MEMBER GUIDANCE FOR SUBMISSIONS TO THE
SUBCOMMITTEE ON FINANCIAL SERVICES AND GENERAL GOVERNMENT

General Guidance

Please refer to the March 18th Dear Colleague from Chair DeLauro for general information regarding the fiscal year 2023 process, and the March 25, 2022 Dear Colleague from Chair Quigley for general procedures for submitting Member requests to the Subcommittee on Financial Services and General Government.

The supplemental information and directions provided in this document are intended to simplify the online request process and help ensure requests are entered correctly. Please read this document carefully before entering your requests online. It is important to ensure the information is entered accurately, so that the requests may be properly considered for funding.

All requests must be submitted through the online database by no later than April 27, 2022, at 6PM.

Distinguishing community project, program, and language requests

Community Project Requests are funding requests for a specific non-Federal entity to carry out a specific project.

> Example: *Provide $500,000 for an entrepreneur training program at a nonprofit in City, State.*

Programmatic Requests are requests to fund a specific program in our bill at a specified level.

> Example: *Provide $150,000,000 for Small Business Development Centers.*

Language Requests are requests 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 SBA and its resource partners to continue efforts to increase outreach and direct support to women entrepreneurs and small businesses in underserved communities.*

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

Community Project Funding Requests

All community project requests must meet all applicable eligibility requirements for the program in which the request is made. Although programmatic or language requests may be made for any account, only the following accounts in the FSGG appropriations bill will be open for community project requests:

- **General Services Administration, Federal Buildings Fund - New Construction, Major Repairs and Alterations and Basic Repairs Accounts:** Projects are limited to line items in the GSA Federal Buildings Fund requested by the Administration in either the FY22 or FY23 budget request. This account was not eligible for community project funding in the House in FY22 but was eligible for community project funding in the Senate. The awards in FY22 ranged from $500,000 to $50 million. Note that the Committee may consider a similar project range for FY23, and any caps will be determined by the Chair after reviewing the full universe of requests.

- **National Archives and Records Administration, National Historical Publications and Records Commission:** Projects that help ensure online public discovery and use of historical records collections, encourage public engagement with historical records, strengthen the nation's archival network, or publish documentary editions of historical records. Generally, projects should comply with the eligibility requirements for existing National Historical Publications and Records Commission grants programs as specified at https://www.archives.gov/nhprc/apply/eligibility.html. This account was not eligible for community project funding in the House in FY22 but was eligible for equivalent funding in the Senate. The average award in FY22 was just under $500,000. Note that the Committee may consider slightly higher project amounts for FY23, and any caps will be determined by the Chair after reviewing the full universe of requests.

- **Small Business Administration, Small Business Initiatives:** Projects in support of small businesses, including but not limited to entrepreneur training, workforce development, counseling, research, and construction or acquisition of facilities. The average award in this account for FY22 was $650,000. Note the Committee may consider slightly higher project amounts for FY23, and any caps will be determined by the Chair after reviewing the full universe of requests.

For each Community Project request, Members will be asked to respond to a series of questions intended to provide transparency and ensure the Community Project is a valuable use of taxpayer funds. The questions for each account are listed below.

General Services Administration, Federal Buildings Fund, Repairs and Alterations-Basic Repairs

1. Does the public have access to the building the project will be completed in?

2. Can this project be executed by a small business?

3. Does this request augment an existing Basic Repairs project?

4. Has a Major Alteration and Repairs project been completed at this site in the last three years?

5. 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. Please include any relevant links to information posted on your website, or online, including letters of support as well as a list of any material you are uploading.

National Archives and Records Administration, National Historical Publications and Records Commission

1. How will this project directly help ensure online public discovery and use of historical records collections, encourage public engagement with historical records, strengthen the nation's archival network, or publish documentary editions of historical records?

2. Please provide a detailed spend plan for the requested funding, breaking down anticipated expenditures for each major category of project activity.

3. Are there matching funds associated with the requested funds? If yes, please list the source(s) and amount(s).

4. If the request does not fully fund the project, describe where the remaining funding comes from to fund the project.

5. If the Appropriations Committee is not able to provide the full amount of funding requested, can this project start in a limited capacity?

6. Is this a new or ongoing project? If it is an ongoing project, please provide a history of funding for the project, including Federal, state, or local government; non-profit; corporate.

7. Will the funds go to an organization that will make sub-grants of those funds to other organizations? If yes, please list the sub-grantees.

8. Is this a capital project or will any funds support operating costs?

9. Who will oversee the administration/management of the project and what accountability measures will be in place to ensure the appropriate use of taxpayer funds?

10. What performance standards will be used to evaluate whether the program or project supported by the funds meets its mission?

11. Has the organization or any potential sub-grantees been subject to sanction or litigation by State, local, or Federal governments in the past five years? If yes, please provide details.

12. Has the organization received funding from the National Archives and Records Administration in the past 5 years? If yes, please provide details on the amount(s) and purpose(s) for which these funds were received.

13. 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. Please include any relevant links to information posted on your website, or online, including letters of support as well as a list of any material you are uploading.

Small Business Administration, Small Business Initiatives

1. How will this project directly benefit small businesses and/or entrepreneurs at the local, regional, and/or national level?

2. Please provide a detailed spend plan for the requested funding, breaking down anticipated expenditures for each major category of project activity.

3. Are there matching funds associated with the requested funds? If yes, please list the source(s) and amount(s).

4. If the request does not fully fund the project, describe where the remaining funding comes from to fund the project.

5. If the Appropriations Committee is not able to provide the full amount of funding requested, can this project start in a limited capacity? {yes/no}

6. Is this a new or ongoing project? If it is an ongoing project, please provide a history of funding for the project, including Federal, state, or local government; non-profit; corporate.

7. Will the funds go to an organization that will make sub-grants of those funds to other organizations? If yes, please list the sub-grantees.

8. Is the project a capital project or will the funds support operating costs?

9. Who will oversee the administration/management of the project and what accountability measures will be in place to ensure the appropriate use of taxpayer funds?

10. What performance standards will be used to evaluate whether the program or project supported by the funds meets its mission?

11. Has the organization or any potential sub-grantees been subject to sanction or litigation by State, local, or Federal governments in the past five years? If yes, please provide details.

12. Has the organization received funding from the Small Business Administration in the past 3 years? If yes, please provide details on the amount(s) and purpose(s) for which these funds were received.

13. 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. You may include any relevant links to information posted on your website, or online, including letters of support.

Financial Disclosure Statement

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 to receive funding. This letter must accompany the Community Project submission in the Committee's electronic database system; the Committee will not consider a requested project without this certification. This letter will be posted online by the Committee if the request is included in a fiscal year 2023 Appropriations bill. Language and programmatic requests do not require a disclosure letter.

Additional Committee-wide detailed guidance on financial certifications can be found [here](#).

Member Requirement to Post All Requests and Certifications Online

Members must post information on the community project requests they have submitted to the Appropriations Committee on their official House website between 15 to 20 business days following the submission deadline.
The Member's website must contain the following information for each community project request submitted in FY 2023:
- the name of the proposed recipient,
- the address of the recipient,
- the amount of the request,
- an explanation of the request, including purpose, and a justification for why it is an appropriate use of taxpayer funds, and
- the Member's signed certification letter stating there is no financial interest in the project.

Additional Committee-wide detailed guidelines on Community Project submissions can be found [here](#).

<u>Questions</u>

If you have any general questions or require further information, please contact the Subcommittee staff at FS.MemberRequests@mail.house.gov or (202) 225-7245. Technical questions related specifically to the operation of the system should be directed to the Committee's IT office at Approp.Comops@mail.house.gov.