

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

Fiscal Year 2024 Member Request Guide

**Database opens March 10, 2023
Member Request deadline is 6:00 PM, March 31, 2023
Members must post CPF requests on their websites on April 17, 2023**

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 at Army Fort in State.
- **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.

Financial Disclosure Certifications and Federal Nexus Statements

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. 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 FY22 National Defense Authorization Act.

The Chair's template for financial disclosure certifications and Federal nexus statements is available [here](#).

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.

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) 2024 funds only and cannot be for multiyear funding. In addition, requested projects must meet the following criteria:

- Be included on an unfunded requirements/unfunded priorities list (UFR/UPL) from a military service or combatant command or the FY24-FY28 Future Years Defense Program (FYDP).
 - Projects suggested by an installation or unit commander will not be accepted.
- 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 FY24.
- Submitted to the House Armed Services Committee (HASC) for inclusion in the FY24 National Defense Authorization Act or previously authorized.
- 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.

Construction and Unspecified Minor Construction – Active Components

Eligible Community Project Funding requests include both construction and unspecified minor military construction projects for active components in the accounts listed below. An unspecified minor military construction project is a project that has an approved cost equal to or less than \$9,000,000.

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

Construction and Unspecified Minor Construction – Reserve Components

Eligible Community Project Funding requests include both construction and unspecified minor military construction projects for Reserve Components in the accounts listed below. An unspecified minor military construction project is a project that has an approved cost equal to or less than \$9,000,000. *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 FY24-28 FYDP listing the military construction projects that may be eligible for Community Project Funding in FY24 can be obtained through the Under Secretary of Defense (Comptroller) website: <https://comptroller.defense.gov/Budget-Materials/>.

Please contact the Subcommittee if you have any issues identifying the eligible FY24 sources for military construction Community Project Funding requests.

The Committee may limit the number and amount of any Community Project Funding in FY24, based upon the availability of funds. Any caps will be determined by the Chair after reviewing the full universe of 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 FY24.
- 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 FY24-FY28 FYDP? If so, which fiscal year?
- Is the project on a FY24 Service or Combatant Command unfunded requirements/unfunded priorities list (UFRs/UPLs)?
- Does the project have a DD Form 1391?
- If a Reserve Component project, does it require a State funding match?
- Is this project at or above 35% design complete?
- Can the project funds be obligated in FY24?
- Has a corresponding request been submitted to HASC for inclusion in the FY24 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?