

# SUBCOMMITTEE ON COMMERCE, JUSTICE, SCIENCE, AND RELATED AGENCIES

Fiscal Year 2022

## Member Community Project Funding Request Guide

**Member Request deadline is April 15, 2021 at 6:00pm**

All community project funding requests must meet the eligibility requirements for the specific program within which funding is provided. Only certain programs in the Commerce, Justice, Science, and Related Agencies Appropriations Bill have been designated to receive community project funding requests.

### GENERAL GUIDANCE FOR COMMUNITY PROJECT FUNDING REQUESTS

- Entering community project requests in the House Appropriations Committee database—
  - All community project requests must be entered into the online database. Request forms must match the signed Member letter.
  - Each office is responsible only for their project requests, and one office cannot enter project requests into the database for another office.
  - Each project request must be for fiscal year 2022 funds only and cannot include multi-year funding.
  - You must include accurate recipient information when filling out the online request. **The recipient name entered 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.
  - You must include a **project description**—but please limit your description to 1,000 characters and **only include a description of what** the project is.
  - You must **describe or include evidence of community support** that were compelling factors in the Member’s decision to submit this project request. You may include any relevant links to information posted on your website, or elsewhere online, including: (1) letters of support from elected community leaders, (2) press articles highlighting the need for the requested community project funding, (3) support from newspaper editorial boards, (4) projects listed in state intended use plans, community development plans, or other publicly available planning documents, (5) resolutions passed by city councils or boards, or (6) other compelling evidence of community support.
  - Members are strongly encouraged to provide detailed budget information as to how the funding is anticipated to be spent.

- You must include an explanation of the request, **including an explanation of why this is a good use of taxpayer funds**—this information must also be included on the Member’s official House website.
  - A project request will not be considered if the intended recipient is a for-profit entity.
  - If a Member requests that funding be directed to a non-profit organization, the Member will need to provide evidence that the recipient is a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986.
  - Please indicate whether you are aware of another Member making a request for this same project (just Yes/No, not which Member(s)).
  - All project information submitted to the database must be consistent with the information included in the **signed disclosure of financial interest certification letter**.
- **Financial Disclosure**—Every community project request requires a signed certification letter stating that neither the Member nor their immediate family members have a financial interest in the project. This certification letter template is posted on the committee website and instructions are in the database for how to complete. If the project is funded in the bill, the certification will be printed and made available for public review by the Appropriations Committee once the Commerce, Justice, Science, and Related Agencies bill is filed, prior to House floor consideration. For purposes of this certification, the term “immediate family” means an individual who is related to the Member, Delegate, or Resident Commissioner, as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law.
- **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.
- **“One-stop” webpage for the public.** The Appropriations Committee will maintain a website with links to all House Members’ appropriations project requests to help the public easily view them.
- **Transparency/Early Public Disclosure.** Per House rules, the report accompanying the appropriations bill will include a list identifying each community project that has been funded in the bill, along with the name of the Member requesting it. The Subcommittee will make this list public at the time of the Subcommittee markup.

- If a Member signs a multi-Member or delegation request letter in support of a project, that project request **must be entered into the online database and included in the Member's signed letter to be considered.**
- Subcommittee staff is available for consultation if you are uncertain whether a proposed project would be eligible for consideration. Please contact us at 202-225-3351 or via e-mail at [CJS.MemberRequests@mail.house.gov](mailto:CJS.MemberRequests@mail.house.gov)

## **COMMUNITY PROJECT FUNDING REQUEST CATEGORIES**

*The Commerce, Justice, Science, and Related Agencies Subcommittee is reviewing community project requests ONLY in the four categories listed below. Project requests that do not fit into one of these categories will not be eligible for community project funding.*

- ✓ *State and Local Law Enforcement Assistance—Byrne Justice Assistance Grants (JAG) under the Department of Justice;*
- ✓ *COPS Technology and Equipment under the Department of Justice;*
- ✓ *NOAA Operations, Research, and Facilities under the Department of Commerce; and*
- ✓ *NASA Safety, Security and Mission Services.*

## **DEPARTMENT OF JUSTICE**

### **State and Local Law Enforcement Assistance—Byrne Justice Assistance Grants (JAG)**

Byrne JAG Grants assist state, local, and tribal law enforcement efforts to prevent crime, improve the criminal justice system, provide victims' services, and other related activities. Community projects funded under this category must comply with the requirements cited in JAG statutes and be consistent with Justice Department guidance for the program. Below are the links to the Department's guidance and frequently asked questions regarding Byrne-JAG:

<https://bja.ojp.gov/program/jag/overview>

<https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/jag-faqs.pdf>

The Committee encourages community project funding designed to help improve police-community relations. Historically, the Committee has not funded vehicles or building construction or renovation as part of community project funding under this account.

➤ **Questions for BYRNE JAG project requests**

- The Commerce, Justice, Science, And Related Agencies Subcommittee will only consider funding projects that have been entered into the online database.
- Members submitting Byrne JAG project requests are required to submit answers to the following additional questions within the online database. Failure to complete all required questions will result in an incomplete project request. Incomplete project requests will not be considered for community project funds.
  - What is the title of the project, and within what Federal agency and appropriations account would it be funded?
  - Provide a brief description of the project.
  - Please describe, with as much specificity as possible, the overall goals and objectives of the proposed project.
  - What is the requested dollar amount for this project for fiscal year 2022?
  - How much, if anything, is being requested for this particular project in the Administration's fiscal year 2022 budget request?
  - Has this same project request been submitted to another Appropriations subcommittee? If yes, which one?
  - What is the total cost to complete the project?
  - Is the requested project currently authorized in law? If yes, please provide a specific legal citation of such authorization.
  - Are the proposed project activities consistent with the activities of the Federal agency? [yes/no]
  - If the proposed project activities are not consistent with the activities of the Federal agency, why is the project being requested?
  - Has the project been funded in the past? [yes/no]
  - If the project has been funded in the past, how much funding has been provided to date?
  - How much funding, if anything, was enacted for this particular project in the fiscal year 2021 Appropriations Act?
  - If the project has been funded in the past, were such funds provided for discrete, severable activities?

- Please specify any non-Federal sources of funding that have been or are fully anticipated to be applied toward the project, including any dollar amounts and timelines for funding.
- If the proposed recipient is a non-Federal entity, please identify the non-Federal entity that would administer the funds once received.
- Is there a letter from a non-Federal sponsor supporting this project?
- Is the funding requested by a governmental or non-profit organization?
- If a non-profit, 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?
  
- For the proposed recipient of the funds, please provide the name, phone number, and e-mail address of the point of contact, as well as the recipient organization's full street address.
- In which congressional district(s) is the project located?
- Please provide a certification that neither the requesting Member of Congress, nor any of the Member's immediate family, have any financial interest in the project.
- Is the proposed recipient currently in material non-compliance of a prior grant award made by the proposed Federal funding agency? [yes/no]
- Can the project obligate all of the requested funds by no later than 12 months after the enactment of the Appropriations Act? [yes/no]
- If the Appropriations Committee is not able to provide the full amount of funding requested, can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the Appropriations Act? [yes/no]
- Community engagement and support is crucial in determining which projects are worthy of Federal funding. To that end, please describe or include evidence of community support that were compelling factors in the Member's decision to submit this project request. You may include any relevant links to information posted on your website, or online, including letters of support.
  
- Is this proposed project a priority for the local community? [yes/no]
- If the project is not a priority for the local community, why is it being requested?
- What is the estimated start date of the project? (mm/dd/yy)
- What is the estimated completion date of the project? (mm/dd/yy)
- Please describe the current developmental status of this project.
- Is the intended recipient a for-profit entity? [yes/no]
- Is this request consistent with all current statutory and regulatory requirements of Byrne Justice Assistance Grant recipients and subrecipients? [yes/no]
- Is this project intended to serve primarily youth under age 18? [yes/no]
- Is this request to fund primarily the purchase of a vehicle(s)? [yes/no]
- Is this request to fund the acquisition of property or the construction or renovation of a building? [yes/no]

- Has the intended recipient received any COPS or Byrne-JAG funds at any time in the past ten years? [yes/no]
- If yes, in what fiscal years and for what purposes?
- Regarding this request, please provide any additional information that would be useful for the Appropriations Committee to have.

## **Community Oriented Policing Services (COPS) – Technology and Equipment**

Funding will be provided for community project grants for State, local, and tribal law enforcement to develop and acquire effective technologies and interoperable communications that assist in investigating, responding to, and preventing crime, provided that such equipment meets the applicable requirements of the National Institute of Standards and Technology (NIST) Office of Law Enforcement Standards (OLES).

This funding will allow recipients the opportunity to establish and enhance any of a variety of technical equipment and/or programs to encourage the continuation and enhancement of community policing efforts within their jurisdictions. These projects should help improve police effectiveness and the flow of information among law enforcement agencies, local government service providers, and the communities they serve.

Historically, the Committee has not funded vehicles or building construction or renovation as part of community project funding under this account. Recipients of community project funding under this account may not subgrant to other organizations or agencies.

### ➤ **Questions for COPS project requests**

- The Commerce, Justice, Science, And Related Agencies Subcommittee will only consider funding projects that have been entered into the online database.
- Members submitting COPS project requests are required to submit answers to the following additional questions within the online database. Failure to complete all required questions will result in an incomplete project request. Incomplete project requests will not be considered for community project funds.
  - What is the title of the project, and within what Federal agency and appropriations account would it be funded?
  - Provide a brief description of the project.
  - Please describe, with as much specificity as possible, the overall goals and objectives of the proposed project.
  - What is the requested dollar amount for this project for fiscal year 2022?
  - How much, if anything, is being requested for this particular project in the Administration's fiscal year 2022 budget request?
  - Has this same project request been submitted to another Appropriations subcommittee? If yes, which one?
  - What is the total cost to complete the project?
  - Is the requested project currently authorized in law? If yes, please provide a specific legal citation of such authorization.
  - Are the proposed project activities consistent with the activities of the Federal agency? [yes/no]
  - If the proposed project activities are not consistent with the activities of the Federal agency, why is the project being requested?
  - Has the project been funded in the past? [yes/no]

- If the project has been funded in the past, how much funding has been provided to date?
- If the project has been funded in the past, were such funds provided for discrete, severable activities?
- How much funding, if anything, was enacted for this particular project in the fiscal year 2021 Appropriations Act?
- Please specify any non-Federal sources of funding that have been or are fully anticipated to be applied toward the project, including any dollar amounts and timelines for funding.
- If the proposed recipient is a non-Federal entity, please identify the non-Federal entity that would administer the funds once received.
- Is there a letter from a non-Federal sponsor supporting this project?
- Is the funding requested by a governmental or non-profit organization?
- If a non-profit, 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?
- For the proposed recipient of the funds, please provide the name, phone number, and e-mail address of the point of contact, as well as the recipient organization's full street address.
- In which congressional district(s) is the project located?
- Please provide a certification that neither the requesting Member of Congress, nor any of the Member's immediate family, have any financial interest in the project.
- Is the proposed recipient currently in material non-compliance of a prior grant award made by the proposed Federal funding agency? [yes/no]
- Can the project obligate all of the requested funds by no later than 12 months after the enactment of the Appropriations Act? [yes/no]
- If the Appropriations Committee is not able to provide the full amount of funding requested, can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the Appropriations Act? [yes/no]
- Community engagement and support is crucial in determining which projects are worthy of Federal funding. To that end, please describe or include evidence of community support that were compelling factors in the Member's decision to submit this project request. You may include any relevant links to information posted on your website, or online, including letters of support.
- Is this proposed project a priority for the local community? [yes/no]
- If the project is not a priority for the local community, why is it being requested?
- What is the estimated start date of the project? (mm/dd/yy)
- What is the estimated completion date of the project? (mm/dd/yy)
- Please describe the current developmental status of this project.
- Is the intended recipient a for-profit entity? [yes/no]
- Is this request to fund primarily the purchase of a vehicle(s)? [yes/no]



- Is this request to fund the acquisition of property or the construction or renovation of a building? [yes/no]
- Has the intended recipient received any COPS or Byrne-JAG funds at any time in the past ten years? [yes/no]
- If yes, in what fiscal years and for what purposes?
- Regarding this request, please provide any additional information that would be useful for the Appropriations Committee to have.

## **Department of Commerce**

### **National Oceanic and Atmospheric Administration (NOAA), Operations, Research, and Facilities**

Community project funding for NOAA will only be considered within the Operations, Research, and Facilities account. This account does not fund construction projects, and as such, any such requests will not be considered. Requests for funding will be considered for research, demonstration, or education projects performed by external partners or for prioritizing NOAA internal funds for geographically specific projects. Any such project must be aligned with NOAA's mission and within their existing authorities.

The subcommittee will **not** entertain requests for community project funding for the National Weather Service or the Office of Marine and Aviation Operations.

Coastal Zone Management funds are distributed to states on a formula basis and will not be considered for community project funding.

Historically, the Committee has not funded vehicles or building construction or renovation as part of community project funding under this account.

#### ➤ **Questions for NOAA project requests**

- The Commerce, Justice, Science, And Related Agencies Subcommittee will only consider funding projects that have been entered into the online database.
- Members submitting NOAA Operations, Research, and Facilities community project requests are required to submit answers to the following additional questions within the online database. Failure to complete all required questions will result in an incomplete project request. Incomplete project requests will not be considered for community project funds.
  - What is the title of the project, and within what Federal agency and appropriations account would it be funded?
  - Provide a brief description of the project.
  - Please describe, with as much specificity as possible, the overall goals and objectives of the proposed project.
  - If the proposed recipient is a non-Federal entity, please identify the non-Federal entity that would administer the funds once received.
  - What is the requested dollar amount for this project for fiscal year 2022?
  - What is the total cost to complete the project?
  - How much, if anything, is being requested for this particular project in the Administration's fiscal year 2022 budget request?
  - Is there a letter from a non-Federal sponsor supporting this project?
  - Is the funding requested by a governmental or non-profit organization?
  - If a non-profit, 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?

- For the proposed recipient of the funds, please provide the name, phone number, and e-mail address of the point of contact, as well as the recipient organization's full street address.
- In which congressional district(s) is the project located?
- Provide provide a certification that neither the requesting Member of Congress, nor any of the Member's immediate family, have any financial interest in the project.
- How much funding, if anything, was enacted for this particular project in the fiscal year 2021 Appropriations Act?
- Is the requested project currently authorized in law? If yes, please provide a specific legal citation of such authorization.
- Are the proposed project activities consistent with the activities of the Federal agency? [yes/no]
- If the proposed project activities are not consistent with the activities of the Federal agency, why is the project being requested?
- Has the project been funded in the past? [yes/no]
- If the project has been funded in the past, how much funding has been provided to date?
- If the project has been funded in the past, were such funds provided for discrete, severable activities?
- Please specify any non-Federal sources of funding that have been or are fully anticipated to be applied toward the project, including any dollar amounts and timelines for funding.
- Is the proposed recipient currently in material non-compliance of a prior grant award made by the proposed Federal funding agency? [yes/no]
- Can the project obligate all of the requested funds by no later than 12 months after the enactment of the Appropriations Act? [yes/no]
- If the Appropriations Committee is not able to provide the full amount of funding requested, can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the Appropriations Act? [yes/no]
- Has this same project request been submitted to another Appropriations subcommittee? If yes, which one?
- In which congressional district(s) is the project located?
- Community engagement and support is crucial in determining which projects are worthy of Federal funding. To that end, please describe or include evidence of community support that were compelling factors in the Member's decision to submit this project request. You may include any relevant links to information posted on your website, or online, including letters of support.
- Is this proposed project a priority for the local community? [yes/no]
- If the project is not a priority for the local community, why is it being requested?
- What is the estimated start date of the project? (mm/dd/yy)
- What is the estimated completion date of the project? (mm/dd/yy)
- Please describe the current developmental status of this project.

- Is the intended recipient a for-profit entity? [yes/no]
- Has the intended recipient received any competitive grant funding or other funding from NOAA at any time in the past ten years? [yes/no]
- If yes, in what fiscal years and for what purposes?
- For any science research project request, please provide the name of the individual who is anticipated to be the Principal Investigator for the research project, as well as a link to such person's curriculum vitae, and a list of this person's peer-reviewed publications related to the topic of the requested research project.
- Regarding this request, please provide any additional information that would be useful for the Appropriations Committee to have.

## **NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA)**

### **NASA Safety, Security, and Mission Services**

- *Funding must be for activities consistent with and supportive of the work of NASA's mission directorates and within the agency's authorities, such as STEM education activities and scientific research. Funding for building construction or renovation projects will not be considered for community project funding.*
  
- **Questions for NASA project requests**
  - The Commerce, Justice, Science, And Related Agencies Subcommittee will only consider funding projects that have been entered into the online database.
  - Members submitting NASA Safety, Security, and Mission Services community project requests are required to submit answers to the following additional questions within the online database. Failure to complete all required questions will result in an incomplete project request. Incomplete project requests will not be considered for community project funds.
    - What is the title of the project, and within what Federal agency and appropriations account would it be funded?
    - Provide a brief description of the project.
    - Please describe, with as much specificity as possible, the overall goals and objectives of the proposed project.
    - What is the requested dollar amount for this project for fiscal year 2022?
    - How much, if anything, is being requested for this particular project in the Administration's fiscal year 2022 budget request?
    - Has this same project request been submitted to another Appropriations subcommittee? If yes, which one?
    - What is the total cost to complete the project?
    - Is the requested project currently authorized in law? If yes, please provide a specific legal citation of such authorization.
    - Are the proposed project activities consistent with the activities of the Federal agency? [yes/no]
    - If the proposed project activities are not consistent with the activities of the Federal agency, why is the project being requested?
    - Has the project been funded in the past? [yes/no]
    - If the project has been funded in the past, how much funding has been provided to date?
    - If the project has been funded in the past, were such funds provided for discrete, severable activities?
    - How much funding, if anything, was enacted for this particular project in the fiscal year 2021 Appropriations Act?

- Please specify any non-Federal sources of funding that have been or are fully anticipated to be applied toward the project, including any dollar amounts and timelines for funding.
- If the proposed recipient is a non-Federal entity, please identify the non-Federal entity that would administer the funds once received.
- Is there a letter from a non-Federal sponsor supporting this project?
- Is the funding requested by a governmental or non-profit organization?
- If a non-profit, 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?
- For the proposed recipient of the funds, please provide the name, phone number, and e-mail address of the point of contact, as well as the recipient organization's full street address.
- In which congressional district(s) is the project located?
- Please provide a certification that neither the requesting Member of Congress, nor any of the Member's immediate family, have any financial interest in the project.
- Is the proposed recipient currently in material non-compliance of a prior grant award made by the proposed Federal funding agency? [yes/no]
- Can the project obligate all the requested funds by no later than 12 months after the enactment of the Appropriations Act? [yes/no]
- If the Appropriations Committee is not able to provide the full amount of funding requested, can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the Appropriations Act? [yes/no]
- Community engagement and support is crucial in determining which projects are worthy of Federal funding. To that end, please describe or include evidence of community support that were compelling factors in the Member's decision to submit this project request. You may include any relevant links to information posted on your website, or online, including letters of support.
- Is this proposed project a priority for the local community? [yes/no]
- If the project is not a priority for the local community, why is it being requested?
- What is the estimated start date of the project? (mm/dd/yy)
- What is the estimated completion date of the project? (mm/dd/yy)
- Please describe the current developmental status of this project.
- Is the intended recipient a for-profit entity? [yes/no]
- Is the project intended to serve primarily youth under age 18? [yes/no]
- Has the intended recipient received any competitive grant funding or other funding from NASA at any time in the past ten years? [yes/no]
- If yes, in what fiscal years and for what purposes?

- For any science research project request, please provide the name of the individual who is anticipated to be the Principal Investigator for the research project, as well as a link to such person's curriculum vitae, and a list of this person's peer-reviewed publications related to the topic of the requested research project.
- Regarding this request, please provide any additional information that would be useful for the Appropriations Committee to have.