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**FY2025 Homeland Security Appropriations**

**Community Project Request Form**

Return completed form and required documentation to: [Appropriations.AZ04@mail.house.gov](mailto:Appropriations.AZ04@mail.house.gov)

Due Date: Monday, April 29 at 9pm AZ time

*Note: Only certain entities are eligible to request projects. Projects cannot be designated for private individuals or for-profit entities. The Subcommittee will only accept legally eligible requests under the following accounts: Pre-Disaster Mitigation Grants and Emergency Operations Center Grants. If you have questions about the appropriations project review process, please contact* [*Alicia.Bissonnette@mail.house.gov*](mailto:Alicia.Bissonnette@mail.house.gov)*. For further reference,* [*see the committee website*](https://appropriations.house.gov/sites/evo-subsites/republicans-appropriations.house.gov/files/evo-media-document/fy25-homeland-security-guidance.pdf)*.*

**Entity Requesting Funds (legal name, no abbreviations):**

**Primary Point of Contact (name, email, phone number, organization address):**

**Project Priority (if non-federal sponsor is submitting more than 1 project):**

**Project description (not more than 1,000 characters):**

**Amount of CPF funding requested for the project:**

**Include an explanation of why the project is a good use of taxpayer funds.**

**Has this request been submitted to another Member, if yes, which Member(s) and who is the staff point-of-contact?**

**Demonstration of community support for a project is crucial for determining whether it should receive funding. Projects must have substantial evidence of community support to be considered for funding. Community support documentation can include: letters from elected officials and community groups, local transportation or community development plans, publications (including news articles), and any other documents demonstrating public support for the project. Please include documentation of community support in one pdf document and submit with this form.**

**Is there or will there be a letter from the appropriate state officials confirming that should the project be approved the appropriate state agency is willing and able to serve as the recipient for the grant?**

**Pre-Disaster Mitigation Projects**

**Is the proposed project eligible under the most recent Notice of Funding Opportunity (NOFO) for the PDM grant program?**

**Can the requesting jurisdiction provide the required non-federal cost share (25% of total eligible activity costs, or 10% for small, impoverished communities), as detailed in the NOFO?**

**If less than the requested amount is provided as the federal share, would additional state, local, or other eligible funding sources be available to support the project?**

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

**Consistent with the NOFO for PDM grants, is the proposed activity consistent with the goals and objectives in both the state or tribal hazard mitigation plan (44 CFR Part 201) and the local hazard mitigation plan of the jurisdiction in which the project is located?**

**If so, what is the FEMA approval date and when will the plan expire?**

**Please confirm the funding request does not include unallowable activities for PDM grants (e.g., dredging waterways; the purchase of emergency vehicles and equipment)?**

**Describe how the proposed activity expands mitigation capacity rather than repair and maintenance of existing capacity.**

**How will the project provide long-term, permanent risk-reduction, as opposed to simply supporting Short-term, temporary emergency protective measures?**

**Can the recipient describe how the activity supports the needs of people disproportionally at risk of harmful impacts of natural disasters?**

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

**Provide a clear and detailed description of the proposed mitigation activity.**

**How will the mitigation activity be implemented?**

**Who will manage and complete the mitigation activity?**

**What risks will remain from natural hazards after project implementation (i.e., residual risk)?**

**How does the activity reduce the risk to individuals and property for future natural hazards, while reducing reliance on federal funding for future disasters?**

**Has the project been submitted, selected, or awarded funding in current or previous Pre-Disaster Mitigation (PDM), Building Resilient Infrastructure and Communities (BRIC), Flood Mitigation Assistance (FMA), or Hazard Mitigation Grant Program fiscal year grant cycles?**

**If so, what is the subgrant ID, or which grant program and fiscal year was the application submitted, selected, or awarded funding?**

**Have you consulted with state, county, or local emergency management officials, or with FEMA about the proposed project?**

**If so, please provide the name of the official, the agency they represent, and their contact information.**

**Emergency Operations Center Grant Program**

**Is the proposed project eligible under the most recent Notice of Funding Opportunity (NOFO) for the Emergency Operations Center (EOC) Grant Program?**

**Is the requested federal funding amount limited to a maximum of 75% of the total project cost?**

**Can the requesting jurisdiction provide the required 25% non-federal cost share?**

**If less than the requested amount is provided as the federal share, would additional state, local, or other eligible funding sources be available to support the project?**

**Have you reviewed the funding restrictions and allowable costs section of the NOFO for EOC grants?**

**Have you confirmed the funding request does not include unallowable activities for EOC grants (e.g., personnel costs; replacement radios for police, fire, and other response personnel; generators for emergency shelters; any equipment that is portable and does not directly support the functional and operational capabilities of an EOC)?**

**Is the proposed project related to a structure or facility that meets the definition of an EOC, to include supporting incident management (on-scene) operations across multiple functional disciplines and/or jurisdictions?**

**For EOC projects that involve construction or upgrading of multipurpose facilities, such as public safety facilities, police/fire stations, etc., EOC grants may only be used for those parts of the facility that are directly associated with the EOC. Does the requested federal funding amount reflect the proportionate facility construction cost, which is generally based on the square footage (floor space) of the EOC compared to the square footage of the entire facility?**

**Have you consulted with state/county/local emergency management officials or with FEMA about the proposed project?**

**If the answer to the previous question is yes, please provide name agency and contact information.**

***Each of these projects must have a federal nexus****. Projects that do not have a nexus will not be considered.*

* **Pre-Disaster Mitigation Grants**
  + The project has a Federal nexus because the funding provided is for purposes authorized by section 203 of the Stafford Act (42 U.S.C. 5133), as amended by Section 1234, National Public Infrastructure Pre-Disaster Hazard Mitigation, of the Disaster Recovery Reform Act (DRRA) of 2018.
* **Emergency Operations Center Grants**
  + The project has a Federal nexus because the funding provided is for purposes authorized by section 614 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5196c), as amended by section 202 of the Implementing Recommendations of the 9/11 Commission Act of 2007 (9/11 Act).