

KAY GRANGER, TEXAS, CHAIRWOMAN

HAROLD ROGERS, KENTUCKY
ROBERT B. ADERHOLT, ALABAMA
MICHAEL K. SIMPSON, IDAHO
JOHN R. CARTER, TEXAS
KEN CALVERT, CALIFORNIA
TOM COLE, OKLAHOMA
MARIO DIAZ-BALART, FLORIDA
STEVE WOMACK, ARKANSAS
CHARLES J. "CHUCK" FLEISCHMANN, TENNESSEE
DAVID P. JOYCE, OHIO
ANDY HARRIS, MARYLAND
MARK E. AMODEI, NEVADA
CHRIS STEWART, UTAH
DAVID G. VALADAO, CALIFORNIA
DAN NEWHOUSE, WASHINGTON
JOHN R. MOOLENAAR, MICHIGAN
JOHN H. RUTHERFORD, FLORIDA
BEN CLINE, VIRGINIA
GUY RESCENHALER, PENNSYLVANIA
MIKE GARCIA, CALIFORNIA
ASHLEY HINSON, IOWA
TONY GONZALES, TEXAS
JULIA LETLOW, LOUISIANA
MICHAEL CLOUD, TEXAS
MICHAEL GUEST, MISSISSIPPI
RYAN K. ZINKE, MONTANA
ANDREW S. CLYDE, GEORGIA
JAKE LATURNER, KANSAS
JERRY L. CARL, ALABAMA
STEPHANIE I. BICE, OKLAHOMA
C. SCOTT FRANKLIN, FLORIDA
JAKE ELLZEY, TEXAS
JUAN CISCOMANI, ARIZONA

Congress of the United States
House of Representatives
Committee on Appropriations
Washington, DC 20515-6015

ROSA L. DeLAURO, CONNECTICUT
STENY H. HOYER, MARYLAND
MARCY KAPTUR, OHIO
SANFORD D. BISHOP, JR., GEORGIA
BARBARA LEE, CALIFORNIA
BETTY MCCOLLUM, MINNESOTA
C. A. DUTCH RUPPERSBERGER, MARYLAND
DEBBIE WASSERMAN SCHULTZ, FLORIDA
HENRY CUELLAR, TEXAS
CHELLIE PINGREE, MAINE
MIKE QUIGLEY, ILLINOIS
DEREK KILMER, WASHINGTON
MATT CARTWRIGHT, PENNSYLVANIA
GRACE MENG, NEW YORK
MARK POCAN, WISCONSIN
PETE AGUILAR, CALIFORNIA
LOIS FRANKEL, FLORIDA
BONNIE WATSON COLEMAN, NEW JERSEY
NORMA J. TORRES, CALIFORNIA
ED CASE, HAWAII
ADRIANO ESPAILLAT, NEW YORK
JOSH HARDER, CALIFORNIA
JENNIFER WEXTON, VIRGINIA
DAVID J. TRONE, MARYLAND
LAUREN UNDERWOOD, ILLINOIS
SUSIE LEE, NEVADA
JOSEPH D. MORELLE, NEW YORK

ANNE MARIE CHOTVACS
CLERK AND STAFF DIRECTOR
(202) 225-2771

February 28, 2023

Dear Colleague,

As Chairman of the Appropriations Subcommittee on Military Construction, Veterans Affairs, and Related Agencies, I want to make you aware of the Subcommittee's procedures for receiving Members' programmatic, Community Project Funding, and language requests for consideration in the fiscal year (FY) 2024 appropriations bill.

Members must submit requests to the Subcommittee electronically and upload a signed letter to the appropriations submission system confirming those requests.

The electronic submission system can be found at <https://AppropriationsSubmissions.house.gov>. It will open for Member submissions on **March 10, 2023**.

The deadline for requests to the Subcommittee on Military Construction, Veterans Affairs, and Related Agencies is **6:00 pm on March 31, 2023**.

Members are required to post their CPF requests on their websites on **April 17, 2023**.

The Appropriations Committee anticipates expeditiously drafting its bills to ensure their availability for consideration by the House. As you prepare your requests, please note the following guidelines:

- All submissions must be made electronically at <https://AppropriationsSubmissions.house.gov>. Only submissions received electronically will be considered.
- The electronic system requires Members to assign a priority rank order to all their submissions (programmatic, Community Project Funding, and language requests) for this Subcommittee. The Subcommittee will review priority rankings based on what is entered into the database.

- Additionally, Members can rank their top 10 program and language requests across all subcommittees. It is strongly recommended that Members identify their top 10 requests before beginning to enter them into the system. In addition, Members can separately rank all their Community Project Funding requests across subcommittees.

Programmatic and Language Requests

The Committee offers an opportunity for Members to make programmatic 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.

Submissions must include an uploaded letter signed by the Member supporting the Member's request. Letters should list and briefly describe each submission. Letters may be either individual for each request or consolidated for multiple requests made to this subcommittee. Please note that the Member request website allows consolidated letters to be uploaded only once, so a letter with multiple requests does not need to be uploaded multiple times.

For requests with multiple Member cosponsors, each cosponsor must enter the same request into the online database. In addition, each cosponsor should upload a copy of the group request letter or include the group request in a consolidated letter of all the Member's requests for the Subcommittee.

The electronic system allows Members to review submissions made in previous years, which may be helpful as you prepare for this fiscal year.

Community Project Funding

The Subcommittee on Military Construction, Veterans Affairs, and Related Agencies will accept project requests in the following accounts:

Construction and Unspecified Minor Construction – Active and Reserve Components

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

The subcommittee will not accept project requests in any other accounts. Projects will only receive funding for activities authorized in law.

Members must provide a signed certification that they and their immediate family have no financial interest in the Community Project Funding request, as well as a statement that their project has a Federal nexus. A template for this certification and statement is included in the Community Project Funding request guide.

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 **April 17, 2023**, following the end of the Committee's two-week technical assistance review period. The Committee will not consider Community Project Funding requests that do not meet these requirements.

Please see the [attached](#) document for additional information regarding Community Project Funding project eligibility requirements and submitting requests.

Thank you for your interest in the programs and activities of the Appropriations Subcommittee on Military Construction, Veterans Affairs, and Related Agencies. If you have any questions or require further information, please contact following the Subcommittee staff: Keri Lyn Michalke (Military Construction/Title I), Jason Wheelock (Veterans Affairs/Title II), and Betsy Bina (Related Agencies/Title III and General Provisions/Title IV). Technical questions related specifically to the operation of the system should be directed to the Committee's IT office at Approp.ITMemberRequest@mail.house.gov.

I look forward to working with you as the FY24 appropriations process begins.

Sincerely,



John R. Carter
Chairman
Subcommittee on Military Construction, Veterans Affairs, and Related Agencies