

**COMMITTEE ON APPROPRIATIONS  
SUBCOMMITTEE ON INTERIOR, ENVIRONMENT, AND RELATED  
AGENCIES**

**Fiscal Year 2024 Member Project Request Guidance**

**Database opens March 10, 2023**

**Submission Deadline is 6:00 p.m. on March 24, 2023**

**Members must post CPF requests on their websites on April 10, 2023**

This document provides guidance on submitting Community Project Funding, programmatic, and language requests for Fiscal Year (FY) 2024. All Community Project Funding requests must adhere to the eligibility requirements outlined in this guidance document to be considered for FY 2024 funding. Please review this guidance **in its entirety** prior to submitting all Member requests.

If you encounter general problems with the database or have technical questions, please email the Committee's IT office at [Approp.ITMemberRequest@mail.house.gov](mailto:Approp.ITMemberRequest@mail.house.gov). For questions regarding this guidance, please email the Interior Subcommittee staff at [IN.MemberRequests@mail.house.gov](mailto:IN.MemberRequests@mail.house.gov).

**General Guidance**

Offices must use the House Appropriations Committee's database <https://AppropriationsSubmissions.house.gov> for all Community Project Funding, programmatic, and language requests. Please ensure that all field entries are complete and accurate. **No printed materials will be accepted.** Each office is responsible only for their requests and cannot submit requests into the database on behalf of another office.

**Member Request Letters – All Requests (due March 24<sup>th</sup>):**

Offices must upload a single, signed Member letter addressed to Interior Chairman Mike Simpson and Ranking Member Chellie Pingree that includes all Community Project Funding, programmatic, and language requests for the FY 2024 Interior Appropriations bill ranked in priority order. Member letters should provide enough information to clearly identify each request entered in the database, but all other pertinent details should be included with the online submission.

Please note that requests entered into the database must match the signed Member letter. If a Member signs a multi-Member or delegation request letter, that request must be entered into the online database for each signee **and** be included in the Member's signed letter to be considered. This requirement applies to Community Project Funding, programmatic, and language requests.

**Financial Disclosure Certifications and Federal Nexus Statements – Community Project Funding Requests:**

Members must certify that they and their “immediate family” (defined as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law) do not have a financial interest in the requested project. Members also must include a statement regarding the project’s Federal nexus. Letter templates are included in this guidance document.

**TEMPLATE FOR MEMBER FINANCIAL DISCLOSURE CERTIFICATIONS AND FEDERAL NEXUS STATEMENTS**

To comply with House rule XXIII, clause 17, and Committee guidance, below is suggested text for a statement of Federal nexus and a financial disclosure certification to accompany each Community Project Funding request:

Dear Chairwoman Granger and Ranking Member DeLauro:

“I am requesting funding for \_\_\_\_\_[project] in fiscal year 2024. 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 Title VI of the Clean Water Act, 33 U.S.C 1381 et seq. [Clean Water Projects] OR Section 1452 of the Safe Drinking Water Act, 42 U.S.C. 300j-12. [Drinking Water Projects].

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 for Interior Community Project Funding requests publicly on their websites on April 10, 2023, following the end of the Committee’s two-week technical assistance review period. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.**

**Public Posting of Certification/Federal Nexus Letters – Community Project Funding Requests:**

For transparency, Member offices must post each financial disclosure certification and Federal nexus letter publicly on their website for all Community Project Funding requests on **April 10**,

**2023.** The posted information must also include: (1) the name and address of the proposed recipient; (2) the amount requested; and (3) a description of the request to include the purpose of the funding and justification for use of taxpayer funds.

Members must provide the Committee with a link to the Member’s webpage containing this information when they enter the request into the Members’ Request database system. The Committee will include links from all Members submitting Community Project Funding requests in a single location on its website to use as a “one-stop” online database.

**Community Support Letters – Community Project Funding Requests:**

Community engagement and support is crucial in determining which projects are worthy of Federal funding. Only projects with demonstrated community support will be considered. To demonstrate evidence of community support, Members must also submit community support letters into the database as part of their requests. Members may submit the following:

- Letters of support from elected community leaders (e.g., mayors or other officials) or newspaper editorial boards;
- Press articles highlighting the need for the requested Community Project Funding projects;
- Projects listed on State intended use plans, community development plans, or other publicly available planning documents; or
- Resolutions passed by city councils or boards.

**General Submission Checklist**

- Did you upload **a single, signed Member letter** on official letterhead addressed to Interior Chair Simpson and Ranking Member Pingree **detailing the request(s)**?
- Did you upload **signed Member financial disclosure certifications and Federal nexus statements** for each Community Project Funding request on official letterhead addressed to Full Committee Chairwoman Granger and Ranking Member DeLauro?
- Have you validated that the information in the Member request letter and financial disclosure letter matches the information you entered in the database?
- Do you plan to publicly post information for all Community Project Funding requests to the Member’s website on April 10, 2023?

## Community Project Funding

### Environmental Protection Agency – State and Tribal Assistance Grants (STAG)

For FY 2024, the Interior Subcommittee will accept Community Project Funding requests in the Environmental Protection Agency – State and Tribal Assistance Grants (STAG) account for certain clean water and drinking water infrastructure projects. The Subcommittee will not accept project requests in any other account.

These projects include construction of and modifications to municipal sewage treatment plants and drinking water treatment plants. Similar to past practice, the Committee will be limiting STAG infrastructure grants only to projects that are publicly owned or owned by a non-profit entity and that are otherwise eligible for the funding from that state's Clean Water or Drinking Water State Revolving Funds (SRF) loan programs.

When submitting EPA STAG Community Project Funding requests, please be aware of the following guidance:

- **Ban on for-profit recipients and privately-owned projects.** The Committee will not fund projects to for-profit entities and privately-owned projects are NOT eligible for infrastructure grants, even if they are otherwise eligible for assistance under a SRF program.
- **State, municipal, local, territorial, or Tribal governmental entities as grantees.** Public entities should be considered as the primary grantees to oversee the completion of the project. For STAG water infrastructure projects, States have Intended Use Plans (IUPs) with drinking water and wastewater projects that have already been vetted by governmental officials.
- **Non-profits as grantees.** Non-profits will be considered on a limited basis at the discretion of the Chairman. If a Member requests that funding be directed to a non-profit organization, the Member will need to provide evidence that the recipient is a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986. Many water projects often partner with non-profit entities to complete projects. Therefore, the Chairman will consider, on a limited basis, projects that are directed to non-profits with an inherently governmental function.
- **Federal Nexus.** The Committee will only fund projects with purposes authorized by Federal law:
  - Clean water/wastewater projects: Title VI of the Clean Water Act, 33 U.S.C 1381 et seq.
  - Drinking water projects: Section 1452 of the Safe Drinking Water Act, 42 U.S.C. 300j-12.

- **Matching requirements.** There is a minimum 20% cost share requirement for any portion of a project funded through a STAG infrastructure grant and the Committee will not waive matching requirements:
  - For example, a \$1 million project could receive a maximum of \$800,000 from the Federal government, with the remaining \$200,000 the responsibility of the grantee.
  - In *almost* all cases, other Federal funds cannot be used to meet this 20% cost share. However, assistance provided by a SRF does count towards the project's matching requirement.
  - It is important that Member offices discuss with their State and local officials the ability for localities to meet matching requirements prior to requesting a project. This does not mean that matching funds must be in-hand prior to requesting a project, but that local officials must have a plan to meet such requirements in order for such a project to be viable.
- **One-year funding:** Each project request must be for FY 2024 funds only and cannot include a request for multiyear funding.
- **Project Amounts.** Members should use the range of project amounts funded in FY 2023 as a general guide when making requests. In FY 2023, most EPA STAG infrastructure projects funded in the House bill ranged from \$45,000 - \$5,000,000. Note that the Committee may consider higher project amounts for fiscal year 2024, and any caps will be determined by the Chairman after reviewing the full universe of requests.
- **Contact information.** It is very important to include accurate contact information for the prospective grantee when filling out the online request. This includes a point of contact, phone number, email information, and address. The grantee name entered into the online database must match the grantee name on the signed disclosure of financial interest certification letter.
- **Eligibility Questions.** Member offices must answer all the eligibility questions in the database for a request to be considered including the below supplemental questions:
  - Is this a Clean Water SRF project or a Drinking Water SRF project?
  - Is the project on your State's most recently finalized Clean Water/Drinking Water SRF Intended Use Plan (IUP)?
  - Has the project received Federal funds previously? If so, please describe.
  - Does the project have (or expects to have within 12 months) its 20% cost share requirement?
  - Given the Federal nexus requirement, does the project help meet or maintain Clean Water Act/Safe Drinking Water Act standards? If so, please describe.

STAG projects have very specific eligibility requirements, and the Committee will not consider projects that do not meet those requirements. The following lists some of the project types that are ineligible for STAG funding:

**Projects that are NOT generally eligible for STAG Grants**

<b>Clean Water / Wastewater</b>		<b>Drinking Water</b>	
<b>1.</b>	<b>Land</b> , except for projects described in the subsequent table under eligibility #11.	<b>1.</b>	<b>Dams or rehabilitation of dams.</b>
<b>2.</b>	<b>Operations and maintenance costs.</b>	<b>2.</b>	<b>Operations and maintenance costs.</b>
<b>3.</b>	<b>Non-municipal point source control.</b>	<b>3.</b>	<b>Water rights</b> , except if the water rights are owned by a system that is being purchased through consolidation as part of a capacity development strategy or if the water rights purchase is covered by EPA’s DWSRF Class Deviation for Water Rights 2019.
<b>4.</b>	<b>Acid rain drainage correction.</b>	<b>4.</b>	<b>Reservoirs</b> , except for finished water reservoirs and those reservoirs that are part of the treatment process and are located on the property where the treatment facility is located.
<b>5.</b>	<b>Ambient water quality monitoring.</b>	<b>5.</b>	<b>Laboratory fees for monitoring.</b>
<b>6.</b>	<b>Flood Control Projects</b> , unless the project is otherwise managing, reducing, treating, or recapturing stormwater.	<b>6.</b>	<b>Projects needed mainly for fire protection.</b>
<b>7.</b>	<b>Privately owned sewer pipes.</b>	<b>7.</b>	Projects for systems that lack adequate technical, managerial, and financial capability, unless assistance will ensure compliance.
		<b>8.</b>	Projects for systems in significant non-compliance, unless funding will ensure compliance.
		<b>9.</b>	Projects primarily intended to serve future growth.

The following list provides some examples of the types of projects that are eligible for STAG grant funding, and which are most frequently funded:

<b>Projects that ARE generally eligible for STAG Grants</b>			
	<b>Clean Water / Wastewater</b>		<b>Drinking Water</b>
<b>1.</b>	<b>Wastewater treatment plants, including sludge handling facilities:</b> Upgraded (increase in treatment level) or expanded (increase in treatment capacity) facilities, including biological facilities, mechanical, a lagoon system, a land treatment system, or individual on-site systems.	<b>1.</b>	Facilitate compliance with national primary drinking water regulations or address serious risks to public health including non-regulated contaminants (i.e., PFAS).
<b>2.</b>	<b>Collector Sewers:</b> Small sewers that convey wastewater from residences, commercial establishments, and industrial sites to larger interceptor sewers.	<b>2.</b>	Rehabilitate or develop water sources (excluding reservoirs, dams, dam rehabilitation and water rights) to replace contaminated sources.
<b>3.</b>	<b>Interceptor Sewers:</b> Large sewers that convey wastewater from collector sewers directly to a wastewater treatment facility.	<b>3.</b>	Install or upgrade treatment facilities.
<b>4.</b>	<b>Sewer Pipes:</b> Rehabilitation is eligible only if pipes are publicly owned.	<b>4.</b>	Install or upgrade storage facilities, including finished water reservoirs, to prevent microbiological contaminants from entering the water system.
<b>5.</b>	<b>Outfall Sewer:</b> A sewer that conveys treated wastewater from a wastewater treatment facility to the receiving waters (i.e., a river, stream, lake, ocean, etc.).	<b>5.</b>	Install or replace transmission and distribution pipes to prevent contamination caused by leaks or breaks in the pipe or improve water pressure to safe levels.
<b>6.</b>	<b>Storm Water Management:</b> Measures to manage, reduce, treat, or recapture stormwater or subsurface drainage water (i.e., storm sewers, green infrastructure, etc.).	<b>6.</b>	Projects to consolidate water supplies – for example, when individual homes or other public water supplies have a water supply that is contaminated, or the system is unable to maintain compliance for financial or managerial reasons – are eligible for DWSRF assistance.
<b>7.</b>	<b>Combined sewer overflow (CSO) control and sanitary sewer overflow (SSO) control:</b> Combined sewers are sewers that convey both wastewater and storm water and may overflow during periods of heavy rain. The costs to correct CSO and SSO overflow problems are eligible.	<b>7.</b>	Land is eligible only if it is integral to a project that is needed to meet or maintain compliance and further public health protection.

<p><b>8. Infiltration/Inflow Correction:</b> Construction activities that prevent surface water or groundwater from entering the sewer system.</p>	<p><b>8.</b> Project planning, design, and other related costs.</p>
<p><b>9. Water Security:</b> These projects include installation or upgrade of physical security infrastructure such as lighting, fencing, monitoring and access control. Also, cybersecurity measures, installation of safer treatment technologies, and more secure storage of on-site treatment.</p>	
<p><b>10. Septic Tanks:</b> Remediation, rehabilitation, removal and replacement of failing tanks are eligible, as well as installation of new tanks where none had previously existed.</p>	
<p><b>11. Land:</b> The leasing and fee-simple purchase of land, including surface and subsurface easements, needed to locate eligible municipal or tribal projects, and land integral to the treatment process (e.g., land for effluent application or recharge basins), and a place to store equipment and material during POTW construction. Municipal purchase of land and/or conservation easements for source water protection are also eligible.</p>	
<p><b>12. Water Reuse:</b> Projects involving the municipal reuse or recycling of wastewater, stormwater, or subsurface drainage water. This includes but is not limited to the purchase and installation of treatment equipment sufficient to meet reuse standards, distribution systems to support effluent reuse, recharge transmission lines, injection wells, and equipment to reuse effluent (e.g., gray water, condensate, and wastewater effluent reuse systems).</p>	
<p><b>13. Capital Nonpoint Source Pollution Control Projects:</b> E.g., river or streambank restoration, agricultural best management practices (i.e., buffer strips, manure containment structures), wetlands restoration, etc.</p>	



## Programmatic and Language Requests

For non-Community Project Funding requests (i.e., programmatic and language requests), insert the appropriate information in each text field in the online database. If the character limit of a text field prevents the user from entering in all the proposed text, please insert a summary that describes the purpose and effect of the proposed language and upload a document containing the full text. **Do not insert “refer to attachment” or anything similar without also inserting a summary directly into the text field.**

If the programmatic, bill, or report language request is for a specific non-governmental entity and not competitively awarded, or narrowly defines a competitive grant to the extent that only one entity or geographic area can apply, the request may be a Community Project Funding request. Please refer to the Community Project Funding guidance in this document or email the Interior Subcommittee staff at [IN.MemberRequests@mail.house.gov](mailto:IN.MemberRequests@mail.house.gov) if you have questions regarding the proper categorization of a request.

- **Programmatic Request:** A request to fund a specific program or activity in the Interior bill at a specified level—Example: *Provide \$100,000,000 within the National Park Service - Operation of the National Park System account for Park Support.*
- **Language Request:** A request to include specific Interior 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 funded in the Interior bill. Example: *“The Committee directs the National Park Service to fully account for park needs across the country when including funding in future budget submissions for Park Support.”*