**Community Project Funding Request**

**Project Request Name:**

**Subcommittee:** Homeland Security

**Account:** Emergency Operations Center Grants

**Directions:**

1. Complete all basic information. Type your responses into each text box.
2. Complete all supplemental questions.
3. Save the document using the following file name format: Request\_DHS-Emergency-Operations\_Requester-name.doc
4. Email your fully completed request to [Clyburn.Appropriations@mail.house.gov](mailto:Clyburn.Appropriations@mail.house.gov). Include any necessary attachments (such as an attached budget document, letters of community support, etc) in your email submission. Include “Community Project Funding” and the account and request names in the subject line.

*Failure to submit all required information will result in an incomplete project request. Incomplete project requests cannot not be submitted to the Appropriations Committee for consideration for Community Project funding.*

**Basic Information**

All requests for Community Project Funding, regardless of the account, must include the following information:

1. **Legal name of the recipient organization** that will receive the funding. Do not include abbreviations, acronyms, or use a “The” before the recipient name.

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1. **Project description** (limited to 1000 characters).

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1. **Budget breakout** describing how the requested Federal funding will be used by the grantee, such as amounts for salaries for providers or instructors, tuition payments, educational materials, exhibits, supplies, evaluation activities, equipment, travel, etc

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| Insert link, describe in text, or attach as a .pdf or .xls along with email submission of this document. |

1. **Explanation of the request.** Explain why the project is a good use of taxpayer funds.

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1. **Evidence of community support** for the project request. This may include links or digital copies of the following:
   * (1) letters of support from elected community leaders,
   * (2) press articles highlighting the need for the requested community project funding,
   * (3) support from newspaper editorial boards,
   * (4) projects listed in state intended use plans, community development plans, or other publicly available planning documents,
   * (5) resolutions passed by city councils or boards, or
   * (6) other compelling evidence of community support.

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| Insert link(s) or attach .pdf copies in the email submission of this document. |

1. (If funds are requested for a non-governmental entity) **proof that the recipient is a non-profit organization** as described under section 501(c)(3) of the Internal Revenue Code of 1986. No awards in FY2022 will go to for-profit entities.

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| Insert link(s) or attach .pdf copies in the email submission of this document. |

**Supplemental questions for Emergency Operations Center Grants**

These questions are specific to the account from which funding is being requested from for the project. Verify that you have downloaded the document that corresponds to the proper account before proceeding.

Only projects that meet the requirements detailed in the most recent [Notice of Funding Opportunity](https://www.grants.gov/web/grants/view-opportunity.html?oppId=95433) for the Emergency Operations Center Grant Program, including the cost-share requirement and environmental and historic preservation requirements, as applicable, will be considered for funding. For any projects designated for funding in the final fiscal year 2022 Homeland Security Appropriations Act, the respective state administrative agency (SAA) must submit an application to the Federal Emergency Management Agency, and that agency will serve as the administrative agent for the grant. Therefore, all project proposals must be accompanied by a letter of support from the appropriate SSA affirming that it believes the project is eligible.

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

1. Is the requesting jurisdiction a state, Indian tribal government, or local government as defined by section 102 or 602 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 USC 5122, 5195a?

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1. Is the proposed project eligible under the most recent [Notice of Funding Opportunity](https://www.grants.gov/web/grants/view-opportunity.html?oppId=95433) for the Emergency Operations Center Grant Program?

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1. Can the requesting jurisdiction provide the required 25 percent non-federal cost share?

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1. Is the requestor in a position to enhance their emergency management capabilities and address their Emergency Operations Center needs?

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* Use the space below to include any additional information that you feel would be useful to include with your request:

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