

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,
AND RELATED AGENCIES***

**Port Infrastructure Development Program
Department of Transportation (DOT)
Guidelines and Requirements for Appropriations Submissions**

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

Port Infrastructure Development Program projects are projects eligible under [Section 54301 of title 46](#), United States Code, as amended by title XXXV of division C of the National Defense Authorization Act for Fiscal Year 2024.

The Subcommittee will only fund projects that meet eligibility criteria and will be administered by eligible applicants, as described by statute. As a reminder, funding may not be directed to for-profit recipients. Due to the limited amount of total CPF funding, priority will be given to projects at small inland river and coastal ports and terminals, as described in 46 U.S.C. 54301(b), and to discrete, smaller-scale projects at larger ports and intermodal connections to ports.

This program has a statutory non-Federal matching requirement, with potential exceptions for small and rural area ports. Applicants should review 46 USC sections 54301(a)(8) and 54301(b) for more information on these cost-share requirements before submitting requests for funding. Note that recipients are also required to comply with reviews and audits from the Department of Transportation.

Additionally, these projects may be subject to various Federal requirements such as Buy America and the National Environmental Policy Act. The Committee strongly encourages Members' offices and potential funding recipients to reach out to their local port authorities and the Maritime Administration's [Gateway Offices](#) to help determine the eligibility and viability of projects.

For each Port Infrastructure Development Program project request, Members will need to provide specific information through the electronic submission process. The database will include the questions below to assist the Subcommittee in vetting and selecting projects.

Demonstration of Community Support:

Demonstration of community support for a project is crucial for determining whether it should receive funding. Projects must have substantial evidence of community support to be considered for funding. Community support documentation can include: letters from elected officials and community groups, local transportation or community development plans, publications (including news articles), and any other documents that demonstrate public support for the project.

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**Community Project Funding Supplemental Questions in the Database for Port
Infrastructure Development Projects:**

1. Project Name. A short name by which the project may be identified, including a very brief description of how the funds will be used.

EXAMPLE: *Terminal 2 Expansion and Emissions Reduction Project, City, State, Congressional District.*

NOTE: The project name and location will be used to list the project in the House Report and should be as accurate as possible to ensure that the funding goes to the correct project and location. Any changes after enactment will require additional legislative actions.

2. General description and benefits of the project and why it is needed.
3. Is the project at a small port, as described under 46 USC 54301(b)?
4. Is the project in a rural area, as described under 46 USC 54301(a)(12) – an area that is outside of a Census-designated urbanized area?
5. If the request is for a phase of a larger project, describe all other phases and how this request relates to the entire project.
6. Has the recipient engaged in discussions with the Maritime Administration and received assurances that the project is eligible under applicable statutes?
7. Please provide a history of any federal funding already received or approved for the project.
8. Does the project have other public (state, local) and/or private funds committed to meet match or cost-share requirements? If so, what is the source and amount of those funds?

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**TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE CERTIFICATIONS AND
FEDERAL NEXUS STATEMENTS**

To comply with House rule XXIII, clause 17, and Committee guidance, below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany **each** Community Project Funding request:

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 _____, 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 authorized by 46 USC 54301.

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

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on **Friday, May 17, 2024**. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

Questions: If you have any questions about Community Project Funding eligible for Port Infrastructure Development Program, please email TH.MemberRequests@mail.house.gov and include “Port Infrastructure Development Program Projects” in the subject line.