SUBCOMMITTEE ON MILITARY CONSTRUCTION, VETERANS AFFAIRS, AND RELATED AGENCIES

FY25 Community Project Funding Request Form

Each project request must be for fiscal year (FY) 2025 funds only and cannot be for multiyear funding. In addition, requested projects must meet the following criteria:

* Be included on an unfunded requirements/unfunded priorities list (UFR/UPL) from a military service or combatant command or the FY25-FY29 Future Years Defense Program (FYDP).
	+ Projects suggested by an installation or unit commander will not be accepted.
* Have at least 35 percent of its design completed.
	+ For projects that have not reached 35 percent design, planning and design funding can be requested.
* Able to be obligated in FY25.
* Submitted to the House Armed Services Committee (HASC) for inclusion in the FY25 National Defense Authorization Act or previously authorized.
* Have a DD Form 1391, which is DoD’s justification for military construction projects. The Armed Services’ Congressional Liaison Offices can help provide these documents.

**Construction and Unspecified Minor Construction – Active Components**

Eligible Community Project Funding requests include both construction and unspecified minor military construction projects for active components in the accounts listed below. An unspecified minor military construction project is a project that has an approved cost equal to or less than $9,000,000.

* Army
* Navy and Marine Corps
* Air Force and Space Force
* Defense-Wide Agencies (Special Operations Command (SOCOM), Defense Logistics Agency (DLA), etc.)

**Construction and Unspecified Minor Construction – Reserve Components**

Eligible Community Project Funding requests include both construction and unspecified minor military construction projects for Reserve Components in the accounts listed below. An unspecified minor military construction project is a project that has an approved cost equal to or less than $9,000,000. *NOTE: Some Reserve Component projects require a State funding match.* Requesting offices must determine whether the proposed project requires such a match and if so, confirm that the project has current State matching funds. The Committee will not waive match requirements.

* Army National Guard
* Air National Guard
* Army Reserve
* Navy Reserve
* Air Force Reserve

**Sources of Eligible Community Project Funding**

Eligible Community Project Funding requests are those that are submitted to Congress by DoD, the Services, and Combatant Commanders. Sources include:

* **Unfunded Requirements/Unfunded Priorities Lists (UFR/UPL) –** UFRs/UPLs are lists that the Services and Combatant Commanders provide to Congress identifying priority projects that were not included in the President’s budget request. UFRs/UPLs are available to Congress within ten days of the release of the President’s budget and can be found by contacting the Armed Services’ Congressional Liaison Offices.
* **Future Year Defense Program (FYDP)** – The FYDP is a projection of the forces, resources, and programs needed to support DoD operations over a five-year period. The FYDP is released simultaneously with the President’s budget request. The FY25-29 FYDP listing the military construction projects that may be eligible for Community Project Funding in FY25 can be obtained through the Under Secretary of Defense (Comptroller) website: <https://comptroller.defense.gov/Budget-Materials/>.

Please fill out the following:

1. **Requesting Entity** (Legal Title):
2. **Full Address** (Please write on one line):
3. **Requesting Entity Staff Contact Information** (Name/Title/Business Phone/Cell Phone/Email):
4. **Which Service is the project for?:**
5. **Project Title** (This should be a short name by which the project may be identified. The project title should clearly indicate how the funds will be used.):
6. **Funding Amount Requested** (Targeted projects of modest size can have meaningful impact for communities and likely have a greater chance of being funded. Each project request must be for fiscal year 2025 funds only and cannot include multi‐year funding.):
7. **Type of Program:** (Is the funding request for construction, unspecified minor construction, or planning and design?)
8. **Project Location** (State/Territory Title):
9. **Installation Name** (Location Title):
10. **Is the project on the FY25-FY29 FYDP?** [yes/no]:
	1. If so, which fiscal year?:
11. **Is the project on a FY25 Service or Combatant Command unfunded requirements/ unfunded priorities list** (UFRs/UPLs)?:
12. **Does the project have a DD Form 1391?** [yes/no]:
13. **If a Reserve Component project, does it require a State funding match?** [yes/no]:
14. **Is this project at or above 35% design complete?** [yes/no]:
15. **Can the project funds be obligated in FY25?** [yes/no]:
16. **Has a corresponding request been submitted to HASC for inclusion in the FY24 NDAA?** [yes/no]:
	1. If a project was previously authorized in a NDAA, please provide the fiscal year:
17. **Total Cost of Project and breakdown of funding sources** (Detail all local, state and/or private funds. Are these funds secured, expected, or you are still seeking?):
18. **Project Description** (Please include the cost, recipient, and nature of the project. Do not specify brand names for equipment and technology requests and avoid using abbreviations and acronyms.):
19. **Project Explanation & Justification** (Requesters must include an explanation of the request, including an explanation of why this is a good use of taxpayer funds. Requesters are strongly encouraged to provide a detailed budget breakdown for how the funding is anticipated to be spent. Do not specify brand names for equipment and technology requests.):
20. **If you are a public entity, is the project on your Capital Improvement Program**: (Please provide documentation or explain why not)

Appropriations Bill Information (If you do not know this information, leave it blank)

1. Appropriations Bill for the Request:
2. Federal Agency for the Request:
3. Account for the Request:
4. Are you submitting this request to another Member of Congress? If so, who?:
5. Has the project been funded in the past? [yes/no]:
	1. If the project has been funded in the past, how much funding has been provided to date?:
6. Is this proposed project a priority for the local community? [yes/no]:
	1. If the project is not a priority for the local community, why is it being requested?
7. Please describe the current developmental status of this project:
8. What is the estimated impact of this project, e.g. number of jobs created/sustained, number of community members served, other projected impacts?:
9. Regarding this request, please provide any additional information that would be useful for the Appropriations Committee to have:

For additional guidance on project requests, please refer to the [committee guidance document](https://appropriations.house.gov/sites/evo-subsites/republicans-appropriations.house.gov/files/evo-media-document/fy25-military-construction-veterans-affairs-and-related-agencies-guidance.pdf).