

A photograph of the U.S. Capitol building at night, illuminated by warm lights, with its reflection visible in the water in the foreground. The sky is dark blue with some clouds.

# Appropriations – Congressionally Directed Spending 101

Navigating the Earmark Process

# HOUSE APPROPRIATION COMMITTEE GUIDELINES FOR FY 2023 COMMUNITY PROJECT FUNDING MEMBER REQUEST PROCESS

Members of Congress may only submit up to 15 requests to the Congressional Appropriations Committee.

For FY 2023, Members of Congress will be required to post every Community Project Funding request on their official House website following the Committee's 15-day review period.

Providing 15 days between making a request and posting it on a Member of Congress' website will allow Congressional subcommittee staff time to review requests and make sure they are properly categorized as a Community Project Request.

Further, to ensure that all Members of Congress' requests are easily accessible, the Appropriations Committee will continue to provide a "one-stop" link to all House Members' online project requests.

# HOUSE APPROPRIATION COMMITTEE GUIDELINES FOR FY 2023 COMMUNITY PROJECT FUNDING MEMBER REQUEST PROCESS

Generally, project eligibility requirements for funding are the same as for competitively awarded projects through existing federal grant programs. A key difference from previous years is that the project request must be for FY 2023 funds only and cannot include a request for multi-year funding. However, the performance period for a project funded with amounts provided in FY 2023 will depend on the appropriations account from which it is funded and may be longer than one year.

Further, when planning your requests, it's important to keep in mind that several of the programs eligible for Community Project Funding requests require a State or local match for projects either by statute or according to longstanding policy. The Committee will not waive these matching requirements for Community Project Funding requests, so it is important to ensure that you can meet the matching requirements before requesting a project.

- The House and Senate Appropriations Committee require all project requests to provide the following information for initial consideration of the requests.
- Official Project Name
- **Project Purpose:** This is a short description of the project that will be made public in Congressional disclosures for both requested and funded earmarks.
- **Justification:** This provides a longer, 250-word summary of the project including its intended purpose, history, goals and performance standards, the current status of the project, and justification for why the project is a worthwhile investment for taxpayers.
- **Project Budget:** This should outline the total cost of the project and how funds will be spent, such as on salaries, programming, equipment, etc.
- **Project Financing:** Requests should provide a full accounting of the non-earmark funding dedicated to the project, including non-federal funding such as state, county, or municipal general funds, nonprofit funding, or financing mechanisms.
- **Timeline to Completion:** While completion of projects is not required within the fiscal year the earmark funds are requested, the Senate Appropriating Committee prioritizes funding projects that can be fully expended within one federal fiscal year (October 1 through September 30th) and allow the project to be completed during the fiscal year cycle.

## BASIC PROJECT INFORMATION REQUIRED

# EARMARK CONSIDERATION TIMELINE

- Counties submit requests to applicable U.S. Senator or House of Representative member (contact the personal office for their internal deadline, which is ahead of the April 27-29 Committee deadlines)
- Senate/House Appropriations review the submitted requests
- Senate/House Appropriations craft legislation in private and then publicly release funding bills with earmarks and other funding policy
- Senate bill is conferenced with the House bill
- Consolidated funding bill is signed into law with Senate and House earmarks
- Earmark funding is distributed to organizations awarded earmarks

# HOUSE APPROPRIATION SUBCOMMITTEE DEADLINES

The deadlines for Members of Congress to submit a proposed request by Subcommittee are as follows:

**Wednesday, April 27:** Financial Services and General Government; Labor, Health and Human Services, Education, and Related Agencies; Legislative Branch; State, Foreign Operations, and Related Programs

**Thursday, April 28:** Agriculture, Rural Development, Food and Drug Administration, and Related Agencies; Defense; Homeland Security; Military Construction, Veterans Affairs, and Related Agencies;

**Friday, April 29:** Commerce, Justice, Science, and Related Agencies; Energy and Water Development, and Related Agencies; Interior, Environment, and Related Agencies; Transportation, and Housing and Urban Development, and Related Agencies

# CONGRESSIONALLY DIRECTED SPENDING – ELIGIBLE AGENCIES AND ACCOUNTS: HOUSE APPROPRIATIONS COMMITTEE

- **Agriculture, Rural Development, Food and Drug Administration and Related Agencies** [Community Project Funding Request Guidance](#)
- **Commerce, Justice, Science, and Related Agencies** [Community Project Funding Request Guidance](#)
- **Defense** [Dear Colleague](#) (contains Community Project Funding Request Guidance)
- **Energy and Water Development, and Related Agencies** [Community Project Funding Request Guidance](#) [Authorized Projects List](#)
- **Financial Services and General Government** [Community Project Funding Request Guidance](#)
- **Homeland Security** [Community Project Funding Request Guidance](#)
- **Interior, Environment, and Related Agencies** [Community Project Funding Request Guidance](#)
- **Labor, Health and Human Services, Education, and Related Agencies** [Community Project Funding Request Guidance](#)
- **Legislative Branch** [Dear Colleague](#)
- **Military Construction, Veterans Affairs, and Related Agencies** [Community Project Funding Request Guidance](#)
- **State, Foreign Operations, and Related Programs** [Dear Colleague](#)
- **Transportation, and Housing and Urban Development, and Related Agencies** [General Guidance and Requirements](#) [Guidance for Transit Infrastructure Projects](#) [Guidance for Highway Infrastructure Projects](#) [Guidance for Airport Improvement Program](#) [Guidance for Economic Development Initiative](#)

# SENATE APPROPRIATION COMMITTEE DEADLINES

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

**May 6, 2022**

Commerce, Justice,  
Science, and Related  
Agencies

**May 10, 2022**

Defense (not accepting  
CDS requests)

**May 20, 2022**

Energy and Water  
Development

**May 5, 2022**

Financial Services and  
General Government

**May 12, 2022**

Department of Homeland  
Security

**May 18, 2022**

Department of the  
Interior, Environment, and  
Related Agencies

**May 27, 2022**

Departments of Labor,  
Health and Human  
Services, and Education,  
and Related Agencies

**May 25, 2022**

Legislative Branch (not  
accepting CDS requests)

**May 26, 2022**

Military Construction and  
Veterans Affairs and  
Related Agencies

**May 6, 2022**

State, Foreign Operations,  
and Related Programs (not  
accepting CDS requests)

**May 19, 2022**

Transportation, Housing  
and Urban Development,  
and Related Agencies

**May 13, 2022**

# CONGRESSIONALLY DIRECTED SPENDING — ELIGIBLE AGENCIES AND ACCOUNTS: SENATE APPROPRIATIONS COMMITTEE

- Senators may make requests for congressionally direct spending items in the following appropriations bills in Fiscal Year 2023, click on the links below to view a list of eligible accounts.
- [Agriculture, Rural Development, Food and Drug Administration and Related](#)
- [Commerce, Justice, Science, and Related Agencies](#)
- [Energy and Water Development](#)
- [Financial Services and General Government](#)
- [Homeland Security](#)
- [Interior, Environment, and Related Agencies](#)
- [Labor, Health and Human Services, Education, and Related Agencies](#)
- [Military Construction, Veterans Affairs, and Related Agencies](#)
- [Transportation, Housing and Urban Development, and Related Agencies](#)

COUNTY OF MAUI'S  
FY 2023  
CONGRESSIONALLY  
DIRECTED  
SPENDING  
REQUESTS

## Commerce, Justice, Science Appropriations Bill

- Maui County West Maui Communications Channel Expansion 180,000 (Senator Schatz)

## Homeland Security Appropriations Bill

- County of Maui Maui Emergency Operations Center 1,400,000 (Senator Hirono)

## Transportation, Housing and Urban Development Appropriations Bill

- County of Maui Wailuku Community Center and Emergency Shelter 11,000,000 (Senator Schatz)

## IT Committee

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**From:** Crystal Ellerbe <crystale@strategies360.com>  
**Sent:** Friday, July 29, 2022 1:18 PM  
**To:** IT Committee  
**Subject:** Presentations for IT Committee Meeting  
**Attachments:** Appropriations Congressionally Directed Spending 101.pptx; Infrastructure Investment and Jobs Act .pptx

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