How to Apply for Community Project Funding / Congestionally Directed Spending
What are CPF/CDS?

• An opportunity for your organization to acquire funds directly from Congress

• These are ways for members of Congress to allocate specific funds to projects in their districts or states through the appropriations process

• Individual members of Congress submit requests to the US House or Senate Appropriations Committee for inclusion in the final appropriations bills

• Similar processes in both chambers, but different names:
  • "Congressionally Directed Spending" (CDS) is in the US Senate
  • "Community Project Funding" (CPF) are in the US House
Application deadlines vary for each member of Congress but revolve around the timeline below.

| Members of Congress Submit Project Requests | March 24-31, 2023 (House) March 30-April 12, 2023 (Senate) |

Specific deadlines for application must be acquired from your members of Congress.
Step 1: Reach out to Your Members of Congress

• Each Congressional office determines if and how they will collect requests. Different offices will have different application templates, submission information, and deadlines.

• Call your member’s office and ask for a staff contact handling Community Project Funding applications (in the US House) or Congressionally Directed Spending Requests (in the US Senate).

• Find your Representative in the US House: www.house.gov/representatives/find-your-representative

• Find your Senators: www.senate.gov/senators/senators-contact.htm
Step 2: Get the Basic Information

- Ask your member of congress' office:
  - What is the deadline for applications?
  - How and where do I submit applications?
  - Do you have any written guides, webinars, information sessions, or other resources that will help as applications are written?
  - Is there any other information I need to know before submitting an application?
  - Who is the staff contact for CPS/CDS requests?
Step 3: Determine Project Eligibility

- Projects must be eligible under a specific “account” in the relevant Appropriations bill. Your member of Congress’ office will help you determine which account your project could be funded under.

Key Things to know:
- Project funds must be spent within one Federal Fiscal Year (October 1, 2023 – September 31, 2024)
- Projects located within a Member of Congress' district or state, carried out by organizations from that district or state, will be prioritized.
Step 4: Collect Proof of Community Support

Demonstrating local community support is key to a successful application.

This includes:

• Letters of support from community leaders (mayors, city council members)
• Data highlighting the need for the project
• State intended use plans, community development plans, or other publicly available planning documents that list your project as a need or priority
• Resolutions passed by city councils or boards
• Statements of support from local newspapers, editorial boards, etc.
Step 5: Write Your Application

This will include:

• Information on your organization

• Description of proposed project

• Project budget information

• Demonstration of community support

Be sure to REVIEW and SUBMIT your application
Examples of Eligible Projects

Example: Community Development Fund -Economic Development Initiative (EDI) Projects within the: Transportation, Housing and Urban Development, and Related Agencies Appropriations Bill

Projects eligible fall under Community Development Block Grant (CDBG) Criteria, this includes

• Public or non-profit housing rehabilitation, housing development financing, residential conversions, and neighborhood revitalization projects, which would increase housing supply and/or improve housing affordability in the local community
Resources

- **US House-specific:**
  - Successful applications for FY23
  - Subcommittee Guidance
    - Agriculture, Rural Development, Food and Drug Administration, and Related Agencies
    - Commerce, Justice, and Science, and Related Agencies
    - Energy & Water Development and Related Agencies
    - Homeland Security
    - Interior, Environment, and Related Agencies
    - Military Construction, Veterans Affairs, and Related Agencies
    - Transportation, Housing, and Urban Development, and Related Agencies
      - Airport Improvement Program
      - Highway Infrastructure Projects
      - Transit Infrastructure Projects
      - Economic Development Initiative
  
- **US Senate-specific:**
  - Successful applications for FY23
  - Guidance from the US Senate Appropriations Committee, including lists of all eligible accounts

- **General:**
  - NALCAB’s January 2023 webinar “New Opportunities 2023: Federal Funding, Advocacy & Congressional Updates” [recording](#) and [slides](#)
  - NALCAB’s April 2022 webinar “Opportunities to Advance the Economic Mobility of Latinos in the Federal Budget” [recording](#) and [slides](#)
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