COMMERCE, JUSTICE, SCIENCE, AND RELATED AGENCIES

FY25 Community Project Funding Request Form

This document provides guidance on submitting Community Project Funding (CPF), program,

and language requests for fiscal year 2025. All CPF requests must adhere to the eligibility

requirements outlined in this guidance to be considered for fiscal year 2025 funding. **For-profit entities are not eligible for project funding.**

Each project request must be for fiscal year 2025 funds only and cannot include multi‐year funding.

**NOTE: Please fill out the following general questions, as well as program specific questions outlined further below in this document.**

Please fill out the following:

1. **Requesting Entity** (Legal Title):
2. **Full Address** (Please write on one line):
3. **Requesting Entity Staff Contact Information** (Name/Title/Business Phone/Cell Phone/Email):
4. **Project Title** (This should be a short name by which the project may be identified. The project title should clearly indicate how the funds will be used.):
5. **Funding Amount Requested** (Targeted projects of modest size can have meaningful impact for communities and likely have a greater chance of being funded. Each project request must be for fiscal year 2025 funds only and cannot include multi‐year funding.):
6. **Total Cost of Project and breakdown of funding sources** (Detail all local, state and/or private funds. Are these funds secured, expected, or you are still seeking?):
7. **Project Description** (Please include the cost, recipient, and nature of the project. Do not specify brand names for equipment and technology requests and avoid using abbreviations and acronyms.):
8. **Project Recipient** (The recipient’s name entered must be the legal name of the organization that will be receiving these funds. Do not include abbreviations, acronyms, and avoid using “The” before the recipient’s name where possible. Individuals may not be recipients.):
9. **Project Location** (The location of the project’s activities may be different from the mailing address of the recipient organization.):
10. **Additionally, please provide the location of this project, in the format ‘City (or County), State’**:
11. **Project Explanation & Justification** (Requesters must include an explanation of the request, including an explanation of why this is a good use of taxpayer funds. Requesters are strongly encouraged to provide a detailed budget breakdown for how the funding is anticipated to be spent. Do not specify brand names for equipment and technology requests.):
12. **Evidence of Community Support** (You may include any relevant links to information posted on the Member’s website, or elsewhere online or PDF documents showing community support through things like op-eds, letters, or letters to the editor.):
13. **Is a non-profit the recipient entity a non-profit organization as described undersection 501(c)(3) of the Internal Revenue Code of 1986 and exempt from tax undersection 501(a) of such code?** (A project request will not be considered if the intended recipient is a for-profit entity.) [yes/no]:
14. **Is the intended recipient a for-profit entity?** [yes/no]:
15. **If you are a public entity, is the project on your Capital Improvement Program** (Please provide documentation or explain why not):

Appropriations Bill Information (If you do not know the answers to any of these, please leave them blank or consult with staff.)

1. **Appropriations Bill for the Request**:
2. **Federal Agency for the Request**:
3. **Account for the Request**:
4. **Are you submitting this request to another Member of Congress**? If so, who?:
5. **Is the requested project currently authorized in law**? If yes, please provide a specific legal citation of such authorization.:
6. **Are the proposed project activities consistent with the activities of the Federal agency**? [yes/no]:
   1. If yes, please describe how these activities are consistent with the activities of the Federal Agency. If not, why is the project being requested?
7. **Has the project been funded in the past**? [yes/no]:
   1. If the project has been funded in the past, how much funding has been provided to date?:
   2. If the project has been funded in the past, were such funds provided for discrete, severable activities?:
8. **Please specify any non-Federal sources of funding that have been or are fully anticipated to be applied toward the project, including any dollar amounts and timelines for funding**:
9. **Is the proposed recipient currently in material non-compliance of a prior grant award made by the proposed Federal funding agency**? [yes/no]:
10. **Recognizing that the Appropriations Committee may not be able to provide the full amount of funding requested, can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the Appropriations Act**? [yes/no]:
    1. If yes, please provide any details that may be helpful for understanding the scalability of the project:
11. **Is this proposed project a priority for the local community**? [yes/no]:
    1. If the project is not a priority for the local community, why is it being requested?
12. **Please describe the current developmental status of this project**:
13. **What is the estimated impact of this project, e.g. number of jobs created/sustained, number of community members served, other projected impacts**?:
14. **Regarding this request, please provide any additional information that would be useful for the Appropriations Committee to have**:

**Specific Account Guidance & Additional Questions:**

For **NIST Scientific and Technical Research and Services (STRS)** requests only, Funding must be for activities consistent with, and supportive of, NIST’s mission and aligned with one or more of the functions and activities described in section 272 of title 15, United States Code. Any caps will be determined after reviewing the full universe of requests, and while there are no guarantees, projects of a modest size are more likely to receive full funding. NOTE: Funding for building construction or renovation projects is not an eligible use of NIST Scientific and Technical Research Community Project Funding.

**Required Questions:**

* 1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
  2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
  3. Are you aware of another Member making a request for this same project?
  4. Please provide the location of this project, in the format ‘City (or County), State’.

For **National Oceanic and Atmospheric Administration (NOAA)** requests only, CPF funding will only be considered within the Coastal Zone Management account to support the protection, restoration, and responsible development of our nation’s diverse coastal communities and resources. Funding must be for activities consistent with, and supportive of, NOAA’s mission and aligned with one or more of the purposes described in the Coastal Zone Management Act of 1972 (16 U.S.C. § 1451 et seq.). Coastal Zone Management projects are **subject to any applicable cost-share required by law under the Coastal Zone Management Program**. Any caps will be determined after reviewing the full universe of requests, and while there are no guarantees, projects of a modest size are more likely to receive full funding.

**Required Questions:**

1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Are you aware of another Member making a request for this same project?
4. Please provide the location of this project, in the format ‘City (or County), State’.

For **DOJ Office of Justice Programs** **Byrne Justice Assistance Grants (JAG)** requests only, grants state, local, and Tribal law enforcement efforts to enforce laws, address violent crime, increase prosecutions, improve the criminal justice system (including the correctional system), provide victims’ services, and other related activities. Community project funding under this category must be for activities consistent with, and supportive of, the Office of Justice Programs’ mission and aligned with one or more of the purposes described in the Byrne Justice Assistance Grants (JAG) program, section 501 of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10152). 34 US.C. 10152(d) prohibits funding for the following uses: *(d) Prohibited uses Notwithstanding any other provision of this Act, no funds provided under this part may be used, directly or indirectly, to provide any of the following matters: (1) Any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety. (2) Unless the Attorney General certifies that extraordinary and exigent circumstances exist that make the use of such funds to provide such matters essential to the maintenance of public safety and good order- (A) vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters); (B) luxury items; (C) real estate; (D) construction projects (other than penal or correctional institutions); or (E) any similar matters.*In addition, the Chair will not support the use of Byrne Justice Community Project Funding for the following:

1. Initiatives that involve the distribution of drug paraphernalia.
2. Initiatives that undermine the 2nd Amendment or infringe upon rights guaranteed by the Constitution without due process of law.
3. Initiatives that appear to be anti-law enforcement or unrelated to criminal justice.
4. Larger projects for the construction or renovation of penal or correctional institutions that will exceed the capability of single-year funding.

In the event of limited funding, the Chair will prioritize projects focused on improving the effectiveness of law enforcement, increasing officer safety, curbing the opioid crisis, and other strategic priorities. Projects with non-profit recipients may be eligible, so long as the purpose is to carry out work that closely aligns with the purposes of the Byrne JAG program. Such projects will be closely examined. Awarded grants will be subject to the requirements of 2 CFR Part 200 and the [DOJ Grants Financial Guide](https://www.ojp.gov/funding/financialguidedoj/overview). Below are the links to the Department’s guidance and frequently asked questions regarding the Byrne-JAG program, which may help guide you in gauging the eligibility of a proposed Byrne project:

* <https://bja.ojp.gov/program/jag/overview>
* <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/jag-faqs.pdf>

Allowable costs are those costs consistent with the principles set out in 2 CFR Part 200, Subpart E, and those permitted by the grant program’s authorizing legislation.

**Required questions:**

1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Is the purpose of this request the construction or renovation of a building? [yes/no] 4. Are you aware of another Member making a request for this same project? [yes/no]
4. Please provide the location of this project, in the format ‘City (or County), State’.

For **Community Oriented Policing Services (COPS) – Technology and Equipment** requests only, funding will be provided to support state, local, and Tribal law enforcement efforts to develop and procure the technology and equipment needed to respond more quickly and effectively, improve officer safety, increase transparency and enhance community relations. Funding must be aligned with the purposes of section 1701(b)(8) of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10381(b)(8)). As such, the Chair will consider projects to develop and/or acquire technologies and equipment, including interoperable communications technologies, modernized criminal record technology, and forensic technology, to assist State, Tribal, and local law enforcement agencies, including by reorienting the emphasis of their activities from reacting to crime to preventing crime and training law enforcement officers to use such technologies.

NOTE: Eligible recipients for COPS Technology and Equipment Community Project Funding are State, Tribal, and local law enforcement agencies. Funding for building construction or renovation projects is not an eligible use of COPS Technology and Equipment Community Project Funding.

**Required questions:**

1. Is the intended recipient a State, Tribal, or local law enforcement agency? [yes/no] If so, which?:
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Is the purpose of this request the construction or renovation of a building? [yes/no]:
4. Are you aware of another Member making a request for this same project? [yes/no]
5. Please provide the location of this project in the format ‘City (or County), State’.

For **NASA Safety, Security, and Mission Services (NASA-SSMS)** requests, community project funding under this account must be for activities advancing the purposes described in section 20102 of title 51, United States Code. Projects should focus on science, education, research, and technology development related to NASA’s mission.   
  
NOTE: The following projects will not be considered for NASA Safety, Security and Mission Services Community Project Funding:

* + Building construction or renovation projects.
  + Medical research projects.

Any caps will be determined after reviewing the full universe of requests, and while there are no guarantees, projects of a modest size are more likely to receive full funding.

**Required questions:**

1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Is the purpose of this request the construction or renovation of a building? [yes/no]
4. Are you aware of another Member making a request for this same project? [yes/no]
5. Please provide the location of this project, in the format ‘City (or County), State’.

For additional guidance on project requests, please refer to the [committee guidance document](https://appropriations.house.gov/sites/evo-subsites/republicans-appropriations.house.gov/files/evo-media-document/fy25-commerce-justice-science-and-related-agencies-guidance.pdf).