



Guide to Federal Community Project Funding Fiscal Year 2025

Office of Congresswoman Chellie
Pingree

Each year, the United States Congress considers and enacts annual appropriations bills that provide the federal government with the funding it needs to operate. These appropriations bills fund numerous activities, including medical research, clean air and water programs, and national defense. As a member of the House Appropriations Committee since 2013, I'm proud to fight for federal assistance to support communities across Maine.

The Fiscal Year 2025 appropriations process will permit the House of Representatives to fund specific projects in the form of **Community Project Funding**, sometimes known as "earmarks". This process will allow Members of Congress to submit a limited number of local projects to the Committee for funding consideration.

This introductory guide is intended to help you determine whether your project may be eligible for Community Project Funding and provide an overview of the submission process. My staff is available to assist you throughout this process; once you have reviewed this document, please don't hesitate to contact my office at pingree.CPF@mail.house.gov or call (207) 774-5019 with questions or concerns.

Thank you for your interest – I look forward to hearing from you!

A handwritten signature in blue ink, appearing to read "Chellie Pingree".

Congresswoman Chellie Pingree

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Community Project Funding

Community Project Funding (CPF) is generally defined as a spending provision in federal appropriations legislation that provides a designated amount of discretionary funding to a specific entity for a specific purpose.

Under current rules, the entity must be a state or local unit of government or eligible nonprofit organization, as allowed under federal law and Committee guidance. Each submission must meet statutory requirements for the federal program through which it is funded, along with additional House Appropriations Committee requirements outlined below. Please note that, under the new House Republican leadership, **many of these requirements have significantly changed** from prior years and are different from Senate requirements.

Members of Congress will only be able to submit **a total of 15** CPF requests to the House Appropriations Committee for consideration in Fiscal Year 2025.

Unfortunately, this limitation likely means that our office will receive many more eligible and worthy requests for funding than we can support. We sincerely appreciate your understanding and hope to have the opportunity to support a larger number of projects in future years.

The deadline for submitting FY25 CPF requests to Congresswoman Pingree's office is 6pm on **Tuesday, April 30th, 2024**. We understand and apologize for the very quick timeline; House Republicans have given us just one week in total to assemble and submit our requests.

Submitting a CPF Request

Please consider this guide and the Frequently Asked Questions section as a starting point. We can provide specific assistance with your submission and help answer any questions you may have.

- **Determine project eligibility.**
 - A limited number of federal funding streams (known as “accounts”) will be eligible for Community Project Funding. This guide includes a list of eligible accounts with brief descriptions for your review. Please note that the list of eligible appropriations is more limited than what was eligible through the Senate process this year.
 - If you identify an account that may be a fit for your project and have further questions, please reach out to our office for more detailed information about eligibility.

- **Gather necessary documentation.**
 - The House Appropriations Committee requires a significant amount of information to properly vet CPF submissions. High quality, complete responses are essential to advancing your request.
 - Requirements include:
 - Information about the requesting entity, including a confirmation of the entity’s eligibility.
 - Full description of the project and a justification for use of federal funds.
 - Full description of the project’s budget, including total project cost, amount requested, and use of any additional funding streams.
 - Plans to meet project matching or cost-share requirements, if applicable.
 - Demonstration of community engagement with the specific project.
 - Examples include but are not limited to: letters of support from elected officials; city or town council resolutions; press articles highlighting need for the project; support from newspaper editorial boards; and state or local

planning documents referencing the project. We will request this documentation in a combined pdf format.

- Additional information specific to the account.
- Congresswoman Pingree will also be required to certify that neither she nor her immediate family have a financial interest in the project.
- **Submit the request through our Google Form.**
 - The deadline for submitting CPF requests to our office is 6pm on **Tuesday, April 30th.**
 - You can access the submission form on our website at <https://pingree.house.gov/communityprojectfunding/>
 - In addition to the form, please submit all supplemental materials in one PDF to Pingree.CPF@mail.house.gov.
 - Please label this PDF as follows:
FY25_CPF_[organization/municipality name]
 - For example: FY25_CPF_City of Waterville
 - If you are making multiple applications to our office, specify Project Title after your organization/municipality name
 - For example:
 - FY25_CPF_City of Waterville_Sewer Restoration;
 - FY25_CPF_City of Waterville_Bridge Repairs
 - We encourage you to review the submission form questions and prepare answers ahead of time; the form will not save your answers if you close out before submitting.
 - Please note that the Community Project Funding requests selected for submission by Congresswoman Pingree will be made public to ensure transparency and accountability.

Frequently Asked Questions

I see multiple accounts that might be a good fit for my project; how do I decide which to apply to?

It's important that you read through all the available FY25 CPF accounts, plus the accompanying guidance language, and narrow things down as best you can. If you are torn between two accounts, call our office and we can help you think through deciding which account to apply to. That said, we cannot review draft applications to offer feedback prior to an official application.

Please note that eligibility requirements are different between the House and the Senate, even within the same account, so you should confirm your plans with us even if you have already spoken to one of the Senators' offices.

Have there been significant eligibility changes from prior years?

House Republican leadership has determined that only governmental entities and public institutions of higher education will be eligible under the HUD Economic Development Initiatives account in FY2025. Further, prohibitions on "museums, memorials, or commemoratives (i.e., projects named for an individual or entity)" across all accounts will continue. We are deeply disappointed by these arbitrary decisions and will continue to press for changes in future years.

Can I request funding for "bricks and mortar"?

Yes, as long as the project is eligible based on the statutory requirements of the appropriate account. Popular "bricks and mortar" accounts include EPA State and Tribal Assistance Grants and HUD Economic Development Initiatives.

Do all accounts have matching or cost-share requirements?

It varies depending on the statutory requirements for each account, which all projects will be expected to meet. Account descriptions below include additional information about matching and cost-share requirements.

How important are examples of community engagement?

The House Appropriations Committee has emphasized that demonstrating community support for your specific project is essential to a successful submission. You are welcome to submit as much evidence as you'd like, but we would recommend submitting at least two to three examples.

How much funding should I request?

This will vary by account based on guidance from the House Appropriations Committee. Staff can advise on an appropriate range, depending on the account. Generally, you should not request more assistance than you need or can realistically be spent in the upcoming fiscal year.

If my project is funded, will I receive the full amount I requested?

It is possible to receive a portion of the requested amount. These decisions are made at the discretion of Committee leadership and can depend on the total amount of funding available for Community Project Funding.

Should I submit my request to multiple members of the Maine delegation?

The entire delegation is committed to coordinating efforts to secure funding for Maine-based projects. As the House and Senate have different deliberation processes, you are welcome to submit project requests to Maine’s Senators in addition to Congresswoman Pingree. Please note that the Senate deliberation process has been completed for FY25; information developed for the Senate process will largely be applicable to completing an application through the House.

If your project is located in the 2nd Congressional District, we encourage you to reach out to Congressman Golden’s office for more information about their CPF submission process.

How will you choose which 15 projects to submit to the Committee?

With such a limited number of submissions, our office will likely receive many more eligible and worthy requests for funding than we can ultimately support. Our process will prioritize requests that fulfill each requirement and provide strong justifications for the need for federal funding.

If you submit my request to the Committee, will it be approved? When will I know?

The House is expected to begin consideration of FY25 appropriations bills this summer. However, community projects are not finalized until their respective bills pass the House and Senate and are signed into law. Though FY25 is set to begin on October 1, 2024, final negotiations may stretch beyond that date. FY24’s appropriations process was not complete until March 2024 so please keep that in mind if your funding need is especially urgent.

All of Congresswoman Pingree’s CPF requests were funded and signed into law in FY22, FY23, and FY24. While we cannot guarantee the same in FY25, we’re hopeful for a similar result.

What if I miss your request deadline?

Unfortunately, the timeline for submissions this year is especially compressed. Given that we will have very limited time to consider requests before our final submissions to the Committee are due, we cannot accept requests after our deadline on April 30th at 6pm.

Are Community Project Funding submissions publicly disclosed?

Yes, there are significant transparency requirements for CPFs. Information about each of our submissions will be posted on our website, along with a certification provided by our office that Congresswoman Pingree and her immediate family have no financial interest in any of the projects.

Selected projects will also be listed prominently within the legislation and throughout the appropriations process.

Overview of Eligible Appropriations Accounts in FY25

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

- **Agricultural Research Service (ARS) Buildings and Facilities:** Funds the repairs, renovation, or replacement of ARS-owned or funded laboratories and facilities.
- **Natural Resources Conservation Service (NRCS) Conservation Operations:** Funds projects to reduce soil erosion, improve soil health, enhance water supplies, improve water quality, increase wildlife habitat, and reduce damage caused by floods and other natural disasters. *Nonprofit applicants are not considered eligible under this account.*
- **Rural Development (RD) Distance Learning and Telemedicine Grants:** Helps rural communities acquire the technology and training necessary to connect educational and medical professionals with students, teachers, and patients in rural areas. *15% matching requirement.*
- **Rural Development (RD) ReConnect Grants:** These funds facilitate broadband deployment in rural areas. Funding can be used for construction, improvement, or acquisition of facilities and equipment needed to provide broadband service to rural areas without sufficient broadband access. *25% matching requirement.*
- **Rural Development (RD) Rural Community Facility Grants:** These funds help to purchase, construct, or improve essential community infrastructure like health care facilities, public safety facilities, or educational services. *These funds may be subject to a cost-share requirement.*
- **Rural Development (RD) Water and Waste Disposal Grants:** Helps finance the acquisition, construction or improvement of drinking water sourcing, treatment, storage and disposal; sewer collection, transmission, treatment and disposal; solid waste collection, disposal and closure; and storm water collection, transmission, and closure. *25% matching requirement.*

Commerce, Justice, Science, and Related Agencies

- **National Institute of Standards and Technology (NIST) Scientific and Technical Research and Services:** Funds activities consistent with and supportive of NIST's mission, including as STEM education activities, scientific research, or other activities that support American manufacturing and industry. *Building construction or renovation is not considered an eligible use under this account.*
- **Department of Justice (DOJ) Byrne Justice Assistance Grants:** These grants assist state, local, and tribal law enforcement efforts to prevent crime, improve the criminal justice system, and provide support services.
- **Department of Justice (DOJ) Community Oriented Policing Services:** These grants help state, local, and tribal law enforcement develop and acquire technologies to prevent, investigate, and respond to crime. *Nonprofit applicants are not considered eligible under this account. Building construction or renovation is not considered an eligible use of these funds.*

- **National Oceanic and Atmospheric Administration (NOAA) Coastal Zone Management:** This funding supports the protection, restoration, and responsible development of our nation’s diverse coastal communities and resources. *These funds may be subject to a cost-share requirement.*
- **National Aeronautics and Space Administration (NASA) Safety, Security, and Mission Services:** This funding helps manage NASA, assists with operation and maintenance of NASA Centers and facilities, and provides oversight for all NASA programs. *Building construction or renovation is not considered an eligible use under this account.*

Energy and Water Development, and Related Agencies

- **Army Corps of Engineers**
 - **Investigations:** Funds for authorized projects and programs, preconstruction engineering and design work.
 - **Construction:** Funds construction, reconstruction, continuing authorities programs, environmental infrastructure assistance, major rehabilitation, dam safety assurance, dredge material disposal facilities, and deficiency correction of projects.
 - **Mississippi River:** Funds projects and programs on the Mississippi River main stem and its tributaries.
 - **Operations and Maintenance:** Funds operation and maintenance of infrastructure and navigation improvements managed by the U.S. Army Corps of Engineers.
- **Bureau of Reclamation Water and Related Resources:** Funds construction and maintenance of most of the large dams and water diversion structures in the 17 conterminous U.S. states west of the Mississippi River.

Homeland Security

- **Federal Emergency Management Agency (FEMA) Pre-Disaster Mitigation Grants:** Funds support state and local governments, tribes, and territories through capacity and capacity-building to enable them to identify mitigation actions and implement projects that reduce risks posed by natural hazards and provide a significant opportunity to reduce future losses. *Must meet [requirements](#) of FEMA Notice of Funding Opportunity for Building Resilient Infrastructure and Communities (BRIC). The Maine Emergency Management Agency (MEMA) must submit application to FEMA and serve as the administrative agent for the grant. 25% cost-share requirement.*
- **Federal Emergency Management Agency (FEMA) Emergency Operations Center Grants:** Funds emergency management improvement and preparedness capabilities. *Must meet [requirements](#) of FEMA Notice of Funding Opportunity. The Maine Emergency Management Agency (MEMA) must submit application to FEMA and serve as the administrative agent for the grant. 25% cost-share requirement.*

Interior, Environment and Related Agencies

- **Environmental Protection Agency (EPA) Water Infrastructure Grants:** Funds wastewater and drinking water infrastructure projects, including construction of and modifications to municipal sewage treatment plants and drinking water treatment plants. *Nonprofit applicants will be considered on a case-by-case basis. 20% cost-share requirement.*

Military Construction, Veterans Affairs, and Related Agencies

- **Department of Defense (DOD) Construction and Unspecified Minor Construction–Active Components:** Projects include construction, installation, equipment of temporary or permanent public works, military installations, and facilities within the following units. *Eligible projects must be identified by the DOD as part of its Unfunded Requirements/Unfunded Priorities Lists or Future Year Defense Program projections.*
 - Army
 - Navy
 - Marine Corps
 - Air Force
 - Defense-Wide
- **Department of Defense (DOD) Construction and Unspecified Minor Construction–Reserve Components:** Projects include construction, expansion, rehabilitation, and conversion of facilities for training and administration within the following units. *Eligible projects must be identified by the DOD as part of its Unfunded Requirements/Unfunded Priorities Lists or Future Year Defense Program projections. Some Reserve Component projects require a State funding match.*
 - Army National Guard
 - Air National Guard
 - Army Reserve
 - Navy Reserve
 - Air Force Reserve

Transportation, Housing and Urban Development, and Related Agencies

- **Department of Transportation (DOT) Highway Infrastructure Projects:** Funds capital projects or certain project-specific design eligible under DOT's Surface Transportation programs, including construction, repair, and replacement of roads and bridges. *These funds may be subject to a cost-share requirement.*
- **Department of Transportation (DOT) Transit Infrastructure Projects:** Funds a wide variety of capital projects or certain project-specific planning and design relating to public transit.

- **Department of Transportation (DOT) Airport Improvement Program:** Funds to improvements to airports, including enhancing safety, capacity, and mitigating environmental concerns. *These funds may be subject to a cost-share requirement.*
- **Department of Transportation (DOT) Port Infrastructure Development Program:** Funds to improve the safety, efficiency, or reliability of the movement of goods through ports and intermodal connections to ports. *These funds may be subject to a cost-share requirement.*
- **Department of Transportation (DOT) Consolidated Rail Infrastructure and Safety Improvements:** Funds to assist in financing improvements to passenger and freight rail transportation systems. *These funds may be subject to a cost-share requirement.*
- **Housing and Urban Development (HUD) Economic Development Initiative:** Funds for economic and community development activities, including land or site acquisition, demolition or rehabilitation of housing or facilities, construction, and capital improvements of public facilities. Certain projects will not be considered eligible, including health care facilities and venues strictly for entertainment or recreational purposes. *Only governmental entities and public institutions of higher education are eligible for these funds.*