

SUBCOMMITTEE ON MILITARY CONSTRUCTION, VETERANS AFFAIRS, AND RELATED AGENCIES

Fiscal Year 2023 Member Request Guide

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 funding request for a specific project.
Example: Provide \$1,000,000 for training barracks at Army Fort in City, 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:* Committee encourages the Department of Veterans Affairs to seek opportunities to increase the number of employment service counselors.

All **community project funding requests** must meet the eligibility requirements for a specific account in which the project is funded. Only certain Department of Defense (DoD) and Department of Veterans Affairs (VA) accounts in the Military Construction, Veterans Affairs and Related Agencies bill are in this category. Please follow the guidance on submitting community project funding requests within such accounts, provided below.

DEPARTMENT OF DEFENSE

Military Construction Accounts

*The following types of projects are eligible to be considered for **community project funding**, provided that they comply with the specified guidelines listed below. The subcommittee will not consider requests for community projects unless they appear on a list provided to Congress by the Secretary of Defense or his/her designee. More detail regarding such lists can be found below.*

Please note that if the Member wishes to support an item in the President's budget request, that will continue to remain a programmatic request and should be entered as such. 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 for any Military Construction project in the accounts listed below, that would be considered a Community Project Funding request and should be entered as a project in the database.

Each project request must be for fiscal year 2023 funds only and cannot include a request for multiyear funding. In addition, to be eligible, requested projects must be shovel ready in fiscal year 2023, with 35 percent design complete, and must be positioned to have contracts awarded in fiscal year 2023. If individual projects have not been previously authorized, requests must also be submitted to the House Armed Services Committee (HASC) for inclusion in the fiscal year 2023 National Defense Authorization Act (NDAA). Previous authorizations expire after three fiscal years. All projects must have a corresponding DD Form 1391, which is used by DoD to submit requirements and justifications in support of funding requests for military construction to Congress and can be found by contacting the Congressional Liaison Offices of the Armed Services.

Construction and Unspecified Minor Construction – Active Components

Eligible community project requests include both construction and unspecified minor military construction projects for active components. An unspecified minor military construction project is a project that has an approved cost equal to or less than \$6,000,000. The types of projects under this heading include construction, installation, equipment of temporary or permanent public works, military installations, and facilities for the accounts listed below:

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

Construction and Unspecified Minor Construction – Reserve Components

Eligible community project requests include both construction and unspecified minor military construction projects for Reserve Components. An unspecified minor military construction project is a project that has an approved cost equal to or less than \$6,000,000. ***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 match funding before the request can be considered. The types of projects under this heading include construction, expansion, rehabilitation, and conversion of facilities for training and administration for the accounts listed below:

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

Planning and Design

Planning and design funding can be requested for specific projects when they are not yet at 35 percent design and therefore ineligible for construction funding. The types of projects under this heading include improving facility resilience, study, planning, design, and architect and engineer services for the accounts listed below:

- Army
- Navy and Marine Corps
- Air Force
- Space Force
- Defense-Wide Agencies (SOCOM, DHA, etc.)
- Army National Guard
- Air National Guard
- Army Reserve
- Navy Reserve
- Air Force Reserve

Lists of Eligible Community Projects

The eligible lists of community projects are those that are submitted to Congress by the Secretary of Defense or his/her designee. *Projects that only appear on a project list provided by a base commander, as opposed to the Secretary or his/her designee, will not be accepted.* Such eligible lists include:

- **Future Year Defense Program (FYDP)** – FYDP is a projection of the forces, resources, and programs needed to support DoD operations over a five-year span. The FYDP is released simultaneously with the President’s budget request. The updated document listing projects eligible for FY 2023 will be obtainable after the FY 2023 full budget rollout, through the Under Secretary of Defense (Comptroller) website: <https://comptroller.defense.gov/Budget-Materials/>.
- **Unfunded Requirements/Unfunded Priorities Lists (UFRs/UPLs)** – UFRs/UPLs are lists that each Service provides to Congress that identify priority projects that were not included in the President’s budget request. These lists must be approved by the Secretary of Defense. UFRs/UPLs become available to Congress within ten days of the President’s full budget release and can be found by contacting the Congressional Liaison Offices of the Armed Services.
- **Cost-to-completes (CTCs)** – CTCs are projects that have previously received an appropriation but require additional funding for completion. These lists represent the requirements identified by each Service for the additional funding necessary to complete a project. The lists are approved by each Service Secretary and can be obtained by contacting the Congressional Liaison Offices of the Armed Services.

These lists include projects, ongoing and upcoming, that ensure long-term viability, better readiness, increased resiliency, improved living and working conditions for service members and their families, and significant cost savings in perpetuity. **Please email the subcommittee if you have any issues identifying the eligible FY 2023 lists for Military Construction Community Funding Project requests, and you will be added to a distribution list. The subcommittee will distribute the FY 2023 lists to those who contacted the subcommittee once they are released to Congress.**

As indicated above, some Reserve Component projects will additionally require a corresponding State funding match. Please verify said funding before submission. The Committee will not waive match requirements.

For your reference, current military construction authorizations may be found in the FY 2022 NDAA DIVISION B—MILITARY CONSTRUCTION AUTHORIZATIONS, which you can access by clicking [HERE](#).

The average award for Military Construction projects in FY 2022 was \$18 million. Note the Committee may consider similar project amounts for FY 2023, and any caps will be determined by the Chair after reviewing the full universe of requests.

For Community Project Funding requests for DoD Military Construction, you will need to answer supplemental questions in support of these requests specifically. The subcommittee-specific questions and additional information required include:

- Which Service is the project for?
- State/territory where project is located.
- Installation Name.
- Project Name and Amount.
- Is the funding request for major construction, minor construction, or planning and design?
- Is the project on the FY 2023-2027 FYDP? If so, for what fiscal year?
- Is the project on a Service unfunded requirement (UFR)/unfunded priority list (UPL)?
- Is the project a cost-to-complete from a prior year? If so, what year?
- DD Form 1391.

- If a Reserve Component project, does it require a State funding match?
- Is the project at 35 percent design and shovel-ready in FY 2023?
- Can the project funds be obligated within 12 months of enactment of the bill?
- If a construction funding request, has the Environmental Impact Study been initiated?
- Was the project previously authorized? If not, has a corresponding request been submitted to HASC?
- Who is the point of contact in the requesting office?

DEPARTMENT OF VETERANS AFFAIRS

*The following information outlines the type of projects that are eligible to be considered for **community project funding**, provided that they comply with the specified guidelines listed below. The subcommittee will not consider requests for community projects unless they appear on VA's 2023 Construction SCIP List.*

Veterans memorials, parks, museums, and other similar projects are not eligible for community project funding. Funds are also not available for direct grants to veterans organizations or for local programmatic efforts.

Please note that if the Member wishes to support a construction project that VA requests funding for in the President's budget request, that will continue to remain a programmatic request and should be entered as such. If the scope of the Member's request varies from the level requested in the President's budget, then the request may no longer qualify as a programmatic request. In those situations, please consult the subcommittee staff for further direction.

Construction Programs

VA has three types of construction projects: Major Construction (projects that are expected to cost above \$20,000,000), Minor Construction (projects that are expected to cost equal to or less than \$20,000,000), and Nonrecurring Maintenance (NRM) (projects that consist of upkeep, construction and maintaining building systems). The classification of each construction project is determined by VA.

Community project funding requests are eligible ONLY for VA Minor Construction projects. VA's Minor Construction program includes capital projects with costs equal to or less than \$20,000,000, particularly projects that construct new space instead of renovating existing space. Examples may include expanding existing facility square footage to provide additional

healthcare capacity, construction of specialty care buildings or clinics, building of parking structures, or expanding gravesite space at cemeteries.

The Committee will only consider projects that appear on VA's Integrated Department-wide Priority List for 2023 Construction Projects (2023 Construction SCIP List). This list will be included in the FY 2023 President's Budget submission.

The yearly Construction SCIP List includes projects that have been reviewed by VA and are determined to be at an advanced enough stage to receive funds. This will ensure that Federal dollars are not set aside for projects that are not yet ready to spend them. *Please note that while this list includes both Major Construction and Minor Construction projects, only Minor Construction projects will be considered for Member requests.*

The subcommittee strongly encourages member offices to familiarize themselves with VA's process for identifying and prioritizing construction needs at its facilities. As part of the annual President's Budget submission, VA submits four volumes of additional detail. Volume IV details the Construction and the Long Range Capital Plan. For your reference, the prior year 2022 Construction Strategic Capital Investment Planning Process Project (SCIP) List can be found in Table 5-1 within the FY 2022 VA budget submission, available at: <https://www.va.gov/budget/docs/summary/fy2022VAbudgetVolumeIVconstructionAndLongRangePlan.pdf>

A discussion of the FY 2022 list begins on page 281 in the linked document, and the list itself begins on page 282. While VA may change this list from year to year, this will enable you to become familiar with VA's project identification process.

Criteria for VA Community Project Funding (CPF):

- The subcommittee will consider supporting Community Project Funding only for VA Minor Construction projects that are equal to or less than \$20,000,000 in total estimated project cost, and they must be included in the 2023 Construction SCIP List (this list will be included in the FY 2023 President's Budget submission materials).
- Projects must be listed as unfunded on VA's 2023 Construction SCIP List with \$0 in the 2023 Request column. Projects with a dollar amount in the 2023 Request column are requested in the President's budget request, and if requested, should be submitted as programmatic requests.
- Funding for a CPF project will be capped at 10 percent of the total estimated cost of the project to support planning and design that can be executed within twelve months of receiving funding. (Similar projects on the FY 2022 list would generally have been in the range of \$1,000,000 to \$2,000,000.)

- Exceptions to the 10 percent cap may be made for projects where construction is ready to be supported in year one, and only applies to some National Cemetery Administration (NCA) Minor Construction projects. Please consult with the subcommittee and VA to determine if the full scope of an NCA project can be executable in one year.
- Final decision on funding caps will be determined by the Chair after reviewing the full universe of requests.

For Community Project Funding requests for VA Minor Construction, you will need to answer supplemental questions in support of these requests specifically. The subcommittee-specific questions and additional information required include:

- State/territory where the project is located.
- City where the project is located.
- Veterans Integrated Services Network (VISN) where the project is located or VA Administration.
- Specific facility where the project is located.
- Is the project listed on VA's 2023 Construction Strategic Capital Investment Planning (SCIP) list?
- VA Construction Program Type (*note – only Minor Construction projects are eligible for CPF funding*).
- What is the total estimated cost of the project? (*must be equal to or less than \$20 million*)
- Where is the project in the construction process? [Planning; Design; Awaiting construction; In the middle of construction; Other, please explain]
- Please provide a history of Federal funding for the project, if any.
- Can the project funds be obligated within 12 months of enactment of the bill?
- Why is the project a priority for the Congressional district?
- Who is the point of contact in the requesting office?