

MIKE ROGERS, ALABAMA, CHAIRMAN  
JOE WILSON, SOUTH CAROLINA  
MICHAEL R. TURNER, OHIO  
DOUG LAMBORN, COLORADO  
ROBERT J. WITTMAN, VIRGINIA  
AUSTIN SCOTT, GEORGIA  
SAM GRAVES, MISSOURI  
ELISE M. STEFANIK, NEW YORK  
SCOTT DESJARLAIS, TENNESSEE  
TRENT KELLY, MISSISSIPPI  
MIKE GALLAGHER, WISCONSIN  
MATT GAETZ, FLORIDA  
DON BACON, NEBRASKA  
JIM BANKS, INDIANA  
JACK BERGMAN, MICHIGAN  
MICHAEL WALTZ, FLORIDA  
LISA C. McCLAIN, MICHIGAN  
RONNY JACKSON, TEXAS  
PAT FALLON, TEXAS  
CARLOS A. GIMENEZ, FLORIDA  
NANCY MACE, SOUTH CAROLINA  
BRAD FINSTAD, MINNESOTA  
DALE W. STRONG, ALABAMA  
MORGAN LUTTRELL, TEXAS  
JENNIFER A. KIGGANS, VIRGINIA  
NICK LALOTA, NEW YORK  
JAMES C. MOYLAN, GUAM  
MARK ALFORD, MISSOURI  
CORY MILLS, FLORIDA  
RICHARD MCCORMICK, GEORGIA  
LANCE GOODEN, TEXAS

CHRIS VIESON, STAFF DIRECTOR

## COMMITTEE ON ARMED SERVICES

U.S. House of Representatives

Washington, DC 20515-6035

ONE HUNDRED EIGHTEENTH CONGRESS

March 13, 2024

ADAM SMITH, WASHINGTON,  
RANKING MEMBER  
JOE COURTNEY, CONNECTICUT  
JOHN GARAMENDI, CALIFORNIA  
DONALD NORCROSS, NEW JERSEY  
RUBEN GALLEGOS, ARIZONA  
SETH MOULTON, MASSACHUSETTS  
SALUD O. CARBAJAL, CALIFORNIA  
RO KHANNIA, CALIFORNIA  
BILL KEATING, MASSACHUSETTS  
ANDY KIM, NEW JERSEY  
CHRISSEY HOULAHAN, PENNSYLVANIA  
ELISSA SLOTKIN, MICHIGAN  
MIKIE SHERRILL, NEW JERSEY  
VERONICA ESCOBAR, TEXAS  
JARED F. GOLDEN, MAINE  
SARA JACOBS, CALIFORNIA  
MARLYN STRICKLAND, WASHINGTON  
PATRICK RYAN, NEW YORK  
JEFF JACKSON, NORTH CAROLINA  
GABE VASQUEZ, NEW MEXICO  
CHRISTOPHER R. DELUZIO, PENNSYLVANIA  
JILL N. TOKUDA, HAWAII  
DONALD G. DAVIS, NORTH CAROLINA  
JENNIFER L. McLELLAN, VIRGINIA  
TERRI A. SEWELL, ALABAMA  
STEVEN HORSFORD, NEVADA  
JIMMY PANETTA, CALIFORNIA  
MARC A. VEASEY, TEXAS

BRIAN GARRETT, MINORITY STAFF DIRECTOR

### FY2025 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 2025.

The committee is now accepting Community Project Funding requests from all House members through the electronic system that can be found at <https://proposals-armedservices.house.gov/>.

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](mailto:ethan.pelissier@mail.house.gov) or [zachary.steacy@mail.house.gov](mailto: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, April 5, 2024**. 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 FY25 NDAA. **All requests must also be submitted to the House Appropriations Committee for inclusion in the FY25 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 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 FY2025.
- Is 35% design complete.
- Submitted to the House Appropriations Committee for inclusion in the FY25 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.

Additionally, Member offices seeking detailed information regarding MILCON projects, including Future Years Defense Program (FYDP) details, Unfunded Requirements or Unfunded Priority Lists (UFR/UPL), DD Form 1391s, and any additional pertinent details, are encouraged to address inquiries and requests for documents to the following service points of contact:

**Army:**  
 Colonel Jim Collins  
[James.m.collins5.mil@army.mil](mailto:James.m.collins5.mil@army.mil)  
 Chief, Army House Liaison Division

**Navy:**  
CAPT Kyle Gantt  
[William.k.gantt2.mil@us.navy.mil](mailto:William.k.gantt2.mil@us.navy.mil)  
Director, Navy House Liaison Division

**Air Force & Space Force:**  
Col Joseph Sheffield  
[joseph.sheffield@us.af.mil](mailto:joseph.sheffield@us.af.mil)  
Chief, Air Force House Liaison Division

**USMC:**  
Colonel Michelle Melendez  
[Madeline.m.melendez.mil@us.navy.mil](mailto:Madeline.m.melendez.mil@us.navy.mil)  
Director, USMC House Liaison Division

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 2025.

Sincerely,



Mike Rogers  
Chairman  
Committee on Armed Services



Adam Smith  
Ranking Member  
Committee on Armed Services