

**HOUSE APPROPRIATIONS COMMITTEE**  
**FY24 PROCESS GUIDANCE TO MEMBERS**

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## House Appropriations Committee

### Guidance for Community Project Funding

- Cap on Overall Funding: The total amount for Community Project Funding in House appropriations bills will not exceed one half of one percent of discretionary spending.
- Cap on Member Requests: Members may submit a maximum of 15 requests across bills.
- Federal Nexus Requirement: In order to ensure a federal nexus exists for each funded project, the Committee will only fund projects that are tied to a federal authorization law. Members must include a written statement describing the federal nexus for each Community Project Funding request. Subcommittee guidance will include example language Members can use to make the required statement.
- No Memorials, Museums, or Commemoratives: Memorials, museums, and commemoratives (i.e., projects named for an individual or entity) are not eligible for Community Project Funding. Many are eligible for competitive grants, and Members can request higher program funding levels.
- Stewardship Requirements: Funded projects will follow applicable requirements in the authorized programs that support good stewardship of taxpayer dollars. For example, programs may require a non-federal cost-share and participation in program audits.
- Careful Vetting of Projects: Subcommittee chairs are expected to establish additional project criteria to ensure only high quality projects are requested and funded. They are encouraged to reject any project that does not merit federal taxpayer funding. Funding decisions will depend on the availability of funds, demand for projects, and merit of individual projects.
- Ban on For-Profit Recipients: Project funding may not be directed to for-profit recipients. Members may request funding for State, local, or tribal governmental grantees and certain eligible non-profits, as allowed under federal law and subcommittee guidance.
- Request in Writing: Any Member requesting project funding must do so in writing by the deadlines established in subcommittees' guidance, using the electronic portal at: <https://AppropriationsSubmissions.house.gov>. Requests must include the Member's name, name and location of the intended recipient, purpose of the requested funding, statement of federal nexus, and certification of no financial interest.
- No Financial Interest: Members must publicly certify that they and their immediate family have no financial interest in the projects they request. "Immediate family" for this purpose includes a father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law. *Please contact the House Committee on Ethics with questions on what constitutes a "financial interest."*

- Demonstrations of Project Merit and Support: Members must provide evidence of the project's merit and community support.
- All Requests Online: Members are required to post every project funding request online, in a searchable format, with their final submission to the Committee. The final submission date occurs after a 2-week technical assistance period, and the date will be clearly noticed in each subcommittee's guidance. In addition, the Committee will establish an online "one-stop" site with links to all House Members' project requests.
- Audits and Oversight: The Government Accountability Office (GAO) will conduct an independent audit of a sample of enacted projects and report its findings to Congress.
- Early Public Disclosure: House rules require disclosure of Community Project Funding before the bill is on the floor, but the House Appropriations Committee will publish online a list of projects earlier – on the same day as the bill's initial markup.
- Committee Reports: When reporting bills containing Community Project Funding, the Committee will identify each item, including the name of each requesting Member, in the corresponding committee report or joint explanatory statement and make it available online in a searchable format.

**House Appropriations Committee**  
**Fiscal Year 2024 Community Project Funding-Eligible Accounts**

Agriculture, Rural Development, Food and Drug Administration, and Related Agencies

- Department of Agriculture–Farm Production and Conservation Programs
  - Natural Resources Conservation Service (Conservation Operations)
- Department of Agriculture–Research, Education, and Economics
  - Agricultural Research Service (Buildings and Facilities)
- Department of Agriculture–Rural Development
  - Rural Housing Service (Community Facilities)
  - Rural Utilities Service (ReConnect Program)
  - Rural Utilities Service (Distance Learning and Telemedicine Grants)
  - Rural Utilities Service (Rural Water and Waste Disposal Grants)

Commerce, Justice, Science, and Related Agencies

- Department of Commerce
  - NIST—Scientific and Technical Research
  - NOAA—Coastal Zone Management
- Department of Justice
  - COPS Technology and Equipment
  - Byrne Justice
- National Aeronautics and Space Administration
  - Safety, Security, and Mission Services

Energy and Water Development

- Army Corps of Engineers (Civil Works)
  - Investigations
  - Construction
  - Mississippi River and Tributaries
  - Operation and Maintenance
- Department of the Interior/Bureau of Reclamation
  - Water and Related Resources

Homeland Security

- Federal Emergency Management Agency
  - Federal Assistance—Emergency Ops. Centers
  - Federal Assistance—Pre-Disaster Mitigation

Interior, Environment, and Related Agencies

- Environmental Protection Agency
  - STAG—Clean Water State Revolving Fund
  - STAG—Drinking Water State Revolving Fund

## Military Construction, Veterans Affairs, and Related Agencies

- Army
- Army National Guard
- Army Reserve
- Navy & Marine Corps
- Navy Reserve
- Air Force and Space Force
- Air National Guard
- Air Force Reserve
- DoD, Defense-Wide

## Transportation, and Housing and Urban Development, and Related Agencies

- Department of Housing and Urban Development
  - CDBG – Economic Development Initiatives
- Department of Transportation
  - Airport Improvement Program
  - Highway Infrastructure Projects
  - Transit Infrastructure Projects
  - Consolidated Rail Infrastructure and Safety Improvements
  - Port Infrastructure Development Program

DIRECTIONS AND TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE  
CERTIFICATIONS AND FEDERAL NEXUS STATEMENTS:

Pursuant to House rule XXIII, clause 17, Members are required to send the Chairwoman and Ranking Member a letter stating that the Member and his/her spouse do not have a financial interest in requested projects. The Appropriations Committee's financial disclosure requirement also includes a Member's "immediate family" (defined as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law). The Chairwoman is also requiring Members to include a statement regarding a project's Federal nexus.

Below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany each Community Project Funding request:

Dear Chairwoman Granger and Ranking Member DeLauro:

I am requesting funding for \_\_\_\_\_[project] in fiscal year 2024. The entity to receive funding for this project is \_\_\_\_\_, located at \_\_\_\_\_ (address including street name, city, state and zip code). The funding would be used for \_\_\_\_\_. The project is an appropriate use of taxpayer funds because \_\_\_\_\_.

The project has a Federal nexus because the funding provided is for purposes authorized by \_\_\_\_\_ [insert U.S. Code or Public Law citation suggested in subcommittee guidance].

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

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on the date of the final submission, as determined by each subcommittee. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

KAY GRANGER, TEXAS, CHAIRWOMAN

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ROBERT B. ADERHOLT, ALABAMA  
MICHAEL K. SIMPSON, IDAHO  
JOHN R. CARTER, TEXAS  
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DAVID P. JOYCE, OHIO  
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RYAN K. ZINKE, MONTANA  
ANDREW S. CLYDE, GEORGIA  
JAKE LATURNER, KANSAS  
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C. SCOTT FRANKLIN, FLORIDA  
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**Congress of the United States**  
**House of Representatives**  
**Committee on Appropriations**  
**Washington, DC 20515-6015**

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ANNE MARIE CHOTVACS  
CLERK AND STAFF DIRECTOR  
(202) 225-2771

February 28, 2023

Dear Colleague,

As Chairman of the Appropriations Subcommittee on Agriculture, Rural Development, Food and Drug Administration and Related Agencies, I want to inform you of the Subcommittee's procedures for receiving Members' programmatic, language, and Community Project Funding submissions for consideration in the fiscal year 2024 appropriations bill.

I also encourage you to review the February 28th letter and attachments from Chairwoman Granger for additional details on Community Project Funding requests.

Members must transmit submissions to the Subcommittee via electronic form, and, in addition, they must upload a letter to the appropriations submission system confirming those entries.

- The electronic submission system can be found at <https://AppropriationsSubmissions.house.gov>. **The system will be available to accept submissions beginning on March 10, 2023.**
- **The deadline for submissions for the Subcommittee is March 24, 2023, at 6:00 pm.**
- **Members must post CPF requests on their official websites on April 10, 2023.**

The Appropriations Committee anticipates moving forward with drafting its bills expeditiously to assure their availability for consideration by the House. As you prepare your submissions, please note the following guidelines:

- All submissions must be made electronically at <https://AppropriationsSubmissions.house.gov>. Only submissions received electronically will be considered. Hard-copy submissions are not required and will not be accepted.
- The electronic system will require Members to assign a priority rank order to all their submissions (programmatic, language and Community Project Funding) for the

Agriculture Subcommittee. The Subcommittee will review your priority rankings based on what is entered into the database.

- Additionally, Members can rank their top 10 programmatic and language requests across all subcommittees. It is strongly recommended that Members identify their top 10 programmatic and language requests before beginning to enter requests.
- Members can also rank all their Community Project Funding requests across subcommittees in the database.

### **Programmatic and Language Requests**

The Committee offers an opportunity for Members to make programmatic requests for specific funding levels for agencies and programs funded through annual appropriations as well as bill or report language encouraging or directing a specific action by the Federal agencies.

All submissions must include an uploaded letter signed by the Member supporting the Member's requests. Letters should simply list and describe each submission briefly. Letters should be a consolidated letter with requests being made and applicable to this subcommittee. Please note that the Member request website allows consolidated letters to be uploaded only once for each subcommittee, so that a letter with multiple requests does not need to be uploaded multiple times.

For requests with multiple Member cosponsors, each cosponsor must enter the same request into the online database. In addition, each cosponsor should either scan or upload a copy of the group request letter or include the group request in a consolidated letter of all the Member's requests for the Subcommittee.

### **Community Project Funding requests**

The Subcommittee on Agriculture will accept Community Project Funding requests in six accounts noted below. The guidance document gives you more detail about these accounts:

- Agricultural Research Service, Buildings and Facilities
- Rural Development, Rural Housing, Community Facility Grants
- Rural Development, Rural Utilities Service, ReConnect Grants
- Rural Development, Rural Utilities Service, Water and Waste Disposal Grants
- Rural Development, Rural Utilities Service, Distance Learning and Telemedicine Grants
- Natural Resources Conservation Service, Conservation Operations

[Here](#) is the link to the guidance document.

**Keep in mind project funding will depend on available resources, and larger requests may have to be reduced. Projects will only receive funding for purposes authorized by Congress, as further explained in the guidance.** The Subcommittee will not accept Community Project Funding requests in any other account.

Members also must provide a signed financial disclosure certification that they and their immediate family have no financial interest in the Community Project Funding request and are required to include a statement that their project has a Federal nexus. A template for the certification and Federal nexus statements are included in the project request guidance.

**Member offices must post these letters publicly on their website for all CPF requests on April 10, 2023.** The Committee will not consider a Community Project Funding request without meeting these requirements.

Thank you for your interest in the programs and activities of the House Appropriations Subcommittee on Agriculture, Rural Development, Food and Drug Administration and Related Agencies.

If you have any general questions or require further information, please email the Subcommittee staff at [AG.MemberRequests@mail.house.gov](mailto:AG.MemberRequests@mail.house.gov). Technical questions related specifically to the operation of the system should be directed to the Committee's IT office at [Approp.ITMemberRequest@mail.house.gov](mailto:Approp.ITMemberRequest@mail.house.gov).

I look forward to working with you as the fiscal year 2024 appropriations process begins.

Sincerely,

A handwritten signature in blue ink, appearing to read "Andy Harris M.D.", with a stylized, cursive script.

Andy Harris, M.D.

Chairman

Appropriations Subcommittee on Agriculture, Rural Development, Food and Drug Administration and Related Agencies

**COMMITTEE ON APPROPRIATIONS  
SUBCOMMITTEE ON AGRICULTURE, RURAL DEVELOPMENT,  
FOOD AND DRUG ADMINISTRATION, AND RELATED AGENCIES**

**Fiscal Year 2024 Member Request Guidance**

**Database opens March 10, 2023**

**Submission deadline is 6:00 pm on March 24, 2023**

**Members must post CPF requests on their websites on April 10, 2023**

**General Guidance**

The general procedures for submitting Member requests are in the Dear Colleague letter from Chairman Harris dated February 28, 2023. Please refer to that letter for general information regarding the fiscal year 2024 process, as well as the February 28th Dear Colleague from Chairwoman Granger. Please review those documents and this document in their entirety prior to submitting Member requests.

**All submission requests must be received by the Subcommittee no later than March 24<sup>th</sup> at 6:00 PM.**

Similar to prior years, offices must use the House Appropriations Committee's database <https://AppropriationsSubmissions.house.gov> for all Member requests. Please ensure that all field entries are complete and accurate. No printed materials will be accepted. Member offices may not submit requests on behalf of another office.

If you encounter problems with the Committee's database or have technical questions, please email [Approp.ITMemberRequest@mail.house.gov](mailto:Approp.ITMemberRequest@mail.house.gov). For general questions regarding this guidance, please email [AG.MemberRequests@mail.house.gov](mailto:AG.MemberRequests@mail.house.gov).

The supplemental information and directions provided in this document are intended to simplify the online request process and help ensure requests are entered correctly. Please read this document carefully before entering your requests online. It is important to ensure the information is entered accurately, so that the requests may be properly considered for funding.

**Distinguishing Community Project Funding, Program, and Language Requests:**

**Community Project Funding (CPF) request:** A funding request for a specific governmental or other eligible entity to carry out a specific community project.

Example: *Provide \$500,000 for a specific entity in City, State.*

**Programmatic request:** A request to fund a specific program in the bill at a specified level.

Example: *Provide \$200,000,000 for the ReConnect program.*

**Language request:** A request 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.

Example: *The Committee encourages USDA to study the impact of expanded broadband on rural*

*communities' economic prosperity.*

If the programmatic or report language request is intended to be for a specific governmental or other entity and not competitively awarded, then it should be requested as **Community Project Funding**.

If your office has any doubt about whether a programmatic or report language request would instead be classified as a Community Project Funding request, please contact the Subcommittee staff at [AG.MemberRequests@mail.house.gov](mailto:AG.MemberRequests@mail.house.gov).

### **Member Request Letters:**

Offices must **upload a single, signed Member letter addressed to subcommittee Chairman Harris and Ranking Member Bishop that includes all CPF, program, and language requests** for the FY 2024 Agriculture Appropriations bill. Member letters should provide enough information to clearly identify each request entered in the database and **include a priority ranking of CPF, program and language requests** consistent with the priority ranking you entered in the database.

If your member signed a delegation letter in support of funding for a specific program, or the inclusion of bill or report language to be included in the FY 2024 Agriculture Appropriations bill, that should be considered a request, entered in the database, and prioritized accordingly.

In addition, the database allows Members to separately rank their top 1-10 requests, across all subcommittees, as well as all of their CPF requests across all subcommittees. The Committee strongly encourages Members to make those rankings as well.

### **Community Project Funding Requests:**

The Subcommittee will include a limited number of community projects this year. Members will be able to submit up to 15 CPF proposals across all Subcommittees for the fiscal year 2024 process.

Although programmatic and language requests may be made for any account, **only six accounts in the Agriculture appropriations bill will include CPFs. Keep in mind project funding will depend on available resources, and larger requests may have to be reduced.**

All CPF requests must meet applicable eligibility requirements for the program in which the request is made, including applicable underlying statutory and regulatory requirements (e.g., cost share). Any CPFs that are funded in an appropriations bill will need to apply to USDA to receive the award. The application will be reviewed for compliance prior to official award. **To ensure your projects meet eligibility requirements for the Rural Development and Natural Resources Conservation Service accounts, you must consult with your respective State Rural Development or State Conservation office which can be found here:**

Rural Development: <https://www.rd.usda.gov/about-rd/state-offices>

Natural Resources Conservation Services: <https://www.nrcs.usda.gov/conservation-basics/conservation-by-state/state-offices>

For each CPF request, Members will be asked to respond to a series of questions intended to provide transparency and ensure the project is a valuable use of taxpayer funds.

Here are the specific pieces of information needed for the Agriculture bill:

1. The website address of the proposed recipient.
2. If there are additional costs necessary to complete the project, have those been secured?
3. For Rural Development projects, is the project for an eligible purpose and does it meet all eligibility requirements under current law?
4. Does the entity plan to make grants to other entities from the funds provided and, if so, to whom?
5. Why is the project a priority for the district? Briefly explain the community benefits.
6. Has any funding for the project been included in any presidential budget and, if so, how much, in which fiscal year, and in which agency or agencies and program(s)?
7. Has the project received Federal funding before and, if so, how much, when, and from which agency or agencies and program(s)?
8. Have you contacted the State Rural Development Office/State Conservation Office to discuss the project and confirm eligibility?
9. For ARS B&F only, what is the estimated start date of the project? How soon could the feasibility/engineering design phase commence? [mm/yy]
10. For ARS B&F only, does the project have distinct and separable phases?
11. For ARS B&F only, what is the estimated completion date of the project? When does completion of construction occur? [mm/yy]
12. For ARS B&F only, have you verified that this facility is owned or operated by the Agricultural Research Service?
13. For ReConnect requests only, please provide relevant information, such as the number of households, businesses, or farms that would be served, what the performance of the service to be offered will be, and whether healthcare or educational facilities will be served.
14. For Conservation Operations requests only, briefly describe how the project will reduce soil erosion, enhance water supplies, improve water quality, increase wildlife habitat, or other objectives that will help conserve, maintain, and improve natural resources.
15. For Water and Waste requests only, provide relevant information, such as the number of households, businesses, or farms that would be served.

In addition to information about the project, the Member requesting a CPF must complete a signed financial disclosure certification and Federal nexus statement and upload it to the electronic submission system for each project submission. The signed letter must state that neither the Member nor their immediate family has a financial interest in the designated entity to receive funding, and that the project has a Federal nexus. Additional information on this is below.

As indicated above, all initial submissions are due **March 24<sup>th</sup> at 6:00 pm.**

**Following the end of the Committee's two-week technical assistance review period, Member offices must post their financial disclosure certification and Federal nexus letters publicly on their website for all CPF requests on April 10, 2023.**

#### **Financial Disclosure Certification and Federal Nexus Letter:**

Offices must upload signed Member letters addressed to Chairwoman Granger and Ranking Member DeLauro for each CPF request certifying that the Member and the Member's "immediate family" (defined as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law) do not have any financial interest in the request. In addition, the letter must state the Federal nexus of the requested

project. A template can be found at the end of this guidance.

The Subcommittee suggests referencing these statutes when making the Federal nexus statement for the following types of Community Project Funding requests:

**Agricultural Research Service, Buildings and Facilities**

- This project has a Federal nexus because it is for the purposes authorized in 7 U.S. Code section 2250.

**Natural Resources Conservation Service, Conservation Operations**

- This project has a Federal nexus because it is for the purposes authorized by the Soil Conservation and Allotment Domestic Act of 1935, 16 U.S. Code sections 590a-590d and 590f-g.

**Rural Development, Rural Housing Service, Community Facility Grants**

- This project has a Federal nexus because it is for the purposes authorized in Section 306 of the Consolidated Farm and Rural Development Act, 7 U.S. Code section 1926(a).

**Rural Development, Rural Utilities Service, ReConnect Grants**

- This project has a Federal nexus as it is for the same purposes authorized in the pilot program established by section 779 of division A of the Consolidated Appropriations Act, 2018 (Public Law 115–141).

**Rural Development, Rural Utilities Service, Water and Waste Grants**

- This project has a Federal nexus because it is for the purposes authorized in Section 306 of the Consolidated Farm and Rural Development Act, 7 U.S. Code section 1926(a)(2).

**Rural Development, Rural Utilities Service, Distance Learning and Telemedicine Grants**

- This project has a Federal nexus because it is for the purposes authorized in Section 2331 of the Food, Agriculture, Conservation, and Trade Act of 1990, 7 U.S. Code section 950aaa.

**Other requirements:**

- Ensure CPF project titles submitted in the database, in the prioritized request letter, and in the financial disclosure certification letter **are all identical**.
- Ensure all CPF project titles include the city (or county as applicable) and two-letter state designation in which the project would be located.
- Ensure your CPF prioritization list entered into the database is identical to the prioritization in your Member's request letter.
- Ensure that the name and location listed for each proposed CPF in the database are also noted in certification letter.
- Please make every effort to indicate if one of your CPFs is also being requested by another member.

**Additional guidance on Community Project Funding requests for eligible accounts:**

***Department of Agriculture, Rural Development, Community Facilities Grants***

Grants to purchase, construct, or improve essential community facilities, to purchase equipment, and pay other related project expenses. Examples of eligible projects include but are not limited to: medical or dental clinics, healthcare facilities, police or fire departments, and public works vehicles.

Priority will be given to essential projects, such as those focused on public health and safety.

Any project must serve a rural area as specified in 7 CFR 3570.53 (rural areas including cities, villages, townships and Federally Recognized Tribal lands with no more than 20,000 residents).

The Member's request must demonstrate community support. Members should ensure that their request provides the most complete description of the project as possible. Submissions should include details on all proposed use of funds, activities that will occur, timeline, and detailed information on the complete service territory.

Such requests are also subject to cost share requirements specified in 7 CFR 3570.63(b). Please review program regulations carefully.

Community Facilities grants cannot be used to pay initial operating expenses or annual recurring expenses, refinance existing debt, pay interest, build or repair facilities in non-rural areas, or pay for construction costs of facilities that will be used for commercial rental space.

The State Rural Development Office is a valuable resource to answer program questions, including eligibility and non-federal cost share requirements. For fiscal year 2023, the average Community Facilities CPF award was about \$1.3 million.

#### ***Department of Agriculture, Rural Development, ReConnect Program***

ReConnect broadband pilot grants facilitate broadband deployment in rural areas. Grant funds can be used for the costs of construction, improvement, or acquisition of facilities and equipment needed to provide broadband service to rural areas without sufficient broadband access, defined as 25 Mbps downstream and 3 Mbps upstream.

The area must be rural and lack sufficient access to broadband service. A rural area is any area which is not located within a city, town, or incorporated area that has a population of greater than 20,000 inhabitants. Sufficient access to broadband is defined as greater than 90% of any rural area in which households have fixed, terrestrial broadband service delivering at least 25 Mbps downstream and 3 Mbps upstream. Mobile and satellite services will not be considered in making the determination of sufficient access to broadband.

Stand-alone middle-mile projects are not eligible under the ReConnect Program. However, middle-mile facilities are eligible if they are needed to bring sufficient broadband service to all premises in the area.

Members are strongly encouraged to include information in their requests, such as the number of households, businesses, or farms will be served in the area, what the performance of the service to be offered will be, and whether healthcare or educational facilities will be served.

Additionally, when submitting a request, Members are reminded that all policies and procedures apply, including environmental and related reviews and the non-federal cost share requirement of 25% of the overall project cost. Policies and procedures can be found at <https://go.usa.gov/xexPT>.

USDA's Rural Development office is a valuable resource to answer program questions, including eligibility. For fiscal year 2023, the average ReConnect CPF award was nearly \$1.2 million.

#### ***Department of Agriculture, Rural Development, Distance Learning and Telemedicine Grants***

The Distance Learning and Telemedicine program (DLT) helps rural residents better utilize the enormous potential of modern telecommunications and the internet for education and healthcare, two critical components of economic and community development. The DLT program helps rural communities acquire the technology and training necessary to connect educational and medical professionals with students, teachers, and patients in rural areas.

Grants may be used for audio and video equipment, broadband facilities that support distance learning or telemedicine (not actual broadband), computer hardware or network components/software, and acquisition of instructional programing.

Any requests are subject to all regulations governing the program which can be found at 7 CFR Part 1734. The program requires a 15% match that cannot come from another Federal source. Members are strongly encouraged to provide as much detail as possible on how the award will be utilized, what equipment of service will be acquired and any information on population(s) served. The program is intended to serve rural areas with populations of 20,000 or less.

The State Rural Development Office is a valuable resource to answer program questions, including eligibility.

#### ***Department of Agriculture, Rural Development, Water and Waste Disposal Grants***

The Water and Waste Disposal Grant Program may be used to finance the acquisition, construction or improvement of drinking water sourcing, treatment, storage and disposal; sewer collection, transmission, treatment and disposal; solid waste collection, disposal and closure; and storm water collection, transmission, and closure.

Members are strongly encouraged to provide details on the number of households and businesses served and details of the exact work to be completed.

Eligible entities include rural areas and towns with population of 10,000 or less and Tribal lands in rural areas. The account has not been subject to CPFs in the previous years. Potential recipients will be required to provide a 25% non-federal cost share.

The State Rural Development Office is a valuable resource to answer program questions, including eligibility.

#### ***Department of Agriculture, Agricultural Research Service, Buildings and Facilities***

The Agricultural Research Service (ARS) owns and operates laboratories and facilities across the United States. Many of these laboratories/facilities are decades old, have outlived their functional lifespan, and are badly in need of major repairs, renovation, or replacement. Requests can assist in the acquisition of land, construction, repair, improvement, extension, alteration, and purchase of fixed equipment or facilities as necessary to carry out the agricultural research programs of the Department of Agriculture. Requests must be for ARS-owned or operated facilities.

Members are strongly encouraged to provide details on the research to be conducted, why the research is a high priority, as well as details on the modernization and why it is critical in carrying out the research.

***Department of Agriculture, Natural Resources Conservation Service, Conservation Operations***

The Natural Resources Conservation Service (NRCS) supports private landowners, conservation districts, and other organizations to conserve, maintain, and improve the Nation's natural resources. Examples of specific objectives include reducing soil erosion, improving soil health, enhancing water supplies, improving water quality, increasing wildlife habitat, and reducing damage caused by floods and other natural disasters.

Members are strongly encouraged to provide details on the work to be done, including if the project will conduct surveys, investigations, or research, and if there is a plan to publish the results of any such work. Members should also describe any preventive measures to be taken, such as engineering operations, methods of cultivation, or changes in use of land.

For FY24, the Subcommittee will only consider projects for funding recipients that are State, local, and Tribal organizations, or public conservation districts. Non-profit recipients will not be considered.

The State Conservationist is a valuable resource to answer program questions, including eligibility. House CPFs in the account averaged about \$1.3 million in FY23.

For specific questions related to CPF accounts, please contact the Subcommittee staff using the email address [AG.MemberRequests@mail.house.gov](mailto:AG.MemberRequests@mail.house.gov).

**SUBCOMMITTEE ON AGRICULTURE, RURAL DEVELOPMENT, FOOD AND  
DRUG ADMINISTRATION AND RELATED AGENCIES  
FISCAL YEAR 2024**

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

Dear Chairwoman Granger and Ranking Member DeLauro:

I am requesting funding for the \_\_\_\_\_ project in fiscal year 2024. The entity to receive funding for this project is \_\_\_\_\_, located at \_\_\_\_\_ (address including street name, city, state and zip code). The funding would be used for \_\_\_\_\_. The project is an appropriate use of taxpayer funds because \_\_\_\_\_.

The project has a federal nexus because the funding provided is for purposes authorized by \_\_\_\_\_ (insert Public Law and/or U.S. Code citation suggested on page 4 of this guidance).

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

Sincerely,

Member of Congress

*These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on the date of the final submission, as determined by each subcommittee. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.*

KAY GRANGER, TEXAS, CHAIRWOMAN

HAROLD ROGERS, KENTUCKY  
ROBERT B. ADERHOLT, ALABAMA  
MICHAEL K. SIMPSON, IDAHO  
JOHN R. CARTER, TEXAS  
KEN CALVERT, CALIFORNIA  
TOM COLE, OKLAHOMA  
MARIO DIAZ-BALART, FLORIDA  
STEVE WOMACK, ARKANSAS  
CHARLES J. "CHUCK" FLEISCHMANN, TENNESSEE  
DAVID P. JOYCE, OHIO  
ANDY HARRIS, MARYLAND  
MARK E. AMODEI, NEVADA  
CHRIS STEWART, UTAH  
DAVID G. VALADAO, CALIFORNIA  
DAN NEWHOUSE, WASHINGTON  
JOHN R. MOOLenaar, MICHIGAN  
JOHN H. RUTHERFORD, FLORIDA  
BEN CLINE, VIRGINIA  
GUY RESCHENTHALER, PENNSYLVANIA  
MIKE GARCIA, CALIFORNIA  
ASHLEY HINSON, IOWA  
TONY GONZALES, TEXAS  
JULIA LETLOW, LOUISIANA  
MICHAEL CLOUD, TEXAS  
MICHAEL GUEST, MISSISSIPPI  
RYAN K. ZINKE, MONTANA  
ANDREW S. CLYDE, GEORGIA  
JAKE LATURNER, KANSAS  
JERRY L. CARL, ALABAMA  
STEPHANIE I. BICE, OKLAHOMA  
C. SCOTT FRANKLIN, FLORIDA  
JAKE ELLZEY, TEXAS  
JUAN CISCOMANI, ARIZONA

**Congress of the United States**  
**House of Representatives**  
**Committee on Appropriations**  
**Washington, DC 20515-6015**

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JOSEPH D. MORELLE, NEW YORK

ANNE MARIE CHOTVACS  
CLERK AND STAFF DIRECTOR  
(202) 225-2771

February 28, 2023

Dear Colleague,

As Chairman of the Appropriations Subcommittee on Commerce, Justice, Science, and Related Agencies, I want to make you aware of the Subcommittee's procedures for receiving Members' programmatic, language, and Community Project Funding submissions for consideration in the fiscal year 2024 appropriations bill.

Members must transmit submissions to the Commerce, Justice, Science, and Related Agencies (CJS) Subcommittee via the appropriations submission system (<https://AppropriationsSubmissions.house.gov>), and in addition, must upload a signed letter to the system confirming those entries. The system will be available to accept CJS submissions starting **March 10, 2023**, and the deadline for submissions is **6:00 P.M. on March 31, 2023**. Members are required to post CPF requests on their house.gov websites on **April 17, 2023**.

The Appropriations Committee anticipates moving forward with drafting its bills expeditiously to ensure their availability for consideration by the House. As you prepare your submissions, please note the following guidelines:

- All submissions must be made electronically at <https://AppropriationsSubmissions.house.gov>. Only submissions received electronically will be considered. Hard-copy submissions are not required and will not be accepted.
- The electronic system will require Members to assign a priority rank order to all their submissions (programmatic, language, and Community Project Funding requests) for the CJS Subcommittee. The Subcommittee will review priority rankings based on what is entered into the database.
- Additionally, Members can rank their top 10 programmatic and language requests across all subcommittees. It is strongly recommended that Members identify their top 10 requests before beginning to enter requests.
- Members also can rank all of their Community Project Funding requests across subcommittees in the database.

## **Programmatic and Language Requests**

The Committee offers an opportunity for Members to make programmatic requests for specific funding levels for agencies and programs funded through annual appropriations as well as bill or report language encouraging or directing a specific action by the Federal agencies.

Submissions must include an uploaded letter signed by the Member supporting the Member's request. Letters should list and explain each submission. Letters may be either an individual letter for each request or a consolidated letter for multiple requests made to this Subcommittee. Please note that the Member request website again allows consolidated letters to be uploaded only once for each subcommittee, so that a letter with multiple requests does not need to be uploaded multiple times. The electronic system allows Members to access submissions made in previous years, so review of those submissions is available if that is helpful.

For requests with multiple Member cosponsors, each cosponsor must enter the same request into the online database. In addition, each cosponsor should either upload a copy of the group request letter or include the group request in the Member's consolidated CJS Subcommittee letter.

## **Community Project Funding Requests**

The Subcommittee on Commerce, Justice, Science and Related Agencies will accept project requests in the following accounts:

- National Institute of Standards and Technology – Scientific and Technical Research
- National Oceanic and Atmospheric Administration – Coastal Zone Management
- Department of Justice – Byrne Justice
- Department of Justice – Community Oriented Policing Technology and Equipment
- National Aeronautics and Space Administration – Safety, Security & Mission Services

The Subcommittee will not accept project requests in any other account.

[Attached](#) is a CJS Community Project Funding request guide that provides information regarding project eligibility requirements and guidance for submitting requests. Please review it carefully before submitting CJS Subcommittee requests.

Members also must provide a signed certification that they and their immediate family have no financial interest in the Community Project Funding request along with a statement that their project has a Federal nexus. A template for this certification and statement is included in the Community Project Funding request guidance. Members are required to post requests and associated certifications of no financial interest and statements of Federal nexus on their house.gov websites on **April 17, 2023**. The Committee will not consider a Community Project Funding request that does not meet the requirements outlined in the guidance and in this letter.

Thank you for your interest in the programs and activities of the House Appropriations Subcommittee on Commerce, Justice, Science, and Related Agencies. If you have any questions, please contact the CJS Subcommittee Operations Manager, Elizabeth Markus, at [elizabeth.markus@mail.house.gov](mailto:elizabeth.markus@mail.house.gov). Technical questions related specifically to the operation of the system should be directed to the Committee's IT office at [Approp.ITMemberRequest@mail.house.gov](mailto:Approp.ITMemberRequest@mail.house.gov).

I look forward to working with you as the fiscal year 2024 appropriations process begins.

Sincerely,

A handwritten signature in blue ink that reads "Hal Rogers". The signature is fluid and cursive, with the first name "Hal" and last name "Rogers" clearly distinguishable.

Hal Rogers  
Chairman  
Subcommittee on Commerce, Justice,  
Science, and Related Agencies

**SUBCOMMITTEE ON COMMERCE, JUSTICE, SCIENCE,  
AND RELATED AGENCIES**

**Fiscal Year 2024  
Member Community Project Funding Request Guide  
Chairman Hal Rogers**

**Database opens March 10, 2023  
Member Request deadline is 6:00 PM, March 31, 2023  
Members must post CPF requests on their websites on April 17, 2023**

This document provides guidance on submitting Community Project Funding (CPF), program, and language requests for fiscal year 2024. All CPF requests must adhere to the eligibility requirements outlined in this guidance to be considered for fiscal year 2024 funding. Please review this guidance **in its entirety** prior to submitting Member requests.

If you encounter problems with the Committee’s database or have technical questions, please email [Approp.ITMemberRequest@mail.house.gov](mailto:Approp.ITMemberRequest@mail.house.gov). For general questions regarding this guidance, please email [elizabeth.markus@mail.house.gov](mailto:elizabeth.markus@mail.house.gov).

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## General Guidance

**Database.** Offices must use the House Appropriations Committee’s database <https://AppropriationsSubmissions.house.gov> for all Member requests. Please ensure that all field entries are complete and accurate. No printed materials will be accepted. Member offices may not submit requests on behalf of another office.

**Member Request Letters.** Offices must upload a signed Member letter that includes all individual CPF, program, and language requests for the FY 2024 Commerce, Justice, Science and Related Agencies Appropriations bill. Member letters should provide enough information to clearly identify and explain each request entered in the database. In addition, Member request letters:

- Must include a priority ranking of Commerce, Justice, Science and Related Agencies program, language and project requests consistent with the priority ranking you entered in the database; and
- Should be addressed to Chairman Rogers and Ranking Member Cartwright.

**Note: Multi-Member or Delegation Requests.** If your member signed a multi-Member or delegation letter in support of funding in a specific program, or the inclusion of bill or report language to be included the FY 2024 Commerce, Justice, Science and Related Agencies appropriations bill, such letter and request must be entered in the database and prioritized accordingly.

**Financial Disclosure Certifications and Federal Nexus Statements.** Offices must upload for each CPF request:

- (1) A **signed financial disclosure certification** certifying that the Member and the Member’s “immediate family” (defined as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law) do not have any financial interest in the request.

**-and-**

- (2) A **signed federal nexus statement**.

**Note: Address these to Chairwoman Granger and Ranking Member DeLauro.** Unlike Member Request letters, financial disclosure certifications and federal nexus statements must be addressed to Chairwoman Granger and Ranking Member DeLauro.

**Public Posting of Certification/Federal Nexus Letters.** Member offices must post their financial disclosure certifications and federal nexus statements publicly on their website for all CPF requests **on April 17<sup>th</sup> (for CJS)**, following completion of the Committee’s two-week technical assistance review period. The posted information must include:

- (1) the name and address of the proposed recipient;
- (2) a description of the request including the purpose of the funding;
- (3) the required financial disclosure certification; and
- (4) a statement regarding the project’s Federal nexus.

**Additional questions.** Members submitting Community Project Funding requests are required to submit answers to additional questions within the online database. Failure to complete all required questions will result in an incomplete project request. Incomplete project requests will not be considered for Community Project Funding. More details are available in this guidance under the Community Project Funding headings.

#### **General Submission Checklist**

- ☐ **1. Validate your requests.** Have you validated that the information in the Member request letter and financial disclosure letter matches the information you entered in the database?
- ☐ **2. Upload request letter.** Did you upload a single, signed Member letter on official letterhead addressed to Chairman Rogers and Ranking Member Cartwright **detailing** the request(s)?

*If requesting a CPF, follow instructions 3 and 4 as well:*

- ☐ **3. Upload financial disclosure certifications and federal nexus statements.** Did you upload a signed Member financial disclosure certification and federal nexus statement for each CPF request on official letterhead addressed to Chairwoman Granger and Ranking Member DeLauro?
- ☐ **4. Publicly post.** Do you plan to publicly post information for all CPF requests to the Member’s website on Monday, April 17<sup>th</sup>?

## Commerce, Justice, Science & Related Agencies Community Project Funding

### Guidance for Community Project Funding Requests

**Project Amounts.** After reviewing all project requests received for fiscal year 2024, the Chair will determine what, if any, caps to place on project amounts. Targeted projects of modest size can have meaningful impact for communities and likely have a greater chance of being funded.

- **One-year projects only.** Each project request must be for fiscal year 2024 funds only and cannot include multi-year funding.

**Project Title.** This should be a short name by which the project may be identified. The project title should clearly indicate how the funds will be used. This title may be used in the House report and should be as accurate as possible to ensure that the funding goes to the correct project.

Examples:

Estuary Habitat Restoration and Resilience
Policing Equipment and Technology Upgrades
Human Trafficking and Organized Crime Program
Smart-X Internet of Things (IOT) Living Lab

**Project Description.** You must include a brief project description. In this description, please tell us:

- the **cost**;
- the **recipient**; and
- the **nature of the project**.

**X Do not** specify brand names for equipment and technology requests.

**X Avoid** using abbreviations and acronyms.

**✓ Do** follow the examples below.

Examples:

\$95,000 for an Esparza Beach Police Department body camera project.
\$500,000 for a Markus, Nebraska, records management system project.
\$375,000 for a Barczak, Kentucky, high-risk youth crime and violence diversion program project.

**Project Recipient.** You must include accurate recipient information when filling out the online request. The accuracy of the recipient’s legal name is essential to ensuring that the funding goes to the correct project.

- The recipient’s name entered must be the legal name of the organization that will be receiving these funds.
- Do not include abbreviations, acronyms, and avoid using “The” before the recipient’s name where possible.

**X Do not** cite an individual person as the recipient.

**✓ Do** follow the examples below.

Examples:

Bucks County Department of Corrections
Florida Gulf Coast University
Cambria County District Attorney's Office
City of Battle Ground

**Project Location.** The location of the project’s activities may be different from the mailing address of the recipient organization. You will be asked to provide the full address, and later, in the supplemental questions, just the city and state.

- Please provide the location where the project activities will be taking place.
- In the supplemental question, use the format ‘City (or County), State’, using the postal abbreviation for the state. This will appear in the House report to help identify the project.

Examples:

Round Rock, TX
Barranquitas, PR
Fairfax County, VA

**Explanation.** Please describe the overall objectives of the proposed project and how the requested funds would be spent to achieve those goals. Requesters must include an explanation of the request, including an explanation of why this is a good use of taxpayer funds.

NOTE: Members are strongly encouraged to provide a detailed budget breakdown for how the funding is anticipated to be spent (e.g., what types of gear or services the funds will be used to buy; or how research dollars will be spent).

**X (Reminder) Do not** specify brand names for equipment and technology requests.

**✓ Do** follow the examples on the next page.

## Explanation. (Continued)

Examples:

The requested amount of \$500,000 would be used by Adcock County to purchase 911 emergency radio equipment, including 300 dash mount radio units and 400 portable radios. This equipment would replace the county's current 911 radio equipment, a significant portion of which is now approaching the end of its operational life. The project is a good use of taxpayer funds because replacement equipment purchased by Adcock County would be allocated for first responders throughout the region, lowering costs for municipalities that may otherwise need to make emergency response upgrades independently.

The \$325,000 in funding would be used to fully outfit video monitoring systems in 12 police cruisers for the Turpen County Sheriff's Department. The project is a good use of taxpayer funds because it will help enhance police-community relations in the county.

**Evidence of Community Support.** You must describe or include evidence of community support that were compelling factors in the Member's decision to submit this Community Project Funding request. You may include any relevant links to information posted on your website, or elsewhere online, including:

- Letters of support from elected community leaders.
- Press articles highlighting the need for the requested community project funding.
- Support from newspaper editorial boards.
- Projects listed in state intended use plans, community development plans, or other publicly available planning documents.
- Resolutions passed by city councils or boards.
- Other compelling evidence of community support.

**For-Profit vs. Non-Profit Entities.** A project request will not be considered if the intended recipient is a for-profit entity. If a Member requests that funding be directed to a non-profit organization, the Member will need to provide evidence that the recipient is a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986.

**Guidance for  
NIST Scientific & Technical Research  
Community Project Funding**

*NIST Scientific and Technical Research projects support standards-related research  
and technology development.*

**Purpose & Federal Nexus**

Funding must be for activities consistent with, and supportive of, NIST’s mission and aligned with one or more of the functions and activities described in section 272 of title 15, United States Code.

**Note:** Funding for building construction or renovation projects is not an eligible use of NIST Scientific and Technical Research Community Project Funding.

**Supplemental Questions for NIST Scientific and Technical Research project requests:**

1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Are you aware of another Member making a request for this same project?
4. Please provide the location of this project, in the format ‘City (or County), State’.

**For specific questions related to NIST Scientific & Technical Research  
CPF requests, please contact:**

Elizabeth Barczak [elizabeth.barczak@mail.house.gov](mailto:elizabeth.barczak@mail.house.gov) for the Majority

## **Guidance for NOAA Coastal Zone Management Community Project Funding**

*Coastal Zone Management projects support the protection, restoration, and responsible development of our nation's diverse coastal communities and resources.*

### **Purpose & Federal Nexus**

Funding must be for activities consistent with, and supportive of, NOAA's mission and aligned with one or more of the purposes described in the Coastal Zone Management Act of 1972 (16 U.S.C. § 1451 et seq.).

### **Cost-Share Requirements**

Coastal Zone Management projects are subject to any applicable cost-share required by law under the Coastal Zone Management Program.

### **Supplemental Questions for NOAA Coastal Zone Management project requests:**

1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Are you aware of another Member making a request for this same project?
4. Please provide the location of this project, in the format 'City (or County), State'.

**For specific questions related to NOAA Coastal Zone Management  
CPF requests, please contact:**

Alley Adcock [alley.adcock@mail.house.gov](mailto:alley.adcock@mail.house.gov) for the Majority

**Guidance for  
DOJ Office of Justice Programs  
Byrne Justice  
Community Project Funding**

*Byrne Justice projects assist state, local, and Tribal law enforcement efforts to enforce laws, address violent crime, increase prosecutions, improve the criminal justice system (including the correctional system), provide victims' services, and other related activities.*

**Purpose & Federal Nexus**

Funding must be for activities consistent with, and supportive of, the Office of Justice Programs' mission and aligned with one or more of the purposes described in the Byrne Justice Assistance Grants (JAG) program, section 501 of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10152).

**Prohibited Uses**

**34 US.C. 10152(d) provides:**

*(d) Prohibited uses*

*Notwithstanding any other provision of this Act, no funds provided under this part may be used, directly or indirectly, to provide any of the following matters:*

*(1) Any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety.*

*(2) Unless the Attorney General certifies that extraordinary and exigent circumstances exist that make the use of such funds to provide such matters essential to the maintenance of public safety and good order-*

*(A) vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters);*

*(B) luxury items;*

*(C) real estate;*

*(D) construction projects (other than penal or correctional institutions); or*

*(E) any similar matters.*

**In addition,** the Chair will not support the use of Byrne Justice Community Project Funding for the following:

- Initiatives that involve the distribution of drug paraphernalia.
- Initiatives that undermine the 2<sup>nd</sup> Amendment or infringe upon rights guaranteed by the Constitution without due process of law.
- Initiatives that appear to be anti-law enforcement or unrelated to criminal justice.
- Larger projects for the construction or renovation of penal or correctional institutions that will exceed the capability of single-year funding.

## Prioritization of Projects

In the event of limited funding, the Chair will prioritize projects focused on improving the effectiveness of law enforcement, increasing officer safety, curbing the opioid crisis, and other strategic priorities.

## Non-Profit Entities

Projects with non-profit recipients may be eligible, so long as the purpose is to carry out work that closely aligns with the purposes of the Byrne JAG program. Such projects will be closely examined.

## Requirements

- Awarded grants will be subject to the requirements of 2 CFR Part 200 and the [DOJ Grants Financial Guide](#).
- Below are the links to the Department's guidance and frequently asked questions regarding the Byrne-JAG program, which may help guide you in gauging the eligibility of a proposed Byrne project:
  - <https://bja.ojp.gov/program/jag/overview>
  - <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/jag-faqs.pdf>
- Allowable costs are those costs consistent with the principles set out in 2 CFR Part 200, Subpart E, and those permitted by the grant program's authorizing legislation.

## Supplemental Questions for Byrne Justice project requests:

1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Is the purpose of this request the construction or renovation of a building? [yes/no]
4. Are you aware of another Member making a request for this same project? [yes/no]
5. Please provide the location of this project, in the format '*City (or County), State*'.

**For specific questions related to Byrne Justice CPF requests, please contact:**

Elizabeth Barczak [elizabeth.barczak@mail.house.gov](mailto:elizabeth.barczak@mail.house.gov) for the Majority

**Guidance for  
DOJ Community Oriented Policing Services (COPS) Technology &  
Equipment  
*Community Project Funding***

*COPS Technology and Equipment projects support state, local, and Tribal law enforcement efforts to develop and procure the technology and equipment needed to respond more quickly and effectively, improve officer safety, increase transparency and enhance community relations.*

**Purpose & Federal Nexus**

Funding must be aligned with the purposes of section 1701(b)(8) of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10381(b)(8)). As such, the Chairman will consider projects to develop and/or acquire technologies and equipment, including interoperable communications technologies, modernized criminal record technology, and forensic technology, to assist State, Tribal, and local law enforcement agencies, including by reorienting the emphasis of their activities from reacting to crime to preventing crime and training law enforcement officers to use such technologies.

**Notes:**

- Eligible recipients for COPS Technology and Equipment Community Project Funding are State, Tribal, and local law enforcement agencies.
- Funding for building construction or renovation projects is not an eligible use of COPS Technology and Equipment Community Project Funding.

**Supplemental Questions for COPS Technology & Equipment project requests:**

1. Is the recipient a State, Tribal, or local law enforcement agency?
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Is the purpose of this request the construction or renovation of a building? [yes/no]
4. Are you aware of another Member making a request for this same project? [yes/no]
5. Please provide the location of this project, in the format 'City (or County), State'.

**For specific questions related to COPS Technology & Equipment  
CPF requests, please contact:**

Alley Adcock [alley.adcock@mail.house.gov](mailto:alley.adcock@mail.house.gov) for the Majority

## **Guidance for NASA Safety, Security and Mission Services Community Project Funding**

*NASA Safety, Security and Mission Services projects support science education, research, and technology development related to NASA's mission.*

### **Purpose & Federal Nexus**

Funding must be for activities advancing the purposes described in section 20102 of title 51, United States Code. Projects should focus on science, education, research, and technology development related to NASA's mission.

**Note:** The following projects will not be considered for NASA Safety, Security and Mission Services Community Project Funding:

- Building construction or renovation projects.
- Medical research projects.

### **Supplemental Questions for NASA Safety, Security, and Mission Services project requests:**

1. Is the recipient entity a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986? [yes/no]
2. Can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the appropriations act? [yes/no] If yes, please provide any details that may be helpful for understanding the scalability of the project.
3. Is the purpose of this request the construction or renovation of a building? [yes/no]
4. Are you aware of another Member making a request for this same project? [yes/no]
5. Please provide the location of this project, in the format 'City (or County), State'.

**For specific questions related to NASA SSMS CPF requests, please contact:**

Ben Turpen [benjamin.turpen@mail.house.gov](mailto:benjamin.turpen@mail.house.gov) for the Majority

## Commerce, Justice, Science & Related Agencies Programmatic and Language Requests

### Additional Guidance, Best Practices, and Dos & Don'ts

#### I. LANGUAGE REQUESTS

The following information will help guide you through the language request fields.

**Title.** In the “Title” field, simply name the program to which your language request pertains.

**Examples:**

National Sea Grant Program
Space Launch System
STOP School Violence Act

**Description.** Your description should be brief and cover the type of language, agency, program and subject matter.

- **Avoid** using abbreviations and acronyms.
- **Do not** direct staff to view an attached file or letter in lieu of including language in the database.

**Examples:**

Report language directing the National Oceanic and Atmospheric Administration to prioritize conservation.
Bill language prohibiting funds from being used to carry out Executive Order 123456.
Report language under National Telecommunications and Information Administration regarding broadband access for urban areas.

**Language Type.** Is it bill language or report language?

- Bill language is language that is inserted in the text of the bill itself.
- Report language is explanatory or directive language that accompanies the bill text.
- **Do** reach out to CJS staff if you are unsure if your request is bill or report language.

**Bill Language Examples:**

None of the funds made available by this Act may be used to carry out Executive Order 123456.
Provided further, no funds made available by this Act may be used to transfer the functions, missions, or activities of the Bureau of Alcohol, Tobacco, Firearms and Explosives to other agencies or Departments.

### Report Language Examples:

Harmful algal blooms.—The Committee recognizes the need to support local efforts to address Harmful Algal Blooms.
Human trafficking reduction programs.—The Committee reiterates that Byrne Justice Assistance Grant funding may be used for human trafficking demand reduction programs.

**Proposed Language.** Simply insert your proposed language.

- **Do not** include extraneous text such as background, descriptions, introductory remarks, etc.
- **Do not** put your language in quotation marks.
- **Avoid** using abbreviations.
- **Do not** insert “refer to attachment” or anything similar without also inserting a portion of the text directly into the text field.
- **Do not** specify brand names or outside organizations.

## II. PROGRAM REQUESTS

The following information will help guide you through the language request fields.

**Title.** In the “Title” field, simply name the program to which your program request pertains.

**Examples:**

National Mesonet Program
Prescription Drug Monitoring Program
Orion Spacecraft

### **X** What *not* to do.

**Do not** group programs together. Each program request submission should be separate unless you are requesting the topline amount for an entire account. Examples of improperly grouped programs includes:

All other VAWA programs
Space Launch System, Orion Multi-Purpose Crew Vehicle, and the Exploration Ground System

**Description.** Your description should be brief and cover the amount requested, agency, and program.

- **Avoid** using abbreviations and acronyms in lieu of the full program name.
- **Do not** direct staff to view an attached file or letter in lieu of including a description in the database. (cont.)

- **Do not** include extraneous text such as background, descriptions, introductory remarks, etc.

**Examples:**

\$150 million for the National Institute of Standards and Technology Hollings Manufacturing Extension Partnership.
\$12 million for the Department of Justice Protecting Our Lives by Initiating COPS Expansion (POLICE) Act program.
\$122.4 million for the International Trade Commission.

**X What *not* to do** (the following text is an excerpt from an FY23 request description that had over 300 words):

As you consider Fiscal Year (FY) 2023 appropriations, we ask for your support to provide at least \$3 million for the Missing Americans Alert Program as authorized under Kevin and Avonte’s Law, Division Q of P.L. 115-141. It is estimated that more than 60 percent of those living with Alzheimer’s or other dementias will wander...

**Increase/Decrease.** Under Increase/Decrease, you can select from a variety of options:

- ☐ Eliminate the program/project
- ☐ Funding should be increased
- ☐ Funding should be reduced
- ☐ General support for the program
- ☐ Support highest possible funding
- ☐ Support the FY2024 enacted level
- ☐ Support the President’s FY2024 budget request
- ☐ Support total funding level of \$\_\_\_\_\_

**Amount.** If you choose Support total funding level of \$\_\_\_\_\_, you will be asked to fill in an amount under **Amount.**

**Suggestions:**

- **Do** carefully consider the amount being requested.
  - Are you requesting a sustainable funding level?
  - What percentage increase is being requested over the FY23 level?
- **Do** reach out to CJS staff if you are unsure of the President’s request level or the FY23 enacted level.

**Templates**  
**Template Member Financial Disclosure Certifications and Federal Nexus**  
**Statements**

**NIST Scientific & Technical Research**

March XX, 2023

The Honorable Kay Granger  
Chairwoman  
Committee on Appropriations  
H-305, the Capitol  
Washington, D.C. 20515

The Honorable Rosa DeLauro  
Ranking Member  
Committee on Appropriations  
1036 Longworth HOB  
Washington, D.C. 20515

Dear Chairwoman Granger and Ranking Member DeLauro,

I am requesting funding for [project] in fiscal year 2024. The entity to receive funding for this project is [recipient entity], located at [address including street name, city, state, and zip code]. The funding would be used for \_\_\_\_\_.

The project is an appropriate use of taxpayer funds because \_\_\_\_\_.

The project has a Federal nexus because the funding provided is for purposes described in section 272 of title 15, United States Code.

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

Sincerely,

John Doe  
Member of Congress

**These statements must be on letterhead and must be signed by the Member. Members must post these letters for Commerce-Justice-Science CPFs publicly on their website on April 17, 2023. Please upload a PDF of the signed document to the request database.**

# Template for Member Financial Disclosure Certifications and Federal Nexus Statements

## NOAA Coastal Zone Management

March XX, 2023

The Honorable Kay Granger  
Chairwoman  
Committee on Appropriations  
H-305, the Capitol  
Washington, D.C. 20515

The Honorable Rosa DeLauro  
Ranking Member  
Committee on Appropriations  
1036 Longworth HOB  
Washington, D.C. 20515

Dear Chairwoman Granger and Ranking Member DeLauro,

I am requesting funding for [project] in fiscal year 2024. The entity to receive funding for this project is [recipient entity], located at [address including street name, city, state, and zip code]. The funding would be used for \_\_\_\_\_.

The project is an appropriate use of taxpayer funds because \_\_\_\_\_.

The project has a Federal nexus because the funding provided is for purposes authorized in the Coastal Zone Management Act of 1972 (16 U.S.C. § 1451 et seq.).

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

Sincerely,

John Doe  
Member of Congress

**These statements must be on letterhead and must be signed by the Member. Members must post these letters for Commerce-Justice-Science CPFs publicly on their website on April 17, 2023. Please upload a PDF of the signed document to the request database.**

## Template for Member Financial Disclosure Certifications and Federal Nexus Statements

**DOJ Byrne Justice**

March XX, 2023

The Honorable Kay Granger  
Chairwoman  
Committee on Appropriations  
H-305, the Capitol  
Washington, D.C. 20515

The Honorable Rosa DeLauro  
Ranking Member  
Committee on Appropriations  
1036 Longworth HOB  
Washington, D.C. 20515

Dear Chairwoman Granger and Ranking Member DeLauro,

I am requesting funding for [project] in fiscal year 2024. The entity to receive funding for this project is [recipient entity], located at [address including street name, city, state, and zip code]. The funding would be used for \_\_\_\_\_.

\_\_\_\_\_.

The project is an appropriate use of taxpayer funds because \_\_\_\_\_.

The project has a Federal nexus because the funding provided is for purposes authorized in section 501 of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10152).

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

Sincerely,

John Doe  
Member of Congress

**These statements must be on letterhead and must be signed by the Member. Members must post these letters for Commerce-Justice-Science CPFs publicly on their website on April 17, 2023. Please upload a PDF of the signed document to the request database.**

# Template for Member Financial Disclosure Certifications and Federal Nexus Statements

## DOJ Community Oriented Policing Services (COPS) Technology & Equipment

March XX, 2023

The Honorable Kay Granger  
Chairwoman  
Committee on Appropriations  
H-305, the Capitol  
Washington, D.C. 20515

The Honorable Rosa DeLauro  
Ranking Member  
Committee on Appropriations  
1036 Longworth HOB  
Washington, D.C. 20515

Dear Chairwoman Granger and Ranking Member DeLauro,

I am requesting funding for [project] in fiscal year 2024. The entity to receive funding for this project is [recipient entity], located at [address including street name, city, state, and zip code]. The funding would be used for \_\_\_\_\_.

The project is an appropriate use of taxpayer funds because \_\_\_\_\_.

The project has a Federal nexus because the funding provided is for purposes authorized in section 1701(b)(8) of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10381(b)(8)).

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

Sincerely,

John Doe  
Member of Congress

**These statements must be on letterhead and must be signed by the Member. Members must post these letters for Commerce-Justice-Science CPFs publicly on their website on April 17, 2023. Please upload a PDF of the signed document to the request database.**

# Template for Member Financial Disclosure Certifications and Federal Nexus Statements

## NASA Safety, Security & Mission Services

March XX, 2023

The Honorable Kay Granger  
Chairwoman  
Committee on Appropriations  
H-305, the Capitol  
Washington, D.C. 20515

The Honorable Rosa DeLauro  
Ranking Member  
Committee on Appropriations  
1036 Longworth HOB  
Washington, D.C. 20515

Dear Chairwoman Granger and Ranking Member DeLauro,

I am requesting funding for [project] in fiscal year 2024. The entity to receive funding for this project is [recipient entity], located at [address including street name, city, state, and zip code]. The funding would be used for \_\_\_\_\_.

The project is an appropriate use of taxpayer funds because \_\_\_\_\_.

The project has a Federal nexus because the funding provided is for the purposes described in section 20102 of title 51, United States Code.

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

Sincerely,

John Doe  
Member of Congress

**These statements must be on letterhead and must be signed by the Member. Members must post these letters for Commerce-Justice-Science CPFs publicly on their website on April 17, 2023. Please upload a PDF of the signed document to the request database.**

# Sample Member Letter

March XX, 2023

The Honorable Hal Rogers  
Chairman, Subcommittee on  
Commerce, Justice, Science,  
and Related Agencies  
H-310, the Capitol  
Washington, D.C. 20515

The Honorable Matt Cartwright  
Ranking Member, Subcommittee on  
Commerce, Justice, Science,  
and Related Agencies  
1036 Longworth HOB  
Washington, D.C. 20515

Dear Chairman Rogers and Ranking Member Cartwright,

I write to respectfully request that you consider the following priorities of mine as you draft the Commerce, Justice, Science, and Related Agencies appropriations bill for fiscal year 2024.

**1. Language Request – Bill Language**

**Agency: Department of Justice**

**Bureau/Component: Bureau of Alcohol, Tobacco, Firearms & Explosives**

**Account/Program: Salaries and Expenses**

**Title: Transfer of ATF Authority**

To prohibit funds from being used to transfer a duty or responsibility of the ATF to any other agency or department, I ask that you include the following proviso: *“Provided further, That no funds made available by this or any other Act may be used to transfer the functions, missions, or activities of the Bureau of Alcohol, Tobacco, Firearms and Explosives to other agencies or Departments.”*.

**2. Program Request**

**Agency: Department of Justice**

**Bureau/Component: Community Oriented Policing Services**

**Account/Program: Regional Information Sharing Activities**

**General Support**

I support funding for regional information sharing activities. Regional information sharing grants assist local, state, federal, and Tribal criminal justice partners by providing adaptive solutions and services that facilitate information sharing, support criminal investigations, and promote officer safety.

**3. Community Project Funding Request**

**Agency: Department of Justice**

**Bureau/Component: Community Oriented Policing Services**

**Account/Program: Technology and Equipment**

I am requesting \$200,000 for a 911 radio communications upgrade and dash cameras project for the Erie County Sheriff's Office. \$200,000 will support the purchase of 10 replacement repeaters and 5 dashboard cameras.

Thank you for your hard work in support of the programs in the jurisdiction of the Commerce-Justice-Science subcommittee. I understand that in an era of record debt and deficits, all federal programs – including those funded by your subcommittee – must be examined for potential cost savings. Please let me know if I can be of assistance to you as you work to complete the Commerce, Justice, Science and Related Agencies appropriations bill for fiscal year 2024.

Sincerely,

John Doe  
Member of Congress

KAY GRANGER, TEXAS, CHAIRWOMAN

HAROLD ROGERS, KENTUCKY  
ROBERT B. ADERHOLT, ALABAMA  
MICHAEL K. SIMPSON, IDAHO  
JOHN R. CARTER, TEXAS  
KEN CALVERT, CALIFORNIA  
TOM COLE, OKLAHOMA  
MARIO DIAZ-BALART, FLORIDA  
STEVE WOMACK, ARKANSAS  
CHARLES J. "CHUCK" FLEISCHMANN, TENNESSEE  
DAVID P. JOYCE, OHIO  
ANDY HARRIS, MARYLAND  
MARK E. AMODEI, NEVADA  
CHRIS STEWART, UTAH  
DAVID G. VALADAO, CALIFORNIA  
DAN NEWHOUSE, WASHINGTON  
JOHN R. MOOLenaar, MICHIGAN  
JOHN H. RUTHERFORD, FLORIDA  
BEN CLINE, VIRGINIA  
GUY RESCENHALER, PENNSYLVANIA  
MIKE GARCIA, CALIFORNIA  
ASHLEY HINSON, IOWA  
TONY GONZALES, TEXAS  
JULIA LETLOW, LOUISIANA  
MICHAEL CLOUD, TEXAS  
MICHAEL GUEST, MISSISSIPPI  
RYAN K. ZINKE, MONTANA  
ANDREW S. CLYDE, GEORGIA  
JAKE LATURNER, KANSAS  
JERRY L. CARL, ALABAMA  
STEPHANIE I. BICE, OKLAHOMA  
C. SCOTT FRANKLIN, FLORIDA  
JAKE ELLZEY, TEXAS  
JUAN CISCOMANI, ARIZONA

**Congress of the United States**  
**House of Representatives**  
**Committee on Appropriations**  
**Washington, DC 20515-6015**

ROSA L. DeLAURO, CONNECTICUT  
STENY H. HOYER, MARYLAND  
MARCY KAPTUR, OHIO  
SANFORD D. BISHOP, JR., GEORGIA  
BARBARA LEE, CALIFORNIA  
BETTY McCOLLUM, MINNESOTA  
C. A. DUTCH RUPPERSBERGER, MARYLAND  
DEBBIE WASSERMAN SCHULTZ, FLORIDA  
HENRY CUELLAR, TEXAS  
CHELLIE PINGREE, MAINE  
MIKE QUIGLEY, ILLINOIS  
DEREK KILMER, WASHINGTON  
MATT CARTWRIGHT, PENNSYLVANIA  
GRACE MENG, NEW YORK  
MARK POCAN, WISCONSIN  
PETE AGUILAR, CALIFORNIA  
LOIS FRANKEL, FLORIDA  
BONNIE WATSON COLEMAN, NEW JERSEY  
NORMA J. TORRES, CALIFORNIA  
ED CASE, HAWAII  
ADRIANO ESPAILLAT, NEW YORK  
JOSH HARDER, CALIFORNIA  
JENNIFER WEXTON, VIRGINIA  
DAVID J. TRONE, MARYLAND  
LAUREN UNDERWOOD, ILLINOIS  
SUSIE LEE, NEVADA  
JOSEPH D. MORELLE, NEW YORK

ANNE MARIE CHOTVACS  
CLERK AND STAFF DIRECTOR  
(202) 225-2771

February 28, 2023

As Chair of the Appropriations Subcommittee on Defense, I want to share the Subcommittee's procedures for receiving Members' programmatic and language submissions for consideration in the fiscal year 2024 Defense Appropriations Bill. Members must transmit submissions to the Subcommittee via electronic form and also upload a letter to the appropriations submission system confirming those entries. The Defense Appropriations Subcommittee will not be accepting Community Project Funding requests in fiscal year 2024.

The electronic submission system can be found at <https://AppropriationsSubmissions.house.gov>. The system will be available to accept submissions starting March 10, 2023.

The deadline for submissions for the Defense Appropriations Subcommittee is 6:00 pm on March 29, 2023.

The Appropriations Committee anticipates moving forward with drafting its bills expeditiously to assure their availability for consideration by the House. As you prepare your submissions, please note the following:

### **Types of Requests**

Members may submit two types of requests:

- Program – general support or funding for a program (e.g., \$5.7 billion for F-35A aircraft).
  - In order to assure the accuracy of RDT&E requests, a drop-down menu with program element (PE) numbers has been added to the database. Please make sure you are selecting the correct PE number. Do NOT guess as entering the wrong PE number could affect the accuracy of your request.
- Language – a request to add language to the bill or report to accompany the bill.
  - Language requests generally do not include dollar amounts. Bill language requests are often restrictive. Report language typically encourages a department or agency to follow guidance from the Committee.

## Committee Guidance

- All submissions must be made electronically at <https://AppropriationsSubmissions.house.gov>. Only submissions received electronically will be considered. Hard-copy submissions are neither required nor accepted.
- Submissions must include an uploaded letter signed by the Member supporting his or her requests. Letters should list and describe each submission briefly. Letters may be either an individual letter for each request or a consolidated letter for multiple requests made to this Subcommittee. Please note that the Member request website again allows consolidated letters to be uploaded only once so that a letter with multiple requests does not need to be uploaded multiple times.
- For requests with multiple Member cosponsors, each cosponsor must enter the same request into the online database. In addition, each cosponsor should either scan or upload a copy of the group request letter or include the group request in a consolidated letter of all the Member's requests for the Subcommittee.
- The electronic system will require Members to assign a priority rank order to all their submissions (programmatic and language) for this subcommittee. The Subcommittee will review priority rankings based on the database entries.
- Additionally, Members can rank their top 10 requests across all Subcommittees. It is strongly recommended that Members identify their top 10 requests Committee-wide before entering requests.
- The electronic system allows Members to access submissions made in previous years.

Thank you for your interest in the programs and activities of the House Appropriations Subcommittee on Defense. If you have any general questions or require further information, please contact the Subcommittee staff at (202) 225-2847. Technical questions related specifically to the operation of the system should be directed to the Committee's IT office at [Approp.ITMemberRequest@mail.house.gov](mailto:Approp.ITMemberRequest@mail.house.gov).

I look forward to working with you as the fiscal year 2024 appropriations process begins.

Sincerely,

A handwritten signature in black ink, reading "Ken Calvert". The signature is fluid and cursive, with the first name "Ken" and last name "Calvert" clearly distinguishable.

Ken Calvert  
Chair  
Subcommittee on Defense

KAY GRANGER, TEXAS, CHAIRWOMAN

HAROLD ROGERS, KENTUCKY  
ROBERT B. ADERHOLT, ALABAMA  
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**Congress of the United States**  
**House of Representatives**  
**Committee on Appropriations**  
**Washington, DC 20515-6015**

ROSA L. DeLAURO, CONNECTICUT  
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DAVID J. TRONE, MARYLAND  
LAUREN UNDERWOOD, ILLINOIS  
SUSIE LEE, NEVADA  
JOSEPH D. MORELLE, NEW YORK

ANNE MARIE CHOTVACS  
CLERK AND STAFF DIRECTOR  
(202) 225-2771

February 28, 2023

Dear Colleague:

As Chairman of the Appropriations Subcommittee on Energy and Water Development and Related Agencies, I am pleased to provide information regarding the Subcommittee's procedures for receiving Members' program, language, and Community Project Funding requests for consideration in the fiscal year 2024 appropriations bill. The Committee anticipates moving forward with drafting its bills expeditiously to ensure their availability for consideration by the House. As you prepare your submissions, please note the following information.

- All requests must be made electronically at <https://AppropriationsSubmissions.house.gov>.
  - Hard-copy requests are not required and will not be accepted.
- The system will be available to accept submissions **starting March 10, 2023**.
- The **deadline** for requests for the Subcommittee on Energy and Water Development and Related Agencies is **6:00 p.m. (Eastern) on March 31, 2023**.
- The **deadline** for posting CPF requests on a Member's official website is **April 17, 2023**.
- Please review the [attached guidance](#) in its entirety prior to submitting Member Requests.
  - Guidance relevant to all Member requests.
  - Guidance specific to program and language requests.
  - Guidance specific to Community Project Funding requests.
- General questions and questions regarding programs within the bill should be directed to the Subcommittee staff at [EW.MemberRequests@mail.house.gov](mailto:EW.MemberRequests@mail.house.gov).
- Technical questions related specifically to the operation of the system should be directed to the Committee's IT office at [Approp.ITMemberRequest@mail.house.gov](mailto:Approp.ITMemberRequest@mail.house.gov).

Thank you for your interest in the programs and activities of the House Appropriations Subcommittee on Energy and Water Development and Related Agencies. I look forward to working with you during the fiscal year 2024 appropriations process.

Sincerely,

A handwritten signature in black ink, reading "Chuck Fleischmann". The signature is fluid and cursive, with a long horizontal stroke at the end.

Charles J. Fleischmann  
Chairman, Subcommittee on Energy and Water  
Development and Related Agencies

**SUBCOMMITTEE ON ENERGY AND WATER DEVELOPMENT  
FISCAL YEAR 2024**

**Database opens March 10, 2023**

**Submission Deadline is March 31, 2023, at 6:00 p.m. (Eastern)**

**Members must post CPF requests on their websites on April 17, 2023**

**GUIDANCE ON ALL MEMBER REQUESTS**

① All requests must be made electronically at <https://AppropriationsSubmissions.house.gov>.

✗ Hard-copy requests are not required and will not be accepted.

☑ Please ensure all submission field entries are complete and accurate.

☑ The electronic system asks Members to rank appropriations priorities in three ways.

- 1) A priority ranking of **all** program, language, and Community Project Funding requests for the **Energy and Water Development** bill.
- 2) A priority ranking of the **top 10 program and language** requests across all bills.
- 3) A priority ranking of **all Community Project Funding** requests across all bills.

★ Prioritization across these three lists must be consistent to ensure the Committee can accurately understand the Member's appropriations priorities.

☑ Offices must upload a letter signed by the Member supporting the Member's request.

① Letters may be either an individual letter for each request or a consolidated letter for all requests made to this subcommittee. *[Please note that the Member request website again allows consolidated letters to be uploaded only once, so that a letter with multiple requests does not need to be uploaded multiple times.]*

① If your office is submitting a consolidated letter for all requests:

☑ Please provide enough information to clearly identify each request entered in the electronic system.

☑ Please ensure information, including prioritization, in the letter matches information entered in the electronic system.

① The electronic system allows access to submissions made in previous years, so review of those requests is available if that is helpful.

**SUBCOMMITTEE ON ENERGY AND WATER DEVELOPMENT  
FISCAL YEAR 2024**

**Database opens March 10, 2023**

**Submission Deadline is March 31, 2023, at 6:00 p.m. (Eastern)**

**Members must post CPF requests on their websites on April 17, 2023**

**GUIDANCE ON PROGRAM AND LANGUAGE REQUESTS**

- ① The Committee offers an opportunity for Members to make program requests for specific funding levels for agencies and programs funded through annual appropriations.
- ① Members also have an opportunity to request bill or report language encouraging or directing a specific action by the federal agencies.
- ☑ For program and language requests, each requested funding amount should be a separate request with a separate prioritization.
  - ☑ Priority #1 – \$10 is provided for Program A.
  - ☑ Priority #2 – Of the funds provided for Program A, \$5 is for Subprogram B.
  - ✗ Priority #1 – \$10 is provided for Program A, of which \$5 is for Subprogram B.
- ① For requests with multiple Member cosponsors, each cosponsor must treat the group request like any other request, including:
  - ☑ Entering the same request into the electronic system.
  - ☑ Scanning or uploading a copy of the group request letter or including the group request in a consolidated letter of all the Member's requests for the Subcommittee.
  - ☑ Prioritizing the group request with all of the Member's other requests such that the rankings in the electronic system and any uploaded letters are consistent.

**SUBCOMMITTEE ON ENERGY AND WATER DEVELOPMENT  
FISCAL YEAR 2024**

**Database opens March 10, 2023**

**Submission Deadline is March 31, 2023, at 6:00 p.m. (Eastern)**

**Members must post CPF requests on their websites on April 17, 2023**

**GUIDANCE ON COMMUNITY PROJECT FUNDING REQUESTS**

The Subcommittee on Energy and Water Development and Related Agencies will accept project requests in only the following accounts and only in accordance with existing authorizations:

**Army Corps of Engineers (Civil Works)**

Investigations


Construction


Mississippi River and Tributaries

Operation and Maintenance

**Department of the Interior – Bureau of Reclamation**


Water and Related Resources

 Not all programs within these accounts will be open for Community Project Funding requests.

 If the project is **not** an individually authorized project or a project under the Corps of Engineers Continuing Authorities Program, please contact the Subcommittee for further information **prior to** submitting a request.

① To support the funding level and scope of a project included in the President's budget request, please submit a program request. **A Community Project Funding request is only necessary to request an increment of funding or scope above and beyond the President's budget request.**

 Program request to support the President's budget request of \$10 for Project A.

 Community Project Funding request to support \$5 in addition to the President's budget request for Project A.

 Program request or Community Project Funding request to support \$15 for Project A.

① After the official Community Project Funding requests have been received, the Subcommittee will ask the federal agencies for technical assistance on each requested project, including the information described in the suggested questions below. The Subcommittee will evaluate project requests based on the information provided to the Subcommittee directly from the federal agency.

**SUBCOMMITTEE ON ENERGY AND WATER DEVELOPMENT  
FISCAL YEAR 2024**

**Database opens March 10, 2023**

**Submission Deadline is March 31, 2023, at 6:00 p.m. (Eastern)**

**Members must post CPF requests on their websites on April 17, 2023**

**GUIDANCE ON COMMUNITY PROJECT FUNDING REQUESTS (cont'd)**

☆☆☆ The Subcommittee **strongly recommends** that Member offices contact the relevant Corps of Engineers District Office or Bureau of Reclamation Regional Office to ask the following **specific questions** about the project of interest **prior to** submitting a Community Project Funding request. ☆☆☆

**?** Is the project authorized? Is the scope of work to be funded within existing authorization?

① If YES, the project may be eligible as a Community Project Funding request in the Energy and Water Development appropriations bill.

**?** What is the statutory citation?

✓ If the project is an individually authorized project or a project under the Corps of Engineers Continuing Authorities Program, include the statutory citation in the statement of federal nexus.

🏛️ If the project is authorized in a manner other than an individual project authorization or under the Corps of Engineers Continuing Authorities Program, please contact the Subcommittee for further clarification of eligibility prior to submitting a request.

**✗** If NO, **STOP** – the project is not eligible as a Community Project Funding request in the Energy and Water Development appropriations bill.

**?** What is the official project name?

☑ Include this name in the “Project Title” field in the electronic system and in the certification of no financial interest.

**?** What is the fiscal year 2024 capability?

① This amount is the maximum funding level the Subcommittee will consider for inclusion in the appropriations bill. The existence of a capability amount does not guarantee that funding level – or any funding – will be able to be accommodated in the appropriations bill; it simply indicates the maximum amount that can be considered for inclusion.

**SUBCOMMITTEE ON ENERGY AND WATER DEVELOPMENT  
FISCAL YEAR 2024**

**Database opens March 10, 2023**

**Submission Deadline is March 31, 2023, at 6:00 p.m. (Eastern)**

**Members must post CPF requests on their websites on April 17, 2023**

**GUIDANCE ON COMMUNITY PROJECT FUNDING REQUESTS (cont'd)**

**?** For a Corps of Engineers project, what is the correct appropriations account in which to request funding?

 Submit the Community Project Funding request under this account.


**?** For a Corps of Engineers project, is this project a new start?

**i** The Subcommittee may provide funding for a very limited number of new starts, if any. While new start requests will be accepted, Members should consider this limitation when making requests.

**?** For a Bureau of Reclamation project, is this project authorized **only** under section 4007, 4009(a), or 4009(c) of the Water Infrastructure Improvements for the Nation (WIIN) Act of 2016 (Public Law 114–322)?

**✗** If YES, the project is not eligible as a Community Project Funding request in the Energy and Water Development appropriations bill.

**Additional Guidance for Member Offices**

 Offices must upload a signed Member letter – on official letterhead and addressed to Chairwoman Granger and Ranking Member DeLauro – for each Community Project Funding request certifying that they and their immediate family have no financial interest in the projects they request.

**i** The template specific to Energy and Water Development requests is attached.

**i** “Immediate family” for this purpose includes a father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law.

 Please contact the House Committee on Ethics with questions on what constitutes a “financial interest.”

**SUBCOMMITTEE ON ENERGY AND WATER DEVELOPMENT  
FISCAL YEAR 2024**

**Database opens March 10, 2023**

**Submission Deadline is March 31, 2023, at 6:00 p.m. (Eastern)**

**Members must post CPF requests on their websites on April 17, 2023**

**GUIDANCE ON COMMUNITY PROJECT FUNDING REQUESTS (cont'd)**

- ☑ Offices must upload a written statement describing the federal nexus for each Community Project Funding request.

① The template specific to Energy and Water Development requests is attached.

- ☑ Offices must upload evidence of the project's merit and community support.

- ☑ Offices must post every Energy and Water Development Community Project Funding request on the Member's official website, in a searchable format, on **April 17, 2023**.

① The posted information must include:

- ✓ The name and address of the proposed recipient. *[Please note that for Energy and Water Development project requests, the proposed recipient is either the U.S. Army Corps of Engineers or the U.S. Bureau of Reclamation.]*
- ✓ A description of the request to include the requested funding amount, the purpose of the funding, and the justification for use of taxpayer funds.
- ✓ The signed Member certification of no financial interest and statement of the project's federal nexus.

**SUBCOMMITTEE ON ENERGY AND WATER DEVELOPMENT  
FISCAL YEAR 2024**

**Database opens March 10, 2023**

**Submission Deadline is March 31, 2023, at 6:00 p.m. (Eastern)**

**Members must post CPF requests on their websites on April 17, 2023**

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

Dear Chairwoman Granger and Ranking Member DeLauro:

I am requesting funding for the \_\_\_\_\_ project in fiscal year 2024. The entity to receive funding for this project is the [U.S. Army Corps of Engineers or U.S. Bureau of Reclamation]. The funding would be used for \_\_\_\_\_. The project is an appropriate use of taxpayer funds because \_\_\_\_\_.

The project has a federal nexus because the funding provided is for purposes authorized by section \_\_\_\_\_ of the \_\_\_\_\_ Act (Public Law XXX-XXX).

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

Sincerely,

Member of Congress

*[Please note that the best way to confirm the project authorization citation for the federal nexus statement is to ask the relevant Corps of Engineers District Office or Bureau of Reclamation Regional Office.]*

KAY GRANGER, TEXAS, CHAIRWOMAN

HAROLD ROGERS, KENTUCKY  
ROBERT B. ADERHOLT, ALABAMA  
MICHAEL K. SIMPSON, IDAHO  
JOHN R. CARTER, TEXAS  
KEN CALVERT, CALIFORNIA  
TOM COLE, OKLAHOMA  
MARIO DIAZ-BALART, FLORIDA  
STEVE WOMACK, ARKANSAS  
CHARLES J. "CHUCK" FLEISCHMANN, TENNESSEE  
DAVID P. JOYCE, OHIO  
ANDY HARRIS, MARYLAND  
MARK E. AMODEI, NEVADA  
CHRIS STEWART, UTAH  
DAVID G. VALADAO, CALIFORNIA  
DAN NEWHOUSE, WASHINGTON  
JOHN R. MOOLENAAR, MICHIGAN  
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ASHLEY HINSON, IOWA  
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JULIA LETLOW, LOUISIANA  
MICHAEL CLOUD, TEXAS  
MICHAEL GUEST, MISSISSIPPI  
RYAN K. ZINKE, MONTANA  
ANDREW S. CLYDE, GEORGIA  
JAKE LATURNER, KANSAS  
JERRY L. CARL, ALABAMA  
STEPHANIE I. BICE, OKLAHOMA  
C. SCOTT FRANKLIN, FLORIDA  
JAKE ELLZEY, TEXAS  
JUAN CISCOMANI, ARIZONA

**Congress of the United States**  
**House of Representatives**  
**Committee on Appropriations**  
**Washington, DC 20515-6015**

ROSA L. DeLAURO, CONNECTICUT  
STENY H. HOYER, MARYLAND  
MARCY KAPTUR, OHIO  
SANFORD D. BISHOP, JR., GEORGIA  
BARBARA LEE, CALIFORNIA  
BETTY McCOLLUM, MINNESOTA  
C. A. DUTCH RUPPERSBERGER, MARYLAND  
DEBBIE WASSERMAN SCHULTZ, FLORIDA  
HENRY CUELLAR, TEXAS  
CHELLIE PINGREE, MAINE  
MIKE QUIGLEY, ILLINOIS  
DEREK KILMER, WASHINGTON  
MATT CARTWRIGHT, PENNSYLVANIA  
GRACE MENG, NEW YORK  
MARK POCAN, WISCONSIN  
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SUSIE LEE, NEVADA  
JOSEPH D. MORELLE, NEW YORK

ANNE MARIE CHOTVACS  
CLERK AND STAFF DIRECTOR  
(202) 225-2771

February 28, 2023

Dear Colleague,

As Chairman of the Appropriations Subcommittee on Financial Services and General Government, I want to make you aware of the Subcommittee's procedures for receiving Members' **programmatic** and **language** submissions for consideration in the fiscal year 2024 appropriations bill and report.

The Financial Services and General Government Subcommittee will **not accept** requests in fiscal year 2024 for Community Project Funding.

Members must transmit submissions to the Subcommittee via electronic form, and in addition, must upload a signed letter to the appropriations submission system confirming those entries. The electronic submission system can be found at <https://AppropriationsSubmissions.house.gov>. The system will be available to accept submissions starting **March 10, 2023**.

The deadline for submissions for the Subcommittee on Financial Services and General Government is **6:00 pm on March 24, 2023**.

Additional guidance is available [here](#).

Thank you for your interest in the programs and activities of the House Appropriations Subcommittee on Financial Services and General Government. If you have any general questions or require further information, please contact the Subcommittee staff at (202) 225-7245 or [FS.MemberRequests@mail.house.gov](mailto:FS.MemberRequests@mail.house.gov). Technical questions related specifically to the operation of the system should be directed to the Committee's IT office at [Approp.ITMemberRequest@mail.house.gov](mailto:Approp.ITMemberRequest@mail.house.gov).

I look forward to working with you as the fiscal year 2024 appropriations process begins.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steve Womack". The signature is fluid and cursive, with the first name "Steve" and last name "Womack" clearly distinguishable.

Steve Womack  
Chairman  
Subcommittee on Financial Services and General Government

**COMMITTEE ON APPROPRIATIONS  
SUBCOMMITTEE ON FINANCIAL SERVICES AND  
GENERAL GOVERNMENT**

**Fiscal Year 2024 Member Request Guidance**

**Database opens March 10, 2023**

**Submission deadline is 6:00pm on March 24, 2023**

This document provides guidance on submitting programmatic and language requests for Fiscal Year (FY) 2024. The Financial Services and General Government Subcommittee will not be accepting Community Project Funding requests in FY 2024. Please review this guidance in its entirety prior to submitting Member requests.

If you encounter problems with the Committee's database or have technical questions, please email [Approp.ITMemberRequest@mail.house.gov](mailto:Approp.ITMemberRequest@mail.house.gov). For general questions regarding this guidance, please email [FS.MemberRequests@mail.house.gov](mailto:FS.MemberRequests@mail.house.gov) or contact the Subcommittee staff at (202) 225-7245.

**General Guidance**

Offices **must use** the House Appropriations Committee's database <https://AppropriationsSubmissions.house.gov> for all Member requests. Please ensure that all field entries are complete and accurate. No printed materials will be accepted. Member offices may not submit requests on behalf of another office.

**Member Request Letters**

**Offices must upload a single, signed Member letter that includes all programmatic and language requests for the FY 2024 Financial Services and General Government Appropriations bill.** Member letters should provide enough information to clearly identify each request entered in the database. All Member letters must be addressed to Chairman Womack and Ranking Member Hoyer. As you prepare your submissions, please note the following guidelines:

- ☐ The electronic system will require members to assign a priority rank order to all their submissions (programmatic and language) for this Subcommittee. The Subcommittee will review priority rankings based on what is entered into the database.
- ☐ Additionally, Members can rank their top 10 program and language requests across all subcommittees. It is strongly recommended that Members identify their top 10 requests Committee-wide before beginning to enter requests.
- ☐ If your member signed a delegation letter in support of programmatic requests for specific funding levels for agencies and programs to be included the FY 2024 Financial Services and General Government appropriations bill, that should be considered a request, entered in the database, and prioritized accordingly.

- ❑ The electronic system allows Members to access submissions made in previous years, so you may review those submissions if that is helpful.

## Program and Language Requests

Insert the appropriate information in each text field in the online database. If the character limit of a text field prevents the user from entering in all of the proposed text, please insert a summary that describes the purpose and effect of the proposed language and upload a document containing the full text. **Do not insert “refer to attachment” or anything similar without also inserting a summary directly into the text field. The Committee may not consider such requests.**

Except as described above, text fields in the database may only contain the exact text (including punctuation) proposed for inclusion in the bill or report. Any additional background, description, or context may be included in the Member letter that you will upload to the database.

- ❑ **Program Request:** a request to fund a specific program or activity in the bill at a specified level—Example: *Provide \$165,000,000 to the Financial Crimes Enforcement Network.*
- ❑ **Language Request:** a request 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 a Financial Services agency, directorate, or office. Example: *“The Committee encourages the Department of the Treasury to enhance its cyber strategies and allocate resources to combat cybercrime and data breaches.”*

### General Submission Checklist

- ❑ Did you upload a **single, signed Member letter** on official letterhead addressed to Chairman Womack and Ranking Member Hoyer **detailing the request(s)**?
- ❑ Have you validated that the information in the Member request letter matches the information you entered in the database?
- ❑ Did you assign a priority rank order to all their submissions (programmatic and language) for this Subcommittee?

HAROLD ROGERS, KENTUCKY  
ROBERT B. ADERHOLT, ALABAMA  
MICHAEL K. SIMPSON, IDAHO  
JOHN R. CARTER, TEXAS  
KEN CALVERT, CALIFORNIA  
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C. SCOTT FRANKLIN, FLORIDA  
JAKE ELLZEY, TEXAS  
JUAN CISCOMANI, ARIZONA

**Congress of the United States**  
**House of Representatives**  
**Committee on Appropriations**  
**Washington, DC 20515-6015**

ROSA L. DeLAURO, CONNECTICUT  
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JOSEPH D. MORELLE, NEW YORK

ANNE MARIE CHOTVACS  
CLERK AND STAFF DIRECTOR  
(202) 225-2771

February 28, 2023

Dear Colleague:

As Chair of the Appropriations Subcommittee on Homeland Security, I want to make you aware of the Subcommittee's procedures for receiving Members' programmatic, Community Project Funding, and language submissions for consideration in the fiscal year 2024 appropriations bill.

Member requests can only be considered if submitted through the Committee's electronic database found at <https://AppropriationsSubmissions.house.gov>. The system will be available to accept submissions starting **March 10, 2023**. The submission deadline is **March 29, 2023**, and Members must post CPF requests on their websites on **April 13, 2023**.

[Attached](#) is a project request guide that provides information regarding project eligibility requirements and guidance for submitting requests.

### **Programmatic and Language Requests**

The Committee offers an opportunity for Members to make programmatic requests for specific funding levels for agencies and programs funded through annual appropriations. Members also have an opportunity to request bill or report language encouraging or directing a specific action by the Federal agencies.

Submissions must include an uploaded letter signed by the Member supporting the Member's request. Letters should simply list and describe each submission briefly. Letters may be either an individual letter for each request or a consolidated letter for multiple requests made to this subcommittee. Please note that the Member request website again allows consolidated letters to be uploaded only once, so that a letter with multiple requests does not need to be uploaded multiple times.

For requests with multiple Member cosponsors, each cosponsor must enter the same request into the online database. In addition, each cosponsor should either scan or upload a copy of the group request letter or include the group request in a consolidated letter of all the Member's requests for the Subcommittee. The electronic system allows Members to access submissions made in previous years, so review of those submissions is available if that is helpful.

## Community Project Funding

The Subcommittee on Homeland Security will accept Community Project Funding requests for only the following Federal Emergency Management Agency—Federal Assistance accounts:

- Pre-Disaster Mitigation grants
- Emergency Operations Center grants.

### **The Subcommittee will not accept project requests for any other accounts.**

Project funding for fiscal year 2023 ranged between \$158,176 and \$3,000,000 for Emergency Operations Center grants and between \$320,482 and \$10,000,000 for Pre-Disaster Mitigation grants.

In addition, while we will otherwise try to provide the full federal cost share for funded Community Project Funding, overall demand may limit our ability to do so. **Members are encouraged to make clear the minimum amount of federal funding for a project required in order for it to move forward.**

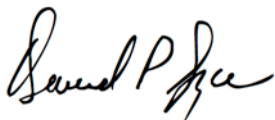
Members also must provide a signed certification that they and their immediate family members have no financial interest in the Community Project Funding request and are required to include a statement that their project has a Federal nexus. Templates for this certification and statement are included in the project request guide.

**Member offices must post these letters publicly on their website for all CPF requests no later than April 13, 2023, following the end of the Committee's two-week technical assistance review period.** The Committee will not consider a Community Project Funding request without meeting these requirements.

**The deadline for submissions for the Subcommittee on Homeland Security is 6:00 pm on March 29, 2023.**

Thank you for your interest in the programs and activities of the House Appropriations Subcommittee on Homeland Security. If you have any general questions or require further information, please contact the Subcommittee staff at [HS.MemberRequests@mail.house.gov](mailto:HS.MemberRequests@mail.house.gov). Technical questions related specifically to the operation of the system should be directed to the Committee's IT office at [Approp.ITMemberRequest@mail.house.gov](mailto:Approp.ITMemberRequest@mail.house.gov)

Sincerely,



David Joyce  
Chairman  
Subcommittee on Homeland Security

FY 2024 Homeland Security Components and Accounts  
Available for Program and Language Requests

**Title I**

Office of the Secretary & Executive Management

- Operations and Support
- Procurement, Construction, & Improvements
- Federal Assistance

Management Directorate

- Operations and Support
- Procurement, Construction, & Improvements

Federal Protective Service

Intelligence, Analysis and Situational Awareness

Office of Inspector General

Title I Administrative Provisions

**Title II**

U.S. Customs and Border Protection

- Operations and Support
- Procurement, Construction, & Improvements

U.S. Immigration and Customs Enforcement

- Operations and Support
- Procurement, Construction, & Improvements

Transportation Security Administration

- Operations and Support
- Procurement, Construction, & Improvements
- Research and Development

Coast Guard

- Operations and Support
- Procurement, Construction, & Improvements
- Research and Development

United States Secret Service

- Operations and Support
- Procurement, Construction, & Improvements
- Research and Development

Title II Administrative Provisions

**Title III**

Cybersecurity & Infrastructure Security Administration

- Operations and Support
- Procurement, Construction, & Improvements
- Research and Development

Federal Emergency Management Agency

- Operations and Support

- Procurement, Construction, & Improvements
- Federal Assistance
- Disaster Relief Fund
- National Flood Insurance Program

#### Title III Administrative Provisions

### **Title IV**

#### U.S. Citizenship and Immigration Services

- Operations and Support
- Federal Assistance

#### Federal Law Enforcement Training Center

- Operations and Support
- Procurement, Construction, and Improvements

#### Science and Technology Directorate

- Operations and Support
- Procurement, Construction, and Improvements
- Research and Development

#### Countering Weapons of Mass Destruction Office

- Operations and Support
- Procurement, Construction, & Improvements
- Research and Development
- Federal Assistance

#### Title IV Administrative Provisions

### **Title V**

- Bill-wide General Provisions

# COMMITTEE ON APPROPRIATIONS SUBCOMMITTEE ON HOMELAND SECURITY

## Fiscal Year 2024 Member Request Guidance

**Database opens March 10, 2023**

**Submission deadline is 6:00pm on March 29, 2023**

**Members must post CPF requests on their websites on April 13, 2023**

This document provides guidance on submitting Community Project Funding (CPF), program, and language requests for Fiscal Year (FY) 2024. All CPF requests must adhere to the eligibility requirements outlined in this guidance to be considered for FY 2024 funding. Please review this guidance **in its entirety** prior to submitting Member requests.

If you encounter problems with the Committee's database or have technical questions, please email [Approp.ITMemberRequest@mail.house.gov](mailto:Approp.ITMemberRequest@mail.house.gov). For general questions regarding this guidance, please email [HS.MemberRequests@mail.house.gov](mailto:HS.MemberRequests@mail.house.gov).

### General Guidance

Offices **must use** the House Appropriations Committee's [database](#) for all Member requests. Please ensure that all field entries are complete and accurate. No printed materials will be accepted. Member offices may not submit requests on behalf of another office.

The Subcommittee on Homeland Security has sole jurisdiction over funding for the Department of Homeland Security (DHS). Prior to submission, please ensure that all CPF, program, and language **requests are germane to DHS and are aligned to the appropriate agency, directorate, or office, and budget account within the database.**

### Member Request Letters

Offices must upload **a single, signed Member letter addressed to subcommittee Chairman Joyce and Ranking Member Cuellar that includes all CPF, program, and language requests** for the FY 2024 Homeland Security Appropriations bill.

Member letters should provide enough information to clearly identify each request entered in the database. **Members' letters must include a priority ranking of CPF, program and language requests in the Homeland Security bill consistent with the priority ranking you entered in the database.** In addition, the database allows Members to separately rank their top 1-10 requests, across all subcommittees, as well as all of their CPF requests across all subcommittees. The Committee strongly encourages Members to make those rankings as well.

If your member signed a delegation letter in support of funding for a specific program, or the inclusion of bill or report language to be included in the FY 2024 Homeland Security appropriations bill, that should be considered a request, entered in the database, and prioritized accordingly.

## Financial Disclosure Certifications and Federal Nexus Statements

Pursuant to House rule XXIII, clause 17, and Committee guidance, **offices must upload signed Member letters addressed to Chairwoman Granger and Ranking Member DeLauro for each CPF request certifying that the Member and the Member’s “immediate family”** (defined as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law) **do not have any financial interest in the request.** Chairwoman Granger is also requiring Members to include a statement regarding each project’s Federal nexus. Letter templates for [Pre-Disaster Mitigation](#) and [Emergency Operations Center](#) requests are included in this guidance document.

## Public Posting of Certification/Federal Nexus Letters

**Member offices must post these letters publicly on their website for all CPF requests no later than April 13, 2023, following the end of the Committee’s two-week technical assistance review period.** The posted information must include: (1) the name and address of the proposed recipient; (2) a description of the request to include the purpose of the funding and justification for use of taxpayer funds; and (3) a statement regarding each project’s Federal nexus.

### General Submission Checklist

- ☐ Did you upload **a single, signed Member letter** on official letterhead addressed to Chairman Joyce and Ranking Member Cuellar **detailing the request(s)?**
- ☐ Did you upload **signed Member financial disclosure certifications and federal nexus statements** for each CPF request on official letterhead addressed to Chairwoman Granger and Ranking Member DeLauro?
- ☐ Have you validated that the information in the Member request letter and financial disclosure letter matches the information you entered in the database?
- ☐ Do you plan to publicly post information for all CPF requests to the Member’s website no later than April 13, 2023?

## Community Project Funding

There are two Federal Emergency Management Agency (FEMA) grant programs within the Subcommittee on Homeland Security's jurisdiction that are open to CPF requests: **Pre-Disaster Mitigation (PDM)** grants and **Emergency Operations Center (EOC)** grants. Please review the purpose and eligibility requirements, including any [environmental and historic preservation requirements](#), for these two grant programs to ensure proper consideration of the Member's request.

For specific questions related to FEMA grant programs, please contact:

- Laura Cylke [Laura.Cylke@mail.house.gov](mailto:Laura.Cylke@mail.house.gov) for the Majority.

Over the past two fiscal years, FEMA found that many CPF requests lacked the necessary details to determine grant eligibility. **While the database will limit project summaries to 1,000 characters, offices are highly encouraged to separately upload detailed project descriptions for each PDM or EOC request.** For each project description, please include a detailed budget describing how the requested federal funding will be used and confirm the ability of the requesting entity to meet the cost-share requirement.

### Cost-Share Requirements

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

### CPF General Checklist

- ☐ Did you upload a letter from the appropriate State or Territorial Administrative Agency (e.g., Ohio Emergency Management Agency), or Tribal government, confirming project eligibility **and their willingness to administer the grant**?
- ☐ Have you confirmed that the legal name of the grant recipient you entered is the State or Territorial Administrative Agency, or Tribal government, that would administer the grant?
- ☐ Did you upload letters of support from local entities (e.g., Lake County and/or City of Mentor) demonstrating community support for the project(s)?

## Pre-Disaster Mitigation Grants

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

For PDM grant requests, the database includes specific eligibility questions to ensure the proposed project meets FEMA's requirements as detailed in the most recent [Notice of Funding Opportunity](#) (NOFO). The subcommittee encourages offices to consult with their [State Hazard Mitigation Officers](#) when answering the questions in the database. **Member offices must answer all the eligibility questions in the database for a request to be considered.**

For any PDM projects designated for funding in the FY 2024 Homeland Security Appropriations Act, the respective State or Territorial Administrative Agency, or Tribal government, must submit an application to FEMA and serve as the administrative agent for the grant on behalf of the entities responsible for the project (grant subrecipients).

CPF funding in the FY 2023 House bill ranged between \$320,482 and \$10,000,000 for individual PDM grants.

### Pre-Disaster Mitigation Grant Checklist

- ☐ Have you confirmed the requesting jurisdiction is a state, tribal government, local government, or territory as defined in the [Stafford Act](#) ([42 U.S.C. § 5122\(4\),\(6\),\(8\)](#))?
- ☐ Have you confirmed that the proposed activity is consistent with the current FEMA-approved multi-hazard mitigation plan in compliance with [44 CFR Part 201](#)?
- ☐ Have you confirmed that the requesting entity can provide a [Benefit-Cost Analysis](#) that validates the cost-effectiveness of the request?
- ☐ Does the total project cost you entered reflect federal *and* non-federal resources?
- ☐ Can the requesting jurisdiction provide **the required non-federal cost-share** (25 percent of the total project cost, or 10 percent of the total project cost for small, impoverished communities as detailed in the [NOFO](#))?
- ☐ Have you indicated the minimum amount of federal funding needed for the project to advance if it is not feasible to fund the full federal cost-share of the total project cost?

**TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE  
CERTIFICATIONS AND FEDERAL NEXUS STATEMENTS**  
**Pre-Disaster Mitigation Grants**

Below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany **each** PDM CPF request:

Dear Chairwoman Granger and Ranking Member DeLauro:

“I am requesting funding for \_\_\_\_\_[project] in fiscal year 2024. The entity to receive funding for this project is \_\_\_\_\_, located at \_\_\_\_\_ (address including street name, city, state, and zip code). The funding would be used for \_\_\_\_\_. The project is an appropriate use of taxpayer funds because \_\_\_\_\_.

The project has a Federal nexus because the funding provided is for purposes authorized by section 203 of the Stafford Act (42 U.S.C. 5133), as amended by Section 1234, National Public Infrastructure Pre-Disaster Hazard Mitigation, of the Disaster Recovery Reform Act (DRRA) of 2018.

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

Sincerely,

Member of Congress

**These statements must be on letterhead and must be signed by the Member. Members must post letters for Homeland Security CPFs publicly on their website no later than April 13, 2023. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.**

## **DATABASE QUESTIONS**

### **Pre-Disaster Mitigation Grants**

1. Did your office upload a letter from the appropriate State or Territorial Administrative Agency, or Tribal government, confirming project eligibility and their willingness to administer the grant?
2. Did your office upload letters of support from local government entities demonstrating community support for the project(s)?
3. Is the proposed project eligible under the most recent Notice of Funding Opportunity (NOFO) for the PDM grant program?
4. Can the requesting jurisdiction provide the required non-federal cost share (25% of total eligible activity costs, or 10% for small, impoverished communities), as detailed in the NOFO?
5. If less than the requested amount is provided as the federal share, would additional state, local, or other eligible funding sources be available to support the project?
6. Can the requesting jurisdiction provide a Benefit-Cost Analysis (BCA) or other documentation that validates cost-effectiveness, which is defined by FEMA as having a BCA of 1.0 or greater? A non-FEMA BCA methodology may only be used if pre-approved by FEMA in writing.
7. Consistent with the NOFO for PDM grants, is the proposed activity consistent with the goals and objectives in both the state or tribal hazard mitigation plan (44 CFR Part 201) and the local hazard mitigation plan of the jurisdiction in which the project is located?
8. If so, what is the FEMA approval date and when will the plan expire?
9. Has your office confirmed the funding request does not include unallowable activities for PDM grants (e.g., dredging waterways; the purchase of emergency vehicles and equipment)?
10. Describe how the proposed activity expands mitigation capacity rather than repair and maintenance of existing capacity.
11. How will the project provide long-term, permanent risk-reduction, as opposed to simply supporting Short-term, temporary emergency protective measures?
12. Can the recipient describe how the activity supports the needs of people disproportionately at risk of harmful impacts of natural disasters?
13. Does the recipient specifically encourage the adoption and enforcement of the latest disaster resistant building codes?
14. Provide a clear and detailed description of the proposed mitigation activity.
15. How will the mitigation activity be implemented?
16. Who will manage and complete the mitigation activity?
17. What risks will remain from natural hazards after project implementation (i.e., residual risk)?
18. How does the activity reduce the risk to individuals and property for future natural hazards, while reducing reliance on federal funding for future disasters?
19. Has the project been submitted, selected, or awarded funding in current or previous Pre-Disaster Mitigation (PDM), Building Resilient Infrastructure and Communities (BRIC),

Flood Mitigation Assistance (FMA), or Hazard Mitigation Grant Program fiscal year grant cycles?

20. If so, what is the subgrant ID, or which grant program and fiscal year was the application submitted, selected, or awarded funding?
21. Has your office or the community consulted with state, county, or local emergency management officials, or with FEMA about the proposed project?
22. If so, please provide the name of the official, the agency they represent, and their contact information.

## Emergency Operations Center Grants

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

Similar to CPF requests for PDM grants, the database includes specific eligibility questions for EOC grants to ensure the proposed project meets FEMA's requirements as detailed in the most recent [NOFO](#). **Member offices must answer all the eligibility [questions](#) in the database for a request to be considered.**

For any EOC projects designated for funding in the FY 2024 Homeland Security Appropriations Act, the respective State or Territorial Administrative Agency, or Tribal government, must submit an application to FEMA and serve as the administrative agent for the grant on behalf of the entities responsible for the project (grant subrecipients).

CPF funding in the FY 2023 House bill ranged between \$158,176 and \$3,000,000 for individual EOC grants.

### Emergency Operations Center Grant Checklist

- ☐ Have you confirmed the requesting jurisdiction is a state, tribal government, local government, or territory as defined in the [Stafford Act \(42 U.S.C. § 5122\(4\),\(6\),\(8\)\)](#)?
- ☐ Does the EOC request involve the construction or upgrading of a multipurpose facility, such as a public safety building or police/fire station?
  - ☐ If yes, does the CPF request limit costs to only the square footage directly associated with the EOC and not the entire facility?
- ☐ Can the requesting jurisdiction provide **the required non-federal cost-share** (25 percent of the total project cost)?
- ☐ Have you indicated the minimum amount of federal funding needed for the project to advance if it is not feasible to fund the full federal cost-share of the total project cost?

**TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE  
CERTIFICATIONS AND FEDERAL NEXUS STATEMENTS**  
**Emergency Operations Center Grants**

Below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany **each** EOC CPF request:

Dear Chairwoman Granger and Ranking Member DeLauro:

“I am requesting funding for \_\_\_\_\_[project] in fiscal year 2024. The entity to receive funding for this project is \_\_\_\_\_, located at \_\_\_\_\_ (address including street name, city, state, and zip code). The funding would be used for \_\_\_\_\_. The project is an appropriate use of taxpayer funds because \_\_\_\_\_.

The project has a Federal nexus because the funding provided is for purposes authorized by section 614 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5196c), as amended by section 202 of the Implementing Recommendations of the 9/11 Commission Act of 2007 (9/11 Act).

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

Sincerely,

Member of Congress

**These statements must be on letterhead and must be signed by the Member. Members must post letters for Homeland Security CPFs publicly on their website no later than April 13, 2023. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.**

## **DATABASE QUESTIONS**

### **Emergency Operations Center Grants**

1. Did your office upload a letter from the appropriate State or Territorial Administrative Agency, or Tribal government, confirming project eligibility and their willingness to administer the grant?
2. Did your office upload letters of support from local government entities demonstrating community support for the project(s)?
3. Is the proposed project eligible under the most recent Notice of Funding Opportunity (NOFO) for the Emergency Operations Center (EOC) Grant Program?
4. Is the requested federal funding amount limited to a maximum of 75% of the total project cost?
5. Can the requesting jurisdiction provide the required 25% non-federal cost share?
6. If less than the requested amount is provided as the federal share, would additional state, local, or other eligible funding sources be available to support the project?
7. Has your office reviewed the funding restrictions and allowable costs section of the NOFO for EOC grants?
8. Has your office confirmed the funding request does not include unallowable activities for EOC grants (e.g., personnel costs; replacement radios for police, fire, and other response personnel; generators for emergency shelters; any equipment that is portable and does not directly support the functional and operational capabilities of an EOC)?
9. Is the proposed project related to a structure or facility that meets the definition of an EOC, to include supporting incident management (on-scene) operations across multiple functional disciplines and/or jurisdictions?
10. For EOC projects that involve construction or upgrading of multipurpose facilities, such as public safety facilities, police/fire stations, etc., EOC grants may only be used for those parts of the facility that are directly associated with the EOC. Does the requested federal funding amount reflect the proportionate facility construction cost, which is generally based on the square footage (floor space) of the EOC compared to the square footage of the entire facility?
11. Has your office or the community consulted with state, county, or local emergency management officials, or with FEMA about the proposed project?
12. If so, please provide the name of the official, the agency they represent, and their contact information.

## Program and Language Requests

Insert the appropriate information in each text field in the online database. If the character limit of a text field prevents the user from entering in all of the proposed text, please insert a summary that describes the purpose and effect of the proposed language and upload a document containing the full text. **Do not insert “refer to attachment” or anything similar without also inserting a summary directly into the text field. The Committee may not consider such requests.**

Except as described above, text fields in the database may only contain the exact text (including punctuation) proposed for inclusion in the bill or report. Any additional background, description, or context may be included in the Member letter that you will upload to the database.

If the program, bill, or report language request is for a specific non-governmental entity and not competitively awarded, or narrowly defines a competitive grant to the extent that only one entity or geographic area can apply, the request may be a CPF. Please refer to the CPF guidance in this document or email the subcommittee [HS.MemberRequests@mail.house.gov](mailto:HS.MemberRequests@mail.house.gov) if you have questions regarding the proper categorization of a request.

- **Program Request:** a request to fund a specific program or activity in the bill at a specified level—Example: *Provide \$70,000,000 in the Transportation Security Administration’s Procurement, Construction, and Improvements account for the Checkpoint Property Screening System.*
- **Language Request:** a request 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 a DHS agency, directorate, or office. Example: *“The Committee directs the Department to fully account for Blue Campaign funding in future budget submissions and encourages transitioning the program to direct appropriations.”*

KAY GRANGER, TEXAS, CHAIRWOMAN

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ROBERT B. ADERHOLT, ALABAMA  
MICHAEL K. SIMPSON, IDAHO  
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**Congress of the United States**  
**House of Representatives**  
**Committee on Appropriations**  
**Washington, DC 20515-6015**

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ANNE MARIE CHOTVACS  
CLERK AND STAFF DIRECTOR  
(202) 225-2771

February 28, 2023

Dear Colleague,

As Chair of the Appropriations Subcommittee on Interior, Environment, and Related Agencies, I want to make you aware of the Subcommittee's procedures for receiving Members' programmatic, language, and Community Project Funding submissions for consideration in the fiscal year 2024 appropriations bill.

Members must transmit submissions to the Interior Subcommittee via the appropriations submission system (<https://AppropriationsSubmissions.house.gov>), and in addition, must upload a signed letter to the system confirming those entries. The system will be available to accept Interior submissions starting **March 10, 2023**, and the deadline for submissions is **6:00 p.m. on March 24, 2023**. Members must post CPF requests online on **April 10, 2023**.

The Appropriations Committee anticipates moving forward with drafting its bills expeditiously to ensure their availability for consideration by the House. As you prepare your submissions, please note the following guidelines:

- All submissions must be made electronically at <https://AppropriationsSubmissions.house.gov>. Only submissions received electronically will be considered. Hard-copy submissions are not required and will not be accepted.
- The electronic system will require Members to assign a priority rank order to all their submissions (programmatic, language, and Community Project Funding requests) for the Interior Subcommittee. The Subcommittee will review priority rankings based on what is entered into the database.
- Additionally, Members can rank their top 10 programmatic and language requests across all subcommittees. It is strongly recommended that Members identify their top 10 requests before beginning to enter requests.
- Members also can rank all of their Community Project Funding requests across subcommittees in the database.

## Programmatic and Language Requests

The Committee offers an opportunity for Members to make programmatic requests for specific funding levels for agencies and programs funded through annual appropriations as well as bill or report language encouraging or directing a specific action by the Federal agencies.

Submissions must include an uploaded letter signed by the Member supporting the Member's request. Letters should simply list and describe each submission briefly. Letters may be either an individual letter for each request or a consolidated letter for multiple requests made to this Subcommittee. Please note that the Member request website again allows consolidated letters to be uploaded only once for each subcommittee, so that a letter with multiple requests does not need to be uploaded multiple times. The electronic system allows Members to access submissions made in previous years, so review of those submissions is available if that is helpful.

For requests with multiple Member cosponsors, each cosponsor must enter the same request into the online database. In addition, each cosponsor should either scan or upload a copy of the group request letter or include the group request in a consolidated letter of all the Member's requests for the Subcommittee.

## Community Project Funding Requests

The Subcommittee on Interior, Environment, and Related Agencies will accept Community Project Funding requests in the following account: **Environmental Protection Agency – State and Tribal Assistance Grants for certain clean water and drinking water infrastructure projects**. The Subcommittee will not accept Community Project Funding requests in any other account. Projects will only receive funding for activities authorized in law.

[Attached](#) is a Community Project Funding request guide that provides information regarding project eligibility requirements and guidance for submitting requests.

Members also must provide a signed certification that they and their immediate family have no financial interest in the Community Project Funding request along with a statement that their Community Project Funding has a Federal nexus. A template for this certification and statement is included in the Community Project Funding request guidance. Members are required to post requests and associated certifications of no financial interest and statements of Federal nexus on their house.gov websites on **April 10, 2023**. The Committee will not consider a Community Project Funding request without meeting the requirements outlined in the guidance and in this letter.

Thank you for your interest in the programs and activities of the House Appropriations Subcommittee on Interior, Environment, and Related Agencies. If you have any questions, please contact the Interior Subcommittee staff at [IN.MemberRequests@mail.house.gov](mailto:IN.MemberRequests@mail.house.gov). Technical questions related specifically to the operation of the system should be directed to the Committee's IT office at [Approp.ITMemberRequest@mail.house.gov](mailto:Approp.ITMemberRequest@mail.house.gov).

I look forward to working with you as the fiscal year 2024 appropriations process begins.

Sincerely,

A handwritten signature in blue ink, reading "Mike Simpson" with a stylized flourish at the end. To the right of the signature, the letters "M.C." are printed in a small, blue, sans-serif font.

Mike Simpson

Chair

Subcommittee on Interior, Environment, and Related Agencies

**COMMITTEE ON APPROPRIATIONS  
SUBCOMMITTEE ON INTERIOR, ENVIRONMENT, AND RELATED  
AGENCIES**

**Fiscal Year 2024 Member Project Request Guidance**

**Database opens March 10, 2023**

**Submission Deadline is 6:00 p.m. on March 24, 2023**

**Members must post CPF requests on their websites on April 10, 2023**

This document provides guidance on submitting Community Project Funding, programmatic, and language requests for Fiscal Year (FY) 2024. All Community Project Funding requests must adhere to the eligibility requirements outlined in this guidance document to be considered for FY 2024 funding. Please review this guidance **in its entirety** prior to submitting all Member requests.

If you encounter general problems with the database or have technical questions, please email the Committee's IT office at [Approp.ITMemberRequest@mail.house.gov](mailto:Approp.ITMemberRequest@mail.house.gov). For questions regarding this guidance, please email the Interior Subcommittee staff at [IN.MemberRequests@mail.house.gov](mailto:IN.MemberRequests@mail.house.gov).

**General Guidance**

Offices must use the House Appropriations Committee's database <https://AppropriationsSubmissions.house.gov> for all Community Project Funding, programmatic, and language requests. Please ensure that all field entries are complete and accurate. **No printed materials will be accepted.** Each office is responsible only for their requests and cannot submit requests into the database on behalf of another office.

**Member Request Letters – All Requests (due March 24<sup>th</sup>):**

Offices must upload a single, signed Member letter addressed to Interior Chairman Mike Simpson and Ranking Member Chellie Pingree that includes all Community Project Funding, programmatic, and language requests for the FY 2024 Interior Appropriations bill ranked in priority order. Member letters should provide enough information to clearly identify each request entered in the database, but all other pertinent details should be included with the online submission.

Please note that requests entered into the database must match the signed Member letter. If a Member signs a multi-Member or delegation request letter, that request must be entered into the online database for each signee **and** be included in the Member's signed letter to be considered. This requirement applies to Community Project Funding, programmatic, and language requests.

## **Financial Disclosure Certifications and Federal Nexus Statements – Community Project Funding Requests:**

Members must certify that they and their “immediate family” (defined as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law) do not have a financial interest in the requested project. Members also must include a statement regarding the project’s Federal nexus. Letter templates are included in this guidance document.

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

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

Dear Chairwoman Granger and Ranking Member DeLauro:

“I am requesting funding for \_\_\_\_\_[project] in fiscal year 2024. The entity to receive funding for this project is \_\_\_\_\_, located at \_\_\_\_\_ (address including street name, city, state, and zip code). The funding would be used for \_\_\_\_\_. The project is an appropriate use of taxpayer funds because \_\_\_\_\_.

The project has a Federal nexus because the funding provided is for purposes authorized by Title VI of the Clean Water Act, 33 U.S.C 1381 et seq. [Clean Water Projects] OR Section 1452 of the Safe Drinking Water Act, 42 U.S.C. 300j-12. [Drinking Water Projects].

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

Sincerely,

Member of Congress

**These statements must be on letterhead and must be signed by the Member. Members must post these letters for Interior Community Project Funding requests publicly on their websites on April 10, 2023, following the end of the Committee’s two-week technical assistance review period. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.**

### **Public Posting of Certification/Federal Nexus Letters – Community Project Funding Requests:**

For transparency, Member offices must post each financial disclosure certification and Federal nexus letter publicly on their website for all Community Project Funding requests on **April 10**,

**2023.** The posted information must also include: (1) the name and address of the proposed recipient; (2) the amount requested; and (3) a description of the request to include the purpose of the funding and justification for use of taxpayer funds.

Members must provide the Committee with a link to the Member's webpage containing this information when they enter the request into the Members' Request database system. The Committee will include links from all Members submitting Community Project Funding requests in a single location on its website to use as a "one-stop" online database.

### **Community Support Letters – Community Project Funding Requests:**

Community engagement and support is crucial in determining which projects are worthy of Federal funding. Only projects with demonstrated community support will be considered. To demonstrate evidence of community support, Members must also submit community support letters into the database as part of their requests. Members may submit the following:

- Letters of support from elected community leaders (e.g., mayors or other officials) or newspaper editorial boards;
- Press articles highlighting the need for the requested Community Project Funding projects;
- Projects listed on State intended use plans, community development plans, or other publicly available planning documents; or
- Resolutions passed by city councils or boards.

#### **General Submission Checklist**

- ☐ Did you upload **a single, signed Member letter** on official letterhead addressed to Interior Chair Simpson and Ranking Member Pingree **detailing the request(s)**?
- ☐ Did you upload **signed Member financial disclosure certifications and Federal nexus statements** for each Community Project Funding request on official letterhead addressed to Full Committee Chairwoman Granger and Ranking Member DeLauro?
- ☐ Have you validated that the information in the Member request letter and financial disclosure letter matches the information you entered in the database?
- ☐ Do you plan to publicly post information for all Community Project Funding requests to the Member's website on April 10, 2023?

## Community Project Funding

### Environmental Protection Agency – State and Tribal Assistance Grants (STAG)

For FY 2024, the Interior Subcommittee will accept Community Project Funding requests in the Environmental Protection Agency – State and Tribal Assistance Grants (STAG) account for certain clean water and drinking water infrastructure projects. The Subcommittee will not accept project requests in any other account.

These projects include construction of and modifications to municipal sewage treatment plants and drinking water treatment plants. Similar to past practice, the Committee will be limiting STAG infrastructure grants only to projects that are publicly owned or owned by a non-profit entity and that are otherwise eligible for the funding from that state's Clean Water or Drinking Water State Revolving Funds (SRF) loan programs.

When submitting EPA STAG Community Project Funding requests, please be aware of the following guidance:

- **Ban on for-profit recipients and privately-owned projects.** The Committee will not fund projects to for-profit entities and privately-owned projects are NOT eligible for infrastructure grants, even if they are otherwise eligible for assistance under a SRF program.
- **State, municipal, local, territorial, or Tribal governmental entities as grantees.** Public entities should be considered as the primary grantees to oversee the completion of the project. For STAG water infrastructure projects, States have Intended Use Plans (IUPs) with drinking water and wastewater projects that have already been vetted by governmental officials.
- **Non-profits as grantees.** Non-profits will be considered on a limited basis at the discretion of the Chairman. If a Member requests that funding be directed to a non-profit organization, the Member will need to provide evidence that the recipient is a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986. Many water projects often partner with non-profit entities to complete projects. Therefore, the Chairman will consider, on a limited basis, projects that are directed to non-profits with an inherently governmental function.
- **Federal Nexus.** The Committee will only fund projects with purposes authorized by Federal law:
  - Clean water/wastewater projects: Title VI of the Clean Water Act, 33 U.S.C 1381 et seq.
  - Drinking water projects: Section 1452 of the Safe Drinking Water Act, 42 U.S.C. 300j-12.

- **Matching requirements.** There is a minimum 20% cost share requirement for any portion of a project funded through a STAG infrastructure grant and the Committee will not waive matching requirements:
  - 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 grantee.
  - In *almost* all cases, other Federal funds cannot be used to meet this 20% cost share. However, assistance provided by a SRF does count towards the project's matching requirement.
  - It is important that Member offices discuss with their State and local officials the ability for localities to meet matching requirements prior to requesting a project. This does not mean that matching funds must be in-hand prior to requesting a project, but that local officials must have a plan to meet such requirements in order for such a project to be viable.
- **One-year funding:** Each project request must be for FY 2024 funds only and cannot include a request for multiyear funding.
- **Project Amounts.** Members should use the range of project amounts funded in FY 2023 as a general guide when making requests. In FY 2023, most EPA STAG infrastructure projects funded in the House bill ranged from \$45,000 - \$5,000,000. Note that the Committee may consider higher project amounts for fiscal year 2024, and any caps will be determined by the Chairman after reviewing the full universe of requests.
- **Contact information.** It is very important to include accurate contact information for the prospective grantee when filling out the online request. This includes a point of contact, phone number, email information, and address. The grantee name entered into the online database must match the grantee name on the signed disclosure of financial interest certification letter.
- **Eligibility Questions.** Member offices must answer all the eligibility questions in the database for a request to be considered including the below supplemental questions:
  - Is this a Clean Water SRF project or a Drinking Water SRF project?
  - Is the project on your State's most recently finalized Clean Water/Drinking Water SRF Intended Use Plan (IUP)?
  - Has the project received Federal funds previously? If so, please describe.
  - Does the project have (or expects to have within 12 months) its 20% cost share requirement?
  - Given the Federal nexus requirement, does the project help meet or maintain Clean Water Act/Safe Drinking Water Act standards? If so, please describe.

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

**Projects that are **NOT** generally eligible for STAG Grants**

<b>Clean Water / Wastewater</b>		<b>Drinking Water</b>	
<b>1.</b>	<b>Land</b> , except for projects described in the subsequent table under eligibility #11.	<b>1.</b>	<b>Dams or rehabilitation of dams.</b>
<b>2.</b>	<b>Operations and maintenance costs.</b>	<b>2.</b>	<b>Operations and maintenance costs.</b>
<b>3.</b>	<b>Non-municipal point source control.</b>	<b>3.</b>	<b>Water rights</b> , 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.
<b>4.</b>	<b>Acid rain drainage correction.</b>	<b>4.</b>	<b>Reservoirs</b> , 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.
<b>5.</b>	<b>Ambient water quality monitoring.</b>	<b>5.</b>	<b>Laboratory fees for monitoring.</b>
<b>6.</b>	<b>Flood Control Projects</b> , unless the project is otherwise managing, reducing, treating, or recapturing stormwater.	<b>6.</b>	<b>Projects needed mainly for fire protection.</b>
<b>7.</b>	<b>Privately owned sewer pipes.</b>	<b>7.</b>	Projects for systems that lack adequate technical, managerial, and financial capability, unless assistance will ensure compliance.
		<b>8.</b>	Projects for systems in significant non-compliance, unless funding will ensure compliance.
		<b>9.</b>	Projects primarily intended to serve future growth.

The following list provides some examples of the types of projects that are eligible for STAG grant funding, and which are most frequently funded:

<b>Projects that <span style="color: green;">ARE generally eligible</span> for STAG Grants</b>			
	<b>Clean Water / Wastewater</b>		<b>Drinking Water</b>
<b>1.</b>	<b>Wastewater treatment plants, including sludge handling facilities:</b> Upgraded (increase in treatment level) or expanded (increase in treatment capacity) facilities, including biological facilities, mechanical, a lagoon system, a land treatment system, or individual on-site systems.	<b>1.</b>	Facilitate compliance with national primary drinking water regulations or address serious risks to public health including non-regulated contaminants (i.e., PFAS).
<b>2.</b>	<b>Collector Sewers:</b> Small sewers that convey wastewater from residences, commercial establishments, and industrial sites to larger interceptor sewers.	<b>2.</b>	Rehabilitate or develop water sources (excluding reservoirs, dams, dam rehabilitation and water rights) to replace contaminated sources.
<b>3.</b>	<b>Interceptor Sewers:</b> Large sewers that convey wastewater from collector sewers directly to a wastewater treatment facility.	<b>3.</b>	Install or upgrade treatment facilities.
<b>4.</b>	<b>Sewer Pipes:</b> Rehabilitation is eligible only if pipes are publicly owned.	<b>4.</b>	Install or upgrade storage facilities, including finished water reservoirs, to prevent microbiological contaminants from entering the water system.
<b>5.</b>	<b>Outfall Sewer:</b> A sewer that conveys treated wastewater from a wastewater treatment facility to the receiving waters (i.e., a river, stream, lake, ocean, etc.).	<b>5.</b>	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.
<b>6.</b>	<b>Storm Water Management:</b> Measures to manage, reduce, treat, or recapture stormwater or subsurface drainage water (i.e., storm sewers, green infrastructure, etc.).	<b>6.</b>	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 – are eligible for DWSRF assistance.
<b>7.</b>	<b>Combined sewer overflow (CSO) control and sanitary sewer overflow (SSO) control:</b> Combined sewers are sewers that convey both wastewater and storm water and may overflow during periods of heavy rain. The costs to correct CSO and SSO overflow problems are eligible.	<b>7.</b>	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.	<b>Infiltration/Inflow Correction:</b> Construction activities that prevent surface water or groundwater from entering the sewer system.	8.	Project planning, design, and other related costs.
9.	<b>Water Security:</b> These projects include 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.	<b>Septic Tanks:</b> Remediation, rehabilitation, removal and replacement of failing tanks are eligible, as well as installation of new tanks where none had previously existed.		
11.	<b>Land:</b> 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 (e.g., land for effluent application or recharge basins), and a place to store equipment and material during POTW construction. Municipal purchase of land and/or conservation easements for source water protection are also eligible.		
12.	<b>Water Reuse:</b> Projects involving the municipal reuse or recycling of wastewater, stormwater, or subsurface drainage water. This includes but is not limited to the purchase and installation of treatment equipment sufficient to meet reuse standards, distribution systems to support effluent reuse, recharge transmission lines, injection wells, and equipment to reuse effluent (e.g., gray water, condensate, and wastewater effluent reuse systems).		
13.	<b>Capital Nonpoint Source Pollution Control Projects:</b> E.g., river or streambank restoration, agricultural best management practices (i.e., buffer strips, manure containment structures), wetlands restoration, etc.		

## Programmatic and Language Requests

For non-Community Project Funding requests (i.e., programmatic and language requests), insert the appropriate information in each text field in the online database. If the character limit of a text field prevents the user from entering in all the proposed text, please insert a summary that describes the purpose and effect of the proposed language and upload a document containing the full text. **Do not insert “refer to attachment” or anything similar without also inserting a summary directly into the text field.**

If the programmatic, bill, or report language request is for a specific non-governmental entity and not competitively awarded, or narrowly defines a competitive grant to the extent that only one entity or geographic area can apply, the request may be a Community Project Funding request. Please refer to the Community Project Funding guidance in this document or email the Interior Subcommittee staff at [IN.MemberRequests@mail.house.gov](mailto:IN.MemberRequests@mail.house.gov) if you have questions regarding the proper categorization of a request.

- **Programmatic Request:** A request to fund a specific program or activity in the Interior bill at a specified level—Example: *Provide \$100,000,000 within the National Park Service - Operation of the National Park System account for Park Support.*
- **Language Request:** A request to include specific Interior 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 funded in the Interior bill. Example: *“The Committee directs the National Park Service to fully account for park needs across the country when including funding in future budget submissions for Park Support.”*

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Congress of the United States  
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Washington, DC 20515-6015

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ANNE MARIE CHOTVACS  
CLERK AND STAFF DIRECTOR  
(202) 225-2771

February 28, 2023

Dear Colleague,

As Chairman of the Appropriations Subcommittee on Labor, Health and Human Services, Education and Related Agencies, I want to make you aware of the Subcommittee's procedures for receiving Members' programmatic and language submissions for consideration in the fiscal year 2024 appropriations bill. Members must transmit submissions to the Subcommittee via electronic form, and in addition must upload a letter to the appropriations submission system confirming those entries. The Labor, Health and Human Services, Education and Related Agencies Subcommittee will not be accepting Community Project Funding requests in fiscal year 2024.

The electronic submission system can be found at <https://AppropriationsSubmissions.house.gov>. The system will be available to accept submissions starting **March 10, 2023**.

The deadline for submissions for the Subcommittee on Labor, Health and Human Services, Education and Related Agencies is 6:00 pm on **March 24, 2023**.

The Appropriations Committee anticipates moving forward with drafting its bills expeditiously to assure their availability for consideration by the House. As you prepare your submissions, please note the following guidelines:

- All submissions must be made electronically at <https://AppropriationsSubmissions.house.gov>. Only submissions received electronically will be considered. Hard-copy submissions are not required and will not be accepted.
- Submissions must include an uploaded letter signed by the Member supporting the Member's request. Letters should list and describe each submission briefly. Letters may be either an individual letter for each request or a consolidated letter for multiple requests made to this subcommittee. Please note that the Member request website again allows consolidated letters to be uploaded only once so that a letter with multiple requests does not need to be uploaded multiple times.

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- The electronic system allows Members to access submissions made in previous years, so you may review those submissions if that is helpful.

Thank you for your interest in the programs and activities of the House Appropriations Subcommittee on Labor, Health and Human Services, Education and Related Agencies. If you have any general questions or require further information, please contact the Subcommittee staff at (202) 225-3508. Technical questions related specifically to the operation of the system should be directed to the Committee's IT office at [Approp.ITMemberRequest@mail.house.gov](mailto:Approp.ITMemberRequest@mail.house.gov).

I look forward to working with you as the fiscal year 2024 appropriations process begins.

Sincerely,

A handwritten signature in blue ink, reading "Robert B. Aderholt", with a stylized flourish extending to the right.

Robert B. Aderholt  
Chairman  
Subcommittee on Labor, Health and Human Services, Education and Related Agencies

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(202) 225-2771

February 28, 2023

Dear Colleague,

As Chairman of the Appropriations Subcommittee on Military Construction, Veterans Affairs, and Related Agencies, I want to make you aware of the Subcommittee's procedures for receiving Members' programmatic, Community Project Funding, and language requests for consideration in the fiscal year (FY) 2024 appropriations bill.

Members must submit requests to the Subcommittee electronically and upload a signed letter to the appropriations submission system confirming those requests.

The electronic submission system can be found at <https://AppropriationsSubmissions.house.gov>. It will open for Member submissions on **March 10, 2023**.

The deadline for requests to the Subcommittee on Military Construction, Veterans Affairs, and Related Agencies is **6:00 pm on March 31, 2023**.

Members are required to post their CPF requests on their websites on **April 17, 2023**.

The Appropriations Committee anticipates expeditiously drafting its bills to ensure their availability for consideration by the House. As you prepare your requests, please note the following guidelines:

- All submissions must be made electronically at <https://AppropriationsSubmissions.house.gov>. Only submissions received electronically will be considered.
- The electronic system requires Members to assign a priority rank order to all their submissions (programmatic, Community Project Funding, and language requests) for this Subcommittee. The Subcommittee will review priority rankings based on what is entered into the database.

- Additionally, Members can rank their top 10 program and language requests across all subcommittees. It is strongly recommended that Members identify their top 10 requests before beginning to enter them into the system. In addition, Members can separately rank all their Community Project Funding requests across subcommittees.

### **Programmatic and Language Requests**

The Committee offers an opportunity for Members to make programmatic requests for specific funding levels for agencies and programs funded through annual appropriations. Members also have an opportunity to request bill or report language encouraging or directing a specific action by the Federal agencies.

Submissions must include an uploaded letter signed by the Member supporting the Member's request. Letters should list and briefly describe each submission. Letters may be either individual for each request or consolidated for multiple requests made to this subcommittee. Please note that the Member request website allows consolidated letters to be uploaded only once, so a letter with multiple requests does not need to be uploaded multiple times.

For requests with multiple Member cosponsors, each cosponsor must enter the same request into the online database. In addition, each cosponsor should upload a copy of the group request letter or include the group request in a consolidated letter of all the Member's requests for the Subcommittee.

The electronic system allows Members to review submissions made in previous years, which may be helpful as you prepare for this fiscal year.

### **Community Project Funding**

The Subcommittee on Military Construction, Veterans Affairs, and Related Agencies will accept project requests in the following accounts:

#### **Construction and Unspecified Minor Construction – Active and Reserve Components**

- Army
- Navy and Marine Corps
- Air Force and Space Force
- Defense-Wide Agencies (Special Operations Command (SOCOM), Defense Logistics Agency (DLA), etc.)
- Army National Guard
- Air National Guard
- Army Reserve
- Navy Reserve
- Air Force Reserve

The subcommittee will not accept project requests in any other accounts. Projects will only receive funding for activities authorized in law.

Members must provide a signed certification that they and their immediate family have no financial interest in the Community Project Funding request, as well as a statement that their project has a Federal nexus. A template for this certification and statement is included in the Community Project Funding request guide.

Members are required to post Community Project Funding requests and associated certifications of no financial interest and statement of Federal nexus on their house.gov websites on **April 17, 2023**, following the end of the Committee's two-week technical assistance review period. The Committee will not consider Community Project Funding requests that do not meet these requirements.

Please see the [attached](#) document for additional information regarding Community Project Funding project eligibility requirements and submitting requests.

Thank you for your interest in the programs and activities of the Appropriations Subcommittee on Military Construction, Veterans Affairs, and Related Agencies. If you have any questions or require further information, please contact following the Subcommittee staff: Keri Lyn Michalke (Military Construction/Title I), Jason Wheelock (Veterans Affairs/Title II), and Betsy Bina (Related Agencies/Title III and General Provisions/Title IV). Technical questions related specifically to the operation of the system should be directed to the Committee's IT office at [Approp.ITMemberRequest@mail.house.gov](mailto:Approp.ITMemberRequest@mail.house.gov).

I look forward to working with you as the FY24 appropriations process begins.

Sincerely,



John R. Carter  
Chairman  
Subcommittee on Military Construction, Veterans Affairs, and Related Agencies

**COMMITTEE ON APPROPRIATIONS  
SUBCOMMITTEE ON MILITARY CONSTRUCTION, VETERANS AFFAIRS, AND  
RELATED AGENCIES**

**Fiscal Year 2024 Member Request Guide**

**Database opens March 10, 2023  
Member Request deadline is 6:00 PM, March 31, 2023  
Members must post CPF requests on their websites on April 17, 2023**

There are three types of requests: Community Project Funding, program, and language. A description and example of each can be found below.

- **Community Project Funding Request:** a request to fund a specific project. *Example:* Provide \$1,000,000 for training barracks at Army Fort in State.
- **Program Request:** a request to fund a specific program in the bill at a specified level. *Example:* Provide \$190,000,000 for the Board of Veterans' Appeals.
- **Language Request:** a request 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. *Example:* The Committee encourages the Department of Veterans Affairs to seek opportunities to increase the number of employment service counselors.

If a Member wishes to support an agency, program, or project included in the President's budget request, it is considered a programmatic request. If a project is not included in the President's budget request (for the accounts listed below), it is considered a Community Project Funding request.

All **Community Project Funding requests** must meet the eligibility requirements for the specific account in which the project is funded. Only certain Department of Defense (DoD) accounts in the Military Construction, Veterans Affairs, and Related Agencies bill are in this category.

**Financial Disclosure Certifications and Federal Nexus Statements**

Members must certify that they and their "immediate family" (defined as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law) do not have a financial interest in the requested project.

Members also must include a statement regarding the project's Federal nexus. For military construction Community Project Funding requests, 10 U.S.C. Chapter 169 should be cited on Federal nexus statements, in addition to specific project authorizations provided in previous National Defense Authorization Acts, if applicable. For example,

*The project has a Federal nexus because the funding provided is for purposes authorized by 10 U.S.C. Chapter 169 and the FY22 National Defense Authorization Act.*

The Chair's template for financial disclosure certifications and Federal nexus statements is available [here](#).

Members are required to post Community Project Funding requests and associated certifications of no financial interest and statement of Federal nexus on their house.gov websites on **April 17, 2023**, following the end of the Committee's two-week technical assistance review period.

## **DEPARTMENT OF DEFENSE**

### **Military Construction Accounts**

**Community Project Funding** requests must follow the guidelines included in this section. Each project request must be for fiscal year (FY) 2024 funds only and cannot be for multiyear funding. In addition, requested projects must meet the following criteria:

- Be included on an unfunded requirements/unfunded priorities list (UFR/UPL) from a military service or combatant command or the FY24-FY28 Future Years Defense Program (FYDP).
  - Projects suggested by an installation or unit commander will not be accepted.
- Have at least 35 percent of its design completed.
  - For projects that have not reached 35 percent design, planning and design funding can be requested.
- Able to be obligated in FY24.
- Submitted to the House Armed Services Committee (HASC) for inclusion in the FY24 National Defense Authorization Act or previously authorized.
- Have a DD Form 1391, which is DoD's justification for military construction projects. The Armed Services' Congressional Liaison Offices can help provide these documents.

### **Construction and Unspecified Minor Construction – Active Components**

Eligible Community Project Funding requests include both construction and unspecified minor military construction projects for active components in the accounts listed below. An unspecified minor military construction project is a project that has an approved cost equal to or less than \$9,000,000.

- Army
- Navy and Marine Corps
- Air Force and Space Force
- Defense-Wide Agencies (Special Operations Command (SOCOM), Defense Logistics Agency (DLA), etc.)

## Construction and Unspecified Minor Construction – Reserve Components

Eligible Community Project Funding requests include both construction and unspecified minor military construction projects for Reserve Components in the accounts listed below. An unspecified minor military construction project is a project that has an approved cost equal to or less than \$9,000,000. *Note: Some Reserve Component projects require a State funding match.* Requesting offices must determine whether the proposed project requires such a match and if so, confirm that the project has current State matching funds. The Committee will not waive match requirements.

- Army National Guard
- Air National Guard
- Army Reserve
- Navy Reserve
- Air Force Reserve

### Sources of Eligible Community Project Funding Projects

Eligible Community Project Funding requests are those that are submitted to Congress by DoD, the Services, and Combatant Commanders.

Sources include:

- **Unfunded Requirements/Unfunded Priorities Lists (UFR/UPL)** – UFRs/UPLs are lists that the Services and Combatant Commanders provide to Congress identifying priority projects that were not included in the President’s budget request. UFRs/UPLs are available to Congress within ten days of the release of the President’s budget and can be found by contacting the Armed Services’ Congressional Liaison Offices.
- **Future Year Defense Program (FYDP)** – The FYDP is a projection of the forces, resources, and programs needed to support DoD operations over a five-year period. The FYDP is released simultaneously with the President’s budget request. The FY24-28 FYDP listing the military construction projects that may be eligible for Community Project Funding in FY24 can be obtained through the Under Secretary of Defense (Comptroller) website: <https://comptroller.defense.gov/Budget-Materials/>.

Please contact the Subcommittee if you have any issues identifying the eligible FY24 sources for military construction Community Project Funding requests.

The Committee may limit the number and amount of any Community Project Funding in FY24, based upon the availability of funds. Any caps will be determined by the Chair after reviewing the full universe of requests.

## **Supplemental Information**

For military construction Community Project Funding requests, the following information will be needed. This information is specific to the Subcommittee on Military Construction, Veterans Affairs, and Related Agencies. Please contact the subcommittee if you need assistance.

- Which Service is the project for?
- Project Title.
- Amount Requested for FY24.
- Program (Is the funding request for construction, unspecified minor construction, or planning and design?).
- Project Location (State/Territory Title).
- Installation Name (Location Title).
- Is the project on the FY24-FY28 FYDP? If so, which fiscal year?
- Is the project on a FY24 Service or Combatant Command unfunded requirements/unfunded priorities list (UFRs/UPLs)?
- Does the project have a DD Form 1391?
- If a Reserve Component project, does it require a State funding match?
- Is this project at or above 35% design complete?
- Can the project funds be obligated in FY24?
- Has a corresponding request been submitted to HASC for inclusion in the FY24 NDAA?  
If a project was previously authorized in a NDAA, please provide the fiscal year.
- Who is the point of contact in the requesting office?

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February 28, 2023

Dear Colleague,

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Thank you for your interest in the programs and activities of the House Appropriations Subcommittee on State, Foreign Operations, and Related Programs. I look forward to working with you as the fiscal year 2024 appropriations process begins.

Sincerely,



Mario Diaz-Balart  
Chairman  
Subcommittee on State, Foreign Operations, and Related Programs

KAY GRANGER, TEXAS, CHAIRWOMAN

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**Congress of the United States**  
**House of Representatives**  
**Committee on Appropriations**  
**Washington, DC 20515-6015**

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ANNE MARIE CHOTVACS  
CLERK AND STAFF DIRECTOR  
(202) 225-2771

February 28, 2023

Dear Colleague,

I am pleased to provide information on the process for submitting your priorities for the Fiscal Year 2024 Transportation, Housing and Urban Development, and Related Agencies (THUD) bill.

Members can submit requests for both Federal programs and Community Project Funding (CPFs). For Federal programs, Members can request funding levels, report language, and bill language. Specific requirements for CPFs are included in links provided below, all of which must be met to be considered for inclusion in the bill. CPFs are eligible only if they meet certain criteria in Federal statute. This will provide assurances to the taxpayer that projects are worthy of Federal expenditures.

Members must submit each request to the Subcommittee through the Committee's database: <https://AppropriationsSubmissions.house.gov>. The database will be open for Member input on Friday, March 10, 2023, and the deadline for submissions is Friday, March 31, 2023 at 6:00 p.m. CPF requests must be posted on the Member's website on April 17, 2023.

Members are required to submit a signed letter including each specific programmatic or CPF request. For each CPF, Members must also submit a statement attesting that there is no financial interest for the Member or his or her immediate family and affirming the Federal nexus of the project.

Detailed information on CPF requests (including recipient, purpose, and amount) and financial disclosure/Federal nexus certification letters must be posted on Members' official websites on Monday, April 17, 2023, following a two-week technical assistance review by the Committee.

Members will rank their THUD requests in priority order and separately rank their top 10 priorities across all appropriations bills, as well as all their CPF requests across all bills. Members also will be required to provide evidence of community support for each requested

CPF, through letters of support from the community and publicly available information such as the “Statewide Transportation Improvement Program” (STIP).

For fiscal year 2024, the Subcommittee will consider CPF requests in the following accounts (click the links for detailed guidance).

- [Department of Transportation – Airport Improvement Program](#)
- [Department of Transportation – Highway Infrastructure Projects](#)
- [Department of Transportation – Transit Infrastructure Projects](#)
- [Department of Transportation – Consolidated Rail Infrastructure and Safety Improvements](#)
- [Department of Transportation – Port Infrastructure Development Program](#)
- [Department of Housing and Urban Development – Economic Development Initiatives](#)

If you have any questions or require further information, please contact the Subcommittee staff at [TH.MemberRequests@mail.house.gov](mailto:TH.MemberRequests@mail.house.gov). Technical database questions should be directed to the Committee’s Information Technology office at [Approp.ITMemberRequest@mail.house.gov](mailto:Approp.ITMemberRequest@mail.house.gov).

I look forward to considering your priorities for the Fiscal Year 2024 THUD bill.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tom Cole".

Tom Cole  
Chairman  
Subcommittee on Transportation, Housing and Urban Development, and Related Agencies

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

**Transit Infrastructure Projects  
Department of Transportation (DOT)  
*Guidelines and Requirements for Appropriations Submissions***

**Database opens March 10, 2023  
Member Request deadline is 6:00 PM, March 31, 2023  
Members must post CPF requests on their websites on April 17, 2023**

Transit Infrastructure Projects are public transportation capital projects eligible under chapter 53 of title 49 of the United States Code. Eligible capital projects are described under section 5302(4) of title 49, United States Code. All projects must be:

1. Transit capital projects or project-specific planning/design for a transit capital project;
2. Supported by the state, local governmental authority, or Tribal government that would administer the project. Inclusion on a Statewide Transportation Improvement Plan (STIP) or Transportation Improvement Plan (TIP) would satisfy this requirement; and
3. Sponsored by designated recipients, States (including territories and the District of Columbia), local governmental authorities, and/or Indian tribes.

Public transportation or transit is defined in section 5302(15) and (22) of title 49, United States Code, as regular, continuing shared-ride surface transportation that is open to the general public or open to a segment of the general public defined by age, disability, or low income, and does not include intercity passenger rail transportation, intercity bus service, charter bus service, school bus service, sightseeing service, courtesy shuttle service for patrons of one or more specific establishments, or intra-terminal or intra-facility shuttle services.

The Subcommittee will not fund activities that are administrative in nature even if they are eligible expenses under the statutory citation. These include but are not limited to general operating expenses, joint development projects, and planning activities authorized under sections 5303, 5304, and 5305 of title 49, United States Code.

Additionally, most projects will be subject to various Federal requirements such as competition in contracting, Buy America, and the National Environmental Policy Act. The Committee strongly encourages Members' offices to reach out to the project sponsor (i.e., transit agency) to determine the eligibility and viability of their projects.

The Subcommittee will continue to treat the Capital Investment Grants (CIG) program as programmatic requests and will not fund CIG projects under Transit Infrastructure Projects. Any projects for which the sponsor is seeking or will seek a CIG grant will not be considered.

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,  
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For each Transit Infrastructure Project request, Members will need to provide specific information through the electronic database. The database will include the following questions to assist the Subcommittee in vetting and selecting projects. The Chair may require additional information from your office.

**Demonstration of Community Support:**

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

**Community Project Funding (CPF) Questions for Transit Infrastructure Projects:**

**1. Project Name.**

A short name by which the project may be identified, including a very brief description of what the funds will be used for and the project's location. The project name and location will be used to list the project in the House Report and must be accurate to ensure funds are provided to the correct project and location. Any changes after enactment will require additional legislative action.

EXAMPLE: *West Elm Paratransit Fleet Replacement, City, State, Congressional District.*

**2. Project Recipient.**

EXAMPLE: *West Elm Public Transportation Authority*

**3. General description and scope of project, including benefits and explanation for why project is a priority.**

EXAMPLE: *The West Elm Paratransit Fleet Replacement will replace 12 gasoline powered cutaway paratransit vehicles with 12 Compressed Natural Gas (CNG) paratransit vehicles in the city of Green Bay to accommodate the most vulnerable population. The gasoline buses are at or beyond their useful life. The funding will also be used to install a CNG fueling station located at the West Elm's maintenance facility. The new CNG paratransit vehicles will require training current employees on this new technology in order to assist with operations and maintenance of the fleet. Safety is the*

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*primary benefit of the project as it provides ADA accessible vehicles for older adults and people with disabilities. A safe, reliable, and comfortable transportation is critical for this population. These vehicles will carry multiple passengers to employment, education, healthcare, and recreational locations. It is a priority for the West Elm Public Transportation Authority given the limited resources they have to fully fund the paratransit procurement.*

**4. Amount of CPF funding requested for project.**

EXAMPLE: \$1,200,000

**5. Total project cost.**

Provide the total estimated cost of the project. If outlined in the STIP or TIP, provide that amount unless estimated project costs have increased. If project costs have increased, provide a justification.

**6. Does the project require an environmental review? If so, what is the status and/or outcome of the review under the National Environmental Policy Act (NEPA)?**

**7. Does the project have other public (federal, state, local) and/or private funds committed to meet match or cost-share requirements for costs related to construction, operations, and maintenance? If yes, list sources and amounts of funds.**

The cost-share requirements are defined in statute. In general, transit capital projects typically require 20 percent non-federal share.

EXAMPLE: *Local sales taxes are committed for 25 percent of the project.*

**8. If the project receives less than requested for the transit infrastructure projects, will the project proceed without waiting for additional funding sources?**

EXAMPLE: *Yes, however, the project will not be able to proceed immediately without the total amount. The West Elm Public Transportation Authority anticipates using FY24 formula funds to make up the shortfall if there are no other federal grant opportunities available.*

**9. Does the project intend to apply for any DOT discretionary programs before proceeding? If yes, will the project sponsor still proceed if not selected?**

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EXAMPLE: *Yes, the transit agency anticipates submitting an application for the FY23 Low or No Emission Grant Program before the April NOFO deadline. If they are not selected as a grant awardee for the Low or No Emission Grant Program, the West Elm Public Transportation Authority will still proceed using their formula funds.*

**10. Provide a history of federal funding for the project, if any. Include formula funds and any discretionary grants.**

EXAMPLE: *FY22 FTA Buses and Bus Facilities Discretionary Grant: \$100,000; FY23 FTA Formula Funds: \$25,000.*

**11. Where is the project in the construction process?**

Drop down options in the database will include: Planning and Environmental Review, Final Design, RFP/IFB Issued, Contract Awarded, Capital Purchase or Lease, Construction, and Other (please specify).

**12. Estimated start and completion dates.**

**13. Is the project on a state, tribal or territorial transportation improvement plan (STIP) or a transportation improvement plan (TIP) as of 12/31/2022? If yes, provide a link to the plan.**

**14. Provide the STIP or TIP ID Number and specify which plan the ID Number comes from.**

EXAMPLE: See below – the North Carolina STIP, ID Number R-5809 H141741.

DIVISION		1			
ROUTE/CITY COUNTY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH (Miles)	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)
<u>RURAL PROJECTS</u>					
NC 45 BERTIE	R-5809 H141741	HERTFORD COUNTY LINE TO WASHINGTON COUNTY LINE. MODERNIZE ROADWAY.	24.8	23589	2219

*The STIP or TIP also can be used for the location/description of a project, the total project cost, and information about where funding comes from.*

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

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

Dear Chairwoman Granger and Ranking Member DeLauro:

I am requesting funding for \_\_\_\_\_[project] in fiscal year 2024. The entity to receive funding for this project is \_\_\_\_\_, located at \_\_\_\_\_(address including street name, city, state and zip code). The funding would be used for \_\_\_\_\_. The project is an appropriate use of taxpayer funds because \_\_\_\_\_.

The project has a Federal nexus because the funding provided is for purposes authorized by chapter 53 of title 49 of the United States Code.

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

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on April 17, 2023. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

**Questions:** If you have any questions about Community Project Funding eligible for Transit Infrastructure Projects, please email [TH.MemberRequests@mail.house.gov](mailto:TH.MemberRequests@mail.house.gov) and include “Transit Infrastructure Projects” in the subject line.

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,  
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**Highway Infrastructure Projects  
Department of Transportation (DOT)  
Guidelines and Requirements for Appropriations Submissions**

**Database opens March 10, 2023  
Member Request deadline is 6:00 PM, March 31, 2023  
Members must post CPF requests on their websites on April 17, 2023**

Highway Infrastructure Projects are capital projects eligible under title 23 of the United States Code. Eligible projects are described under Section 133(b) of title 23, United States Code, as amended by title III of division A of the Infrastructure Investment and Jobs Act. Tribal and territorial capital projects authorized under chapters 1 and 2 of title 23, United States Code, are also eligible.

All projects must be:

1. Capital projects or project-specific design for a capital project.
2. Supported by the state or Tribal government that would administer the project.  
Inclusion on a Statewide Transportation Improvement Plan (STIP) or Transportation Improvement Plan (TIP) would satisfy this requirement.
3. Administered by public entities or Tribal entities.

The Subcommittee will not fund activities that are administrative in nature even if they are eligible expenses under the statutory citation. These include general operating expenses, and planning activities required under sections 134 and 135 of title 23, United States Code.

Applicants should be aware that Highway Infrastructure Projects have a non-Federal cost share calculated on a sliding scale. The [cost-share requirements](#) are defined in statute and vary based on activity, location, and other factors.

Additionally, most projects will be subject to various Federal requirements such as competition in contracting, Buy America, and the National Environmental Policy Act. The Committee strongly encourages Members' offices and potential funding recipients to reach out to their state departments of transportation to determine the eligibility and viability of projects.

For each Highway Infrastructure Projects request, Members will need to provide specific information through the electronic submission process. The database will include the following questions to assist the Subcommittee in vetting and selecting projects.

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**Demonstration of Community Support:**

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

**Community Project Funding questions in the database for Highway Infrastructure Projects:**

1. **Project Name.** A short name by which the project may be identified, including a very brief description of what the funds will be used for and the project's location (city, county, State, Tribe, Congressional District).

EXAMPLE: *Main Street widening and resurfacing, City, State, Congressional District.*

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

2. **General description and benefits of the project and why it is needed.**

EXAMPLE: *Widening and resurfacing Main Street will allow the local government to add a turn lane to reduce congestion. It will also allow for safety upgrades at Avenue D where there is a high level of safety incidents.*

NOTE: Benefits may include safety, environmental, economic, equity, mobility, etc.

3. **Amount requested for the project.**

4. **Total project cost.**

NOTE: Provide the amount of the total cost of the project as outlined in the Statewide Transportation Improvement Program (STIP) or Transportation Improvement Program (TIP), if applicable.

5. **Type of project eligible under 23 USC 133(b) (Surface Transportation Block Grant Program); 23 USC 201 (Federal Lands and Tribal Transportation Programs); 23 USC 202 (Tribal Transportation Program); or 23 USC 165 (Territorial and Puerto Rico Highway Program).**

6. **Estimated start and completion dates.**

NOTE: Appropriated funds for these projects cannot be used for costs incurred prior to project authorization, which occurs when a project sponsor signs a grant agreement

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with or receives an allotment by a federal agency.

**7. Has the request been submitted to a federal agency for non-earmarked funds, or to another Subcommittee or Committee this fiscal year? If yes, which one(s)?**

**8. Please provide a history of federal funding for the project, if any. Include both formula funds and any discretionary grants.**

EXAMPLE: *FY20 TIGER/BUILD Grant: \$10 million; FHWA Formula Funds: \$5 million.*

**9. Does the project have other public (state, local) and/or private funds committed to meet match or cost-share requirements for costs related to construction, operations, and maintenance? If so, what is the source and amount of those funds?**

**10. If the request does not fully fund the project, describe where the remaining funding comes from to complete the project.**

EXAMPLE: *State funds will compose 10 percent of the remaining cost and previously identified federal formula funds (STBG) will make up the rest.*

**11. Is the project on a STIP or a TIP? If yes, please provide a link to the plan.**

**12. Please provide the STIP or TIP ID Number and specify which plan the ID Number comes from.**

EXAMPLE: *See below: North Carolina STIP. ID Number R-5809 H141741. The STIP or TIP also can be used for the location/description of a project, the total project cost, and information about where funding comes from.*

**DIVISION     1**

ROUTE/CITY COUNTY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH (Miles)	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)
<b>RURAL PROJECTS</b>					
NC 45 BERTIE	R-5809 H141741	HERTFORD COUNTY LINE TO WASHINGTON COUNTY LINE. MODERNIZE ROADWAY.	24.8	23589	2219

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,  
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**TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE CERTIFICATIONS AND  
FEDERAL NEXUS STATEMENTS**

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

Dear Chairwoman Granger and Ranking Member DeLauro:

I am requesting funding for \_\_\_\_\_[project] in fiscal year 2024. The entity to receive funding for this project is \_\_\_\_\_, located at \_\_\_\_\_(address including street name, city, state and zip code). The funding would be used for \_\_\_\_\_. The project is an appropriate use of taxpayer funds because \_\_\_\_\_.

The project has a Federal nexus because the funding provided is for purposes authorized by \_\_\_\_\_[choose the applicable program's citation: 23 USC 133; 23 USC 201; 23 USC 202; or 23 USC 165].

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

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on April 17, 2023. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

**Questions:** If you have any questions about Community Project Funding eligible for Highway Infrastructure Projects, please email [TH.MemberRequests@mail.house.gov](mailto:TH.MemberRequests@mail.house.gov) and include "Highway Infrastructure Projects" in the subject line.

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

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

**Database opens March 10, 2023  
Member Request deadline is 6:00 PM, March 31, 2023  
Members must post CPF requests on their websites on April 17, 2023**

Port Infrastructure Development Program projects are projects eligible under Section 54301 of title 46, United States Code, as amended by title XXXV of division C of the National Defense Authorization Act for Fiscal Year 2022.

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

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

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

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

**Demonstration of Community Support:**

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

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**Community Project Funding questions in the database for Port Infrastructure  
Development Projects:**

- 1. Project Name.** A short name by which the project may be identified, including a very brief description of what the funds will be used for and the project's location (city, county, State, Tribe, Congressional District).  
*EXAMPLE: Terminal 2 Expansion and Emissions Reduction Project, City, State, Congressional District.*  
*NOTE:* The project name and location will be used to list the project in the House Report and should be as accurate as possible to ensure that the funding goes to the correct project and location. Any changes after enactment will require additional legislative actions.
- 2. General description and benefits of the project and why it is needed.**
- 3. Amount requested for the project.**
- 4. Total project cost.**
- 5. Who is the recipient? Provide a website address if available.**
- 6. Is the project at a small port, as described under 46 USC 54301(b)?**
- 7. Is the project in a rural area, as described under 46 USC 54301(a)(12) – an area that is outside of a Census-designated urbanized area?**
- 8. Estimated start and completion dates.**
- 9. Has the request been submitted to a federal agency for non-earmarked funds, or to another Subcommittee or Committee this fiscal year? If yes, which one(s)?**
- 10. Please provide a history of federal funding for the project, if any.**
- 11. Does the project have other public (state, local) and/or private funds committed to meet match or cost-share requirements? If so, what is the source and amount of those funds?**
- 12. If the request does not fully fund the project, describe where the remaining funding comes from to complete the project.**

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

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

Dear Chairwoman Granger and Ranking Member DeLauro:

I am requesting funding for \_\_\_\_\_[project] in fiscal year 2024. The entity to receive funding for this project is \_\_\_\_\_, located at \_\_\_\_\_(address including street name, city, state and zip code). The funding would be used for \_\_\_\_\_. The project is an appropriate use of taxpayer funds because \_\_\_\_\_.

The project has a Federal nexus because the funding provided is for purposes authorized by 46 USC 54301.

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

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on April 17, 2023. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

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

***SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT,  
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**Consolidated Rail Infrastructure and Safety Improvements (CRISI)  
Department of Transportation (DOT)  
*Guidelines and Requirements for Appropriations Submissions***

**Database opens March 10, 2023  
Member Request deadline is 6:00 PM, March 31, 2023  
Members must post CPF requests on their websites on April 17, 2023**

Rail infrastructure projects are capital projects eligible under the CRISI program authorized in section 22907 of title 49, United States Code. CRISI provides grants to assist in financing the cost of improving passenger and freight rail transportation systems. All projects must be:

- Rail capital projects or systems planning for a rail capital project;
- Supported by the state, local governmental authority, or Tribal government that would administer the project; and
- Sponsored by public entities or Tribal entities.

This is a new Community Project Funding account for Fiscal Year 2024. The Subcommittee will not fund activities that are administrative in nature even if they are eligible expenses under the statutory citation. These include but are not limited to general operating expenses, rail-related research, and workforce activities.

The Committee strongly encourages Members' offices to reach out to the project sponsor (i.e., public agency) to determine the eligibility and viability of their projects. Projects will be subject to various Federal requirements such as competition in contracting, Buy America, and the National Environmental Policy Act.

For each CRISI request, Members will need to provide specific information through the electronic database. The database will include the following questions to assist the Subcommittee in vetting and selecting projects. The Chair may require additional information from your office.

**Demonstration of Community Support:**

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

**Community Project Funding (CPF) Questions for CRISI Projects:**

**1. Project Name.**

A short name by which the project may be identified, including a very brief description of what the funds will be used for and the project's location. This description may be used in the

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House report and must be accurate to ensure funds are provided to the correct project and location.

EXAMPLE: *West Elm Track and Railroad Bridge Improvements, City, State, Congressional District.*

**2. Project Recipient.**

As a reminder, for-profit entities are **not** eligible for CPF funding. The recipient must be a public entity such as a state department of transportation, public agency, or not-for-profit rail carrier that provides intercity rail passenger transportation, etc.

**3. General description and scope of project, including benefits and explanation for why project is a priority.**

EXAMPLE: *The West Elm Track and Railroad Bridge Improvements Project will replace an aging railroad bridge and rehabilitate 11 sidings and wye tracks that can handle increased traffic along the main rail route between the cities of Green Bay and Pembrine. The improvements will increase the efficiency of the route by eliminating slow-orders along 32 miles of track and help mitigate congestion along the track to increase safety. It is a priority for both cities given the limited resources they have to fully fund the project.*

**4. Amount of CPF funding requested for project.**

**5. Total project cost.**

Provide the total estimated cost of the project.

**6. Does the project have other public (federal, state, local) and/or private funds committed to meet match or cost-share requirements for costs related to construction? if so, what is the source and amount of those funds?**

The cost-share requirements are defined in statute. Rail capital projects under the CRISI program require a minimum 20 percent non-federal share.

EXAMPLE: *Local sales taxes are committed for 20 percent of the project.*

**7. If the project receives less than requested, will the project still proceed without waiting for additional funding sources?**

**8. Provide a history of federal funding for the project, if any. Include formula funds and any discretionary grants.**

EXAMPLE: *FY20 BUILD Discretionary Grant of \$7.5 million.*

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**9. Where is the project in the construction process?**

Drop down options in the database will include: Planning and Environmental Review, Final Design, Right of Way, Contract Awarded, Capital Purchase or Lease, Construction, and Other (please specify).

**10. Estimated start and completion dates.**

**11. Is the project on a state rail plan as of 12/31/2022? If yes, provide a link to the plan and specify page number.**

**12. Is the project included in a grade crossing action plan? If yes, provide a link to the plan and specify page number.**

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

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

Dear Chairwoman Granger and Ranking Member DeLauro:

I am requesting funding for \_\_\_\_\_[project] in fiscal year 2024. The entity to receive funding for this project is \_\_\_\_\_, located at \_\_\_\_\_(address including street name, city, state and zip code). The funding would be used for \_\_\_\_\_. The project is an appropriate use of taxpayer funds because \_\_\_\_\_.

The project has a Federal nexus because the funding provided is for purposes authorized by section 22907 of title 49 of the United States Code.

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

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on April 17, 2023. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

**Questions:** If you have any questions about Community Project Funding eligible for CRISI, please email [TH.MemberRequests@mail.house.gov](mailto:TH.MemberRequests@mail.house.gov) and include “CRISI” in the subject line.

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**Community Development Fund - Economic Development Initiative (EDI)  
Department of Housing and Urban Development (HUD)  
*Guidelines and Requirements for Appropriations Submissions Database***

**Database opens March 10, 2023  
Member Request deadline is 6:00 PM, March 31, 2023  
Members must post CPF requests on their websites on April 17, 2023**

EDI Community Project Funding within the Community Development Fund account of the HUD title is intended for economic and community development activities, consistent with statutory and additional Committee requirements.

Project requests for the FY24 Economic Development Initiative program must be eligible under one or more of the following criteria of the Community Development Block Grant (CDBG) program: 42 U.S.C. 5305(a)(1), 5305(a)(2), 5305(a)(4), 5305(a)(5); which are as follows—but limited to—land or site acquisition, demolition or rehabilitation; blight removal; and construction and capital improvements of public facilities, except for “buildings used for the general conduct of government.”<sup>1</sup> Programmatic and operational expenses are not eligible.

**5305(a)(1)** – the acquisition of real property (including air rights, water rights, and other interests therein) which is (A) blighted, deteriorated, deteriorating, undeveloped, or inappropriately developed from the standpoint of sound community development and growth; (B) appropriate for rehabilitation or conservation activities; (C) appropriate for the preservation or restoration of historic sites, the beautification of urban land, the conservation of open spaces, natural resources, and scenic areas, the provision of recreational opportunities, or the guidance of urban development; (D) to be used for the provision of public works, facilities, and improvements eligible for assistance under this chapter; or (E) to be used for other public purposes;

**5305(a)(2)** – the acquisition, construction, reconstruction, or installation (including design features and improvements with respect to such construction, reconstruction, or installation that promote energy efficiency) of public works, facilities (except for buildings for the general conduct of government), and site or other improvements;

**5305(a)(4)** – clearance, demolition, removal, reconstruction, and rehabilitation (including rehabilitation which promotes energy efficiency) of buildings and improvements (including interim assistance, and financing public or private acquisition for reconstruction or rehabilitation, and reconstruction or rehabilitation, of privately owned properties, and including the renovation of closed school buildings);

**5305(a)(5)** – special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons;

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<sup>1</sup> 42 U.S.C. 5302(a)(21) provides: “The term ‘buildings for the general conduct of government’ means city halls, county administrative buildings, State capitol or office buildings, or other facilities in which the legislative or general administrative affairs of the government are conducted. Such term does not include such facilities as neighborhood service centers or special purpose buildings located in low- and moderate-income areas that house various non-legislative functions or services provided by government at decentralized locations.”

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Given that projects must meet these authorized purposes of the CDBG program, the Committee expects to fund the following types of projects and other similar projects:

- Water or sewer infrastructure projects, which are not otherwise eligible to be funded as CPFs in EPA STAG (Interior bill) or Rural Water and Waste (Agriculture bill);
- Local road infrastructure, which is not otherwise eligible as a CPF in Highways (in this bill);
- Streetscape improvements;
- Public or non-profit housing rehabilitation, housing development financing, residential conversions, and neighborhood revitalization projects, which would increase housing supply and/or improve housing affordability in the local community;
- Projects with a clear economic development benefit, such as workforce training centers and manufacturing incubators;
- Projects that meet a compelling local need consistent with the statutory purposes. For example, food banks in economically disadvantaged neighborhoods, youth and senior centers, and multipurpose community centers.

All projects will be evaluated based on the individual submissions, and projects will be selected based on the merits of the project relative to other projects and the availability of CPF funding.

So that Members have the clearest possible guidance on the front end, the following types of projects are not eligible for CPF funding:

- Museums, commemoratives, memorials;
- Swimming pools, water parks, golf courses;
- Healthcare facilities;
- Venues strictly for entertainment purposes – e.g., theaters and performing arts venues.

Due to the statutory restriction on using funds for “buildings for the general conduct of government,” things like courthouses and town halls cannot be funded.

**Demonstration of Community Support:** Projects require substantial evidence of community support to be considered for funding. Community support documentation can include letters from elected officials and community groups, local transportation or community development plans, publications including news articles, and any other documents that demonstrate public support for the project.

**Reminder on Environmental Review Requirements:** EDI projects, like all projects funded by HUD, are subject to requirements under the National Environmental Policy Act (NEPA), HUD’s NEPA-implementing regulations at 24 CFR Part 50 or 24 CFR Part 58, and all applicable federal environmental and historic preservation laws, regulations, and Executive Orders. An environmental review must be completed before HUD funds and new commitments of non-HUD funds can be used on a project (24 CFR 58.22).

In addition to meeting the above eligibility criteria, all projects must meet these Committee requirements:

- Administered by state, local, or tribal governmental entities or non-profit 501(c)(3) organizations.
- As a reminder, for-profit entities are not eligible for Community Project Funding.
  - Members are advised that projects for governmental entities to improve *private* properties pursuant to 42 U.S.C. 5305(a)(4) will be highly scrutinized and possibly not funded.
- Members are advised that projects submitted under 42 U.S.C. 5305(a)(1)(C) will be disfavored if the only or primary purpose of the project is “beautification” or historic preservation, without evidence of other community development or economic development benefits.

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EDI projects are not eligible for the reimbursement of expenses for soft costs (planning, administrative) incurred prior to the completion of a grant agreement between HUD and the grantee; a grant agreement and a completed environmental review are necessary for reimbursement of hard costs (construction activities).

For each EDI Community Project Funding request, Members will need to provide specific information through the electronic submission process. The database will include the following questions to assist the Subcommittee in vetting and selecting projects. The Chair may require additional information from your office. Please ensure Community Project Funding requests are not duplicative of requests to another Committee or Subcommittee.

**Community Project Funding prompts in the database for EDI:**

- **Project Name.** A short name by which the project may be identified, including a very brief description of what the funds will be used for and the project's location (city, county, State, Congressional District, or Tribe).

NOTE: This description may be used to list the project in the House report and should be as accurate as possible to ensure that the funding goes to the correct project and location.

EXAMPLE: *Sturgis Downtown Revitalization. City of Sturgis, St. Joseph County, Michigan, 6<sup>th</sup> Congressional District).*

- **General description of the project and why it is needed.**

EXAMPLE: *This project will provide infrastructure needed to support downtown expansion, including housing developments in downtown Sturgis. Core components include parking lot reconstruction, alleyway accessibility/beautification upgrades (including a trailhead for a future non-motorized trail), storm sewer improvements, and electrical utility work (moving electrical lines underground). The project is located in a Qualified Census Tract, traditional downtown, and will lessen financial burden on downtown property owners hit hard by economic circumstances that would otherwise have to cover higher project costs for parking lot work by way of a special assessment. The project is aligned to the city's recent placemaking efforts (added downtown firepit, public art, plaza/streetscape walkway, etc.). The City of Sturgis is confident the project is shovel ready and could be completed within the identified project period.*

- **What are the benefits of this project and why is it a priority?**

EXAMPLE: *Downtown Sturgis is at a critical tipping point. Despite the challenges over the past two years related to the pandemic, the downtown is seeing an uptick in potential development projects, including a large-scale housing development. These projects will create an increased demand for parking and public amenities to make downtown Sturgis a destination of choice. The city is seeking to capitalize on this momentum to not only address needed infrastructure but also to create a vibrant central business district with the inclusion of a food truck court and trailhead.*

- **Amount requested for the Community Project Funding and the total project cost.**

- **Who are the community partners participating in this project? Have local community development organizations with prior experience with HUD programs been consulted?**

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- **Has the request been submitted to another Subcommittee or Committee this fiscal year? If yes, which one(s)?**
- **Is this project consistent with the primary objective of the community development program? Please describe who the project is intended to benefit.**

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

Members are required to send the Chairwoman and Ranking Member a letter stating that the Member and his/her “immediate family” (defined as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law) do not have a financial interest in the requested projects. Members are also required to include a statement regarding the project’s Federal nexus.

Below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany each Community Project Funding request:

Dear Chairwoman Granger and Ranking Member DeLauro:

“I am requesting funding for \_\_\_\_\_[project] in fiscal year 2024. The entity to receive funding for this project is \_\_\_\_\_, located at \_\_\_\_\_ (address including street name, city, state and zip code). The funding would be used for \_\_\_\_\_. The project is an appropriate use of taxpayer funds because \_\_\_\_\_.

The project has a Federal nexus because the funding provided is for purposes authorized by \_\_\_\_\_ [choose the applicable citation(s): 42 U.S.C. 5305(a)(1), 5305(a)(2), 5305(a)(4), and/or 5305(a)(5)].

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

Sincerely,  
Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on April 17, 2023. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

**Questions:** If you have questions or require further information on EDI Community Project Funding requests, please email the Subcommittee staff at [TH.MemberRequests@mail.house.gov](mailto:TH.MemberRequests@mail.house.gov) with “Economic Development Initiative” in the subject line.