**SUBCOMMITTEE ON HOMELAND SECURITY**

**FY25 Community Project Funding Request Form**

There are two Federal Emergency Management Agency (FEMA) grant programs within the Subcommittee on Homeland Security’s jurisdiction that are open to CPF requests:

1. **Pre-Disaster Mitigation (PDM) grants**
2. **Emergency Operations Center (EOC) grants**

Please review the purpose and eligibility requirements, including [any environmental and historic preservation requirements](https://www.fema.gov/grants/guidance-tools/environmental-historic), for these two grant programs to ensure proper consideration of the request.

Over the past two fiscal years, FEMA found that many CPF requests lacked the necessary details to determine grant eligibility. While project summaries are limited to 1,000 characters, applicants are highly encouraged to provide additional documents in PDF format detailing project descriptions for each PDM or EOC request. For each project description, please include a detailed budget describing how the requested federal funding will be used and confirm the ability of the requesting entity to meet the cost-share requirement.

**Cost-Share Requirements**

The PDM and EOC grant programs have cost-share requirements. Federal funding is available for up to 75 percent of the eligible activity costs. The remaining 25 percent of eligible activity costs must generally be derived from non-federal sources. The non-federal cost-share contribution is calculated based on the total cost of the proposed activity. For example, if the total cost is $100,000 and the non-federal cost-share is 25 percent, then the non-federal contribution is $25,000. For PDM grants, small, impoverished communities are eligible for up to a 90 percent federal cost-share for their mitigation planning and project sub-applications in accordance with the [Stafford Act](https://www.fema.gov/sites/default/files/documents/fema_stafford_act_2021_vol1.pdf) ([42 U.S.C. § 5133(a),(h)(2)](https://www.law.cornell.edu/uscode/text/42/5133)).

For each project description, please include a detailed budget describing how the requested federal funding will be used and confirm the ability of the requesting entity to meet the cost-share requirement.

**Pre-Disaster Mitigation Grants**

FEMA’s PDM grants assist state, local, tribal, and territorial governments with planning and implementing sustainable, cost-effective measures to provide long-term, permanent risk reduction to individuals and property from future natural hazards, [such as floods and wildfires, while reducing reliance on federal funding for future disasters.](https://www.fema.gov/grants/mitigation/applying/project-types)

For PDM grant requests, there are specific eligibility questions to ensure the proposed project meets FEMA’s requirements as detailed in the most recent [Notice of Funding Opportunity (NOFO)](https://www.grants.gov/web/grants/view-opportunity.html?oppId=340685).

For any PDM projects designated for funding in the FY 2025 Homeland Security Appropriations Act, the respective State or Territorial Administrative Agency, or Tribal government, must submit an application to FEMA and serve as the administrative agent for the grant on behalf of the entities responsible for the project (grant subrecipients).

Each project request must be accompanied by a letter from the respective State or Territorial Administrative Agency, or Tribal government, in order to be considered for funding.

CPF funding in the FY 2024 House bill ranged between $75,000 and $10,000,000 for individual PDM grants

**Emergency Operations Center Grants**

FEMA’s EOC grants improve emergency management and preparedness capabilities by supporting flexible, sustainable, secure, strategically located, and fully interoperable [EOCs](https://training.fema.gov/programs/emischool/el361toolkit/glossary.htm#E) with a focus on addressing identified deficiencies and needs. According to the National Fire Protection Association, an EOC is defined as a “facility or capability from which direction and control is exercised in an emergency. This type of center or capability is designated to ensure that the capacity exists for leadership to direct and control operations from a centralized facility or capability in the event of an emergency.” Similar to CPF requests for PDM grants, the database includes specific eligibility questions for EOC grants to ensure the proposed project meets FEMA’s requirements as detailed in the most recent [NOFO](https://www.fema.gov/grants/preparedness/emergency-operations-center). Member offices must answer all the eligibility questions in the database for a request to be considered. For any EOC projects designated for funding in the FY 2024 Homeland Security Appropriations Act, the respective State or Territorial Administrative Agency, or Tribal government, must submit an application to FEMA and serve as the administrative agent for the grant on behalf of the entities responsible for the project (grant subrecipients).

**APPLICATION**

**PART 1 – Must be completed by all FEMA grant applicants.**

1. Requesting Entity (Legal Title):
2. Full Address (Please write on one line):
3. Requesting Entity Staff Contact Information:
   1. Name:
   2. Title:
   3. Business Phone:
   4. Cell Phone:
   5. Email:
4. Is the requesting applicant a state, tribal government, local government, or territory as defined in the Stafford Act [(42 U.S.C. § 5122(4),(6),(8))](https://www.law.cornell.edu/uscode/text/42/5122)?
5. Project Name:
6. Funding Amount Requested:
7. Account for the Request (Pre-Disaster Mitigation or Emergency Operations Center EOC)
8. 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?):
9. Description of the Project (1,000 characters max):
10. Project Justification (Need for the project):
11. Justification for why the project is an appropriate use of taxpayer funds and is a public benefit:
12. Explanation of how the federal funds will be spent (for example, on equipment, construction, labor, etc.):
13. Cities in which the project is located and will be performed:
14. Are you submitting this request to another Member of Congress? If so, please indicate which office(s):

**Part 2A – To be completed by Pre-Disaster Mitigation Project Applicants ONLY**

1. Did you provide a letter from the appropriate State or Territorial Administrative Agency, or Tribal government, confirming project eligibility and their willingness to administer the grant?
2. Did you provide letters of support from local government entities demonstrating community support for the project(s)?
3. Is the proposed project eligible under the most recent Notice of Funding Opportunity (NOFO) for the PDM grant program?
4. 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?
5. 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?
6. 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 pre-approved by FEMA in writing.
7. 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?
8. If so, what is the FEMA approval date and when will the plan expire?
9. Has the requesting jurisdiction confirmed the funding request does not include unallowable activities for PDM grants (e.g., dredging waterways; the purchase of emergency vehicles and equipment)?
10. Describe how the proposed activity expands mitigation capacity rather than repair and maintenance of existing capacity.
11. How will the project provide long-term permanent risk-reduction, as opposed to simply supporting short-term, temporary emergency protective measures?
12. Describe how the project supports the needs of people disproportionally at risk of harmful impacts of natural disasters?
13. Does the requesting jurisdiction specifically encourage the adoption and enforcement of the latest disaster resistant building codes?
14. Provide a clear and detailed description of the proposed mitigation activity.
15. How will the mitigation activity be implemented?
16. Who will manage and complete the mitigation activity?
17. What risks will remain from natural hazards after project implementation (i.e., residual risk)?
18. How does the activity reduce the risk to individuals and property for future natural hazards, while reducing reliance on federal funding for future disasters?
19. 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?
20. If so, what is the subgrant ID, or which grant program and fiscal year was the application submitted, selected, or awarded funding?
21. Has the requesting jurisdiction consulted with state, county, or local emergency management officials, or with FEMA about the proposed project?
22. If so, please provide the name of the official, the agency they represent, and their contact information.

**Part 2B – To be completed by Emergency Operations Center Grant Program ONLY**

1. Did the requesting jurisdiction provide a letter from the appropriate State or Territorial Administrative Agency, or Tribal government, confirming project eligibility and their willingness to administer the grant?
2. Did the requesting jurisdiction provide letters of support from local government entities demonstrating community support for the project(s)?
3. Is the proposed project eligible under the most recent Notice of Funding Opportunity (NOFO) for the Emergency Operations Center Grant Program?
4. Is the requested federal funding amount limited to a maximum of 75% of the total project cost?
5. Can the requesting jurisdiction provide the required 25% non-federal cost share?
6. 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?
7. Has the requesting jurisdiction reviewed the funding restrictions and allowable costs section of the NOFO for EOC grants?
8. Has the requesting jurisdiction 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)?
9. 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?
10. 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?
11. Has the requesting jurisdiction consulted with state, county, or local emergency management officials, or with FEMA about the proposed project?
12. If so, please provide the name of the official, the agency they represent, and their contact information.