MEMBER GUIDANCE AND REQUIREMENTS FOR SUBMISSIONS TO THE SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT, AND RELATED AGENCIES

The information and directions provided in this document are intended to simplify the online electronic submission process and help ensure Member requests are entered correctly. Please read this document carefully before entering your Member's requests online. It is important to ensure the information is both accurate and complete, so that the requests may be properly considered by the Subcommittee. **Please consider beginning this process early, as the Subcommittee is requesting Members review a significant amount of information prior to submission to ensure that requests can be appropriately considered**. **All requests must be submitted through the electronic online database by no later than 6:00 p.m. on April 16, 2021.** The Subcommittee may consider revised programmatic and language requests after the full President's budget is released.

Distinguishing Community Project, Programmatic, and Language Requests

There are three types of requests that can be submitted to the Subcommittee for consideration, which include:

1) **Community Project Request**: a funding request for a specific governmental entity or non-profit organization to carry out a specific community project.

   Example: *Provide $100,000 for capital improvements to a community center in City, County, State.*

2) **Programmatic Request**: a request to fund a specific program in the bill at a specified level.

   Examples: *Provide $100,000,000 for the Low and No Emission Bus program; Support highest possible funding for Community Development Block Grants.*

3) **Language Request**: a request 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 DOT to integrate considerations of the impacts of climate change into all aspects of the Department's transportation planning and into competitive grant and formula programs.*

If the programmatic or language request is **intended to be 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 or not a programmatic or language request is a community project request, please contact the Subcommittee.

Community Project Requests

The Subcommittee will include a limited number of community projects in the FY 2022 THUD bill this year. A Member may submit a total of **10 community project requests across all Subcommittees**. As a reminder, **Members must post information on the community project requests they have submitted to the Appropriations Committee on their official House website at the time the requests for community projects are made. The Appropriations Committee will _only_ consider funding those community project requests that have been posted for the public by a Member.** The Member's website must contain the following information for each community project request submitted in FY 2022:

- The proposed recipient and address of the recipient;
- The amount of the request; and
- An explanation of the request, including project site location, purpose, and why it is a valuable use of taxpayer funds.

Members will be asked to provide a link to their website containing this information when they enter the community project request into the electronic online database. Additionally, each request for a community project requires a signed certification letter stating that neither the Member nor their immediate family has a financial interest in the designated entity in order to receive funding for the community project. A template of the certification letter was circulated with the March 4th Dear Colleague from Chair DeLauro, and it will be printed and made available for public review online by the House Appropriations Committee if the request for the community project is included in the FY 2022 THUD bill.

All community project requests must meet all applicable eligibility requirements for the program in which the request is made, including any applicable cost-shares. Although programmatic or language requests may be made for any account, **only three accounts in the THUD appropriations bill will be open for community project requests, which include:**

1) Department of Transportation - Local Transportation Priorities: 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.
2) Department of Transportation - Airport Improvement Program (AIP): Projects for enhancing airport safety, capacity, and security, and mitigating environmental concerns in accordance with sections 47101 to 47175 of title 49, United States Code, and FAA policy and guidance.
3) Department of Housing and Urban Development - Economic Development Initiative (EDI): Site acquisition, demolition or rehabilitation of housing or facilities, construction and capital improvements of public facilities (including water and sewer facilities), and public services are eligible. Funding is not limited to these identified eligible activities.

For each account, please see the specific guidelines attached for additional information on eligible activities and submission criteria.

Guidelines for Final Submission

Request Letter
  □ Each THUD request letter must contain: a prioritized list of THUD, programmatic, language and community project requests; dollar amounts; and specific accounts for each such community project, programmatic, or language request.
  □ The letter must be signed by the Member and printed on Member's letterhead.

Community Project Certification Letter
  □ Each certification letter for a community project request must follow the specific instructions in the electronic online database.
  □ The letter must be signed by the Member and printed on the Member's letterhead.
  □ Each individual community project request requires an individual certification letter.
  □ Ensure that the name and location listed for each community project in the electronic online database is identical to the name and location in each community project certification letter.

General Requirements and Guidelines
  □ Ensure community project names submitted in the electronic online database, in the prioritized THUD request letter, and in the community project certification letter are all identical.
  □ Ensure all community project names include the city (or county as applicable), two letter state abbreviation, and postal code in which the project would be located.
  □ Ensure the community project, programmatic and language prioritization list entered into the electronic online database is identical to the prioritization in the Member's THUD request letter.
  □ Please make every effort to note if one of the community project requests is also being requested by another Member.
  □ Please ensure community project requests are not duplicative of requests to another Committee or Subcommittee.

Questions

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