Once you are contacted by the relevant agency, you will have to complete and submit a grant application outlining the project's goals, cost estimates and other information to ensure it meets federal requirements. The process for receiving project authorization and accessing funding could take weeks to months, and in certain circumstances, can even take years. Please keep this in mind when submitting a request.

Can I get reimbursed for project costs that were taken prior to getting funding obligated?

In general, you will not be able to be reimbursed for any money spent prior to receiving project authorization from the relevant agency.

Can I request operational costs for a project?

We recommend checking the guidance of the account to see whether operational costs are allowed under the guidance. If you are seeking operational costs that are permissible under the account's eligibility criteria, we recommend explaining how you will continue to fund operational costs after the Community Project Funds run out.

How many projects can Rep. DelBene request?

In FY24, Members of Congress were able to submit up to 15 CPF requests to the House Appropriations Committee. Because the office receives more than 60 requests each year, Rep. DelBene is only able to submit a fraction of the project requests received.

If my project is physically located outside Rep. DelBene's district, can I still submit it to her office for consideration?

Rep. DelBene can only submit projects that are located within and serve Washington's First Congressional District. If your organization's legal address is physically outside the district but the proposed project will primarily serve constituents of the 1st Congressional District, your project may still be considered. You can view the boundaries of the 1st Congressional District here:

<https://delbene.house.gov/about/district.htm>

How can I make my application more competitive?

One of the main considerations for our office is whether the project has community support. This support could be shown through:

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

Another major consideration is whether the project is ready to receive funding – will you be able to obligate all funding within a year? Additionally, what are the time constraints for the project? If the project must be completed within a couple months, Community Project Funding is likely not the best avenue.

Rep. DelBene's office also carefully reviews the scope of a project to ensure it fits within an eligible account. We recommend you look over the guidance in the eligible project accounts to ensure the project fits within the restrictions of the account you are applying under. If after reading this guide and the respective subcommittee guidance, you are having trouble determining what account your project could fit under, you can reach out to the appropriate staff member listed in the [staff contact list](#) later in this guide.

Lastly, we recommend providing as much information and detail as possible, including specificity around how the project will benefit the district.

Are Community Project Funding requests publicly disclosed?

Yes, all projects selected by our office for Community Project Funding must be listed on Rep. DelBene's website, including the name and address of the requestor, the amount requested and the justification for the use of taxpayer funds. Only projects submitted by our office to the House Appropriations Committee will be publicly listed.

Can I submit my request to other Congressional offices?

Yes. We encourage you to submit your request to Senators Murray and Cantwell as well as any other member of the House whose district the project will impact.

If I received a CPF through Rep. DelBene's office in a previous fiscal year, can I request funding for the same project again?

Yes. In previous fiscal years, our office has requested funds for the same project two years in a row to help address cuts imposed by the Appropriations Committee due to budget constraints.

Who should I list as the primary contact for my organization when submitting our CPF request?

Please provide the contact information of individuals who are knowledgeable about the details of your request and can reply to our office via phone and email promptly. If our office reaches out to applicants for additional information, it is important to respond in a timely manner as the deadlines set by the committee are strict.

Can I schedule a meeting to discuss our CPF application?

To ensure fairness, once the application process begins and our office starts receiving applications, we are unable to meet with project applicants, except in the case where our office requires additional clarification or revision of the application materials.

What factors does Rep. DelBene consider in selecting projects?

In addition to demonstration of strong community support as described earlier in this guide, Rep. DelBene also considers the diversity of the projects she is submitting to the Committee including where in the district the project is located, what type of project it is, and what communities the project will serve.

Where can I find examples of projects Rep. DelBene has previously secured funds for?

You can find information on the CPF process and the projects Rep. DelBene has previously supported on our website at <https://delbene.house.gov/constituent-services/appropriations-requests/>. In addition, below are links to the final CPF amounts secured for each project in prior fiscal years:

- FY22: <https://delbene.house.gov/news/documentsingle.aspx?DocumentID=3056>
- FY23: <https://delbene.house.gov/news/documentsingle.aspx?DocumentID=3285>
- FY24: <https://delbene.house.gov/news/documentsingle.aspx?DocumentID=3786>

Who can I reach out to with questions as I apply?

Later in the guide, you will find a [staff contact](#) for each CPF account who can help provide guidance on eligibility criteria for the relevant account. For general questions about the CPF process, timeline, or help identifying accounts your project may fit under, please reach out to Rep. DelBene's Senior Policy Advisor Shanta Katipamula at shanta.katipamula@mail.house.gov.

Required Questions for All Applicants

Please read the eligibility criteria and selection guidance carefully before submitting a request.

Submission of this information does not create a binding commitment on any party nor a guarantee that any organization or program will be awarded funding from any federal agency. Once submitted, this request may be made publicly available.

For-profit entities are not eligible to apply for Community Project Funding. Only the following entities may apply:

- State, local and tribal governments
- Publicly owned entities (e.g. ports, universities, PUDs, etc.)
- Certain non-profit entities with a quasi-government purpose (e.g. Special Districts)
- Non-profit organizations

Please note that each Appropriations Subcommittee has account specific questions that must accompany each request. Below is information required by our office for all requests. The list of eligible accounts later in this guide includes all of the account specific questions that you must be able to answer. If you are not able to answer the account specific questions, that may be an indicator that your project may not be a good fit for that account.

For general questions about the CPF application process, please email Rep. DelBene's Senior Policy Advisor Shanta Katipamula at shanta.katipamula@mail.house.gov. For questions about specific accounts, please refer to the [staff contact list](#) at the end of this guide.

All applications must include the following information, submitted via the form our website which can be found here: <https://delbene.house.gov/constituent-services/appropriations-requests/fy25-appropriations-requests.htm>

- 1. Organization Name**
- 2. Organization Mailing Address** - Please be sure to include the city, state, and zip code.
- 3. Local Contact** - This should be an individual best suited to answer questions related to this application and to receive updates on the status of the application.
 - a. Local Contact Name
 - b. Local Contact Email
 - c. Local Contact Phone Number
- 4. Do you have a lobbyist who assisted in this application, and/or should be provided updates on the status of the application?**
 - a. D.C. Contact Name
 - b. D.C. Contact Email
 - c. D.C. Contact Phone Number
- 5. Please provide the email addresses of any other individuals affiliated with your organization who should be updated on the status of your application.**
- 6. Which federal agency would administer this funding?**
- 7. Which CPF account are you applying for funding under?**
- 8. Briefly describe your request in 1-2 sentences that we can publicly post and share if your project is selected for submission to the Appropriations Committee.**
- 9. Are you submitting more than FY25 CPF request to Rep. DelBene's office?**

- a. How many CPF requests are you submitting to our office?
 - b. Please provide a list of all the FY25 CPF requests you are submitting to our office, listed in priority order.
10. **Are you making this request to other offices in the House or Senate?** (Note: We strongly encourage you to submit your request to both Senators offices.)
 - a. Please list all other House and Senate offices whom you are submitting this request to.
11. **Did you submit this project as a Community Project Funding request during the FY2024, FY2023, or FY2022 process?**
 - a. Please specify which fiscal year(s) you previously submitted this request.
12. **Briefly but specifically, how does this project or program impact the 1st Congressional District of WA?**
13. **Which of the following categories does your organization fall under?** For-profit entities are not eligible to apply for Community Project Funding. Only the following entities may apply:
 - a. State, local and tribal governments
 - b. Publicly owned entities (e.g. ports, universities, PUDs, etc.)
 - c. Certain non-profit entities with a quasi-government purpose (e.g. Special Districts)
 - d. Non-profit organizations
14. **Name of the project or program to be funded.**
15. **Physical location of the project or program** (including street name, city, and zip code)
16. **Which county is this project located in?**
 - a. King
 - b. Snohomish
17. **Amount requested**
18. **Detailed breakdown of the total cost of the project or program.** This should include all prior sources (both public and private) and any amounts that remain unfunded. If there are portions still unfunded, please also outline potential sources of funding that will be targeted to fill the funding gap.
19. **Please provide a detailed breakdown of how the requested funds would be spent.**
20. Once completed, will the project or program require continued funding to maintain operation? If so, where will that funding come from?
21. **Please provide information on the scalability of this project.**
 - a. If more funds than the amount requested above were to be available, detail whether the project be able to use those funds and how those funds could be used.
 - b. If the requested amount was cut due to account caps, please detail the amounts at which discrete portions of the project could still be completed.
22. **Provide a detailed description of the project or program to be funded including data and/or evidence that demonstrates the public benefit.**
23. **Provide a justification for why this project represents a good use of taxpayer dollars.**
24. **Please provide a written statement describing the federal nexus for this request.** In order to ensure a federal nexus exists for each funded project, the Committee will only fund projects that are tied to a federal authorization law. Subcommittee guidance will include example language Members can use to make the required statement. Provide a one sentence description of the federal nexus for this project.

- a. *An example of a federal nexus statement provided by the Committee is “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.”*
- 25. Have you previously applied for federal funds for this project or program?**
 - a. Please list which programs you have applied to and the outcomes of those applications.
 - b. If this project or program has previously been awarded federal funds, please list the total amount of federal funds previously awarded.
- 26. Please list any other FY24 Community Project Funding accounts your project might be eligible under.** Please review the list of eligible accounts in this guide.
- 27. Describe any long-term job creation that will result from this project.**
- 28. Will this project have a revenue-generating component that would have community and state economic benefit?** If so, please describe and quantify.
- 29. When is the earliest you would be able to obligate funding?**
- 30. Anticipated project start date.** It's okay if this is an estimate rather than an exact date. The Committee database requires us to input a specific date.
- 31. Anticipated project end date.** It's okay if this is an estimate rather than an exact date. The Committee database requires us to input a specific date.
- 32. Provide a detailed timeline and additional details about the anticipated start date and completion date for the project or program.**
- 33. List any public or private entities that have been identified as project sponsors in prior funding requests and/or that will help determine how the requested funds will be spent.**
- 34. List all stakeholders that support this request.**
- 35. Upload a single attachment that includes all letters of support from local stakeholders or other indicators of community support and commitment to this request.** A minimum of 2 letters of support are required. Letters from the project sponsor do not count towards this minimum requirement. In addition to letters of support, this can also include press articles and editorials, project listed on state use or planning documents, local resolutions passed in support, or other documents that demonstrate community support and commitment to this request. These documents demonstrating community support are **required for all projects** and are heavily weighed by our office and the Appropriations Committee in evaluating your project.
- 36. Are there any known or anticipated community concerns associated with this project or program (e.g. conflict with land use, neighborhood concerns, etc.) that could prevent it from moving forward?**

Community Project Funding Eligible Accounts

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

You can view last year's Committee Guidance for the Agriculture, Rural Development, Food and Drug Administration and Related Agencies Subcommittee [here](#) or read a detailed summary below:

Community Facilities Grants

- **Department:** Department of Agriculture
- **Agency:** Rural Development
- **Description:** Community Facilities Grants can be used to purchase, construct or improve essential community facilities in rural areas, including purchasing equipment and paying for other related project expenses.
- **Eligible Projects:** Eligible community facilities include, but are not limited to, medical or dental clinics, healthcare facilities, police or fire departments, and public works vehicles.
- **Details and Requirements:**
 - All projects must serve a rural area, including cities, villages, townships and federally recognized Tribal lands with no more than 20,000 residents.
 - Priority will be given to essential projects, such as those focused on public health and safety.
 - There are cost share requirements that are calculated on a graduated scale with smaller communities with the lowest median household incomes being eligible for projects with a higher proportion of grant funds. You can find the cost share requirement for your community by looking [here](#).
 - You must be able to certify that you cannot finance the project from your own resources and credit is not otherwise available from non-Federal sources.
 - Community Facilities grants cannot be used to pay initial operating expenses or annual recurring expenses, refinance existing debt, pay interest, build or repair facilities in non-rural areas or pay for construction costs of facilities that will be used for commercial rental space.
 - Please contact the State Rural Development Office to discuss the project and confirm eligibility. Contact information is included in resources below.
- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$20,000 to \$6,757,000. Most projects were included within the \$250,000-\$2,000,000 range. (FY2024 Appropriations bills have not yet passed into law.) The Committee may consider different funding caps this year.
- **Resources:** The State Rural Development Office is a valuable resource to answer program questions. You can find contact information for the Washington state office [here](#). If you are not receiving a response or they are unable to answer specific questions, please contact our office.
- **Required Supplemental Questions:** The below questions are required by the Appropriations Committee for every project submitted under this account, in addition to the questions required by our office detailed on page 10.
 - If there are additional costs necessary to complete the project, have those been secured?

- Is the project for an eligible purpose and does it meet all eligibility requirements under current law?
- Does the entity plan to make grants to other entities from the funds provided and, if so, to whom?
- Why is the project a priority for the district? Briefly explain the community benefits.
- Has any funding for the project been included in any presidential budget and, if so, how much, in which fiscal year, and in which agency or agencies and program(s)?
- Has the project received Federal funding before and, if so, how much, when, and from which agency or agencies and program(s)?
- Have you contacted the State Rural Development Office/State Conservation Office to discuss the project and confirm eligibility?

ReConnect Program

- **Department:** Department of Agriculture
- **Agency:** Rural Development
- **Description:** ReConnect broadband pilot grants fund projects to increase broadband access in rural areas.
- **Eligible Projects:** Eligible uses include construction, improvement, or acquisition of facilities and equipment needed to provide sufficient broadband access to rural areas.
- **Details and Requirements:**
 - Rural areas are defined as any area which is not located within a city, town, or incorporated area that has a population of greater than 20,000 inhabitants.
 - Sufficient access to broadband is defined as areas where more than 90% of households have fixed, terrestrial broadband service delivering at least 25 Mbps downstream and 3 Mbps upstream. Mobile and satellite services are not considered in the determination of sufficient access to broadband.
 - Stand-alone middle-mile projects are not eligible under the ReConnect Program, but middle-mile facilities are eligible if they are needed to bring sufficient broadband service to all residences and buildings in the area.
 - There is a cost share requirement of 25% of the overall project cost.
 - You are strongly encouraged to include detailed information in your requests, including the number of households, businesses, or farms served, the level of service that will be offered, and whether healthcare or educational facilities will be served.
 - You can view all required ReConnect policies and regulations, including environmental and related reviews, [here](#) or view more information about the program [here](#).
 - Please contact the State Rural Development Office to discuss the project and confirm eligibility. Contact information is included in resources below.
- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$150,000 to \$4,224,000. Only one project was included above \$1,000,000. The Committee may consider different funding caps this year.
- **Resources:** The State Rural Development Office is a valuable resource to answer program questions. You can find contact information for the Washington state office [here](#). If you are not receiving a response or they are unable to answer specific questions, please contact our office.

- **Required Supplemental Questions:** The below questions are required by the Appropriations Committee for every project submitted under this account, in addition to the questions required by our office detailed on page 10.
 - If there are additional costs necessary to complete the project, have those been secured?
 - Is the project for an eligible purpose and does it meet all eligibility requirements under current law?
 - Does the entity plan to make grants to other entities from the funds provided and, if so, to whom?
 - Why is the project a priority for the district? Briefly explain the community benefits.
 - Has any funding for the project been included in any presidential budget and, if so, how much, in which fiscal year, and in which agency or agencies and program(s)?
 - Has the project received Federal funding before and, if so, how much, when, and from which agency or agencies and program(s)?
 - Have you contacted the State Rural Development Office/State Conservation Office to discuss the project and confirm eligibility?
 - 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.

Distance Learning and Telemedicine (DLT) Grants

- **Department:** Department of Agriculture
- **Agency:** Rural Development
- **Description:** Distance Learning and Telemedicine (DLT) grants help rural residents better utilize modern telecommunications by acquiring the technology and training necessary to connect educational and medical professionals with students, teachers, and patients in rural areas.
- **Eligible Projects:** Eligible uses include audio and video equipment, broadband facilities that support distance learning or telemedicine (not actual broadband), computer hardware, network components, software or instructional programming.
- **Details and Requirements:**
 - The program is intended to serve rural areas with populations of 20,000 or less.
 - The program requires a 15% cost sharing match that cannot come from another federal source.
 - You are strongly encouraged to provide as much detail as possible on how the award will be utilized, what equipment or service will be acquired and information on the population(s) served.
 - You can view the regulations for this account [here](#).
 - Please contact the State Rural Development Office to discuss the project and confirm eligibility. Contact information is included in resources below.
- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$120,000 to \$1,750,000. Only one project was included above \$1,000,000. The Committee may consider different funding caps this year.
- **Resources:** The State Rural Development Office is a valuable resource to answer program questions. You can find contact information for the Washington state office [here](#). If you are not receiving a response or they are unable to answer specific questions, please contact our office.

- **Required Supplemental Questions:** The below questions are required by the Appropriations Committee for every project submitted under this account, in addition to the questions required by our office detailed on page 10.
 - If there are additional costs necessary to complete the project, have those been secured?
 - Is the project for an eligible purpose and does it meet all eligibility requirements under current law?
 - Does the entity plan to make grants to other entities from the funds provided and, if so, to whom?
 - Why is the project a priority for the district? Briefly explain the community benefits.
 - Has any funding for the project been included in any presidential budget and, if so, how much, in which fiscal year, and in which agency or agencies and program(s)?
 - Has the project received Federal funding before and, if so, how much, when, and from which agency or agencies and program(s)?
 - Have you contacted the State Rural Development Office/State Conservation Office to discuss the project and confirm eligibility?

Water and Waste Disposal Grants

- **Department:** Department of Agriculture
- **Agency:** Rural Development
- **Description:** This account will fund water and waste disposal projects.
- **Eligible Projects:** Funding can be used to finance:
 - Acquisition, construction or improvement of drinking water sourcing, treatment, storage and disposal
 - Sewer collection, transmission, treatment and disposal
 - Solid waste collection, disposal and closure
 - Storm water collection, transmission, and closure
- **Details and Requirements:**
 - Projects must serve rural areas and towns with a population of 10,000 or less or Tribal lands in rural areas.
 - Projects require a 25% non-federal cost share.
 - Please provide information on the number of households and businesses served and details about the exact work that will be completed.
 - Please contact the State Rural Development Office to discuss the project and confirm eligibility. Contact information is included in resources below.
- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$72,000 to \$5,437,000. Most projects were included at levels between \$250,000 and \$3,000,000. The Committee may consider different funding caps this year.
- **Resources:** The State Rural Development Office is a valuable resource to answer program questions. You can find contact information for the Washington state office [here](#). If you are not receiving a response or they are unable to answer specific questions, please contact our office.
- **Required Supplemental Questions:** The below questions are required by the Appropriations Committee for every project submitted under this account, in addition to the questions required by our office detailed on page 10.

- If there are additional costs necessary to complete the project, have those been secured?
- Is the project for an eligible purpose and does it meet all eligibility requirements under current law?
- Does the entity plan to make grants to other entities from the funds provided and, if so, to whom?
- Why is the project a priority for the district? Briefly explain the community benefits.
- Has any funding for the project been included in any presidential budget and, if so, how much, in which fiscal year, and in which agency or agencies and program(s)?
- Has the project received Federal funding before and, if so, how much, when, and from which agency or agencies and program(s)?
- Have you contacted the State Rural Development Office/State Conservation Office to discuss the project and confirm eligibility?
- Provide relevant information, such as the number of households, businesses, or farms that would be served.

Agricultural Research Service Buildings and Facilities

- **Department:** Department of Agriculture
- **Agency:** Agricultural Research Service (ARS)
- **Description:** ARS owns and operates laboratories and facilities across the United States. Requests must be for ARS-owned facilities or facilities that will enhance ongoing ARS research.
- **Eligible Projects:** Eligible uses include the acquisition of land, construction, repairs, improvements, extensions, alterations, and purchases of fixed equipment or facilities.
- **Details and Requirements:**
 - There are three ARS facilities in Washington state, none of which are within the district: [Wenatchee](#), [Wapato](#) and [Pullman](#).
 - Although none of the ARS facilities are within the district, other facility requests could potentially be eligible if it would support ongoing ARS research.
 - Requests for ARS-owned facilities will be given priority for funding.
 - You are strongly encouraged to provide details on the research that would be conducted, why the research is a high priority, how the funding would modernize and improve the research conducted and why it is critical in carrying out ARS research.
- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$500,000 to \$3,000,000. The Committee may consider different funding caps this year.
- **Resources:** Reach out to the relevant ARS facility for more information and to see whether your facility request would be eligible. If the ARS facility is unable to answer any specific questions, please contact our office.
- **Required Supplemental Questions:** The below questions are required by the Appropriations Committee for every project submitted under this account, in addition to the questions required by our office detailed on page 10.
 - If there are additional costs necessary to complete the project, have those been secured?
 - Does the entity plan to make grants to other entities from the funds provided and, if so, to whom?

- Why is the project a priority for the district? Briefly explain the community benefits.
- Has any funding for the project been included in any presidential budget and, if so, how much, in which fiscal year, and in which agency or agencies and program(s)?
- Has the project received Federal funding before and, if so, how much, when, and from which agency or agencies and program(s)?
- Have you contacted the State Rural Development Office/State Conservation Office to discuss the project and confirm eligibility?
- What is the estimated start date of the project? How soon could the feasibility/engineering design phase commence? [mm/yy]
- Does the project have distinct and separable phases?
- What is the estimated completion date of the project? When does completion of construction occur? [mm/yy]
- Have you verified that this facility is owned or operated by the Agricultural Research Service?

NRCS Conservation Operations

- **Department:** Department of Agriculture
- **Agency:** Natural Resources Conservation Service (NRCS)
- **Description:** NRCS supports private landowners, conservation districts and other organizations to conserve, maintain and improve the Nation's natural resources.
- **Eligible Projects:** Eligible uses include projects that will reduce soil erosion, improve soil health, enhance water supplies, improve water quality, increase wildlife habitat, and reduce damage caused by floods and other natural disasters.
- **Details and Requirements:**
 - You are strongly encouraged to provide details on the project scope, including if the project will conduct surveys, investigations, or research, and if there is a plan to publish the results of any such work.
 - You should also describe any preventive measures to be taken, such as engineering operations, methods of cultivation, or changes in use of land.
 - The Subcommittee will only consider State, local or Tribal governments and public conservation districts as recipients. Non-profit recipients will not be considered.
- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$500,000 to \$3,000,000. The Committee may consider different funding caps this year.
- **Resources:** The Washington State Natural Resources Conservation Service is a valuable resource to answer program questions. You can find contact information for the Washington state office [here](#). If you are not receiving a response or they are unable to answer specific questions, please contact our office.

- **Required Supplemental Questions:** The below questions are required by the Appropriations Committee for every project submitted under this account, in addition to the questions required by our office detailed on page 10.
 - If there are additional costs necessary to complete the project, have those been secured?
 - Does the entity plan to make grants to other entities from the funds provided and, if so, to whom?
 - Why is the project a priority for the district? Briefly explain the community benefits.
 - Has any funding for the project been included in any presidential budget and, if so, how much, in which fiscal year, and in which agency or agencies and program(s)?
 - Has the project received Federal funding before and, if so, how much, when, and from which agency or agencies and program(s)?
 - Have you contacted the State Rural Development Office/State Conservation Office to discuss the project and confirm eligibility?
 - Briefly describe how the project will reduce soil erosion, enhance water supplies, improve water quality, increase wildlife habitat, or other objectives that will help conserve, maintain, and improve natural resources.

Commerce, Justice, Science and Related Agencies Subcommittee

You can view last year's Committee Guidance for the Commerce, Justice, Science and Related Agencies Subcommittee [here](#) or read a detailed summary below:

Scientific and Technical Research and Services

- **Department:** Department of Commerce
- **Agency:** National Institute of Standards and Technology (NIST)
- **Description:** Projects will support standards-related research and technology development.
- **Eligible Projects:** Funding must be used for activities consistent with and supportive of NIST's mission and within its authorities as defined [here](#).
- **Details and Requirements:**
 - This account does not fund building construction or renovation.
- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$250,000 to \$4,500,000. The Committee may consider different funding caps this year.
- **Resources:** Please reach out to our office if you have any questions about this account.
- **Required Supplemental Questions:** The below questions are required by the Appropriations Committee for every project submitted under this account, in addition to the questions required by our office detailed on page 10.
 - Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
 - 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.
 - Are you aware of another Member making a request for this same project?
 - Please provide the location of this project, in the format 'City (or County), State'.

NOAA Coastal Zone Management

- **Department:** Department of Commerce
- **Agency:** National Oceanic and Atmospheric Administration (NOAA)
- **Description:** Projects will support the protection, restoration and responsible development of our nation's diverse coastal communities and resources.
- **Eligible Projects:** Projects must be aligned with one or more of the purposes described in the [Coastal Zone Management Act](#).
- **Details and Requirements:**
 - Any project must be aligned with NOAA's [mission](#).
 - Historically, the Committee has not funded vehicles or building construction or renovation under this account. This account cannot fund any construction projects.
 - The subcommittee will not entertain requests for community project funding through the Office of Marine and Aviation Operations.
 - Coastal Zone Management funds are distributed to states on a formula basis and will not be considered for community project funding.
- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$50,000 to \$4,500,000. Most projects were included at levels between \$500,000 and \$2,500,000. The Committee may consider different funding caps this year.

- **Resources:** Please reach out to our office if you have any questions about this account.
- **Required Supplemental Questions:** The below questions are required by the Appropriations Committee for every project submitted under this account, in addition to the questions required by our office detailed on page 10.
 - Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
 - 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.
 - Are you aware of another Member making a request for this same project?
 - Please provide the location of this project, in the format 'City (or County), State'.

State and Local Law Enforcement Assistance - Byrne Justice Assistance Grant

- **Department:** Department of Justice
- **Agency:** Bureau of Justice Assistance
- **Description:** Byrne Justice Assistance Grants (JAG) assist state, local, and tribal law enforcement prevent crime, improve the criminal justice system, provide victims' services and other related activities.
- **Eligible Projects:** In general, JAG funds may be used to provide additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice or civil proceedings, including for one or more of the following categories:
 - Law enforcement programs
 - Prosecution and court programs
 - Prevention and education programs
 - Corrections and community corrections programs
 - Drug treatment and enforcement programs
 - Planning, evaluation, and technology improvement programs
 - Crime victim and witness programs (other than compensation)
 - Mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams
 - Implementation of state crisis intervention court proceedings and related programs, including but not limited to mental health courts, drug courts, veterans courts and extreme risk protection order programs
 - You can go [here](#) for more information about eligible uses.
- **Details and Requirements:**
 - The Committee will not accept requests for:
 - Any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety
 - Vehicles
 - Luxury items
 - Real estate
 - Construction projects other than penal or correctional institutions; only smaller penal and correctional institution construction requests that are within the capability of single-year funding will be allowable
 - Initiatives that involve the distribution of drug paraphernalia

- Initiatives that undermine the 2nd Amendment or infringe upon rights guaranteed by the Constitution without due process of law
 - Initiatives that appear to be anti-law enforcement or unrelated to criminal justice
- The Committee will prioritize projects focused on improving the effectiveness of law enforcement, increasing officer safety, curbing the opioid crisis and other strategic priorities.
- You can view an [overview of the JAG program](#) or a list of [Frequently Asked Questions](#) for more information.
- You can go [here](#) for more information on allowable costs and to answer other questions.
- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$27,000 to \$4,316,000. Most projects were included between \$150,000 and \$2,000,000. The Committee may consider different funding caps this year.
- **Resources:** Please reach out to our office if you have any questions about this account.
- **Required Supplemental Questions:** The below questions are required by the Appropriations Committee for every project submitted under this account, in addition to the questions required by our office detailed on page 10.
 - Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
 - 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.
 - Is the purpose of this request the construction or renovation of a building? [yes/no]
 - Are you aware of another Member making a request for this same project? [yes/no]
 - Please provide the location of this project, in the format 'City (or County), State'.

Community Oriented Policing Services - Technology and Equipment

- **Department:** Department of Justice
- **Agency:** Community Oriented Policing Services (COPS)
- **Description:** COPS Technology and Equipment (COPS Tech) grants assist state, local, and tribal law enforcement in developing and procuring the technology and equipment needed to respond more quickly and effectively, improve officer safety, increase transparency and enhance community relations.
- **Eligible Projects:** This funding can be used by State, Tribal and local law enforcement agencies to develop and/or acquire technologies and equipment, such as interoperable communications technologies, modernized criminal record technology and forensic technology. Technology can be used to help prevent crime rather than react to crime.
- **Details and Requirements:**
 - Eligible recipients include State, Tribal and local law enforcement agencies.
 - The Committee will not fund building construction or renovation under this account.
- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$50,000 to \$4,500,000. The Committee may consider different funding caps this year.
- **Resources:** Please reach out to our office if you have any questions about this account.

- **Required Supplemental Questions:** The below questions are required by the Appropriations Committee for every project submitted under this account, in addition to the questions required by our office detailed on page 10.
 - Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
 - 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.
 - Is the purpose of this request the construction or renovation of a building? [yes/no]
 - Are you aware of another Member making a request for this same project? [yes/no]
 - Please provide the location of this project, in the format 'City (or County), State'.

NASA Safety, Security, and Mission Services

- **Department:** National Aeronautics and Space Administration
- **Description:** This account supports science education, research and technology development related to NASA's mission.
- **Eligible Projects:** Projects should focus on science, education, research, and technology development and advance one of the purposes described [here](#).
- **Details and Requirements:**
 - Funding for building construction, renovation projects and medical research will not be considered for community project funding.
- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$225,000 to \$9,953,000. Only two projects were included at levels above \$2,400,000. The Committee may consider different funding caps this year.
- **Resources:** Please reach out to our office if you have any questions about this account.
- **Required Supplemental Questions:** The below questions are required by the Appropriations Committee for every project submitted under this account, in addition to the questions required by our office detailed on page 10.
 - Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
 - 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.
 - Is the purpose of this request the construction or renovation of a building? [yes/no]
 - Are you aware of another Member making a request for this same project? [yes/no]
 - Please provide the location of this project, in the format 'City (or County), State'.

Energy and Water Development and Related Agencies Subcommittee

You can view last year's Committee Guidance for the Energy and Water Development and Related Agencies Subcommittee [here](#) or read a detailed summary below:

U.S. Army Corps of Engineers

- **Department:** Department of Defense/U.S. Army
- **Agency:** U.S. Army Corps of Engineers
- **Description:** This account will fund authorized Army Corps of Engineers projects. All funding will go to the Corps to undertake the project.
- **Eligible Projects:** The subcommittee will only consider community project funding requests in the following Army Corps accounts:
 - Investigations
 - Construction
 - Mississippi River and Tributaries
 - Operation and Maintenance
- **Details and Requirements:**
 - Only authorized Army Corps projects where the scope of work is included within existing authorization are eligible for funding. Please include the statutory citation when submitting the project.
 - If the project is authorized in a manner other than an individual project authorization or under the Corps of Engineers Continuing Authorities Program, please contact our office for help determining whether the project is eligible.
 - All Army Corps requests should reflect a funding amount that can be realistically utilized in Fiscal Year 2025.
 - The subcommittee may provide funding for a very limited number of new start projects.
 - Please contact the Army Corps to discuss the project and confirm eligibility. Contact information is included in resources below.
- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$100,000 to \$236,800,000. Most projects were included between \$500,000 and \$7,000,000. Only three projects were included at \$100,000,000 or more. The Committee may consider different funding caps this year.
- **Resources:** If you need help determining whether a project is authorized or have any questions, contact the Army Corps [Seattle District](#). If you are not receiving a response or they are unable to answer specific questions, please contact our office.
- **Required Supplemental Questions:** The below questions are required by the Appropriations Committee for every project submitted under this account, in addition to the questions required by our office detailed on page 10.
 - Is the project authorized? Is the scope of work to be funded within existing authorization?
 - What is the statutory citation?
 - Is the project authorized as an individual project authorization or under the Corps of Engineers Continuing Authorities Program?

- What is the fiscal year 2024 capability? This amount is the maximum funding level the Subcommittee will consider for inclusion in the appropriations bill. The existence of a capability amount does not guarantee that funding level – or any funding – will be able to be accommodated in the appropriations bill; it simply indicates the maximum amount that can be considered for inclusion.
- For a Corps of Engineers project, what is the correct appropriations account in which to request funding?
- For a Corps of Engineers project, is this project a new start? The Subcommittee may provide funding for a very limited number of new starts, if any. While new start requests will be accepted, Members should consider this limitation when making requests.

U.S. Bureau of Reclamation

- **Department:** Department of Interior
- **Agency:** U.S. Bureau of Reclamation
- **Description:** This account will fund authorized Bureau of Reclamation projects. All funding will go to Reclamation to undertake the project.
- **Eligible Projects:** The subcommittee will only consider Water and Related Resources projects.
- **Details and Requirements:**
 - Only authorized Reclamation projects where the scope of work is included within existing authorization are eligible for funding. Please include the statutory citation when submitting the project.
 - If the project is authorized in a manner other than an individual project authorization, please contact our office for help determining whether the project is eligible.
 - All Reclamation requests should reflect a funding amount that can be realistically utilized in Fiscal Year 2025.
 - Projects authorized under sections 4007, 4009(a), and 4009(c) of the Water Infrastructure Improvements Act for the Nation (WIIN) Act of 2016 will not be accepted. These sections are related to water storage and desalination projects, as well as planning, design and construction for projects that have been studied in nonfederal feasibility studies; you can find more information about these sections [here](#).
 - Please contact the Bureau of Reclamation to discuss the project and confirm eligibility. Contact information is included in resources below.
- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$3,500,000 to \$5,500,000. The Committee may consider different funding caps this year.
- **Resources:** If you need help determining whether a project is authorized or have any questions, contact the Bureau of Reclamation's [Columbia-Pacific Northwest Region](#). If you are not receiving a response or they are unable to answer specific questions, please contact our office.
- **Required Supplemental Questions:** The below questions are required by the Appropriations Committee for every project submitted under this account, in addition to the questions required by our office detailed on page 10.
 - Is the project authorized? Is the scope of work to be funded within existing authorization?
 - What is the statutory citation?

- What is the fiscal year 2024 capability? This amount is the maximum funding level the Subcommittee will consider for inclusion in the appropriations bill. The existence of a capability amount does not guarantee that funding level – or any funding – will be able to be accommodated in the appropriations bill; it simply indicates the maximum amount that can be considered for inclusion.
- For a Bureau of Reclamation project, is this project authorized only under section 4007, 4009(a), or 4009(c) of the Water Infrastructure Improvements for the Nation (WIIN) Act of 2016 (Public Law 114–322)? If YES, the project is not eligible as a Community Project Funding request in the Energy and Water Development appropriations bill.

Homeland Security Subcommittee

You can view last year's Committee Guidance for the Homeland Security Subcommittee [here](#) or read a detailed summary below:

Pre-Disaster Mitigation Projects

- **Department:** Department of Homeland Security
- **Agency:** Federal Emergency Management Agency
- **Description:** This account will fund projects that 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.
- **Eligible Projects:** Eligible projects must meet all project requirements detailed in the most recent Notice of Funding Opportunity (NOFO) for the [Building Resilient Infrastructure and Communities](#) program. Eligible projects include:
 - Capability and Capacity Building Activities – Projects that enhance the knowledge, skills, expertise of the current workforce to expand or improve the administration of mitigation assistance, including building codes activities, partnerships, project scoping, hazard mitigation planning and planning-related activities, and other activities
 - Hazard Mitigation Projects (Construction) – Cost-effective projects designed to increase resilience and public safety, reduce injuries and loss of life, and reduce damage and destruction to property, critical services, facilities and infrastructure (including natural systems) from a multitude of natural hazards and the effects of climate change
 - Management Costs – Financial assistance to reimburse the recipient and subrecipient for eligible and reasonable indirect costs, direct administrative costs and other administrative expenses associated with a specific mitigation measure or project for up to 15 percent of the total amount of the grant award
- **Details and Requirements:**
 - You cannot use grant funding for dredging waterways or the purchase of emergency vehicles and equipment.
 - You must provide a letter from Washington Emergency Management confirming project eligibility and their willingness to administer the grant.
 - Washington Emergency Management or the Tribal government requesting the funds 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).
 - Funding can only cover 75 percent of the total cost of the project – the remaining 25 percent of costs must come from non-federal sources. Small, impoverished communities may be eligible for up to a 90 percent federal cost-share for their mitigation planning and project sub-applications.
 - Please provide a detailed description of the project.
 - You will need to provide a Benefit-Cost Analysis (BCA) or other documentation that validates cost-effectiveness, which is defined by FEMA as having a BCA of 1.0 or greater? A non-FEMA BCA methodology may only be used if pre-approved by FEMA in writing.
 - Please share the minimum amount of federal funding needed for the project to advance if it is not feasible to fund the full amount requested.

- Although the NOFO states that projects must be included in Appendix A of the NOFO linked above, this is not required for Community Project Funding.
- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$75,000 to \$10,000,000. Most projects ranged between \$500,000 and \$2,000,000. Only three projects were included at levels higher than \$4,050,000. The Committee may consider different funding caps this year.
- **Resources:** You can reach out to [Washington State Emergency Management](#) and [FEMA Region 10](#) for more information. If you are not receiving a response or they are unable to answer specific questions, please contact our office.
- **Required Supplemental Questions:** The below questions are required by the Appropriations Committee for every project submitted under this account, in addition to the questions required by our office detailed on page 10.
 - 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?
 - Did your office upload letters of support from local government entities demonstrating community support for the project(s)?
 - Is the proposed project eligible under the most recent Notice of Funding Opportunity (NOFO) for the PDM grant program?
 - 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?
 - 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?
 - 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.
 - 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?
 - If so, what is the FEMA approval date and when will the plan expire?
 - 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)?
 - Describe how the proposed activity expands mitigation capacity rather than repair and maintenance of existing capacity.
 - How will the project provide long-term, permanent risk-reduction, as opposed to simply supporting Short-term, temporary emergency protective measures?
 - Can the recipient describe how the activity supports the needs of people disproportionately at risk of harmful impacts of natural disasters?
 - Does the recipient specifically encourage the adoption and enforcement of the latest disaster resistant building codes?
 - Provide a clear and detailed description of the proposed mitigation activity.
 - How will the mitigation activity be implemented?

- Who will manage and complete the mitigation activity?
- What risks will remain from natural hazards after project implementation (i.e., residual risk)?
- How does the activity reduce the risk to individuals and property for future natural hazards, while reducing reliance on federal funding for future disasters?
- 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?
- If so, what is the subgrant ID, or which grant program and fiscal year was the application submitted, selected, or awarded funding?
- Has your office or the community consulted with state, county, or local emergency management officials, or with FEMA about the proposed project? If so, please provide the name of the official, the agency they represent, and their contact information.

Emergency Operations Center Grant Program

- **Department:** Department of Homeland Security
- **Agency:** Federal Emergency Management Agency
- **Description:** This account will fund projects that improve emergency management and preparedness capabilities by supporting flexible, sustainable, secure, strategically located, and fully interoperable Emergency Operations Centers (EOCs) with a focus on addressing identified deficiencies and needs.
- **Eligible Projects:** Eligible projects must meet all project requirements detailed in the most recent Notice of Funding Opportunity (NOFO) for the [Emergency Operations Center Grant Program](#). Funding can be used to equip, upgrade and/or construct EOCs to provide fully capable facilities to ensure continuity of operations and continuity of government in major disasters or emergencies.
- **Details and Requirements:**
 - 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.”
 - Funding cannot be used for personnel costs, replacement radios for police, fire and other response personnel, generators for emergency shelters or any equipment that is portable and does not directly support the functional and operational capabilities of an EOC.
 - You must provide a letter from Washington Emergency Management confirming project eligibility and their willingness to administer the grant.
 - If the EOC request involves construction of a multipurpose facility, such as a public safety building or police/fire station, the CPF request must limit costs to only the square footage directly associated with the EOC and not the entire facility.
 - Washington Emergency Management or the Tribal government requesting the funds 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).
 - Funding can only cover 75 percent of the total cost of the project – the remaining 25 percent of costs must come from non-federal sources.

- Please provide a detailed description of the project.
- Although the NOFO states that projects must be included in [Appendix A](#) of the NOFO linked above, this is not required for Community Project Funding.
- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$89,208 to \$3,000,000. The Committee may consider different funding caps this year.
- **Resources:** You can reach out to [Washington State Emergency Management](#) and [FEMA Region 10](#) for more information. If you are not receiving a response or they are unable to answer specific questions, please contact our office.
- **Required Supplemental Questions:** The below questions are required by the Appropriations Committee for every project submitted under this account, in addition to the questions required by our office detailed on page 10.
 - 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?
 - Did your office upload letters of support from local government entities demonstrating community support for the project(s)?
 - Is the proposed project eligible under the most recent Notice of Funding Opportunity (NOFO) for the Emergency Operations Center (EOC) Grant Program?
 - Is the requested federal funding amount limited to a maximum of 75% of the total project cost?
 - Can the requesting jurisdiction provide the required 25% non-federal cost share?
 - 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?
 - Has your office reviewed the funding restrictions and allowable costs section of the NOFO for EOC grants?
 - 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)?
 - 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?
 - 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?
 - Has your office or the community consulted with state, county, or local emergency management officials, or with FEMA about the proposed project?
 - If so, please provide the name of the official, the agency they represent, and their contact information.

Interior, Environment and Related Agencies Subcommittee

You can view last year's Committee Guidance for the Interior, Environment and Related Agencies Subcommittee [here](#) or read a detailed summary below:

State and Tribal Assistance Grants – Clean Water State Revolving Fund

- **Department:** Environmental Protection Agency
- **Description:** State and Tribal Assistance Grants (STAG) fund local clean water/wastewater infrastructure projects.
- **Eligible Projects:** These grants fund construction of and modifications to municipal sewage treatment plants and associated infrastructure. Projects that are generally eligible for Clean Water/Wastewater STAG grants include:
 - Wastewater treatment plants, including sludge handling facilities - Upgraded (increase in treatment level) or expanded (increase in treatment capacity) facilities, including biological facilities, mechanical, a lagoon system, a land treatment system, or individual on-site systems.
 - Collector Sewers - Small sewers that convey wastewater from residences, commercial establishments, and industrial sites to larger interceptor sewers.
 - Interceptor Sewers - Large sewers that convey wastewater from collector sewers directly to a wastewater treatment facility.
 - Sewer Pipes - Rehabilitation is eligible only if pipes are publicly owned.
 - Outfall Sewer - A sewer that conveys treated wastewater from a wastewater treatment facility to the receiving waters (i.e., a river, stream, lake, ocean, etc.).
 - Stormwater Management - Measures to manage, reduce, treat, or recapture stormwater or subsurface drainage water (i.e. storm sewers, green infrastructure, etc.).
 - Combined sewer overflow (CSO) control and sanitary sewer overflow (SSO) control - Combined sewers are sewers that convey both wastewater and storm water and may overflow during periods of heavy rain. The costs to correct CSO and SSO overflow problems are eligible.
 - Infiltration/Inflow Correction - Construction activities that prevent surface water or groundwater from entering the sewer system.
 - Water Security - These projects include installation or upgrade of physical security infrastructure such as lighting, fencing, monitoring and access control. Also, cybersecurity measures, installation of safer treatment technologies, and more secure storage of on-site treatment.
 - Septic Tanks - Remediation, rehabilitation, removal and replacement of failing tanks are eligible, as well as installation of new tanks where none had previously existed.
 - Land - The leasing and fee-simple purchase of land, including surface and subsurface easements, needed to locate eligible municipal or tribal projects, and land integral to the treatment process (e.g., land for effluent application or recharge basins), and a place to store equipment and material during POTW construction. Municipal purchase of land and/or conservation easements for source water protection are also eligible.

- Water Reuse - Projects involving the municipal reuse or recycling of wastewater, stormwater, or subsurface drainage water. This includes but is not limited to the purchase and installation of treatment equipment sufficient to meet reuse standards, distribution systems to support effluent reuse, recharge transmission lines, injection wells, and equipment to reuse effluent (e.g., gray water, condensate, and wastewater effluent reuse systems).
- Capital Nonpoint Source Pollution Control Projects – e.g., river or streambank restoration, agricultural best management practices (i.e., buffer strips, manure containment structures), wetlands restoration, etc.
- **Details and Requirements:**
 - Projects must be otherwise eligible for Washington’s [Clean Water](#) State Revolving Fund (SRF) loan program.
 - Projects that are generally NOT eligible for Clean Water/Wastewater STAG grants include:
 - Land, except for projects described in the eligibility section above
 - Operations and maintenance costs
 - Non-municipal point source control
 - Acid rain drainage correction
 - Ambient water quality monitoring
 - Flood control projects, unless the project is otherwise managing, reducing, treating, or recapturing stormwater
 - Privately owned sewer pipes
 - There is a minimum 20% non-federal cost share requirement for any portion of a project funded through a STAG infrastructure grant. In almost all cases, other Federal funds cannot be used to meet this 20% cost share. However, assistance provided by a SRF does count towards the project’s matching requirement.
 - The Committee will look favorably upon requests for projects that are listed on a state’s most recent Intended Use Plans for their [Clean Water](#) SRFs.
 - Privately-owned projects are NOT eligible for infrastructure grants, even if they are otherwise eligible for assistance under a SRF program.
- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$132,000 to \$5,000,543. Most projects were included between \$600,000 and \$2,000,000. The Committee may consider different funding caps this year.
- **Resources:** Please reach out to our office if you have any questions about this account.

State and Tribal Assistance Grants – Drinking Water State Revolving Fund

- **Department:** Environmental Protection Agency
- **Description:** State and Tribal Assistance Grants (STAG) fund local drinking water infrastructure projects.
- **Eligible Projects:** These grants fund construction of and modifications to drinking water treatment plants and associated infrastructure. Projects that are generally eligible for Drinking Water STAG grants include:
 - Facilitate compliance with national primary drinking water regulations or address serious risks to public health including non-regulated contaminants (i.e. PFAS).

- Rehabilitate or develop water sources (excluding reservoirs, dams, dam rehabilitation and water rights) to replace contaminated sources.
- Install or upgrade treatment facilities.
- Install or upgrade storage facilities, including finished water reservoirs, to prevent microbiological contaminants from entering the water system.
- Install or replace transmission and distribution pipes to prevent contamination caused by leaks or breaks in the pipe, or improve water pressure to safe levels.
- Projects to consolidate water supplies – for example, when individual homes or other public water supplies have a water supply that is contaminated, or the system is unable to maintain compliance for financial or managerial reasons – are eligible for DWSRF assistance.
- Land is eligible only if it is integral to a project that is needed to meet or maintain compliance and further public health protection.
- Project planning, design and other related costs.
- **Details and Requirements:**
 - Projects must be otherwise eligible for Washington’s [Drinking Water](#) State Revolving Fund (SRF) loan programs.
 - Projects that are generally NOT eligible for Drinking Water STAG grants include:
 - Dams or rehabilitation of dams
 - Operations and maintenance costs
 - Water rights, except if the water rights are owned by a system that is being purchased through consolidation as part of a capacity development strategy or if the water rights purchase is covered by EPA’s DWSRF Class Deviation for Water Rights 2019
 - Reservoirs, except for finished water reservoirs and those reservoirs that are part of the treatment process and are located on the property where the treatment facility is located
 - Laboratory fees for monitoring
 - Projects needed mainly for fire protection
 - Projects for systems that lack adequate technical, managerial, and financial capability, unless assistance will ensure compliance
 - Projects for systems in significant noncompliance, unless funding will ensure compliance
 - Projects primarily intended to serve future growth
 - There is a minimum 20% non-federal cost share requirement for any portion of a project funded through a STAG infrastructure grant. In almost all cases, other Federal funds cannot be used to meet this 20% cost share. However, assistance provided by a SRF does count towards the project’s matching requirement.
 - The Committee will look favorably upon requests for projects that are listed on a state’s most recent Intended Use Plans for their [Drinking Water](#) SRFs.
 - Privately-owned projects are NOT eligible for infrastructure grants, even if they are otherwise eligible for assistance under a SRF program.

- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$959,702 to \$4,700,000. Only four projects were included with amounts greater than \$3,000,000. (FY2024 Appropriations bills have not yet passed into law.) The Committee may consider different funding caps this year.
- **Resources:** Please reach out to our office if you have any questions about this account.
- **Required Supplemental Questions:** The below questions are required by the Appropriations Committee for every project submitted under this account, in addition to the questions required by our office detailed on page 10.
 - Is this a Clean Water SRF project or a Drinking Water SRF project?
 - Is the project on your State's most recently finalized Clean Water/Drinking Water SRF Intended Use Plan (IUP)?
 - Has the project received Federal funds previously? If so, please describe.
 - Does the project have (or expects to have within 12 months) its 20% cost share requirement?
 - Given the Federal nexus requirement, does the project help meet or maintain Clean Water Act/Safe Drinking Water Act standards? If so, please describe.

Military Construction, Veterans Affairs and Related Agencies Subcommittee

You can view last year's Committee Guidance for the Military Construction, Veterans Affairs and Related Agencies Subcommittee [here](#) or read a detailed summary below:

Military Construction Accounts

- **Department:** Department of Defense
- **Description:** This account provides funding for construction of military projects.
- **Eligible Projects:** Projects must be included under one of the following categories:
 - Construction and Unspecified Minor Construction – Active Components: Eligible community project requests include minor military construction projects that have an approved cost equal to or less than \$9,000,000 under any of the following accounts:
 - Army
 - Navy and Marine Corps
 - Air Force
 - Space Force
 - Defense-Wide Agencies (Special Operations Command (SOCOM), Defense Logistics Agency (DLA), etc.)
 - Construction and Unspecified Minor Construction – Reserve Components: Eligible community project requests include minor military construction projects that have an approved cost equal to or less than \$9,000,000 under any of the following accounts:
 - Army National Guard
 - Air National Guard
 - Army Reserve
 - Navy Reserve
 - Air Force Reserve
 - Planning and Design: Planning and design funding can be requested for specific projects when they are not yet at 35 percent design and therefore ineligible for construction funding. 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
 - Space Force
 - Defense-Wide Agencies (SOCOM, DHA, etc.)
 - Army National Guard
 - Air National Guard
 - Army Reserve
 - Navy Reserve
 - Air Force Reserve
- **Details and Requirements:**
 - The subcommittee will not consider requests for community projects unless they appear on a list provided to Congress by the Secretary of Defense or his/her designee. Eligible lists include:

- FY24-FY28 Future Year Defense Program (FYDP). The FYDP listing the military construction projects can be obtained under the [Under Secretary of Defense website under the Budget Materials section](#).
 - Unfunded Requirements/Unfunded Priorities Lists (UFRs/UPLs). UFRs/UPLs are available to Congress within ten days of the release of the President’s budget.
- Projects suggested by an installation or unit commander that are not included on one of the lists above will not be accepted.
- Some Reserve Component projects will require a state funding match. Requesting offices must determine whether the proposed project requires such a match and if so, confirm that the project has current State match funding before the request can be considered. The committee cannot waive match requirements.
- If the project is included in the President’s budget request, it should not be submitted as Community Project Funding.
- To be eligible for the construction accounts, requested projects must have at least 35 percent of its design completed and be able to obligate funds in Fiscal Year 2025. Projects cannot be for multiyear funding.
- If projects have not been previously authorized, requests must also be submitted to the House Armed Services Committee (HASC) for inclusion in the Fiscal Year 2025 National Defense Authorization Act (NDAA). Previous authorizations expire after three fiscal years.
- All projects must have a corresponding DD Form 1391, which is used by DoD to submit requirements and justifications in support of funding requests for military construction to Congress. Our office can help you acquire this document.
- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$600,000 to \$61,000,000. Most projects were included at levels under \$10,000,000; only two projects were included at amounts greater than \$36,000,000. The Committee may consider different funding caps this year.
- **Resources:** Please reach out to our office if you have any questions about this account.
- **Required Supplemental Questions:** The below questions are required by the Appropriations Committee for every project submitted under this account, in addition to the questions required by our office detailed on page 10.
 - Which Service is the project for?
 - Project Title.
 - Amount Requested for FY24.
 - Program (Is the funding request for construction, unspecified minor construction, or planning and design?)
 - Project Location (State/Territory Title)
 - Installation Name (Location Title)
 - Is the project on the FY24-FY28 FYDP? If so, which fiscal year?
 - Is the project on a FY24 Service or Combatant Command unfunded requirements/unfunded priorities list (UFRs/UPLs)?
 - Does the project have a DD Form 1391?
 - If a Reserve Component project, does it require a State funding match?
 - Is this project at or above 35% design complete?
 - Can the project funds be obligated in FY24?

- Has a corresponding request been submitted to HASC for inclusion in the FY24 NDAA? If a project was previously authorized in a NDAA, please provide the fiscal year.

Transportation, Housing and Urban Development Subcommittee

Airport Improvement Program

- **Committee Guidance:** You can view last year's Committee Guidance for the Airport Improvement Program (AIP) [here](#).
- **Department:** Department of Transportation
- **Agency:** Federal Aviation Administration
- **Description:** AIP grants provide funding for the planning and development of public-use airports that are included in the National Plan of Integrated Airport Systems.
- **Eligible Projects:** Eligible projects include those improvements related to enhancing airport safety, capacity, security, and environmental concerns. In general, sponsors can get AIP funds for most airfield capital improvements or rehabilitation projects and in some specific situations, for terminals, hangars, and nonaviation development. Certain professional services that are necessary for eligible projects (such as planning, surveying, and design) can also be eligible. Examples of eligible projects include:
 - Runway, taxiway or apron construction/rehabilitation
 - Airfield lighting or signage
 - Airfield drainage
 - Land acquisition
 - Weather observation stations (AWOS)
 - NAVAIDs such as REILs and PAPIs
 - Planning or environmental studies
 - Safety area improvements
 - Airport layout plans (ALPs)
 - Access roads located entirely on airport property
 - Removing, lowering, moving, marking and lighting hazards
 - Glycol Recovery Trucks/Glycol Vacuum Trucks, if owned and operated by the airport and bought under Buy American Preference requirements
- **Details and Requirements:**
 - [Eligible airports](#) within WA's Second Congressional District include Anacortes Airport, Bellingham International Airport, Skagit Regional Airport, Orcas Island Airport, Paine Field, Friday Harbor Airport, Whidbey Air Park and Lopez Island Airport.
 - Ineligible projects include:
 - Operational costs, such as salaries, equipment, and supplies
 - Maintenance equipment and vehicles
 - Office and office equipment
 - Fuel farms, except certain projects at some non-primary airports
 - Landscaping
 - Artworks
 - Aircraft hangars, except certain projects at some non-primary airports
 - Industrial park development
 - Marketing plans
 - Training
 - Improvements for commercial enterprises
 - Maintenance or repairs of buildings
 - AIP grants have cost share requirements:

- For large and medium primary hub airports, the grant covers 75 percent of eligible costs (or 80 percent for noise program implementation)
 - For small primary, reliever and general aviation airports, the grant covers a range of 90-95 percent of eligible costs, based on statutory requirements.
 - The project must meet federal requirements, including Buy America, contracting competition requirements and the National Environmental Policy Act.
 - You can read more about AIP requirements [here](#).
 - Please reach out to the local FAA office to ensure project eligibility.
- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$357,000 to \$36,457,732. Most projects were included at levels between \$500,000 and \$7,000,000. Only two projects were included at levels greater than \$9,000,000. The Committee may consider different funding caps this year.
- **Resources:** FAA's [Northwest Mountain Regional Airports Division](#) is a valuable resource to answer program questions. If you are not receiving a response or they are unable to answer specific questions, please contact our office.
- **Required Supplemental Questions:** The below questions are required by the Appropriations Committee for every project submitted under this account, in addition to the questions required by our office detailed on page 10.
 - Project Name. EXAMPLE: Rehabilitate runway. Airport Name (3 letter or number airport code), City, State (2 letter postal code). NOTE: This description may be used to list the project in the House report and should be as accurate as possible to ensure that the funding is provided to the correct project and location.
 - General description of the project and why it is needed.
 - Has the airport sponsor provided assurances that the project is eligible under AIP statutes? Airport sponsors should engage with their Federal Aviation Administration Airport District Offices to ensure eligibility under statutory requirements.
 - What are the benefits of this project and why is it a priority?
 - Amount requested for the Community Project Funding for fiscal year 2024, and the total project cost.
 - Estimated start and completion dates.
 - Does the project have other public (federal, state, local) and/or private funds for the required cost-share and committed for the forecasted operations and maintenance costs? What is the source and amount of those funds?
 - Has the airport submitted a grant application for this same project to FAA?

Highway Infrastructure Projects

- **Committee Guidance:** You can view last year's Committee Guidance for Highway Infrastructure Projects [here](#).
- **Department:** Department of Transportation
- **Agency:** Federal Highway Administration
- **Description:** This account will fund projects eligible under the Surface Transportation Block Grant Program, as amended by the Bipartisan Infrastructure Law.
- **Eligible Projects:** Eligible projects include:
 - Construction of highways, bridges, tunnels, ferry boats and terminals
 - Transit capital projects

- Infrastructure-based intelligent transportation systems capital improvements, including the installation of vehicle-to-infrastructure communication equipment
- Truck parking facilities
- Border infrastructure projects
- Wildlife crossing structures
- Operational improvements and capital and operating costs for traffic monitoring, management, and control facilities and programs
- Highway and transit safety infrastructure improvements and programs
- Recreational trails projects including maintenance and restoration of existing recreational trails, pedestrian and bicycle projects, and modifications to comply with accessibility requirements under the Americans with Disabilities Act
- Several other eligible projects as detailed in [section E of this FHWA memorandum](#)
- **Details and Requirements:**
 - All projects must be capital projects or project-specific planning/design for a capital project.
 - Highway Infrastructure Projects have a non-Federal cost share requirement calculated on a sliding scale. The standard federal share is 90% for a project on the Interstate system and 80% for any other project, but there are a number of exceptions and adjustments to the standard federal share that can be found [here](#).
 - The project must meet federal requirements, including Buy America, contracting competition requirements and the National Environmental Policy Act.
 - The subcommittee will not fund activities that are administrative in nature even if they are eligible expenses under the statutory citation, including general operating expenses.
 - Please reach out to the Washington State Department of Transportation to ensure your project meets eligibility requirements.
- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$145,335 to \$45,000,000. Most projects ranged from \$500,000 to \$5,000,000. Only four projects were included at levels greater than \$15,000,000. The Committee may consider different funding caps this year.
- **Resources:** Please reach out to the [Washington State Department of Transportation \(WSDOT\)](#) if you have any questions about this account. If you are not receiving a response or they are unable to answer specific questions, please contact our office.
- **Required Supplemental Questions:** The below questions are required by the Appropriations Committee for every project submitted under this account, in addition to the questions required by our office detailed on page 10.
 - Project Name. A short name by which the project may be identified, including a very brief description of what the funds will be used for and the project's location (city, county, State, Tribe, Congressional District). EXAMPLE: Main Street widening and resurfacing, City, State, Congressional District. NOTE: The project name and location will be used to list the project in the House Report and should be as accurate as possible to ensure that the funding goes to the correct project and location. Any changes after enactment will require additional legislative actions.

- General description and benefits of the project and why it is needed. EXAMPLE: Widening and resurfacing Main Street will allow the local government to add a turn lane to reduce congestion. It will also allow for safety upgrades at Avenue D where there is a high level of safety incidents. NOTE: Benefits may include safety, environmental, economic, equity, mobility, etc.
- Amount requested for the project.
- Total project cost. NOTE: Provide the amount of the total cost of the project as outlined in the Statewide Transportation Improvement Program (STIP) or Transportation Improvement Program (TIP), if applicable.
- Type of project eligible under 23 USC 133(b) (Surface Transportation Block Grant Program); 23 USC 201 (Federal Lands and Tribal Transportation Programs); 23 USC 202 (Tribal Transportation Program); or 23 USC 165 (Territorial and Puerto Rico Highway Program).
- Estimated start and completion dates. NOTE: Appropriated funds for these projects cannot be used for costs incurred prior to project authorization, which occurs when a project sponsor signs a grant agreement with or receives an allotment by a federal agency.
- Has the request been submitted to a federal agency for non-earmarked funds, or to another Subcommittee or Committee this fiscal year? If yes, which one(s)?
- Please provide a history of federal funding for the project, if any. Include both formula funds and any discretionary grants. EXAMPLE: FY20 TIGER/BUILD Grant: \$10 million; FHWA Formula Funds: \$5 million.
- Does the project have other public (state, local) and/or private funds committed to meet match or cost-share requirements for costs related to construction, operations, and maintenance? If so, what is the source and amount of those funds?
- If the request does not fully fund the project, describe where the remaining funding comes from to complete the project. EXAMPLE: State funds will compose 10 percent of the remaining cost and previously identified federal formula funds (STBG) will make up the rest.
- Is the project on a STIP or a TIP? If yes, please provide a link to the plan.
- Please provide the STIP or TIP ID Number and specify which plan the ID Number comes from. EXAMPLE: North Carolina STIP. ID Number R-5809 H141741. The STIP or TIP also can be used for the location/description of a project, the total project cost, and information about where funding comes from.

Transit Infrastructure Projects

- **Committee Guidance:** You can view last year's Committee Guidance for Transit Infrastructure Projects [here](#).
- **Department:** Department of Transportation
- **Agency:** Federal Transit Administration
- **Description:** This account funds transit capital projects or planning and design for a transit capital project.
- **Eligible Projects:** Eligible projects include projects that are eligible under the Buses and Bus Facilities Grant program, the Low or No Emission Grant Program, and capital projects as defined under Section 5302 of title 49 of United States Code:
 - Replacing, rehabilitating, purchasing, or leasing buses or related equipment

- Rehabilitating, purchasing, constructing, or leasing bus-related facilities
- Acquiring or leasing low or no emission vehicles
- Constructing, rehabilitating or leasing facilities and related equipment to accommodate low or no emission vehicles
- Acquiring, constructing, supervising, or inspecting equipment or a facility for use in public transportation
- Expenses incidental to the acquisition or construction (including designing, engineering, location surveying, mapping, and acquiring rights-of-way)
- Transit-related intelligent transportation systems
- Relocation assistance, acquiring replacement housing sites, and acquiring, constructing, relocating and rehabilitating replacement housing
- Rehabilitating or remanufacturing a bus
- Overhauling rail rolling stock
- Preventative maintenance
- Leasing equipment or a facility for use in public transportation, in certain circumstances
- Certain public transportation improvements, including commercial and residential development, pedestrian and bicycle access to a public transportation facility, construction, renovation, and improvement of intercity bus and intercity rail stations and terminals, and the renovation and improvement of historic transportation facilities
- Other eligible projects as defined [here](#).
- **Details and Requirements:**
 - Public transportation or transit is defined as regular, continuing shared-ride surface transportation that is open to the general public or open to a segment of the general public defined by age, disability, or low income, and does not include intercity passenger rail transportation, intercity bus service, charter bus service, school bus service, sightseeing service, courtesy shuttle service for patrons of one or more specific establishments, or intra-terminal or intra-facility shuttle services.
 - The subcommittee will not fund activities that are administrative in nature even if they are eligible expenses under the statutory citation, including general operating expenses.
 - The project must meet federal requirements, including Buy America, contracting competition requirements and the National Environmental Policy Act.
 - In general, transit capital projects typically require a 20 percent non-federal share. This may vary depending on the project.
 - The subcommittee will not fund Capital Investment Grants (CIG) projects under Transit Infrastructure Projects.
- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$300,000 to \$4,880,000. The Committee may consider different funding caps this year.
- **Resources:** Please reach out to our office if you have any questions about this account.

- **Required Supplemental Questions:** The below questions are required by the Appropriations Committee for every project submitted under this account, in addition to the questions required by our office detailed on page 10.
 - Project Name. Provide a short name by which the project may be identified, including a very brief description of what the funds will be used for and the project's location. The project name and location will be used to list the project in the House Report and must be accurate to ensure funds are provided to the correct project and location. Any changes after enactment will require additional legislative action. EXAMPLE: West Elm Paratransit Fleet Replacement, City, State, Congressional District.
 - Project Recipient. EXAMPLE: West Elm Public Transportation Authority
 - General description and scope of project, including benefits and explanation for why project is a priority. EXAMPLE: The West Elm Paratransit Fleet Replacement will replace 12 gasoline powered cutaway paratransit vehicles with 12 Compressed Natural Gas (CNG) paratransit vehicles in the city of Green Bay to accommodate the most vulnerable population. The gasoline buses are at or beyond their useful life. The funding will also be used to install a CNG fueling station located at the West Elm's maintenance facility. The new CNG paratransit vehicles will require training current employees on this new technology in order to assist with operations and maintenance of the fleet. Safety is the primary benefit of the project as it provides ADA accessible vehicles for older adults and people with disabilities. A safe, reliable, and comfortable transportation is critical for this population. These vehicles will carry multiple passengers to employment, education, healthcare, and recreational locations. It is a priority for the West Elm Public Transportation Authority given the limited resources they have to fully fund the paratransit procurement.
 - Amount of CPF funding requested for project. EXAMPLE: \$1,200,000
 - Total project cost. Provide the total estimated cost of the project. If outlined in the STIP or TIP, provide that amount unless estimated project costs have increased. If project costs have increased, provide a justification.
 - Does the project require an environmental review? If so, what is the status and/or outcome of the review under the National Environmental Policy Act (NEPA)?
 - Does the project have other public (federal, state, local) and/or private funds committed to meet match or cost-share requirements for costs related to construction, operations, and maintenance? If yes, list sources and amounts of funds. The cost-share requirements are defined in statute. In general, transit capital projects typically require 20 percent non-federal share. EXAMPLE: Local sales taxes are committed for 25 percent of the project.
 - If the project receives less than requested for the transit infrastructure projects, will the project proceed without waiting for additional funding sources? EXAMPLE: Yes, however, the project will not be able to proceed immediately without the total amount. The West Elm Public Transportation Authority anticipates using FY24 formula funds to make up the shortfall if there are no other federal grant opportunities available.

- Does the project intend to apply for any DOT discretionary programs before proceeding? If yes, will the project sponsor still proceed if not selected? EXAMPLE: Yes, the transit agency anticipates submitting an application for the FY23 Low or No Emission Grant Program before the April NOFO deadline. If they are not selected as a grant awardee for the Low or No Emission Grant Program, the West Elm Public Transportation Authority will still proceed using their formula funds.
- Provide a history of federal funding for the project, if any. Include formula funds and any discretionary grants. EXAMPLE: FY22 FTA Buses and Bus Facilities Discretionary Grant: \$100,000; FY23 FTA Formula Funds: \$25,000.
- Where is the project in the construction process? Options include Planning and Environmental Review, Final Design, RFP/IFB Issued, Contract Awarded, Capital Purchase or Lease, Construction, and Other (please specify).
- Estimated start and completion dates.
- Is the project on a state, tribal or territorial transportation improvement plan (STIP) or a transportation improvement plan (TIP) as of 12/31/2022? If yes, provide a link to the plan.
- Provide the STIP or TIP ID Number and specify which plan the ID Number comes from. EXAMPLE: North Carolina STIP, ID Number R-5809 H141741.

Consolidated Rail Infrastructure and Safety Improvements

- **Committee Guidance:** You can view Committee Guidance for Consolidated Rail Infrastructure and Safety Improvements (CRISI) [here](#).
- **Department:** Department of Transportation
- **Agency:** Federal Railroad Administration
- **Description:** This account funds rail capital projects or systems planning for a rail capital project.
- **Eligible Projects:** Projects must be eligible under CRISI:
 - Deployment of railroad safety technology, including positive train control and rail integrity inspection systems
 - Acquisition, construction, improvements, or inspections of equipment, track and track structures, or a facility for use in or for the primary benefit of intercity passenger rail service or expenses incidental to the acquisition or construction (including designing, engineering, location surveying, mapping, environmental studies, and acquiring rights-of-way)
 - Improvements to short-line or regional railroad infrastructure
 - Communication and signalization improvements
 - Relocation assistance, acquiring replacement housing sites, and acquiring, constructing, relocating, and rehabilitating replacement housing
 - Rehabilitation, remanufacturing or overhaul rail rolling stock and facilities used primarily in intercity passenger rail service
 - Highway-rail grade crossing improvement projects
 - Rail line relocation or improvement projects
 - Preparation of regional rail and corridor service development plans and corresponding environmental analyses
 - Measures to prevent trespassing and reduce associated injuries and fatalities
 - Rehabilitation, remanufacturing, procurement, or overhauls of locomotives, provided that such activities result in a significant reduction of emissions

- Deployment of Magnetic Levitation Transportation projects
- Other eligible projects as defined [here](#)
- **Details and Requirements:**
 - The subcommittee will not fund activities that are administrative in nature even if they are eligible expenses under the statutory citation, including general operating expenses, rail-related research and workforce activities.
 - The project must meet federal requirements, including Buy America, contracting competition requirements and the National Environmental Policy Act.
 - Rail capital projects under the CRISI program require a minimum 20 percent non-federal share.
 - Please provide documentation demonstrating the support of appropriate railroad, such as BNSF.
- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$300,000 to \$4,190,000. Only one project was included at levels higher than \$3,500,000. The Committee may consider different funding caps this year.
- **Resources:** Please reach out to our office if you have any questions about this account.
- **Required Supplemental Questions:** The below questions are required by the Appropriations Committee for every project submitted under this account, in addition to the questions required by our office detailed on page 10.
 - Project Name. A short name by which the project may be identified, including a very brief description of what the funds will be used for and the project's location. This description may be used in the House report and must be accurate to ensure funds are provided to the correct project and location. EXAMPLE: West Elm Track and Railroad Bridge Improvements, City, State, Congressional District.
 - Project Recipient. As a reminder, for-profit entities are not eligible for CPF funding. The recipient must be a public entity such as a state department of transportation, public agency, or not-for-profit rail carrier that provides intercity rail passenger transportation, etc.
 - General description and scope of project, including benefits and explanation for why project is a priority. EXAMPLE: The West Elm Track and Railroad Bridge Improvements Project will replace an aging railroad bridge and rehabilitate 11 sidings and wye tracks that can handle increased traffic along the main rail route between the cities of Green Bay and Pembine. The improvements will increase the efficiency of the route by eliminating slow-orders along 32 miles of track and help mitigate congestion along the track to increase safety. It is a priority for both cities given the limited resources they have to fully fund the project.
 - Amount of CPF funding requested for project.
 - Total project cost.
 - Provide the total estimated cost of the project.
 - Does the project have other public (federal, state, local) and/or private funds committed to meet match or cost-share requirements for costs related to construction? if so, what is the source and amount of those funds? The cost-share requirements are defined in statute. Rail capital projects under the CRISI program require a minimum 20 percent non-federal share. EXAMPLE: Local sales taxes are committed for 20 percent of the project.

- If the project receives less than requested, will the project still proceed without waiting for additional funding sources?
- Provide a history of federal funding for the project, if any. Include formula funds and any discretionary grants. EXAMPLE: FY20 BUILD Discretionary Grant of \$7.5 million.
- Where is the project in the construction? Options include: Planning and Environmental Review, Final Design, Right of Way, Contract Awarded, Capital Purchase or Lease, Construction, and Other (please specify).
- Estimated start and completion dates.
- Is the project on a state rail plan and specify page number. as of 12/31/2022? If yes, provide a link to the plan and specify page number.
- Is the project included in a grade crossing action plan? If yes, provide a link to the plan and specify page number.

Port Infrastructure Development Program

- **Committee Guidance:** You can view last year’s Committee Guidance for the Port Infrastructure Development Program (PIDP) [here](#).
- **Department:** Department of Transportation
- **Agency:** Maritime Administration (MARAD)
- **Description:** This account funds port infrastructure development projects that improve the safety, efficiency, or reliability of the movement of goods through ports and intermodal connections to ports.
- **Eligible Projects:** Projects must be eligible under PIDP, including capital projects that will improve the safety, efficiency or reliability of:
 - The loading and unloading of good at the port, such as for marine terminal equipment
 - The movement of goods into, out of, around, or within a port, such as for highway or rail infrastructure, intermodal facilities, freight intelligent transportation systems and digital infrastructure systems
 - Operational improvements, including projects to improve port resilience
 - Environmental and emissions mitigation measures
 - Shore power improvements at ports that service passenger vessels or vessels that move goods or freight
 - Other eligible projects as defined [here](#)
- **Details and Requirements:**
 - Priority will be given to projects at small inland river and coastal ports and terminals and to discrete, smaller-scale projects at larger ports and intermodal connections to ports.
 - The project must meet federal requirements, including Buy America, contracting competition requirements and the National Environmental Policy Act.
 - The Federal share of the total costs of an eligible PIDP projects generally may not exceed 80 percent with potential exceptions for small and rural area ports.
 - Please reach out to the Pacific Northwest MARAD office to determine project eligibility.
- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$800,000 to \$10,000,000. Only three projects were included at levels greater than \$5,000,000. The Committee may consider different funding caps this year.
- **Resources:** Please reach out to the [Pacific Northwest MARAD Office](#) if you have any questions about this account. If you are not receiving a response or they are unable to answer specific questions, please contact our office.

- **Required Supplemental Questions:** The below questions are required by the Appropriations Committee for every project submitted under this account, in addition to the questions required by our office detailed on page 10.
 - Project Name. A short name by which the project may be identified, including a very brief description of what the funds will be used for and the project's location (city, county, State, Tribe, Congressional District). EXAMPLE: Terminal 2 Expansion and Emissions Reduction Project, City, State, Congressional District. NOTE: The project name and location will be used to list the project in the House Report and should be as accurate as possible to ensure that the funding goes to the correct project and location. Any changes after enactment will require additional legislative actions.
 - General description and benefits of the project and why it is needed.
 - Amount requested for the project.
 - Total project cost.
 - Who is the recipient? Provide a website address if available.
 - Is the project at a small port, as described under 46 USC 54301(b)?
 - Is the project in a rural area, as described under 46 USC 54301(a)(12) – an area that is outside of a Census-designated urbanized area?
 - Estimated start and completion dates.
 - Has the request been submitted to a federal agency for non-earmarked funds, or to another Subcommittee or Committee this fiscal year? If yes, which one(s)?
 - Please provide a history of federal funding for the project, if any.
 - Does the project have other public (state, local) and/or private funds committed to meet match or cost-share requirements? If so, what is the source and amount of those funds?
 - If the request does not fully fund the project, describe where the remaining funding comes from to complete the project.

Economic Development Initiative (EDI)

- **Committee Guidance:** You can view last year's Committee Guidance for Economic Development Initiative (EDI) [here](#).
- **Department:** Department of Housing and Urban Development
- **Description:** EDI projects may be used for economic and community development activities.
- **Eligible Projects:** The Committee excepts to fund the following types of projects and other similar projects:
 - Water or sewer infrastructure projects which are not otherwise eligible to be funded under EPA STAG (Interior) or Rural Water and Waste (Agriculture)
 - Local road infrastructure that is not otherwise eligible under Highway Infrastructure Projects
 - Streetscape improvements
 - Public or non-profit housing rehabilitation, housing development financing, residential conversions, and neighborhood revitalization projects, which would increase housing supply and/or improve housing affordability in the local community
 - Projects with a clear economic development benefit, such as workforce training centers and manufacturing incubators

- Projects that meet a compelling local need consistent with the statutory purposes. For example, food banks in economically disadvantaged neighborhoods, youth and senior centers, and multipurpose community centers
- **Details and Requirements:**
 - Project uses are limited to:
 - Acquisition of real property (including air rights, water rights and other interests) which is:
 - Blighted, deteriorated, deteriorating, undeveloped or inappropriately development for community development and growth
 - Appropriate for rehabilitation or conservation activities
 - Appropriate for the preservation or restoration of historic sites, the beautification of urban land, conservation of open spaces, natural resources and scenic areas, provision of recreational opportunities or the guidance of urban development
 - Used for public works, facilities improves or other public purposes
 - Acquisition, construction, reconstruction or installation of public works, facilities and site or other improvements, including features that promote energy efficiency
 - Clearance, demolition, removal, reconstruction and rehabilitation of buildings and improvements
 - Special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped people
 - Other criteria is defined in the Committee guidance [here](#)
 - Generally, the following types of activities are ineligible:
 - Acquisition, construction, or reconstruction of buildings for the general conduct of government
 - Museums, commemoratives, memorials
 - Swimming pools, water parks, golf courses
 - Healthcare facilities
 - Venues strictly for entertainment purposes – e.g., theaters and performing art venues
 - Projects must otherwise meet eligibility requirements under [Community Development Block Grants](#)
 - Projects whose sole or primary purpose is for beautification or historic preservation will be disfavored without any evidence of other community development or economic development benefits
- **Cost Guidelines:** In Fiscal Year 24, the funding level included within the bills for this account ranged from \$45,000 to \$20,000,000. Most projects were included at levels between \$500,000 and \$3,000,000; only two projects were included at levels greater than \$10,000,000. The Committee may consider different funding caps this year.
- **Resources:** Please reach out to our office if you have any questions about this account.
- **Required Supplemental Questions:** The below questions are required by the Appropriations Committee for every project submitted under this account, in addition to the questions required by our office detailed on page 10.

- Project Name. A short name by which the project may be identified, including a very brief description of what the funds will be used for and the project's location (city, county, State, Congressional District, or Tribe). NOTE: This description may be used to list the project in the House report and should be as accurate as possible to ensure that the funding goes to the correct project and location. EXAMPLE: Sturgis Downtown Revitalization. City of Sturgis, St. Joseph County, Michigan, 6th Congressional District).
- General description of the project and why it is needed. EXAMPLE: This project will provide infrastructure needed to support downtown expansion, including housing developments in downtown Sturgis. Core components include parking lot reconstruction, alleyway accessibility/beautification upgrades (including a trailhead for a future non-motorized trail), storm sewer improvements, and electrical utility work (moving electrical lines underground). The project is located in a Qualified Census Tract, traditional downtown, and will lessen financial burden on downtown property owners hit hard by economic circumstances that would otherwise have to cover higher project costs for parking lot work by way of a special assessment. The project is aligned to the city's recent placemaking efforts (added downtown firepit, public art, plaza/streetscape walkway, etc.). The City of Sturgis is confident the project is shovel ready and could be completed within the identified project period.
- What are the benefits of this project and why is it a priority? EXAMPLE: Downtown Sturgis is at a critical tipping point. Despite the challenges over the past two years related to the pandemic, the downtown is seeing an uptick in potential development projects, including a large-scale housing development. These projects will create an increased demand for parking and public amenities to make downtown Sturgis a destination of choice. The city is seeking to capitalize on this momentum to not only address needed infrastructure but also to create a vibrant central business district with the inclusion of a food truck court and trailhead.
- Amount requested for the Community Project Funding and the total project cost.
- Who are the community partners participating in this project?
- Have local community development organizations with prior experience with HUD programs been consulted?
- Has the request been submitted to another Subcommittee or Committee this fiscal year? If yes, which one(s)?
- Is the project consistent with the primary objective of the community development program? Please describe who the project is intended to benefit.

Other Federal Funding Resources

Community Project Funding is very competitive and funding limitations or project eligibility may prevent many worthy projects from receiving funding. However, the federal government has many other discretionary funding sources available through competitive grants, loans, and other opportunities. Most CPF eligible accounts are associated with existing federal grant or loan programs that your project may also be eligible for.

Below are several resources that can be used to explore other federal funding opportunities:

- [Grants.gov](https://www.grants.gov)
 - Resource to search and apply for competitive grants from 26 federal agencies. Grants can be searched by agency, type of applicants, intended purpose and more.
- [SAM.gov](https://www.sam.gov)
 - Resource for people who make, receive and manage federal awards.
- [GovLoans.gov](https://www.govloans.gov)
 - Resource to find what loans or benefits you might be eligible for.
- [Benefits.gov](https://www.benefits.gov)
 - Resource to help you determine what government benefits you might be eligible for and how to apply.
- [USA.gov](https://www.usa.gov)
 - Resource for U.S. government information and services.

Rep. DelBene also sends out a monthly grants newsletter and periodically holds grants workshops. To get these updates, please join our listserv here: <https://delbene.house.gov/forms/form/?ID=12>

Contact Us for More Information

If you have any further questions, please reach out to the staff members below:

Agriculture-FDA

- **Department of Agriculture, Rural Development, Community Facilities Grants:**
Staff Contact: Shanta Katipamula (shanta.katipamula@mail.house.gov)
- **Department of Agriculture, Rural Development, ReConnect Program:**
Staff Contact: Cecily Hahn (Cecily.hahn@mail.house.gov)
- **Department of Agriculture, Rural Development, Distance Learning and Telemedicine Grants:**
Staff Contact: Cecily Hahn (Cecily.hahn@mail.house.gov)
- **Department of Agriculture, Rural Development, Water and Waste Disposal Grants:**
Staff Contact: Shanta Katipamula (shanta.katipamula@mail.house.gov)
- **Department of Agriculture, Agricultural Research Service, Buildings and Facilities:**
Staff Contact: Shanta Katipamula (shanta.katipamula@mail.house.gov)
- **Department of Agriculture, Natural Resources Conservation Service, Conservation Operations:**
Staff Contact: Shanta Katipamula (shanta.katipamula@mail.house.gov)

Commerce, Justice, Science, and Related Agencies:

- **NIST Scientific & Technical Research:**
Staff Contact: Shanta Katipamula (shanta.katipamula@mail.house.gov)
- **NOAA Coastal Zone Management:**
Staff Contact: Shanta Katipamula (shanta.katipamula@mail.house.gov)
- **DOJ Office of Justice Programs, Byrne Justice:**
Staff Contact: Cecily Hahn (Cecily.hahn@mail.house.gov)
- **DOJ Community Oriented Policing Services (COPS) Technology & Equipment:**
Staff Contact: Cecily Hahn (Cecily.hahn@mail.house.gov)
- **NASA Safety, Security and Mission Services:**
Staff Contact: Shanta Katipamula (shanta.katipamula@mail.house.gov)

Energy and Water Development and Related Agencies

- **Army Corps of Engineers (Civil Works)**
Staff Contact: Shanta Katipamula (shanta.katipamula@mail.house.gov)
- **Department of the Interior – Bureau of Reclamation Water and Related Resources**
Staff Contact: Shanta Katipamula (shanta.katipamula@mail.house.gov)

Homeland Security

- **Pre-Disaster Mitigation Grants:**
Staff Contact: Shanta Katipamula (shanta.katipamula@mail.house.gov)
- **Emergency Operations Center Grants:**
Staff Contact: Shanta Katipamula (shanta.katipamula@mail.house.gov)

Interior, Environment, and Related Agencies:

- **Environmental Protection Agency – State and Tribal Assistance Grants (STAG):**
Staff Contact: Shanta Katipamula (shanta.katipamula@mail.house.gov)

Military Construction, Veterans Affairs, and Related Agencies:

- **Construction and Unspecified Minor Construction – Active Components:**
Staff Contact: Abe Friedman (Abe.Friedman@mail.house.gov)
- **Construction and Unspecified Minor Construction – Reserve Components**
Staff Contact: Abe Friedman (Abe.Friedman@mail.house.gov)

Transportation, Housing and Urban Development, and Related Agencies:

- **Transit Infrastructure Projects:**
Staff Contact: Shanta Katipamula (shanta.katipamula@mail.house.gov)
- **Highway Infrastructure Projects:**
Staff Contact: Shanta Katipamula (shanta.katipamula@mail.house.gov)
- **Airport Improvement Program (AIP) Projects:**
Staff Contact: Shanta Katipamula (shanta.katipamula@mail.house.gov)
- **Port Infrastructure Development Program Projects:**
Staff Contact: Shanta Katipamula (shanta.katipamula@mail.house.gov)
- **Consolidated Rail Infrastructure and Safety Improvements (CRISI) Projects:**
Staff Contact: Shanta Katipamula (shanta.katipamula@mail.house.gov)
- **Community Development Fund – Economic Development Initiative (EDI) Projects:**
Staff Contact: Victoria Honard (Victoria.honard@mail.house.gov)

You can also contact our D.C. office at 202-225-6311 or our District office at 425-485-0085.