GUIDANCE ON ALL MEMBER REQUESTS

☑ 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.

☑ 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.]

☑ 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.

☑ The electronic system allows access to submissions made in previous years, so review of those requests is available if that is helpful.
GUIDANCE ON PROGRAM AND LANGUAGE REQUESTS

The Committee offers an opportunity for Members to make program 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.

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.

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.

Within the Corps of Engineers and Bureau of Reclamation, the Committee will accept program requests for additional funding above the budget request for categories of projects (e.g., navigation maintenance, flood control studies, etc.), but Members should be aware that this funding may be extremely limited in fiscal year 2025. For specific projects of particular interest, Members are strongly encouraged to submit Community Project Funding requests for amounts above the budget request.
SUBCOMMITTEE ON ENERGY AND WATER DEVELOPMENT
FISCAL YEAR 2025

Programmatic and language requests are due by 6:00 pm on Wednesday, May 1, 2024
CPF submission deadline is 6:00 pm on Friday, May 3, 2024
Members must post CPF requests on their websites on Friday, May 17, 2024

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.

To support the funding level and scope of a project included in the President’s budget request, please submit a program request. [Please note that funding for projects in the budget request may not be automatic, and therefore, the Committee strongly recommends Members submit a program request in support of each budget request project the Member supports, especially any new project.]

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.
GUIDANCE ON COMMUNITY PROJECT FUNDING REQUESTS (cont’d)

Within the Corps of Engineers and Bureau of Reclamation, the Committee will accept program requests for additional funding above the budget request for categories of projects (e.g., navigation maintenance, flood control studies, etc.), but Members should be aware that this funding may be extremely limited in fiscal year 2025. For specific projects of particular interest, Members are strongly encouraged to submit Community Project Funding requests for amounts above the budget request.

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.

🌟🌟🌟 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?

⚠️ 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.

/li 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.
GUIDANCE ON COMMUNITY PROJECT FUNDING REQUESTS (cont’d)

❓ 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 2025 capability?

ℹ️ 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.

❓ 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?

ℹ️ The Subcommittee may need to focus fiscal year 2025 resources on making progress on ongoing projects, in order to maximize federal benefits. If so, new starts may be very limited, if included at all. While new start requests will be accepted, Members should consider this limitation when making requests.

❓ For a Corps of Engineers project, is this project an environmental infrastructure (EI) project?

ℹ️ The Subcommittee may need to focus fiscal year 2025 resources on projects in the main mission areas of the Corps (navigation, flood and storm damage reduction, environmental restoration), in order to maximize federal benefits. If so, EI projects may be very limited, if included at all. While EI requests will be accepted, Members should consider this limitation when making requests.
GUIDANCE ON COMMUNITY PROJECT FUNDING REQUESTS (cont’d)

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 Chairman Cole 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.

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

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

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

☑ Offices must upload evidence of the project’s merit and community support.
GUIDANCE ON COMMUNITY PROJECT FUNDING REQUESTS (cont’d)

☑ Offices must post every Energy and Water Development Community Project Funding request on the Member’s official website, in a searchable format, on Friday, May 17, 2024.

ℹ️ 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 2025

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TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE
CERTIFICATIONS AND FEDERAL NEXUS STATEMENTS

Dear Chairman Cole and Ranking Member DeLauro:

I am requesting funding for the ______________________ project in fiscal year 2025. 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.]