

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

**Fiscal Year 2026 Member Request Guide**

**Database opens April 14, 2025**

**Programmatic and language request deadline is Friday, May 2, 2025, at 6:00 PM EST**

**Community Project Funding request deadline is Friday, May 23, 2025, at 6:00 PM EST**

**Members must post CPF requests on their websites by Wednesday, May 28, 2025, at 6:00 PM EST**

**General Guidance**

The general procedures for submitting Member requests are in the “Dear Colleague” letter from Chairman Carter dated April 7, 2025. Please refer to that letter for general information regarding the Fiscal Year 2026 process, as well as the April 2<sup>nd</sup> “Dear Colleague” from Chairman Cole. Please review those documents and this document in their entirety prior to submitting Member requests.

**Please note the different deadlines for programmatic and language requests and Community Project Funding requests above.**

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 [MC.MemberRequests@mail.house.gov](mailto:MC.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.

**Member Request Letters:**

Offices must upload a single, signed Member letter addressed to Subcommittee Chairman Carter and Ranking Member Wasserman-Schultz that includes all Community Project Funding (CPF), program, and language requests for the FY 2026 Military Construction, Veterans Affairs, and Related Agencies 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 2026 Military Construction, Veterans Affairs, and Related Agencies Appropriations bill, that should be considered a request, entered in the database, and prioritized accordingly.

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

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 for Army at Fort X in State Y.
- **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.

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

#### **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) 2026 funds only and cannot be for multiyear funding. In addition, requested projects must meet the following criteria:

- Be included on an FY25 or FY26 unfunded requirements/unfunded priorities list (UFR/UPL) from a military service or combatant command, FY25-FY29 Future Years Defense Program and FY26-FY30 Future Years Defense Program, if received in a timely

manner.

- Projects suggested by an installation or unit commander not included on the documents above will not be accepted.
- The subcommittee will consider Community Project Funding included in the FY25 House bill, H.R. 8580 (and the accompanying report), eligible for FY26 funding even if they are not included in the FY26 FYDP or UFR/UPL lists in FY26.
  - FY26 and FY25 resubmitted projects should be submitted to both the House Appropriations Committee and House Armed Services Committee.
- 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 FY26.
- Submitted to the House Armed Services Committee for inclusion in the FY26 National Defense Authorization Act or previously authorized. This also includes any FY25 CPFs being resubmitted.
- 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.
  - If your office does not have a direct point of contact, we recommend you contact the appropriate office: [List of Congressional Liaison Offices](#).

The enactment of H.R. 1968, the Full-Year Continuing Appropriations and Extensions Act, 2025 did not include previously identified Community Funded Projects in House Bill H.R. 8580 (and the accompanying report). Any Member wishing to request a project previously submitted or identified in FY25 will need to be resubmit in FY26 should the office wish to continue pursuing award for that project in FY26. Offices will need to resubmit all associated project information into the database, including updated Federal Nexus and Financial Disclosure forms when opting to resubmit a project request from FY25. Please note any decision to resubmit a FY25 project will count towards the Community Project Funding submission cap of 15.

The Committee will note given anticipated demand and already oversubscription for Community Project Funding we encourage offices to submit, and the subcommittee intends to prioritize Community Project Funding requests below \$50,000,000. Requests above that threshold will be difficult to fund as there are several variables affecting the Committee's ability to fund large projects.

### **Construction– Active Components**

Eligible Community Project Funding requests include construction for active components in the accounts listed below.

- Army
- Navy and Marine Corps
- Air Force and Space Force

- Defense-Wide Agencies (Special Operations Command (SOCOM), Defense Logistics Agency (DLA), etc.)

### **Construction– Reserve Components**

Eligible Community Project Funding requests include construction for Reserve Components in the accounts listed below. ***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 FY26-30 FYDP listing the military construction projects that may be eligible for Community Project Funding in FY26 can be obtained through the Under Secretary of Defense (Comptroller) website: <https://comptroller.defense.gov/Budget-Materials/>. The website will likely become updated following the release of the President’s FY2026 Budget.

**Please contact the subcommittee if you have any issues identifying the eligible FY26 sources for military construction Community Project Funding 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 FY26.
- 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 FY26-FY30 FYDP? If so, which fiscal year?
- Is the project on a FY26 Service or Combatant Command unfunded requirements/unfunded priorities list (UFRs/UPLs)?
- Does the project have a DD Form 1391, have you included it the submission?
- If a Reserve Component project, does it require a state funding match?
- Is this project at or above 35 percent design complete?
- Can the project funds be obligated in FY26?
- Has a corresponding request been submitted to HASC for inclusion in the FY26 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?

### **Financial Disclosure Certifications and Federal Nexus Statements**

Members 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 National Defense Authorization Act.*

Pursuant to House rule XXIII, clause 17, Members are also required to send the Chairman 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).

Below is suggested text for a Federal Nexus and Financial Disclosure certification to accompany each Community Project Funding request:

*Dear Chairman Cole and Ranking Member DeLauro:*

*I am requesting funding for \_\_\_\_\_ [project] in Fiscal Year 2026. 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.

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 **Wednesday, May 28, 2025, by 6:00 PM EST**, following the end of the Committee's technical assistance review period.