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COMMITTEE ON ARMED SERVICES
U.S. House of Representatives
Washington, DC 20515-6035
ONE HUNDRED EIGHTEENTH CONGRESS

March 3, 2023

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FY2024 National Defense Authorization Act Community Project Funding Requests

Dear Colleague:

As the Chairman and Ranking Member of the Committee on Armed Services, we write to provide you details on the deadlines, process, and guidance for submitting Community Project Funding requests pertaining to the National Defense Authorization Act for Fiscal Year 2024.

The committee will begin accepting Community Project Funding requests from all House members on Friday, March 10, 2023, through the electronic system that can be found at <http://proposals-armedservices.house.gov/>. If you are working remotely, you will first need to connect through VPN to access the system.

Instructions for accessing your username and password: Each Member office's username is your respective state abbreviation and district number (e.g., CA04, WA09, PA12, ND00). To receive your office's password, enter your state abbreviation and district number in the "User Name" field on the login page and select "Email Password". The system will email the password directly to your office's Chief of Staff email account. If the individual identified is no longer with your office or you need assistance, you can email ethan.pelissier@mail.house.gov, payson.ruhl@mail.house.gov, owen.mcgeary@mail.house.gov, or zachary.steacy@mail.house.gov on the committee staff.

The deadline for submitting Community Project Funding requests to the Committee on Armed Services is **5:00 PM on Friday, March 31, 2023**. Please review all guidance and instructions provided on the website prior to completing and submitting your Community Project Funding requests. On the system homepage, you will find a slideshow that walks you through how to use the system, details the requirements for posting all submitted requests and certifications online, answers to frequently asked questions, and HASC staff contact information.

Each Member may submit no more than 15 Community Project Funding requests for consideration in the FY24 NDAA. All requests must be submitted to the House Appropriations Committee for inclusion in the FY24 Military Construction, Veterans Affairs, and Related Agencies Appropriations Act as a Community Project Funding request. The committee will not consider requests that would direct Community Project Funding to any for-profit entities. The committee will only accept Community Project Funding request for the following accounts:

- Military Construction, Army
- Military Construction, Navy and Marine Corps
- Military Construction, Air Force and Space Force
- Military Construction, Defense-Wide
- Military Construction, Army National Guard
- Military Construction, Air National Guard
- Military Construction, Army Reserve
- Military Construction, Navy and Marine Corps Reserve
- Military Construction, Air Force Reserve

Eligible community project requests include military construction, unspecified minor military construction projects, and planning and design for the military departments, reserve components, and defense-wide agencies. In addition, some reserve component projects require a State funding match.

For a military construction project to be considered it must meet all the following requirements:

- A current DD1391 form provided by the military department or defense agency. This should be uploaded under the “Community Support Documents” portion of the system.
- Is on one of the following lists provided by the Secretary of Defense or his designee:
 - Future Year Defense Program (FYDP); or
 - A Secretary-approved Unfunded Requirements or Unfunded Priorities List (UFR/UPL).
- Is executable or “shovel ready” in FY2024.
- Is 35% design complete.
- Submitted to the House Appropriations Committee for inclusion in the FY24 Military Construction, Veterans Affairs, and Related Agencies Appropriations Act as a Community Project Funding request.

Members are encouraged to include evidence of community support for each Community Project Funding request submitted to the committee. Examples of such support may include, but are not limited to:

- Signed letters of support from elected state and local community leaders (ex: Governors, mayors, council members, or other officials);
- Resolutions passed by city councils or boards; or
- Support from newspaper editorial boards.

As you prepare your requests, please note that Members will be expected to comply with the financial disclosure requirements of House rule XXIII, clause 17, for each Community Project Funding request. Members also must include a statement regarding the project’s Federal nexus as part of the letter. For military construction community project funding requests, 10 U.S.C. Chapter 169 should be cited on Federal nexus statements. Additional information, including the template letter, is included on the system homepage.

Members will be required to post their Community Project Funding requests and certification of financial disclosure and statement of federal nexus letters on their house.gov websites. The Committee on Armed Services will also post a list of all submitted requests, including the links to each member's publicly posted requests, on the committee's public website following the submission deadline.

Should you have any questions, please do not hesitate to reach out to the committee staff. We look forward to working with you as we begin developing the National Defense Authorization Act for Fiscal Year 2024.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Rogers".

Mike Rogers
Chairman
Committee on Armed Services

A handwritten signature in blue ink, appearing to read "Adam Smith".

Adam Smith
Ranking Member
Committee on Armed Services