SUBCOMMITTEE ON HOMELAND SECURITY
Fiscal Year 2022 Member Request Guide
Member Request deadline is COB, April 16, 2021

There are three types of requests: Community Project Funding requests; program requests; and language requests. A description and example of each can be found below.

All **Community Project Funding (CPF) requests** must meet the eligibility requirements referenced in this guidance for one of the three accounts designated for CPF in the Homeland Security funding bill:

1. Pre-Disaster Mitigation Grants
2. Nonprofit Security Grants
3. Emergency Operations Center Grants

GENERAL GUIDANCE

No requests will be considered unless they are **entered electronically into the House Appropriations Committee's** electronic database **and documented in a letter signed by the Member**.
Entering requests in the House Appropriations Committee database—

- All requests – **CPF, program, and language** – must be entered into the online database. Request forms must match the signed Member letter.

- Each office is responsible only for their requests and one office **cannot** enter requests into the database for another office.

- For **CPF requests**:

  o They must be for fiscal year 2022 funds only and cannot include multi-year funding.

  o Include accurate recipient information when filling out the online request. **The recipient name entered into the online database should be the legal name of the organization that will be receiving these funds.** Please do not include abbreviations, acronyms, or use a "The" before the recipient name.

  o Include a **project description** consisting of not more than 1,000 characters. Please include the type of CPF project at the beginning of the description (Pre-Disaster Mitigation Grant; Nonprofit Security Grant; or Emergency Operations Center Grant).

o Include a **budget** describing in detail how the requested federal funding will be used by the grantee.

o Include an explanation of **why the project is a good use of taxpayer funds**—this information must also be included on the Member's official House website (explained below).

o Indicate whether you are aware of another Member making a request for this same project (just Yes/No, not which Member(s)).

o All project information submitted to the database must be consistent with the information included in the **signed disclosure of financial interest certification letter.**

Signed Letter—Each Member must provide a **single signed letter** including a list of all CPF, program, and language requests being made for the Homeland Security Appropriations bill. **This letter should be converted to a PDF and uploaded to the online database.**

- The letter must include a Homeland Security bill-wide priority ranking of all CPF, program, and language requests (separate rankings for CPF, program, and language). This ranking must be consistent with what is included in the online submission.

- Include information in the letter necessary to identify the request. All other details should be included in the online submission.

- **Do not submit hard copies of the signed letter, individual project certification letters, or CPF request forms**.

- If a Member signs a multi-Member or delegation request letter, that request **must be entered into the online database and included in the Member's signed letter in order to be considered**. This requirement applies to CPF, program, and language requests.

Committee-wide Priorities—Members must provide a Committee-wide priority ranking of their **top 10 program and language requests**; this should be done through the online database.

Posting CPF requests to the Member's official House website—Members must post information on their official House website for **all CPF requests** they submit to the Appropriations Committee at the time the request is made. The Committee will only consider funding projects that have been posted to a Member's official House website. The posted information must include: the proposed recipient name and address; the amount of the request; and an explanation of the request, including the purpose and why it is a valuable use of taxpayer funds.

Financial Disclosure—Each CPF request requires a signed certification letter stating that neither the Member nor any member of their immediate family has a financial interest in the entity designated to receive funding. This certification letter template is posted on the Committee website; the database includes instructions on how to complete it. If a project is funded in the bill, the associated certification will be printed and made available for public review by the Appropriations Committee once the Homeland Security bill is filed, prior to House floor consideration.

- **Clause 9 of House Rule XXI defines an earmark that requires this certification as "***a provision or report language included primarily at the request of a Member, Delegate, Resident Commissioner, or Senator providing, authorizing or recommending a specific amount of discretionary budget authority, credit authority, or other spending authority for a contract, loan, loan guarantee, grant, loan authority, or other expenditure with or to an entity, or targeted to a specific State, locality or Congressional district, other than through a statutory or administrative formula-driven or competitive award process.***"*

Lobbyists, Donors and other Affiliated Parties –While Members are required to certify to the Committee that neither they nor their immediate family have a financial interest in a proposed project, Members should also be fully aware of any other financial aspects or relationships associated with the proposed project that might raise ethical concerns. These include but are not limited to lobbyists, donors, or other affiliated parties that have an interest in the project.

Please contact the Subcommittee staff with any questions about submitting member requests. For technical questions related to the request database, contact the Committee IT shop.

Distinguishing between CPF, program, and language requests—

- **Community Project Funding Request**: a funding request for a specific non-governmental entity to carry out a specific project. Example: *Provide $100,000 for a non-profit security grant for a non-profit organization in City, State.*

- **Program Request**: a request to fund a specific program or activity in the bill at a specified level—Example: *Provide $5,000,000,000 in the Transportation Security Administration's Procurement, Construction, and Improvements account for credential authentication technology.*

- **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 an agency. Example: *The Committee direct/urges/encourages the Department*

to fully account for Blue Campaign funding in future budget submissions and is urged to continue transitioning the program to direct appropriations.

- If the programmatic or report language request is intended to be 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, **this is a CPF request and must be submitted as such.**

- If your office continues to have any doubt about whether or not a programmatic or report language request will be considered a CPF request, please contact the Subcommittee.

- If you make any changes to a request in the database after the request deadline, **please notify the Subcommittee of the change**.

Subcommittee staff is available for consultation if you have questions whether a proposed project would be eligible for Community Project Funding.

Pre-Disaster Mitigation Projects

Only projects that meet the requirements detailed in the most recent Notice of Funding Opportunity for the Building Resilient Infrastructure and Communities (BRIC) grant program will be considered for funding, including the cost-share requirement and environmental and historic preservation requirements, as applicable. For any projects designated for funding in the final fiscal year 2022 Homeland Security Appropriations Act, the state agency responsible for administering mitigation grants in the requestor's state must submit an application to the Federal Emergency Management Agency, and that entity will serve as the administrative agent for the grant. Therefore, all project proposals must be accompanied by a letter of support from the appropriate state agency affirming that it believes the project is eligible.

Please pay careful attention to FEMA's eligibility requirements when answering the following questions:

1. Is the requesting jurisdiction a state, Indian tribal government, local government, or territory as defined by section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122)?
2. Is the proposed project eligible under the most recent Notice of Funding Opportunity for the Building Resilient Infrastructure and Communities grant program?
3. Can the requesting jurisdiction provide the required non-federal cost share, consistent with 2 CFR Sections 200.29, 200.306, and 200.434?

4. Can the requesting jurisdiction provide a Cost-Benefit Analysis or other documentation that validates cost-effectiveness, which is defined by FEMA as having a Benefit-Cost Ratio (BCA) of 1.0 or greater? A non-FEMA BCA methodology may only be used if pre-approved by FEMA in writing.
5. Is the proposed project consistent with the goals and objectives of a FEMA-approved state, territorial, or tribal mitigation plan and the adopted mitigation plan of the local jurisdiction?
6. Can the recipient describe how the project provides long-term permanent risk-reduction, i.e., it is not used for emergency protective measures?
7. Can the recipient describe how the project takes into account future conditions?
8. Can the recipient describe how the project supports the needs of vulnerable populations?
9. Does the recipient specifically encourage the adoption and enforcement of the latest disaster resistant building codes?
10. Community engagement and support is crucial in determining which projects are worthy of federal funding. Please describe or include evidence of community support that were compelling factors in the Member's decision to submit this project request, including letters of support and any relevant links to information posted on the Member's website or other online sources.

Nonprofit Security Grant Program Projects

Only projects that meet the requirements detailed in the most recent Notice of Funding Opportunity and the Preparedness Grants Manual for the Nonprofit Security Grant Program (NSGP) will be considered for funding. For any projects designated for funding in the final fiscal year 2022 Homeland Security Appropriations Act, the respective state administrative agency (SAA) must submit an application to the Federal Emergency Management Agency, and the SAA will serve as the administrative agent for the grant. Therefore, all project proposals must be accompanied by a letter of support from the appropriate SAA affirming that it believes the project is eligible.

Please pay careful attention to FEMA's eligibility requirements when answering the following questions:

1. Is the entity for which funding is proposed a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986 and exempt from tax under section 501(a) of such code?
2. Is the proposed project eligible under the Nonprofit Security Grant Program per the most recent Notice of Funding Opportunity and the Preparedness Grants Manual?
3. Is the entity for which funding is proposed able to demonstrate that it is at high risk of a terrorist attack?

4. Does any derogatory information, as well as any potentially mitigating information, exist that would render the entity potentially unsuitable for receiving a grant from the Department of Homeland Security?
5. Community engagement and support is crucial in determining which projects are worthy of federal funding. Please describe or include evidence of community support that were compelling factors in the Member's decision to submit this project request, including letters of support and any relevant links to information posted on the Member's website or other online sources.

Emergency Operations Center Grant Program

Only projects that meet the requirements detailed in the most recent Notice of Funding Opportunity for the Emergency Operations Center Grant Program, including the cost-share requirement and environmental and historic preservation requirements, as applicable, will be considered for funding. For any projects designated for funding in the final fiscal year 2022 Homeland Security Appropriations Act, the respective state administrative agency (SAA) must submit an application to the Federal Emergency Management Agency, and that agency will serve as the administrative agent for the grant. Therefore, all project proposals must be accompanied by a letter of support from the appropriate SSA affirming that it believes the project is eligible.

Please pay careful attention to FEMA's eligibility requirements when answering the following questions:

1. Is the requesting jurisdiction a state, Indian tribal government, or local government as defined by section 102 or 602 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 USC 5122, 5195a?
2. Is the proposed project eligible under the most recent Notice of Funding Opportunity for the Emergency Operations Center Grant Program?
3. Can the requesting jurisdiction provide the required 25 percent non-federal cost share?
4. Is the requestor in a position to enhance their emergency management capabilities and address their Emergency Operations Center needs?
5. Community engagement and support is crucial in determining which projects are worthy of federal funding. Please describe or include evidence of community support that were compelling factors in the Member's decision to submit this project request, including letters of support and any relevant links to information posted on the Member's website or other online sources.