**Representative Suzan K. DelBene (WA-01)**

**FY 2023 Community Project Funding Requests**

**Small Business Administration, Small Business Initiatives**

Submit this form to [CPFs.DelBene@mail.house.gov](mailto:CPFs.DelBene@mail.house.gov) no later than **April 13, 2022,** and please specify the account name in the email subject line.

**Submission Guidelines:**

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. The first section of this form is information required by our office for all requests. The second section of this form includes questions that are required by each subcommittee for each account. Please be sure to answer all questions. Please provide any attachments (i.e. letters of support) as separate documents.

**Small Business Administration, Small Business Initiatives**

Projects in support of small businesses, including but not limited to entrepreneur training, workforce development, counseling, research, and construction or acquisition of facilities. The average award in this account for FY22 was $650,000. Note the Committee may consider slightly higher project amounts for FY23, and any caps will be determined by the Chair after reviewing the full universe of requests.

Additional guidance with specific information about these accounts is [attached](https://appropriations.house.gov/sites/democrats.appropriations.house.gov/files/FY23%20FSGG%20Member%20Request%20Guidance.pdf).

Staff Contact: Abe Friedman ([Abe.Friedman@mail.house.gov](mailto:Abe.Friedman@mail.house.gov))

**Questionnaire:**

Requesting Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **D.C. Contact (if applicable)** | **Local Contact** |
| Name  Mailing Address  City, State Zip  Phone Number  Fax Number  E-Mail Address | Name  Mailing Address  City, State Zip  Phone Number  Fax Number  E-Mail Address |

**All Requests**

|  |  |  |
| --- | --- | --- |
|  | **Agency** | **Account** |

1. Briefly describe your request in 5 sentences or less.
2. This is request **x of x** submitted to this office.
   1. If you are submitting more than one request, please rank this request in order of priority.
3. Are you making this request to other offices?
4. If yes, please list other offices receiving this request:
5. Did you submit this project as a Community Project Funding request or Transportation & Infrastructure Member Designated Project request during the 2022 process?
6. Briefly but specifically, how does this project or program impact the 1st Congressional District of WA?
7. Eligibility of requesting entity or organization (please highlight the one applicable to your organization)
   1. State, local, or tribal government
   2. Publicly owned entity (e.g. port, university, PUD, etc.)
   3. Non-profit entity with a quasi-governmental purpose (e.g. Special District)
   4. Non-profit organization
8. Name of the project or program to be funded
9. Physical location of the project or program (including street name, city, and zip code)
10. Amount requested
11. Detailed breakdown of the total cost of the project or program that includes all prior sources (both public and private) and any amounts that remain unfunded
12. Have you previously applied for federal funds for this project or program? If yes, to which programs have you applied and what and what has been the outcomes of those applications.
13. If this project or program has previously been awarded federal funds, please list the total amount of federal funds previously awarded
14. Detailed breakdown of how the requested funds would be spent
15. Once completed, will the project or program require continued funding to maintain operation? If so, where will that funding come from?
16. Provide a detailed description of the project or program to be funded including data and/or evidence that demonstrates the public benefit.
17. Justification for why this project represents a good use of taxpayer dollars.
18. Describe any long-term job creation that will result from this project.
19. Will this project have a revenue-generating component that would have community and state economic benefit? If so, please describe and quantify.
20. Detailed timeline and anticipated start date and completion date for the project or program.
21. Federal agency that would administer this funding.
22. 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.
23. List any stakeholders that support this request.
24. Please list below and provide as **separate attachments** any letters of support from local stakeholders, 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.
25. 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?

**Subcommittee/Account Specific Questions:**

**Small Business Administration, Small Business Initiatives:**

1. How will this project directly benefit small businesses and/or entrepreneurs at the local, regional, and/or national level?
2. Please provide a detailed spend plan for the requested funding, breaking down anticipated expenditures for each major category of project activity.
3. Are there matching funds associated with the requested funds? If yes, please list the source(s) and amount(s).
4. If the request does not fully fund the project, describe where the remaining funding comes from to fund the project.
5. If the Appropriations Committee is not able to provide the full amount of funding requested, can this project start in a limited capacity? {yes/no}
6. Is this a new or ongoing project? If it is an ongoing project, please provide a history of funding for the project, including Federal, state, or local government; non-profit; corporate.
7. Will the funds go to an organization that will make sub-grants of those funds to other organizations? If yes, please list the sub-grantees.
8. Is the project a capital project or will the funds support operating costs?
9. Who will oversee the administration/management of the project and what accountability measures will be in place to ensure the appropriate use of taxpayer funds?
10. What performance standards will be used to evaluate whether the program or project supported by the funds meets its mission?
11. Has the organization or any potential sub-grantees been subject to sanction or litigation by State, local, or Federal governments in the past five years? If yes, please provide details.
12. Has the organization received funding from the Small Business Administration in the past 3 years? If yes, please provide details on the amount(s) and purpose(s) for which these funds were received.
13. Community engagement and support is crucial in determining which projects are worthy of Federal funding. To that end, please describe or include evidence of community support that were compelling factors in the decision to submit this project request. You may include any relevant links to information posted on your website, or online, including letters of support.