

SUBCOMMITTEE ON LABOR, HEALTH & HUMAN SERVICES, EDUCATION, AND RELATED AGENCIES

Fiscal Year 2023 Member Request Guide

Member Request deadline is 6:00 pm, April 27, 2022

There are three types of requests: program, language, and community project funding. A description and example of each can be found below. All **community project funding requests** must meet the eligibility requirements for a specific program for community project funding. Seven accounts in the Labor-HHS-Education bill will be eligible for community project funding. Please follow the links for agency-specific guidance and a list and description of these programs. **General guidance on submitting requests can be found below:**

- [Department of Labor](#)
- [Department of Health and Human Services](#)
- [Department of Education](#)

GENERAL GUIDANCE

No requests will be considered unless they are **entered electronically into the House Appropriations Committee's electronic database at <https://AppropriationsSubmissions.house.gov> and documented in a letter signed by the Member.**

Entering requests in the House Appropriations Committee database—

- All requests—**program, language, and community project funding**—must be entered into the online database. Request forms must match the signed Member letter.
- Each office is responsible only for their requests and one office **cannot** enter requests into the database for another office.
- For **community project funding** requests:
 - o They must be for fiscal year 2023 funds only and cannot include multi-year funding.
 - o You must include accurate recipient information when filling out the online request. **The recipient name entered into the online database should be the legal name of the organization that will be receiving these funds.** Please do not include abbreviations, acronyms, or use a “The” before the recipient name.
 - o You must include a **project description**, which must be limited to 1,000 characters.
 - o You must include a **budget breakout** specifically describing how the requested Federal funding will be used by the grantee, such as amounts for salaries for providers or instructors, tuition payments, educational materials, exhibits, supplies, evaluation activities, equipment, travel, etc.

- You must include an explanation of the request, **including an explanation of why this is a good use of taxpayer funds**—this information must also be included on the Member’s official House website (explained below). Please wait 15 calendar days after the submission deadline—until May 12—to post community project funding requests on the Member’s official House website.
 - You must indicate whether the grantee is a public or nonprofit entity.
The Subcommittee will not fund any for-profit entities.
 - Please indicate whether you are aware of another Member making a request for this same project (just Yes/No, not which Member(s)).
 - All project information submitted to the database must be consistent with the information included in the **signed disclosure** of financial interest certification letter.
- **Signed Letter**—Each Member must provide a **single signed letter** including a list of all program, language, and community project funding requests being made for the Labor-HHS-Education bill. **This letter should be converted to a PDF and uploaded to the database.**
 - The letter must include a Labor-HHS-Education bill-wide priority ranking of all program, language, and community project requests (separate rankings for program, language, and project). This ranking must be consistent with what is included in the online submission.
 - Please only include information in the letter necessary to identify the request. All other details should be included in the online submission.
 - Do not provide the Subcommittee hard copies of the signed letter, the individual project certification letters, or project request forms.
 - **Committee-wide Priorities**—Members can rank their **top 10 requests** across all subcommittees for programmatic and language requests. It is strongly recommended that Members identify their top 10 requests Committee-wide before beginning to enter requests into the database. This should be done through the online database. This may include any combination of programmatic and language requests. The ranking for Community Project Funding requests across subcommittees remains separate from the top 10 for program and language requests.
 - **Posting community project funding requests to Member’s official House website**—In order to ensure transparency of community project funding requests, Members must post information on **all the community project funding requests** they have submitted to the Appropriations Committee on their official House website. **Please wait 15 calendar days after the submission deadline—until May 12—to post community project funding requests on the Member’s official House website.** This 15-day period will allow committee staff to review community project funding requests to ensure they are properly categorized.
 - The Appropriations Committee will only consider funding projects that have been posted to a Member’s official House website (after the 15-day period). The website must contain the proposed recipient and address of the recipient, the amount of the request, and an explanation of the request, including the purpose and why it is a valuable use of taxpayer funds.

- **Financial Disclosure**—Every community project funding request requires a signed certification letter stating that neither the Member nor their immediate family has a financial interest in the project to receive funding. This certification letter must also be posted on the member’s webpage. A template is posted on the committee website and instructions are in the database for how to complete. If the project is funded in the bill, the certification will be printed and made available for public review by the Appropriations Committee once the Labor-HHS-Education bill is filed, prior to House floor consideration.

- **The House Rules define an earmark that requires this certification as:**

a provision or report language included primarily at the request of a Member, Delegate, Resident Commissioner, or Senator providing, authorizing or recommending a specific amount of discretionary budget authority, credit authority, or other spending authority for a contract, loan, loan guarantee, grant, loan authority, or other expenditure with or to an entity, or targeted to a specific State, locality or Congressional district, other than through a statutory or administrative formula-driven or competitive award process.

- **Lobbyists, donors, and other affiliated parties.** While Members are required to certify to the Committee that neither they nor their immediate family have a financial interest in a proposed project, Members should also be fully aware of any other financial aspects or relationships associated with the proposed project that might raise ethical concerns. These include but are not limited to lobbyists, donors, or other affiliated parties that have an interest in the project.

- If a Member signs a multi-Member or delegation request letter, that request **must be entered into the online database and included in the Member’s signed letter to be considered**. This requirement applies to program, language, and community project funding requests.

- **Distinguishing between program, language, and community project funding requests—**
 - **Program Request:** a request to fund a specific program in our bill at a specified level— Example: Provide \$4,000,000,000 for the Low Income Home Energy Assistance Program.
 - **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 the National Cancer Institute to support research to develop diagnostic tests for early detection of kidney cancer.
 - **Community Project Funding Request:** a funding request for a specific non-governmental entity to carry out a specific project. Example: Provide \$1,000,000 for a mental health crisis response team in City, State.
 - If the programmatic or report language request is intended to be for a specific non-governmental entity 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 funding request and must be submitted as such.**

- If your office continues to have any doubt about whether or not a programmatic or report language request will be considered a community project funding request, please integrate language into your request that states that funding should be awarded on a competitive basis.
- If you make any changes to a request in the database after the deadline for submitting requests, **please notify the Subcommittee of the change.**
- Subcommittee staff is available for consultation if you have read this document thoroughly and remain uncertain whether a proposed community project would be eligible for funding.

DEPARTMENT OF LABOR

The Labor-HHS-Education Subcommittee previously received requests for community project funding to construct or renovate buildings. Health facilities are the only types of construction projects eligible for community project funding in the Labor-HHS-Education bill.

Employment and Training Administration

The Workforce Innovation and Opportunity Act demonstration program is the only Labor Department program that supports community project funding. Community project funding is designated under Training and Employment Services.

These projects must meet all statutorily mandated requirements, except that they are exempt from the requirement to compete. In addition, all projects must:

- 1) Include direct services to individuals to enhance employment opportunities;
- 2) Demonstrate evidence of a linkage with the State or local workforce investment system; and
- 3) Include an evaluation component.

Equipment purchases may be included within community project funding only as an incidental part of the entire project. A similar standard applies to curriculum development, which should be incidental to the project's emphasis on direct services to individuals.

Community project funding *cannot* be used for construction or renovation of facilities.

House project amounts in this account were funded between \$100,000 and \$2,000,000 in FY 2022. The Committee may consider slightly higher project amounts for FY 2023. Any caps will be determined by the Chair after reviewing the full universe of requests.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

The Labor-HHS-Education Subcommittee previously received requests for community project funding to construct or renovate buildings. Health facilities are the only types of construction projects eligible for community project funding in the Labor-HHS-Education bill.

Health Resources and Services Administration (HRSA)

The Subcommittee has historically provided community project funding only in the categories listed below. Requests that do not fit into one of these categories are unlikely to be eligible for community project funding under HRSA.

Health Facilities Construction and Equipment—grants to help with the cost of construction, renovation, or capital equipment for facilities for provision of health, mental health, or substance abuse services, training of health professionals, or medical research. Examples of eligible facilities include hospitals; health centers and clinics; skilled nursing facilities; mental health centers; facilities for schools of medicine, nursing or other health professions; and medical research laboratories.

In addition to construction and renovation, grants can be used to acquire capital equipment, such as lab equipment, x-ray machines, and telehealth and information technology equipment. Equipment-only grants—that is, grants not involving construction—are permissible (and commonly done). Generally, any equipment having a useful life of more than one year and a unit cost of at least \$5,000 will be eligible as capital equipment. In addition, equipment with lower costs may also be eligible, provided that it is treated as an item of capital expense under the recipient institution's pre-existing, written accounting policies. One-time equipment expenses for health information systems and electronic medical records systems are permitted expenditures. The costs of expendable supplies such as pharmaceuticals, lab chemicals, or office paper are not eligible.

HRSA Health Facilities grants *cannot* be used to acquire land or purchase existing buildings, or to pay salaries or other operating or ongoing costs. They cannot be used to pay for work previously completed. Grants can be used for architectural and engineering costs associated with an eligible construction project, but cannot be used for general feasibility studies.

House project amounts in this account were funded between \$100,000 and \$2,000,000 (or up to \$4,000,000 for projects jointly submitted by multiple Members) in FY 2022. Note that the Committee may consider slightly higher project amounts for FY 2023. Any caps will be determined by the Chair after reviewing the full universe of requests.

Substance Abuse and Mental Health Services Administration (SAMHSA)

Community project funding through SAMHSA provides resources for substance use and/or mental health services — including prevention, harm reduction, treatment, or recovery support services.

Community project funding within SAMHSA should be submitted through the Health Surveillance and Program Support account.

Generally, SAMHSA projects cover:

- Evidence-based substance use disorder and/or mental health treatment services.
- Evidence-based harm reduction activities.
- Crisis services, including 24-hour mobile crisis teams.
- Suicide prevention activities including awareness training, screening, referral to treatment, as well as postvention activities.
- Recovery support services, which includes case management, outreach, peer recovery mentors, peer support specialists, childcare, training, transportation, and housing, as well as helping individuals to navigate these various services.
- Screening and assessment of individuals, including the presence of co-occurring mental and substance use disorders and referral to treatment.
- Referral and access to treatment services.
- Educational materials on substance misuse, HIV prevention, hepatitis prevention, and mental health promotion.
- Practitioners or community members training on evidence-based behavioral health practices.
- FDA-approved medications for the treatment of opioid use disorders in combination with comprehensive psychosocial services, including counseling, behavioral therapies, recovery support services, and other clinically appropriate services.
- Projects that support the hiring of behavioral health providers.
- Limited indirect costs that are directly related to the projects.

Note: This is not an exhaustive list of the types of programs and services that SAMHSA funds. A listing of SAMHSA NOFO's can be found at: <https://www.samhsa.gov/grants/grant-announcements-2022>.

SAMHSA project funds cannot be used for:

- Inpatient treatment or hospital-based detoxification services.
- Direct payments to individuals to enter treatment or continue to participate in prevention or treatment services.
- Meals and food.
- Research projects (e.g., scientific, academic, clinical trials, studies, development of research technology).
- Construction (other than a limited amount of renovation necessary to carry out a funded project).

More information on allowable or unallowable costs can be found on the HHS Webpage at: <https://www.hhs.gov/grants/grants/index.html>

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Administration for Children and Families (ACF)

Community project funding within ACF should be submitted through the Children and Families Services Programs account and must fall under one of the following categories:

- **Child Abuse Prevention** — Community project funding may be used for projects to improve the prevention, assessment, identification, and treatment of child abuse and neglect through research, model service improvement, information dissemination, and technical assistance. Projects must serve or target children and families who are at risk or who have experienced child abuse and neglect.
- **Social Services Research and Demonstration** — Community project funding may be used for projects to promote the ability of families to thrive through financial self-sufficiency in order to prevent and reduce poverty and to promote the healthy development and greater well-being of children and families. Projects can serve a diverse population including: low-income individuals, children, youth, families, individuals with developmental disabilities, and Native Americans.

ACF community project funding cannot be used for construction or renovation of facilities.

The House LHHS bill did not include projects in this account in FY 2022. The Committee expects to consider project amounts in this account between \$100,000 and \$2,000,000 for FY 2023. Any caps will be determined by the Chair after reviewing the full universe of requests.

Administration for Community Living (ACL)

Community project funding within ACL should be submitted through the Aging and Disability Services Programs account.

Community project funding may be used for projects to improve or create new opportunities for older adults, individuals of all ages with disabilities, and their eligible family caregivers, to live independently and participate fully in their communities. Generally, community project funding should focus on improving access to, or the quality of, education, health services, training, support services, and independent living services for older adults, individuals with disabilities, and eligible family caregivers.

ACL community project funding cannot be used for construction or renovation of facilities.

The House LHHS bill did not include projects in this account in FY 2022. The Committee expects to consider project amounts in this account between \$100,000 and \$2,000,000 for FY 2023. Any caps will be determined by the Chair after reviewing the full universe of requests.

DEPARTMENT OF EDUCATION

The Labor-HHS-Education Subcommittee previously received requests for community project funding to construct or renovate buildings. Health facilities are the only types of construction projects eligible for community project funding in the Labor-HHS-Education bill.

To ensure adequate flexibility in carrying out projects, descriptions should not refer to specific years or school years given the potential for delays in the obligation and implementation of awards.

Elementary and Secondary Education

Innovation and Improvement. Community project funding for elementary and secondary education should be submitted through the Innovation and Improvement account. Elementary and secondary education community project funding includes instructional services, afterschool centers, curricula development, teacher training, acquisition of books and computers, arts education, social and emotional learning activities, full-service community schools, and early childhood education. In general, the focus of elementary and secondary education community project funding should be providing early childhood or K-12 educational services.

Community project funding to provide and improve special education services at the elementary and secondary levels are also eligible under elementary and secondary education. Community project funding may include early intervention services for infants and 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. Generally, community project funding intended for individual schools is provided to the applicable school district and not directly to the individual school.

Community project funding *cannot* be used for construction or renovation of school buildings, except in the case of minor remodeling required as part of technology upgrades. Daycare and childcare projects that do not include educational services are also not eligible.

House project amounts in this account were funded between \$100,000 and \$2,000,000 in FY 2022. The Committee may consider slightly higher project amounts for FY 2023. Any caps will be determined by the Chair after reviewing the full universe of requests.

Postsecondary Education

Fund for the Improvement of Postsecondary Education (FIPSE). Community project funding can be designated under this heading for a wide variety of higher education projects. Generally, community project funding should focus on improving access to, or the quality of, postsecondary education. Community project funding *cannot* be used for construction or renovation of academic buildings, except in the case of minor remodeling required as part of technology upgrades.

Examples of the types of projects that can be funded under FIPSE include projects to hire and train faculty, establish and improve degree programs, improve teacher preparation programs, develop and improve curricula, upgrade technology and telecommunications, acquire science laboratory equipment, provide student support, implement university partnerships with school districts, and establish research and training centers.

Grantees are usually colleges and universities, but may include other public and private nonprofit organizations.

House project amounts in this account were funded between \$100,000 and \$2,000,000 in FY 2022. The Committee may consider slightly higher project amounts for FY 2023. Any caps will be determined by the Chair after reviewing the full universe of requests.

Limitations on Education-Related Community Project Funding

Again, except where specifically authorized, community project funding cannot be used for construction (or the acquisition of property) or renovation of buildings.

In addition, grantees may not restrict participants based on race, ethnicity, or gender. Any project that appears to target services toward a particular race, ethnicity, or gender must have a description that makes clear that it will be operated in a race/ethnicity-neutral and gender-neutral manner.

Member Request Database

Please be prepared to include the following information, or answer the following questions, for all community project funding requests submitted to the House Appropriations Committee's electronic database for the Labor-HHS-Education appropriations bill:

1. Please provide a budget breakdown for this project – maximum of 10 budget items (i.e., do not upload a spreadsheet with dozens of budget items)
2. Please provide the website of the entity to receive funding for this project
3. One-Year Funding? (Yes/No)
4. If the request does not fully fund the project, please describe the source(s) of funding necessary to complete the project
5. Please indicate if you are aware of another Member making a request for this same project (Yes/No)