**Office of Congresswoman Deborah K. Ross**

**FY2026 Homeland Security Appropriations**

**Community Project Request Form**

Return completed form and required documentation to: CommunityProjects.Ross@mail.house.gov

**Due Date for this Request Form: Thursday, April 24, 2025 at 6:00PM EST**

**Due Date for Letters/Evidence of Community Support (in a single PDF): Monday, April 28, 2025 6:00PM EST**

*If you have any questions about guidelines or eligibility for your submission, please contact Tom Koester at* *tom.koester@mail.house.gov*

*Note: Projects cannot be designated for private individuals or for-profit entities. Memorials, museums, and commemoratives will not be considered. The Subcommittee will only accept legally eligible requests under the following accounts:*

* *FEMA—Pre-Disaster Mitigation Grants*
* *FEMA—Emergency Operations Center Grants*

*Please review the purpose and eligibility requirements, including any* [*environmental and historic preservation requirements*](https://www.fema.gov/grants/guidance-tools/environmental-historic)*, for these two grant programs. To be considered, the project must be legally eligible for grants under these accounts and comply with all applicable laws, rules, and regulations related to the specific grant program. If you have questions about the appropriations community project submission process, please contact* *Tom.Koester@mail.house.gov* *to discuss. Incomplete project requests will not be considered by the Committee.*

*The PDM and EOC grant programs have cost-share requirements. Federal funding is available for up to 75 percent of the eligible activity costs. The remaining 25 percent of eligible activity costs must generally be derived from non-federal sources. The non-federal cost-share contribution is calculated based on the total cost of the proposed activity. For example, if the total cost is $100,000 and the non-federal cost-share is 25 percent, then the non-federal contribution is $25,000. For PDM grants, small, impoverished communities are eligible for up to a 90 percent federal cost-share for their mitigation planning and project sub-applications in accordance with the* [*Stafford Act (42 U.S.C. § 5133(a),(h)(2)).*](https://www.law.cornell.edu/uscode/text/42/5133)

**Entity Requesting Funds** (legal name of the non-federal project sponsor, no abbreviations; non-profits must attach evidence that the organization is a registered non-profit under section 501(c)(3) of the Internal Revenue Code of 1986):

**Primary Point of Contact** (name, email, phone number, organization address):

**Project Priority** (if non-federal sponsor is submitting more than 1 project):

**Legally Eligible Account for Project Request** (PDM or EOC):

**Short description of the project to appear in the report** (eg**:** $95,000 for an Esparza Beach Police Department body camera project)**:**

**Complete Description of Project** (limit 1000 characters, including spaces):

**Total Project Cost** (including breakdown of federal/non-federal shares):

**Requested Amount:**

**Provide detailed budget information as to how the funding is anticipated to be spent** (attach budget if necessary).

**Explanation of the request, including an explanation of why this is a good use of taxpayer funds:**

**Please provide a specific legal citation of the authorization in law of this project and include a written statement describing the federal nexus for the requested project.**

**Please indicate whether you have submitted a request for this same project to any other Member of Congress, if so, please list the Members and staff points-of-contact:**

**Please attach a single PDF with evidence of project merit and community support.**

**Please attach a PDF with a longer, detailed project description for each PDM or EOC request. For each project description, please include a detailed budget describing how the requested federal funding will be used and confirm the ability of the requesting entity to meet the cost-share requirement.**

**Pre-Disaster Mitigation Projects**

FEMA’s PDM grants assist state, local, tribal, and territorial governments with planning and implementing sustainable, cost-effective measures to provide long-term, permanent risk reduction to individuals and property from future natural hazards, such as floods and wildfires, while reducing reliance on federal funding for future disasters.

For PDM grant requests, the database includes specific eligibility questions to ensure the proposed project meets FEMA’s requirements as detailed in the most recent [Notice of Funding Opportunity (NOFO).](https://www.grants.gov/web/grants/view-opportunity.html?oppId=340685) The subcommittee encourages entities to consult with their [State Hazard Mitigation Officers](https://www.fema.gov/grants/mitigation/state-contacts) when answering the questions in the database.

For any PDM projects designated for funding in the FY 2026 Homeland Security Appropriations Act, the respective State or Territorial Administrative Agency, or Tribal government, must submit an application to FEMA and serve as the administrative agent for the grant on behalf of the entities responsible for the project (grant subrecipients).

CPF funding in the FY 2024 House bill ranged between $75,000 and $10,000,000 for individual PDM grants.

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

Supplemental Questions:

1. **Is this project being requested by a state, tribal government, local government, or territory as defined in the** [**Stafford Act**](https://www.fema.gov/sites/default/files/documents/fema_stafford_act_2021_vol1.pdf) **(42 U.S.C. § 5122(4),(6),(8))?**
2. **Do you have a letter from the appropriate State or Territorial Administrative Agency, or Tribal government, confirming project eligibility and their willingness to administer the grant?**
3. **Is the proposed project eligible under the most recent Notice of Funding Opportunity (NOFO) for the PDM grant program?**
4. **Can the requesting jurisdiction provide the required non-federal cost share (25% of total eligible activity costs, or 10% for small, impoverished communities), as detailed in the NOFO?**
5. **If less than the requested amount is provided as the federal share, would additional state, local, or other eligible funding sources be available to support the project?**
6. **What is the minimum amount of federal funding needed for the project to advance if it is not feasible to fund the full federal cost share of the total project cost?**
7. **Can the requesting jurisdiction provide** [**a Benefit-Cost Analysis (BCA)**](https://www.fema.gov/grants/tools/benefit-cost-analysis) **or other documentation that validates cost-effectiveness, which is defined by FEMA as having a BCA of 1.0 or greater? A non-FEMA BCA methodology may only be used if preapproved by FEMA in writing.**
8. **Does the total project cost reflect federal and non-federal resources?**
9. **Is the proposed activity is consistent with the current FEMA-approved multi-hazard mitigation plan in compliance with** [**44 CFR Part 201**](https://www.ecfr.gov/current/title-44/chapter-I/subchapter-D/part-201) **and the local hazard mitigation plan of the jurisdiction in which the project is located?**
10. **If so, what is the FEMA approval date and when will the plan expire?**
11. **Does this request include funding for any unallowable activities for PDM grants (e.g., dredging waterways; the purchase of emergency vehicles and equipment)?**
12. **Describe how the proposed activity expands mitigation capacity rather than repair and maintenance of existing capacity.**
13. **How will the project provide long-term, permanent risk-reduction, as opposed to simply supporting short-term, temporary emergency protective measures?**
14. **Describe how the activity supports the needs of people disproportionally at risk of harmful impacts of natural disasters.**
15. **Does the recipient specifically encourage the adoption and enforcement of the latest disaster resistant building codes?**
16. **Provide a clear and detailed description of the proposed mitigation activity.**
17. **How will the mitigation activity be implemented?**
18. **Who will manage and complete the mitigation activity?**
19. **What risks will remain from natural hazards after project implementation (i.e., residual risk)?**
20. **How does the activity reduce the risk to individuals and property for future natural hazards, while reducing reliance on federal funding for future disasters?**
21. **Has the project been submitted, selected, or awarded funding in current or previous Pre-Disaster Mitigation (PDM), Building Resilient Infrastructure and Communities (BRIC), 7 Flood Mitigation Assistance (FMA), or Hazard Mitigation Grant Program fiscal year grant cycles?**
22. **If so, what is the subgrant ID, or which grant program and fiscal year was the application submitted, selected, or awarded funding?**
23. **Have you consulted with state, county, or local emergency management officials, or with FEMA about the proposed project?**
24. **If so, please provide the name of the official, the agency they represent, and their contact information.**

**Emergency Operations Center Grant Program**

FEMA’s EOC grants improve emergency management and preparedness capabilities by supporting flexible, sustainable, secure, strategically located, and fully interoperable [EOCs](https://training.fema.gov/programs/emischool/el361toolkit/glossary.htm#E) with a focus on addressing identified deficiencies and needs. According to the National Fire Protection Association, an EOC is defined as a “facility or capability from which direction and control is exercised in an emergency. This type of center or capability is designated to ensure that the capacity exists for leadership to direct and control operations from a centralized facility or capability in the event of an emergency.”

For any EOC projects designated for funding in the FY 2026 Homeland Security Appropriations Act, the respective State or Territorial Administrative Agency, or Tribal government, must submit an application to FEMA and serve as the administrative agent for the grant on behalf of the entities responsible for the project (grant subrecipients). CPF funding in the FY 2024 House bill ranged between $89,000 and $3,000,000 for individual EOC grants.

Supplemental Questions:

1. **Is this project being requested by a state, tribal government, local government, or territory as defined in the** [**Stafford Act**](https://www.fema.gov/sites/default/files/documents/fema_stafford_act_2021_vol1.pdf) **(42 U.S.C. § 5122(4),(6),(8))?**
2. **Does this request involve construction or upgrading of a multipurpose facility, such as a public safety building or a police/fire station?**
3. **If yes, does this request limit costs to only the square footage directly associate with the EOC and not the entire facility?**
4. **Do you have a letter from the appropriate State or Territorial Administrative Agency, or Tribal government, confirming project eligibility and their willingness to administer the grant?**
5. **Is the proposed project eligible under the most recent Notice of Funding Opportunity (NOFO) for the EOC grant program?**
6. **Can the requesting jurisdiction provide the required non-federal cost share (25% of total eligible activity costs), as detailed in the NOFO?**
7. **Does the total project cost reflect federal and non-federal resources?**
8. **Is the requested federal funding limited to 75% of the total project cost?**
9. **Can the requesting jurisdiction provide the required 25% non-federal cost share?**
10. **If less than the requested amount is provided as the federal share, would additional state, local, or other eligible funding sources be available to support the project?**
11. **What is the minimum amount of federal funding needed for the project to advance if it is not feasible to fund the full federal cost share of the total project cost?**
12. **Have you reviewed the funding restrictions and allowable costs section of the NOFO for EOC grants?**
13. **Does this funding request include unallowable activities for EOC grants (e.g., personnel costs; replacement radios for police, fire, and other response personnel; generators for emergency shelters; any equipment that is portable and does not directly support the functional and operational capabilities of an EOC)?**
14. **Is the proposed project related to a structure or facility that meets the definition of an EOC, to include supporting incident management (on-scene) operations across multiple functional disciplines and/or jurisdictions?**
15. **For EOC projects that involve construction or upgrading of multipurpose facilities, such as public safety facilities, police/fire stations, etc., EOC grants may only be used for those parts of the facility that are directly associated with the EOC. Does the requested federal funding amount reflect the proportionate facility construction cost, which is generally based on the square footage (floor space) of the EOC compared to the square footage of the entire facility?**
16. **Have you consulted with state, county, or local emergency management officials, or with FEMA about the proposed project?**
17. **If so, please provide the name of the official, the agency they represent, and their contact information.**