



NATIONAL
ASSOCIATION FOR
LATINO
COMMUNITY
ASSET
BUILDERS

How to Apply for Community Project Funding / Congressionally 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



Timeline



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)
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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 30, 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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