MEMBER DIRECTED SPENDING PROGRAMS

QUICK START GUIDE FOR CONGRESSIONAL OFFICES
INTRODUCTION

NAVIGATING AN OLD/NEW PROGRAM

In early Spring 2021, House Appropriations Chair Rosa DeLauro and Senate Appropriations Chair Patrick Leahy announced that the committees would reinstate a modified opportunity for congressionally-directed spending — what used to be known as “earmarks.”

While these programs were both reinstatements of prior programs, the institution of additional guardrails for transparency and accountability, as well as Member and staff turnover in the House and Senate, meant that for most offices, these programs were brand new. This posed some challenges, but also provided opportunities for offices to experiment with new methods of constituent outreach to increase public access and input into decision-making on appropriations. Earmark projects included in the final FY22 omnibus spending bills covered a wide range of projects from across the country.

As former Congressional staff, we have experience setting up and managing constituent-facing programs, including appropriations before the 10-year ban on earmarks, in District, DC, and Committee offices. This guide is intended to serve as an easy reference for information on the Member-Directed Spending programs from the Home and Senate Appropriations committees, and best practices and tips for success from our own experience.

Please note: this information has been updated with new guidance from the House Appropriations Committee on FY23 guidelines. We will continue to update with additional information from House subcommittees and the Senate Appropriations Committee as it is released.

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### PROGRAM OVERVIEW

- **Limited to 1%** of overall discretionary spending.
- All requests must be [posted online](#).
- Member must certify no financial interest by Member or immediate family.
- For-profit entities not eligible ([only government and nonprofits](#)).
- GAO will [audit](#) sample of enacted requests.

### THE COMMUNITY GRANT PROCESS WITHIN CONGRESSIONAL OFFICES:

**NOW**

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#### OUTREACH
- Reach out to local officials & organizations.
- Alert the local media.
- Hold information sessions.

#### RECEIVE REQUESTS
- Set up an intake form for basic expressions of interest.
- Take meetings from potential recipients.

#### REVIEW & PRIORITIZE
- Vet applicants — both the project and the requesting entity.
- HOUSE: Member selects up to 10 projects to request; gathers evidence of community support

#### REFINE REQUESTS
- Notify applicants Member will recommend.
- Work on answering all supplemental questions, ensuring matching funding (if required).

#### SUBMIT & DISCLOSE
- Submit through the Appropriations Committee portal.
- Includes statement of no financial interest.
- Post on Member’s website.

### HOUSE VS. SENATE

The House and Senate differ slightly on rules for Member-Directed Spending programs. We’ve noted differences in this guide where relevant.
This is still new for everyone!

According to an assessment from the Bipartisan Policy Center, “the decade-long moratorium [on congressionally-directed spending] has drastically diminished member and staff experience and familiarity with earmarks. A BPC assessment shows that only about 30% of members of the current House of Representatives and just 42% of the Senate served in Congress prior to the 2011 ban.” While many offices participated in the program for FY22, the program is still relatively new for many offices.

Program changes for FY23

The House Committee on Appropriations has announced several changes to the CPF program for FY23 (at right). As of March 23rd, only the Leg Branch subcommittee has released further guidance; additional subcommittee guidance will provide more information on Eligible Accounts and individual submission deadlines.

- House offices may submit fifteen requests
- 15-day Committee Review Period between Members submissions and Members posting requests/certifications online
- Strong recommendation that Members submit financial disclosure statements with any Letters of Support for projects not included in 15 formal requests
- Electronic signatures on appropriations-related documents are acceptable only through the Quill platform

SETUP CHECKLIST

- Establish a deadline for applicants to submit information.
  - You may want to consider multiple deadlines for different stages:
    - Initial expressions of interest
    - Full applications for selected projects
    - Evidence of community support evidence
- Decide what criteria your office will use for evaluating submissions and for vetting applicants
  - This will help expedite the decision-making process later
- Post relevant information on the Member’s website
  - The more you can make publicly available, the less staff time will be required to answer questions and explain the process. (See examples in this guide)
- Set up your intake form
  - (See examples in this guide)
- Send letter/email to local officials and relevant organizations
  - (See examples in this guide)
- Share information on social media
  - (See examples in this guide)
- Draft a “We are reviewing your request” template
  - (This can also be set up in the system you use for your intake form — such as Airtable or Google Forms)
- Draft a rejection template for projects that will not advance
- Draft an acceptance template for projects that will be further considered
  - (Including any additional information necessary—or see below for supplemental forms)
GETTING STARTED
SETTING UP YOUR COMMUNITY GRANT PROGRAM

Prepare early for success

While individual subcommittee deadlines have not yet been released for FY23, the House Appropriations Committee has said that it expects to close submissions by the end of April. Below are some suggestions for budgeting your time over the next few months to make sure your office makes the most of this opportunity.

EXAMPLE: FY22 HOUSE SUBMISSION DEADLINES

- Labor, HHS, Ed
- Energy and Water Development

- Commerce, Justice, Science
- Defense

- Agriculture, Rural Development, FDA
- Financial Services and General Government
- Homeland Security
- Interior, Environment, and Related Agencies
- Transportation, and Housing and Urban Development

TBD

- MilCon-VA will accept submissions after the release of the President’s budget

EXAMPLE HOUSE OFFICE SCHEDULE

<table>
<thead>
<tr>
<th>WEEK OF MAR 21</th>
<th>WEEK OF MAR 28</th>
<th>WEEK OF APR 4</th>
<th>WEEK OF APR 11</th>
<th>POSSIBLE DEADLINE for initial submissions</th>
<th>WEEK OF APR 18</th>
<th>WEEK OF APR 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish evaluation criteria</td>
<td>Launch page on website with information for applicants</td>
<td>Launch page on website with information for applicants</td>
<td>Refine final applications</td>
<td>POSSIBLE DEADLINE for initial submissions</td>
<td>Review applications</td>
<td>Member reviews final requests to be submitted</td>
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<tr>
<td>Design intake form</td>
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<td>Ensure all questions answered</td>
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<tr>
<td>Build list of local officials and community groups</td>
<td>Reach out to local officials and community groups</td>
<td>Hold information session or webinar</td>
<td>Perform extended vetting of applicants</td>
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<tr>
<td>Alert local news outlets that announcement coming soon</td>
<td>Send press release explaining the program and process for submission</td>
<td>Emphasize need for applicants to demonstrate community support</td>
<td>Continue to encourage evidence of community support</td>
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<tr>
<td>Begin taking meetings from interested organizations</td>
<td>Announce information session or webinar</td>
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<td>Notify successful applicants, request additional information</td>
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<td>Send rejection template to unsuccessful applicants</td>
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<td>Prepare statements of NO FINANCIAL INTEREST and collect letters from other Members who signed on in support</td>
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<td>Prepare website disclosure</td>
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<td>Submit all requests through Appropriations Portal</td>
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<td></td>
<td>Ready information about all requests to post on Member website after waiting period</td>
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Congressional offices are already hearing from well-resourced local governments and organizations that have lobbyists. **BUT it should not be necessary to retain a lobbyist to submit a community project for consideration.**

**LEVELING THE PLAYING FIELD, ELEVATING WORTHWHILE LOCAL INITIATIVES**

One way Member offices can level the playing field is by making clear information available about the new program and **reaching out to eligible entities within the district**, such as:

- Local Mayors and County Executives
- State officials
- Law enforcement agencies
- Community development entities
- Housing authorities
- School districts and universities
- Local transportation authorities
- Agricultural extension stations
- Organizations that serve small businesses
- Organizations that provide workforce training
- Medical and mental health providers

**PROVIDING INFORMATION AT SCALE**

The short lead-time for submitting requests means that Member offices have to manage their time and resources. One of the easiest ways to make the most of limited staff time is by **making information about the program easy to find and easy to understand** and holding a webinar (or several) to explain and take questions.

**HOUSE: EMPHASIZING THE IMPORTANCE OF “COMMUNITY SUPPORT”**

Given the limited funds and need for Members to select specific projects to recommend, some Member offices may prefer to encourage fewer proposals that have broad community support, which is a factor Appropriators will consider when evaluating requests, such as:

- Letters of support from elected community leaders
- Press articles highlighting the need for the requested community project funding
- Support from newspaper editorial boards
- Projects listed in state intended use plans, community development plans, or other publicly available planning documents
- Resolutions passed by city councils or boards, or
- Other compelling evidence of community support

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**Resource: Guide to Earmarks for Community Requestors**

To make the outreach process easier, we’ve created a guide to earmarks specifically for community requestors. This guide covers the program, what to expect, tips on working with a Congressional office, and how to follow a request after it’s submitted.
Re: Community Project Funding Program

Dear [Contact]:

This year, Members of Congress again have an opportunity to submit a limited number of projects for funding consideration. The new “Community Project Funding program differs from “earmarks” of the past in a few ways:

- Only government entities or nonprofit organizations are eligible for funding
- All request must be made public
- Representatives must attest that neither they nor immediate family members have financial interest in the project
- Representatives are limited to 10 total requests in a limited number of accounts.
- A sample of funding awards will be audited after awarding by the Government Accountability Office

Projects in several program areas are eligible for funding, such as:

- Rural Community Facility grants
- COPS Technology and Equipment
- SBA Small Business Initiatives
- DOL Training and Employment Services
- SAMHSA Health Surveillance and Program Support
- Department of Education—Innovation and Improvement
- HUD Economic Development Initiative (EDI)

I encourage you to review the eligible federal agency programs to determine if any current or planned projects would be appropriate for a funding request. If a suitable project is identified, please submit it for initial staff review by [DATE] using this form. If the project is selected, my staff will contact you for the additional information required for a request to be submitted.

The Appropriations Committee has assured Members that projects will be reviewed on their merits — including statements explaining the project’s value to taxpayers and evidence of community support. Please note that, there is no guarantee that requested projects will be awarded. However, if there is an opportunity to get additional support for the important work happening in our community, I welcome your input.

Sincerely,

Rep. First Last
A clear, standardized intake form is the best way for Congressional offices to receive initial expressions of interest from organizations and entities with projects to be considered. Even if information is shared in a physical or virtual meeting or phone call, every organization or government entity should be directed to enter information into the form so that projects can be more easily compared and evaluated.

SAMPLE FORMS, STANDARD FIELDS

We have created several sample form versions that you can duplicate, customize, and embed on the Member’s website. Click on the images below to view the form customization view. This informational video explains how to customize the form.

VETTING REQUESTS

While some requests may be from known entities, some may come in from organizations or entities that are not familiar to the office. Requests that the Member is considering recommending should get a thorough vetting, including a review of information available through public filings (like 990s for nonprofits) and a search of news articles. For a more in-depth guide to vetting requests, please see this guide.
REVIEW AND VETTING
EVALUATING POTENTIAL APPLICANTS

STAFF EVALUATES INITIAL INQUIRIES
If the office is considering convening a Community Advisory Board or other public participation mechanism for requests, staff may want to do a preliminary evaluation for inquiries that meet basic eligibility criteria:

• Does the requesting entity meet eligibility criteria? (governing entity or nonprofit; not financially connected to the Member or any immediate family of the Member)
• Does the project fit into one of the “eligible accounts” (next page)?

PUBLIC OR STAKEHOLDER PARTICIPATION
Offices may wish to consider inviting stakeholder or public participation through a mechanism such as:

• Convening a Community Advisory Board to weigh in on project inquiries
• Establishing a mechanism for broad public comment on project inquiries

STAFF PRESENTS LIST OF VETTED PROJECTS TO THE MEMBER
Once staff have completed the initial review, the Member has to decide which projects they want to recommend. Keep in mind that not all requests will be funded, or funded at requested level.

The House also has additional rules for Members to consider in prioritizing projects:

• The Member may ONLY recommend up to FIFTEEN projects (sign-on letters of support for other Members’ requests do not count against the 10 projects, but Members are strongly encouraged to submit financial certifications for projects for which they submit letters of support).
• The Member must rank recommended projects in order from 1–15

NOTIFYING APPLICANTS
Once the Member has selected the projects they would like to recommend, it is important both to let those projects that didn’t advance know that no further action is needed and to work with recommended projects to refine their proposals and ensure they have submitted all necessary information.

Office of Rep. [First] [Last], District [#], [State]

Dear [REQUESTING ORGANIZATION],

Thank you for submitting an application for [COMMUNITY PROJECT FUNDING/CONGRESSIONALLY DIRECTED SPENDING GRANT]. Due to an extraordinarily competitive field of applications, I regret to inform you that my office was not able to fulfill your request in this funding cycle.

Please know that this is not a reflection of the quality of this proposal or your organization’s work: I would strongly encourage you to consider submitting an application next year, or to explore additional possible sources of Federal funding at the “grants” page on my website.

Sincerely,
Member of Congress
Agriculture/FDA
• Agricultural Research Service– Buildings and Facilities
• Rural Development–Rural Community Facility Grants
• Rural Utilities Service–ReConnect Grant

Criminal Justice / Science
• Byrne Justice Assistance Grants (Byrne-JAG)
• COPS Technology and Equipment
• NOAA–Operations, Research, and Facilities NASA–Safety, Security, and Mission Services

Energy & Water
• USACE–Investigations
• USACE–Construction
• USACE–Mississippi River and Tributaries
• USACE–O&M
• BOR–Water and Related Resources

Financial Servs & General Gov
• SBA Small Business Initiatives

Homeland Security
• Pre-Disaster Mitigation Grants
• Nonprofit Security Grants
• Emergency Operations Center Grants

Interior
• LWCF–Land Acquisition
• EPA STAG Grants–Certain Water Infrastructure Projects
• USFS–Certain State and Private Forestry Projects

Labor–HHS
• DOL–Employment and Training Administration–Training and Employment Services
• HHS–Health Resources and Services
• HHS–SAMHSA
• DOE–Innovation and Improvement
• DOE–Higher Education

MilCon-VA
• Army
• Navy and Marine Corps
• Air Force
• Defense-Wide
• Army National Guard
• Air National Guard
• Army Reserve
• Navy Reserve
• Air Force Reserve

T-HUD
• DOT–Local Transportation Priorities
• DOT–Airport Improvement Program
• HUD–Economic Development Initiative

Financial Servs & General Gov
• SBA Small Business Initiatives
• NARA Historical Publications and Records Commission
• NARA Repair and Restoration
• GSA Federal Buildings Fund, Construction and Acquisition

Homeland Security
• Pre-Disaster Mitigation Grants
• Emergency Operations Center Grants

SENATE

Agriculture/FDA
• Rural Development–Rural Community Facility Grants
• Rural Development, Distance Learning, Telemedicine, and Broadband
• Animal Plant Health Inspection Service (APHIS) Salaries and Expenses
• NRCS, Conservation Operations
• Watershed Flood Prevention Operations

Criminal Justice / Science
• Byrne-JAG
• COPS Technology and Equipment
• NOAA–Operations, Research, and Facilities
• NASA–Safety, Security, and Mission Services
• NIST STRS, External Projects
• NIST Construction of Research Facilities

Energy & Water
• USACE–Investigations
• USACE–Construction
• USACE–Mississippi River and Tributaries
• USACE–O&M
• BOR–Water and Related Resources
• Energy Efficiency and Renewable Energy
• Offices of: Electricity, Nuclear Energy, Fossil Energy, CESER

Financial Servs & General Gov
• SBA Small Business Initiatives
• NARA Historical Publications and Records Commission
• NARA Repair and Restoration
• GSA Federal Buildings Fund, Construction and Acquisition

Homeland Security
• Pre-Disaster Mitigation Grants
• Emergency Operations Center Grants

Interior
• LWCF–Land Acquisition
• EPA STAG Acquisition
• USFS–Certain State and Private Forestry Projects
• NPS, Historic Preservation Fund
• Legacy Restoration Fund
• Land Management Agencies
• BIA, Operation of Indian Programs
• EPA, National Priorities

Labor–HHS
• DOL–Employment and Training Administration
• HHS–Health Resources and Services
• HHS–SAMHSA
• DOE: FIE
• DOE: FIPSE
• Administration for Children and Families
• Administration for Community Living
• Rehabilitation Services

Military Construction-VA
• Army
• Navy and Marine Corps
• Air Force
• Defense-Wide
• Army National Guard
• Air National Guard
• Army Reserve
• Navy Reserve
• Air Force Reserve

T-HUD
• DOT–Local Transportation Priorities
• DOT–Airport Improvement Program
• HUD–Economic Development Initiative
• TPR&D for research projects
• TIP for Highway Capitol
• TIG for transit capital projects
• CRISI for rail capital projects
PREPARING THE SUBMISSION

Most approved accounts require a large amount of additional information beyond the standard fields. These can be found in subcommittee guidance documents or the “Program-Specific Guidance” summaries we have compiled.

Staff should work with the requesting organization to have complete answers to all questions and any required follow-up documentation.

Pay special attention to two fields the Appropriations Committee has specifically noted as important to their consideration:

- **Statement of taxpayer value** (“Why is this project a good use of taxpayer funds?”)
- **Evidence of community support** — As previously mentioned, the Committee will prioritize projects with clear demonstrations of community support.

STATEMENT OF NO FINANCIAL INTEREST

The Committee requires that every submission include a letter certifying that neither the Member nor their spouse or immediate family have financial interest in the projects they request. The House Committee has provided a template for FY23 here.

- Certification must be on letterhead
- Request titles in the Database, Request Letter, and Certification Letter should all be identical
- Prioritization list in database should match the Member request letter
- Immediate family “means related to Member as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law
- Certification must be signed by Member of Congress
- Certification must be submitted for ALL REQUESTED PROJECTS AND ANY OTHER MEMBERS’ REQUESTS FOR WHICH THE MEMBER SIGNED A LETTER OF SUPPORT
REFINING SUBMISSIONS
PREPARING TO SEND SUBMISSIONS TO THE COMMITTEE

SUBMISSION THROUGH APPROPRIATIONS COMMITTEE PORTAL

Once the Member has selected the projects they would like to recommend, it is important both to let those projects that didn’t advance know that no further action is needed and to encourage recommended projects to refine their proposals and ensure they have submitted all necessary information.

SUBMISSION CHECKLIST

ALL OFFICES:
- Confirmed appropriate account selected
- All questions answered, including program-specific supplemental questions
- Included explanation of funding source if matching funds required
- Included proof of nonprofit status (if potential recipient is nonprofit organization)
- Included signed member attestation of no financial interest — INCLUDING letters from other Members who signed on in support
- Requests listed on Member’s website

HOUSE OFFICES:
- HOUSE: No more than 15 requests (including joint requests and sign-ons) submitted
- Requests have been prioritized across all subcommittees
- Evidence of community support is included

POSTING LIST OF REQUESTS ON MEMBER WEBSITE

Members are required to post every Community Project Funding request online fifteen days after they submit requests to the Committee [House; TBD Senate]. The website must be searchable. (Please note that your office does not need to post the programmatic requests it makes to the appropriate subcommittee, only the Community Project Funding.)

Suggestions for URL for Website disclosure:
- member.house.gov/community-project-funding
- member.senate.gov/congressionally-directed-spending

Include standard fields for each request:
- City
- State
- Project Title
- Proposed Recipient
- Amount Requested
- Subcommittee
- Agency
- Program
- Project Description
- Taxpayer Value explanation
- Evidence of Community Support
## APPROVED HOUSE ACCOUNTS
### PROGRAMS ELIGIBLE FOR COMMUNITY PROJECT FUNDING IN FY22

Community Project funding for House offices was made available in FY22 for certain approved federal programs within several agencies. Summaries are available below; eligible accounts for the House and Senate are noted as H and/or S. Please consult the official subcommittee guidance for all programs before submission.

### Agriculture, Rural Development, Food and Drug Administration, and Related Agencies

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>USDA: Agricultural Research Service, Buildings, and Facilities</td>
<td>For repairing, renovating, or replacing Agricultural Research Service laboratories and facilities. Can be used for buying land, construction, repair, improvement, alteration, extension, or buying equipment or facilities.</td>
</tr>
<tr>
<td>USDA: Rural Development, Rural Community Facility Grants</td>
<td>To be used for purchasing, constructing, or improving essential rural community facilities, including healthcare facilities, public facilities, public safety measures, educational services, and other community support services. Some examples of eligible projects include medical or dental clinics, towns halls, courthouses, childcare centers, police or fire departments, public works vehicles, or distance learning equipment. Can't be used for refinancing debt, paying interest, non-rural areas, or commercial rental space.</td>
</tr>
<tr>
<td>USDA: Rural Utilities Service, ReConnect Grants</td>
<td>For facilitating rural broadband deployment. Can be used for construction, improvement, or other facilities and equipment needed for broadband service to rural areas without sufficient access (less than 90% of the area households having access to fixed terrestrial service with at least 10 Mbps downstream and 1 Mbps upstream). Middle-mile facilities are eligible if they are needed to bring sufficient service to all premises. Mobile and satellite service are not considered in determining sufficient service.</td>
</tr>
<tr>
<td>USDA: Animal Plant Health Inspection Service (APHIS), Salaries and Expenses</td>
<td>For facilitating rural broadband deployment. Can be used for construction, improvement, or other facilities and equipment needed for broadband service to rural areas without sufficient access (less than 90% of the area households having access to fixed terrestrial service with at least 10 Mbps downstream and 1 Mbps upstream). Middle-mile facilities are eligible if they are needed to bring sufficient service to all premises. Mobile and satellite service are not considered in determining sufficient service.</td>
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<tr>
<td>USDA: Natural Resources Conservation Service Conservation Operations</td>
<td>For projects to help people reduce soil erosion, enhance water supplies, improve water quality, increase wildlife habitat, and reduce natural disaster damages.</td>
</tr>
<tr>
<td>USDA: Watershed Flood Prevention Operations</td>
<td>Helps units of federal, state, local, and tribal government protect and restore watersheds up to 250,000 acres. Project must contain benefits directly related to agriculture, including rural communities, that account for at least 20% of the total benefits of the project. Member must certify that program sponsor has contacted NRCS state office to verify the proposal meets all program requirements.</td>
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### Commerce, Justice, Science, and Related Agencies

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<thead>
<tr>
<th>Account Type</th>
<th>Description</th>
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<tbody>
<tr>
<td>DOJ: Byrne Justice Assistance Grants</td>
<td>To assist state, local, and tribal law enforcement efforts to prevent crime, improve criminal justice, provide victims' services, etc. Usually does not fund vehicles, construction, or renovation. Encourages community project funding to improve police-community relations.</td>
</tr>
<tr>
<td>DOJ: COPS Technology and Equipment</td>
<td>To assist state, local, and tribal law enforcement in developing/acquiring effective technologies and communications to help investigate, respond to, and prevent crime. Projects should improve police effectiveness and communication between law enforcement agencies, local service providers, and communities.</td>
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**Energy and Water Development, and Related Agencies**

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<tr>
<th>Agency</th>
<th>Description</th>
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<tbody>
<tr>
<td>Army Corps of Engineers: Investigations</td>
<td>For research, demonstration, or educational projects performed by external partners, or prioritizing NOAA internal funds for geographically specific projects. Note that this does NOT include construction projects, or funding for the National Weather Service, Office of Marine and Aviation Operations, or Coastal Zone Management funds.</td>
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<tr>
<td>NASA: Safety, Security, and Mission Services</td>
<td>For STEM education activities, scientific research, or other work supportive of NASA’s mission directorates and within the agency’s authorities. Not for building construction or renovation.</td>
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<td>National Institute of Standards and Technology (NIST): Scientific and Technical Research Services, External Projects</td>
<td>Projects should address standards-related research and technology development; construction projects will not be accepted.</td>
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<tr>
<td>National Institute of Standards and Technology (NIST): Construction of Research Facilities</td>
<td>Construction projects for non-Federal research facilities at research institutions and colleges/universities; only a very limited number of projects will be supported on an annual basis.</td>
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**Commerce, Justice, Science, and Related Agencies (cont.)**

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<tr>
<td>Commerce: NOAA: Operations, Research, and Facilities</td>
<td>For research, demonstration, or educational projects performed by external partners, or prioritizing NOAA internal funds for geographically specific projects. Note that this does NOT include construction projects, or funding for the National Weather Service, Office of Marine and Aviation Operations, or Coastal Zone Management funds.</td>
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<tr>
<td>National Institute of Standards and Technology (NIST): Construction of Research Facilities</td>
<td>Construction projects for non-Federal research facilities at research institutions and colleges/universities; only a very limited number of projects will be supported on an annual basis.</td>
</tr>
</tbody>
</table>

**Financial Services and General Government**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBA: Small Business Initiatives</td>
<td>To support small businesses through projects like entrepreneur training, workforce development, counseling, research, and construction or acquisition of facilities.</td>
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<tr>
<td>SBA: Administrative Provisions</td>
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<tr>
<td>National Archives and Records Administration: National Historical Publications and Records Commission</td>
<td>projects focus on collecting, describing, preserving, compiling, and publishing documentary sources significant for the history of the United States; implementing solutions to long-term success of preserving these materials and making them accessible.</td>
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<tr>
<td>GSA Federal Buildings Fund, Construction and Acquisition</td>
<td>Funding for Public Buildings Service activities, providing workplaces for Federal agencies and their employees.</td>
</tr>
</tbody>
</table>
**Homeland Security**

**DHS: Pre-Disaster Mitigation Grants**
For projects that meet the Notice of Funding Opportunity requirements for BRIC grants (Building Resilient Infrastructure and Communities). Must have an appropriate letter of support from the state agency responsible for administering mitigation grants in the requestor’s state.

**DHS: Nonprofit Security Grants**
For projects that meet the Notice of Funding Opportunity for the Nonprofit Security Grant program—intended to provide support for target hardening and physical security enhancements to nonprofits at high risk of terrorist attack, including promoting coordination and collaboration between communities and state/local government. See also the Preparedness Grants Manual.

**DHS: Emergency Operations Center Grants**
For projects that meet the Notice of Funding Opportunity for the Emergency Operations Center Grant Program, intended to support flexible, sustainable, secure, strategically located, and fully interoperable Emergency Operations Centers, focused on addressing identified deficiencies. Grants are available for construction or renovation of primary EOCs. Again, must be submitted with a letter from the appropriate state administrative agency.

**Interior, Environment, and Related Agencies**

**USDA: Certain State and Private Forestry projects within the US Forest Service**
For providing technical and financial assistance through the network of State Foresters to improve management, protection, and utilization of forests, including State fire assistance projects, urban/community forestry projects, and specific forest disease/pest treatment areas.

**DOI: Federal land acquisitions under Land and Water Conservation Fund**
For acquisitions for the purpose of land conservation and the encouragement of outdoor recreation. Although third parties are often involved in coordinating land acquisition, please note that the project should be requested through the agency that would manage the land being acquired (BLM, Fish and Wildlife, NPS, or in USDA, the Forest Service).

**EPA: State and Tribal Assistance Grants for certain water infrastructure projects**
Primarily for STAG (State and Tribal Assistance Grants) infrastructure projects, including funding local wastewater and drinking infrastructure projects, to include construction/modification of sewage treatment plants and drinking water treatment plants. Only for projects that are publicly-owned or owned by a nonprofit. Minimum 20% cost share requirement for any project funded through a STAG infrastructure grant—be prepared to show how the 20% cost share will be obtained.

**National Park Service, Historic Preservation Fund**
for projects that preserve historical and archaeological sites; most requests within the Save America’s Treasures (SAT) program; applicants must apply through grants.gov and meet all audit and Secretary of the Interior requirements.

**USDA: State and Private Forestry, Forest Resource Information and Analysis**
To provide technical and financial assistance grants to non-federal forest landowners, including state, tribal, and local governments, for activities including forest health management, cooperative fire protection, wood innovation, and urban and community forestry. Requests should be part of the state’s Forest Action Plan or contribute to the plan’s goals.

*CDS requests for FY 22 were considered for the following accounts on a case-by-case basis.*

- Legacy Restoration Fund
- Land Management Agencies, Construction
- Land Management Agencies, Local Projects and Research
- BIA, Operation of Indian Programs, Special Initiatives
- EPA, Science and Technology, Research: National Priorities
- EPA STAG Infrastructure
**Labor, Health and Human Services, Education, and Related Agencies**

**DOL: Employee Training Administration: Training and Employment Services**
For projects that 1) provide direct services to individuals to enhance employment opportunities; 2) demonstrate linkage with State/local workforce investment systems, and 3) include evaluation. Note that equipment and curriculum development may be incidental to project funding but not the primary component. Can not be used for facility construction/renovation.

**HHS: Health Resources and Services Administration: Program Management**
For projects in the following four categories: 1) Health professions education and workforce development; 2) Rural health outreach; 3) Rural health research, and 4) Telehealth and Health IT. Grant funding may be used for capital equipment, but not expendable supplies. Not for land/building acquisition, salaries, work previously completed, or general feasibility studies. Please note that health facilities are normally the only types of construction projects eligible for construction/renovation funding through this account.

**HHS: SAMHSA: Health Surveillance and Program Support**
For projects in the following categories: 1) Mental health (supporting programs to promote prevention/treatment of mental health disorders); 2) Substance abuse treatment (improving access/removing barriers to high quality treatment and recovery services); 3) Substance abuse prevention. Not for construction (other than limited amounts of necessary renovation).

**Education: Innovation and Improvement**
For a broad spectrum of innovation and improvement projects for early childhood, elementary, and secondary education, including services, curricula development, acquisition of books/computers, training, arts education, full-service schools, early childhood education, etc. Special education services are also eligible, as are early intervention services for infants/toddlers, transition services, and postsecondary education services. Eligible grantees are state education agencies, school districts, colleges and universities, and other public and private nonprofit entities. Funding for individual schools is usually awarded to the school district. Can not be used for construction or renovation except in minor remodeling for tech upgrades; also can not be used for daycare and non-educational childcare.

**Education: Fund for the Improvement of Higher Education (FIE)**
For improvement of access to and quality of post-secondary education, including hiring and training faculty, developing curricula, improving degree programs/teacher prep programs, partnerships with school districts, acquiring lab equipment, establishing research/training centers. Can not be used for construction/acquisition/renovation. Recipients may not restrict participants based on race, ethnicity, or gender.

**Administration for Children and Families**
For projects for Child Abuse Prevention or Social Services Research and Demonstration. Projects may not include construction or renovation of facilities.

**Administration for Community Living - Aging and Disability Services Programs**
Projects to improve the ability of older adults and individuals with disabilities to live independently; should focus on improving access to or quality of education, training, support services, and independent living services.

**Rehabilitation Services - Demonstration and Training**
Wide variety of projects that further the purposes of the Rehabilitation Act, including providing individuals with disabilities with education, training, support services, and independent living services. Eligible grantees include State vocational rehab agencies, community rehab programs, Indian tribes or tribal organizations, or other public or nonprofit agencies and organizations. Cannot be used for construction or renovation of facilities.

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**Military Construction, Veterans Affairs, and Related Agencies**

**DOD: Military Construction: Army**
**DOD: Military Construction: Navy and Marine Corps**
**DOD: Military Construction: Air Force**
**DOD: Military Construction: Defense-Wide**
**DOD: Military Construction: Army National Guard**
**DOD: Military Construction: Air National Guard**
**DOD: Military Construction: Army Reserve**
**DOD: Military Construction: Navy Reserve**
**DOD: Military Construction: Air Force Reserve**
Transportation, and Housing and Urban Development, and Related Agencies

**DOT: Local Transportation Priorities**
Local Transportation Priorities are highway and transit capital projects eligible under title 23 and title 49 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.

All projects must be:
- Capital projects or project-specific planning/design for a capital project
- Supported by the state or local government that would administer the project. Inclusion on a Statewide Transportation Improvement Plan (STIP) or Transportation Improvement Plan (TIP) would satisfy this requirement.
- Administered by public entities.

**DOT: Airport Improvement Program (AIP)**
AIP community project requests may be used for enhancing airport safety, capacity, and security, and mitigating environmental concerns.

All projects must be:
- AIP eligible in accordance with sections 47101 to 47175 of title 49, United States Code and FAA policy and guidance.
- Supported broadly by local stakeholders, including residents, businesses, and elected officials.
- Administered by an airport and/or airport sponsor
- [Senate]: Grant-in-aid program projects must be AIP eligible under Chapter 471 of Title 49, United States Code and FAA policy and guidance.

**HUD: Economic Development Initiative**
EDI community project requests may be used for economic and community development activities, including land or site acquisition, demolition or rehabilitation of housing or facilities, construction and capital improvements of public facilities (including water and sewer facilities), and public services. Requests may also include planning and other activities consistent with the underlying authorization for the Community Development Block Grant program within HUD. EDI community project requests are not eligible for the reimbursement of expenses for activities already undertaken (including debt service or debt retirement).

All projects must be:
- [House]: Supported broadly by local stakeholders, including residents, businesses, and elected officials.
- Administered by governmental or non-profit entities, including public housing agencies, as well as tribes and tribally designated housing entities.
- [SENATE]: Eligible under Chapter 69 of Title 42, US Code
- [SENATE]: Must include data on how activities or projects primarily benefit low- and moderate-income individuals and communities.

**DOT: Transportation Planning, Research, and Development (TPR&D)**
For transportation research projects; for projects eligible under title 23 or title 49, US Code

**DOT: Transit Infrastructure Grants (TIG)**
For transit capital projects, for projects eligible under chapter 53 of title 49, US Code

**DOT: Consolidated Rail Infrastructure and Safety Improvement Program (CRISI)**
For rail capital projects, for rail capital projects eligible under section 22907 of title 49, US Code

**Defense**

**DOD: Research, Development, Test, and Evaluation: Army**
**DOD: Research, Development, Test, and Evaluation: Navy**
**DOD: Research, Development, Test, and Evaluation: Air Force**
**DOD: Research, Development, Test, and Evaluation: Space Force**
**DOD: Research, Development, Test, and Evaluation: Defense-Wide**