**Community Project Funding Request**

**Project Request Name:**

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

**Account:** DOT - Highway Infrastructure

**Point-of-Contact for Request (name, email, phone, organization):**

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**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\_Account-name\_Requester-name.doc
4. Email your fully completed request to 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

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

| Insert link(s) or attach .pdf copies in the email submission of this document.  |
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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 FY2023 will go to for-profit entities.

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

1. Project Name. EXAMPLE: Main Street elderly services facility improvements, City, State, County, Congressional District, or Tribe. 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.

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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?
	1. NOTE: Benefits could include safety, environmental, economic, equity, mobility, etc. This description will not appear in the House report.
	2. 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 accidents.

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1. Amount requested for the community project funding.

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1. 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?
	1. NOTE: Obligation occurs when a project sponsor signs a grant agreement with a federal agency.

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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 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?
	1. NOTE: The cost-share requirements are defined in statute and vary based on activity, location, and other factors. (Reference: <https://www.fhwa.dot.gov/fastact/factsheets/federalsharefs.cfm>)

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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. Type of project eligible under 23 USC 133(b). Options include: Highway, Bridge, EV Charging Infrastructure, Wildlife Crossing, Bike/Pedestrian, and Other (please specify).

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1. Where is the project in the construction process? Options include: Planning and Environmental Review, Final Design, Right of Way, Capital purchase or lease, Construction, and Other (please specify).

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1. Was the project on a State, Tribal or territorial Transportation Improvement Plan (STIP) or a transportation improvement plan (TIP) as of 12/31/2021? If yes, please provide a link to the plan.

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1. Please provide the STIP or TIP ID Number and specify which plan (ex. North Carolina STIP, New York Metropolitan Transportation Council TIP) the ID Number comes from.

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1. Please provide a history of federal funding for the project, if any. Include both formula funds and any discretionary grants.
	1. EXAMPLE: FY20 TIGER/BUILD Grant: $10 million; FHWA Formula Funds: $5 million.

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1. If the request does not fully fund the project, describe where the remaining funding comes from to complete the project.
	1. EXAMPLE: Unidentified State funds will compose 10 percent of the remaining cost and previously identified federal formula funds (STBG) will make up the rest.

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