

**Applications for Community Project Funding for Fiscal Year 2022**

EXTENDED Deadline for submission: April 9, 2021

Dear Friends,

This year, the U.S. House of Representatives will be allowing members of Congress to recommend specific projects in our community for direct funding through federal appropriations. Each member of Congress is permitted to request up to ten Community Project Funding (“CPF”) requests. However, we do not know how many requests the Committee on Appropriations will approve. This packet will provide some information about how to submit your request for consideration. All requests will be reviewed by an independent board of community leaders who will make recommendations to my office about which 10 projects to recommend for funding.

The amount of funding for directed projects is very limited and all proposals will be subject to considerable scrutiny and competition with other projects around the nation. If you choose to submit a project for consideration, you should expect your organization to be audited by the U.S. General Services Administration to ensure that the funds will be used in a transparent and accountable way.

Once our office submits our requests for CPF funding, the House Committee on Appropriations will examine the thousands of requests made by all members of the House of Representatives and select a few hundred to receive funding. Then, the U.S. Senate Committee on Appropriations will also review the House’s submission. Assuming both Chambers agree to the CPF funding requests, a federal agency will be tasked with doing a final review, audit, and then dispersing the funds. Because this process will be lengthy, you should not submit any request for an urgent need. You should expect that even if your project is selected for funding, it may take over 12 to 18 months for the check to be cut.

The Committee on Appropriations requires certain information to be submitted with each project request, including documentation of evidence of “strong community support.” My office has also chosen to prioritize grants that will increase economic, racial, gender, environmental, disability, education, or age equity in PA-05. Accordingly, all grant requests will be required to be accompanied by a statement of how their project will advance equity in our communities.

Here the key criteria for CPF grant requests:

* Grant requests submitted to the Committee on Appropriations will be listed in a publicly accessible database
* No member of Congress, including myself, or immediate family of members, can have a financial interest in the grant request
* For-profit institutions are ineligible for CPF grants
* The cap on funding for individual projects is $1 million.
* Grant requests must demonstrate substantial community support and need.
* Applicants should understand that project funding will not be available for 12-18 months. Funding is not immediately available as it will be distributed through the following year’s federal budget.
* Projects are funded for only one year and are not renewable. Requests made in the 2021 cycle are for Fiscal Year 2022.

The Committee on Appropriations has also reserved the right to add additional requirements as their consideration process advances. Accordingly, if you submit a request, we may reach out for additional information or to inform you if your request no longer meets developing criteria.

Finally, each congressional office will have its own internal evaluation process and will likely require you to complete application materials that are separate and distinct from this document. Should you decide to submit an application to any other member of Congress, you should contact that office for details on its requirements.

As always, please feel free to contact my office if you have any questions.

Sincerely,



Mary Gay Scanlon

Member of Congress

**PA-05 CPF Request: Instructions**

**Deadline:** Please complete each applicable section below and submit to [pa05.CPF.2021@mail.house.gov](mailto:pa05.crf.2021@mail.house.gov) no later than close of business Friday, April 2, 2021.

**Multiple Projects:** Please only submit one application per email. If your organization intends to submit CPF Requests for multiple projects, please email a separate cover sheet prioritizing your requests.

**Statements and Supporting Documentation:** We ask that you submit written statements evincing your proposed project’s “significant community support” and need, describing how your project will increase economic, racial, gender, environmental, disability, education, or age equity in PA-05. For each of these statements you are encouraged to attach supporting documentation. The statement should be in 12-point, Times New Roman font. The statement and documentation should be submitted in PDF format and as separate documents from the CPF application.

**Matching Fund Requirement:** Several Federal programs eligible for CPF requests require a State or local match for projects either by statute or according to longstanding policy. It is the applicant’s responsibility to determine if their CPF request has a matching fund requirement.

Note: This does not mean that matching funds must be in-hand prior to requesting a project, but that state or local officials must have a plan to meet such requirements in order for such a project to be viable.

**Questions:** If you have any questions please call our DC Office at 202-225-2011 or email [pa05.CPF.2012@mail.house.gov](mailto:pa05.crf.2012@mail.house.gov).

**Application:** The application contains the following parts, all of which must be completed in full for the request to be considered.

* Cover sheet
* Project information sheet
* Army Corps of Engineers supplemental sheet (for ACE projects only)
* Defense Appropriations worksheet (for DOD projects only)
* Transportation Appropriations worksheet (for Transportation projects only)
* Signature Page

**PA-05 CPF Request Cover Sheet**

Organization Name:

Type of Organization *(non-profit status, government entity; only organizations that are located or do significant work in PA-05 are eligible to submit a request. If you are a non-profit, please attach evidence of your 501(c)(3) status.*:

Organization Address:

Lead Contact Name *(contact must be authorized to sign legal documents on behalf of the organization)*

Lead Contact Phone Number and Email Address:

Describe your organization’s purpose, brief history, and main activities

From which Appropriations bill do you request funding? (Please select only one):

\_\_\_\_\_ Agriculture

\_\_\_\_\_ Commerce, Justice, and Science

\_\_\_\_\_ Defense

\_\_\_\_\_ Energy and Water (including Army Corps of Engineers projects)

\_\_\_\_\_ Financial Services

\_\_\_\_\_ Homeland Security

\_\_\_\_\_ Interior and Environmental Project Agency

\_\_\_\_\_ Labor, Health, and Human Services and Education (including Institute of Museum and Library Services)

\_\_\_\_\_ Transportation, Housing and Urban Development

Which federal department or agency has authority to allocate funding for this initiative?

Which project or account administered by that department is best suited to your project?

Does your organization receive any other federal funding? Please identity all current sources of federal funding.

How many PA-05 residents does your organization currently employ and/or serve?

**PA-05 CPF Request: Project Information**

*Unless otherwise noted, please limit your responses to two paragraphs each.*

Project Name:

Total Cost of Project:

Amount of CPF Request for Fiscal Year 2022:

Please describe the location (municipality/county) in Pennsylvania where the requested funding is proposed to be spent.

In one sentence, please provide a brief summary of this project and identify the specific purpose of this initiative

Please provide a narrative describing the project, including background, need, use of funding, and a brief budget breakdown

Please describe the importance of this project to PA-05.

Please describe the national significant of this project.

Do you anticipate this project will require additional federal funding past Fiscal Year 2022?

Have you identified matching funds from non-federal sources? What amount does each of these funding sources contribute?

How many new PA-05 jobs do you anticipate that this project will create?

If awarded, will any of the work funded by the initiative be conducted outside of PA-05?

**PA-05 CPF Request: Statements & Supporting Documentation**

Please attach PDF documents, using size 12 Times New Roman font, describing:

* Evidence of “strong community support” that presents “compelling factors” to select the project. Attach supporting documentation, in PDF format, if available. Evidence of community support may include:
  + Letters of support from elected community leaders (e.g. mayors or other officials);
  + Press articles highlighting the need for the requested Community Project Funding;
  + Support from newspaper editorial boards;
  + Projects listed on State intended use plans, community development plans, or other publicly available planning documents; or
  + Resolutions passed by city councils or boards.
* How your project will increase economic, racial, gender, environmental, disability, education, or age equity in PA-05. Attach supporting document, in PDF format, if available.

**PA05 CPF Request: Army Corps of Engineers Project Supplemental**

This section is ONLY applicable to Army Corps projects.

Please specify if funding is requested for a (please check one if applicable):

\_\_\_\_ New Study

\_\_\_\_ Ongoing General Investigation (Reconnaissance study phase; feasibility study phase; preliminary engineering and design phase)

\_\_\_\_Construction

\_\_\_\_Operation and Maintenance

If applicable, please provide the Authorization (P.L. # and Section).

*Example: WRDA 1986, P.L. 99-662, Section 501(a).*

**PA05 CPF Request: Defense Appropriations Supplemental**

This section is ONLY applicable to Defense projects.

What service will your project serve *(please check only one)*:

|  |  |  |
| --- | --- | --- |
| \_\_\_ Army  \_\_\_ Army Reserve  \_\_\_ Navy  \_\_\_ Navy Reserve | \_\_\_ Marine Corps  \_\_\_ Marine Corps Reserve  \_\_\_ Air Force  \_\_\_ Air Force Reserve | \_\_\_ Army National Guard  \_\_\_ Air National Guard  \_\_\_ Defense-Wide  \_\_\_ Intelligence |

Appropriations Account *(please check only one)*

|  |  |  |
| --- | --- | --- |
| \_\_\_ RDT&E  \_\_\_ Procurement  \_\_\_ Personnel | \_\_\_ O&M  \_\_\_ Counter Drugs  \_\_\_ Medical | \_\_\_ Reserve Equipment  \_\_\_ Nat’l Guard Equipment  \_\_\_ Other |

Line Item Title:

R-1/PE #:

P-1/Line #:

Other:

Sub-Activity Group *(required for Personnel, and O&M)*:

Bill and/or Report Language *(only required if part of overall request and designate whether bill or report language – Please keep length to an absolute minimum.)*:

Has the Department or any of the individual services expressed a need for the item or capability that your organization expects to provide in the event that this project receiving congressional funding?

Assuming (a) that the Department or any of the individual services has expressed a need for this item and (b) that you are requesting funding beyond that provided in the President’s budget, please explain why the Department has not provided sufficient funding for this initiative in its proposed budget?

How will this item or capability benefit troops and other military personnel currently in the field?

**PA05 CPF Request: Transportation Appropriations Supplemental**

This section is ONLY applicable to Transportation projects.

Please list the municipalities that will be impacted by this project?

Has the Commonwealth, county, or city governments performed any studies or published any reports on the necessity or impact of this project? If so, please describe in two paragraphs below and attached the studies or reports as PDFs.

Which agency within the U.S. Department of Transportation has authority to allocate funding for this initiative *(examples: FAA, FHWA, FRA, FTA, etc.)*:

If you have identified one or more programs or accounts administered by that agency best suited to your project, please list those programs or accounts here *(examples: STP, Bus and Bus Facilities, etc.)*

Have you confirmed with U.S. DOT or a regional U.S. DOT office that this project is eligible for funds provided under the requested account?

Have you confirmed with PENNDOT or a regional PENNDOT office that this project meets their eligibility guidelines?

Is this project included on Pennsylvania’s State Transportation Improvement Program list?

In two paragraphs or less, please provide information on how this project will reduce congestion or otherwise improve our local transportation system.

In two paragraphs or less, please provide information on how this project will promote economic development or otherwise encourage economic growth.

**PA05 CPF Request: Signature Page**

Do you attest that everything contained in this document is accurate and submitted without any motivation of fraud or self-dealing?

\_\_\_\_\_ YES \_\_\_\_\_ NO

Do you acknowledge that by submitting your request you understand the amount requested; proposed recipient’s name and address; description of the project; and all other information contained herein will be made available to the public if the Congresswoman submits your request to the Committee on Appropriations?

\_\_\_\_\_ YES \_\_\_\_\_ NO

Do you acknowledge that by submitting your request you consent to a full financial audit from the U.S. General Services Administration or any other relevant government agency?

\_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature of Lead Contact Listed on Cover Page*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date*