

SENATE APPROPRIATIONS COMMITTEE
FY24 PROCEDSS GUIDANCE TO SENATORS
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U.S. Senate Committee on Appropriations
Subcommittee on Agriculture, Rural Development, Food and Drug Administration,
and Related Agencies
FY 2024 Member Requests

Martin Heinrich, Subcommittee Chair

Open Season: March 20, 2023 to March 31, 2023 at 5:00 pm	
Majority Liaison	Rachel Erlebacher, 202-224-4494
Minority Liaison	Ann Tait Hall, 202-224-4243
Deadline for Submitting Requests	Friday, March 31, 2023 at 5:00 pm
Publish CDS Requests on Website	Monday, April 17, 2023
Subcommittee Guidance	
Accepting CDS requests?	Yes
Prioritization of Requests?	Yes
Bulk Copy Permitted?	Yes
Signed Letter Format?	Minimal Cover Letter appropriate
Hard Copy Delivery?	Not required

Agriculture Subcommittee Guidance

Whether you are requesting programmatic items or CDS, Member requests for the Agriculture Subcommittee must be in priority order.

Guidance on Submitting Requests for Congressionally Directed Spending (CDS)

The Ag Subcommittee will accept CDS requests for the following accounts:

- Agricultural Research Service, Building and Facilities (ARS B&F)
- Animal and Plant Health Inspection Service, Salaries and Expenses (APHIS S&E)
- Natural Resources Conservation Service, Watershed and Flood Prevention Operations (WFPO)
- Rural Development, Community Facilities grants
- Rural Development, Distance Learning, Telemedicine, and Broadband Program (DLT) grants

Following enactment of the FY24 funding bill, CDS recipients must apply for funding through the normal agency application process.

Members must certify that a recipient of a CDS can meet ALL program requirements including cost-share or matching requirements. Below are specific requirements for accounts through which Members may make CDS requests. The Subcommittee will not fund CDS items if a recipient *CANNOT* meet all program requirements.

Agricultural Research Service, Buildings and Facilities:

- Requests for ARS B&F may only include funding for existing facilities or facilities where funding has been provided in the past.

APHIS Salaries and Expenses:

- Must meet environmental review requirements (i.e. NEPA and ESA).
- While the entire S&E account is open for CDS requests, below are the line items within the account that are most compatible with CDS:
 - Field Crop & Rangeland Ecosystems Pests
 - Pest Detection
 - Plant Protection Methods Development
 - Specialty Crop Pests
 - Tree & Wood Pests
 - Wildlife Damage Management
 - Wildlife Services Methods Development
 - Veterinary Diagnostics
 - Equine, Cervid and Small Ruminant Health
- A few APHIS programs have matching requirements:
 - Grasshopper/Mormon Cricket (Field Crop & Rangeland Ecosystems Pests) – this program conducts surveys, provides technical assistance, and conducts suppression activities. When conducting suppression activities, the Plant Protection Act dictates the Federal percentage of control costs and cost-sharing for other parties. The Federal government pays the total cost of suppression on Federal land (including most tribal trust lands), 50 percent of the cost on State land, and 33 percent of cost on private land.
 - Brucellosis (Cattle Health) – this program has a 40 percent match by the States.
 - Wildlife Services – reimbursable service agreements are generally 50/50 cost-share and the States would reimburse for their portion.

WFPO:

- CDS recipients for WFPO must have a local sponsor. Eligible local sponsors include any State, political subdivision, soil or water conservation district, flood prevention or control district, or combinations thereof; any irrigation or reservoir company or water users' association; any Indian tribe or tribal organization.
- Any individual project may not exceed a watershed or sub-watershed size of 250,000 acres. At least 20 percent of the project's benefits must be directly related to agriculture.
- Projects are required to complete a four-step process including:
 - Preliminary feasibility study (PIFR)
 - Watershed Plan development
 - Implementation of Watershed Plan
 - Commencement of construction for authorized watershed conservation
- If a project is a "new start" it is eligible only for PIFR funding at a level of \$55,000. Offices are encouraged to request funding for projects that are nearing the construction implementation phase.
- Requests **must** include the following information in Legi-Mate:
 - List the local sponsor
 - Confirm coordination with the Natural Resources Conservation Service State Conservationist
 - Indicate for which phase of the project funding is requested

Rural Development, Community Facilities Grants:

The following project and applicant eligibility criteria must be met **prior to** a congressionally directed spending request being approved:

The Community Facilities (CF) Grant program has a match requirement on a sliding scale based on community population size. CF Grants can cover up to 75 percent of the total project costs. Rural Development (RD) will verify an applicant's population size from the 2020 census. **In order to determine whether a project is eligible, your office or the applicant is required to reach out to your State RD office.** Contact information for the State RD offices can be found at this link: <https://www.rd.usda.gov/about-rd/state-offices>.

This program will fund **up to** 75 percent of total project costs, with match requirements based on population as follows:

- Maximum of **75 percent** when the proposed project is located in a rural community having a population of **5,000** or fewer
- Maximum of **55 percent** when the proposed project is located in a rural community having a population of **12,000** or fewer
- Maximum of **35 percent** when the proposed project is located in a rural community having a population of **20,000** or fewer

The match requirements are outlined in the CF regulation: [7 CFR 3570.63\(b\)](#). Towns with populations over 20,000 are not eligible for this program.

This program is subject to the Build America Buy America Act requirements which will apply to the total project cost, not just the federal cost-share portion.

In general, CF matching funds must come from a non-Federal source. However, there are two exceptions: (1) sometimes a Federal source will state that it can be used as a match for Federal grants and (2) when a Federal source loses its Federal identity --- such as CDBG funds that are distributed through a Governor's office (not the CDBG entitlement funding) --- a CF project having these funds as part of the capital stack can be a part of the applicant required match.

CDS requests will be considered outside of the CF state allocations. Therefore, the sole cap that will determine the maximum grant assistance is the match requirement as described above. The average CF CDS project size funded in FY23 was \$1,000,000. When considering which CDS requests to submit to the Subcommittee, this is a good baseline to use.

In order to best determine the eligibility of the request, the following information must be provided in Legi-Mate:

- Recipient
- Intended use of funds and how the completed construction/acquisition will be used (in "Project Detail" box in Legi-Mate). Please provide as much detail as possible. For example, "the funding will be used to build three new classrooms to teach English." A full list of eligible entities, uses, and limitations can be found here: [7 CFR Part 3570](#).
- Both the requested CDS dollar amount and the total cost of the project (in thousands of dollars)

- Project location

Funds may not be used for the following activities:

- To reimburse funds for projects already constructed/acquired or projects that will be completed by the passage of the final bill.
- To pay initial operating expenses or annual recurring costs, including purchases or rentals that are generally considered to be operating and maintenance expenses (unless a CF loan is part of the funding package).
- To fund facilities to be used primarily for recreation purposes.
- To fund facilities to be used primarily for business entrepreneur purposes.

Applicants must meet environmental review requirements (i.e., NEPA). Applicants must complete an application with RD if awarded a CDS in the final bill. Note: there are several set-asides within the CF grant program, but congressionally directed spending requests will only be eligible for the general CF Grant program.

Due to the complexity of CF grants, all applications should be vetted through your State RD office – the Subcommittee will not consider projects that are ineligible.

RD publishes its grant awards for all its programs on its website: <https://www.rd.usda.gov/about-rd/grant-awards>. Once you download the excel spreadsheet, you can filter for just CF Grants.

Rural Development, Distance Learning and Telemedicine Grants:

The following project and applicant eligibility criteria must be met **prior to** a congressionally directed spending request being approved:

- There is a flat 15 percent match (matching funds cannot come from another Federal source).
- Full list of eligible entities, uses, and limitations can be found here: [7 CFR Part 1734 Subpart A and B](#).
- The maximum grant size is \$1,000,000.
- Reminder, even though for-profit entities are eligible for this program, they are not eligible for congressionally directed spending requests.
- **Broadband deployment is not an eligible use of funds for DLT.**
- Applicants must complete an application with RD if awarded a CDS in the final bill.

For both CF Grants and DLT Grants, State RD directors and local specialists are available to answer specific questions regarding eligibility of a proposed project. You can find their contact information at this link: <https://www.rd.usda.gov/about-rd/state-offices>. In addition to Members certifying that the matching requirements will be met, offices must also certify that the potential recipient has contacted their State RD office and confirmed the proposed project meets the program's eligibility requirements.

Please contact Rachel Erlebacher (rachel_erlebacher@appro.senate.gov) with the Majority or Patrick Carroll (patrick_carroll@appro.senate.gov) with the Minority if you have additional questions about the program or how to reach the appropriate contacts at USDA and/or your State RD office.

U.S. Senate Committee on Appropriations
Subcommittee on Commerce, Justice, Science, and Related Agencies
FY 2024 Member Requests

Jeanne Shaheen, Subcommittee Chair
Jerry Moran, Subcommittee Ranking Member

Open Season: March 20, 2023 to April 5, 2023 at 5:00 pm	
Majority Liaison	Angela Caalim, (202) 224-5202
Minority Liaison	Ann Tait Hall, (202) 224-4243
Deadline for Submitting Requests	Wednesday, April 5, 2023 at 5:00 pm
Publish CDS Requests on Website	Thursday, April 20, 2023
Subcommittee Guidance	
Accepting CDS requests?	Yes
Prioritization of Requests?	Yes
Bulk Copy Permitted?	Yes, for programmatic
Signed Letter Format?	As per Subcommittee guidance
Hard Copy Delivery?	Not Required

Commerce, Justice, Science, and Related Agencies (CJS) Subcommittee Guidance

Prioritization

The CJS Subcommittee requires Members to prioritize CDS and programmatic requests together in Legi-Mate. Please note that the prioritization of your CDS requests does not need to be made publicly available. Should you have questions, please contact the Subcommittee staff for further direction.

Programmatic Requests

Programmatic requests must include **ALL** of the following information:

- Specific department or agency
- Appropriations account
- Program, project, or activity
- Amount, if any, requested by the Member
- Amount, if any, requested in the President's FY 2024 Budget Request
- Amount, if any, included in the FY 2023 enacted bill
- Brief explanation justifying the request
- A draft of the proposed bill language, report language, or both
- For group letters, the Members' names must be printed beneath each digital or carbon signature
- Staff contact name, email address, and direct phone number

The Subcommittee welcomes suggestions to reduce funding for specific activities to offset any proposed increases, and offices should provide details on these reductions and offsets accordingly in the "Justification" field.

Congressionally Directed Spending (CDS) Requests

The Subcommittee will accept requests for CDS. CDS requests should fund local projects that further the missions of CJS agencies by increasing the understanding of the oceans and the atmosphere, protecting our communities, and promoting space- or standards- related science. Funding recipients must be governmental or non-profit entities, and requesting Members must comply with Senate Rule XLIV, meet Committee transparency requirements, and certify the

recipients are not for-profit companies, as described in the Committee General Guidance document.

CDS requests must include **ALL** of the following information:

- Project Name – Please include only a short description of the project in this field – and not the project’s location or recipient name – to avoid redundancy, as the “Project Name” field is next to the “Location” and “Recipient” fields.

Example:

- Correct –
Public Safety Communications Equipment Upgrade
 - Incorrect –
Town of X Police Department Public Safety Communications Upgrade
- Project Purpose – This is a short description that will appear in CDS disclosure tables. It should not be the name of an existing program, project, or activity but rather a description unique to your CDS request.
 - Project Detail – This description should provide a brief (250 words or less) summary of the project, including its purpose, goals, history and current status, as well as the justification for the project (i.e., why funding is in the interest of taxpayers). The description should explain how the money will be spent (i.e., \$-x- for salaries; \$-x- for programming; \$-x- for equipment; etc.). Be specific when describing the activities and expenditures. The project detail should also state what performance standards will be used to measure whether this project has achieved its objectives. This description must be complete on its own and may not simply incorporate supporting materials by reference. Members may make a lengthier case for proposed CDS spending in the letters submitted to the Subcommittee via Legi-Mate. Within the project detail, please indicate if the project or recipient received CDS funding in FY 2022 or in FY 2023. If so, the request should differentiate the FY 2024 request from the prior year funding and explain how the project will be sustained over time without CDS funding.
 - Member’s Request – The amount of funding requested for the CDS project, in thousands of dollars (\$000). For example, a request for \$1 million would be entered as \$1,000.
 - Project City or County / Project State – The name of the city or county and state where the project will take place. Please note that this information will be included in CDS public disclosure tables.
 - Project Recipient Information – Please include the recipient name, address, and Federal Employer Identification Number (EIN) of the legal entity that will receive the CDS. Please note that the recipient point of contact must be an individual employed by or affiliated with the organization that would administer the Federal funds. Though these contact details will not appear on CDS public disclosure tables, please verify that this information in Legi-Mate is accurate as these details will be shared with the

agencies, should the project be ultimately funded in a final bill.

In addition, Senators may provide a website for the project in the Project Website field. For non-profit entities (as opposed to units of Federal, State, or local government), please provide a Federal EIN for each recipient.

Some Senators may choose to collaborate with other Senators and/or Members of Congress to request the same CDS project. In those instances, Senators should ensure that the “Project Name”, “Project Purpose”, “Recipient Name”, “Recipient POC Name”, “Recipient Mailing Address”, and “Recipient POC Email/Phone” fields are identical among the shared requests.

In an effort to constrain CDS and promote transparency, Senators are encouraged to limit and fully justify their requests. The Subcommittee recommends that CDS projects create private sector jobs, advance research and development, or save lives. CJS CDS projects should not be viewed as continuous funding sources and should be distinct from competitive grant opportunities at the relevant agencies. CDS projects should be viewed as a way to jump start or complete an activity – not sustain it over time. Successful CSD requests will match the project to the authorization or mission of an agency or account and have the support of local officials or communities. The Subcommittee recommends staff examine the Senate [FY 2022](#) and [2023](#) CJS reports for examples of the CDS projects the Subcommittee has supported in the past.

The CJS Subcommittee will accept CDS requests in the following accounts:

- “Department of Commerce; National Institute of Standards and Technology (NIST); Scientific and Technical Research Services (STRS); External Projects”;
- “Department of Commerce; NIST; Construction of Research Facilities; Extramural Construction”;
- “Department of Commerce; National Oceanic and Atmospheric Administration (NOAA); Operations, Research, and Facilities (ORF); Special Projects”;
- “Department of Justice; Office on Justice Programs; State and Local Law Enforcement Assistance; Byrne Discretionary”;
- “Department of Justice; Community Oriented Policing Services (COPS); COPS Law Enforcement Technology and Equipment”; and
- “National Aeronautics and Space Administration; Safety, Security and Mission Support”.

NIST STRS, External Projects. The Subcommittee will accept CDS requests for NIST STRS. Projects should address standards-related research and technology development. Construction projects will not be accepted

NIST Construction of Research Facilities, Extramural Construction. The Subcommittee will accept CDS requests for NIST Extramural Construction projects for non-Federal research facilities, including for projects at research institutions and colleges and universities. However, given the significant investments necessary for construction projects, only a very limited number of projects will be supported on an annual basis. Member office staff are strongly encouraged to contact Subcommittee staff to discuss individual projects prior to submission.

NOAA ORF, Special Projects. The Subcommittee will accept CDS requests for NOAA ORF. Projects should address fisheries, marine mammals, ocean, coastal issues, climate, weather,

atmospheric research, data acquisition, and forecasting programs. Construction projects will not be accepted.

DOJ Byrne Discretionary. The Subcommittee will accept CDS requests for Byrne Discretionary projects. Projects should provide additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice systems. If you have questions about whether a project's nexus to the criminal justice system is sufficient, please contact the Subcommittee. CDS requests funded in a final bill will be subject to the requirements of 2 CFR Part 200 and the [DOJ Grants Financial Guide](#). Allowable costs are those costs consistent with the principles set out in the 2 CFR Part 200, Subpart E, and those permitted by the grant program's authorizing legislation. To be allowable under Federal awards, costs must be reasonable, allocable, and necessary to the project, and they must also comply with the funding statute and agency requirements. This funding cannot be used for land acquisition or construction. Senators should refrain from specifying brand names for equipment to ensure fair and open competition. Should you have questions about whether a project is best categorized as Byrne Discretionary or as COPS Law Enforcement Technology and Equipment, please contact the Subcommittee.

DOJ COPS Law Enforcement Technology and Equipment. The Subcommittee will accept CDS requests for COPS Law Enforcement Technology and Equipment for the development of technologies and automated systems to assist law enforcement agencies in investigating, responding to, and preventing crime. Recipients shall include State, local, Tribal, and territorial governments and their public agencies (for example, police and/or sheriff's departments). Allowable activities are limited to the statutorily allowable purpose areas under the [COPS Office statute](#), including the procurement of equipment, technology, or support systems, and the development of new technologies to assist recipient entities in reorienting the emphasis of their activities from reacting to crime to preventing crime. CDS requests funded in a final bill will be subject to the requirements of 2 CFR Part 200 and the [DOJ Grants Financial Guide](#), and the applicable Award Owner's Manual. Senators should refrain from specifying brand names for equipment to ensure fair and open competition. Senators are cautioned against requests for vehicles and vessels that carry with them a high maintenance cost at the conclusion of the CDS request. Agencies should consider the full range of potential legal, constitutional, and civil liberties and privacy implications associated with generating, acquiring, or using technology or data. For example, agencies that purchase unmanned aircraft systems must be aware of the Federal requirements and best practices for their effective and safe operation that is respectful of civil liberties and maximize the safety of citizens ([see guidance](#)). Should you have questions on whether a project is best categorized as Byrne Discretionary or as COPS Law Enforcement Technology and Equipment, please contact the Subcommittee.

NASA Safety, Security and Mission Support (SSMS). The Subcommittee will accept CDS requests for NASA SSMS. Projects should focus on science education, research, and technology development related to NASA's mission. Medical research projects and projects at NASA-owned Visitor Centers or a State's designated Space Grant Consortium will not be funded. This account cannot fund construction but may be used for equipment, research funding, or education programs.

U.S. Senate Committee on Appropriations
Subcommittee on Defense
FY 2024 Member Requests

Jon Tester, Chairman
Susan Collins, Vice Chair

Open Season: March 27, 2023 to April 14, 2023 at 5:00 pm	
Majority Liaison	Andrew Platt, (202) 224-1114
Minority Liaison	Ann Tait Hall, (202) 224-4243
Deadline for Submitting Requests	Friday, April 14, 2023 at 5:00 pm
Subcommittee Guidance	
Accepting CDS requests?	No
Prioritization of Requests?	Yes
Bulk Copy Permitted?	No
Signed Letter Format?	Minimal Cover Letter appropriate
Hard Copy Delivery?	No; Legi-Mate submission only

Fiscal Year 2024 – Defense Subcommittee Guidance for Submitting National Program Funding and Language Requests

PURPOSE: This document provides Defense Subcommittee specific guidance and information for use when preparing Fiscal Year (FY) 2024 requests for National Program funding and language requests, hereafter known as “Member Requests.” This guidance is supplement to the general “Legi-Mate How-To Guide” document.

DEFENSE SUBCOMMITTEE SUBMISSION DEADLINE: Friday, April 14, 2023 at 5:00 pm

SUBMISSION REQUIREMENTS: All Member Requests are required to be submitted into the Legi-Mate system along with a signed submission letter no later than **Friday, April 14, 2023 at 5:00 pm.** The Defense Subcommittee does not require submission of signed hard copy Member letters or group letters.

Questions regarding data entry, submitting letters, or other issues concerning your Defense submission may be directed to Andrew Platt at Andrew.Platt@appro.senate.gov or **202-224-1114**.

ATTACHMENTS/ENCLOSURES: The following attachments and enclosures are standalone reference documents (bookmarked within the PDF) that have been prepared to assist you in finding the requisite information to complete your request and to provide examples of requests in the system.

NOTE: The Defense Subcommittee guidance will be updated following submission of the President’s fiscal year 2024 budget request. Please check the Legi-Mate homepage on March 27, the start of Open Season for the Defense Subcommittee, or reach out to Andrew Platt at Andrew.Platt@appro.senate.gov or 202-224-1114.

- A. Attachment A: Templates for Itemized Requests by Appropriation: Attachment A provides templates for requests within various appropriations and the requisite data for each.
- B. Attachment B: List of Accounts with Associated Bill Titles and Acronyms: Attachment B provides a list of appropriations, Military Services or agencies, and associated bill titles.
- C. Attachment C: Project Titles for Congressionally Directed Medical Research Programs: Attachment C provides a list of project titles for medical research programs.
- D. Attachment D: Additional Resources: Attachment D provides links to budget documents and justification materials (J-Books) for use in generating the requests.

Fiscal Year 2024 – Defense Subcommittee Guidance for Submitting National Program Funding and Language Requests

- E. Enclosure I: Data Elements in Department of Defense Justification Materials: Enclosure I is a reference document that highlights the areas of interest on Dash 1 (i.e. M-1, O-1, P-1, and R-1) and other justification documents to allow for identification of requisite data, such as appropriation account and budget line item number.

GUIDANCE:

- I. The **Subcommittee on Defense will not accept Member Requests for congressionally directed spending items**, as defined in Senate Rule XLIV. (Note: this limitation does not affect requests for Congressionally Directed Medical Research Programs, as described in Attachment C.)
- II. Bulk Copy: The Subcommittee on Defense **will not allow the bulk copy of requests** from prior years. All requests must be generated specifically for the FY 2024 cycle.
- III. Submitting Requests for National Programs/Member Requests: All requests for additional funding, bill language, and/or report language must include the ensuing information for each itemized request.

Figure 1 depicts the Member office user interface, followed by numbered instructions for filling out each section.

Fiscal Year 2024 – Defense Subcommittee Guidance for Submitting National Program Funding and Language Requests

Add Request:

Member:* **Beal, Bradley (I-DC)**

Request Type:* Individual Request (1)

Subcommittee:* Defense (2)

Member Staff Name:* Test Republican Personal Staff (3)

Member Staff Email:* clint_trocchio@appro.senate.gov (4)

Member Staff Phone:* 202-222-2222 (5)

Project Location:* [Agency/Account] (6)

Project Name:* (7)

Justification:* (8)

Proposed Bill Language: (9)

Proposed Report Language: (10)

Member's Request: \$0 (11) (in thousands, \$000)

Member's Request (text): "Robust Funding", or "Support the President's Request", or "Maintain Enacted Levels" (12)

Enacted Level: \$0 (13) (in thousands, \$000)

President's Request: \$0 (14) (in thousands, \$000)

Intended Country: [For MilCon Only] (15)

Add

Figure 1 – Legi-Mate User Interface

1. Request Type
 - a. This field identifies the type of request being submitted and is required for all submissions.
 - b. Select “Individual Request” for a Member’s request.
 - c. Select “Group Request” for a joint letter among multiple Members.
 - i. “Group Request’s” only need to be submitted by the letter lead.
2. Subcommittee Code
 - a. This field identifies the Subcommittee of jurisdiction for your Member request.
 - b. For each request within the Defense module, this field will read “Defense”.
3. Member Staff Name
 - a. This field is auto-populated based on the account/person entering data within the system and should be updated by overwriting as necessary to reflect the name of the person that will field questions from Subcommittee staff on the specific request.
4. Member Staff Email

Fiscal Year 2024 – Defense Subcommittee Guidance for Submitting National Program Funding and Language Requests

- a. This field is auto-populated based on the account/person entering data within the system and should be updated by overwriting as necessary to reflect the email of the person that will field questions from Subcommittee staff on the specific request.
5. Member Staff Phone
 - a. This field is auto-populated based on the account/person entering data within the system and should be updated by overwriting as necessary to reflect the direct phone number of the person that will field questions from Subcommittee staff on the specific request.
6. Project Location
 - a. This field is a chain of budgetary data elements (known as sub-accounts within Legi-Mate) and information for programs, projects, and activities within the Defense Department. This field is a text field that users will search to locate the appropriate budget elements and identify where Member Request funding should be allocated in the budget.
 - b. It is most effective to search for the Sub-activity group, Budget Line Item, or Program Element number or title (Sub-account 1 and Sub-account 6 below), as doing so will auto-populate all necessary elements and ensure that your request is applied to the appropriate line.
 - c. Sub-accounts 5 and 6 are not annotated on the user interface, but exist within the system and are a direct route to your full project location.
 - d. If a Sub-account element is blank within the project location chain, a “--“ will appear.
 - e. The specific budget elements that can be searched and where to find the information is as follows:
 - i. Bill Title
 1. This field identifies the title of the bill where your Member request is most suited.
 2. For reference, attachment B contains a list of bill titles within the Defense bill and the appropriations that fall within each title.
 - ii. Agency
 1. This field identifies the military service or defense agency for which funds and/or language are requested.
 2. Inputs are the acronym for each agency.
 3. See attachment B for a complete list of acronyms and full agency nomenclatures.
 - iii. Account (i.e. Appropriation)
 1. This field identifies the appropriation for which funding/language is being requested.
 2. If the request is for bill language only, the appropriation account should read “General Provision.”
 3. See attachment B for a list of appropriation accounts and the associated bill title, agency, and appropriation acronym.
 4. The titles can also be found on the “Dash 1” exhibits (e.g. P-1, R-1, O-1) or J-books. See Enclosure I for examples on where to find required information within the Defense Department’s justification materials.
 - iv. Sub account 1 (i.e. Line Item Title)
 1. For procurement accounts and all other accounts excluding R&D and O&M, include the title of the Budget Line Item (BLI).
 2. For R&D accounts, include the title of the Program Element (PE).

Fiscal Year 2024 – Defense Subcommittee Guidance for Submitting National Program Funding and Language Requests

3. For O&M accounts, include the title of the Sub-Activity Group (SAG).
4. The titles can also be found on the “Dash 1” exhibits (e.g. P-1, R-1, O-1) or J-books. See Enclosure I for examples on where to find the required information within the Defense Department’s justification materials.
5. Funding and report language requests should all be applied to specific budget lines, but in the case of overarching report language, search “General Report Language” and select the corresponding appropriation.
6. All Bill language requests should be labeled as such by searching for “General Provision”.
- v. Sub account 2 (i.e. Advance Procurement or National Guard and Reserve Equipment)
 1. This field identifies a request for “Advance Procurement” or “National Guard and Reserve Equipment Account” programs.
 2. The primary selection will be blank unless the request is specifically for either:
 - a. Advance Procurement funding, in which case the selection will be “Advance Procurement (CY)”.
 - b. National Guard and Reserve Equipment Account, in which case the selection will be the Guard/Reserve component.
- vi. Sub account 3 (i.e. common project titles)
 1. This field is used for common project titles, particularly those within the Defense Health Program (DHP).
 2. For DHP programs, search common project titles using attachment C (e.g. Peer-reviewed medical research).
 3. If the Subcommittee has entered common titles, as is the case with some DHP requests, these titles will populate the Project Name field (see #7).
- vii. Sub account 4 (i.e. Appropriation Acronym)
 1. This field identifies the acronym associated with the account/appropriation and provides an easier way to search for specific accounts.
 2. See Attachment B for a list of accounts and acronyms.
- viii. Sub account 5 (i.e. Line Number)
 1. Line numbers, PE, and SAGs are subject to change from year to year, so it is imperative that you reference the new FY 2024 justification books when drafting your Member Requests.
 2. The line numbers can also be found on the “Dash 1” exhibits (e.g. P-1, R-1, O-1) or J-books. See Enclosure I for examples on where to find required information within the Defense Department’s justification materials.
- ix. Sub account 6 (i.e. Subactivity group, Program Element, Budget Line Item)
 1. This field identifies the specific SAG, PE, or BLI where this project or similar projects are funded.
 2. For procurement accounts and all other accounts excluding R&D and O&M, include the BLI.
 3. For R&D accounts, include the PE.
 4. For O&M accounts, include the SAG.

Fiscal Year 2024 – Defense Subcommittee Guidance for Submitting National Program Funding and Language Requests

5. These data elements can be found on either the Dash-1 exhibits, the line item table of contents, or individual program exhibits within the justification material.
- f. Enclosure I provides examples for O&M, R&D, and BLI to help locate this data field.
7. Project Name (i.e. Project Title)
 - a. This field is used to identify the name of a DoD project or title of a Member initiative for which a request is being made.
 - b. For all accounts, except Defense Health Program, this field will auto-populate with the PE, SAG, or BLI title that is captured by Sub-account 1 in the Project Location field. Users must type over or delete the auto-populated text and enter the name of the DoD project, or enter the desired title of the Member's initiative (e.g. Handheld Radio).
 - c. Congressionally Directed Medical Research Programs have common titles that all Member offices should search. See attachment C for a list of programs. If a project title is listed in attachment C for DHP programs, then a Member office should not enter their own project title.
8. Justification
 - a. Provide a synopsis of the request to include a description of the requirement; the specific issue being addressed; impacts should the requested funding and/or language not be included; and any other information deemed relevant and supportive of the specific request.
9. Proposed Bill Language
 - a. Include the proposed draft bill language in general provision format and drafted precisely as it is intended to be included in the bill as a general provision.
 - b. If entering bill language, the account (see #6 section iii above) should read "General Provision".
10. Proposed Report Language
 - a. Include the proposed draft report language precisely as it is intended to be included in the Committee report.
 - b. Be mindful of directive or restrictive wording if the intent is not necessarily a restriction upon a given Service or agency.
 - c. Report language should be applied to the specific sub-account (see #6 section iv above) where funding is traditionally located for the project or initiative that the report language is referencing.
 - d. If report language is general across an account, for example addressing all civilian personnel within an operation and maintenance account, search the term "General Report Language." (see #6 section iv)
 - e. For any report language that supports a funding request, the identical amount mentioned in the report language must be placed in the funding Member's request field, **or the request will not be adjudicated as a request for additional funding.**
11. Member's Request
 - a. This field identifies the nominal request for the Member's supported project/initiative **ABOVE** amounts included (or not included) in the President's budget request.
 - b. For specific funding request, **enter the specific dollar amount requested in thousands (e.g. \$10,000 for \$10 million)**
 - c. For support of the President's budget request, enter \$1.
 - d. For support of robust funding for a given program or Member initiative, enter \$999.

Fiscal Year 2024 – Defense Subcommittee Guidance for Submitting National Program Funding and Language Requests

- i. Note, if you would like to elaborate on your Member’s support for robust funding, i.e. minimum/sufficient funding required, or further background, please elaborate in the “Justification” section, as detailed under #8 above.
- e. For bill and/or report language requests absent of a funding request, this field will be zero.
- f. This field is a numerical field only. Commas and other currency related characters are not permitted.
- 12. Member’s Request (text)
 - a. This field is **not applicable** for Defense Subcommittee submissions and should be left blank.
 - b. No other text should be entered.
- 13. Enacted Level
 - a. This field is **not applicable** for Defense Subcommittee submissions and should be left blank.
- 14. President’s Request
 - a. This field is **not applicable** for Defense Subcommittee submissions and should be left blank.
- 15. Intended Country
 - a. This field is **not applicable** for Defense Subcommittee submissions and should be left blank.

NOTE: Failure to provide the required information places a request at risk of being improperly accounted for and/or misrepresented during deliberations.

- IV. Submitting Group Letters: The sponsoring office is responsible for including each Member that wishes to sign on to a group letter and obtaining the required signatures of each office. When Members are selected as signatories, a record will show up in their list of requests within the Legi-Mate system. If a Member has been selected as a signatory on a group letter and does not wish to be included, they will have to contact the sponsoring office to be removed.
- V. Separating Request Entries: It is imperative that all entries with a distinct budget line number, PE, SAG, Service, agency, appropriation, program, etc. be accounted for as independent requests within the submission. For example, supporting a large joint program like the F-35 across multiple Services and appropriations will require individual entries for each impacted Service appropriation, and line item. See Figure 2 below for an example of two services, Navy and Marine Corps, which require different entries as they have their own unique budget lines. This would also be the case for the Air Force’s F-35A, which has a different appropriation account entirely.

Fiscal Year 2024 – Defense Subcommittee Guidance for Submitting National Program Funding and Language Requests

Add Request:

F-35B

Member:* **Beal, Bradley (I-DC)**

Request Type:* Individual Request

Subcommittee:* Defense

Project Location:*
[Agency/Account] [Title III]/[NAVY]/[Aircraft Procurement, Navy]/[F-35 STOVL Series]/[--]/[--]/[APN]/[60]/[0592]

Project Name:* F-35 STOVL Series

Justification:* I support an additional \$10,000,000 for 16 F-35B Short Take Off and Vertical Landing (STOVL) Series aircraft to replace the DoD's aging fleet with 5th generation capability.

Proposed Bill Language: Exact Bill language here.

Member's Request: \$ 10000 (in thousands, \$000)

Enacted Level: \$ 0 (in thousands, \$000)

Intended Country: [For MilCon Only]

Member Staff Name:* Test Republican Personal Staff

Member Staff Email:* clint_trocchio@appro.senate.gov

Member Staff Phone:* 202-222-2222

Proposed Report Language: Exact Report Language here.

Member's Request (text): "Robust Funding", or "Support the President's Request", or "Maintain Enacted Levels"

President's Request: \$ 0 (in thousands, \$000)

Add

Add Request:

F-35C

Member:* **Beal, Bradley (I-DC)**

Request Type:* Individual Request

Subcommittee:* Defense

Project Location:*
[Agency/Account] [Title III]/[NAVY]/[Aircraft Procurement, Navy]/[F-35 CV Series]/[--]/[--]/[APN]/[61]/[0593]

Project Name:* F-35 CV Series

Justification:* I support an additional \$12,000,000 for 10 F-35C Carrier Variant (CV) Series aircraft to replace the DoD's aging fleet with 5th generation capability.

Proposed Bill Language: Exact Bill language here.

Member's Request: \$ 12000 (in thousands, \$000)

Enacted Level: \$ 0 (in thousands, \$000)

Intended Country: [For MilCon Only]

Member Staff Name:* Test Republican Personal Staff

Member Staff Email:* clint_trocchio@appro.senate.gov

Member Staff Phone:* 202-222-2222

Proposed Report Language: Exact Report Language here.

Member's Request (text): "Robust Funding", or "Support the President's Request", or "Maintain Enacted Levels"

President's Request: \$ 0 (in thousands, \$000)

Add

Figure 2 – Example of F-35 Entries Across Variants

- VI. Narrative Paragraphs: When drafting your Member letter for upload into the Legi-Mate system, refrain from including narrative paragraphs in the beginning or end of the letter that show support for specific programs, projects, or activities if these requests are not also itemized and prioritized within the system. The Subcommittee treats these statements as individual requests and requires the information outlined in Part III of this guidance be provided for each request. The following paragraphs indicate examples of narrative paragraphs that must be broken out into individual requests in accordance with part II of this guidance:

Fiscal Year 2024 – Defense Subcommittee Guidance for Submitting National Program Funding and Language Requests

“I strongly support continued backing for Israeli missile defense programs to aid our greatest ally in the Middle East. I also support full funding of the nation's critical ballistic missile defense requirements, which includes the two European sites in Poland and Romania.”

There are multiple Israeli missile defense programs. In addition, each of the Aegis ashore sites constitute separate requirements.

“I urge the Subcommittee to review proposed reductions to the Department of Defense's inventory of the SM-3 Block IB interceptors and BGM 109 Tomahawk cruise missiles to ensure that the United States maintains an adequate supply of weapons and a warm industrial base for these weapons.”

SM-3 and Tomahawk missiles should be listed as two distinct requests and the request should indicate a level of support.

“I would like to express my support for the Congressionally-Directed Medical Research Programs in the Defense Health Program. Specifically, I would like to express my support for research in these specific medical areas under this program: Multiple Sclerosis, Hydrocephalus, Mesothelioma, Parkinson's Research Program, Gulf War Illness, Post-traumatic Osteoarthritis, Prostate Cancer, Rheumatoid Arthritis, Osteoarthritis, and Stomach Cancer.”

Each disease/condition requires its own, individual request. Additionally, care should be taken to request each disease/condition in the appropriate program (i.e. Peer-Reviewed Medical Research Program, Peer-Reviewed Cancer Research Program, etc.).

Only individual requests specifically entered into the Legi-Mate system will be considered.

- VII. Finalizing your Submission and Managing Priorities: The final report of your Member's requests can be created and uploaded through the “Finalize Requests” tab in Legi-Mate. Your request **WILL NOT BE COMPLETE** until you manage your submission priorities, Create a New Letter Table, Download the Letter Table, and Upload the Signed Member Letter.
- VIII. Modifying a Submission: If you need to modify your submission in any way after uploading a signed letter, you will need to follow the steps described in Section VII above to resubmit your letter to the Subcommittee.

ATTACHMENT A

Templates for Itemized Requests by Appropriation

These examples are included to assist you in preparing your requests. Individual examples show how requests vary by appropriation, language vs. funding requests, requests for robust funding, general language requests, etc.

Please note that the data elements shown in the “Project Location” field are from past budgets and do not necessarily reflect the updated budgetary elements within the President’s Budget fiscal year 2021 justification materials.

[*Military Personnel*]

Add Request:

Member:*	Beal, Bradley (I-DC)		
Request Type:*	Individual Request		
Subcommittee:*	Defense	Member Staff Name:*	Test Republican Personal Staff
		Member Staff Email:*	clint_trocchio@appro.senate.gov
		Member Staff Phone:*	202-222-2222
Project Location:*	[Title I]/[ARMY]/[Military Personnel, Army]/[Reserve Officers Training Corps (ROTC)]/[--]/[--]/[MPA]/[217]/[217]		
[Agency/Account]	Project Location search is based on the subcommittee context. Search results displayed in format below: Bill Title/Agency/Account/Sub Account 1/Sub Account 2/Sub Account 3/Sub Account 4		
Project Name:*	Reserve Officers Training Corps (ROTC)		
Justification:*	The additional funding would allow the army to add capacity through the Reserve Officer Training Corps (ROTC), which is currently at full allotment, and partner with a willing university that offers training in critical languages and technical skills, and is ethnically and racially diverse to promote greater representation of the diversity of the American population.		
Proposed Bill Language:	Exact Bill language here.	Proposed Report Language:	Exact Report Language here.
Member's Request:	\$ 10000 (in thousands, \$000)	Member's Request (text):	"Robust Funding", or "Support the President's Request", or "Maintain Enacted Levels"
Enacted Level:	\$ 0 (in thousands, \$000)	President's Request:	\$ 0 (in thousands, \$000)
Intended Country: [For MilCon Only]			
Add			

This example illustrates a request for \$10 million for the Army Reserve Officers Training Corps. Note that the “Project Name” in this instance is the same as the budget line item title (also known as Sub account 1) in the “Project Location” field indicating that Member offices would not need to update the “Project Name” field.

ATTACHMENT A: Templates for Itemized Requests by Appropriation

[Operation & Maintenance (O&M)]

Add Request:

Member:* **Beal, Bradley (I-DC)**

Request Type:* Individual Request

Subcommittee:* Defense

Project Location:* [Title II]/[DHRA]/[Operation and Maintenance, Defense-Wide]/[Defense Human Resources Activity]/[--]/[--]/[OMDW]/[220]/[4GT8]

Project Name:* Beyond the Yellow Ribbon Program

Justification:* Beyond the Yellow Ribbon Programs conduct vital community-based outreach and reintegration services to Reserve Component service-members and complement the Yellow Ribbon Reintegration Program. These programs reach veterans living in rural areas and provide them with employment, health, housing, or financial counseling assistance to which they may not otherwise have access. Federal funding helps bolster these locally-based efforts.

Proposed Bill Language: Exact Bill language here.

Member's Request: \$ 999 (in thousands, \$000)

Enacted Level: \$ 0 (in thousands, \$000)

Intended Country: [For MilCon Only]

Member Staff Name:* Test Republican Personal Staff

Member Staff Email:* clint_trocchio@apro.senate.gov

Member Staff Phone:* 202-222-2222

Project Location search is based on the subcommittee context. Search results displayed in format below:
Bill Title/Agency/Account/Sub Account 1/Sub Account 2/Sub Account 3/Sub Account 4

Proposed Report Language: Exact Report Language here.

Member's Request (text): "Robust Funding", or "Support the President's Request", or "Maintain Enacted Levels"

President's Request: \$ 0 (in thousands, \$000)

Add

This example illustrates a request for robust funding to a specific project “Yellow Ribbon” within a budget line. Note that the “Project Name” reflects the title of the program not the budget line. Also note that the “Member’s Request” has been changed to reflect the support of Robust Funding through the requested dollar amount of “\$999” Do not put any text into the “Member’s Request (text)” field.

Add Request:

Member:* **Beal, Bradley (I-DC)**

Request Type:* Individual Request

Subcommittee:* Defense

Project Location:* [Title II]/[DEFENSE-WIDE]/[Operation and Maintenance, Defense-Wide]/[Undistributed]/[--]/[--]/[OMDW]/[UNDIST]/[UNDIST]

Project Name:* Impact Aid Program

Justification:* Request continued support for Impact Aid funding in the Fiscal Year 2021 Defense Appropriations bill for school districts with high concentrations of military students and school districts that enroll children of military families with severe disabilities. We ask that you include \$40 million for Impact Aid for heavily impacted school districts.

Proposed Bill Language: Exact Bill language here.

Member's Request: \$ 40000 (in thousands, \$000)

Enacted Level: \$ 0 (in thousands, \$000)

Intended Country: [For MilCon Only]

Member Staff Name:* Test Republican Personal Staff

Member Staff Email:* clint_trocchio@apro.senate.gov

Member Staff Phone:* 202-222-2222

Project Location search is based on the subcommittee context. Search results displayed in format below:
Bill Title/Agency/Account/Sub Account 1/Sub Account 2/Sub Account 3/Sub Account 4

Proposed Report Language: Exact Report Language here.

Member's Request (text): "Robust Funding", or "Support the President's Request", or "Maintain Enacted Levels"

President's Request: \$ 0 (in thousands, \$000)

Add

This example illustrates a general funding request as an “Undistributed” adjustment within an appropriation. This “Undistributed” line should only be used when a program is not funded in any budget line. Note that the “Project Name” has been updated to specifically identify the initiative.

ATTACHMENT A: Templates for Itemized Requests by Appropriation

[Procurement]

Add Request:

Member:* **Beal, Bradley (I-DC)**

Request Type:* Individual Request

Subcommittee:* Defense

Member Staff Name:* Test Republican Personal Staff

Member Staff Email:* clint_trocchio@apro.senate.gov

Member Staff Phone:* 202-222-2222

Project Location:* [Title III]/[AIR FORCE]/[Aircraft Procurement, Air Force]/[C-130]/[--]/[--]/[APAF]/[49]/[C13000]

Project Location:* [Agency/Account] Project Location search is based on the subcommittee context. Search results displayed in format below:
Bill Title/Agency/Account/Sub Account 1/Sub Account 2/Sub Account 3/Sub Account 4

Project Name:* T-56 Engine Modification

Justification:* Continuing efforts to upgrade the T-56 engine with a Series 3.5 engine modification will reduce life-cycle costs through fewer depot level inductions and increase time-on-wing by more than 20 percent, improve fuel economy in excess of 10 percent, reduce takeoff distance and time to climb, and increase the acceptable cargo load. Life-cycle cost savings could exceed \$2 billion during the life of the C-130H fleet with this upgrade.

Proposed Bill Language: Exact Bill language here.

Proposed Report Language: Exact Report Language here.

Member's Request: \$ 50000 (in thousands, \$000)

Member's Request (text): "Robust Funding", or "Support the President's Request", or "Maintain Enacted Levels"

Enacted Level: \$ 0 (in thousands, \$000)

President's Request: \$ 0 (in thousands, \$000)

Intended Country: [For MilCon Only]

Add

This example illustrates a funding request for a specific procurement program. Note that the “Project Name” has been updated to identify the specific project within the C-130 budget line.

Add Request:

Member:* **Beal, Bradley (I-DC)**

Request Type:* Individual Request

Subcommittee:* Defense

Member Staff Name:* Test Republican Personal Staff

Member Staff Email:* clint_trocchio@apro.senate.gov

Member Staff Phone:* 202-222-2222

Project Location:* [Title III]/[NAVY]/[Procurement of Ammo, Navy & Marine Corps]/[Infantry Weapons Ammunition]/[--]/[--]/[PANMC]/[18]/[1350]

Project Location:* [Agency/Account] Project Location search is based on the subcommittee context. Search results displayed in format below:
Bill Title/Agency/Account/Sub Account 1/Sub Account 2/Sub Account 3/Sub Account 4

Project Name:* Infantry Weapons Ammunition

Justification:* I support the President's budget request for the procurement of Infantry Weapons Ammunition.

Proposed Bill Language: Exact Bill language here.

Proposed Report Language: Exact Report Language here.

Member's Request: \$ 1 (in thousands, \$000)

Member's Request (text): "Robust Funding", or "Support the President's Request", or "Maintain Enacted Levels"

Enacted Level: \$ 0 (in thousands, \$000)

President's Request: \$ 0 (in thousands, \$000)

Intended Country: [For MilCon Only]

Add

This example illustrates support for the President's budget. Note that the “Member's Request” has been changed to reflect support of the President' budget through the requested dollar amount of “\$1”. Do not put any text into the “Member's Request (text)” field.

ATTACHMENT A: Templates for Itemized Requests by Appropriation

[Defense Health Program (DHP)]

Add Request:

Member:*
Request Type:*
Subcommittee:*

Beal, Bradley (I-DC)
Individual Request
Defense

Member Staff Name:*
Member Staff Email:*
Member Staff Phone:*

Test Republican Personal Staff
clint_trocchio@appro.senate.gov
202-222-2222

Project Location:*
[Agency/Account]

[Title VI]/[DHA]/[Defense Health Program (RDT&E)]/[Undistributed Medical Research]/[--]/[Peer-reviewed breast cancer research]/[DHP]/[--]/[--]

Project Location search is based on the subcommittee context. Search results displayed in format below:
Bill Title/Agency/Account/Sub Account 1/Sub Account 2/Sub Account 3/Sub Account 4

Project Name:*
Justification:*

Peer-reviewed breast cancer research
While the prevention and cure of breast cancer is not yet within our grasp, with the proper investments, we can win the fight against breast cancer. We request robust funding for research into peer-reviewed breast cancer projects.

Proposed Bill Language:
Proposed Report Language:

Exact Bill language here.
Exact Report Language here.

Member's Request: \$ 999 (in thousands, \$000)
Enacted Level: \$ 0 (in thousands, \$000)
Intended Country: [For MilCon Only]

Member's Request (text):
President's Request: \$ 0 (in thousands, \$000)

"Robust Funding", or "Support the President's Request", or "Maintain Enacted Levels"

Add

This example illustrates a request for robust funding to a DHP program that has a common “Project Name” included by the subcommittee. The project name in this instance should not be updated by the Member office unless they cannot find a suitable selection.

[Research, Development, Test and Evaluation (RDT&E)]

Add Request:

Member:*
Request Type:*
Subcommittee:*

Beal, Bradley (I-DC)
Individual Request
Defense

Member Staff Name:*
Member Staff Email:*
Member Staff Phone:*

Test Republican Personal Staff
clint_trocchio@appro.senate.gov
202-222-2222

Project Location:*
[Agency/Account]

[Title IV]/[OSD]/[Research, Development, Test & Evaluation, Defense-Wide]/[National Defense Education Program]/[--]/[--]/[RDDW]/[5]/[060112...

Project Location search is based on the subcommittee context. Search results displayed in format below:
Bill Title/Agency/Account/Sub Account 1/Sub Account 2/Sub Account 3/Sub Account 4

Project Name:*
Justification:*

Manufacturing Engineering Education Program
The Manufacturing Engineering Education Grant Program was authorized under section 215 of the National Defense Authorization Act for Fiscal Year 2017. It is intended to support grants to further the enhancement of programs in manufacturing engineering education.

Proposed Bill Language:
Proposed Report Language:

Exact Bill language here.
The Committee recognized the unique capabilities of public community and technical colleges in meeting the needs of employers in manufacturing and engineering workforce training and encourages the DoD to prioritize funding for community and technical college centers of

Member's Request: \$ 15000 (in thousands, \$000)
Enacted Level: \$ 0 (in thousands, \$000)
Intended Country: [For MilCon Only]

Member's Request (text):
President's Request: \$ 0 (in thousands, \$000)

"Robust Funding", or "Support the President's Request", or "Maintain Enacted Levels"

Add

This example illustrates a request for funding and report language with regard to a specific program. Note that the budget line for the program has been selected and the “Project Name” has been updated to reflect the name of the initiative within the “Nation Defense Education Program” budget line.

ATTACHMENT A: Templates for Itemized Requests by Appropriation

[Bill Provision]

Add Request:			
Member:*	Beal, Bradley (I-DC)		
Request Type:*	Individual Request		
Subcommittee:*	Defense	Member Staff Name:*	Test Republican Personal Staff
		Member Staff Email:*	clint_trocchio@appro.senate.gov
		Member Staff Phone:*	202-222-2222
Project Location:*	[Title VIII]/[--]/[General Provision]/[General Provision]/[--]/[--]/[GP]/[--]/[--]		
[Agency/Account]	Project Location search is based on the subcommittee context. Search results displayed in format below: Bill Title/Agency/Account/Sub Account 1/Sub Account 2/Sub Account 3/Sub Account 4		
Project Name:*	Permanent Appropriation for Military Death Benefits		
Justification:*	Request that you provide a permanent appropriation of funds for the immediate payment of death gratuities and related benefits for survivors of members of the uniformed services killed during any future government shutdown. We were very concerned to hear that families of U.S. servicemembers killed in action during recent government shutdowns were initially denied military death benefits. In light of these events, we believe Congress should take action to safeguard grieving military families.		
Proposed Bill Language:	Amounts appropriated for "Defense Health Program" in this Act and hereafter may be obligated to make death gratuity payments, as authorized in subchapter II of chapter 75 of title 10, United States Code, if no appropriation for "Military Personnel" is available for	Proposed Report Language:	Exact Report Language here.
Member's Request:	\$ 0 (in thousands, \$000)	Member's Request (text):	"Robust Funding", or "Support the President's Request", or "Maintain Enacted Levels"
Enacted Level:	\$ 0 (in thousands, \$000)	President's Request:	\$ 0 (in thousands, \$000)
Intended Country: [For MilCon Only]			
Add			

This example illustrates a request for a bill provision. Note "GP" in the "Project Location".

ATTACHMENT A: Templates for Itemized Requests by Appropriation

[Report Language]

Add Request:			
Member:*	Beal, Bradley (I-DC)		
Request Type:*	Individual Request		
Subcommittee:*	Defense	Member Staff Name:*	Test Republican Personal Staff
		Member Staff Email:*	clint_trocchio@apro.senate.gov
		Member Staff Phone:*	202-222-2222
Project Location:*	[Title III]/[ARMY]/[Procurement of W&TCV, Army]/[M4 Carbine Mods]/[--]/[--]/[WTCV]/[30]/[3010GB3007]		
[Agency/Account]	Project Location search is based on the subcommittee context. Search results displayed in format below: Bill Title/Agency/Account/Sub Account 1/Sub Account 2/Sub Account 3/Sub Account 4		
Project Name:*	Free Float Rail Systems		
Justification:*	In FY18, the House included language in the NDAA that encouraged the Army, subject to a favorable Soldier Enhancement Program (SEP) evaluation, to consider an accelerated acquisition strategy for free-float rail systems mounted on the M4 Carbine. The Army's SEP study published in December 2017, found that the SOCOM extended, free-float rail is substantially more accurate than the Army's legacy rail. This language encourages the Army to consider use of the SOCOM free-float rail modification kit.		
Proposed Bill Language:	Exact Bill language here.	Proposed Report Language:	The Army's Soldier Enhancement Program study published in December 2017, found that the United States Special Operations Command [USOCOM] extended, free-float rail is substantially more accurate than the Army's legacy rail. This language encourages
Member's Request:	\$ 0 (in thousands, \$000)	Member's Request (text):	"Robust Funding", or "Support the President's Request", or "Maintain Enacted Levels"
Enacted Level:	\$ 0 (in thousands, \$000)	President's Request:	\$ 0 (in thousands, \$000)
Intended Country: [For MilCon Only]	<input type="text"/>		
Add			

This example illustrates a request for report language with regard to a specific program. Note that the budget line for the program has been selected and the "Project Name" has been updated to reflect the name of the initiative within the "M4 Carbine Mods" budget line.

Add Request:			
Member:*	Beal, Bradley (I-DC)		
Request Type:*	Individual Request		
Subcommittee:*	Defense	Member Staff Name:*	Test Republican Personal Staff
		Member Staff Email:*	clint_trocchio@apro.senate.gov
		Member Staff Phone:*	202-222-2222
Project Location:*	[Title II]/[DEFENSE-WIDE]/[Operation and Maintenance, Defense-Wide]/[GENERAL REPORT LANGUAGE ONLY]/[--]/[--]/[OMDW]/[--]/[--]		
[Agency/Account]	Project Location search is based on the subcommittee context. Search results displayed in format below: Bill Title/Agency/Account/Sub Account 1/Sub Account 2/Sub Account 3/Sub Account 4		
Project Name:*	Civilian Hiring Process		
Justification:*	Quarterly reports on Civilian Personnel Hiring Process due to extensive wait times leading to challenges with talent acquisition.		
Proposed Bill Language:	Exact Bill language here.	Proposed Report Language:	The Committee expects the services to recruit, hire, train, and maintain the highest quality workforce. To that end, the Committee expects the Services to hire personnel in the most responsive, efficient and effective way possible.
Member's Request:	\$ 0 (in thousands, \$000)	Member's Request (text):	"Robust Funding", or "Support the President's Request", or "Maintain Enacted Levels"
Enacted Level:	\$ 0 (in thousands, \$000)	President's Request:	\$ 0 (in thousands, \$000)
Intended Country: [For MilCon Only]	<input type="text"/>		
Add			

This example illustrates a request for general report language that cannot be aligned to a specific program in any way. Note that the budget line for the program is "General Report Language" and the "Project Name" has been updated to reflect the name of the initiative.

ATTACHMENT B

List of Accounts with Associated Bill Title and Acronyms

This document can be used as a reference for searching for appropriations, Military Services, agencies, and appropriation acronyms.

NOTE: This attachment will be updated following submission of the President’s fiscal year 2024 budget request. Please check the Legi-Mate homepage on March 27, the start of Open Season for the Defense Subcommittee, or reach out to Andrew Platt at Andrew.Platt@appro.senate.gov or 202-224-1114.

Legi-Mate Structure (Searchable Text)				Reference Only
Bill Title	Account / Appropriation	Sub Account 4 / Appropriation Acronym	Agency	Agency Name
Title I	Military Personnel, Air Force	MPF	AIR FORCE	United States Air Force
Title I	Military Personnel, Army	MPA	ARMY	United States Army
Title I	Military Personnel, Marine Corps	MPMC	USMC	United States Marine Corps
Title I	Military Personnel, Navy	MPN	NAVY	United States Navy
Title I	National Guard Personnel, Air Force	NGPAF	NGB	National Guard Bureau
Title I	National Guard Personnel, Army	NGPA	NGB	National Guard Bureau
Title I	Reserve Personnel, Air Force	RPAF	AIR FORCE	United States Air Force
Title I	Reserve Personnel, Army	RPA	ARMY	United States Army
Title I	Reserve Personnel, Marine Corps	RPMC	USMC	United States Marine Corps
Title I	Reserve Personnel, Navy	RPN	NAVY	United States Navy
Title II	Cooperative Threat Reduction Account	CTR	DTRA	Defense Threat Reduction Agency
Title II	Counter ISIS Train and Equip Fund (CTEF)	CTEF	ARMY	United States Army
Title II	DoD Acquisition Workforce Development Account	DAWDA	OSD	Office of the Secretary of Defense
Title II	Environmental Restoration Formerly Used Sites	FUDS	DEFENSE- WIDE	N/A
Title II	Environmental Restoration, Air Force	ERAF	AIR FORCE	United States Air Force
Title II	Environmental Restoration, Army	ERA	ARMY	United States Army
Title II	Environmental Restoration, Defense	ERDW	DEFENSE- WIDE	N/A
Title II	Environmental Restoration, Navy	ERN	NAVY	United States Navy

ATTACHMENT B: List of Accounts with Associated Bill Title and Acronyms

Title II	Operation & Maintenance, Air Force	OMAF	AIR FORCE	United States Air Force
Title II	Operation & Maintenance, Air Force	OMAF	CLASSIFIED	N/A
Title II	Operation & Maintenance, Air Force Reserve	OMAFR	AIR FORCE	United States Air Force
Title II	Operation & Maintenance, Air National Guard	OMANG	NGB	National Guard Bureau
Title II	Operation & Maintenance, Army	OMA	ARMY	United States Army
Title II	Operation & Maintenance, Army	OMA	CLASSIFIED	N/A
Title II	Operation & Maintenance, Army National Guard	OMARNG	NGB	United States Army
Title II	Operation & Maintenance, Army Reserve	OMAR	ARMY	United States Army
Title II	Operation & Maintenance, Marine Corps	OMMC	CLASSIFIED	N/A
Title II	Operation & Maintenance, Marine Corps	OMMC	USMC	United States Marine Corps
Title II	Operation & Maintenance, Marine Corps Reserve	OMMCR	USMC	United States Marine Corps
Title II	Operation & Maintenance, Navy	OMN	CLASSIFIED	N/A
Title II	Operation & Maintenance, Navy	OMN	NAVY	United States Navy
Title II	Operation & Maintenance, Navy Reserve	OMNR	NAVY	United States Navy
Title II	Operation & Maintenance, Space Force	OMSF	SPACE FORCE	United States Space Force
Title II	Operation and Maintenance, Defense-Wide	OMDW	CLASSIFIED	N/A
Title II	Operation and Maintenance, Defense-Wide	OMDW	CMP	Civil Military Programs
Title II	Operation and Maintenance, Defense-Wide	OMDW	DAU	Defense Acquisition University
Title II	Operation and Maintenance, Defense-Wide	OMDW	DCAA	Defense Contract Audit Agency
Title II	Operation and Maintenance, Defense-Wide	OMDW	DCMACT	Defense Contract Management Agency
Title II	Operation and Maintenance, Defense-Wide	OMDW	DCSA	Defense Counterintelligence and Security Agency
Title II	Operation and Maintenance, Defense-Wide	OMDW	DEFENSE- WIDE	N/A
Title II	Operation and Maintenance, Defense-Wide	OMDW	DHRA	Defense Human Resources Agency
Title II	Operation and Maintenance, Defense-Wide	OMDW	DISA	Defense Information Systems Agency
Title II	Operation and Maintenance, Defense-Wide	OMDW	DLA	Defense Logistics Agency
Title II	Operation and Maintenance, Defense-Wide	OMDW	DLSA	Defense Legal Services Agency
Title II	Operation and Maintenance, Defense-Wide	OMDW	DMA	Defense Media Activity
Title II	Operation and Maintenance, Defense-Wide	OMDW	DoDDE	Department of Defense Dependents Education
Title II	Operation and Maintenance, Defense-Wide	OMDW	DPAA	Defense POW/MIA Accounting Agency

ATTACHMENT B: List of Accounts with Associated Bill Title and Acronyms

Title II	Operation and Maintenance, Defense-Wide	OMDW	DSCA	Defense Security Cooperation Agency
Title II	Operation and Maintenance, Defense-Wide	OMDW	DSS	Defense Security Service
Title II	Operation and Maintenance, Defense-Wide	OMDW	DTIC	Defense Technical Information Center
Title II	Operation and Maintenance, Defense-Wide	OMDW	DTRA	Defense Threat Reduction Agency
Title II	Operation and Maintenance, Defense-Wide	OMDW	DTSA	Defense Technology Security Administration
Title II	Operation and Maintenance, Defense-Wide	OMDW	MDA	Missile Defense Agency
Title II	Operation and Maintenance, Defense-Wide	OMDW	OEA	Office of Economic Adjustment
Title II	Operation and Maintenance, Defense-Wide	OMDW	OSD	Office of the Secretary of Defense
Title II	Operation and Maintenance, Defense-Wide	OMDW	SDA	Space Development Agency
Title II	Operation and Maintenance, Defense-Wide	OMDW	SOCOM	United States Special Operations Command
Title II	Operation and Maintenance, Defense-Wide	OMDW	TJS	The Joint Staff
Title II	Operation and Maintenance, Defense-Wide	OMDW	WHS	Washington Headquarters Services
Title II	Overseas Humanitarian, Disaster, and Civic Aid	OHDCA	DSCA	Defense Security Cooperation Agency
Title II	US Court of Appeals for Armed Forces, Def	USCOA	CAAF	United States Court of Appeals for the Armed Forces
Title III	Aircraft Procurement, Air Force	APAF	AIR FORCE	United States Air Force
Title III	Aircraft Procurement, Air Force	APAF	CLASSIFIED	N/A
Title III	Aircraft Procurement, Army	APA	ARMY	United States Army
Title III	Aircraft Procurement, Navy	APN	NAVY	United States Navy
Title III	Aircraft Procurement, Navy	APN	USMC	United States Marine Corps
Title III	Defense Production Act Purchases	DPA	OSD	Office of the Secretary of Defense
Title III	Missile Procurement, Air Force	MPAF	AIR FORCE	United States Air Force
Title III	Missile Procurement, Air Force	MPAF	CLASSIFIED	N/A
Title III	Missile Procurement, Army	MSLS	ARMY	United States Army
Title III	National Guard and Reserve Equipment	NGREA	AIR FORCE	United States Air Force
Title III	National Guard and Reserve Equipment	NGREA	ARMY	United States Army
Title III	National Guard and Reserve Equipment	NGREA	NAVY	United States Navy
Title III	National Guard and Reserve Equipment	NGREA	NGB	National Guard Bureau
Title III	National Guard and Reserve Equipment	NGREA	USMC	United States Marine Corps
Title III	Other Procurement, Air Force	OPAF	AIR FORCE	United States Air Force
Title III	Other Procurement, Air Force	OPAF	CLASSIFIED	N/A

ATTACHMENT B: List of Accounts with Associated Bill Title and Acronyms

Title III	Other Procurement, Army	OPA	ARMY	United States Army
Title III	Other Procurement, Army	OPA	CLASSIFIED	N/A
Title III	Other Procurement, Navy	OPN	CLASSIFIED	N/A
Title III	Other Procurement, Navy	OPN	NAVY	United States Navy
Title III	Procurement of Ammo, Navy & Marine Corps	PANMC	NAVY	United States Navy
Title III	Procurement of Ammunition, Air Force	PAAF	AIR FORCE	United States Air Force
Title III	Procurement of Ammunition, Army	PAA	ARMY	United States Army
Title III	Procurement of W&TCV, Army	WTCV	ARMY	United States Army
Title III	Procurement, Defense-Wide	PDW	CBDP	Joint Program Executive Office for Chemical Biological Defense
Title III	Procurement, Defense-Wide	PDW	CLASSIFIED	N/A
Title III	Procurement, Defense-Wide	PDW	DCAA	Defense Contract Audit Agency
Title III	Procurement, Defense-Wide	PDW	DCMA	Defense Contract Management Agency
Title III	Procurement, Defense-Wide	PDW	DCSA	Defense Counterintelligence and Security Agency
Title III	Procurement, Defense-Wide	PDW	DEFENSE-WIDE	N/A
Title III	Procurement, Defense-Wide	PDW	DHRA	Defense Human Resources Agency
Title III	Procurement, Defense-Wide	PDW	DISA	Defense Information Systems Agency
Title III	Procurement, Defense-Wide	PDW	DLA	Defense Logistics Agency
Title III	Procurement, Defense-Wide	PDW	DMA	Defense Media Activity
Title III	Procurement, Defense-Wide	PDW	DoDDE	Department of Defense Dependents Education
Title III	Procurement, Defense-Wide	PDW	DPAA	Defense POW/MIA Accounting Agency
Title III	Procurement, Defense-Wide	PDW	DSS	Defense Security Service
Title III	Procurement, Defense-Wide	PDW	DTRA	Defense Threat Reduction Agency
Title III	Procurement, Defense-Wide	PDW	MDA	Missile Defense Agency
Title III	Procurement, Defense-Wide	PDW	NSA	National Security Agency
Title III	Procurement, Defense-Wide	PDW	OSD	Office of the Secretary of Defense
Title III	Procurement, Defense-Wide	PDW	SOCOM	United States Special Operations Command
Title III	Procurement, Defense-Wide	PDW	TJS	The Joint Staff
Title III	Procurement, Defense-Wide	PDW	WHS	Washington Headquarters Services
Title III	Procurement, Marine Corps	PMC	CLASSIFIED	N/A

ATTACHMENT B: List of Accounts with Associated Bill Title and Acronyms

Title III	Procurement, Marine Corps	PMC	USMC	United States Marine Corps
Title III	Procurement, Space Force	PSF	SPACE FORCE	United States Space Force
Title III	Shipbuilding and Conversion, Navy	SCN	NAVY	United States Navy
Title III	Space Procurement, Air Force	SPAF	AIR FORCE	United States Air Force
Title III	Weapons Procurement, Navy	WPN	NAVY	United States Navy
Title IV	Operational Test & Evaluation, Defense	OTE	DOT&E	Director, Operational Test and Evaluation
Title IV	Research, Development, Test & Evaluation, Air Force	RDAF	AIR FORCE	United States Air Force
Title IV	Research, Development, Test & Evaluation, Air Force	RDAF	CLASSIFIED	N/A
Title IV	Research, Development, Test & Evaluation, Army	RDA	ARMY	United States Army
Title IV	Research, Development, Test & Evaluation, Army	RDA	CLASSIFIED	N/A
Title IV	Research, Development, Test & Evaluation, Defense-Wide	RDDW	CBDP	Joint Program Executive Office for Chemical Biological Defense
Title IV	Research, Development, Test & Evaluation, Defense-Wide	RDDW	CLASSIFIED	N/A
Title IV	Research, Development, Test & Evaluation, Defense-Wide	RDDW	DARPA	Defense Advanced Research Projects Agency
Title IV	Research, Development, Test & Evaluation, Defense-Wide	RDDW	DCAA	Defense Contract Audit Agency
Title IV	Research, Development, Test & Evaluation, Defense-Wide	RDDW	DCMA	Defense Contract Management Agency
Title IV	Research, Development, Test & Evaluation, Defense-Wide	RDDW	DEFENSE- WIDE	N/A
Title IV	Research, Development, Test & Evaluation, Defense-Wide	RDDW	DHRA	Defense Human Resources Agency
Title IV	Research, Development, Test & Evaluation, Defense-Wide	RDDW	DISA	Defense Information Systems Agency
Title IV	Research, Development, Test & Evaluation, Defense-Wide	RDDW	DLA	Defense Logistics Agency
Title IV	Research, Development, Test & Evaluation, Defense-Wide	RDDW	DSCA	Defense Security Cooperation Agency
Title IV	Research, Development, Test & Evaluation, Defense-Wide	RDDW	DSS	Defense Security Service
Title IV	Research, Development, Test & Evaluation, Defense-Wide	RDDW	DTIC	Defense Technical Information Center
Title IV	Research, Development, Test & Evaluation, Defense-Wide	RDDW	DTRA	Defense Threat Reduction Agency
Title IV	Research, Development, Test & Evaluation, Defense-Wide	RDDW	MDA	Missile Defense Agency
Title IV	Research, Development, Test & Evaluation, Defense-Wide	RDDW	NSA	National Security Agency
Title IV	Research, Development, Test & Evaluation, Defense-Wide	RDDW	OSD	Office of the Secretary of Defense
Title IV	Research, Development, Test & Evaluation, Defense-Wide	RDDW	SDA	Space Development Agency
Title IV	Research, Development, Test & Evaluation, Defense-Wide	RDDW	SOCOM	United States Special Operations Command
Title IV	Research, Development, Test & Evaluation, Defense-Wide	RDDW	TJS	The Joint Staff

ATTACHMENT B: List of Accounts with Associated Bill Title and Acronyms

Title IV	Research, Development, Test & Evaluation, Defense-Wide	RDDW	WHS	Washington Headquarters Services
Title IV	Research, Development, Test & Evaluation, Navy	RDN	CLASSIFIED	N/A
Title IV	Research, Development, Test & Evaluation, Navy	RDN	NAVY	United States Navy
Title IV	Research, Development, Test & Evaluation, Navy	RDN	USMC	United States Marine Corps
Title IV	Research, Development, Test & Evaluation, Space Force	RDSF	CLASSIFIED	N/A
Title IV	Research, Development, Test & Evaluation, Space Force	RDSF	SPACE FORCE	United States Space Force
Title V	Working Capital Fund, Air Force	WCFAF	AIR FORCE	United States Air Force
Title V	Working Capital Fund, Army	WCFA	ARMY	United States Army
Title V	Working Capital Fund, Defense Commissary Agency	DECA	DECA	Defense Commissary Agency
Title V	Working Capital Fund, Defense Counterintelligence and Security Agency	WCFDCSA	DSS	Defense Security Service
Title V	Working Capital Fund, Defense-Wide	WCFDW	DLA	Defense Logistics Agency
Title V	Working Capital Fund, Navy	WCFN	NAVY	United States Navy
Title VI	Chemical Agents & Munitions Destruction (O&M)	CHEM DEMIL	ARMY	United States Army
Title VI	Chemical Agents & Munitions Destruction (PROC)	CHEM DEMIL	ARMY	United States Army
Title VI	Chemical Agents & Munitions Destruction (RDT&E)	CHEM DEMIL	ARMY	United States Army
Title VI	Defense Health Program (O&M)	DHP	DHA	Defense Health Agency
Title VI	Defense Health Program (PROC)	DHP	DHA	Defense Health Agency
Title VI	Defense Health Program (RDT&E)	DHP	DHA	Defense Health Agency
Title VI	Drug Interdiction & Counter Drug Activities, Def	CD	DEFENSE- WIDE	N/A
Title VI	Drug Interdiction & Counter Drug Activities, Def	CD	NGB	National Guard Bureau
Title VI	Office of the Inspector General (O&M)	IG	OIG	Office of the Inspector General
Title VI	Office of the Inspector General (PROC)	IG	OIG	Office of the Inspector General
Title VI	Office of the Inspector General (RDT&E)	IG	OIG	Office of the Inspector General
Title VIII	General Provision	GP	N/A	N/A

ATTACHMENT C
Project Titles for Congressionally Directed Medical Research Programs

For medical research programs, the following information should be entered in the Project Location and Project Name Fields. The project name fields should be auto-populated, so please do not overwrite the entries that are listed below in Sub account 3.

- Subcommittee code: “Defense”
- Bill Title: “Title VI”
- Agency: “DHA”
- Account / Appropriation: “Defense Health Program”
- Sub-account 1 / Line Item Title: “Undistributed Medical Research”
- Sub-account 2 / Advance Procurement: N/A
- Sub-account 3 / Project Name / Project Title: Search one of the following:
 - Peer-reviewed alcohol and substance abuse disorders research
 - Peer-reviewed ALS research
 - Peer-reviewed alzheimer research
 - Peer-reviewed autism research
 - Peer-reviewed bone marrow failure research
 - Peer-reviewed breast cancer research
 - Peer-reviewed cancer research
 - Peer-reviewed Duchenne muscular dystrophy research
 - Peer-reviewed epilepsy research
 - Peer-reviewed gulf war illness research
 - Peer-reviewed hearing restoration research
 - Peer-reviewed kidney cancer research
 - Peer-reviewed lung cancer research
 - Peer-reviewed lupus research
 - Peer-reviewed medical research
 - Peer-reviewed melanoma research
 - Peer-reviewed multiple sclerosis research
 - Peer-reviewed orthopedic research
 - Peer-reviewed ovarian cancer research
 - Peer-reviewed prostate cancer research
 - Peer-reviewed spinal cord research
 - Peer-reviewed rare cancers research
 - Peer-reviewed reconstructive transplant research
 - Peer-reviewed tickborne disease research
 - Peer-reviewed traumatic brain injury and psychological health research
 - Peer-reviewed tuberous sclerosis research
 - Peer-reviewed vision research
 - Joint warfighter medical research
 - Orthotics and prosthetics outcomes research
 - Chronic pain management

ATTACHMENT C: Project Titles for Congressionally Directed Medical Research Programs

- Sub-account 4 / Account or Appropriation Acronym: “DHP”
- Sub-account 5 / Line Number: N/A
- Sub-account 6 / Program Element: N/A
- Requests for Military Burn research should be requested under the RDT&E, Army account and can be found within the Legi-Mate system using the search term “Burn” within the project location.
- Each disease requested under the Peer-Reviewed Medical Research Program should be submitted and then prioritized as its own individual/separate request. Do not lump diseases together in one request for Peer-Reviewed Medical Research Programs. The same should be followed for the Peer-Reviewed Cancer Research Program.

Two examples follow illustrating requests for medical research:

Add Request:

Member:*	Beal, Bradley (I-DC)		
Request Type:*	Individual Request		
Subcommittee:*	Defense	Member Staff Name:*	Test Republican Personal Staff
		Member Staff Email:*	clint_trocchio@appro.senate.gov
		Member Staff Phone:*	202-222-2222
Project Location:*	[Title VI]/[DHA]/[Defense Health Program (RDT&E)]/[Undistributed Medical Research]/[--]/[Peer-reviewed breast cancer research]/[DHP]/[--]/[--]		
[Agency/Account]	Project Location search is based on the subcommittee context. Search results displayed in format below: Bill Title/Agency/Account/Sub Account 1/Sub Account 2/Sub Account 3/Sub Account 4		
Project Name:*	Peer-reviewed breast cancer research		
Justification:*	While the prevention and cure of breast cancer is not yet within our grasp, with the proper investments, we can win the fight against breast cancer. We request robust funding for research into peer-reviewed breast cancer projects.		
Proposed Bill Language:	Exact Bill language here.	Proposed Report Language:	Exact Report Language here.
Member's Request:	\$ 999 (in thousands, \$000)	Member's Request (text):	Robust Funding
Enacted Level:	\$ 0 (in thousands, \$000)	President's Request:	\$ 0 (in thousands, \$000)
Intended Country: [For MilCon Only]			
Add			

Example of a DHP Medical Research Request

ATTACHMENT C: Project Titles for Congressionally Directed Medical Research Programs

Add Request:

Member:*	Beal, Bradley (I-DC)		
Request Type:*	Individual Request		
Subcommittee:*	Defense	Member Staff Name:*	Test Republican Personal Staff
		Member Staff Email:*	clint_trocchio@appro.senate.gov
		Member Staff Phone:*	202-222-2222
Project Location:*	[Title VI]/[DHA]/[Defense Health Program (RDT&E)]/[Undistributed Medical Research]/[--]/[Peer-reviewed medical research]/[DHP]/[--]/[--]		
[Agency/Account]	Project Location search is based on the subcommittee context. Search results displayed in format below: Bill Title/Agency/Account/Sub Account 1/Sub Account 2/Sub Account 3/Sub Account 4		
Project Name:*	Peer-reviewed medical research		
Justification:*	Respiratory health is a critical area of research for America's armed forces.		
Proposed Bill Language:	Exact Bill language here.	Proposed Report Language:	Include "respiratory health" as an eligible research area under the Peer Reviewed Medical Research Program. The Committee continues to be worried about respiratory problems among deployed and returned soldiers. The Committee encourages the Assistant
Member's Request:	\$ 0 (in thousands, \$000)	Member's Request (text):	"Robust Funding", or "Support the President's Request", or "Maintain Enacted Levels"
Enacted Level:	\$ 0 (in thousands, \$000)	President's Request:	\$ 0 (in thousands, \$000)
Intended Country: [For MilCon Only]			
Add			

Example of a DHP request to include a condition as eligible for the Peer-Reviewed Medical Research Program

ATTACHMENT D

Additional Resources

NOTE: This attachment will be updated following submission of the President's fiscal year 2024 budget request. Please check the Legi-Mate homepage on March 27, the start of Open Season for the Defense Subcommittee, or reach out to Andrew Platt at Andrew.Platt@apro.senate.gov or 202-224-1114.

Defense Budget Documents can be located on OSD's Comptroller website:
<https://comptroller.defense.gov/Budget-Materials/>

- a. R-1, P-1, O-1, M-1 documents will contain the high-level account information like budget line number, budget line title, etc.
- b. Service and Defense-wide J-books provide programmatic detail. Links can be found through the above website, or directly through the Service websites below.
 - i. Army: <https://www.asafm.army.mil/Budget-Materials/>
 - ii. Navy and Marine Corps: <https://www.secnav.navy.mil/fmc/fmb/Pages/default.aspx>
 - iii. Air Force: <https://www.saffm.hq.af.mil/FM-Resources/Budget/>
 - iv. Defense-wide: <https://comptroller.defense.gov/Budget-Materials/FY2022BudgetJustification/>



Enclosure 1 - Data Elements in Department of Defense Justification Materials

Enclosed are examples of exhibits and documents within DoD justification materials for Military Personnel, Operation and Maintenance, Procurement, and Research, Development, Test and Evaluation appropriations. These examples will help you locate the requisite data for submitting member requests in the Legi-mate system.

Types of exhibits:

Dash 1 exhibits - Examples include M-1, O-1, P-1, and R-1 exhibits. These exhibits provide prior year, current year, and budget year funding levels at the budget line level of detail.

Table of Contents - These documents provide a quick reference for detailed account structure information for budget lines, as well as the J-book page number for the detailed budget exhibits within a specific budget line.

Detail exhibits - Examples include OP-5, P-40, R-2, etc. These exhibits provide programmatic information for projects with a given budget line and provide all requisite data elements for submission of a member request.

**MILITARY PERSONNEL, ARMY
SECTION 1
M-1 EXHIBIT**

Military Personnel, Army ← Appropriation = Account				Actual FY 2017	Requested FY 2018	Estimate FY 2019
Budget Activity 01: Pay and Allowances of Officers						
2010A	5	Basic Pay	← Line Item Title = Sub-account 1	7,352,529	7,024,696	7,224,373
2010A	10	Retired Pay Accrual		2,066,795	1,998,990	2,192,145
2010A	11	Officer TSP Matching		-	76,094	132,476
2010A	25	Basic Allowance for Housing		2,179,165	2,178,830	2,165,218
2010A	30	Basic Allowance for Subsistence		294,703	285,298	287,464
2010A	35	Incentive Pays		69,501	85,272	66,719
2010A	40	Special Pays		344,064	378,874	440,782
2010A	45	Allowances		204,332	182,527	191,420
2010A	50	Separation Pay		121,240	107,732	99,315
2010A	55	Social Security Tax		552,036	534,396	550,784
Total Budget Activity 01				13,184,365	12,852,709	13,350,696
Budget Activity 02: Pay and Allowances of Enlisted						
2010A	60	Basic Pay		13,219,352	12,948,769	13,825,095
2010A	65	Retired Pay Accrual		3,697,782	3,686,753	4,197,573
2010A	66	Enlisted TSP Matching		-	136,998	243,633
2010A	80	Basic Allowance for Housing		4,598,591	4,588,794	4,782,445
2010A	85	Incentive Pays		90,817	94,105	92,004
2010A	90	Special Pays		937,685	1,294,027	1,195,271
2010A	95	Allowances		760,472	713,047	763,048
2010A	100	Separation Pay		391,023	484,510	390,174
2010A	105	Social Security Tax		985,117	990,581	1,057,618
Total Budget Activity 02				24,680,839	24,937,584	26,546,861
Budget Activity 03: Pay and Allowances of Cadets						
2010A	110	Academy Cadets		80,472	82,393	86,510
Total Budget Activity 03				80,472	82,393	86,510
Budget Activity 04: Subsistence of Enlisted Personnel						
2010A	115	Basic Allowance for Subsistence		1,247,950	1,254,144	1,264,097
2010A	120	Subsistence-in-Kind		825,117	606,660	636,029
2010A	121	Family Subsistence Supplementary Allowance		81	601	83
Total Budget Activity 04				2,073,148	1,861,405	1,900,209

Title II - Operation and Maintenance Dash 1 exhibit, i.e. O-1

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Department of Defense FY 2019 President's Budget Exhibit O-1 FY 2019 President's Budget Total Obligational Authority (Dollars in Thousands)

18 Jan 2018

1804N Operation & Maintenance, Navy			Appropriation = Account					
			FY 2017 (Base + OCO)	FY 2018 PB Request with CR Adj Base	FY 2018 Total PB Requests* with CR Adj Base	FY 2018 PB Request with CR Adj OCO	FY 2018 Total PB Requests+ with CR Adj OCO	S e c
			-----	-----	-----	-----	-----	-
1804N	190 1C7C	Equipment Maintenance and Depot Operations Support	143,590	162,705	162,705	11,433	11,433	U
1804N	200 1C8C	Depot Operations Support	2,446					U
1804N	210 1CCH	Combatant Commanders Core Operations	91,413	65,108	65,108			U
1804N	220 1CCM	Combatant Commanders Direct Mission Support	94,511	86,892	86,892			U
1804N	230 1CCS	Military Information Support Operations		8,427	8,427			U
1804N	240 1CCY	Cyberspace Activities		385,212	385,212			U
		Total Combat Operations/Support	4,102,753	4,633,344	4,633,344	723,309	729,309	
Weapons Support								
1804N	250 1D1D	Cruise Missile	113,400					U
1804N	260 1D2D	Fleet Ballistic Missile	1,241,095	1,278,456	1,278,456			U
1804N	270 1D3D	In-Service Weapons Systems Support	222,839					U
1804N	280 1D4D	Weapons Maintenance	853,217	745,680	745,680	325,011	371,611	U
1804N	290 1D7D	Other Weapon Systems Support	357,702	380,016	380,016	9,598	9,598	U
		Total Weapons Support	2,788,253	2,404,152	2,404,152	334,609	381,209	
Base Support								
1804N	300 BSIT	Enterprise Information	752,998	914,428	914,428			U
1804N	310 BSM1	Sustainment, Restoration and Modernization	1,860,036	1,905,679	1,905,679	31,898	31,898	U
1804N	320 BSS1	Base Operating Support	4,465,603	4,333,688	4,333,688	228,246	230,246	U
		Total Base Support	7,078,637	7,153,795	7,153,795	260,144	262,144	
		Total, BA 01: Operating Forces	39,752,085	38,787,013	38,787,013	5,553,751	5,630,025	
Budget Activity 02: Mobilization								
Ready Reserve and Prepositioning Force								
1804N	330 2A1F	Ship Prepositioning and Surge	617,547	417,450	417,450			U
1804N	340 2A2F	Ready Reserve Force						U
		Total Ready Reserve and Prepositioning Force	617,547	417,450	417,450			
Activations/Inactivations								
1804N	350 2B1G	Aircraft Activations/Inactivations	9,085					U
1804N	360 2B2G	Ship Activations/Inactivations	219,354	198,341	198,341	1,869	1,869	U
		Total Activations/Inactivations	228,439	198,341	198,341	1,869	1,869	

O-119PB: FY 2019 President's Budget (Published Version), as of January 18, 2018 at 12:56:44

Department of the Navy
FY 2019 President's Budget Submission
Operation and Maintenance, Navy ← Appropriation = Account
Budget Activity: Operating Forces
Activity Group: Air Operations
Detail by Subactivity Group: Air Systems Support ← Sub-activity group (SAG) Title = Sub-account 1

I. Description of Operations Financed:

Air Systems Support provides funding for engineering and logistics analysis necessary to sustain aircraft systems and equipment. This includes support to sustain aircraft platforms across Navy and Marine Corps Training and Test and Evaluation Commands. Additionally, it provides for critical aircraft components, ground support equipment, automatic test equipment, and information systems which capture, store, and maintain system performance, failure, and readiness maintenance data. Technical products include maintenance plans and procedures, technical data updates (drawings, publications, provisioning information), and system software maintenance to include threat library assessment necessary to meet inventory requirements of the Fleet Response Plan and offset the effects of aging on systems, obsolescence, and component reliability. Outcomes include resolution of critical issues affecting safety of flight, increased readiness through reliability improvements, and reduced operation and maintenance costs.

II. Force Structure Summary:

Air Systems Support provides engineering and logistics support for the Navy and Marine Corps operational inventory of aircraft, associated support equipment, automatic test equipment, and aircraft systems. These services are performed at Fleet Readiness Centers, Naval Air Warfare Centers, and through private contractors.

Sub-activity group (SAG) = Sub-account 6

Title III - Procurement Dash 1 exhibit, i.e. P-1

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Department of the Navy
FY 2019 President's Budget
Exhibit P-1 FY 2019 President's Budget
Total Obligational Authority
(Dollars in Thousands)

Appropriation: 1506N Aircraft Procurement, Navy ← **Appropriation = Account**

Line No	Item Nomenclature	Ident Code	FY 2019 Base Quantity	Cost	FY 2019 OCO Quantity	Cost	FY 2019 Total Quantity	Cost	S e c
----	-----	-----	-----	----	-----	----	-----	----	-
Budget Activity 01: Combat Aircraft -----									
Combat Aircraft									
1	F/A-18E/F (Fighter) Hornet	A	24	(1,990,524)			24	(1,990,524)	U
	Less: Advance Procurement (PY)			(-52,971)				(-52,971)	U
				-----		-----		-----	
				1,937,553				1,937,553	
2	F/A-18E/F (Fighter) Hornet								
	Advance Procurement (CY)			58,799				58,799	U
	C (FY 2018 for FY 2019) (M)								
	C (FY 2019 for FY 2020) (M)			(58,799)				(58,799)	
3	Joint Strike Fighter CV	A	9	(1,341,369)			9	(1,341,369)	U
	Less: Advance Procurement (PY)			(-196,411)				(-196,411)	U
				-----		-----		-----	
				1,144,958				1,144,958	
4	Joint Strike Fighter CV								
	Advance Procurement (CY)			140,010				140,010	U
	C (FY 2017 for FY 2018) (M)								
	C (FY 2018 for FY 2019) (M)								
	C (FY 2018 for FY 2020) (M)								
	C (FY 2019 for FY 2020) (M)			(140,010)				(140,010)	
5	JSF STOVL		20	(2,635,111)			20	(2,635,111)	U
	Less: Advance Procurement (PY)			(-322,264)				(-322,264)	U
				-----		-----		-----	
				2,312,847				2,312,847	
6	JSF STOVL								
	Advance Procurement (CY)			228,492				228,492	U
	C (FY 2017 for FY 2018) (M)								
	C (FY 2018 for FY 2019) (M)								
	C (FY 2018 for FY 2020) (M)								
	C (FY 2019 for FY 2020) (M)			(228,492)				(228,492)	

Note: For procurement appropriations, the **Budget Line Item (Sub-account 6)** can be found in the J-book table of contents and detailed exhibits for each budget line. See the next two examples.

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Navy • Budget Estimates FY 2019 • Procurement

Master Line Item Table of Contents (by Appropriation then Line Number)

Appropriation 1506N: Aircraft Procurement, Navy ← **Appropriation = Account**

Line #	BA	BSA	Line Item Number	Line Item Title	Page
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2	01	01	0145	FA-18E/F, Advance Procurement.....	Volume 1 - 11
3	01	01	0147	Joint Strike Fighter CV.....	Volume 1 - 15
4	01	01	0147	Joint Strike Fighter CV, Advance Procurement.....	Volume 1 - 25
5	01	01	0152	JSF STOVL.....	Volume 1 - 29
6	01	01	0152	JSF STOVL, Advance Procurement.....	Volume 1 - 39
7	01	01	0158	CH-53K (Heavy Lift).....	Volume 1 - 43
8	01	01	0158	CH-53K (Heavy Lift), Advance Procurement.....	Volume 1 - 55
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10	01	01	0164	V-22 (Medium Lift), Advance Procurement.....	Volume 1 - 75
11	01	01	0178	UH-1Y/AH-1Z.....	Volume 1 - 81
12	01	01	0178	UH-1Y/AH-1Z, Advance Procurement.....	Volume 1 - 99
13	01	01	0182	MH-60R.....	Volume 1 - 105
14	01	01	0193	P-8A Poseidon.....	Volume 1 - 111
15	01	01	0193	P-8A Poseidon, Advance Procurement.....	Volume 1 - 121
16	01	01	0195	E-2D AHE.....	Volume 1 - 125

Budget Line Item (BLI) = Sub-account 6

Line Item Number = Sub-account 5

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Exhibit P-40, Budget Line Item Justification: PB 2019 Chemical and Biological Defense Program										Date: February 2018		
Appropriation / Budget Activity / Budget Sub Activity: 0300D: Procurement, Defense-Wide / BA 03: Chemical/Biological Defense / BSA 1: CBDP							P-1 Line Item Number / Title: 7001SA1000 / Chemical Biological Situational Awareness					
<div style="border: 1px solid red; padding: 2px; display: inline-block;"> Appropriation = Account </div>							<div style="border: 1px solid red; padding: 2px; display: inline-block;"> Budget Line Item (BLI) Title = Sub-account 1 </div>					
ID Code (A=Service Ready, B=Not Service Ready): A			Program Elements for Code B Items: N/A					Other Related Program Elements: N/A				
Line Item MDAP/MAIS Code: N/A							<div style="border: 1px solid red; padding: 2px; display: inline-block;"> Budget Line Item (BLI) = Sub-account 6 </div>					

Resource Summary	Prior Years	FY 2017	FY 2018	FY 2019 Base	FY 2019 OCO	FY 2019 Total	FY 2020	FY 2021	FY 2022	FY 2023	To Complete	Total
Procurement Quantity (<i>Units in Each</i>)	-	-	-	-	-	-	-	-	-	-	-	-
Gross/Weapon System Cost (<i>\$ in Millions</i>)	356.452	158.956	135.031	166.418	-	166.418	215.154	288.820	325.652	360.847	Continuing	Continuing
Less PY Advance Procurement (<i>\$ in Millions</i>)	-	-	-	-	-	-	-	-	-	-	-	-
Net Procurement (P-1) (<i>\$ in Millions</i>)	356.452	158.956	135.031	166.418	-	166.418	215.154	288.820	325.652	360.847	Continuing	Continuing
Plus CY Advance Procurement (<i>\$ in Millions</i>)	-	-	-	-	-	-	-	-	-	-	-	-
Total Obligation Authority (<i>\$ in Millions</i>)	356.452	158.956	135.031	166.418	-	166.418	215.154	288.820	325.652	360.847	Continuing	Continuing
(The following Resource Summary rows are for informational purposes only. The corresponding budget requests are documented elsewhere.)												
Initial Spares (<i>\$ in Millions</i>)	-	-	-	-	-	-	-	-	-	-	-	-
Flyaway Unit Cost (<i>\$ in Thousands</i>)	-	-	-	-	-	-	-	-	-	-	-	-
Gross/Weapon System Unit Cost (<i>\$ in Thousands</i>)	-	-	-	-	-	-	-	-	-	-	-	-

Description:

The Chemical Biological Situational Awareness (CB SA) Budget Line Item (BLIN) provides for situational awareness capabilities to the Joint Force through a portfolio that comprises efforts across contamination avoidance, special purpose units, homeland defense, diagnostics, and CB surveillance.

Specific situational awareness efforts provided include detection, warning and reporting, reconnaissance systems, field analytics systems, diagnostics equipment and special purpose unit equipment.

Efforts in the area of chemical, biological and radiological detection include; (1) Joint Chemical Agent Detector (JCAD) an automatic, lightweight man-portable, point-sampling, chemical warfare agent vapor detection/warning system which includes simultaneous and automatic detection by class (nerve, blister, and blood), identification and quantification of hazard levels, and data communication interface and the Improved (chemical agent) Point Detection System Life Cycle Replacement (IPDS-LR) provides automatic point detection, classification, and warning when there are chemical warfare vapors external to the ship; and IPDS is an Ion Mobility Spectroscopy (IMS) based chemical point detection system with algorithm library and embedded data processing that automatically detects and alarms to nerve and blister vapor at low concentrations and has the capability of rejecting common shipboard interferents; (2) the Next Generation Chemical Detector (NGCD) will be separated into distinct programs starting in FY19: Aerosol & Vapor Chemical Agent Detector (AVCAD) for vapor and aerosol monitoring (formerly NGCD 1), Proximate Chemical Agent Detector (PCAD) for location of liquid and solids on surfaces (formerly NGCD 2), Multi-Phase Chemical Agent Detector (MPCAD) for sampling of multiple phases of matter (formerly NGCD 3), and Wearable Chemical Agent Detector (WCAD) (formerly NGCD 4), and USSOCOM efforts. The systems will detect and identify non-traditional agents, chemical warfare agents (CWA), toxic industrial chemicals (TICs) in the air and on surfaces. The NGCD will provide improved NTA/CWA/TIC selectivity and sensitivity on multiple platforms as well as multiple environments. The sensors will improve detection, consequence management and reconnaissance, and weapons of mass destruction (WMD) interdiction capabilities.

Efforts in the warning, reporting and reconnaissance area include; (1) The Joint Personal Dosimeter - Individual (JPD-I) will provide a sensor to record and retrieve a Service member's radiation exposure from occupational to tactical levels (2) Joint Warning and Reporting Network (JWARN) provides a fully automated NBC detection and warning process throughout the battle space; (3) Software Support Activity (SSA) is a user development system providing enterprise-wide services and coordination to facilitate net-centric interoperability; (5) the Joint Effects Model (JEM) is DoD's only accredited model for predicting hazards associated with the release of contaminants into the environment; (5) Chemical, Biological, Radiological, and Nuclear (CBRN) Information Systems (CBRN IS) aligns Chemical Biological Defense (CBD) information technology in order to utilize a common software architecture, eliminate duplicative integration effort, produce interoperable system components, and minimize time-to-market of end user capability; (6) Joint Nuclear Biological and Chemical (NBC) Reconnaissance Systems (JNBCRS) provide field commanders with point and stand-off intelligence for real time field assessment of NBC hazards which includes support of the Stryker Nuclear Biological and Chemical Reconnaissance Vehicles (NBCRV); (7) CBRN Dismounted Reconnaissance Systems (CBRN DRS) provides mission critical dismounted reconnaissance capabilities for detection, presumptive identification, sample collection, marking and immediate reporting of CBRN hazards; (8) The Next Generation Diagnostic System (NGDS) program is a DoD effort to

Title IV - Research, Development, Test and Evaluation Dash 1 exhibit, i.e. R-1

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Department of the Navy
FY 2019 President's Budget
Exhibit R-1 FY 2019 President's Budget
Total Obligational Authority
(Dollars in Thousands)

Appropriation: 1319N Research, Development, Test & Eval, Navy

Appropriation = Account

Line No	Program Element Number	Item	Act	FY 2017 (Base + OCO)	FY 2018 PB Request with CR Adj Base	FY 2018 Total PB Requests* with CR Adj Base	FY 2018 PB Request with CR Adj OCO	FY 2018 Total PB Requests* with CR Adj OCO	S e c
--	-----	----	---	-----	-----	-----	-----	-----	-
1	0601103N	University Research Initiatives	01	117,320	118,130	118,130			U
2	0601152N	In-House Laboratory Independent Research	01	18,238	19,438	19,438			U
3	0601153N	Defense Research Sciences	01	413,826	458,333	458,333			U
	Basic Research			549,384	595,901	595,901			
4	0602114N	Power Projection Applied Research	02	69,950	13,553	13,553			U
5	0602123N	Force Protection Applied Research	02	192,579	125,557	125,557			U
6	0602131M	Marine Corps Landing Force Technology	02	67,874	53,936	53,936			U
7	0602235N	Common Picture Applied Research	02	40,649	36,450	36,450			U
8	0602236N	Warfighter Sustainment Applied Research	02	50,465	48,649	48,649			U
9	0602271N	Electromagnetic Systems Applied Research	02	114,613	79,598	79,598			U
10	0602435N	Ocean Warfighting Environment Applied Research	02	79,941	42,411	42,411			U
11	0602651M	Joint Non-Lethal Weapons Applied Research	02	6,146	6,425	6,425			U
12	0602747N	Undersea Warfare Applied Research	02	120,537	56,094	56,094			U
13	0602750N	Future Naval Capabilities Applied Research	02	152,427	156,805	156,805			U
14	0602782N	Mine and Expeditionary Warfare Applied Research	02	31,256	32,733	32,733			U

Program Element (PE) Title = Sub-account 1

Program Element (PE) = Sub-account 6

Line Item Number = Sub-account 5

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Navy • Budget Estimates FY 2019 • RDT&E Program

Master Program Element Table of Contents (by Budget Activity then Line Item Number)

Appropriation 1319: Research, Development, Test & Evaluation, Navy

Appropriation = Account

Line #	Budget Activity	Program Element Number	Program Element Title	Page
1	01	0601103N	University Research Initiatives.....	Volume 1 - 1
2	01	0601152N	In-House Lab Independent Res.....	Volume 1 - 9
3	01	0601153N	Defense Research Sciences.....	Volume 1 - 15

Program Element (PE) = Sub-account 6

Program Element (PE) Title = Sub-account 1

Appropriation 1319: Research, Development, Test & Evaluation, Navy

Line #	Budget Activity	Program Element Number	Program Element Title	Page
4	02	0602114N	Power Proj Applied Research.....	Volume 1 - 61
5	02	0602123N	Force Protection Applied Res.....	Volume 1 - 73
6	02	0602131M	Marine Corps Lndg Force Tech.....	Volume 1 - 91
7	02	0602235N	Common Picture Applied Research.....	Volume 1 - 115
8	02	0602236N	Warfighter Sustainment Applied Res.....	Volume 1 - 129
9	02	0602271N	Electromagnetic Systems Applied Research.....	Volume 1 - 147
10	02	0602435N	Ocean Wrfghtg Env Applied Res.....	Volume 1 - 167

Line Item Number = Sub-account 5

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Exhibit R-2, RDT&E Budget Item Justification: PB 2019 Navy										Date: February 2018		
Appropriation/Budget Activity 1319: Research, Development, Test & Evaluation, Navy / BA 1: Basic Research					R-1 Program Element (Number/Name) PE 0601103N / University Research Initiatives							
Appropriation = Account					Program Element (PE) = Sub-account 6							
COST (\$ in Millions)	Prior Years	FY 2017	FY 2018	FY 2019 Base	FY 2019 OCO	FY 2019 Total	FY 2020	FY 2021	FY 2022	FY 2023	Cost To Complete	Total Cost
Total Program Element	0.000	117.320	118.130	119.433	-	119.433	117.552	117.498	119.822	122.258	Continuing	Continuing
0000: University Research Initiatives	0.000	97.977	118.130	119.433	-	119.433	117.552	117.498	119.822	122.258	Continuing	Continuing
9999: Congressional Adds	0.000	19.343	0.000	0.000	-	0.000	0.000	0.000	0.000	0.000	0.000	19.343

A. Mission Description and Budget Item Justification

This program includes support for multidisciplinary basic research in a wide range of scientific and engineering disciplines that enable the U.S. Navy to maintain technological superiority, and for university research infrastructure to acquire research instrumentation needed to maintain and improve the quality of university research important to the Navy. Multidisciplinary University Research Initiative (MURI) efforts involve teams of researchers investigating high priority topics and opportunities that intersect more than one traditional technical discipline. For many military problems this multidisciplinary approach serves to stimulate innovation, accelerate research progress and expedite transition of results into Naval applications. The Defense University Research Instrumentation Program (DURIP) supports university research infrastructure essential to high quality, Navy-relevant research. The instrumentation program complements other Navy research programs by supporting the purchase of high cost research instrumentation that is necessary to carry out cutting-edge research. The program supports Presidential Early Career Awards for Scientists and Engineers (PECASE), single investigator research efforts performed by outstanding academic scientists and engineers early in their research careers. This program provides the knowledge base, scientific concepts, and technological advances for the maintenance of Naval power and national security.

Due to the number of efforts in this PE, the programs described herein are representative of the work included in this PE.

B. Program Change Summary (\$ in Millions)	FY 2017	FY 2018	FY 2019 Base	FY 2019 OCO	FY 2019 Total
Previous President's Budget	101.714	118.130	120.233	-	120.233
Current President's Budget	117.320	118.130	119.433	-	119.433
Total Adjustments	15.606	0.000	-0.800	-	-0.800
• Congressional General Reductions	-	-			
• Congressional Directed Reductions	-	-			
• Congressional Rescissions	-	-			
• Congressional Adds	-	-			
• Congressional Directed Transfers	-	-			
• Reprogrammings	-	-			
• SBIR/STTR Transfer	-4.394	0.000			
• Rate/Misc Adjustments	0.000	0.000	-0.800	-	-0.800
• Congressional Add Adjustments	20.000	-	-	-	-

U.S. Senate Committee on Appropriations
Subcommittee on Energy and Water Development
FY 2024 Member Requests

Dianne Feinstein, Subcommittee Chairman

Open Season: March 20, 2023 to March 30, 2023 at 5:00 pm	
Majority Liaison	Laura Powell (Laura_Powell@appro.senate.gov)
Minority Liaison	Anna Newton (Anna_Newton@appro.senate.gov)
Deadline for Submitting Requests	Thursday, March 30, 2023 at 5:00 pm
Publish CDS Requests on Website	Friday, April 14, 2023
Subcommittee Guidance	
Accepting CDS requests?	Yes
Prioritization of Requests?	Yes
Bulk Copy Permitted?	No
Signed Letter Format?	Minimal Cover Letter appropriate
Hard Copy Delivery?	Signed Cover Letter and Letter Table delivered to SD-131 and SH-125

Energy and Water Development Subcommittee Guidance

E&W Subcommittee Guidance for Congressionally Directed Spending (CDS) Requests

The Subcommittee will **only** consider CDS requests for items in the following accounts:

- Corps of Engineers: Investigations
- Corps of Engineers: Construction
- Corps of Engineers: Operation & Maintenance
- Corps of Engineers: Mississippi Rivers & Tributaries: Investigations
- Corps of Engineers: Mississippi Rivers & Tributaries: Construction
- Corps of Engineers: Mississippi Rivers & Tributaries: Operation & Maintenance
- Bureau of Reclamation: Water and Related Resources
- Department of Energy: “Energy Projects” Account will include the following topic areas:
 - Renewable and Clean Energy
 - Electricity and Energy Resiliency
 - Cybersecurity and Energy Security
 - Nuclear Energy
 - Fossil Energy or Carbon Management

For the Corps of Engineers and Bureau of Reclamation, only authorized projects and programs will be considered for funding. For the Corps of Engineers, with the exception of Operation and Maintenance, an authorized project or program that has not received funding in prior years is considered a new start. Few, if any, new starts will be funded. If a Member wishes to support an item in the President’s budget

request at the requested amount, that will remain a programmatic request. For location specific requests, if the Member's request is not included in the President's FY24 budget request or if it exceeds the level recommended in the President's FY24 budget request, it is a CDS request.

The Subcommittee anticipates receiving a large number of CDS and programmatic requests. Members are required to prioritize in one list for both CDS and programmatic requests. When in doubt, please consult the Subcommittee staff for further direction.

Special Guidance for Corps of Engineers & Bureau of Reclamation Requests:

- To streamline requests for the Corps of Engineers and Bureau of Reclamation, Senators can support the budget request for each project in their state by searching for their state in the Project Location box and selecting "[State] Projects – All Projects and Amounts in Budget Request (Do not include funding amount)." As discussed above, if you are supporting the President's request for a Corps of Engineers or Bureau of Reclamation project, this is a programmatic request, not a CDS request.
- Senators may also request programmatic funding for categories of projects, such as navigation or rural water, by searching for the applicable business line or activity in the Project Location box in the online request system. Please ensure the appropriate corresponding Account for the applicable business line or activity is selected. Questions should be directed to the identified Professional Staff Member populated in the request.
- Submit your requests using the FY23 enacted budget structure.
- Senators may support specific funding levels for the Harbor Maintenance Trust Fund or the Inland Waterways Trust Fund by searching for HMTF or IWTF, respectively, in the online request system.
- When filling in the **Recipient Name** use Army Corps of Engineers (Civil) or Bureau of Reclamation as applicable. Do NOT add a specific Recipient POC Name or contact information. Please enter N/A in those fields instead.
- It is the practice of the Subcommittee to only provide funding which can be executed in the year of appropriation, and therefore CDS eligibility is further limited by the capability of the agency to obligate the funding. CDS requests for both the Corps of Engineers and Bureau of Reclamation are provided to the agencies (both prior to Senate mark and at conference) for technical assistance to verify authorization and capability. This means that at conference CDS amounts can be reduced from Senate or House mark levels based on a reduced capability, as determined by the agencies.
- The online request system includes additional subcommittee fields for CDS requests for the Corps of Engineers and Bureau of Reclamation. This includes the following:
 - *"Prior Year Funded"*: Before you finalize your request please ensure that you verify with the appropriate local Corps of Engineers or Bureau of Reclamation office that the project or program you are requesting has been funded in a prior FY. *Once you have the prior year funded please indicate it in the box labeled 'prior year funded'.*

Special Guidance for Department of Energy CDS Requests:

- While the Subcommittee will consider requests in the Department of Energy, it is expected to provide **very few such items**. Requests must fit under at least one of the five topic areas listed above and be submitted to the “Energy Projects” account. Further, please carefully review the list below that lays out what type of CDS projects are not eligible for funding as the Subcommittee has updated this list for FY24. Even if you successfully funded a project in this account in prior fiscal years, new criteria changes may make that project not eligible this year.
- Successful projects will be in line with current Department of Energy missions that focus on transformative science and technology research, development, and demonstration under the five topic areas listed above. The Subcommittee is more likely to grant requests that are not eligible for funding through tax credits or other federal incentives.
- Further, the Subcommittee **will not fund** the following projects:
 - Projects that do not follow statutory cost sharing requirements. Statutory cost sharing requirements may apply to these projects, as required by section 988 of the Energy Policy Act of 2005. A step-by-step document explaining the cost share rules according to the Department is included as an addendum to this guidance. In short, the amount of required cost sharing will depend on the scope and technological maturity of the project:
 - Research or development activities of a basic or fundamental nature: no minimum cost share.
 - Research or development activities of an applied nature: minimum 20 percent cost share.
 - Demonstration or commercial application: minimum 50 percent cost share.
 - Some projects may contain elements of more than one of the categories listed above. Therefore, some projects may have a blended cost share.
 - Projects that require multiple years of funding.
 - Construction of buildings or new facilities (no brick and mortar), even if it will have clean energy associated with it.
 - Vehicle charging projects, unless the project is connected to larger clean energy sources (like a battery) or has clean energy applications beyond the charging station.
 - Electrical substation replacement or routine grid upgrades that could otherwise be funded under ratepayer contracts or through existing federal incentives.
 - Planning studies for a forthcoming project.

Cost Sharing DOE Financial Assistance Awards

Statutory cost sharing requirements are typically applicable to DOE Projects awarded under financial assistance instruments (grants and cooperative agreements under EPCA 2005, §988). The amount of required cost sharing depends on the scope and technological maturity of the project:

Categories:

- Research and development projects - minimum 20% cost share
- Demonstration or commercial projects - minimum 50% cost share
- Outreach and educational projects - no minimum cost share
- Fundamental science projects - no minimum cost share

Some projects may contain elements of more than one of the categories shown above. Therefore, some projects may have a blended cost share.

DOE financial assistance actions are subject to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, at 2 CFR Part 200, as amended by 2 CFR Part 910.

The Uniform Administrative Requirements defines Research and Development (R&D) and Demonstration as follows:

- 2 CFR 200.1: Research and development (R&D) means all research activities, both basic and applied, and all development activities that are performed by non-Federal entities. The term research also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function. “Research” is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. “Development” is the systematic use of knowledge and understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes.
- 2 CFR 910.130(e): Demonstration means a project designed to determine the technical feasibility and economic potential of a technology on either a pilot or prototype scale.

Cost Sharing or Cost Matching

The terms “cost sharing” and “cost matching” are often used synonymously. Even 2 CFR 200.306, “Cost Sharing or Matching” uses both of the terms in the title specific to regulations applicable to cost sharing. DOE almost always uses the term “cost sharing,” because it conveys the concept that non-federal share is calculated as a percentage of the Total Project Cost. An exception is the State Energy Program Regulation, which is subject to 10 CFR Part 420. Specifically, in accordance with 10 CFR 420.12, “State Matching Contribution” is calculated as a percentage of the federal funds only, rather than the Total Project Cost.

How Cost Sharing Is Calculated

As stated above, cost sharing is calculated as a percentage of the Total Project Cost. Following is an example of how to calculate cost sharing amounts for a project with \$1,000,000 in federal funds with a minimum 20% non-federal cost sharing requirement:

Formula: Federal share (\$) divided by Federal share (%) = Total Project Cost

Example: \$1,000,000 divided by 80% = \$1,250,000

Formula: Total Project Cost (\$) minus Federal share (\$) = Non-federal share (\$)

Example: \$1,250,000 minus \$1,000,000 = \$250,000

Formula: Non-federal share (\$) divided by Total Project Cost (\$) = Non-federal share (%)

Example: \$250,000 divided by \$1,250,000 = 20%

Attached is a sample cost share calculation for a blended cost share percentage.

What Qualifies For Cost Sharing

While it is not possible to explain what specifically qualifies for cost sharing in one or even a couple of sentences, in general, if a cost is allowable under the cost principles applicable to the organization incurring the cost and is eligible for reimbursement under a DOE grant or cooperative agreement, then it is allowable as cost share. Conversely, if the cost is not allowable under the cost principles and not eligible for reimbursement, then it is not allowable as cost share. In addition, costs may not be counted as cost share if they are paid by the Federal Government under another award unless authorized by Federal statute to be used for cost sharing.

The Cost Principles, 2 CFR 200, Subpart E explains what is allowable as cost share specific to the type of organization that is receiving funds under the grant or cooperative agreement, though are generally the same for all types of entities. The specific rules applicable to:

- State and Local Governments and Indian Tribes are found at 2 CFR 200.416;
- Institutions of Higher Education are found at 2 CFR 200.418; and
- For-profit Organizations are found at 2 CFR 910.130.

In addition to the regulations referenced above, other factors may also come into play such as timing of donations and length of the project period. For example, the value of ten years of donated maintenance on a project that has a project period of five years would not be fully allowable as cost share. Only the value for the five years of donated maintenance that corresponds to the project period is allowable and may be counted as cost share.

Additionally, DOE generally does not allow pre-award costs for either cost share or reimbursement when these costs precede the signing of the appropriation bill that funds the award. In the case of a competitive award, DOE generally does not allow pre-award costs prior to the signing of the Selection Statement by the DOE Selection Official.

Following is a link to the Uniform Administrative Requirements. You can click on the specific section for each Code of Federal Regulations reference mentioned above.

[Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards](#)

[Federal Agency Regulations for Grants and Agreements – Department of Energy](#)

As stated above, the rules associated with what is allowable cost share are generally the same for all types of organizations. Following are the rules found to be common, but again, the specifics are contained in the regulations and cost principles specific to the type of entity:

- (A) *Acceptable contributions.* All contributions, including cash contributions and third party in-kind contributions, must be accepted as part of the recipient's cost sharing if such contributions meet all of the following criteria:
- (1) They are verifiable from the recipient's records.
 - (2) They are not included as contributions for any other federally-assisted project or program.
 - (3) They are necessary and reasonable for proper and efficient accomplishment of project or program objectives.
 - (4) They are allowable under the cost principles applicable to the type of entity incurring the cost as follows:
 - (a) *For-profit organizations.* Allowability of costs incurred by for-profit organizations and those nonprofit organizations listed in 2 CFR 910.130 is determined in accordance with the for-profit costs principles in 48 CFR Part 31 in the Federal Acquisition Regulation, except that patent prosecution costs are not allowable unless specifically authorized in the award document.
 - (b) *Other types of organizations.* Allowability of costs incurred by other types of organizations that may be subrecipients under a prime award is determined in accordance with [2 CFR 200, Subpart E](#).
 - (5) They are not paid by the Federal Government under another award unless authorized by Federal statute to be used for cost sharing or matching.
 - (6) They are provided for in the approved budget.
- (B) *Valuing and documenting contributions*
- (1) *Valuing recipient's property or services of recipient's employees.* Values are established in accordance with the applicable cost principles, which mean that amounts chargeable to the project are determined on the basis of costs incurred. For real property or equipment used on the project, the cost principles authorize depreciation or use charges. The full value of the item may be applied when the item will be consumed in the performance of the award or fully depreciated by the end of the award. In cases where the full value of a donated capital asset is to be applied as cost sharing or matching, that full value must be the lesser or the following:

- (a) The certified value of the remaining life of the property recorded in the recipient's accounting records at the time of donation; or
 - (b) The current fair market value. If there is sufficient justification, the contracting officer may approve the use of the current fair market value of the donated property, even if it exceeds the certified value at the time of donation to the project. The contracting officer may accept the use of any reasonable basis for determining the fair market value of the property.
- (2) *Valuing services of others' employees.* If an employer other than the recipient furnishes the services of an employee, those services are valued at the employee's regular rate of pay, provided these services are for the same skill level for which the employee is normally paid.
- (3) *Valuing volunteer services.* Volunteer services furnished by professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as cost sharing or matching if the service is an integral and necessary part of an approved project or program. Rates for volunteer services must be consistent with those paid for similar work in the recipient's organization. In those markets in which the required skills are not found in the recipient organization, rates must be consistent with those paid for similar work in the labor market in which the recipient competes for the kind of services involved. In either case, paid fringe benefits that are reasonable, allowable, and allocable may be included in the valuation.
- (4) *Valuing property donated by third parties.*
- (a) Donated supplies may include such items as office supplies or laboratory supplies. Value assessed to donated supplies included in the cost sharing or matching share must be reasonable and must not exceed the fair market value of the property at the time of the donation.
 - (b) Normally only depreciation or use charges for equipment and buildings may be applied. However, the fair rental charges for land and the full value of equipment or other capital assets may be allowed, when they will be consumed in the performance of the award or fully depreciated by the end of the award, provided that the contracting officer has approved the charges. When use charges are applied, values must be determined in accordance with the usual accounting policies of the recipient, with the following qualifications:
 - (i) The value of donated space must not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality.
 - (ii) The value of loaned equipment must not exceed its fair rental value.

- (5) *Documentation.* The following requirements pertain to the recipient's supporting records for in-kind contributions from third parties:
- (a) Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the recipient for its own employees.
 - (b) The basis for determining the valuation for personal services and property must be documented.

Attachment

SAMPLE COST SHARE CALCULATION FOR BLENDED COST SHARE PERCENTAGE

Following example shows the math for calculating required cost share for a project with \$2,000,000 in Federal funds with four tasks requiring different Non-federal cost share percentages:

<u>Task</u>	<u>Proposed Federal Share</u>	<u>Federal Share %</u>	<u>Required Non-federal Cost Share %</u>
Task 1 (R&D)	\$1,000,000	80%	20%
Task 2 (R&D)	500,000	80%	20%
Task 3 (Demonstration)	400,000	50%	50%
Task 4 (Outreach)	<u>100,000</u>	100%	0%
	\$2,000,000		

Federal share (\$) divided by Federal share (%) = Task Cost

Each task must be calculated individually as follows:

Task 1

\$1,000,000 divided by 80% = \$1,250,000 (Task 1 Cost)

Task 1 Cost minus federal share = Non-federal share

\$1,250,000 - \$1,000,000 = **\$250,000 (Non-federal share)**

Task 2

\$500,000 divided 80% = \$625,000 (Task 2 Cost)

Task 2 Cost minus federal share = Non-federal share

\$625,000 - \$500,000 = **\$125,000 (Non-federal share)**

Task 3

\$400,000 / 50% = \$800,000 (Task 3 Cost)

Task 3 Cost minus federal share = Non-federal share

\$800,000 - \$400,000 = **\$400,000 (Non-federal share)**

Task 4

Federal share = \$100,000

Non-federal cost share is not mandated for outreach = **\$0 (Non-federal share)**

The calculation may then be completed as follows:

<u>Task</u>	<u>Proposed Federal Share</u>	<u>Federal Share %</u>	<u>Required Non-federal Cost Share \$</u>	<u>Required Non-federal Cost Share %</u>	<u>Total Project Cost</u>
Task 1	\$1,000,000	80%	\$250,000	20%	\$1,250,000
Task 2	500,000	80%	125,000	20%	625,000
Task 3	400,000	50%	400,000	50%	800,000
Task 4	<u>100,000</u>	100%	<u>0</u>	0%	<u>100,000</u>
	\$2,000,000		\$775,000		\$2,775,000

Blended Cost Share %

Non-federal share (\$775,000) divided by Total Project Cost (\$2,775,000) = 27.9% (Non-federal)

Federal share (\$2,000,000) divided by Total Project Cost (\$2,775,000) = 72.1% (Federal)

U.S. Senate Committee on Appropriations
Subcommittee on Financial Services and General Government
FY 2024 Member Requests

Chris Van Hollen, Subcommittee Chairman

Open Season: March 20, 2023 to March 31, 2023 at 5:00 pm	
Majority Liaison	Maddie Dunn, (202) 224-1526
Minority Liaison	Dan Brandt, (202) 224-0797
Deadline for Submitting Requests	Friday, March 31, 2023 at 5:00 pm
Publish CDS Requests on Website	Monday, April 17, 2023
Subcommittee Guidance	
Accepting CDS requests?	Yes
Prioritization of Requests?	Yes
Bulk Copy Permitted?	No
Signed Letter Format?	One-page signed cover letter and letter table
Hard Copy Delivery?	Signed Cover Letter and Letter Table delivered to SD-133 and SH-125

The below guidance is intended to assist in the submission of FSGG-specific programmatic, language and CDS requests. Please read it in its entirety before submitting any FSGG requests as some information has changed since last year, and emphasis has been added in places to address common issues.

Please refer to the separate Committee General Guidance document for information related to financial disclosure requirements and other rules governing CDS requests.

General Guidance

Individual and Group FSGG requests should be entered into Legi-Mate, and a hard-copy of all letters should be delivered in accordance with the table above. The hard-copy should be a one-page signed cover letter, followed by the letter request table and individual requests generated from Legi-Mate.

The Subcommittee will consider the priority ranking of the Member's requests, as set in Legi-Mate. The Subcommittee requires separate rankings for each of CDS requests and Programmatic requests. This means that each category of request must have an ordered list beginning with #1. Please contact the Subcommittee if you have questions about how to rank and order your Member's priorities.

Please ensure the request is entered under the appropriate agency, program, or account. If you are unsure as to the appropriate location for the request please contact the relevant Subcommittee staff before submitting requests. Please feel free to contact the relevant Subcommittee staff for any questions or assistance about bill or report language you are considering. It is much easier to make adjustments on the front-end than trying to make corrections once the information is entered into Legi-Mate, particularly with regard to account and sub-account.

Request Types

Distinguishing congressionally directed spending (CDS), programmatic, and language requests:

1. **CDS Requests**, generally speaking, are funding requests for a specific project in a specific location.¹
 - a. *Example: Provide \$500,000 for an entrepreneur training program at a nonprofit in City, State.*
2. **Programmatic Requests** are requests to fund a specific program in the bill at a specified level.
 - a. *Example: Provide \$150,000,000 for Small Business Development Centers.*
3. **Language Requests** are requests to include specific bill or report language that does not direct funding to a particular entity but encourages, urges, or directs some type of action by an agency.
 - a. *Example: The Committee encourages SBA and its resource partners to continue efforts to increase outreach and direct support to women entrepreneurs and small businesses in underserved communities.*

¹ *CDS recipients may not be for-profit entities. Member must certify in the cover letter accompanying their request that none of the entities for which they have requested CDS is a for-profit entity. Member must also submit a letter to the Committee certifying that neither the Senator nor his/her family members have any financial interest in the CDS being requested, and publish their CDS requests on their website. See the Committee General Guidance document for more details on these requirements.*

Congressionally Directed Spending Requests

The Subcommittee will accept requests for CDS items only in the accounts listed below:

- Small Business Administration, Administrative Provision
- National Archives and Records Administration, National Historical Publications and Records Commission
- National Archives and Records Administration, Repairs and Restoration
- General Services Administration, Federal Buildings Fund, Construction and Acquisition
- General Services Administration, Federal Buildings Fund, Repairs and Alterations
- Office of National Drug Control Policy, Administrative Provision (Prevention Grants)

CDS projects should not be viewed as continuous funding sources and should be distinct from competitive grant opportunities at the relevant agencies. CDS projects should be viewed as a way to jump start an activity not sustain it over time. The Subcommittee recommends staff look at [last year's report](#) for examples of the kinds of projects FSGG has supported.

CDS requests can either be submitted as “Individual” or “Group” requests. If you choose to coordinate with another Senate office and submit “Group” CDS requests it will help avoid issues with being properly credited as a requestor for a project. If you submit “Group” requests, each office can still separately prioritize requests in Legi-Mate and each office must still submit a separate CDS Financial Certification letter covering the project. If you choose to submit “Individual” requests, please note in the identified field if another Senator has requested the same project, which will help the Subcommittee identify multiple requests for the same project.

Legi-Mate fields for FSGG CDS requests:

- **Agency or Account** – Projects will only be funded from the accounts listed above.
- **Recipient Name** – Name of legal entity that would receive the CDS, must be a governmental or not-for-profit entity.
- **Project Name** – Unique name of the project, to easily identify and distinguish the project.
- **Project Purpose** – Brief description of the project (no more than 1-2 sentences).
- **Project Detail** – More detailed summary of the project including its purpose, goals, history and current status. Please provide an estimated spend plan for the requested funding, breaking down anticipated expenditures in major categories (i.e., \$X for salaries; \$X for programming; \$X for equipment; etc.).
- **Recipient Address, City, and State** – Address for the legal entity that will receive the CDS.
- **Recipient Point of Contact Name, Phone Number, and E-mail Address** – Contact information for POC at the recipient organization; must be an individual employed by or affiliated with recipient organization.
- **Tax Identification #:** Tax Identification Number for the recipient.

In addition, Senators are strongly encouraged to provide a website for the project in the Project Website field, and to indicate if they know if another Senator has requested the same project.

FSGG CDS Eligibility Requirements:

CDS requests must meet all applicable eligibility requirements for the program in which the request is made. Please see below for eligibility criteria for the accounts accepting CDS requests:

- **Small Business Administration, Administrative Provision:** Projects in support of small businesses, including but not limited to entrepreneur training, counseling, research, and construction or acquisition of facilities. ***Please note:** SBA CDS funding cannot be used to provide seed capital for small businesses nor can it be used by the CDS recipient to make grants/loans.*
- **National Archives and Records Administration, National Historical Publications and Records Commission (NHPRC):** Projects that help ensure online public discovery and use of historical records collections, encourage public engagement with historical records, strengthen the nation's archival network, or publish documentary editions of historical records. This includes initiatives like record digitization, programming, and online availability of records.
- **National Archives and Records Administration, Repairs and Restoration:** Projects that direct spending for presidential libraries or new archival facilities.
- **General Services Administration, Federal Buildings Fund, Construction and Acquisition or Repairs and Alterations Accounts:** Construction projects typically include federal courthouses, federal buildings, or land ports-of-entry. Repairs projects must be federally-owned properties in need of repair or alteration and are typically federal buildings or federal courthouses. Programmatic requests are limited to projects with line items in the GSA Federal Buildings Fund requested by the Administration in the FY24 GSA budget request. ***Please note:** Eligible projects do not include state or county facilities, DOD facilities, VA facilities, or transportation infrastructure facilities. The recently-enacted Infrastructure legislation [IIJA] provided funding to complete all land ports-of-entry projects on GSA planning lists.*
- **Office of National Drug Control Policy, Administrative Provision (Prevention Grants):** Preferred prevention programs would include community-based coalitions which, as part of their application, propose data-driven, evidence-based prevention interventions; have established measurable objectives; and proposed implementing a comprehensive mix of strategies. Also, DFC-funded coalitions recently trained by CDC to implement Adverse Childhood Experiences (ACEs) as part of their substance use prevention efforts are recommended. ***Please note:** Programs should not be substance specific. Treatment programs are not eligible for CDS under this account.*

U.S. Senate Committee on Appropriations
Subcommittee on Homeland Security
FY 2024 Member Requests

Chris Murphy, Subcommittee Chairman
Katie Boyd Britt, Subcommittee Ranking Member

Open Season: March 20, 2023 to April 11, 2023 at 5:00 pm	
Majority Liaison	Jim Daumit, (202) 224-8271, (202) 815-7459
Minority Liaison	Daniel A. Mencher, (202) 224-2662, 202-815-7595
Deadline for Submitting Requests	Tuesday, April 11, 2023 at 5:00 pm
Publish CDS Requests on Website	Wednesday, April 26, 2023
Subcommittee Guidance	
Accepting CDS requests	Yes
Prioritization of Requests	Yes
Bulk Copy Permitted?	Yes
Signed Letter Format?	Minimal Cover Letter appropriate
Hard Copy Delivery	No hard copy required

If you have questions about the substance of your request or questions about how to properly categorize your submission in Legi-Mate, please contact the appropriate staff below. Subcommittee staff are available to answer questions. It is important for our work that submissions are entered accurately.

Account Contacts:

Majority	Minority
Kami White, Clerk – CBP	Viraj Mirani, Clerk – OSEM, MGMT, I&A, OPS, OIG
Jenn Piatt – ICE, USCIS, USSS, OSEM (Ombudsman, CRCL), MGMT, OIG	Chris Cook – Coast Guard, USSS, CISA,
Jim Daumit – Coast Guard, CISA, FEMA, I&A, OPS	Daniel Mencher –CBP, ICE, FEMA, USCIS
Frank Reed – TSA, S&T, CWMD, FLETC	Thompson Moore– TSA, FLETC, S&T, CWMD

DHS Subcommittee Guidance

General Subcommittee Guidance:

- The Chairman, consistent with the above principles and in consultation with the Ranking Member, reserves the right to determine whether an item included in an appropriations bill meets the definition of a Congressionally Directed Spending (CDS) item pursuant to Senate Rule XLIV.
- It is important to the Subcommittee’s work that the data entered into Legi-Mate is as accurate as possible, including the amount requested as CDS (in thousands), the total cost of the project (in thousands, including both the federal and non-federal cost-share), and associating the correct agency or component with the underlying request. Therefore, if you have questions about the data associated with your Senator’s request, please review the report or bill for the prior fiscal

year, if applicable, or contact the appropriate staff member prior to the Legi-Mate submission (see “Account Contacts” table, above).

- The Subcommittee requires Members to prioritize requests in Legi-Mate, including CDS. However, the prioritization of your CDS request is not required to be made publicly available.
- If bill or report language is requested, you must include a draft of the proposed language, including any amendment to existing law, along with an explanation of the problem being solved or the issue being addressed. It is also helpful for the Subcommittee to understand whether significant language changes have been made to the current request when compared to a prior year’s bill or report language.
- The Subcommittee welcomes any suggestions to reduce funding for specific programs and activities to offset proposed increases. Please identify agency, program, project or activity, and justification for reduction.
- The Subcommittee reserves the right to make final funding recommendations for all agencies, programs, projects or activities, including recommendations for CDS requests within overall funding limitations set for the bill.
- As with prior years, CDS projects included in the final DHS appropriations bill are still subject to final review and approval through a Notice of Funding Opportunity (NOFO) and technical review process after enactment of the appropriations bill.

Eligible CDS Accounts: For Fiscal Year 2024, the following accounts are eligible for CDS requests:

- Federal Emergency Management Agency, Pre-Disaster Mitigation Projects; and
- Federal Emergency Management Agency, Emergency Operations Center Grant Program.

Descriptions of Eligible Accounts:

- **Pre-Disaster Mitigation (PDM) Projects:** Requested projects must meet the eligibility requirements of the PDM grant program, including the non-federal cost-share requirement, benefit-cost ratio, and environmental and historic preservation requirements. Full requirements can be found in the fiscal year 2022 [NOFO for the “Pre-Disaster Mitigation Grant Program”](#) (the NOFO for FY23 projects is expected to be issued in the coming weeks, but requirements are unlikely to change). For any projects designated for funding in the final fiscal year 2024 Homeland Security Appropriations Act, the state agency responsible for administering mitigation grants in the requestor’s state must submit an application to the Federal Emergency Management Agency, and that entity will serve as the administrative agent for the grant. Therefore, all project proposals must be accompanied in Legi-Mate by a letter of support from the appropriate state agency affirming that it believes the project is eligible. In addition to the PDM grant program requirements listed above, the Subcommittee will principally seek to satisfy member requests for eligible projects that are important to states and local communities but which may not receive adequate attention under the larger Building Resilient Infrastructure and Communities (BRIC)

program. If you have questions about the appropriateness of funding recommendations for individual project requests, please contact the Subcommittee staff handling FEMA.

- Emergency Operations Center (EOC) Grant Program: Requested projects must meet the eligibility requirements of the EOC grant program, including the non-federal cost-share requirement and environmental and historic preservation requirements. Full requirements can be found in the fiscal year 2022 [NOFO for the “Emergency Operations Center Grant Program”](#) (the NOFO for FY23 projects is expected to be issued in the coming weeks, but requirements are unlikely to change). For any projects designated for funding in the final fiscal year 2024 Homeland Security Appropriations Act, the state administrative agency (SAA) must submit an application to the Federal Emergency Management Agency, and that agency will serve as the administrative agent for the grant. Therefore, all project proposals must be accompanied in Legi-Mate by a letter of support from the appropriate SAA affirming that it believes the project is eligible.

Additional Legi-Mate Fields for CDS Accounts:

Legi-Mate includes additional fields for CDS requests for the Subcommittee on Homeland Security. These include the following:

- *Total Project Cost*: This is the full project cost, including any federal and non-federal shares. This is not the amount being requested through CDS, which includes only the federal cost-share and is entered under the *Member’s Request* field. As with other amounts, the *Total Project Cost* amount should be entered in thousands of dollars (\$000). For example, a total project cost for \$1 million would be entered as \$1,000, while a total project cost of \$250 thousand would be entered as \$250.
- *Has another Senator also submitted this request?* If you are aware that another Member (who is not a cosignatory here) is also submitting this request, please let us know by selecting “Yes” from the dropdown. Please select “No” if no other Senator is submitting the request, or “Don’t Know” if you are unsure.
- *Have you or do you plan to submit this request or elements thereof to another subcommittee?* If you have submitted this request to another subcommittee, please let us know by selecting “Yes” from the dropdown; otherwise, please select “No” from the dropdown.

U.S. Senate Committee on Appropriations
Subcommittee on the Interior, Environment, and Related Agencies
FY 2024 Member Requests

Jeff Merkley, Subcommittee Chairman
Lisa Murkowski, Subcommittee Ranking Member

Open Season: March 20, 2023 to April 4, 2023 at 5:00 pm	
Majority Liaison	Angela Caalim, (202) 224-6817
Minority Liaison	LaShawnda Smith, (202) 224-6940
Deadline for Submitting Requests	Tuesday, April 4, 2023 at 5:00 pm
Publish CDS Requests on Website	Wednesday, April 19, 2023
Subcommittee Guidance	
Accepting CDS requests?	Yes
Prioritization of Requests?	Yes
Bulk Copy Permitted?	Yes
Signed Letter Format?	Minimal Cover Letter appropriate
Hard Copy Delivery?	No hard copies required

Subcommittee Guidance

This guidance will use the following abbreviations:

<i>DOI: Department of the Interior</i>	<i>BIE: Bureau of Indian Education</i>
<i>BLM: Bureau of Land Management</i>	<i>USFS: U.S. Forest Service</i>
<i>FWS: Fish and Wildlife Service</i>	<i>EPA: Environmental Protection Agency</i>
<i>NPS: National Park Service</i>	<i>IHS: Indian Health Service</i>
<i>USGS: U.S. Geological Survey</i>	<i>LWCF: Land & Water Conservation Fund</i>
<i>BIA: Bureau of Indian Affairs</i>	

Prioritization

- The Subcommittee requires separate rankings for CDS and Programmatic requests. This means that each category of request must have an ordered list beginning with #1.
- In order for the Subcommittee to consider a Group Programmatic request within the Individual Programmatic requests priority order, the Member office must submit the request as both an Individual request and a Group request and rank accordingly.
- Members may not submit Group requests for CDS requests.
- For example, if a Member office submits 7 CDS requests, 5 Programmatic requests, and 3 Group Programmatic requests:
 - The CDS requests should be ranked within the CDS category by priority as 1-7.
 - The Individual Programmatic requests should be ranked within the Programmatic category by priority as 1-5.
 - The Group Programmatic requests should be ranked within the Programmatic category by priority and listed as 6-8.

Programmatic Requests

The Subcommittee provides the following guidance for Programmatic requests:

- Before submitting a request, verify that the President's budget request level and fiscal year 2023 enacted level are correct for their respective fields.
- Prior to submitting the electronic and printed copies, Member offices should verify that requests are in intended priority order and that these documents match. The printed copy should be delivered in intended priority order.
- The "Justification" field must include all relevant background information about the request, including the purpose and goals for which the request is being made; information on whether the Member office is working with the relevant agency on the request; and a description of support, including from outside groups/organizations.
- If a request includes bill language, please include it in the "Proposed Bill Language" field and provide a leg counsel draft and any relevant CBO score.
- If a request includes report language, only include the exact language you would like to see appear in the Senate Report in the "Proposed Report Language" field.
- Please carefully read the general instructions for how to determine the "Project Location" and "Project Name" for Member requests (detailed instructions are in the Legi-Mate How To Guide). If your "Project Location" is a program or subactivity below the level of detail found in the [funding table](#) included in the report accompanying the fiscal year 2023 Interior bill, please use the "Project Name" field to identify that program or subactivity. If you are unsure about how to characterize any of your requests, please contact the Subcommittee. Incorrectly submitted requests may be sent back for clarification.
- Location-based projects included in the President's budget request for land management agencies (including for LWCF, LRF, and agency construction) are considered Programmatic requests. However, projects listed on supplemental LWCF lists or otherwise not enumerated in the budget request must be submitted as CDS requests as detailed below.

Congressionally Directed Spending (CDS) Requests

The Subcommittee will accept CDS requests within the following programs. Information about each program and the project detail required for each project are explained in detail below.

1. CW: EPA, STAG, Clean Water SRF, Clean Water CDS
2. DW: EPA, STAG, Drinking Water SRF, Drinking Water CDS
3. SFC: IHS, Sanitation Facilities Construction, Sanitation Facilities Construction CDS
4. HPF: NPS, Historic Preservation Fund Projects
5. SPF: USFS, State and Private Forestry, Forest Resource Information and Analysis

The Subcommittee may also consider CDS requests within the following accounts, but only on a case-by-case basis. The Subcommittee will consider the appropriateness of CDS spending for the project, history of the program and other federal spending, and availability of funding within the program, among other factors. Please note that any project that is included in the President's budget request and for which the request for funding is at or below the President's budget request level should be submitted with the Member office's programmatic requests. The Subcommittee will only consider CDS requests for projects that are not included in the President's budget request or for projects that would be funded above the President's budget request.

6. Projects on Agency Lists

- LWCF: Great American Outdoors Act, Land and Water Conservation Fund
 - BLM, Land Acquisition
 - FWS, Land Acquisition
 - NPS, Land Acquisition
 - USFS, Land Acquisition
 - USFS, Forest Legacy
- LRF: Great American Outdoors Act, Legacy Restoration Fund
 - BLM, Legacy Restoration Fund
 - FWS, Legacy Restoration Fund
 - NPS, Legacy Restoration Fund
 - BIE, Legacy Restoration Fund
 - USFS, Legacy Restoration Fund
- LMCON: Land Management Agencies, Construction
 - BLM, Construction
 - FWS, Construction Projects, Line Item Construction
 - NPS, Construction, Line Item Construction and Maintenance
 - USFS, Capital Improvement and Maintenance, Facilities, Road and Trails

7. Land Management Agencies, Local Projects and Research

- BLM, Management of Land and Resources, Land Management Priorities
 - NPS, National Recreation and Preservation, Statutory and Contractual Aid
 - FWS, Resource Management, Stewardship Priorities
 - USGS, Surveys Investigations and Research, Special Initiatives
8. BIA, Operation of Indian Programs, Special Initiatives
 9. EPA, Science and Technology, Research: National Priorities
 10. EPA, State and Tribal Assistance Grants, STAG Infrastructure Grants

Additional CDS Request Guidance

“Project Name” Field: Please enter only the exact text that would appear in the CDS table in the committee report. First state the recipient, then the word “for”, and finally a short descriptor of the project. Please try to use no more than 10 words.

[Recipient] for [Short Project Description]

Examples:

- ☒ City of Echo for Potable Water System Service Replacement
- ☐ Potable Water System Service Replacement for City of Echo
- ☐ City of Echo Water Project
- ☐ Potable Water System Service Replacement

Identical Projects: Members may not submit Group requests for CDS projects. However, to the extent feasible, the Subcommittee encourages Member offices to coordinate on CDS requests. When making identical requests, the Subcommittee strongly encourages Member offices to submit identical entries into Legi-Mate with particular emphasis on having identical text in the “Project Name” field.

Recipient: Please list the recipient that is the actual entity that would receive CDS project funding (e.g., the State of Oregon not the Governor of Oregon). For CDS projects that will be carried out by a federal entity, the recipient should be the federal agency not the entity making the request with your office (e.g. the Fish and Wildlife Service not ABC Non-Profit).

1. **CW: EPA, STAG, Clean Water SRF, Clean Water CDS**
2. **DW: EPA, STAG, Drinking Water SRF, Drinking Water CDS**

About the Program: The Subcommittee anticipates that the vast majority of CDS requests made to the Interior Subcommittee will be for water infrastructure grants to fund local wastewater and drinking water infrastructure projects within the Clean Water State Revolving Fund and the Drinking Water State Revolving Fund. This includes construction of, and modifications to, municipal sewage treatment plants and drinking water treatment plants. The Subcommittee will be limiting water infrastructure grants only to projects that are publicly-owned or owned by a non-profit entity. Privately-owned projects are NOT eligible for water infrastructure grants.

The Subcommittee has previously considered projects benefiting both a clean water and drinking water system. Any such project must meet the qualifications below and must be requested under the Clean Water CDS account.

State and Local Projects

The Subcommittee will accept CDS requests for local and/or municipal projects included on a state's most recently finalized Clean Water or Drinking Water State Revolving Fund Intended Use Plan (IUP). The Subcommittee may consider projects that are eligible for funding under State Revolving Loan Fund (SRF) guidelines (detailed below), but are not on the state IUP list.

There is a minimum 20% cost share requirement for any state or local water infrastructure grant funded through congressionally directed spending. For example, a \$1 million project could receive a maximum of \$800,000 from the federal government, with the remaining \$200,000 the responsibility of the CDS recipient. In almost all cases, other federal funds cannot be used to meet this 20% cost share. Please note that only the non-federal portion of assistance provided by a State Revolving Loan Fund can be applied towards a project's matching requirement.

"Additional Subcommittee Fields": For State and Local Grants for Drinking or Clean Water Projects, Member offices **must** confirm this status with the state before finalizing your submission:

- Is the project on the state's most recently finalized Clean Water or Drinking Water State Revolving Fund Intended Use Plan? **Required YES or NO**
- If the answer to the question above is NO, is the project eligible under SRF guidelines? **Required YES, NO, or N/A**

"Project Detail": Member offices **must** answer each of the following questions in the order listed below:

1. What is the project purpose, e.g., drinking water, wastewater, stormwater, and/or water quality protection?
2. How will the project help the recipient meet applicable water standards—e.g. improve drinking water quality or improve surface/groundwater quality?

3. Is this project primarily to support existing water needs or to support future growth? Note that projects primarily to support future growth are typically ineligible for State Revolving Funds. Is this request seeking funding for planning and design, construction, or both?
4. Describe the project recipient—are they a municipality? Public water system? Other public entity?
5. What is the total estimated cost of the project, based on the facilities plan or preliminary engineering report?
6. What is the amount requested for the project?
7. Is the amount requested scalable to a lower amount and if so, what is the minimum amount?
8. Please list any funding received from federal appropriations, including the fiscal year and source of funding (Clean Water SRF, Drinking Water SRF, STAG grants, USDA Rural Development Program, FEMA, or others)?
9. Does the community have a financing plan certified by an authorized local official demonstrating how it will cover the matching funds of 20% or more?
10. What are the anticipated non-federal sources of funding for this project?

Note that SRF projects have very specific eligibility requirements and the Subcommittee will not consider projects that do not meet those requirements. The following table lists some of the project types that are ineligible for SRF funding:

Projects that generally are NOT eligible for SRF funding			
Clean Water / Waste Water		Drinking Water	
1.	Land, except for projects described in the subsequent table under eligibility #11	1.	Dams or rehabilitation of dams
2.	Operations and maintenance costs	2.	Operations and maintenance costs
3.	Non-municipal point source control	3.	Water rights, except if the water rights are owned by a system that is being purchased through consolidation as part of a capacity development strategy or if the water rights purchase is covered by EPA's DWSRF Class Deviation for Water Rights 2019
4.	Acid drainage correction	4.	Reservoirs, except for finished water reservoirs and those reservoirs that are part of the treatment process and are located on the property where the treatment facility is located
5.	Ambient water quality monitoring	5.	Laboratory fees for monitoring
6.	Flood Control Projects, unless the project is otherwise managing, reducing, treating, or recapturing stormwater	6.	Projects needed mainly for fire protection
7.	Privately owned sewer pipes	7.	Projects for systems that lack adequate technical, managerial, and financial capability, unless assistance will ensure compliance

		8.	Projects for systems in significant noncompliance, unless funding will ensure compliance
		9.	Projects primarily intended to serve future growth

The following list provides some examples of the types of projects that are typically eligible for SRF funding and are most frequently funded. This list is not intended to be exhaustive.

Projects that generally ARE eligible for SRF funding			
Clean Water / Waste Water		Drinking Water	
1.	Wastewater treatment plants, including sludge handling facilities.	1.	Facilitate compliance with national primary drinking water regulations or address serious risks to public health including non-regulated contaminants (i.e. PFAS)
2.	Collector Sewers – Small sewers that convey wastewater from residences, commercial establishments, and industrial sites.	2.	Rehabilitate or develop water sources (excluding reservoirs, dams, dam rehabilitation and water rights) to replace contaminated sources
3.	Interceptor Sewers – Large sewers that convey wastewater from collector sewers directly to a wastewater treatment facility.	3.	Install or upgrade treatment facilities
4.	Sewer Pipes – Rehabilitation is only eligible if the pipes are publicly owned.	4.	Install or upgrade storage facilities, including finished water reservoirs, to prevent microbiological contaminants from entering the water system
5.	Outfall Sewer – A sewer that conveys treated wastewater from a wastewater treatment facility to the receiving waters.	5.	Install or replace transmission and distribution pipes to prevent contamination caused by leaks or breaks in the pipe, or improve water pressure to safe levels
6.	Storm Water Management – Measures to manage, reduce, treat, or recapture stormwater or subsurface drainage water (i.e. storm sewers, green infrastructure, etc.).	6.	Projects to consolidate water supplies – for example, when individual homes or other public water supplies have a water supply that is contaminated, or the system is unable to maintain compliance for financial or managerial reasons
7.	Combined sewer overflow (CSO) control and sanitary sewer overflow (SSO) control.	7.	Land is eligible only if it is integral to a project that is needed to meet or maintain compliance and further public health protection
8.	Infiltration/Inflow Correction – Construction activities that prevent surface water or groundwater from entering the sewer system.	8.	Project planning, design and other related costs
9.	Water Security – Installation or upgrade of physical security infrastructure such as lighting, fencing, monitoring and access control. Also, cybersecurity measures, installation of safer		

	treatment technologies, and more secure storage of on-site treatment.		
10.	Septic Tanks – Remediation, rehabilitation, removal and replacement of failing tanks are eligible, as well as installation of new tanks.		
11.	Land – The leasing and fee-simple purchase of land, including surface and subsurface easements, needed to locate eligible municipal or Tribal projects, and land integral to the treatment process. Municipal purchase of land and/or conservation easements for source water protection are also eligible.		
12.	Water Reuse – Projects involving the municipal reuse or recycling of wastewater, stormwater, or subsurface drainage water.		
13.	Capital Nonpoint Source Pollution Control Projects – e.g., river or streambank restoration, agricultural best management practices (i.e., buffer strips, manure containment structures), wetlands restoration, etc.		

3. SFC: IHS, Sanitation Facilities Construction, Sanitation Facilities Construction CDS

For Tribal water CDS projects within the Sanitation Facilities Construction account, the Subcommittee will accept CDS requests for projects included on the Indian Health Services' (IHS) Sanitation Deficiency System (SDS) list. In exceptional circumstances, the Subcommittee may consider projects that are eligible for funding under the Criteria for the [Sanitation Facilities Construction Program](#) but are not on the SDS list (see pg. 5-1 through 5-12 of the Criteria).

“Additional Subcommittee Fields”: For Tribal drinking or clean water facilities construction projects, Member offices **must** confirm this status before finalizing your submission:

- Is the project on the IHS Sanitation Deficiency System list? **Required YES or NO**
- If the answer to the question above is NO, is the project eligible under the Criteria for the Sanitation Facilities Construction Program? **Required YES, NO, or N/A**

“Project Detail”: As applicable, Member offices **must** answer each of the following questions in the order listed below:

1. What is the project purpose, e.g., drinking water, wastewater, stormwater, and/or water quality protection?
2. Is the amount requested scalable to a lower amount and if so, what is the minimum amount?
3. Is this request seeking funding for planning and design, construction, or both?
4. Is the preliminary planning and engineering design completed for this project?
5. When will this project be ready to proceed to construction?
6. What is the total estimated cost of the project, based on the facilities plan or preliminary engineering report?
7. Please list any funding received from federal appropriations, including the fiscal year and source of funding (Clean Water SRF, Drinking Water SRF, STAG grants, USDA Rural Development Program, FEMA, or others), if applicable?
8. If applicable, does the community have a financing plan?

4. HPF: National Park Service, Historic Preservation Fund Projects

About the Program: The Historic Preservation Fund (HPF), established to help fund the programs engendered by the National Historic Preservation Act (Public Law 89-665; 54 USC 300301 et seq.), was designed to preserve historical and archaeological sites in the United States of America. The Subcommittee anticipates that most requests will be made within the HPF for the Save America's Treasures (SAT) program. All HPF grantees, including successful CDS recipients, must meet standards set by the Secretary of the Interior and comply with the [audit requirements](#), and each successful CDS recipient funded in a final bill must complete an application through grants.gov. The Subcommittee will accept CDS requests for non-formula funded activities within HPF that meet the qualifications of HPF programs. Please note that acquisitions of collections or historic properties are not eligible under the HPF. For more information, please visit [here](#). The maximum project amount is \$500,000.

"Additional Subcommittee Fields": The Subcommittee will review requests for projects in the context of existing HPF grants. For example, for SAT, the Subcommittee will require that the property be listed as an historic place on the National Register of Historic Places or as a National Historic Landmark. (Member offices are encouraged to inquire with their State Historic Preservation Office to confirm listings (<https://ncshpo.org>)). Other HPF programs have varied eligibility requirements which will be the basis of the Subcommittee's consideration.

- For HPF, if the request is for property, does the property meet the HPF program requirements of being listed on the National Register of Historic Places or as a National Historic Landmark individually or as contributing to an historic district? **Required YES, NO, or N/A**

"Project Detail": Member offices **must** answer each of the following questions in the order listed below:

1. What type of entity is the recipient (e.g., non-profit organization, state or local government, educational institution, federally-recognized Indian Tribe, Alaska Natives, or Native Hawaiian organizations)? **Please specify.**
2. Has the project received a previous federal grant in the past? For SAT, previous projects can be viewed here: [NPS SatMap](#). **Please answer one of the following: YES and note the year, the amount, and the federal program; or NO.**
3. If the request is for SAT, does the recipient have in place, or a plan to provide, the one-to-one match with non-federal cash and/or in-kind contribution? **Please answer YES, NO, or N/A.**
4. Would the requested project fund an eligible activity under the HPF? For example, for SAT, please visit [here](#). **Please answer YES or NO.**

5. SPF: USFS, State and Private Forestry, Forest Resource Information and Analysis

About the Program: The State and Private Forestry account provides technical and financial assistance grants to non-federal forest landowners, including state, Tribal, and local governments. Activities within this account include forest health management, cooperative fire protection, wood innovation, and urban and community forestry. Project requests should be part of the state's Forest Action Plan, or contribute to meeting the goals of the Forest Action Plan.

"Additional Subcommittee Fields": Project requests should be part of the state's Forest Action Plan, or contribute to meeting the goals of the Forest Action Plan.

- For U.S. Forest Service, State and Private Forestry (SPF), is this project part of or contribute to the state's Forest Action Plan? **Required YES or NO**

"Project Detail": Member offices **must** answer each of the following questions in the order listed below:

1. Is the project part of a state Forest Action Plan or otherwise ranked in a prioritized list (provide list name and rank)?
2. How does this project contribute to the state Forest Action Plan?
3. What is the federal nexus for this project and why should there be a federal funding component?
4. Has this project received previous federal funds (provide year, amount, and program)?
5. What is the total cost of the project? Are there matching funds or partner contributions?
6. Is the amount requested scalable to a lower amount and if so, what is the minimum amount?
7. What is the timeline for this project?
8. Describe how the project will conserve and steward working forests or open space, protect forest health from insects and disease, meet urban and community forestry goals, create opportunities for innovative wood use, improve fire mitigation efforts, or otherwise benefit communities and forested lands.

6. Projects on Agency Lists

About the Programs: Funding for projects included in the fiscal year 2024 President’s budget request should be submitted with the Member office’s programmatic requests if the request is for funding at or below the President’s budget request level. The Subcommittee will only consider CDS requests for projects that are not included in the President’s budget request or for funding levels that are above the amounts provided in the President’s budget request. The Subcommittee will have a strong preference for projects included on agency-submitted priority lists.

- **LWCF: Great American Outdoors Act, Land and Water Conservation Fund:** Pursuant to the Great American Outdoors Act of 2020 (P.L. 116-152) and the Consolidated Appropriations Act, 2023 (P.L. 117-328), prioritized project lists will accompany the President’s budget request in five LWCF accounts. This requirement is delivered in two separate lists: 1) a list of projects proposed for funding in the President’s budget request; and 2) a supplemental list of projects that are ready but unfunded. Any funding request for activities not included in the President’s budget request must be submitted as CDS request. These requests must be filed under “Bill-Wide – Multi – Land and Water Conservation Fund (LWCF) – Supplemental Projects, or Supplemental Projects – Not Listed”. There will be a high bar for considering any projects not present on the current year’s lists. Note that while third party organizations may advocate for specific projects, the CDS recipient for federal acquisition is the federal agency that will eventually manage the land (BLM, FWS, NPS, or USFS), or in the case of the Forest Legacy Program, it is the state.
- **LRF: Great American Outdoors Act, Legacy Restoration Fund:** Pursuant to the Great American Outdoors Act of 2020 (P.L. 116-152) and the Consolidated Appropriations Act, 2023 (P.L. 117-328), prioritized project lists for deferred maintenance projects to be funded by the National Parks and Public Lands Legacy Restoration Fund will accompany the President’s budget request for BLM, FWS, NPS, USFS, and BIE schools. There will be a high bar for considering any projects not present on the current year’s lists. Note that the CDS recipient is the federal agency.
- **LMCON: Land Management Agency Construction:** The four land management agencies (BLM, FWS, NPS, and USFS) receive annual appropriations for new construction and other capital improvement projects and typically include a short list of specific projects in the President’s budget request. There will be a high bar for considering any projects not present on the current year’s lists. Note that the CDS recipient is the federal agency.

“Additional Subcommittee Fields”: Review the prioritized project lists accompanying the current fiscal year budget request to confirm whether the project is included.

- For Land and Water Conservation Fund (LWCF), Legacy Restoration Fund (LRF), or Land Management Agency Construction (LMCON), is the project on the relevant list provided by the administration? **Required YES or NO**

“Project Detail”: Provide relevant details about the project. If the project is ranked low, not on the current year list, or if you are requesting a different funding amount, explain why and why it should be advanced.

7–10. Other

The Subcommittee may also consider CDS requests within these accounts, but only on a case-by-case basis.

Member offices must answer each of the 16 questions below for ALL requests in these accounts.

7. Land Management Agencies, Local Projects and Research: In order for requests to be considered within this category, they must be relevant to the specified mission area within the bureaus listed below and contribute to responsible stewardship of land, wildlife, and recreation resources or contribute to priority research areas that inform stewardship of those resources. Proposed projects should contribute to local, state, and federal efforts to benefit species, habitat, and/or enhanced stewardship of land and water resources. Project funding is not intended to primarily fund annual operations and maintenance of existing programs at the state, federal, or local level.

- BLM, Management of Land and Resources, Land Management Priorities – project requests may be considered for activities related to wildlife and aquatic habitat management.
- NPS, National Recreation and Preservation, Statutory and Contractual Aid – project requests may be considered for activities relating to operating, managing, and preserving resources, including as authorized by law.
- FWS, Resource Management, Stewardship Priorities – project requests may be considered for fish and aquatic conservation, habitat conservation, recovery, and restoration activities.
- USGS, Surveys Investigations and Research, Special Initiatives – project requests may be considered for high priority and core science research, and ecosystem and water resources related activities.

8. BIA, Operation of Indian Programs, Special Initiatives: BIA provides direct services and funding for compacts and contracts for Tribes to provide programs for a wide range of activities. While the Subcommittee will not consider CDS projects for individual Tribes, the Subcommittee may consider requests from other eligible entities that honor the commitment to invest in Tribal communities, create economic opportunities, foster cultural heritage, promote efficient and effective Tribal governance, and conserve natural resources.

9. EPA, Science and Technology, Research: National Priorities: Project requests may be considered for high priority lines of research related to environmental quality and/or human health.

10. EPA, State and Tribal Assistance Grants, STAG Infrastructure Grants: Requests will only be considered for projects related to existing funding categories and activities within the STAG account that will result in improvements in environmental quality and/or human health.

“Project Detail”: In order to consider a request that falls into one of the “Other” categories outlined above, the Subcommittee requires detailed information about the project. The Member office should use this space to make the case for the project. Member offices must answer each of the following questions in the order listed below. If the question does not apply to the requested project, please explain why.

1. Describe the project and make the case for its consideration.

2. Is the recipient entity a federal agency, state agency, Tribal entity, local city/county agency, university or college, or non-profit organization?
3. Does the project meet the eligibility and matching requirements for a specific grant program (provide description)?
4. Does the relevant federal agency have the authority to provide funds to this project and/or recipient (cite authority)?
5. Is the project specifically authorized (cite public law or other authority)?
6. Is the project on federal land or a federal facility?
7. Is the project funded in the President's budget request (provide amount and describe any difference between the budget and your request)?
8. What is the federal nexus for this project and why should there be a federal funding component?
9. What is the total cost of the project?
10. Has this project received previous federal funds (provide year, amount, and program)?
11. Are there matching funds or partner contributions?
12. Is this request being submitted to other Subcommittees for consideration (note Subcommittee, program, amount, and other relevant information)?
13. Is the project ranked on any federal, state, or other prioritized list (provide list name and rank)?
14. What is the timeline for this project and why are federal funds required in this fiscal year?
15. What are the estimated start and completion dates for the project?
16. Can the project obligate all of the requested funding within 12 months of receipt?

U.S. Senate Committee on Appropriations
Subcommittee on Labor, Health and Human Services, Education,
and Related Agencies
FY 2024 Member Requests

Tammy Baldwin, Subcommittee Chair
Shelley Moore Capito, Subcommittee Ranking Member

Open Season: March 20, 2023 to April 13, 2023 at 5:00 pm	
Majority Liaison	Fiona O'Brien, (202) 812-1336
Minority Liaison	Ann Tait Hall, (202) 224-4243
Deadline for Submitting Requests	Thursday, April 13, 2023 at 5:00 pm
Publish CDS Requests on Website	Friday, April 28, 2023
Subcommittee Guidance	
Accepting CDS requests?	Yes
Prioritization of Requests?	Yes
Bulk Copy Permitted?	No
Signed Letter Format?	Minimal Cover Letter appropriate
Hard Copy Delivery?	No Hard Copies; Legi-Mate submission only

LHHS Subcommittee Guidance

Please read this guidance in its entirety before submitting any requests, as some information has changed since last year, and emphasis has been added in places to address common issues.

Congressionally Directed Spending (CDS) Requests

The Subcommittee will accept requests for CDS in the accounts noted below. CDS requests should fund local projects that further the missions of LHHS agencies.

In an effort to promote transparency and facilitate consideration of CDS requests, Senators must provide the necessary details on how requested funds would be used for each CDS project. LHHS CDS projects should not be viewed as continuous funding sources and should be distinct from competitive grant opportunities at the relevant agencies. CDS projects should be viewed as a way to jump start an activity, not sustain it over time. Successful CDS requests will match the project to the authorization or mission of an agency or account and have the support of local officials or communities.

More details on the types of eligible activities by account are described below. The most common problem with requests in previous fiscal years was a failure to include sufficient information to determine if a project is eligible. Any request that does not include sufficient detail will be returned to the office to provide that information, resulting in delays that could affect the ability to fund the CDS request in FY24.

Eligible CDS Accounts

The Subcommittee will only accept CDS requests in the following accounts:

- Department of Labor—Employment and Training Administration—Training and Employment Services
- Department of Health and Human Services—Health Resources and Services Administration—Program Management

- Department of Health and Human Services—Substance Abuse and Mental Health Services Administration—Health Surveillance and Program Support
- Department of Health and Human Services—Administration for Children and Families—Children and Families Services Programs
- Department of Health and Human Services—Administration for Community Living—Aging and Disability Services Programs
- Department of Education—Innovation and Improvement—Fund for the Improvement of Education
- Department of Education—Higher Education—Fund for the Improvement of Postsecondary Education

Multi-Member CDS Requests

CDS requests can either be submitted as “Individual” or “Group” requests. If you choose to coordinate with another Senate office and submit “Group” CDS requests, it will help avoid issues with being properly credited as a requestor for a project. If you submit “Group” requests, each office can still separately prioritize requests in Legi-Mate, and each office must still submit a separate CDS Financial Certification letter covering the project. If you choose to submit individual requests, each office will be responsible for helping to identify and confirm duplicate projects that are also requested by another Senate office.

Required CDS Project Information

All LHHS CDS requests must include the information, and follow the instructions, below. Any requests that do not will be returned to the office, resulting in delays that could affect the ability to fund the CDS requests in FY24.

- **Agency or Account** – Projects will only be funded from the accounts listed above.
- **Recipient Name** – Name of the legal entity that would receive the CDS funding. This will be listed on public disclosure tables. If funded, this must match the name of the organization that eventually submits an application for funding from the relevant agency.
- **Project Name** – Unique name of the project to easily identify and distinguish the project.
- **Project Purpose** – Brief description of the project (no more than 1-2 sentences). More detailed information should be provided in the Project Detail field.
- **Project Detail** – A detailed summary of the project, which must include the total and major categories of spending for the CDS project accompanied by a short narrative for how each major category of spending supports the Project Purpose. While this must explain how specifically the funding will be spent (i.e. \$X for salaries; \$X for equipment; etc.), simply noting how much is for “salaries” is not sufficient – it must include a description of how the funding supports the project’s purpose and goals (e.g. what the people will be doing, what the equipment will be used for, etc.). The most common obstacle to determining if a project is eligible for funding is a lack of specific information on how the funding will be used. Finally, all necessary information must be included in this field and not rely on references to separately-provided supporting materials. More words are not always better, the focus should be concisely providing the necessary information.
- **Recipient Address, City, and State** – Address for the legal entity that will receive the CDS funding.

- **Recipient Point of Contact Name, Phone Number, and E-mail Address** – Information for at least one and preferably two contacts at the recipient organization. If a project is ultimately funded, these will be the individuals the agency reaches out to regarding the project. Under no circumstances should a registered federal or State lobbyist be listed as the point of contact. The points of contact must be individuals employed by or affiliated with the organization that would administer the federal funds.
- **Tax Identification #** – Tax Identification Number for the recipient.
- **Priority** – You must prioritize your CDS requests. The Subcommittee requires CDS and Programmatic requests to be prioritized separately.

Detailed Information on Eligible CDS Accounts

LHHS will accept CDS requests for the following activities:

DEPARTMENT OF LABOR

Employment and Training Administration (ETA)

CDS requests under ETA (through the Workforce Innovation and Opportunity Act (WIOA) demonstration authority) should clearly articulate a project purpose and be focused on meeting the employment and training needs of workers. Generally these projects should include direct services which could include career services, training services (including work-based training), supportive services, and other permissible services, as they are defined in WIOA¹. Typical activities include training unemployed individuals to increase their skills and obtain employment and enhancing the skills of incumbent workers to get higher-paying jobs.

CDS requests should include a basic budget that clearly describes how the funds will be used for specific activities to achieve the project's goals.

CDS funding may be used for the purchase of equipment, but generally only if it is an incidental part of the larger project to provide direct services (a similar standard applies to curriculum development). If a larger portion of the CDS funding is expected to be used for equipment or curriculum development, please note that and provide a detailed justification for why such investments are necessary to meet the employment and training needs of individuals.

CDS funding within ETA cannot be used for construction or renovation of facilities or the purchase of land or buildings, and ETA CDS recipients may not sub-grant to other organizations or agencies.

Finally, CDS projects will be expected to have measurable outcomes and demonstrate a linkage with the state or local workforce investment system.

¹ Generally these are defined in [20 CFR § 678.430](#), [20 CFR § 680.200](#), and [20 CFR § 680.900](#).

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Health Resources and Services Administration (HRSA)

CDS requests within HRSA should be submitted through the Program Management account and must fall under one of the following categories:

- **Health Facilities Construction and Equipment**—CDS requests for the cost of limited-scope construction, renovation, or capital equipment purchase for facilities for health, mental health, or substance abuse services, training of health professionals, or medical research. Examples of eligible facilities include hospitals, health centers, and clinics; skilled nursing facilities; mental health centers; facilities for schools of medicine, nursing, or other health professions; and medical research laboratories. In addition to construction and renovation, CDS funding can be used to acquire capital equipment, such as lab equipment, x-ray machines, or telehealth and information technology. The Committee will not consider a CDS request for federal funding within this account that exceeds \$15 million. Equipment-only CDS requests—that is, requests not involving construction—are permissible. Generally, any equipment having a useful life of more than one year and a unit cost of at least \$5,000 will be eligible as capital equipment. In addition, equipment with lower costs may also be eligible, provided that it is treated as an item of capital expense under the recipient institution's pre-existing, written accounting policies. Equipment expenses for health information systems and electronic medical records systems are permitted expenditures. The costs of expendable supplies such as pharmaceuticals, lab chemicals, or office paper are not eligible.

HRSA Health Facilities funding cannot be used to acquire land or purchase existing buildings, or to pay salaries or other operating costs. Funding cannot be used to pay for work previously completed. CDS requests can be used for architectural and engineering costs associated with an eligible construction project, but cannot be used for general feasibility studies or planning and design.

- **Rural Health**—CDS requests for projects to improve health care in rural areas. Examples of eligible activities include medical, dental, or mental health care services; health promotion and education; chronic disease management; telehealth services; and improvements to emergency medical services. CDS funds can be used for services only in areas that meet HRSA's definition of rural. For lists of eligible rural areas and further information regarding that definition, see: <https://www.hrsa.gov/rural-health/about-us/definition/index.html>. Please include the address of the project's activities in the Project Detail, if different than the legal entity recipient address, for purposes of determining project eligibility.

HRSA CDS recipients may not sub-grant to other organizations or agencies.

Substance Abuse and Mental Health Services Administration (SAMHSA)

CDS requests within SAMHSA should be submitted through the Health Surveillance and Program Support account and must fall under one of the following categories:

- **Mental Health**—funding to support programs that promote the prevention or treatment of mental health disorders, including rehabilitation, outreach, and other support services.
- **Substance Abuse Treatment**—funding to support programs that improve access, reduce barriers, and promote high quality, effective treatment and recovery services.
- **Substance Abuse Prevention**—funding to support programs to prevent the onset of illegal drug use, prescription drug misuse and abuse, alcohol misuse and abuse, and underage alcohol and tobacco use.

Needle Exchange: A General Provision prohibits the award of funding for projects which distribute sterile needles or syringes for I.V. drug injection.

Use of Illegal Substances: A General Provision prohibits the award of funding for projects which promote the legalization of illegal drugs or substances.

CDS funding within SAMSHA cannot be used for construction (other than a limited amount of renovation necessary to carry out a funded project), and SAMHSA CDS recipients may not sub-grant to other organizations or agencies.

Administration for Children and Families (ACF)

CDS requests within ACF should be submitted through the Children and Families Services Programs account and must fall under one of the following categories:

- **Child Abuse Prevention**—projects to improve the prevention, assessment, identification, and treatment of child abuse and neglect through research, model service improvement, information dissemination, and technical assistance. Projects must serve or target abused and/or neglected children and their families.
- **Social Services Research and Demonstration**—projects to promote the ability of families to thrive through financial self-sufficiency in order to reduce poverty and to promote the healthy development and greater well-being of children and families. Projects can serve a diverse population including: low-income individuals, children, youth, families, individuals with developmental disabilities, and Native Americans.

CDS funding within ACF cannot be used for construction or renovation of facilities, and ACF CDS recipients may not sub-grant to other organizations or agencies.

Administration for Community Living (ACL)

CDS requests within ACL should be submitted through the Aging and Disability Services Programs account and must fall under the following category:

- **Aging and Disability Services Programs**—projects to improve the ability of older adults and individuals of all ages with disabilities to live independently and participate fully in their

communities. Generally, CDS requests should focus on improving access to, or the quality of, education, training, support services, and independent living services for older adults and individuals with disabilities.

CDS funding within ACL cannot be used for construction or renovation of facilities, and ACL CDS recipients may not sub-grant to other organizations or agencies.

DEPARTMENT OF EDUCATION

Innovation and Improvement

Fund for the Improvement of Education (FIE)—Elementary and secondary education CDS requests can be designated under this heading for a wide variety of elementary and secondary education projects, including instructional services, afterschool centers, curricula development, teacher training, acquisition of books and computers, arts education, social and emotional learning activities, full-service community schools, and early childhood education. In general, the focus of elementary and secondary education CDS requests should be providing early childhood or K-12 educational services.

CDS requests to provide and improve special education services at the elementary and secondary levels are also eligible under this heading. These CDS requests may include early intervention services for infants and toddlers, transition services, and postsecondary education services.

Eligible CDS recipients are state education agencies, school districts, colleges and universities, and other public and private nonprofit entities. Generally, CDS requests intended for individual schools are provided to the applicable school district and not directly to the individual school.

CDS funding within FIE cannot be used for construction or renovation of school buildings, except in the case of minor remodeling or minor alterations in a previously completed building, for example as part of technology upgrades. Daycare and childcare projects that do not include educational services are also not eligible under this account.

Higher Education

Fund for the Improvement of Postsecondary Education (FIPSE)—CDS requests through FIPSE should primarily be focused on improving access to, or the quality of, postsecondary education. This can include a range of activities as authorized and specified in section 741(a) of the Higher Education Act ([20 U.S.C. 1138\(a\)](#)). CDS recipients are usually colleges and universities but may include other public and private nonprofit organizations.

Examples of the types of CDS requests that can be funded under FIPSE include projects to hire and train faculty, establish and improve degree programs, improve teacher preparation programs, develop and improve curricula, upgrade technology, equipment, and telecommunications, provide student support, and implement university partnerships with school districts. If a significant portion of CDS funds are expected to be used for the purchase of equipment make sure to note that and include a justification for that use of funds.

CDS funding within FIPSE cannot be used for endowments, or for the construction or renovation of facilities, except in the case of minor remodeling or minor alterations in a previously completed building, for example as part of technology upgrades.

U.S. Senate Committee on Appropriations
Subcommittee on the Legislative Branch
FY 2024 Member Requests

Jack Reed, Subcommittee Chairman

Open Season: March 20, 2023 to March 30, 2023 at 5:00 pm	
Majority Liaison	Richard Braddock (202-224-7331)
Minority Liaison	Ann Tait Hall (202-224-4243)
Deadline for Submitting Requests	Thursday, March 30, 2023
Subcommittee Guidance	
Accepting CDS requests?	No
Prioritization of Requests?	Yes
Bulk Copy Permitted?	Yes
Signed Letter Format?	Minimal Cover Letter appropriate
Hard Copy Delivery?	Signed Cover Letter and Letter Table delivered to S-128 and S-146A, The Capitol

Legislative Branch Subcommittee Guidance

DEADLINE: March 30, 2023 at 5pm

Legi-Mate Request System

You may submit your requests beginning on Monday, March 20, 2023, and all requests must be submitted by Thursday, March 30, 2023, at 5pm.

Once you login, you will find detailed instructions for submitting requests through the system. Please fill out as much information as possible in each field. In the “Justification” section, please be sure to indicate if your submission is requesting a new program or initiative; or if you are amending an existing program or initiative. If you are amending an existing program or initiative, please explain what specifically you are proposing to change and why. Please include the desired outcome(s) from the establishment of a new program or initiative or any proposed changes to existing ones. When providing cost estimates for impacts from the proposed submission, please indicate how the cost estimate was derived (President’s Budget, Google search, established Federal government cost estimates, industry best practices, etc.).

After entering all of your requests, you will then be able to generate a table that you will include with your request letter. Upload to Legi-Mate your signed request letter and the table of your requests generated by the system.

Original, signed hard copies of all letters (individual and group) should be delivered to the Legislative Branch Appropriations Subcommittee no later than March 30, 2023 at 5pm in S-128, The Capitol, with a copy delivered to the Minority staff in S-146A, The Capitol. Include the table of your requests generated by Legi-Mate with your letter.

The Legislative Branch Appropriations Subcommittee will not accept Member requests for Congressionally Directed Spending items, as defined in Senate Rule XLIV, for the FY 2024 appropriations bill.

For technical issues using the Legi-Mate request system, contact the system administrator at MemberRequests@appro.senate.gov.

For any questions about these instructions, please contact the Legislative Branch Appropriations Subcommittee at x4-7331.

U.S. Senate Committee on Appropriations
Subcommittee on Military Construction, Veterans Affairs, and Related Agencies
FY 2024 Member Requests

Patty Murray, Subcommittee Chair
John Boozman, Subcommittee Ranking Member

Open Season: March 27, 2023 to April 7, 2023 at 5:00 pm	
Majority Liaison	Andrew Platt, 202-224-1114
Minority Liaison	LaShawnda Smith, 202-224-6940
Deadline for Submitting Requests	Friday, April 7, 2023 at 5:00 pm
Publish CDS Requests on Website	Monday, April 24, 2023
Subcommittee Guidance	
Accepting CDS requests?	Yes
Prioritization of Requests?	Yes
Bulk Copy Permitted?	No
Signed Letter Format?	Minimal Cover Letter appropriate
Hard Copy Delivery?	Signed Cover Letter and Letter Table delivered to SD-125 and SH-125

Subcommittee Guidance

**Subcommittee on Military Construction, Veterans Affairs, and Related Agencies
Fiscal Year 2024 Member Request Guidance**

As in previous years, Member requests must include both a letter signed by your Member and the data you submit on his/her behalf into the Committee-wide request system, Legi-Mate. Both individual Member requests and Dear Colleague letters must be included in Legi-Mate to be considered in FY2024. All requests for Congressionally Directed Spending items must comply with Senate Rule XLIV and Committee requirements.

Requests entered into Legi-Mate and included in letters must be prioritized across the bill, not by Title or Agency.

The following types of requests will be considered:

Programmatic/Language Requests: These types of requests include bill or report language that directs, encourages, or urges the Agency or Department to carry out an action, or are funding requests for a project that is not tied to a specific location. A programmatic funding request may support or highlight a project, program, or account as included in the President’s budget request; advocate changes to the budget request for a specific purpose; or carry forward funding for a project from the previous fiscal year. For example, “increase the Base Closure Account by \$1,000,000 to address PFOS/PFOA mitigation activities” is a programmatic request. Requests to adjust spending for programs operating within larger accounts are acceptable (e.g., “provide \$300,000,000 for VA spending on Rural Health within VA Medical Services Account”).

Congressionally Directed Spending (CDS): This is a funding request for a specific Military Construction project in a specific location that was not included in the President’s budget request or the FY23 enacted

bill or exceeds the level included in either document (whichever is higher). Projects included in the President's budget request will be listed in the drop down "Agency/Account" list on Legi-Mate, in the Programmatic Request form. If you are asking for a project that is not on this list, was not funded in the FY23 enacted bill, or is being requested at a level that is above the President's budget request or the FY23 enacted bill (whichever is higher), then it is most likely a CDS request. Funding for the Department of Veterans Affairs and the Related Agencies is not eligible for CDS.

Guidance on Submitting CDS Requests

The following accounts are eligible for CDS requests:

- Military Construction, Army
- Military Construction, Navy and Marine Corps
- Military Construction, Air Force
- Military Construction, Defense-Wide
- Military Construction, Army National Guard
- Military Construction, Air National Guard
- Military Construction, Army Reserve
- Military Construction, Navy Reserve
- Military Construction, Air Force Reserve

Requests may include major construction, unspecified minor military construction, and planning and design, however, only certain major military construction projects within these accounts are eligible for CDS. Eligible projects can be found on three types of lists, outlined below, which are provided to Congress by the Department of Defense, and contain requirements that have been validated and vetted by the appropriate Service or Agency.

Eligible Lists:

Questions on each of these lists or whether a specific project is included should be directed to the Senate Liaison Offices of each military department.

- Future Years Defense Program (FYDP).—Each military department, to include the Guard and Reserve, as well as Defense-Wide agencies, plans its major military construction program five years into the future. FYDPs identify these future planned projects, which are candidates for CDS requests. Inquiries related to the FYDP or whether a specific project is included should be directed to the Senate Liaison Offices of each military department.
- Unfunded Requirements/Priorities Lists (UFR/UPL).—In addition to the annual budget request, and as required by law, each military department submits to the congressional defense committees a document identifying unfunded priorities that could be funded if additional appropriations were provided. Questions about the UFR list or whether a specific project is included should be directed to the Senate Liaison Offices of each military department.
- Cost-to-Complete (CTC).—Variables such as construction market conditions can affect cost estimating throughout the military construction programming process, and as such, DOD can experience cost increases that cannot be sufficiently covered by available appropriated funding.

In these cases, the military departments may submit a list of projects -- separate from the budget request -- that have received an authorization and appropriation but require additional funding to be completed. Once the full budget request is released, questions about these lists and whether specific projects are included should be directed to the Senate Liaison Offices of each military department.

It is the practice of the Subcommittee to only provide funding that can be executed in the year of appropriation. Therefore CDS eligibility is further limited by the executability of funding. Eligible major military construction projects must be:

- Authorized in the Fiscal Year 2024 or prior year National Defense Authorization Act;
- At 35% design or higher with a DD 1391*; and
- Prepared to award a contract in Fiscal Year 2024.

* The DD 1391 form is required by the Department of Defense for any military construction project. It contains scope and cost estimates, an assessment of the current requirements, justification for the project, and anticipated contracting and construction timelines. Any project that meets the CDS eligibility requirements should have a DD 1391, and this DD 1391 must be uploaded to Legi-Mate as part of your request.

When inputting the request into Legi-Mate, you must complete the following requirements for each project:

- Identify which list (FYDP, UFR/UPL, or CTC) includes the project requested, if major construction;
- Confirm that the project is at 35% design, has a DD 1391 planning document, attach the DD 1391; and
- Confirm that the requested project has either been previously authorized or a request to authorize has been or will be submitted to the Senate Armed Services Committee.

For questions about this guidance, please contact: Drew Platt at Andrew.Platt@appro.senate.gov.

U.S. Senate Committee on Appropriations
Subcommittee on Department of State, Foreign Operations, and Related Programs
FY 2024 Member Requests

Chris Coons, Subcommittee Chairman
Lindsey Graham, Subcommittee Ranking Member

Open Season: March 20, 2023 to April 12, 2023 at 5:00 pm	
Majority Liaison	Kali Farahmand, (202) 224-6933
Minority Liaison	Katherine Bowles, (202) 224-6476
Deadline for Submitting Requests	Wednesday, April 12, 2023 at 5:00 pm
Subcommittee Guidance	
Accepting CDS requests?	No
Prioritization of Requests?	Yes
Bulk Copy Permitted?	No
Signed Letter Format?	Minimal Cover Letter appropriate
Hard Copy Delivery?	No Hard Copies; Legi-Mate submission only

SFOPS Subcommittee Guidance

Congressionally Directed Spending Items

Consistent to prior years, the SFOPS subcommittee will **not** accept Member requests for Congressionally Directed Spending items in FY 2024, as defined in Senate Rule XLIV.

Cover Letter

Please limit your office's individual request cover letter to one page and include the following:

- Senator's name
- Staff contact name, phone number, and email
- Confirmation that all requests have been submitted to Legi-Mate
- Confirmation that all requests are in priority order

Do NOT list requests or provide justifications. This information should be submitted only to Legi-Mate.

Requests for Programmatic Funding and/or Bill or Report Language

Requests to the SFOPS subcommittee must include **ALL** of the following information:

- Specific agency
- Appropriations account
- Program, project, or activity
- Amount, if any, requested by the Member
- Amount, if any, requested in the President's FY 2024 Budget Request
- Amount, if any, included in the FY 2023 enacted bill
- Brief explanation justifying the request
- For group letters, printed name for Members beneath each signature
- Staff contact name, email address, and direct phone number

If **new bill or report language** is requested, you **must** include a draft of the proposed language, including any proposed redline changes to existing law. If a draft of the proposed language is not included, the request will not be considered. Please indicate under which title/account or general provision you would like to place the bill or report language. Brevity is strongly encouraged. Please refer to prior SFOPS bills and reports when drafting your language.

If you are requesting **bill language** that is identical to existing law, do **not** repeat it verbatim in your request letter. It is sufficient to cite the FY 2023 section number and title.

If you are requesting **report language** that was included in a prior year report and that calls for a specific action by an agency, the request must describe the agency's response to the prior year language (i.e., did the agency comply with the language? If so, with what result? If not, why not?). For all report language that was included in a prior year, explain the need for repeating the language in FY 2024. Repetition of prior year requests is strongly discouraged absent a compelling reason.

As noted in the table above, SFOPS does not permit the bulk copy of requests. When drafting FY 2024 report language, please consult the [explanatory statement](#) accompanying division K of the Consolidated Appropriations Act, 2023 and the [explanatory statement](#) accompanying S.4662 to see prior year language.

For all **funding requests**, please indicate whether funding was provided for the program, project, or activity in a prior year. If funding was provided in a prior year, include the amount of funding. Please explain why additional funds are needed in FY 2024.

Information submitted as a **justification** for a request should pertain only to the request in question and should not be copied into multiple different requests. Please submit separate requests for each item, each with its own justification.

U.S. Senate Committee on Appropriations
Subcommittee on Transportation, Housing and Urban Development, and Related Agencies
FY 2024 Member Requests

Brian Schatz, Subcommittee Chairman
Cindy Hyde-Smith, Subcommittee Ranking Member

Open Season: March 20, 2023 to April 6, 2023 at 5:00 pm	
Majority Liaison	Fiona O'Brien, (202) 224-6404
Minority Liaison	Michael Ciamarra, (202) 224-7204
Deadline for Submitting Requests	Thursday, April 6, 2023 at 5:00 pm
Publish CDS Requests on Website	Friday, April 21, 2023
Subcommittee Guidance	
Accepting CDS requests?	Yes
Prioritization of Requests?	Yes
Bulk Copy Permitted?	No
Signed Letter Format?	Minimal Cover Letter appropriate
Hard Copy Delivery?	No hard copies required

THUD Subcommittee Guidance

This guidance covers Congressionally Directed Spending (CDS) requests for the Subcommittee on Transportation, Housing and Urban Development, and Related Agencies (THUD). In order to be considered by the Committee, all requests shall be timely entered into Legi-Mate. These instructions are very similar across subcommittees, but each subcommittee has its own version with its own specific requirements. It is therefore strongly recommended that you review this guidance in its entirety before entering requests in Legi-Mate, and that you follow this guidance throughout the process.

Prioritization. THUD requires Members to prioritize requests in Legi-Mate, including CDS requests. The prioritization of your CDS requests is not required to be made publicly available.

Same-State and Joint Requests. To the extent practicable, if you and other Member(s) in your State's delegation (including House and Senate) are requesting the same project, please coordinate with their office(s) to ensure that all information entered in Legi-Mate is identical. This will help ensure Members are appropriately credited with House funded projects in conference. Also, while joint CDS entries are allowed, we **highly encourage** Members to submit individual entries.

Projects excluded from CDS. The Subcommittee will not fund CDS requests for operational expenses or administrative salaries and benefits.

Cost-Share requirements for CDS. All DOT CDS projects will have a non-Federal cost-share requirement, consistent with the authorized program. The cost share may vary by State and by type of project, and it is recommended that you consult with DOT for the cost-share requirements of any specific project.

CDS Eligible Accounts. The Subcommittee will accept requests for CDS. THUD will accept CDS requests in the same seven accounts as FY 2023 as follows:

- “Transportation Planning, Research, and Development (TPR&D)” for transportation research projects eligible under title 23 or title 49, United States Code (not for project-specific planning that is eligible for funding under HIP, TIG, or CRISI);
- “Grants-in-Aid for Airports (Airport Improvement Program or AIP)” for airport projects eligible under chapter 471 of title 49, United States Code;
- “Facilities and Equipment (F&E)” for terminal air traffic control facility replacement projects eligible under part A of subtitle VII of title 49, United States Code;
- “Highway Infrastructure Programs (HIP)” for highway projects eligible under title 23, United States Code;
- “Transit Infrastructure Grants (TIG)” for transit projects eligible under chapter 53 of title 49, United States Code;
- “Consolidated Rail Infrastructure and Safety Improvements (CRISI) Grants” for rail projects eligible under section 22907 of title 49, United States Code; and
- “Community Development Fund” for “Economic Development Initiatives (EDI)” for activities eligible under section 5305 of chapter 69 of title 42, United States Code, as well as for affordable housing construction.

CDS projects must have a reasonable expectation of being obligated by the end of FY 2026.

Note: Member requests for specific projects that are consistent with the President’s budget request in the Federal Transit Administration’s Capital Investment Grants (CIG) program should be submitted as a standard programmatic request and not as a CDS request. Requests for additional funds on top of the budget request should be requested in TIG as a CDS request, but please be aware that additional funding for such projects are likely to be minimal compared to the overall project cost.

Note: Member requests for specific projects that are consistent with the President’s budget request in the Federal Aviation Administration’s Facilities and Equipment account, Terminal Air Traffic Control Facility Replacement program should be submitted as a standard programmatic request and not as a CDS request. Requests for additional funds on top of the budget request should be requested in F&E as a CDS request.

Legi-Mate Guidance for THUD CDS by Account

For all THUD CDS accounts, Members are required to provide the following information in Legi-Mate:

- **Project Name** – this should be a unique name of the project meant to easily identify and distinguish the project (e.g. “Electrification of Burlington Bus Route 40”, or “ABC Affordable Housing Development”).
- **Project Purpose** – this should include the project name and a very short explanation of what the project will do (e.g. “Electrification of Burlington Bus Route 40 to improve transit service along a corridor and reduce carbon emissions”, or “ABC Affordable Housing Development to construct senior housing for the ABC”).
- **Project Website** – this should be a link to the relevant planning document for the project: the airport master plan for AIP and F&E, the Statewide Transportation Improvement Program

(STIP) or Transportation Improvement Program (TIP) for HIP and TIG, the State Rail Plan for CRISI, or the project website or relevant planning document for TPR&D and EDI. For transportation projects that are not currently on one of the identified planning documents, you may alternatively provide a letter from your respective State DOT supporting the project (additional details by account below).

- Project Detail – this should be a longer explanation of why this project is important, the results and benefits it will provide, a breakdown of costs, the status of planning/environmental work, and other relevant information to help the Subcommittee evaluate project eligibility.
- Member's Request – this is the amount of funding requested for the CDS, in thousands of dollars (\$000). For example, a request for \$1 million would be entered as \$1,000.
- Total Cost – this should be the total cost of the entirety of the project, in thousands of dollars (\$000).
- Location of the Activity – this should be the name of the city or county where the project will take place.
- Project Recipient Information – this should be the legal name of the entity that will receive the CDS funding listed exactly as it appears on IRS documents. A point of contact within the entity must be identified by name, phone number, address, and e-mail address, which will be provided to the relevant agency for purposes of administering projects and will not be made public. This point of contact **cannot** be a lobbyist or external entity. In addition, the entity's Federal Tax Employer Identification Number (EIN) must be provided (for both non-profits and State/local governments). It is not acceptable to enter 00-0000000 or other fake numbers. Failure to provide the Federal EIN may result in implementation delays for the CDS recipient.

TPR&D.

- Members can request CDS within the TPR&D account for transportation research projects eligible under title 23 or title 49 of the United States Code. Planning for specific local highway, transit, or rail projects that are eligible under HIP, TIG, or CRISI should NOT be included in this account. Members are encouraged to use this account for national or regional research and development projects.
- Members are required to provide the Project Name, Project Purpose, Project Website, Project Detail, Member's Request, Total Cost, Location of the Activity, and Project Recipient Information.
- The **Project Website** for TPR&D projects should provide additional background behind the project.

Airports (AIP).

- Members can request CDS within the AIP account for airport projects eligible under chapter 471 of title 49, United States Code (<https://www.faa.gov/airports/aip/overview>).
- NOTE: As AIP CDS follows the existing AIP statute, the Federal cost-share requirements still apply to CDS. For large and medium primary hub airports, CDS can cover 75 percent of eligible costs (or 80 percent for noise program implementation). For small primary, reliever, and general aviation airports, CDS can cover a range of 90-95 percent of eligible costs, based on statutory requirements.
- Members are required to provide the Project Name, Project Purpose, Project Website, Project Detail, Member's Request, Total Cost, Location of the Activity, and Project Recipient Information.
- In the **Project Website** field, Members are required to provide a link to the airport master plan that includes the requested project.

- In the **Project Detail** field, Members are required to provide the status of the planning and environmental work so the Subcommittee can assess the readiness of the project. Members should also provide a description of all other sources of funding contributing to the total cost of the project.
- Under **Additional Subcommittee Fields**, Members are required to select the airport name (see [NPIAS](#) for airport names).

FAA Facilities and Equipment (F&E).

- Members can request CDS within the FAA F&E account but **only** for terminal air traffic control tower facility replacement projects eligible under part A of subtitle VII of title 49, United States Code.
- Members are required to provide the Project Name, Project Purpose, Project Website, Project Detail, Member's Request Amount, Total Project Cost, Location of the Activity, and Project Recipient Information.
- In the **Project Website** field, Members are required to provide a link to the airport master plan.
- In the **Project Detail** field, Members are required to provide a statement of why the tower needs to be replaced. Members are required to provide the age of the tower, number of enplanements, operational line of sight issues, other related infrastructure work not covered by the cost of replacing the air traffic control tower (roads, utilities, etc.), and any other information to justify the project. In addition, the project detail is required to provide the status of the planning and environmental work so the Subcommittee can assess the readiness of the project. Member requests should provide information on how the CDS funding will ensure completion of a project or segments of a project, including the total cost of the project, the CDS funding amount, and any other identified sources of funding.
- Under **Additional Subcommittee Fields**, Members are required to select the airport name (see [NPIAS](#) for airport names).

Highways (HIP).

- Members can request CDS within the HIP account for highway projects eligible under title 23, United States Code, including, but not limited to, highway and bridge construction projects, planning, environmental review, design, and right-of-way acquisition. Operational expenses are not eligible.
- All highway CDS funds will be provided directly to your State Department of Transportation. If the local or county level government is requesting the CDS, they will be required to coordinate with the State DOT to receive the funding and ensure a non-Federal match is available. The only exception to this is if the project is intended to be for a Tribal government.
- Members are required to provide the Project Name, Project Purpose, Project Website, Project Detail, Member's Request, Total Cost, Location of the Activity, and Project Recipient Information.
- In the **Project Website** field, Members are required to provide a link to the STIP or TIP that includes the requested project.
 - Consistent with FY 2023, Members can request funding for highway projects that are not currently on the STIP or TIP but for which a State DOT has provided a letter confirming that: (1) the project is eligible for Federal-aid highway funding under title 23, United States Code; (2) the State DOT is willing to carry out the project if funding is enacted; and (3) the State DOT will include the project on the STIP or TIP once funding for the project is enacted. The letter from the State DOT

should be attached to the request in Legi-Mate in the **Letters of Support** field, and the **Project Website** field should include the most recent STIP or TIP on which the project will be added later.

- In the **Project Detail** field, Members are required to include the status of the planning and environmental work so the Subcommittee can assess the readiness of the project. In addition, they must provide the STIP or TIP ID number for the project as it appears in the STIP or TIP included in the **Project Website** field (if the project is already on a STIP or TIP). Members should also provide a description of all other sources of funding contributing to the total cost of the project.
- For **Project Recipient Information**, please only enter information for the State DOT. All HIP CDS funding is provided directly to the State DOT. Local or county level governments interested in a HIP CDS are required to coordinate with the State DOT for implementation. For projects where the intended recipient is a Tribal government, please contact Subcommittee staff prior to submitting your request in Legi-Mate.

Transit (TIG).

- Members can request CDS within the TIG account for transit projects eligible under chapter 53 of title 49, United States Code.
- Members are required to provide the Project Name, Project Purpose, Project Website, Project Detail, Member's Request, Total Cost, Location of the Activity, and Project Recipient Information.
- In the **Project Website** field, Members are required to provide a link to the STIP or TIP that includes the requested project.
 - Consistent with FY 2023, Members can request funding for transit projects that are not currently on the STIP or TIP but for which a transit agency has provided a letter confirming that: (1) the project is eligible for transit funding under chapter 53 of title 49, United States Code; (2) the transit agency is willing to carry out the project if funding is enacted; and (3) the transit agency will include the project on the STIP or TIP once funding for the project is enacted. The letter should be attached to the request in Legi-Mate in the **Letters of Support** field, and the **Project Website** field should include the most recent STIP or TIP on which the project will be added later.
- In the **Project Detail** field, Members are required to provide the status of the planning and environmental work so the Subcommittee can assess the readiness of the project. In addition, Members should provide the STIP or TIP ID number for the project as it appears in the STIP or TIP included in the **Project Website** field (if the project is already on a STIP or TIP). Members should also provide a description of all other sources of funding contributing to the total cost of the project.
- Under **Additional Subcommittee Fields**, Members are required to select the name of the recipient or subrecipient transit agency.

Rail (CRISI).

- Members can request CDS within the CRISI account for rail capital projects eligible under section 22907(c) of title 49, United States Code.
- Members are required to provide the Project Name, Project Purpose, Project Website, Project Detail, Member's Request, Total Cost, Location of the Activity, and Project Recipient Information.
- In the **Project Website** field, Members are required to provide a link to the State Rail Plan that includes the requested project.

- Consistent with FY 2023, Members can request funding for rail projects that are not currently on the State Rail Plan but for which a State rail agency or State DOT has provided a letter confirming that: (1) the project is eligible for rail funding under section 22907 of title 49, United States Code; (2) the State rail agency, State DOT, or other relevant State agency is willing to carry out the project if funding is enacted; and (3) the State rail agency or State DOT will include the project on the State Rail Plan once funding for the project is enacted. The letter should be attached to the request in Legi-Mate in the **Letters of Support** field, and the **Project Website** field should include the most recent State Rail Plan on which the project will be added later.
- In the **Project Detail** field, Members are required to provide the status of the planning and environmental work so the Subcommittee can assess the readiness of the project. Members should also provide a description of all other sources of funding contributing to the total cost of the project.

Economic Development Initiatives (EDIs).

- Members can request funding for EDIs within the “Community Development Fund” account for activities eligible under section 5305 of chapter 69 of title 42, United States Code, as well as for affordable housing construction.
- The Committee encourages Member offices to pursue projects that address affordable housing, community services, and economic development. Examples of eligible EDI projects include, but are not limited to:
 - Acquisition of real property (land, water rights, buildings);
 - Construction of new affordable housing;
 - Blight removal or remediation; and,
 - Construction, rehabilitation, and improvements of public facilities (except buildings for general conduct of government), such as neighborhood centers, parks, and shelter for persons having special needs such as survivors of domestic violence and the homeless.
- EDIs are subject to other Federal requirements including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR Part 200, the National Environmental Policy Act (NEPA), HUD’s NEPA-implementing regulations at 24 CFR Part 50 or 24 CFR Part 58, and all appropriate Federal environmental and historic preservation laws, regulations, and Executive Orders. Member offices should confirm with organizations requesting EDIs that they will be able to comply with these requirements. To review HUD’s current implementation of the EDI program and the applicable Federal requirements, please see HUD’s EDI landing page: https://www.hud.gov/program_offices/comm_planning/edi-grants
- Reimbursement of expenses incurred prior to the enactment of a final FY24 appropriations bill is not permitted.
- Members are required to provide the Project Name, Project Purpose, Project Website (if there is one), Project Detail, Member’s Request, Total Cost, Location of the Activity, and Project Recipient Information.
- In the **Project Website** field, Members should provide a link to the project website, if available, or if the project is included in an existing CDBG grantee’s Consolidated Plan or Annual Action Plan, a link to such plan.
- In the **Project Detail** field, Members are required to provide at a minimum:
 - description of the project;

- status of the project (planning, design, under construction, etc.) and timeline of its expected completion;
- breakdown of how EDI funds would be used;
- description of all other sources of funding contributing to the total cost of the project; and
- the status of the environmental review work.
- In the **National Objectives** field, which is under **Additional Subcommittee Fields**, Members should identify which of the three National Objectives of the broader CDBG program the EDI project and its activities meets and include relevant data or a description indicating **how** it meets such National Objective(s). The three CDBG program National Objectives are: (1) benefit low- and moderate-income persons or communities; (2) prevent or eliminate slums or blight; or (3) address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available. The most common CDBG National Objective that EDI projects will meet is the benefit to low- and moderate- income (LMI) persons.
 - If using the LMI National Objective, please review this HUD resource:
<https://www.hudexchange.info/programs/cdbg/cdbg-low-moderate-income-data/>
 - Use the “Map Application” tool to provide the necessary data points demonstrating the LMI benefit:
<https://hud.maps.arcgis.com/home/item.html?id=ffd0597e8af24f88b501b7e7f326bedd>