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March 18, 2022

Dear Colleague:

With President Biden's signature on Tuesday, I am thrilled to announce that your Community Project Funding items in the fiscal year 2022 Omnibus are now enacted into law. This would not have been possible without your hard work to select high-quality projects for your district. I know many of your recipients will have questions about next steps. As is true for any grant recipient, they will need to work with the respective Executive Branch departments and agencies to determine when funds may be ready for release, and that timing may vary by department. We are working to provide resources to your staff that may help guide your communities through this process.

Building upon that success, I am pleased to announce the Committee on Appropriations will again be soliciting Community Project Funding requests, along with the standard programmatic and language-based requests, for the fiscal year 2023 cycle. Information regarding how the Member request process will work is included in Committee guidance [available here](#). Please refer to this information when engaging with your communities regarding which projects to request.

The process for submitting traditional appropriations requests (programmatic funding, bill language, and report language) remains the same as in prior years. The Community Project Funding request process remains similar to that of last year. Members will be required to enter requests (regular appropriations requests and Community Project Funding requests) at the same time using the Member database at: <https://AppropriationsSubmissions.house.gov>. This site will be available beginning on April 4th, pending the submission of the President's budget request for fiscal year 2023, and will remain open until the end of April. Please refer to specific deadlines included in Subcommittee Dear Colleagues when those are released. These deadlines will also be posted on the Committee's website when available.

All of the [transparency and accountability requirements](#) the Committee announced last year for Community Project Funding requests remain in place, including limiting spending on Community Project Funding to no more than 1 percent of discretionary spending. However, there are a few important changes:

- For transparency in the process, Members are again required to post online their Community Project Funding requests and financial disclosure letters that certify no financial interest in the projects requested. For the Committee to consider a Community Project Funding request, these requirements must be met. A template along with instructions for how to submit the certification are [available here](#) and in the database. In a change from last year, offices are asked to wait until 15 calendar days after the Committee's submission deadline before posting the information online. 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 Community Project Funding request. Online posting should occur in the time period between 15 and 20 days following the submission deadline.
- The Committee intends to fund community projects on a limited basis. However, Members will now be able to submit up to 15 (up from a total of 10 requests last year) Community Project Funding requests across all Subcommittees. Identifying your top priorities for the Committee will help ensure projects are requested in the correct bills and accounts and will enable the Subcommittees to have the information necessary to evaluate requests. The Member database will be used to collect information about project requests with each Subcommittee tailoring questions specific to its programs or purposes.
- For the fiscal year 2023 cycle electronic signatures affixed to documents submitted to the Committee are acceptable. However, if Members choose to sign electronically, they must do so using the newly established Quill system.

For these requests, community engagement and support are again crucial in determining which projects are worthy of Federal funding. To that end, Members will be asked to include evidence of community support that served as compelling factors in the decision to submit project requests. This will include any letters of support, press articles, or relevant links to information online.

More specific instructions will be provided in Dear Colleagues from each of the Subcommittee Chairs, including eligible accounts and the required information to accompany such requests, as well as any updated guidelines.

As always, Committee staff are available to provide assistance to Members and their staff. If you have questions concerning the Committee's requirements, please contact Jason Gray with the Full Committee Staff.

Sincerely,

A handwritten signature in black ink that reads "Rosa L. DeLauro". The signature is written in a cursive, flowing style.

Rosa L. DeLauro
Chair, House Appropriations Committee