

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

**Fiscal Year 2025
Member Community Project Funding Request Guide
Chairman Hal Rogers**

Programmatic and language requests are due by 6:00 pm on Wednesday, May 1, 2024

CPF submission deadline is 6:00 pm on Friday, May 3, 2024

Members must post CPF requests on their websites on Friday, May 17, 2024

This document provides guidance on submitting Community Project Funding (CPF), program, and language requests for fiscal year 2025. All CPF requests must adhere to the eligibility requirements outlined in this guidance to be considered for fiscal year 2025 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. For general questions regarding this guidance, please email elizabeth.markus@mail.house.gov.

General Guidance

Database. Offices must use the House Appropriations Committee's database <https://appropriationssubmissions.house.gov/> 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.

Member Request Letters. Offices must upload a signed Member letter that includes all individual CPF, program, and language requests for the FY 2025 Commerce, Justice, Science, and Related Agencies Appropriations bill. Member letters should provide enough information to clearly identify and explain each request entered in the database. In addition, Member request letters:

- Must include a priority ranking of Commerce, Justice, Science, and Related Agencies program, language and project requests consistent with the priority ranking you entered in the database; and
- Should be addressed to Chairman Rogers and Ranking Member Cartwright.

Note: Multi-Member or Delegation Requests. If your member signed a multi-Member or delegation letter in support of funding in a specific program, or the inclusion of bill or report language to be included in the FY 2025 Commerce, Justice, Science, and Related Agencies appropriations bill, such letter and request must be entered in the database and prioritized accordingly.

Financial Disclosure Certifications and Federal Nexus Statements. Offices must upload for each CPF request:

- (1) A **signed financial disclosure certification** 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.

-and-

- (2) A **signed federal nexus statement.**

Note: Address these to Chairman Cole and Ranking Member DeLauro. Unlike Member Request letters, financial disclosure certifications and federal nexus statements are addressed to Chairman Cole and Ranking Member DeLauro.

Public Posting of Certification/Federal Nexus Letters. Member offices must post their financial disclosure certifications and federal nexus statements publicly on their website for all CPF requests on **Friday, May 17, 2024**, following completion 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 including the purpose of the funding;
- (3) the required financial disclosure certification; and
- (4) a statement regarding the project’s Federal nexus.

Additional questions. Members submitting Community Project Funding requests are required to submit answers to 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 Funding. More details are available in this guidance under the Community Project Funding headings.

General Submission Checklist

- Did you upload a single, signed Member letter on official letterhead addressed to CJS Chairman Rogers and Ranking Member Cartwright 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 Full Committee Chairman Cole 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 on **Friday, May 17, 2024**?

Commerce, Justice, Science, and Related Agencies

Community Project Funding

Guidance for Community Project Funding Requests

Project Amounts. After reviewing all project requests received for fiscal year 2025, the Chairman will determine what, if any, caps to place on project amounts. Targeted projects of modest size can have meaningful impact for communities and likely have a greater chance of being funded.

- **One-year projects only.** Each project request must be for fiscal year 2025 funds only and cannot include multi-year funding.

Project Title. This should be a short name by which the project may be identified. The project title should clearly indicate how the funds will be used. This title may be used in the House report and should be as accurate as possible to ensure that the funding goes to the correct project.

Examples:

Estuary Habitat Restoration and Resilience
Policing Equipment and Technology Upgrades

Project Description. You must include a brief project description. In this description, provide:

- the **cost**;
- the **recipient**; and
- the **nature of the project**.

X Do not specify brand names for equipment and technology requests.

X Avoid using abbreviations and acronyms.

✓ Do follow the examples below.

Examples:

\$95,000 for a XYZ Beach Police Department body camera project.
\$375,000 for a XYZ City, Kentucky, high-risk youth crime and violence diversion program project.

Project Recipient. You must include accurate recipient information when filling out the online request. The accuracy of the recipient's legal name is essential to ensuring that the funding goes to the correct project.

- The recipient's name entered must be the legal name of the organization that will be receiving these funds.
- Do not include abbreviations, acronyms, and avoid using "The" before the recipient's name where possible.

X Do not cite an individual person as the recipient.

✓ Do follow the examples below.

Examples:

XYZ County Department of Corrections
XYZ University

Project Location. The location of the project’s activities may be different from the mailing address of the recipient organization. You will be asked to provide the full address, and later, in the supplemental questions, just the city and state.

- Please provide the location where the project activities will be taking place.
- In the supplemental question, use the format ‘City (or County), State’, using the postal abbreviation for the state. This will appear in the House report to help identify the project.

Examples:

Round Rock, TX
Fairfax County, VA

Explanation. Please describe the overall objectives of the proposed project and how the requested funds would be spent to achieve those goals. Requesters must include an explanation of the request, including an explanation of why this is a good use of taxpayer funds.

NOTE: Members are strongly encouraged to provide a detailed budget breakdown for how the funding is anticipated to be spent (e.g., what types of gear or services the funds will be used to buy; or how research dollars will be spent).

- X (Reminder) Do not** specify brand names for equipment and technology requests.
- ✓ Do** follow the examples:

Examples:

The requested amount of \$500,000 would be used by XYZ County to purchase 911 emergency radio equipment, including 300 dash mount radio units and 400 portable radios. This equipment would replace the county’s current 911 radio equipment, a significant portion of which is now approaching the end of its operational life. The project is a good use of taxpayer funds because replacement equipment purchased by XYZ County would be allocated for first responders throughout the region, lowering costs for municipalities that may otherwise need to make emergency response upgrades independently.

The \$325,000 in funding would be used to fully outfit video monitoring systems in 12 police cruisers for the XYZ County Sheriff’s Department. The project is a good use of taxpayer funds because it will help enhance police-community relations in the county.

Evidence of Community Support. You must describe or include evidence of community support that were compelling factors in the Member’s decision to submit this Community Project Funding request. You may include any relevant links to information posted on your website, or elsewhere online, including:

- Letters of support from elected community leaders.
- Press articles highlighting the need for the requested community project funding.
- Support from newspaper editorial boards.
- Projects listed in state intended use plans, community development plans, or other publicly available planning documents.
- Resolutions passed by city councils or boards.

- Other compelling evidence of community support.

For-Profit vs. Non-Profit Entities. 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 must provide evidence that the recipient is a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986.

**Guidance for
National Institute of Standards and Technology (NIST) Scientific and
Technical Research
Community Project Funding**

*NIST Scientific and Technical Research projects support standards-related research
and technology development.*

Purpose & Federal Nexus

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 section 272 of title 15, United States Code.

Note: Funding for building construction or renovation projects is not an eligible use of NIST Scientific and Technical Research Community Project Funding.

Supplemental Questions for NIST Scientific and Technical Research project requests:

1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Are you aware of another Member making a request for this same project?
4. Please provide the location of this project, in the format '*City (or County), State*'.

**Guidance for
National Oceanic and Atmospheric Administration (NOAA) Coastal Zone
Management
*Community Project Funding***

NOAA Coastal Zone Management projects support the protection, restoration, and responsible development of our nation's diverse coastal communities and resources.

Purpose & Federal Nexus

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 U.S.C. § 1451 et seq.).

Cost-Share Requirements

NOAA Coastal Zone Management projects are subject to any applicable cost-share required by law under the Coastal Zone Management Program.

Supplemental Questions for NOAA Coastal Zone Management project requests:

1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Are you aware of another Member making a request for this same project?
4. Please provide the location of this project, in the format '*City (or County), State*'.

**Guidance for
Department of Justice (DOJ) Office of Justice Programs (OJP)
Byrne Justice Assistance Grants (Byrne Justice Grants)
Community Project Funding**

DOJ Byrne Justice Grants projects assist state, local, and Tribal law enforcement efforts to enforce laws, address violent crime, increase prosecutions, improve the criminal justice system (including the correctional system), provide victims' services, and other related activities.

Purpose & Federal Nexus

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 Justice Assistance Grants (JAG) program, section 501 of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10152).

Prohibited Uses

34 U.S.C. 10152(d) provides:

(d) Prohibited uses

Notwithstanding any other provision of this Act, no funds provided under this part may be used, directly or indirectly, to provide any of the following matters:

(1) Any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety.

(2) Unless the Attorney General certifies that extraordinary and exigent circumstances exist that make the use of such funds to provide such matters essential to the maintenance of public safety and good order-

(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 Chairman will not support the use of Byrne Justice Grants Community Project Funding for the following:

- Initiatives that involve the distribution of drug paraphernalia.
- Initiatives that undermine the 2nd Amendment or infringe upon rights guaranteed by the Constitution without due process of law.
- 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.

Prioritization of Projects

In the event of limited funding, the Chairman will prioritize projects focused on improving the effectiveness of law enforcement, increasing officer safety, curbing the opioid crisis, and other strategic priorities.

Non-Profit Entities

Projects with non-profit recipients may be eligible, so long as the purpose is to carry out work that closely aligns with the purposes of the Byrne Justice Grants program. Such projects will be closely examined.

Requirements

- Awarded grants will be subject to the requirements of 2 CFR Part 200 and the [DOJ Grants Financial Guide](#).
- Below are the links to the Department's guidance and frequently asked questions regarding the Byrne Justice Grants program, which may help guide you in gauging the eligibility of a proposed Byrne Justice Grants project:
 - <https://bja.ojp.gov/program/jag/overview>
 - <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/jag-faqs.pdf>
- Allowable costs are those costs consistent with the principles set out in 2 CFR Part 200, Subpart E, and those permitted by the grant program's authorizing legislation.

Supplemental Questions for Byrne Justice Grants project requests:

1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Is the purpose of this request the construction or renovation of a building? [yes/no]
4. Are you aware of another Member making a request for this same project? [yes/no]
5. Please provide the location of this project, in the format '*City (or County), State*'.

**Guidance for
Department of Justice (DOJ) Community Oriented Policing Services (COPS)
Technology and Equipment
Community Project Funding**

DOJ COPS Technology and Equipment projects support state, local, and Tribal law enforcement efforts to develop and procure the technology and equipment needed to respond more quickly and effectively, improve officer safety, increase transparency and enhance community relations.

Purpose & Federal Nexus

Funding must be aligned with the purposes of section 1701(b)(8) of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10381(b)(8)). As such, the Chairman 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, Tribal, and local law enforcement agencies, including by reorienting the emphasis of their activities from reacting to crime to preventing crime and training law enforcement officers to use such technologies.

Notes:

- Eligible recipients for COPS Technology and Equipment Community Project Funding are State, Tribal, and local law enforcement agencies.
- Funding for building construction or renovation projects is not an eligible use of COPS Technology and Equipment Community Project Funding.

Supplemental Questions for COPS Technology and Equipment project requests:

1. Is the recipient a State, Tribal, or local law enforcement agency?
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Is the purpose of this request the construction or renovation of a building? [yes/no]
4. Are you aware of another Member making a request for this same project? [yes/no]
5. Please provide the location of this project, in the format '*City (or County), State*'.

**Guidance for
National Aeronautics and Space Administration (NASA) Safety, Security and
Mission Services
Community Project Funding**

NASA Safety, Security and Mission Services projects support science education, research, and technology development related to NASA's mission.

Purpose & Federal Nexus

Funding must be for activities advancing the purposes described in section 20102 of title 51, United States Code. Projects should focus on science, education, research, and technology development related to NASA's mission.

Note: The following projects will not be considered for NASA Safety, Security and Mission Services Community Project Funding:

- Building construction or renovation projects.
- Medical research projects.

Supplemental Questions for NASA Safety, Security, and Mission Services project requests:

1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Is the purpose of this request the construction or renovation of a building? [yes/no]
4. Are you aware of another Member making a request for this same project? [yes/no]
5. Please provide the location of this project, in the format '*City (or County), State*'.

Template Member Financial Disclosure Certifications and Federal Nexus Statements

The Honorable Tom Cole
Chairman
Committee on Appropriations
H-305, the Capitol
Washington, D.C. 20515

The Honorable Rosa DeLauro
Ranking Member
Committee on Appropriations
1036 Longworth HOB
Washington, D.C. 20515

Dear Chairman Cole and Ranking Member DeLauro,

I am requesting funding for _____ [project] in fiscal year 2025. The entity to receive funding for this project is _____ [recipient entity], 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 described in _____ [insert one of the following that corresponds to the appropriate CPF project:]

- section 272 of title 15, United States Code. [for NIST Scientific and Technical Research projects]
- the Coastal Zone Management Act of 1972 (16 U.S.C. § 1451 et seq.). [for NOAA Coastal Zone Management projects]
- section 501 of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10152). [for DOJ Byrne Justice Grants projects]
- section 1701(b)(8) of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10381(b)(8)). [for DOJ COPS Technology and Equipment projects]
- section 20102 of title 51, United States Code. [for NASA Safety, Security, and Mission Services projects]

I certify that I have no financial interest in this project, and neither does anyone in my immediate family.

Sincerely,

John Doe
Member of Congress

These statements must be on letterhead and must be signed by the Member. Please upload a PDF of the signed document to the Member Request Database. Members must post these letters for Commerce-Justice-Science CPFs publicly on their websites on Friday, May 17, 2024.

Commerce, Justice, Science, and Related Agencies Programmatic and Language Requests

LANGUAGE REQUESTS

The following information will help guide you through the language request fields.

Title. In the “Title” field, simply name the program to which your language request pertains.

Examples:	National Sea Grant Program
	STOP School Violence Act

Description. Your description should be brief and cover the type of language, agency, program, and subject matter.

- **Avoid** using abbreviations and acronyms.
- **Do not** direct staff to view an attached file or letter in lieu of including language in the database.

Examples:	Report language directing the National Oceanic and Atmospheric Administration to prioritize conservation.
	Bill language prohibiting funds from being used to carry out Executive Order 123456.

Language Type. Is it bill language or report language?

- Bill language is language that is inserted in the text of the bill itself.
- Report language is explanatory or directive language that accompanies the bill text.
- **Do** reach out to CJS staff if you are unsure if your request is bill or report language.

Bill Language Examples:

None of the funds made available by this Act may be used to carry out Executive Order 123456.
Provided further, no funds made available by this Act may be used to transfer the functions, missions, or activities of the Bureau of Alcohol, Tobacco, Firearms and Explosives to other agencies or Departments.

Report Language Examples:

Harmful algal blooms.—The Committee recognizes the need to support local efforts to address Harmful Algal Blooms.
Human trafficking reduction programs.—The Committee reiterates that Byrne Justice Assistance Grant funding may be used for human trafficking demand reduction programs.

Proposed Language. Simply insert your proposed language.

- **Do not** include extraneous text such as background, descriptions, introductory remarks, etc.
- **Do not** put your language in quotation marks.
- **Avoid** using abbreviations.
- **Do not** insert “refer to attachment” or anything similar without also inserting a portion of the text directly into the text field.
- **Do not** specify brand names or outside organizations.

PROGRAM REQUESTS

The following information will help guide you through the language request fields.

Title. In the “Title” field, simply name the program to which your program request pertains.

Examples:

National Mesonet Program
Prescription Drug Monitoring Program

Do not group programs together. Each program request submission should be separate unless you are requesting the topline amount for an entire account. Examples of improperly grouped programs:

All other VAWA programs
Space Launch System, Orion Multi-Purpose Crew Vehicle, and the Exploration Ground System

Description. Your description should be brief and cover the amount requested, agency, and program.

Examples:

\$150 million for the National Institute of Standards and Technology Hollings Manufacturing Extension Partnership.
\$12 million for the Department of Justice Protecting Our Lives by Initiating COPS Expansion (POLICE) Act program.

Example of what *not* to do (the following text is an excerpt from an FY23 request description that had over 300 words):

As you consider Fiscal Year (FY) 2023 appropriations, we ask for your support to provide at least \$3 million for the Missing Americans Alert Program as authorized under Kevin and Avonte’s Law, Division Q of P.L. 115-141. It is estimated that more than 60 percent of those living with Alzheimer’s or other dementias will wander...
--

Increase/Decrease. Under Increase/Decrease, you can select from a variety of options:

- Eliminate the program/project
- Funding should be increased
- Funding should be reduced
- General support for the program
- Support highest possible funding
- Support the current enacted level
- Support the President's FY2025 budget request
- Support total funding level of \$ _____

Amount. If you choose "Support total funding level of \$ _____," you will be asked to fill in an amount under **Amount.**

Suggestions:

- **Do** carefully consider the amount being requested.
 - Are you requesting a sustainable funding level?
 - What percentage increase is being requested over the current enacted level?
- **Do** reach out to CJS staff if you are unsure of the President's request level or the current enacted level.

Sample Consolidated CJS Member Letter

The Honorable Hal Rogers
Chairman, Subcommittee on
Commerce, Justice, Science,
and Related Agencies
H-310, the Capitol
Washington, D.C. 20515

The Honorable Matt Cartwright
Ranking Member, Subcommittee on
Commerce, Justice, Science,
and Related Agencies
1036 Longworth HOB
Washington, D.C. 20515

Dear Chairman Rogers and Ranking Member Cartwright,

I write to respectfully request that you consider the following priorities of mine as you draft the Commerce, Justice, Science, and Related Agencies appropriations bill for fiscal year 2025.

1. Language Request – Bill Language

Agency: Department of Justice

Bureau/Component: Bureau of Alcohol, Tobacco, Firearms & Explosives

Account/Program: Salaries and Expenses

Title: Transfer of ATF Authority

To prohibit funds from being used to transfer a duty or responsibility of the ATF to any other agency or department, I ask that you include the following proviso: “Provided further, *That no funds made available by this or any other Act may be used to transfer the functions, missions, or activities of the Bureau of Alcohol, Tobacco, Firearms and Explosives to other agencies or Departments.*”.

2. Program Request

Agency: Department of Justice

Bureau/Component: Community Oriented Policing Services

Account/Program: Regional Information Sharing Activities

General Support

I support funding for regional information sharing activities. Regional information sharing grants assist local, state, federal, and Tribal criminal justice partners by providing adaptive solutions and services that facilitate information sharing, support criminal investigations, and promote officer safety.

3. Community Project Funding Request

Agency: Department of Justice

Bureau/Component: Community Oriented Policing Services

Account/Program: Technology and Equipment

I am requesting \$200,000 for a 911 radio communications upgrade and dash cameras project for the Erie County Sheriff's Office. \$200,000 will support the purchase of 10 replacement repeaters and 5 dashboard cameras.

Thank you for your hard work in support of the programs in the jurisdiction of the Commerce-Justice-Science subcommittee. I understand that in an era of record debt and deficits, all federal programs – including those funded by your subcommittee – must be examined for potential cost savings. Please let me know if I can be of assistance to you as you work to complete the Commerce, Justice, Science, and Related Agencies appropriations bill for fiscal year 2025.

Sincerely,

John Doe
Member of Congress