

MEMBER GUIDANCE AND REQUIREMENTS FOR SUBMISSIONS TO THE SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT, AND RELATED AGENCIES

The information and directions provided in this document are intended to simplify the electronic database process and help ensure Member request(s) are entered correctly. Please read this document carefully before entering your Member's request(s) in the database. It is important to ensure the information is both accurate and complete, so that the requests may be properly considered by the Subcommittee. **Please consider beginning this process early, as the Subcommittee is requesting Members review a significant amount of information prior to submission to ensure that requests can be appropriately considered. All requests must be submitted through the database by no later than 6:00 p.m. on April 29, 2022.**

Distinguishing Community Project Funding, Programmatic, and Language Requests

There are three types of requests that can be submitted to the Subcommittee for consideration, which include:

- 1) **Community Project Funding Request:** a funding request for a specific governmental or Tribal entity or non-profit organization to carry out a specific community project.

Example: Provide \$100,000 to Non-profit USA for capital improvements to a community center in City, County, State.

- 2) **Programmatic Request:** a request to fund a specific competitive or formula program in the bill at a specified level.

Examples: Provide \$100,000,000 for the Low and No Emission Bus program; Support highest possible funding for Community Development Block Grants.

- 3) **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 DOT to integrate considerations of the impacts of climate change into all aspects of the Department's transportation planning and into competitive grant and formula programs.

If the programmatic or language request is **intended to be for a specific governmental or Tribal entity or non-profit organization and not competitively awarded or allotted by formula, or narrowly defines a competitive grant to the extent that only one entity or geographic area can apply, this is a community project funding request and must be submitted as such.** If you have questions about whether or not a programmatic or language request is a community project funding request, please contact the Subcommittee.

Community Project Funding Requests

The Subcommittee will include a limited number of community projects in the FY 2023 THUD bill. A Member may submit a total of **15 community project funding requests across all Subcommittees. Members must post information on the community project funding requests they have submitted to the Appropriations Committee on their official House**

website. The Appropriations Committee will only consider funding those community project funding requests that have been posted for the public no later than May 19, 2022 by a Member. The Member's website must contain the following information for each community project funding request submitted in FY 2023:

- The proposed recipient and address of the recipient;
- The amount of the request; and
- An explanation of the request, including project site location, purpose, and why it is a valuable use of taxpayer funds.

Members will need to provide a link to their website containing this information when they enter the community project funding request into the database.

Additionally, each request for community project funding requires a signed certification letter stating that neither the Member nor their immediate family has a financial interest in the designated entity in order to receive funding for the community project funding. All electronic signatures must be submitted using the Quill system. A template of the certification letter was circulated with the March 18th Dear Colleague from Chair DeLauro. The certification letter must be uploaded into the database for each community project funding request. This certification letter will be made available for public review on the Appropriations Committee's website if the request for the community project funding is included in the FY 2023 THUD bill.

All community project funding requests must meet all applicable eligibility requirements for the program in which the request is made, including any applicable local cost-share. Although programmatic or language requests may be made for any account, **only four accounts in the THUD appropriations bill will be open for community project funding requests, which include:**

- 1) Department of Transportation – Airport Improvement Program (AIP): Projects for enhancing airport safety, capacity, and security, and mitigating environmental concerns in accordance with sections 47101 to 47175 of title 49, United States Code, and FAA policy and guidance.
- 2) Department of Transportation – Highway Infrastructure Projects: Highway capital projects eligible under title 23 of the United States Code. Eligible projects are described under Section 133(b) of title 23, United States Code. Tribal and territorial capital projects authorized under Chapter 2 of title 23, United States Code, are also eligible.
- 3) Department of Transportation – Transit Infrastructure Projects: Transit capital projects eligible under chapter 53 of title 49 of the United States Code.
- 4) Department of Housing and Urban Development – Economic Development Initiative (EDI): Activities eligible under the Community Development Block Grant (CDBG) program (title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5301 et seq.)), which may include site acquisition, demolition or rehabilitation of housing or facilities, construction and capital improvements of public facilities (including water and sewer facilities), and public services, unless otherwise specified in the guidance.

For these four accounts, please see the specific guidelines attached for additional information on eligible activities and submission criteria.

Guidelines for Final Submission

Request Letter

- Each request to THUD must be submitted in the form of a letter. Requests can be submitted individually (one letter per request) or each request can be integrated into a single consolidated letter for all requests made to this Subcommittee. The letter(s) must contain: a prioritized list of THUD programmatic, language, and community project funding requests; dollar amounts (for funding requests); and specific accounts for each such programmatic, language, and community project funding requests.
- The letter must be signed by the Member and printed on the Member's letterhead. All electronic signatures must be submitted using the Quill system.
- Ensure the prioritization list for community project funding, programmatic, and language requests entered into the database is identical to the prioritization in the Member's THUD request letter.

Community Project Funding Certification Letter

- Each certification letter for a community project funding request must follow the specific instructions in the database and state that neither the Member nor their immediate family has a financial interest in the designated entity.
- The letter must be signed by the Member and printed on the Member's letterhead. All electronic signatures must be submitted using the Quill system.
- Each individual community project funding request requires an individual certification letter.
- Ensure that the name and location listed for each community project funding request in the database is identical to the name and location in each community project funding certification letter.

General Requirements and Guidelines for Community Project Funding Requests

- Ensure community project funding names submitted in the database, THUD request letter, and community project funding certification letter are all identical.
- Ensure all community project funding requests include the city, county, or Tribe, as applicable, two letter state abbreviation, and postal code in which the project is located.
- Please make every effort to note if a community project funding request is also being requested by another Member.
- Please ensure community project funding requests are not duplicative of requests to another Committee or Subcommittee.

Questions

If you have any questions or require further information, please contact the Subcommittee staff at TH.MemberRequests@mail.house.gov. Technical questions related specifically to the operation of the database should be directed to the Committee's IT office at Approp.Comops@mail.house.gov.