

**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.

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**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.

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**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. **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.

 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.

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**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.

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**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.”

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**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.

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**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.]*