

**House Appropriations
Subcommittee on Energy and Water Development and Related Agencies
Database Instructions**

The directions provided in this document are intended to simplify the fiscal year 2022 (FY22) online database process for the House Appropriations Subcommittee on Energy and Water Development and help ensure requests are entered correctly. Entering requests properly is necessary for consideration. Failure to enter requests in the online database in accordance with this document may result in requests not being considered for inclusion in the FY22 Energy and Water Development appropriations legislation.

General Guidance

- The deadline for **language (bill and report)** submissions for the Subcommittee on Energy and Water Development and Related Agencies is **6:00 pm Eastern time on Wednesday, April 14, 2021**, and the deadline for programmatic and Community Project Funding requests will be in late May to allow Members to respond to President Biden's budget request.

The online database will open on Monday, March 29. General procedures for submitting Member requests for Energy and Water Development in the 117th Congress were outlined by Chairwoman Kaptur in a Dear Colleague dated March 9, 2021. Please click [here](#) to view a copy of that letter. Please refer to that letter for general information regarding the FY22 Member request processes for all programmatic and language requests that are not Community Project Funding requests.

The signed letter should be submitted using the online database. Hard-copy submissions are not required and will not be accepted.

General Guidance for Community Project Funding Requests

The Subcommittee anticipates including only a limited number of Community Project Funding requests in the bill and report. Members are encouraged to assign their top priorities only to the most essential projects. As in previous years, the Subcommittee is unlikely to carry authorizing language.

The Subcommittee will only consider Community Project Funding requests in the following accounts:

Corps of Engineers:

- Investigations
- Construction
- Mississippi River and Tributaries
- Operation and Maintenance

Bureau of Reclamation:

- Water and Related Resources

Only authorized projects will be considered for funding. The online database will not allow Community Project Funding requests to be entered into any accounts other than these. The Subcommittee will not accept Community Project Funding requests for the Department of Energy (Title III) or any Independent Agencies (Title IV) funded by the Subcommittee.

Please note that if the Member wishes to support an item in the President's budget request at the requested amount, that will continue to remain a programmatic request. In this case, please select "Program" as the Request Type and insert the official name of the project as it appears in the budget request in the "Program Title" line.

If the scope of the Member's request varies from the President's budget request, then the request may no longer qualify as a programmatic request. In those situations, please consult the Subcommittee staff for further direction.

If the project is not included in the President's budget request, the Member must submit it as a Community Project Funding request. In this case, please select "Project" as the Request Type and fill out all requested information in each tab. Detailed instructions are below.

For Community Project Funding requests, Members also must provide a signed certification of no financial interest and a template is posted [here](#) on the Committee website. Members must certify that neither they nor their immediate family have a financial interest in the projects they request. The Committee will not consider a Community Project Funding request without the signed certification.

While Members are required to certify to the Committee that neither they nor their immediate family have a financial interest in a proposed project, Members should also be fully aware of any other financial aspects or relationships associated with the proposed Community Project Funding request that might raise ethical concerns. These include but are not limited to lobbyists, donors, or other affiliated parties that have an interest in the project.

Information on Community Project Funding Requests for the Corps of Engineers and Bureau of Reclamation Requests

If you have general questions or require further information, please contact the Subcommittee staff at EW.MemberRequests@mail.house.gov. Technical questions related specifically to the operation of the system and database should be directed to the Committee's IT office at Approp.Comops@mail.house.gov.

All requests for the Corps of Engineers (Corps) and Bureau of Reclamation (Reclamation) accounts listed above should reflect a funding amount that can be realistically utilized in FY22. In the event that the Subcommittee cannot fully fund your request, the Subcommittee may reach out to the Corps and Reclamation regarding useful increments of funding.

Please note that for the Corps, the Subcommittee may provide funding for a very limited number of new start projects, if any, in the Investigations, Construction, and Mississippi River and Tributaries accounts. While requests for new starts in these accounts will be accepted, please consider this limitation when making requests.

Please note that for the Corps, the Subcommittee may provide funding for a limited number of Environmental Infrastructure projects, if any, in the Construction account. While requests for specific projects will be accepted, please consider this limitation when making requests. For these projects, please provide the requested information in the appropriate place in the “Supplemental Questions” tab of database.

Please note that for the Corps, the Subcommittee may include a very limited number of Continuing Authorities Program projects, if any, in the Construction account. While requests for specific projects will be accepted, please consider this limitation when making requests. For these projects, please provide the requested information in the appropriate place in the “Supplemental Questions” tab of database.

Projects authorized under sections 4007, 4009(a), and 4009(c) of the Water Infrastructure Improvements Act for the Nation (WIIN) Act of 2016 (Public Law 114–322) will not be accepted.

Directions for Submitting Corps and Reclamation Community Project Funding Requests

As noted previously, failure to follow these instructions may result in your request not being considered for inclusion. Community Project Funding requests will only be accepted for the accounts listed above. Only authorized projects will be considered for funding.

Please note that it is of the utmost importance to provide the official project name ***and*** the correct project authorization information. If inaccurate information is provided, the Subcommittee may not be able to properly evaluate your request.

To assist you in identifying and providing the Subcommittee with the official project name and project authorization, a list of authorized projects in a searchable PDF format can be found [here](#). Please locate your authorized Corps or Reclamation project and use the official project name as it appears in the list. Once you locate the name of your project, you also need to provide to the Subcommittee the Public Law and section of the law that authorizes your project, and enter it into the database in the appropriate place. (example: P.L. 110–114, Section 1401).

If you are not able to find your authorized Corps project in the authorized project list, or if you have difficulty finding the authorization information, contact your local Corps District office to obtain this information. If you are not able to find your authorized Reclamation project in the authorized project list, or if you have difficulty finding the authorization information, contact your local Reclamation Region office to obtain this information. If your project is not on these lists, but is authorized, please speak to your local Corps District office or your Reclamation Region office to obtain this information.

Once you have gathered the above initial information, proceed to the “Add a New Submission” page in the online database. For “Request Type”, select “Project”. You will see additional tabs appear next to “Request” below “Add new submission to Energy and Water”; click through and fill out the answer to each question in each tab. Unless otherwise instructed below, failure to provide responses to each question in each tab may result in requests not being considered for inclusion.

For Community Project Funding requests for both the Corps and Reclamation, you will need the following information for each question in each tab:

- For the “Request Information” tab, you will need the following information:
 - Amount Requested for FY22
 - If the project is included in the President’s budget request, the amount requested for FY22 should be that amount plus the additional amount you are requesting for the project
 - If the project is not included in the President’s budget request, the amount requested for FY22 should be the amount you are requesting for the project
 - Total Project Cost – please leave blank
 - FY22 President’s Budget Request Amount
 - If not included in the FY22 President’s budget request, write \$0
 - FY21 Enacted Amount
 - If not included in FY21 enacted legislation **or** a work plan, write \$0
 - If included in FY21 enacted legislation, the FY21 enacted amount is the total of the President’s budget request (if any) **plus** the amount in the Corps or Reclamation work plan (if any).
 - Whether or not this project can obligate all requested funds within 12 months after enactment
 - Whether the request will be submitted to another subcommittee this fiscal year
 - If so, which subcommittee the request will be submitted to
 - Estimated Start Date – please leave blank
 - Estimated End Date – please leave blank
 - If the entity receiving funds is a non-profit – select N/A as the recipient of funding is either the Corps or Reclamation

- Letter of Support – It is recommended that this be from the non-federal sponsor of the project or the project partner for the project being requested. If there is no official non-federal sponsor or project partner, this can be a letter of support from the community, or evidence of community support.
- Why this project is a priority – please fill out the text box as appropriate
- For the “Project/Recipient Information” tab, the information you will enter will be for either the Corps or Reclamation staff person in charge of the project.
 - For the question “Is the funding requested by a governmental or non-profit organization” – please select “Government”
 - Recipient Point of Contact – please include contact information for the relevant Corps District Project Manager **and** Corps District name (i.e. Jane Doe, Detroit District) or the relevant Reclamation staff name **and** Region name (i.e. John Doe, California-Great Basin Region)
 - Recipient Phone Number – please include the Point of Contact’s cell phone number
 - Recipient Email Address – please include the Point of Contact’s email address
 - For the question “In which congressional district(s) is the project located” – please leave blank
 - Recipient Legal Name –
 - For Corps projects, please enter Army Corps of Engineers
 - For Reclamation projects, please enter Bureau of Reclamation
 - Recipient Address – please enter the street address for the Point of Contact
 - Project Address (if different from Recipient) – please leave blank
 - If Project is not located in your district, please identify the state and district – please leave blank
- For the “Disclosure and Transparency” tab, you will be asked to upload a letter signed by your Member stating that neither the Member nor their immediate family have a financial interest in the project being requested. You can find additional directions for Member certifications [here](#).
- For the “Supplemental Questions” tab, you will be asked to provide information to a series of questions:

- For question 1, please provide the official project name. You will find instructions on how to find this information on page 3 of this document.
- For question 2, please provide the project authorization. You will find instructions on how to find this information on page 3 of this document.
 - If it is a Continuing Authorities Program project request, write N/A.
- For question 3, please indicate if this is a Corps request for an authorized Environmental Infrastructure project. If it is not an Environmental Infrastructure project, write N/A.
 - Please be sure to provide the Public Law and section number where the Environmental Infrastructure project was specifically authorized in your answer to question 2 above.
- For question 4, please indicate if this is a Corps request for a Continuing Authorities Program (CAP) project. If it is not a CAP project, write N/A.
- For question 5, if this is a CAP project request, please provide the specific section of that authority (i.e. 204, 206, 1125, etc.). Please only provide the number. If it is not a CAP project, write N/A.
- For question 6, if making a Corps request, please provide the name of the Corps Division where the project is located. If it is not a Corps request, write N/A.
- For question 7, if making a Corps request, please provide the name of the Corps District where the project is located. If it is not a Corps request, write N/A.
- For question 8, if making a Reclamation request, please provide the name of the Reclamation Region where the project is located. If it is not a Reclamation request, write N/A.
- For questions 9 – 13, please provide the requested information on the non-federal sponsor of the project or the non-federal project partner, if applicable. Please note that in some instances, there may not be a non-federal sponsor or project partner. If that is the case, please write N/A for each question.