

**COMMITTEE ON APPROPRIATIONS
SUBCOMMITTEE ON MILITARY CONSTRUCTION, VETERANS AFFAIRS, AND
RELATED AGENCIES**

Fiscal Year 2027 Member Request Guide

Database opens February 25, 2026

Programmatic and language request deadline is Friday, March 13, 2026, at 6:00 PM EST

Community Project Funding request deadline is Friday, March 13, 2026, at 6:00 PM EST

Members must post CPF requests on their websites by Friday, March 27, 2026, at 6:00 PM EST

General Guidance

The general procedures for submitting Member requests are in the “Dear Colleague” letter from Chairman Carter dated February 25th. Please refer to that letter for general information regarding the Fiscal Year 2027 process, as well as the February 25th “Dear Colleague” from Chairman Cole. Please review those documents and this document in their entirety prior to submitting Member requests.

Like prior years, offices must use the House Appropriations Committee’s database <https://appropriationssubmissions.house.gov/> for all Member requests. Please ensure that all field entries are complete and accurate. No printed materials will be accepted. Member offices may not submit requests on behalf of another office.

If you encounter problems with the Committee’s database or have technical questions, please email Approp.ITMemberRequest@mail.house.gov. For general questions regarding this guidance, please email MC.MemberRequests@mail.house.gov.

The supplemental information and directions provided in this document are intended to simplify the online request process and help ensure requests are entered correctly. Please read this document carefully before entering your requests online. It is important to ensure the information is entered accurately, so that the requests may be properly considered for funding.

Member Request Letters:

Offices must upload a single, signed Member letter addressed to Subcommittee Chairman Carter and Ranking Member Wasserman-Schultz that includes all Community Project Funding (CPF), program, and language requests for the FY 2027 Military Construction, Veterans Affairs, and Related Agencies Appropriations bill. Member letters should provide enough information to clearly identify each request entered in the database and include a priority ranking of CPF, program and language requests consistent with the priority ranking you entered in the database.

If your Member signed a delegation letter in support of funding for a specific program, or the inclusion of bill or report language to be included in the FY 2027 Military Construction, Veterans Affairs, and Related Agencies Appropriations bill, that should be considered a request, entered in the database, and prioritized accordingly.

Distinguishing Community Project, Program, and Language Requests:

There are three types of requests: Community Project Funding, program, and language. A description and example of each can be found below.

- **Community Project Funding Request:** A request to fund a specific project.
Example: Provide \$1,000,000 for training barracks for Army at Fort X in State Y.
- **Program Request:** A request to fund a specific program in the bill at a specified level.
Example: Provide \$190,000,000 for the Board of Veterans' Appeals.
- **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 Department of Veterans Affairs to seek opportunities to increase the number of employment service counselors.

If a Member wishes to support an agency, program, or project included in the President's budget request, it is considered a programmatic request. If a project is not included in the President's budget request (for the accounts listed below), it is considered a Community Project Funding request.

All **Community Project Funding requests** must meet the eligibility requirements for the specific account in which the project is funded. Only certain Department of Defense (DoD) accounts in the Military Construction, Veterans Affairs, and Related Agencies bill are in this category.

Community Project Funding Requests:

Department of Defense

Military Construction Accounts

Community Project Funding requests must follow the guidelines included in this section. Each project request must be for Fiscal Year (FY) 2027 funds only and cannot be for multiyear funding. In addition, requested projects must meet the following criteria:

- All requests, including for design and minor construction, must be included on an unfunded requirements/unfunded priorities list (UFR/UPL) submitted to Congress by a military service, combatant command, or the Office of the Under Secretary for Research and Engineering, or have an existing active authorization from a prior National Defense Authorization Act (NDAA).

- Projects suggested by an installation or unit commander not included on the documents above will not be accepted.
- In addition, all project requests must meet the following criteria to be eligible:
 - Have at least 35 percent of its design completed. Some projects that have not reached 35% design may be eligible for design funding. With changes to the criteria this year, these projects will not be common in FY27.
 - Able to be obligated in FY27.
 - Submitted to the House Armed Services Committee for inclusion in the FY27 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.
 - If your office does not have a direct point of contact, we recommend you contact the appropriate office: [List of Congressional Liaison Offices](#).

The Committee will note given anticipated demand and already oversubscription for Community Project Funding we encourage offices to submit, and the subcommittee intends to prioritize Community Project Funding requests below \$55,000,000. Requests above that threshold will be difficult to fund as there are several variables affecting the Committee's ability to fund large projects. The Committee also intends to prioritize funding for requests that fully fund the total cost of a project and intends to avoid new incremental funding for projects above \$55 million.

Construction– Active Components

Eligible Community Project Funding requests include construction for active components in the accounts listed below.

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

Construction– Reserve Components

Eligible Community Project Funding requests include construction for Reserve Components in the accounts listed below. **Note: Some National Guard 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 Projects

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. The Committee will use FY26 UFRs/UPLs currently available to Congress. The absence of current UFRs/UPLs for FY27 results in the need to utilize the previous list. These lists can be found by contacting the Armed Services’ Congressional Liaison Offices.
- **National Defense Authorization Acts.**
- **Unfunded Requirements for Laboratory Military Construction Projects report Congress required by section 2806 of the National Defense Authorization Act for Fiscal Year 2018 (Public Law 115-91)**

Please contact the subcommittee if you have any issues identifying the eligible FY27 sources for military construction Community Project Funding requests. The subcommittee strongly encourages to reach out to them prior to any submission to ensure eligibility.

Supplemental Information

For military construction Community Project Funding requests, the following information will be needed. This information is specific to the Subcommittee on Military Construction, Veterans Affairs, and Related Agencies. Please contact the subcommittee if you need assistance.

- Which Service is the project for?
- Project Title.
- Amount Requested for FY27.

- Program (Is the funding request for construction, unspecified minor construction, or planning and design?).
- Project Location (state/territory title).
- Installation Name (location title).
- Does the project have an active authorization from the National Defense Authorization Act? If so, what year?
- Was the project included as an unfunded requirement in the Unfunded Requirements for Laboratory Military Construction Projects report Congress required by section 2806 of the National Defense Authorization Act for Fiscal Year 2018 (Public Law 115-91)?
- Is the project on a FY26 Service or Combatant Command unfunded requirements/unfunded priorities list (UFRs/UPLs)?
- Does the project have a DD Form 1391, have you included it the submission?
- If a National Guard project, does it require a state funding match?
- Is this project at or above 35 percent design complete?
- Can the project funds be obligated in FY27?
- Has a corresponding request been submitted to HASC for inclusion in the FY26 NDAA? If a project was previously authorized in a NDAA, please provide the fiscal year.
- Who is the point of contact in the requesting office?

Financial Disclosure Certifications and Federal Nexus Statements

Members must include a statement regarding the project's federal nexus. For military construction Community Project Funding requests, 10 U.S.C. Chapter 169 should be cited on federal nexus statements, in addition to specific project authorizations provided in previous National Defense Authorization Acts, if applicable. For example,

The project has a federal nexus because the funding provided is for purposes authorized by 10 U.S.C. Chapter 169 and the National Defense Authorization Act.

Pursuant to House rule XXIII, clause 17, Members are also required to send the Chairman and Ranking Member a letter stating that the Member and his/her spouse do not have a financial interest in requested projects. The Appropriations Committee's financial disclosure requirement also

includes a Member's "immediate family" (defined as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law).

Below is suggested text for a Federal Nexus and Financial Disclosure certification to accompany each Community Project Funding request:

Dear Chairman Cole and Ranking Member DeLauro:

I am requesting funding for _____ [project] in Fiscal Year 2027. The entity to receive funding for this project is _____, located at _____ (address including street name, city, state and zip code). The funding would be used for _____. The project is an appropriate use of taxpayer funds because _____.

The project has a federal nexus because the funding provided is for purposes authorized by _____ [insert U.S. Code or Public Law citation suggested in subcommittee guidance].

I certify that I have no financial interest in this project, and neither does anyone in my immediate family.

Sincerely,

Member of Congress

These statements must be on letterhead and must be signed by the Member. Members must post these letters publicly on their website on the date of the final submission, as determined by each subcommittee. Please prepare the certification on letterhead and upload a PDF of the signed document to the request database.

Requests for Military Construction Community Funded Projects do not require a letter of community support.

Members are required to post Community Project Funding requests and associated certifications of no financial interest and statement of federal nexus on their house.gov websites on **Friday, March 27, 2026, by 6:00 PM EST**, following the end of the Committee's technical assistance review period.