

**SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES**

Transit Infrastructure Projects
Department of Transportation (DOT)
Guidelines and Requirements for Appropriations Submissions

Database opens March 10, 2023
Member Request deadline is 6:00 PM, March 31, 2023
Members must post CPF requests on their websites on April 17, 2023

Transit Infrastructure Projects are public transportation capital projects eligible under chapter 53 of title 49 of the United States Code. Eligible capital projects are described under section 5302(4) of title 49, United States Code. All projects must be:

1. Transit capital projects or project-specific planning/design for a transit capital project;
2. Supported by the state, local governmental authority, or Tribal government that would administer the project. Inclusion on a Statewide Transportation Improvement Plan (STIP) or Transportation Improvement Plan (TIP) would satisfy this requirement; and
3. Sponsored by designated recipients, States (including territories and the District of Columbia), local governmental authorities, and/or Indian tribes.

Public transportation or transit is defined in section 5302(15) and (22) of title 49, United States Code, as regular, continuing shared-ride surface transportation that is open to the general public or open to a segment of the general public defined by age, disability, or low income, and does not include intercity passenger rail transportation, intercity bus service, charter bus service, school bus service, sightseeing service, courtesy shuttle service for patrons of one or more specific establishments, or intra-terminal or intra-facility shuttle services.

The Subcommittee will not fund activities that are administrative in nature even if they are eligible expenses under the statutory citation. These include but are not limited to general operating expenses, joint development projects, and planning activities authorized under sections 5303, 5304, and 5305 of title 49, United States Code.

Additionally, most projects will be subject to various Federal requirements such as competition in contracting, Buy America, and the National Environmental Policy Act. The Committee strongly encourages Members' offices to reach out to the project sponsor (i.e., transit agency) to determine the eligibility and viability of their projects.

The Subcommittee will continue to treat the Capital Investment Grants (CIG) program as programmatic requests and will not fund CIG projects under Transit Infrastructure Projects. Any projects for which the sponsor is seeking or will seek a CIG grant will not be considered.

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For each Transit Infrastructure Project request, Members will need to provide specific information through the electronic database. The database will include the following questions to assist the Subcommittee in vetting and selecting projects. The Chair may require additional information from your office.

Demonstration of Community Support:

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 that demonstrate public support for the project.

Community Project Funding (CPF) Questions for Transit Infrastructure Projects:

1. Project Name.

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. The project name and location will be used to list the project in the House Report and must be accurate to ensure funds are provided to the correct project and location. Any changes after enactment will require additional legislative action.

EXAMPLE: *West Elm Paratransit Fleet Replacement, City, State, Congressional District.*

2. Project Recipient.

EXAMPLE: *West Elm Public Transportation Authority*

3. General description and scope of project, including benefits and explanation for why project is a priority.

EXAMPLE: *The West Elm Paratransit Fleet Replacement will replace 12 gasoline powered cutaway paratransit vehicles with 12 Compressed Natural Gas (CNG) paratransit vehicles in the city of Green Bay to accommodate the most vulnerable population. The gasoline buses are at or beyond their useful life. The funding will also be used to install a CNG fueling station located at the West Elm's maintenance facility. The new CNG paratransit vehicles will require training current employees on this new technology in order to assist with operations and maintenance of the fleet. Safety is the*

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primary benefit of the project as it provides ADA accessible vehicles for older adults and people with disabilities. A safe, reliable, and comfortable transportation is critical for this population. These vehicles will carry multiple passengers to employment, education, healthcare, and recreational locations. It is a priority for the West Elm Public Transportation Authority given the limited resources they have to fully fund the paratransit procurement.

4. Amount of CPF funding requested for project.

EXAMPLE: \$1,200,000

5. Total project cost.

Provide the total estimated cost of the project. If outlined in the STIP or TIP, provide that amount unless estimated project costs have increased. If project costs have increased, provide a justification.

6. Does the project require an environmental review? If so, what is the status and/or outcome of the review under the National Environmental Policy Act (NEPA)?

7. 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 yes, list sources and amounts of funds.

The cost-share requirements are defined in statute. In general, transit capital projects typically require 20 percent non-federal share.

EXAMPLE: *Local sales taxes are committed for 25 percent of the project.*

8. If the project receives less than requested for the transit infrastructure projects, will the project proceed without waiting for additional funding sources?

EXAMPLE: *Yes, however, the project will not be able to proceed immediately without the total amount. The West Elm Public Transportation Authority anticipates using FY24 formula funds to make up the shortfall if there are no other federal grant opportunities available.*

9. Does the project intend to apply for any DOT discretionary programs before proceeding? If yes, will the project sponsor still proceed if not selected?

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EXAMPLE: Yes, the transit agency anticipates submitting an application for the FY23 Low or No Emission Grant Program before the April NOFO deadline. If they are not selected as a grant awardee for the Low or No Emission Grant Program, the West Elm Public Transportation Authority will still proceed using their formula funds.

10. Provide a history of federal funding for the project, if any. Include formula funds and any discretionary grants.

EXAMPLE: FY22 FTA Buses and Bus Facilities Discretionary Grant: \$100,000; FY23 FTA Formula Funds: \$25,000.

11. Where is the project in the construction process?

Drop down options in the database will include: Planning and Environmental Review, Final Design, RFP/IFB Issued, Contract Awarded, Capital Purchase or Lease, Construction, and Other (please specify).

12. Estimated start and completion dates.

13. Is the project on a state, tribal or territorial transportation improvement plan (STIP) or a transportation improvement plan (TIP) as of 12/31/2022? If yes, provide a link to the plan.

14. Provide the STIP or TIP ID Number and specify which plan the ID Number comes from.

EXAMPLE: See below – the North Carolina STIP, ID Number R-5809 H141741.

DIVISION 1		ROUTE/CITY COUNTY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH (Miles)	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)
<u>RURAL PROJECTS</u>							
NC 45 BERTIE	R-5809 H141741			HERTFORD COUNTY LINE TO WASHINGTON COUNTY LINE. MODERNIZE ROADWAY.	24.8	23589	2219

The STIP or TIP also can be used for the location/description of a project, the total project cost, and information about where funding comes from.

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**TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE CERTIFICATIONS AND
FEDERAL NEXUS STATEMENTS**

To comply with House rule XXIII, clause 17, and Committee guidance, below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany each Community Project Funding request:

Dear Chairwoman Granger and Ranking Member DeLauro:

I am requesting funding for _____ [project] in fiscal year 2024. The entity to receive funding for this project is _____, located at _____ (address including street name, city, state and zip code). The funding would be used for _____. The project is an appropriate use of taxpayer funds because _____.

The project has a Federal nexus because the funding provided is for purposes authorized by chapter 53 of title 49 of the United States Code.

I certify that I have no financial interest in this project, and neither does anyone in my immediate family.

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on April 17, 2023. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

Questions: If you have any questions about Community Project Funding eligible for Transit Infrastructure Projects, please email TH.MemberRequests@mail.house.gov and include “Transit Infrastructure Projects” in the subject line.

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**Highway Infrastructure Projects
Department of Transportation (DOT)
Guidelines and Requirements for Appropriations Submissions**

**Database opens March 10, 2023
Member Request deadline is 6:00 PM, March 31, 2023
Members must post CPF requests on their websites on April 17, 2023**

Highway Infrastructure Projects are capital projects eligible under title 23 of the United States Code. Eligible projects are described under Section 133(b) of title 23, United States Code, as amended by title III of division A of the Infrastructure Investment and Jobs Act. Tribal and territorial capital projects authorized under chapters 1 and 2 of title 23, United States Code, are also eligible.

All projects must be:

1. Capital projects or project-specific design for a capital project.
2. Supported by the state or Tribal government that would administer the project.
Inclusion on a Statewide Transportation Improvement Plan (STIP) or Transportation Improvement Plan (TIP) would satisfy this requirement.
3. Administered by public entities or Tribal entities.

The Subcommittee will not fund activities that are administrative in nature even if they are eligible expenses under the statutory citation. These include general operating expenses, and planning activities required under sections 134 and 135 of title 23, United States Code.

Applicants should be aware that Highway Infrastructure Projects have a non-Federal cost share calculated on a sliding scale. The [cost-share requirements](#) are defined in statute and vary based on activity, location, and other factors.

Additionally, most projects will be subject to various Federal requirements such as competition in contracting, Buy America, and the National Environmental Policy Act. The Committee strongly encourages Members' offices and potential funding recipients to reach out to their state departments of transportation to determine the eligibility and viability of projects.

For each Highway Infrastructure Projects request, Members will need to provide specific information through the electronic submission process. The database will include the following questions to assist the Subcommittee in vetting and selecting projects.

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Demonstration of Community Support:

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.

Community Project Funding questions in the database for Highway Infrastructure Projects:

- 1. Project Name.** 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, Tribe, Congressional District).

EXAMPLE: *Main Street widening and resurfacing, City, State, Congressional District.*

NOTE: The project name and location will 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. Any changes after enactment will require additional legislative actions.

- 2. General description and benefits of the project and why it is needed.**

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 safety incidents.*

NOTE: Benefits may include safety, environmental, economic, equity, mobility, etc.

- 3. Amount requested for the project.**

- 4. Total project cost.**

NOTE: Provide the amount of the total cost of the project as outlined in the Statewide Transportation Improvement Program (STIP) or Transportation Improvement Program (TIP), if applicable.

- 5. Type of project eligible under 23 USC 133(b) (Surface Transportation Block Grant Program); 23 USC 201 (Federal Lands and Tribal Transportation Programs); 23 USC 202 (Tribal Transportation Program); or 23 USC 165 (Territorial and Puerto Rico Highway Program).**

- 6. Estimated start and completion dates.**

NOTE: Appropriated funds for these projects cannot be used for costs incurred prior to project authorization, which occurs when a project sponsor signs a grant agreement

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with or receives an allotment by a federal agency.

7. Has the request been submitted to a federal agency for non-earmarked funds, or to another Subcommittee or Committee this fiscal year? If yes, which one(s)?

8. Please provide a history of federal funding for the project, if any. Include both formula funds and any discretionary grants.

EXAMPLE: *FY20 TIGER/BUILD Grant: \$10 million; FHWA Formula Funds: \$5 million.*

9. Does the project have other public (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?

10. If the request does not fully fund the project, describe where the remaining funding comes from to complete the project.

EXAMPLE: *State funds will compose 10 percent of the remaining cost and previously identified federal formula funds (STBG) will make up the rest.*

11. Is the project on a STIP or a TIP? If yes, please provide a link to the plan.

12. Please provide the STIP or TIP ID Number and specify which plan the ID Number comes from.

EXAMPLE: *See below: North Carolina STIP. ID Number R-5809 H141741. The STIP or TIP also can be used for the location/description of a project, the total project cost, and information about where funding comes from.*

DIVISION 1

ROUTE/CITY COUNTY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH (Miles)	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)
RURAL PROJECTS					
NC 45 BERTIE	R-5809 H141741	HERTFORD COUNTY LINE TO WASHINGTON COUNTY LINE. MODERNIZE ROADWAY.	24.8	23589	2219

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**TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE CERTIFICATIONS AND
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To comply with House rule XXIII, clause 17, and Committee guidance, below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany **each** Community Project Funding request:

Dear Chairwoman Granger and Ranking Member DeLauro:

I am requesting funding for _____ [project] in fiscal year 2024. The entity to receive funding for this project is _____, located at _____ (address including street name, city, state and zip code). The funding would be used for _____. The project is an appropriate use of taxpayer funds because _____.

The project has a Federal nexus because the funding provided is for purposes authorized by _____ [choose the applicable program's citation: 23 USC 133; 23 USC 201; 23 USC 202; or 23 USC 165].

I certify that I have no financial interest in this project, and neither does anyone in my immediate family.

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on April 17, 2023. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

Questions: If you have any questions about Community Project Funding eligible for Highway Infrastructure Projects, please email TH.MemberRequests@mail.house.gov and include “Highway Infrastructure Projects” in the subject line.

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**Airport Improvement Program (AIP)
Department of Transportation
Guidelines and Requirements for Appropriations Submissions**

**Database opens March 10, 2023
Member Request deadline is 6:00 PM, March 31, 2023
Members must post CPF requests on their websites on April 17, 2023**

AIP Community Project Funding requests are intended to enhance airport safety, capacity, and security, and environmental concerns.

All projects must be:

- AIP eligible in accordance with 49 U.S.C. 47100 et seq., and FAA policy and guidance.
- Included in the FAA's National Plan of Integrated Airport Systems (NPIAS).
- Supported broadly by local stakeholders, including residents, businesses, and elected officials.
- Administered by an airport and/or airport sponsor.

Federal Requirements:

Projects will be subject to various Federal requirements such as competition in contracting, Buy America, and the National Environmental Policy Act. The potential grantee should reach out to FAA Regional District Offices to ensure that projects will be in compliance with these mandates.

Cost Share:

For large and medium primary hub airports, the grant covers 75 percent of eligible costs (or 80 percent for noise program implementation). For small primary, reliever, and general aviation airports, the grant covers a range of 90-95 percent of eligible costs, based on statutory requirements. Specific cost share requirements should be understood by the grantee, and verified by the FAA Regional District Office, along with other requirements to receive FAA funding.

Demonstration of Community Support:

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 that demonstrate public support for the project.

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Database Questions:

For each AIP Community Project Funding request, Members will need to provide specific information through the database. The database will include the questions below to assist the Chair in evaluating and selecting projects. The Chair may require additional information on the project beyond the information provided in the database.

1. Project Name.
 - EXAMPLE: *Rehabilitate runway. Airport Name (3 letter or number airport code), 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 is provided to the correct project and location.
2. General description of the project and why it is needed.
3. Has the airport sponsor provided assurances that the project is eligible under AIP statutes? Airport sponsors should engage with their Federal Aviation Administration Airport District Offices to ensure eligibility under statutory requirements.
4. What are the benefits of this project and why is it a priority?
5. Amount requested for the Community Project Funding for fiscal year 2024, and the total project cost.
6. Estimated start and completion dates.
7. Does the project have other public (federal, state, local) and/or private funds for the required cost-share and committed for the forecasted operations and maintenance costs? What is the source and amount of those funds?
8. Has the airport submitted a grant application for this same project to FAA?

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To comply with House rule XXIII, clause 17, and Committee guidance, below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany **each** Community Project Funding request:

Dear Chairwoman Granger and Ranking Member DeLauro:

I am requesting funding for _____ [project] in fiscal year 2024. The entity to receive funding for this project is _____, located at _____ (address including street name, city, state and zip code). The funding would be used for _____. The project is an appropriate use of taxpayer funds because _____.

The project has a Federal nexus because the funding provided is for purposes authorized by 49 U.S.C. 47100 et seq.

I certify that I have no financial interest in this project, and neither does anyone in my immediate family.

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on April 17, 2023. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

Questions: If you have questions or require further information on AIP Community Project Funding requests, please email the Subcommittee staff at TH.MemberRequests@mail.house.gov with “AIP” in the subject line.

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**Port Infrastructure Development Program
Department of Transportation (DOT)
Guidelines and Requirements for Appropriations Submissions**

**Database opens March 10, 2023
Member Request deadline is 6:00 PM, March 31, 2023
Members must post CPF requests on their websites on April 17, 2023**

Port Infrastructure Development Program projects are projects eligible under Section 54301 of title 46, United States Code, as amended by title XXXV of division C of the National Defense Authorization Act for Fiscal Year 2022.

The Subcommittee will only fund projects that meet eligibility criteria and will be administered by eligible applicants, as described by statute. As a reminder, funding may not be directed to for-profit recipients. Due to the limited amount of total CPF funding, priority will be given to projects at small inland river and coastal ports and terminals, as described in 46 U.S.C. 54301(b), and to discrete, smaller-scale projects at larger ports and intermodal connections to ports.

This program has a statutory non-Federal matching requirement, with potential exceptions for small and rural area ports. Applicants should review 46 USC sections 54301(a)(8) and 54301(b) for more information on these cost-share requirements before submitting requests for funding. Note that recipients are also required to comply with reviews and audits from the Department of Transportation.

Additionally, these projects may be subject to various Federal requirements such as Buy America and the National Environmental Policy Act. The Committee strongly encourages Members' offices and potential funding recipients to reach out to their local port authorities and the Maritime Administration's [Gateway Offices](#) to help determine the eligibility and viability of projects.

For each Port Infrastructure Development Program project request, Members will need to provide specific information through the electronic submission process. The database will include the questions below to assist the Subcommittee in vetting and selecting projects.

Demonstration of Community Support:

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 that demonstrate public support for the project.

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**Community Project Funding questions in the database for Port Infrastructure
Development Projects:**

- 1. Project Name.** 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, Tribe, Congressional District).

EXAMPLE: Terminal 2 Expansion and Emissions Reduction Project, City, State, Congressional District.

NOTE: The project name and location will 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. Any changes after enactment will require additional legislative actions.

- 2. General description and benefits of the project and why it is needed.**
- 3. Amount requested for the project.**
- 4. Total project cost.**
- 5. Who is the recipient? Provide a website address if available.**
- 6. Is the project at a small port, as described under 46 USC 54301(b)?**
- 7. Is the project in a rural area, as described under 46 USC 54301(a)(12) – an area that is outside of a Census-designated urbanized area?**
- 8. Estimated start and completion dates.**
- 9. Has the request been submitted to a federal agency for non-earmarked funds, or to another Subcommittee or Committee this fiscal year? If yes, which one(s)?**
- 10. Please provide a history of federal funding for the project, if any.**
- 11. Does the project have other public (state, local) and/or private funds committed to meet match or cost-share requirements? If so, what is the source and amount of those funds?**
- 12. If the request does not fully fund the project, describe where the remaining funding comes from to complete the project.**

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To comply with House rule XXIII, clause 17, and Committee guidance, below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany each Community Project Funding request:

Dear Chairwoman Granger and Ranking Member DeLauro:

I am requesting funding for _____ [project] in fiscal year 2024. The entity to receive funding for this project is _____, located at _____ (address including street name, city, state and zip code). The funding would be used for _____. The project is an appropriate use of taxpayer funds because _____.

The project has a Federal nexus because the funding provided is for purposes authorized by 46 USC 54301.

I certify that I have no financial interest in this project, and neither does anyone in my immediate family.

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on April 17, 2023. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

Questions: If you have any questions about Community Project Funding eligible for Port Infrastructure Development Program, please email TH.MemberRequests@mail.house.gov and include "Port Infrastructure Development Program Projects" in the subject line.

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Consolidated Rail Infrastructure and Safety Improvements (CRISI)

Department of Transportation (DOT)

Guidelines and Requirements for Appropriations Submissions

Database opens March 10, 2023

Member Request deadline is 6:00 PM, March 31, 2023

Members must post CPF requests on their websites on April 17, 2023

Rail infrastructure projects are capital projects eligible under the CRISI program authorized in section 22907 of title 49, United States Code. CRISI provides grants to assist in financing the cost of improving passenger and freight rail transportation systems. All projects must be:

- Rail capital projects or systems planning for a rail capital project;
- Supported by the state, local governmental authority, or Tribal government that would administer the project; and
- Sponsored by public entities or Tribal entities.

This is a new Community Project Funding account for Fiscal Year 2024. The Subcommittee will not fund activities that are administrative in nature even if they are eligible expenses under the statutory citation. These include but are not limited to general operating expenses, rail-related research, and workforce activities.

The Committee strongly encourages Members' offices to reach out to the project sponsor (i.e., public agency) to determine the eligibility and viability of their projects. Projects will be subject to various Federal requirements such as competition in contracting, Buy America, and the National Environmental Policy Act.

For each CRISI request, Members will need to provide specific information through the electronic database. The database will include the following questions to assist the Subcommittee in vetting and selecting projects. The Chair may require additional information from your office.

Demonstration of Community Support:

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 that demonstrate public support for the project.

Community Project Funding (CPF) Questions for CRISI Projects:

1. Project Name.

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. This description may be used in the

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House report and must be accurate to ensure funds are provided to the correct project and location.

EXAMPLE: *West Elm Track and Railroad Bridge Improvements, City, State, Congressional District.*

2. Project Recipient.

As a reminder, for-profit entities are not eligible for CPF funding. The recipient must be a public entity such as a state department of transportation, public agency, or not-for-profit rail carrier that provides intercity rail passenger transportation, etc.

3. General description and scope of project, including benefits and explanation for why project is a priority.

EXAMPLE: *The West Elm Track and Railroad Bridge Improvements Project will replace an aging railroad bridge and rehabilitate 11 sidings and wye tracks that can handle increased traffic along the main rail route between the cities of Green Bay and Pembine. The improvements will increase the efficiency of the route by eliminating slow-orders along 32 miles of track and help mitigate congestion along the track to increase safety. It is a priority for both cities given the limited resources they have to fully fund the project.*

4. Amount of CPF funding requested for project.

5. Total project cost.

Provide the total estimated cost of the project.

6. 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? if so, what is the source and amount of those funds?

The cost-share requirements are defined in statute. Rail capital projects under the CRISI program require a minimum 20 percent non-federal share.

EXAMPLE: *Local sales taxes are committed for 20 percent of the project.*

- 7. If the project receives less than requested, will the project still proceed without waiting for additional funding sources?**
- 8. Provide a history of federal funding for the project, if any. Include formula funds and any discretionary grants.**

EXAMPLE: *FY20 BUILD Discretionary Grant of \$7.5 million.*

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9. Where is the project in the construction process?

Drop down options in the database will include: Planning and Environmental Review, Final Design, Right of Way, Contract Awarded, Capital Purchase or Lease, Construction, and Other (please specify).

10. Estimated start and completion dates.

11. Is the project on a state rail plan as of 12/31/2022? If yes, provide a link to the plan and specify page number.

12. Is the project included in a grade crossing action plan? If yes, provide a link to the plan and specify page number.

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To comply with House rule XXIII, clause 17, and Committee guidance, below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany **each** Community Project Funding request:

Dear Chairwoman Granger and Ranking Member DeLauro:

I am requesting funding for _____ [project] in fiscal year 2024. The entity to receive funding for this project is _____, located at _____ (address including street name, city, state and zip code). The funding would be used for _____. The project is an appropriate use of taxpayer funds because _____.

The project has a Federal nexus because the funding provided is for purposes authorized by section 22907 of title 49 of the United States Code.

I certify that I have no financial interest in this project, and neither does anyone in my immediate family.

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on April 17, 2023. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

Questions: If you have any questions about Community Project Funding eligible for CRISI, please email TH.MemberRequests@mail.house.gov and include “CRISI” in the subject line.

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Community Development Fund - Economic Development Initiative (EDI)
Department of Housing and Urban Development (HUD)
Guidelines and Requirements for Appropriations Submissions Database

Database opens March 10, 2023
Member Request deadline is 6:00 PM, March 31, 2023
Members must post CPF requests on their websites on April 17, 2023

EDI Community Project Funding within the Community Development Fund account of the HUD title is intended for economic and community development activities, consistent with statutory and additional Committee requirements.

Project requests for the FY24 Economic Development Initiative program must be eligible under one or more of the following criteria of the Community Development Block Grant (CDBG) program: 42 U.S.C. 5305(a)(1), 5305(a)(2), 5305(a)(4), 5305(a)(5); which are as follows—but limited to—land or site acquisition, demolition or rehabilitation; blight removal; and construction and capital improvements of public facilities, except for “buildings used for the general conduct of government.”¹ Programmatic and operational expenses are not eligible.

5305(a)(1) – the acquisition of real property (including air rights, water rights, and other interests therein) which is (A) blighted, deteriorated, deteriorating, undeveloped, or inappropriately developed from the standpoint of sound community development and growth; (B) appropriate for rehabilitation or conservation activities; (C) appropriate for the preservation or restoration of historic sites, the beautification of urban land, the conservation of open spaces, natural resources, and scenic areas, the provision of recreational opportunities, or the guidance of urban development; (D) to be used for the provision of public works, facilities, and improvements eligible for assistance under this chapter; or (E) to be used for other public purposes;

5305(a)(2) – the acquisition, construction, reconstruction, or installation (including design features and improvements with respect to such construction, reconstruction, or installation that promote energy efficiency) of public works, facilities (except for buildings for the general conduct of government), and site or other improvements;

5305(a)(4) – clearance, demolition, removal, reconstruction, and rehabilitation (including rehabilitation which promotes energy efficiency) of buildings and improvements (including interim assistance, and financing public or private acquisition for reconstruction or rehabilitation, and reconstruction or rehabilitation, of privately owned properties, and including the renovation of closed school buildings);

5305(a)(5) – special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons;

¹ 42 U.S.C. 5302(a)(21) provides: “The term ‘buildings for the general conduct of government’ means city halls, county administrative buildings, State capitol or office buildings, or other facilities in which the legislative or general administrative affairs of the government are conducted. Such term does not include such facilities as neighborhood service centers or special purpose buildings located in low- and moderate-income areas that house various non-legislative functions or services provided by government at decentralized locations.”

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Given that projects must meet these authorized purposes of the CDBG program, the Committee expects to fund the following types of projects and other similar projects:

- Water or sewer infrastructure projects, which are not otherwise eligible to be funded as CPFs in EPA STAG (Interior bill) or Rural Water and Waste (Agriculture bill);
- Local road infrastructure, which is not otherwise eligible as a CPF in Highways (in this bill);
- Streetscape improvements;
- Public or non-profit housing rehabilitation, housing development financing, residential conversions, and neighborhood revitalization projects, which would increase housing supply and/or improve housing affordability in the local community;
- Projects with a clear economic development benefit, such as workforce training centers and manufacturing incubators;
- Projects that meet a compelling local need consistent with the statutory purposes. For example, food banks in economically disadvantaged neighborhoods, youth and senior centers, and multipurpose community centers.

All projects will be evaluated based on the individual submissions, and projects will be selected based on the merits of the project relative to other projects and the availability of CPF funding.

So that Members have the clearest possible guidance on the front end, the following types of projects are not eligible for CPF funding:

- Museums, commemoratives, memorials;
- Swimming pools, water parks, golf courses;
- Healthcare facilities;
- Venues strictly for entertainment purposes – e.g., theaters and performing arts venues.

Due to the statutory restriction on using funds for “buildings for the general conduct of government,” things like courthouses and town halls cannot be funded.

Demonstration of Community Support: Projects require 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 that demonstrate public support for the project.

Reminder on Environmental Review Requirements: EDI projects, like all projects funded by HUD, are subject to requirements under the National Environmental Policy Act (NEPA), HUD’s NEPA-implementing regulations at 24 CFR Part 50 or 24 CFR Part 58, and all applicable federal environmental and historic preservation laws, regulations, and Executive Orders. An environmental review must be completed before HUD funds and new commitments of non-HUD funds can be used on a project (24 CFR 58.22).

In addition to meeting the above eligibility criteria, all projects must meet these Committee requirements:

- Administered by state, local, or tribal governmental entities or non-profit 501(c)(3) organizations.
- As a reminder, for-profit entities are not eligible for Community Project Funding.
 - Members are advised that projects for governmental entities to improve *private* properties pursuant to 42 U.S.C. 5305(a)(4) will be highly scrutinized and possibly not funded.
- Members are advised that projects submitted under 42 U.S.C. 5305(a)(1)(C) will be disfavored if the only or primary purpose of the project is “beautification” or historic preservation, without evidence of other community development or economic development benefits.

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EDI projects are not eligible for the reimbursement of expenses for soft costs (planning, administrative) incurred prior to the completion of a grant agreement between HUD and the grantee; a grant agreement and a completed environmental review are necessary for reimbursement of hard costs (construction activities).

For each EDI Community Project Funding request, Members will need to provide specific information through the electronic submission process. The database will include the following questions to assist the Subcommittee in vetting and selecting projects. The Chair may require additional information from your office. Please ensure Community Project Funding requests are not duplicative of requests to another Committee or Subcommittee.

Community Project Funding prompts in the database for EDI:

- **Project Name.** 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.

EXAMPLE: Sturgis Downtown Revitalization. City of Sturgis, St. Joseph County, Michigan, 6th Congressional District).

- **General description of the project and why it is needed.**

EXAMPLE: This project will provide infrastructure needed to support downtown expansion, including housing developments in downtown Sturgis. Core components include parking lot reconstruction, alleyway accessibility/beautification upgrades (including a trailhead for a future non-motorized trail), storm sewer improvements, and electrical utility work (moving electrical lines underground). The project is located in a Qualified Census Tract, traditional downtown, and will lessen financial burden on downtown property owners hit hard by economic circumstances that would otherwise have to cover higher project costs for parking lot work by way of a special assessment. The project is aligned to the city's recent placemaking efforts (added downtown firepit, public art, plaza/streetscape walkway, etc.). The City of Sturgis is confident the project is shovel ready and could be completed within the identified project period.

- **What are the benefits of this project and why is it a priority?**

EXAMPLE: Downtown Sturgis is at a critical tipping point. Despite the challenges over the past two years related to the pandemic, the downtown is seeing an uptick in potential development projects, including a large-scale housing development. These projects will create an increased demand for parking and public amenities to make downtown Sturgis a destination of choice. The city is seeking to capitalize on this momentum to not only address needed infrastructure but also to create a vibrant central business district with the inclusion of a food truck court and trailhead.

- **Amount requested for the Community Project Funding and the total project cost.**

- **Who are the community partners participating in this project? Have local community development organizations with prior experience with HUD programs been consulted?**

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

- Is this project consistent with the primary objective of the community development program? Please describe who the project is intended to benefit.

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**DIRECTIONS AND TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE CERTIFICATIONS AND
FEDERAL NEXUS STATEMENTS:**

Members are required to send the Chairwoman and Ranking Member a letter stating that the Member and his/her “immediate family” (defined as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law) do not have a financial interest in the requested projects. Members are also required to include a statement regarding the project’s Federal nexus.

Below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany each Community Project Funding request:

Dear Chairwoman Granger and Ranking Member DeLauro:

“I am requesting funding for _____ [project] in fiscal year 2024. The entity to receive funding for this project is _____, located at _____ (address including street name, city, state and zip code). The funding would be used for _____. The project is an appropriate use of taxpayer funds because _____.

The project has a Federal nexus because the funding provided is for purposes authorized by _____ [choose the applicable citation(s): 42 U.S.C. 5305(a)(1), 5305(a)(2), 5305(a)(4), and/or 5305(a)(5)].

I certify that I have no financial interest in this project, and neither does anyone in my immediate family.”

Sincerely,
Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on April 17, 2023. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

Questions: If you have questions or require further information on EDI Community Project Funding requests, please email the Subcommittee staff at TH.MemberRequests@mail.house.gov with “Economic Development Initiative” in the subject line.