

**House Appropriations
Subcommittee on Energy and Water Development and Related Agencies
Database Instructions**

The directions provided in this document are intended to instruct the fiscal year 2023 (FY23) online database process for the House Appropriations Subcommittee on Energy and Water Development and help ensure requests are entered correctly. Entering requests properly is necessary for consideration. Failure to enter requests in the online database in accordance with this document may result in requests not being considered for inclusion in the FY23 Energy and Water Development appropriations legislation.

General Guidance for Energy and Water Development Requests

The online database will open on Monday, April 4, 2022, pending the submission of the President's budget request for FY23. **The deadline for submissions is 6:00 pm Eastern time on Friday, April 29, 2022.** The database will close promptly at 6:00 pm Eastern time.

General procedures for submitting Member requests for Energy and Water Development for FY23 were outlined by Chairwoman Kaptur in a Dear Colleague dated March 24, 2022. Please click [here](#) to view a copy of that letter. Please refer to that letter for general information regarding the FY23 Member request processes for all programmatic and language requests that are not Community Project Funding (CPF) requests.

General Guidance for Community Project Funding Requests

The Subcommittee anticipates including only a limited number of CPF requests in the bill and report. Members are encouraged to assign their top priorities only to the most essential projects. As in previous years, the Subcommittee is unlikely to carry authorizing language.

These instructions provide a step-by-step guide to entering CPF requests into the database, so please use and refer to this document early and often.

The Subcommittee will only consider CPF requests in the following accounts and areas:

Corps of Engineers:

- Investigations
- Construction
- Mississippi River and Tributaries
- Operation and Maintenance

Bureau of Reclamation:

- Water and Related Resources

Department of Energy

- Topics include:
 - energy efficiency, renewable energy, sustainable transportation

- cybersecurity, energy security, emergency response
- electricity, energy storage
- nuclear energy
- fossil energy, carbon management, critical minerals

The online database will not allow CPF requests to be entered into any accounts other than those listed above. Given the ban on directing Community Project Funding to for-profit entities, projects with for-profit entities as a recipient are not allowed. For the Corps of Engineers and Bureau of Reclamation, only authorized projects will be considered for funding.

Please wait until 15 calendar days after the Committee’s submission deadline before posting the information online on the Member’s website. This is a change from last year. Providing 15 days between the submission deadline and posting will allow Committee staff to review the requests and make sure they are properly categorized as a CPF. Online posting should occur in the time period between 15 and 20 calendar days following the submission deadline. Subcommittee staff will contact the Member office staff contact if there are any questions or issues.

For CPF requests, Members also must provide a signed certification of no financial interest and a template is posted [here](#) on the Committee website. Members must certify that neither they nor their immediate family have a financial interest in the projects they request. The Committee will not consider a CPF request without the signed certification.

While Members are required to certify to the Committee that neither they nor their immediate family have a financial interest in a proposed project, Members should also be fully aware of any other financial aspects or relationships associated with the proposed CPF request that might raise ethical concerns. These include but are not limited to lobbyists, donors, or other affiliated parties that have an interest in the project.

If your office includes electronic signatures, please make sure you are using the Quill system. Only electronic signatures that use the Quill system will be accepted.

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

Guidance Specific to the Corps of Engineers and Bureau of Reclamation

Information on CPF Requests for the Corps of Engineers and Bureau of Reclamation

All requests for the Corps of Engineers (Corps) and Bureau of Reclamation (Reclamation) accounts listed above should reflect a funding amount that can be realistically utilized in FY23. This is referred to as the project’s “capability” for FY23. All projects will be sent to the relevant agency for technical assistance, including regarding project capability.

Please note that if the Member wishes to support a project in the President’s budget request at the amount requested in the budget request, that will continue to be a programmatic request. In this case, please select “Program” as the Request Type and insert the official name of the project as it appears in the budget request in the “Program Title” line. **If a Member supports only the requested amount in the President’s budget request, this will not be a CPF request and will not be treated as such by the Subcommittee.** Please do not use a CPF request for this purpose.

If the scope of the Member’s request varies from the President’s budget request (i.e. the Member is seeking an amount above the budget request amount), then the request must be submitted as a CPF request. In this case, please select “Project” as the Request Type and fill out all requested information. Detailed instructions are below.

If the project is not included in the President’s budget request, the Member must submit it as a CPF request. In this case, please select “Project” as the Request Type and fill out all requested information. Detailed instructions are below.

Please note that for the Corps, the Subcommittee may provide funding for a very limited number of new start projects, if any, in the Investigations, Construction, and Mississippi River and Tributaries accounts. While requests for new starts in these accounts will be accepted, please consider this limitation when making requests.

Please note that for the Corps, the Subcommittee may provide funding for a limited number of Environmental Infrastructure (EI) projects and Continuing Authorities Program (CAP) projects, if any, in the Construction account. While requests for specific projects will be accepted, please consider these limitations when making requests.

Please note that for Reclamation, projects authorized under sections 4007, 4009(a), and 4009(c) of the Water Infrastructure Improvements Act for the Nation (WIIN) Act of 2016 (Public Law 114–322) will not be accepted.

Directions for Submitting Corps and Reclamation
CPF Requests

The following directions are for Corps and Reclamation CPF requests only. As noted previously, failure to follow these instructions may result in your request not being considered for inclusion. CPF requests will only be accepted for the accounts listed above. Only authorized projects will be considered for funding.

Please note that it is of the utmost importance to provide the official project name ***and*** the correct project authorization information. If inaccurate information is provided, the Subcommittee may not be able to properly evaluate your request.

To assist you in identifying and providing the Subcommittee with the official project name and project authorization, lists of authorized projects in a searchable PDF format can be found [here](#).

Please locate your authorized Corps or Reclamation project and use the official project name as it appears in these lists. Once you locate the name of your project, you will also need to provide to the Subcommittee the Public Law and section of the law that authorizes your project, and enter it into the database in the appropriate place (as a response to a supplemental question). (example: P.L. 110–114, Section 1401).

If you are not able to find your authorized Corps project in the authorized project list, or if you have difficulty finding the authorization information, contact your local Corps District office to obtain this information. If you are not able to find your authorized Reclamation project in the authorized project list, or if you have difficulty finding the authorization information, contact your local Reclamation Region office to obtain this information.

Once you have gathered the above initial information, proceed to the “Add New Submission” page in the online database. For “Subcommittee”, select “Energy & Water”; for “Request Type”, select “Project”. You will then see the “Agency/Bureau” and “Account” options that allow for CPF requests. For “Program”, select “General” for every project that is not a Corps Continuing Authorities Program (CAP), or Environmental Infrastructure (EI) project. If you are requesting a CAP or EI project, please make the appropriate selection within the Construction account dropdown.

After making the selections above, click “Save and Continue”. On the next page, fill out each field as directed below. Unless otherwise instructed below, failure to provide responses to each question may result in requests not being considered for inclusion.

For CPF requests for both the Corps and Reclamation, you will need the following information:

Within the “Request” field, enter the following:

- Project Title: This should be the official project name, from the list mentioned above, or found in consultation with your local District or Regional office. This name should match the name used in the Financial Disclosure Letter and the Member’s website providing project information.
- Project Description: This should be a brief description of the project and its activities; can be found on the Corps or Reclamation website, or through discussions with your local Corps District or Reclamation Region office.
- Estimated Start Date: Please leave blank.
- Estimated End Date: Please leave blank.
- Letter of Community Support: Community engagement and support is crucial in determining which projects are worthy of Federal funding. To that end, please describe or include evidence of community support that were compelling factors in the Member’s decision to submit this project request. It is recommended that this be from the non-federal sponsor of the project or the project partner for the project being

requested. If there is no official non-federal sponsor or project partner, this can be a letter of support from the community, or evidence of community support. One file only. 10 MB limit. Allowed types: pdf, doc, docx, png, jpg, jpeg, xls, xlsx.

Within the “Request Information” field, enter the following:

- Amount Requested for FY23:
 - **If the project is included in the President’s budget request, the amount requested for FY23 should be only the additional amount above the budget request that you are requesting for the project. (This is a change from last year.)**
 - If the project is not included in the President’s budget request, the amount requested for FY23 should be the amount you are requesting for the project.
- Total Project Cost: Please leave blank.
- FY23 President’s Budget Request Amount: If not included in the FY23 President’s budget request, write \$0.
- FY22 Enacted Amount:
 - If not included in FY22 enacted legislation **or** a Corps or Reclamation work plan, write \$0.
 - If included in FY22 enacted legislation, the FY22 enacted amount is the total of the President’s budget request (if any) **plus** the amount in any Corps or Reclamation work plan (if applicable).
- Can the project obligate all appropriated funds within 12 months after enactment?: The answer to this question should be yes. If the answer is no, this project may not be a good candidate for CPF funding.
- Request submitted to another subcommittee this fiscal year?: If the answer is yes, please choose the appropriate subcommittee in the new dropdown box. Submitting the same project to multiple subcommittees is discouraged.

Within the “Project/Recipient Information” field, enter the following:

- Is the funding requested by a governmental or non-profit organization?: Select Governmental as the recipient of funding is either the Corps or Reclamation.
- Please leave the “Recipient Information” (Recipient Point of Contact, Phone Number, Email Address, Legal Name, and Address) blank as the recipient of the funds will be the Corps or Reclamation. You may write the congressional district in which the recipient is located.

Within the “Disclosure and Transparency” field, enter the following:

- Project Information URL: Provide a link to the Member’s website with information about your project requests.
- Request Explanation: Provide a detailed explanation of the project purpose and why it is a valuable use of taxpayer funds.
- Financial Disclosure Letter: Upload a letter signed by your Member stating that neither the Member nor their immediate family have a financial interest in the project being requested. You can find additional directions for Member certifications [here](#).

For the “Supplemental Questions” field, you will be asked to provide information to a series of questions:

- For the first question, please provide the official project name as assigned by the Corps or Reclamation. You can find the project name from the previously mentioned lists of authorized projects or through working in consultation with your local Corps District or Reclamation Region office.
- For the second question, please provide the project authorization. You can find instructions on how to find this information on page 3 of this document. You can also contact your local Corps District or Reclamation Region office for this information.
 - If making a request for a Continuing Authorities Program (CAP) project, please provide the specific Continuing Authorities Program section applicable to your project request (i.e. “204”, “1135”, etc.).
 - If making a request for an Environmental Infrastructure (EI) project, please provide the EI program authorization, including the Public Law and specific section number (i.e. Section 595 of Public Law 106-53).
- For the third question, if making a Corps request, please provide the name of the Corps District where the project is located. If making a Reclamation request, please provide the name of the Reclamation Region where the project is located.

Guidance Specific to the Department of Energy

**Information on CPF Requests for the
Department of Energy**

All CPF requests for the Department of Energy (DOE) should reflect a funding amount that can complete the project or complete a discrete segment of the project. In the event that the Subcommittee cannot fully fund your request, information is required to be provided about a minimum funding level that could be realistically utilized in FY23 to advance the project or complete a discrete segment of the project. If the minimum amount exceeds available funding, then the project may not be funded.

The number of projects and the amount will be limited. In FY10, the last year these DOE CPFs were included in the House, House projects selected for funding received \$740,000 on average,

and the range of funding was approximately \$75,000 to \$3 million. Note that the Committee may consider similar or slightly lower amounts for FY23, and any caps will be determined after reviewing the full universe of requests. Members should not expect that every request will be able to be funded or funded in full.

Given the ban on directing Community Project Funding to for-profit entities, projects with for-profit entities as a recipient are not allowed. In addition, funds may not be used to support building construction (no brick and mortar). Electric vehicle (EV) charging station projects will not be considered unless there is a renewable energy or energy storage connection to the charging station. Please direct questions about any other EV charging station request to the Transportation, and Housing and Urban Development Subcommittee.

As stated above, only certain topic areas within the Department of Energy are eligible for CPF requests. Topics include:

- energy efficiency, renewable energy, sustainable transportation
- cybersecurity, energy security, emergency response
- electricity, energy storage
- nuclear energy
- fossil energy, carbon management, critical minerals

Statutory cost sharing requirements may apply to these projects, as required by section 988 of the Energy Policy Act of 2005. The amount of required cost sharing will depend on the scope and technological maturity of the project:

- Research or development activities of a basic or fundamental nature: no minimum cost share
- Research or development activities of an applied nature: minimum 20 percent cost share
- Demonstration or commercial application: minimum 50 percent cost share

Some projects may contain elements of more than one of the categories shown above. Therefore, some projects may have a blended cost share. It is recommended that you ensure the requested recipient is aware of and can meet applicable cost sharing requirements prior to submitting a CPF request.

Directions for Submitting Department of Energy CPF Requests

Please note, the following directions are for Department of Energy CPF requests only. As noted previously, failure to follow these instructions may result in your request not being considered for inclusion. CPF requests will only be accepted for the topic areas listed above. If you have questions about if a project fits into the topic areas, please contact the Subcommittee.

Once you have gathered the CPF project information, proceed to the “Add New Submission” page in the online database. For “Subcommittee”, select “Energy & Water”; for “Request Type”, select “Project”. For “Agency/Bureau”, select “Department of Energy”. For “Account” and “Program”, select “General”.

After making the selections above, click “Save and Continue”. On the next page, fill out each field as directed below. Unless otherwise instructed below, failure to provide responses to each question may result in requests not being considered for inclusion.

For CPF requests for the Department of Energy, please provide the following information for each question:

Within the “Request” field, enter the following:

- Project Title: This should be the official project name, and it should match the name used in the Financial Disclosure Letter and website providing project information.
- Project Description: This should be a brief description of the project and its activities.
- Estimated Start Date: This should be the estimated start date of the project.
- Estimated End Date: This should be the estimated completion date of the project.
- Letter of Community Support: Community engagement and support is crucial in determining which projects are worthy of Federal funding. To that end, please describe or include evidence of community support that were compelling factors in the Member’s decision to submit this project request. One file only. 10 MB limit. Allowed types: pdf doc docx png jpg jpeg xls xlsx.

Within the “Request Information” field, enter the following:

- Amount Requested for FY23: This should be the federal share (excluding any cost sharing requirements that may apply). If the project is funded in the President’s budget request, the amount entered here should be the amount above the budget request.
- Total Project Cost: All requests for DOE should reflect a funding amount that can complete the project or complete a discrete segment of the project.
- FY23 President’s Budget Request Amount: If not included in the FY23 President’s budget request, write \$0.
- FY22 Enacted Amount: If not included in FY22 enacted legislation, write \$0.
- Can the project obligate all appropriated funds within 12 months after enactment?: The answer to this question should be yes. If the answer is no, this project may not be a good candidate for CPF funding.
- Request submitted to another subcommittee this fiscal year?: If the answer is yes, please choose the appropriate subcommittee in the new dropdown box. Submitting the same project to multiple subcommittees is discouraged.

Within the “Project/Recipient Information” field, complete all questions.

- For the question “Is funding requested by a governmental or non-profit organization?” please provide information to support the recipient’s status and include the organization’s Employer Identification Number (EIN). Please note that not all non-profits will be eligible for funding.
- Failure to provide this information may result in the request not being funded.

Within the “Disclosure and Transparency” field, enter the following:

- Project Information URL: Provide a link to the Member’s webpage containing project information.
- Request Explanation: Provide an explanation of the benefit of the project to addressing the nation's energy challenges. This should **not** repeat the Project Description already provided.
- Financial Disclosure Letter: Upload a letter signed by your Member stating that neither the Member nor their immediate family have a financial interest in the project being requested. You can find additional directions for Member certifications [here](#).

For the “Supplemental Questions” field, you will be asked to provide information to a series of questions:

- For the first question, provide an explanation of the benefit of the project to addressing the nation's energy challenges. This should **not** repeat the Project Description already provided.
- For the second question, please indicate if the requested funding completes the project. As a reminder, all requests for DOE should reflect a funding amount that can complete the project or complete a discrete segment of the project. If the Subcommittee cannot fully fund your request, information is required to be provided about a funding level that could be realistically utilized in FY23 to advance the project or complete a discrete segment of the project.
- For the third question, please provide the minimum amount of funding, or smallest useful increment of funding, that could be used to advance the project or complete a discrete segment of the project if the full requested amount is not available. If the minimum amount exceeds available funding, then the project may not be funded.
- For the fourth question, please select which type of project it is.
 - For research or development activities of a basic or fundamental nature, please select “basic or fundamental science”.

- For research or development activities of an applied nature, please select “applied research and development”.
 - For demonstration or commercial application activities, please select “demonstration or commercial”.
 - For projects that contain elements of more than one of the categories above, please select “combination”. You will be required to provide an explanation in the following supplemental question.
 - For any other type of project, please select “other”. You will be required to provide an explanation in the following supplemental question.
- For the fifth question, please provide an explanation if “combination” or “other” was selected for the previous question. If “combination” was selected, please provide list each relevant category of the project. If “other” was selected, provide an explanation of how the project does not fit into the categories of the previous question but still meets the mission of the Department of Energy.
 - For the sixth question, please indicate yes or no if the recipient has the ability to meet the statutory cost sharing requirements that may apply to the project. As a reminder, statutory cost sharing requirements may apply to the project, as required by section 988 of the Energy Policy Act of 2005. Additional information about cost sharing requirements is provided above.
 - For the seventh question, please indicate that the recipient attests that it is not a for-profit entity. As a reminder, the Committee has imposed a ban on directing Community Project Funding to for-profit entities, as outlined in the [General Guidelines for Community Project Funding](#).