



COMMUNITY PROJECT FUNDING RESOURCE GUIDE

December 2023

Dear Friend:

The following resource guide explains Community Project Funding (CPF), one avenue of federal funding for state and local needs that comes directly from Congress through the House Appropriations Committee, on which I serve.

This guide provides an overview of CPFs, the types of projects eligible for CPF funding, frequently asked questions, my staff's contact information and a brief overview of alternative federal funding sources. It is based on the current information about how CPFs will work for the federal government's Fiscal Year 2025 (October 1, 2024 to September 30, 2025).

My office and I welcome your recommendations on CPF requests that will benefit the communities I serve in Congress. Under our current rules, any such project should: 1) be located in and serve my congressional district (Hawai'i-First, Honolulu from Makapu'u to Mililani and Kapolei); 2) fill a clear and present need in the community; 3) be administered by an eligible nonprofit organization, state government, county government or publicly owned entity; and 4) enjoy significant support from the community.

As you prepare your requests, please keep in mind that my office will receive far more CPF requests than can be fulfilled. As a result, many deserving, appropriate and eligible projects will not be provided federal assistance through the CPF process. That is why it is extremely important that every project and requestor pursue federal grant and governmental funding opportunities where available.

Mahalo for your interest in the CPF process. I look forward to working with you wherever possible to secure federal funding to help meet our Hawai'i's needs.

With aloha,



Congressman Ed Case
Hawai'i-First District

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Overview of Community Project Funding

Community Project Funding (CPF) allows Members of Congress to request direct federal funding for specific projects benefiting the communities we represent. The funds are provided through the annual appropriations bills drafted by the House Committee on Appropriations, on which Congressman Case serves. These funds can finance a wide variety of public projects and activities, including the construction and renovation of facilities, the expansion of existing programs and funds needed to support the planning and design of future initiatives.

Congress did not allow funding like this from 2011 through 2020. However, in 2021 Members on both sides of the aisle agreed to lift the moratorium and restore the ability of Members to directly fund local needs. The Committee's updated guidelines included increased transparency and accountability rules to prevent abuse.

There is no guarantee that CPFs will continue in the future, but this guide is prepared using the best information available at this time based on the expectation that they will continue.

Eligibility and Evaluation Criteria

Ban on For-Profit Recipients.

For-profit entities cannot receive CPF. All requests must be directed to a unit of government or non-profit entity.

State and Local Governmental Entities as Grantees

Members are encouraged to support government entities as primary grantees.

Non-Profits as Grantees

For CPF requests directed to non-profit organizations, Members must provide evidence that the recipient is a nonprofit organization by either supplying the Employer Identification Number or an Internal Revenue Service determination letter.

One-Year Funding

Requests cannot include multiyear funding. However, the performance period will depend on the appropriations account from which the project is funded and may be longer than one year.

Matching Requirements

Several federal CPF projects will require a cost match. The Committee **will not** waive these matching requirements. This does not mean that matching funds must be in-hand prior to requesting a project but CPF recipients must have a plan to meet such requirements for such a project to be viable.

Community Support

Members are required to provide evidence of community engagement and support. Community support is crucial to determining which projects should receive federal funding. Examples of community support include, but are not limited to:

1. Letters of support from elected community leaders (e.g. state legislator, mayor, councilmembers or other officials);
2. Press articles highlighting the need for the requested CPF;
3. Support from newspaper editorial boards;
4. Projects listed on official state plans, community development plans or other publicly available planning documents; or
5. Resolutions passed by the city council or a government board.

These are intended to be examples of the type of information that may be presented to the Committee. It is not an exhaustive list.

Public Transparency and Accountability

Mandatory Audit

All CPF are subject to an audit by the independent Government Accountability Office.

Financial Disclosure

All Members requesting projects must sign and provide to the Committee for each proposal a financial disclosure certification stating that they do not have any financial interest in the projects they request, nor do any of their immediate family members.

Request in Writing

Any Member requesting a CPF must do so in writing. This request will include the Member's name, the name and location of the intended recipient and the purpose of the project.

Requests Posted Online

All CPF requests will be posted online by Members. You may find Congressman Case's disclosures here: <https://case.house.gov/services/funding-disclosures.htm>

- The information that Members must post online include:
 - Proposed recipient (legal name along with tax status);
 - Address of the recipient;
 - Project title and description;
 - Amount of the request;
 - Explanation of request, including purpose and justification for why it is an appropriate use of taxpayer funds; and
 - Member's signed financial disclosure stating there is no conflict of interest.

Limit on Number of Requests

Members were able to submit a maximum of 15 requests for Fiscal Year 2024. This number could change in the future. Additionally, there is no assurance that any or all CPF requests submitted by Members will be approved by the Committee in the amounts requested or at all.

Eligible Accounts and Guidelines



Members will likely be able to submit requests across a handful of “accounts” (programs) for Fiscal Year 2025. Below is a list of the expected accounts, followed by a more detailed description of each account.

Summary List

- Department of Agriculture–Farm Production and Conservation Programs
 - Natural Resources Conservation Service (NRCS)–Conservation Operations
 - Agricultural Research Service (ARS)–Buildings and Facilities
- Department of Agriculture–Rural Development
 - Rural Housing Service (Community Facilities)
 - Rural Utilities Service (ReConnect Program)
 - Rural Utilities Service (Distance Learning and Telemedicine Grants)
 - Rural Utilities Service (Rural Water and Waste Disposal Grants)
- Department of Commerce
 - National Institute for Science and Technology (NIST)–Scientific and Technical Research
 - National Oceanic and Atmospheric Administration (NOAA)–Coastal Zone Management
- Department of Justice
 - Community Oriented Policing Services (COPS) Technology and Equipment
 - Byrne Justice Assistance Grants (JAG)
- National Aeronautics and Space Administration (NASA)
 - Safety, Security and Mission Services
- Army Corps of Engineers (Civil Works)
 - Investigations
 - Construction
 - Mississippi River and Tributaries
 - Operation and Maintenance
- Department of the Interior/Bureau of Reclamation
 - Water and Related Resources
- Federal Emergency Management Agency
 - Federal Assistance–Emergency Operation Centers
 - Federal Assistance–Pre-Disaster Mitigation
- Environmental Protection Agency
 - State and Tribal Assistance Grants (STAG)–Clean Water State Revolving Fund
 - STAG–Drinking Water State Revolving Fund
- Military Construction

- Department of Housing and Urban Development
 - Community Development Block Grants (CDBG)–Economic Development Initiatives
- Department of Transportation
 - Airport Improvement Program
 - Highway Infrastructure Projects
 - Transit Infrastructure Projects
 - Consolidated Rail Infrastructure and Safety Improvements
 - Port Infrastructure Development Program

Detailed Account Descriptions

Agriculture, Rural Development, Food and Drug Administration and Related Agencies

- Department of Agriculture–Farm Production and Conservation Programs
 - NRCS–Conservation Operations. The NRCS supports private landowners, conservation districts and other organizations to conserve, maintain and improve the nation’s natural resources. Examples of specific objectives include reducing soil erosion, improving soil health, enhancing water supplies, improving water quality, increasing wildlife habitat and reducing damage caused by floods and other natural disasters.
 - ARS–Buildings and Facilities. The ARS owns and operates laboratories and facilities across the United States. Requests can assist in the acquisition of land, construction, repair, improvement, extension, alteration and purchase of fixed equipment or facilities as necessary to carry out the agricultural research programs of the Department of Agriculture. Requests must be for ARS-owned or operated facilities. Members are strongly encouraged to provide details on the research to be conducted, why the research is a high priority, as well as details on the modernization and why it is critical in carrying out the research.
- Department of Agriculture–Rural Development
 - Rural Housing Service (Community Facilities)
 - Grants to purchase, construct or improve essential community facilities, to purchase equipment, and pay other related project expenses. Examples of eligible projects include but are not limited to: medical or dental clinics, healthcare facilities, police or fire departments and public works vehicles.
 - Rural Utilities Service (ReConnect Program)
 - The area must be rural and lack sufficient access to broadband service. A rural area is any area which is not located within a city, town or incorporated area that has a population of greater than 20,000 inhabitants.
 - Rural Utilities Service (Distance Learning and Telemedicine Grants)
 - The program is intended to serve rural areas with populations of 20,000 or less.
 - Rural Utilities Service (Rural Water and Waste Disposal Grants)

- Eligible entities include rural areas and towns with a population of 10,000 or less. Potential recipients will be required to provide a 25% non-federal cost share.

Commerce, Justice, Science and Related Agencies

- Department of Commerce
 - NIST–Scientific and Technical Research
 - 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 15 USC 272. Funds cannot be used for construction or renovation projects.
 - NOAA–Coastal Zone Management
 - 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 USC 1451 et seq.).
- Department of Justice
 - COPS Technology and Equipment
 - Eligible recipients are state and local law enforcement agencies. Funding must be aligned with the purposes of section 1701(b)(8) of the Omnibus Crime Control and Safe Streets Act of 1968 (34 USC 10381(b)(8)). The Subcommittee 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 and local law enforcement agencies. This includes reorienting the emphasis of their activities from reacting to crime to preventing crime and training law enforcement officers to use such technologies. Funding for building construction or renovation projects is not an eligible use of COPS Technology and Equipment CPF.
 - Byrne JAG
 - Funding 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 JAG program in Section 501 of the Omnibus Crime Control and Safe Streets Act of 1968. Notwithstanding any other provision of this law, no funds provided under this part may be used to provide any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety.
 - Examples of unallowed projects: (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 Subcommittee **will not** support the following: (A) initiatives that involve the distribution of drug paraphernalia, (B) initiatives

that undermine the 2nd Amendment or infringe upon rights guaranteed by the Constitution without due process of law, (C) initiatives that appear to be anti-law enforcement or unrelated to criminal justice. Larger projects for the construction or renovation of penal or correctional institutions that will exceed the capability of single-year funding.

- NASA
 - Safety, Security and Mission Services
 - Funding must be for activities advancing the purposes described in 51 USC 20102. Projects should focus on science, education, research and technology development related to NASA's mission. Note: The following projects will not be considered for CPF:
 - Building construction or renovation projects.
 - Medical research projects.

Energy and Water Development

- Army Corps of Engineers (Civil Works)*
 - Investigations
 - Construction
 - Mississippi River and Tributaries
 - Operation and Maintenance
- Department of the Interior/Bureau of Reclamation
 - Water and Related Resources. This account fund most of the agency activities, including construction, operations and maintenance, dam safety, ecosystem restoration and Indian water rights settlements, as well as the agency's programmatic and grant authorities (including those for water reuse and recycling, desalination, conservation and efficiency and restoration, among other purposes.

**Army Corps of Engineers Projects must be already specifically authorized by law.*

Homeland Security

- FEMA
 - Federal Assistance–EOCs
 - FEMA's EOC grants improve emergency management and preparedness capabilities by supporting flexible, sustainable, secure, strategically located and fully interoperable EOCs with a focus on addressing identified deficiencies and needs. 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."
 - Federal Assistance–PDM

- FEMA’s PDM grants assist state and local 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.
 - 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.

Interior, Environment and Related Agencies

- Environmental Protection Agency
 - STAG–Clean Water State Revolving Fund
 - STAG–Drinking Water State Revolving Fund
 - For FY 2024, the Subcommittee only accepted certain types of project requests. These projects include the construction of and modifications to municipal sewage treatment plants and drinking water treatment plants. The Subcommittee will limit STAG infrastructure grants to projects that are publicly owned or owned by a non-profit entity and that are otherwise eligible for the funding from that state’s Clean Water or Drinking Water State Revolving Funds’ loan programs.

Military Construction, Veterans Affairs and Related Agencies

- Military Construction
 - Eligible CPF requests include both construction and unspecified minor military construction projects for active components. In addition, requested projects must meet the following criteria:
 - Be included on an unfunded requirements/unfunded priorities list from a military service or combatant command or the FY 2026 – FY 2029 Future Years Defense Program.
 - Projects suggested by an installation or unit commander will not be accepted.
 - Have at least 35 percent of its design completed.
 - For projects that have not reached 35 percent design, planning and design funding can be requested.

Transportation, Housing and Urban Development and Related Agencies

- Department of Housing and Urban Development

- CDBG–Economic Development Initiatives
 - Project requests must be eligible under one or more of the following criteria of the CDBG program: 42 USC 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.” Programmatic and operational expenses are not eligible. Below are summaries of the key sections of the United States Code for this program:
 - 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;
 - 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 a CPF in EPA STAG (Interior bill) or Rural Water and Waste (Agriculture bill);

- Local road infrastructure, which is not otherwise eligible as 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.
- The following types of projects **are not** eligible for funding:
 - Museums, commemoratives and memorials;
 - Swimming pools, water parks and golf courses;
 - Healthcare facilities; and
 - Venues strictly for entertainment purposes (theaters, performing arts venues, etc.).
- Department of Transportation
 - AIP
 - AIP CPF requests are intended to enhance airport safety, capacity and security and environmental concerns. All projects must be:
 - Eligible in accordance with 49 USC 47100 et seq. and Federal Aviation Administration (FAA) policy and guidance.
 - Included in the FAA’s National Plan of Integrated Airport Systems.
 - Supported broadly by local stakeholders, including residents, businesses and elected officials.
 - Administered by an airport and/or airport sponsor.
 - Comply with 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.
 - 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.

- Highway Infrastructure Projects
 - Eligible projects are described under 23 USC Section 133(b), as amended by the Infrastructure Investment and Jobs Act. All projects must be:
 1. Capital projects or project-specific design for a capital project
 2. Supported by the government that would administer the project. Inclusion on a Statewide Transportation Improvement Plan or Transportation Improvement Plan would satisfy this requirement.
 3. Administered by public 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 23 USC 134-135. 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.
- Transit Infrastructure Projects
 - Transit Infrastructure Projects are public transportation capital projects eligible described under 49 USC 5302(4). All projects must be:
 1. Transit capital projects or project-specific planning/design for a transit capital project.
 2. Supported by the state or local governmental authority that would administer the project. Inclusion on a Statewide Transportation Improvement Plan or Transportation Improvement Plan would satisfy this requirement; and
 3. Sponsored by designated recipients, states or local governmental authorities.
 4. 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.
- Consolidated Rail Infrastructure and Safety Improvements
- Port Infrastructure Development Program
 - The Subcommittee will only fund projects that meet eligibility criteria defined in 46 USC 54301 and will be administered by eligible applicants, as described by statute. Priority will be given to projects at small inland river and coastal ports and terminals, as described in 46 USC 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 54301(a)(8) and 54301(b) for more information on these cost-share requirements before submitting requests for funding. The Subcommittee strongly encourages 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.

Frequently Asked Questions



How does Congressman Case decide which requests to support?

Given the Committee's limits on the number of CPF requests that each Member may sponsor, Congressman Case utilizes a three-pronged approach when determining whether to support a proposed project, which includes 1) consulting with Hawai'i state and county governments and neighborhood boards, non-profit organizations and other community groups and individual constituents, 2) applying his own knowledge and understanding of the District's needs and 3) considering whether the project could obtain federal funding through other means, whether existing federal programs or his own work on the House Committee on Appropriations, or whether CPF offers the only practical avenue for federal funding of worthy projects. He also focuses on one-time needs as opposed to normal annual funding assistance.

Do I need to provide a detailed budget for the proposed project?

Yes. The Committee requires that Members include a detailed budget breakout in their formal submission to the Committee specifically describing how the requested funding would be used. For example, amounts for salaries for providers or instructors, educational materials, exhibits, supplies, evaluation activities, equipment, construction materials, travel costs, etc.

Do our Senators also support CPFs?

The Senate has a similar funding process that is called "Congressionally Directed Spending." While the House and Senate generally synchronize the list of eligible accounts, there will be some difference between the two chambers. The House and Senate Appropriations Committees will each make their lists of eligible accounts available on their respective websites before any submission deadlines.

Where can I learn more?

- *House Appropriations Committee guidelines*
<https://appropriations.house.gov/fiscal-year-2024-member-request-guidance>
- *Congressman Case's Appropriations webpage*
<https://case.house.gov/services/appropriations-requests.htm>
- *Examples of projects sponsored by Congressman Case in the past*
www.case.house.gov/services/funding-disclosures.htm
- *Overview of the Appropriations process from the Congressional Research Service*
<https://crsreports.congress.gov/product/pdf/R/R47106>

Contacting My Staff



The deadline to submit requests for FY 2025 will be **early 2024**, but the exact date will be set soon. Please submit all FY 2025 Appropriations requests online at <https://case.house.gov/services/appropriations-requests.htm>.

For specific questions, please reach out to:

- Kainan Miranda, Appropriations Coordinator, Kainan.Miranda@mail.house.gov, 202-225-2726
- Tim Nelson, Chief of Staff, Tim.Nelson@mail.house.gov, 202-225-2726

Other Federal Funding Resources



The CPF process is highly competitive, and while there are many worthy projects that deserve support, funding limitations prevent many from receiving funding through the Congressional appropriations process. However, it is important to note that CPF represents only a small fraction of the discretionary funding available through competitive grants, loans and other opportunities.

Below are a number of useful resources to explore other federal funding opportunities. Each Congressional office has staff dedicated to assisting organizations with seeking and applying for grants; you are strongly encouraged to contact your Congressional representatives to discuss how you can access any assistance from your federal elected officials.

Key Resources

[Grants.gov](#)

Looking for other federal funding opportunities? On the Grants.gov website, organizations can search and apply for competitive grants from 26 different federal agencies. Grants can be searched by agency, type of applicants, intended purposes and more.

[Sam.gov](#)

The official U.S. government website for people who make, receive and manage federal awards.

[GovLoans.gov](#)

Interested in finding out which loans or benefits you may be eligible for? Here you can learn more about federal loans, determine which loans may be right for you and more.

[Benefits.gov](#)

This tool will help you figure out what government benefits you may be eligible for. It also provides information on how to apply for these programs.

[USA.gov](#)

The official guide to federal government information and services.