**Community Project Funding Request**

**Project Request Name:**

**Subcommittee:** Transportation, Housing and Urban Development and Related Agencies

**Account:** Department of Transportation - Airport Improvement Program (AIP)

**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\_DOT-AIP\_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: Department of Transportation - Airport Improvement Program**

1. Project Name.
   * EXAMPLE: Rehabilitate runway 6/24, Airport Name, 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 goes to the correct project and location.

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1. General description of the project and why it is needed.

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1. What are the benefits of this project and why is it a priority?
   * NOTE: Benefits could include safety, environmental, economic, equity, mobility, etc. This description will not appear in the House report.
   * EXAMPLE: Constructing a new apron (50,000 square feet) will reduce the risk of aircraft-to-aircraft and aircraft-to-ground vehicle incursions by 40 percent.

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1. Amount requested for the community project for FY22 and the total project cost.

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1. Can the project obligate all appropriated funds within 12 months after enactment? If not, what would be the expected date of obligation?

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1. Estimated start and completion dates.

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1. Has the request been submitted to another Subcommittee or Committee this fiscal year? If yes, which one(s)?

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1. Does the project have other public (federal, state, local) and/or private funds committed for forecasted costs related to operations and maintenance? If so, what is the source and amount of those funds?

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1. Does the project require an environmental review? If so, what is the status and/or outcome of the environmental review and National Environmental Policy Act (NEPA) category of action (if applicable)?

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1. How will the project contribute to the airport’s [disadvantaged business enterprise](https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise) goals?

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1. Has the project received previous Federal funding? If so, how much and which public law (e.g., appropriations act or authorization act) provided it? o Is the project [AIP-eligible](https://www.faa.gov/airports/aip/aip_handbook/)?

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1. What is the airport’s code (should be 3 letters)?

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1. Has the airport submitted a grant application for this same project to FAA? If so, when?

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1. Would the project increase or decrease air traffic?

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1. Would the project increase or decrease aviation safety?

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1. Would the project increase or decrease environmental risks?

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1. Does the airport and airport sponsor support the project?

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1. Are there any stakeholders - such as residents that live near the airport, state or local officials, state department of transportation officials - that oppose the project?

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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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