**Community Project Funding Request**

**Project Request Name:**

**Subcommittee:** Homeland Security

**Account:** Pre-Disaster Mitigation 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-Pre-Disaster-Mitigation\_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**

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.

### **Supplemental Questions for Pre-Disaster Mitigation Grants**

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

1. Is the requesting jurisdiction a state, Indian tribal government, local government, or territory as defined by section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122)?

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1. Is the proposed project eligible under the most recent Notice of Funding Opportunity for the Building Resilient Infrastructure and Communities grant program?

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1. Can the requesting jurisdiction provide the required non-federal cost share, consistent with 2 CFR Sections 200.29, 200.306, and 200.434?

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1. Can the requesting jurisdiction provide a Cost-Benefit Analysis or other documentation that validates cost-effectiveness, which is defined by FEMA as having a Benefit-Cost Ratio (BCA) of 1.0 or greater? A non-FEMA BCA methodology may only be used if pre-approved by FEMA in writing.

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1. Is the proposed project consistent with the goals and objectives of a FEMA-approved state, territorial, or tribal mitigation plan and the adopted mitigation plan of the local jurisdiction?

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1. Can the recipient describe how the project provides long-term permanent risk-reduction, i.e., it is not used for emergency protective measures?

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1. Can the recipient describe how the project takes into account future conditions?

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1. Can the recipient describe how the project supports the needs of vulnerable populations?

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1. Does the recipient specifically encourage the adoption and enforcement of the latest disaster resistant building codes?

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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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