

COMMITTEE ON APPROPRIATIONS  
SUBCOMMITTEE ON HOMELAND SECURITY

Fiscal Year 2024 Member Request Guidance

**Database opens March 10, 2023**

**Submission deadline is 6:00pm on March 29, 2023**

**Members must post CPF requests on their websites on April 13, 2023**

This document provides guidance on submitting Community Project Funding (CPF), program, and language requests for Fiscal Year (FY) 2024. All CPF requests must adhere to the eligibility requirements outlined in this guidance to be considered for FY 2024 funding. Please review this guidance **in its entirety** prior to submitting Member requests.

If you encounter problems with the Committee's database or have technical questions, please email [Approp.ITMemberRequest@mail.house.gov](mailto:Approp.ITMemberRequest@mail.house.gov). For general questions regarding this guidance, please email [HS.MemberRequests@mail.house.gov](mailto:HS.MemberRequests@mail.house.gov).

### General Guidance

Offices **must use** the House Appropriations Committee's [database](#) for all Member requests. Please ensure that all field entries are complete and accurate. No printed materials will be accepted. Member offices may not submit requests on behalf of another office.

The Subcommittee on Homeland Security has sole jurisdiction over funding for the Department of Homeland Security (DHS). Prior to submission, please ensure that all CPF, program, and language **requests are germane to DHS and are aligned to the appropriate agency, directorate, or office, and budget account within the database.**

### Member Request Letters

Offices must upload a **single, signed Member letter addressed to subcommittee Chairman Joyce and Ranking Member Cuellar that includes all CPF, program, and language requests** for the FY 2024 Homeland Security Appropriations bill.

Member letters should provide enough information to clearly identify each request entered in the database. **Members' letters must include a priority ranking of CPF, program and language requests in the Homeland Security bill consistent with the priority ranking you entered in the database.** In addition, the database allows Members to separately rank their top 1-10 requests, across all subcommittees, as well as all of their CPF requests across all subcommittees. The Committee strongly encourages Members to make those rankings as well.

If your member signed a delegation letter in support of funding for a specific program, or the inclusion of bill or report language to be included in the FY 2024 Homeland Security appropriations bill, that should be considered a request, entered in the database, and prioritized accordingly.

## Financial Disclosure Certifications and Federal Nexus Statements

Pursuant to House rule XXIII, clause 17, and Committee guidance, **offices must upload signed Member letters addressed to Chairwoman Granger and Ranking Member DeLauro for each CPF request certifying that the Member and the Member’s “immediate family”** (defined as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law) **do not have any financial interest in the request.** Chairwoman Granger is also requiring Members to include a statement regarding each project’s Federal nexus. Letter templates for [Pre-Disaster Mitigation](#) and [Emergency Operations Center](#) requests are included in this guidance document.

## Public Posting of Certification/Federal Nexus Letters

**Member offices must post these letters publicly on their website for all CPF requests no later than April 13, 2023, following the end of the Committee’s two-week technical assistance review period.** The posted information must include: (1) the name and address of the proposed recipient; (2) a description of the request to include the purpose of the funding and justification for use of taxpayer funds; and (3) a statement regarding each project’s Federal nexus.

### General Submission Checklist

- Did you upload a **single, signed Member letter** on official letterhead addressed to Chairman Joyce and Ranking Member Cuellar **detailing the request(s)**?
- Did you upload **signed Member financial disclosure certifications and federal nexus statements** for each CPF request on official letterhead addressed to Chairwoman Granger and Ranking Member DeLauro?
- Have you validated that the information in the Member request letter and financial disclosure letter matches the information you entered in the database?
- Do you plan to publicly post information for all CPF requests to the Member’s website no later than April 13, 2023?

## Community Project Funding

There are two Federal Emergency Management Agency (FEMA) grant programs within the Subcommittee on Homeland Security's jurisdiction that are open to CPF requests: **Pre-Disaster Mitigation (PDM)** grants and **Emergency Operations Center (EOC)** grants. Please review the purpose and eligibility requirements, including any [environmental and historic preservation requirements](#), for these two grant programs to ensure proper consideration of the Member's request.

For specific questions related to FEMA grant programs, please contact:

- Laura Cylke [Laura.Cylke@mail.house.gov](mailto:Laura.Cylke@mail.house.gov) for the Majority.

Over the past two fiscal years, FEMA found that many CPF requests lacked the necessary details to determine grant eligibility. **While the database will limit project summaries to 1,000 characters, offices are highly encouraged to separately upload detailed 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 \(42 U.S.C. § 5133\(a\),\(h\)\(2\)\)](#).

#### CPF General Checklist

- Did you upload a letter from the appropriate State or Territorial Administrative Agency (e.g., Ohio Emergency Management Agency), or Tribal government, confirming project eligibility **and their willingness to administer the grant**?
- Have you confirmed that the legal name of the grant recipient you entered is the State or Territorial Administrative Agency, or Tribal government, that would administer the grant?
- Did you upload letters of support from local entities (e.g., Lake County and/or City of Mentor) demonstrating community support for the project(s)?

## 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.

For PDM grant requests, the database includes specific eligibility questions to ensure the proposed project meets FEMA's requirements as detailed in the most recent [Notice of Funding Opportunity](#) (NOFO). The subcommittee encourages offices to consult with their [State Hazard Mitigation Officers](#) when answering the questions in the database. **Member offices must answer all the eligibility questions in the database for a request to be considered.**

For any PDM 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).

CPF funding in the FY 2023 House bill ranged between \$320,482 and \$10,000,000 for individual PDM grants.

### Pre-Disaster Mitigation Grant Checklist

- Have you confirmed the requesting jurisdiction is a state, tribal government, local government, or territory as defined in the [Stafford Act \(42 U.S.C. § 5122\(4\),\(6\),\(8\)\)](#)?
- Have you confirmed that the proposed activity is consistent with the current FEMA-approved multi-hazard mitigation plan in compliance with [44 CFR Part 201](#)?
- Have you confirmed that the requesting entity can provide a [Benefit-Cost Analysis](#) that validates the cost-effectiveness of the request?
- Does the total project cost you entered reflect federal *and* non-federal resources?
- Can the requesting jurisdiction provide **the required non-federal cost-share** (25 percent of the total project cost, or 10 percent of the total project cost for small, impoverished communities as detailed in the [NOFO](#))?
- Have you indicated the minimum amount of federal funding needed for the project to advance if it is not feasible to fund the full federal cost-share of the total project cost?

**TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE  
CERTIFICATIONS AND FEDERAL NEXUS STATEMENTS**  
**Pre-Disaster Mitigation Grants**

Below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany **each** PDM CPF 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 203 of the Stafford Act (42 U.S.C. 5133), as amended by Section 1234, National Public Infrastructure Pre-Disaster Hazard Mitigation, of the Disaster Recovery Reform Act (DRRA) of 2018.

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 letters for Homeland Security CPFs publicly on their website no later than April 13, 2023. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.**

## **DATABASE QUESTIONS**

### **Pre-Disaster Mitigation Grants**

1. Did your office upload 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 your office upload 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 your office 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. Can the recipient describe how the activity supports the needs of people disproportionately at risk of harmful impacts of natural disasters?
13. Does the recipient 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 your office or the community 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.

## 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](#) 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](#). **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).

CPF funding in the FY 2023 House bill ranged between \$158,176 and \$3,000,000 for individual EOC grants.

### Emergency Operations Center Grant Checklist

- Have you confirmed the requesting jurisdiction is a state, tribal government, local government, or territory as defined in the [Stafford Act \(42 U.S.C. § 5122\(4\),\(6\),\(8\)\)](#)?
- Does the EOC request involve the construction or upgrading of a multipurpose facility, such as a public safety building or police/fire station?
  - If yes, does the CPF request limit costs to only the square footage directly associated with the EOC and not the entire facility?
- Can the requesting jurisdiction provide **the required non-federal cost-share** (25 percent of the total project cost)?
- Have you indicated the minimum amount of federal funding needed for the project to advance if it is not feasible to fund the full federal cost-share of the total project cost?



**TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE  
CERTIFICATIONS AND FEDERAL NEXUS STATEMENTS**  
**Emergency Operations Center Grants**

Below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany **each** EOC CPF 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 614 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5196c), as amended by section 202 of the Implementing Recommendations of the 9/11 Commission Act of 2007 (9/11 Act).

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 letters for Homeland Security CPFs publicly on their website no later than April 13, 2023. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.**

## **DATABASE QUESTIONS**

### **Emergency Operations Center Grants**

1. Did your office upload 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 your office upload 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 (EOC) 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 your office reviewed the funding restrictions and allowable costs section of the NOFO for EOC grants?
8. Has your office 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 your office or the community 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.

## Program and Language Requests

Insert the appropriate information in each text field in the online database. If the character limit of a text field prevents the user from entering in all of the proposed text, please insert a summary that describes the purpose and effect of the proposed language and upload a document containing the full text. **Do not insert “refer to attachment” or anything similar without also inserting a summary directly into the text field. The Committee may not consider such requests.**

Except as described above, text fields in the database may only contain the exact text (including punctuation) proposed for inclusion in the bill or report. Any additional background, description, or context may be included in the Member letter that you will upload to the database.

If the program, bill, or report language request is for a specific non-governmental entity and not competitively awarded, or narrowly defines a competitive grant to the extent that only one entity or geographic area can apply, the request may be a CPF. Please refer to the CPF guidance in this document or email the subcommittee [HS.MemberRequests@mail.house.gov](mailto:HS.MemberRequests@mail.house.gov) if you have questions regarding the proper categorization of a request.

- **Program Request:** a request to fund a specific program or activity in the bill at a specified level—Example: *Provide \$70,000,000 in the Transportation Security Administration’s Procurement, Construction, and Improvements account for the Checkpoint Property Screening System.*
- **Language Request:** a request to include specific bill or report language that does not direct funding to a particular entity but *encourages, urges, or directs* some type of action by a DHS agency, directorate, or office. Example: *“The Committee directs the Department to fully account for Blue Campaign funding in future budget submissions and encourages transitioning the program to direct appropriations.”*