

Guide to Congressionally Directed Spending (CDS) Process

Fiscal Year 2025



U.S. Senator Tammy Duckworth

Illinois

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Main email for CDS-related matters: CDSappropriations@duckworth.senate.gov

Letter from the Senator

Dear Constituent:

This guide provides an overview of the application process for Congressionally Directed Spending (CDS), also known as earmarks. Earmarks provide a one-time (not multi-year) grant funding for community projects that will benefit Illinoisans. CDS grant funding is available to municipal governments, non-profits, individuals, and other entities. Examples of recent projects that have secured CDS funding via the application process through my office include:

- \$3.5 million to improve drinking water and wastewater infrastructure in Harvey
- \$1 million to build a Homeland Security Emergency Operations Center in Rockford
- \$1 million to renovate a former school into a new community center in Galesburg
- \$975,000 for the Kids Above All youth educational support program in Lake County
- \$850,000 to renovate the McLean County YMCA's sexual assault crisis center
- \$265,000 to weatherize bus shelters and install solar-powered interior lighting in Marion

Congress revived the practice of earmarks in Federal Fiscal Year 2022. This guide is based on the guidance issued by the Senate Appropriations Committee over the past three years, however, in Spring 2024, the Committee may modify its guidance at the start of consideration of Fiscal Year 2025 (FY 25) earmarks or may discontinue the earmark process entirely.

Generally, project eligibility requirements for my office are similar to competitively awarded grants through other Federal agencies, but individual programs may have expanded eligibility requirements according to Committee rules. Several Federal agencies have webpages that explain the requirements for CDS applicants, such as whether an application is required and financial reporting requirements. Additional information for specific eligibility requirements can be found on the latest competitively awarded grant's Notice of Funding Opportunity for each program. Some earmarks may also require the approval of State of Illinois agencies before being considered for CDS funding from this office.

Applications for CDS funding are highly competitive, and not every project that my office advances to the Senate Appropriations Committee will receive funding. Though my office cannot guarantee funding success through the CDS process, this guide, along with assistance from my staff in Illinois and Washington, D.C., will help ensure that the process goes smoothly and CDS applicants from Illinois have the best chance of receiving the funding they need.

Please visit my website (<https://www.duckworth.senate.gov>) or email my staff (CDSappropriations@duckworth.senate.gov) for more information.

Sincerely,



Basic Project Information Required for all CDS Applicants

All applicants for CDS funding through this office are required to provide basic information about their project before my staff can evaluate the application and advance it to the Senate Appropriations Committee. This information includes:

- 1. Contact information for you and your organization**
- 2. Program/Activity Information**
 - a. Subcommittee
 - b. Account you are applying to
 - c. Official project name
 - d. Project location(s)
- 3. Project Information**
 - a. Requested funding level questions
 - b. Priority Ranking
 - i. If your organization is applying for multiple projects, you must complete a separate application for each project and rank the project accordingly
- 4. Project Narrative**
 - a. Clear and concise description of project's purpose, about one paragraph in length
 - i. This paragraph may fully or partially be made public in Congressional disclosures released after the FY 25 CDS process concludes
 - ii. This paragraph should answer the following questions:
 1. What will the funding, if received, help accomplish?
 2. Who, or what communities, would it serve?
 3. Why are these funds necessary?
 - b. Justification of Request
 - i. In this section, you will provide greater detail on your project, such as a justification for why this project is a worthwhile investment for taxpayers and other specific information the Appropriations Committee requires for each project.
 - ii. This section should also describe the new services or opportunities that will be made available as a result of the CDS funding
 - iii. If you are requesting additional funding for an ongoing project, please provide details on the current status of the project and an explanation for how this additional funding will move the project towards completion.
 - c. Budget Breakdown
 - i. Outline the total cost of the project and include detailed information about how CDS funds will be spent, such as programming or equipment
 - ii. If the project has multiple phases, include a breakdown of the cost for each phase
 - iii. If applicable, how many and what kinds of jobs will be created by this project?
 - d. Financing on Hand

- i. Provide an account of the funding that is already dedicated to the project from state, county, or local taxpayer funds, non-profit funding and community groups
- e. Community Impacts
 - i. Provide a description of impacts – positive or negative – and what constituencies will be affected by those impacts

FY 25 U.S. Senate Earmark Process

This is an outline of the FY 25 CDS process. **It is subject to change at any time or may be halted entirely** if the House of Representatives and/or Senate Appropriations Committee decline to execute the CDS process for this fiscal year.

- **March 1st, 2024:** the application portal for FY 25 CDS funding opens on Senator Duckworth's website and will remain open until a yet to be determined date
- President Biden releases the FY 25 Federal budget, starting the appropriations process
- Senator Duckworth's Independent Review Board selects a smaller group of projects to advance to the Senate Appropriations Committee from the pool of applications our office receives.
- The Senate Appropriations Committee reviews the submitted requests
- The Senate Appropriations Committee releases funding bills to the public with information about the CDS proposals that were selected to receive funding
- House and Senate Appropriations bills are reconciled in a conference committee to reach a deal that satisfies all parties and can be supported by the President. Projects that were selected to receive funding from the Senate Appropriations Committee in the previous stage of the process may be cut at this stage.
- A compromise funding agreement is passed in the House and Senate and signed into law by the President
- **Early 2025 and beyond:** CDS funding is disbursed by Federal agencies to grant recipients

Agriculture, Rural Development and Food and Drug Administration

CDS requests will be accepted in the following accounts. All CDS requests must meet the applicable eligibility requirements for the program in which the request is made. If your project requires matching funds or other cost share requirements, you must show that the project sponsor can meet those financial obligations.

Agricultural Research Service (ARS), Buildings and Facilities (B&F). Requests for ARS B&F may only include funding for existing facilities or facilities where funding has been provided in the past.

Animal Plant Health Inspection Service (APHIS) - Salaries and Expenses. APHIS submissions must meet environmental review requirements (i.e. National Environmental Policy Act (NEPA) and the Endangered Species Act). Some APHIS programs, including Field Crop & Rangeland Ecosystems Pests, Brucellosis and Wildlife Services have matching requirements.

Watershed Protection and Flood Prevention Program. Each project must contain benefits directly related to agriculture, including rural communities, which account for at least 20 percent of the total benefits of the project. There are several financial and programmatic requirements in Watershed Flood Prevention Operations. You must certify that a program sponsor has contacted their Natural Resources Conservation Service (NRCS) state office and the proposal meets all program requirements, including financial requirements. If applicable, please provide these certifications. **For reference, the Illinois NRCS state office can be reached at (217)-353-6600, or via mail at 2118 W. Park Ct., Champaign, IL 61821.**

Rural Development. USDA Rural Development staff are available to answer specific questions regarding project eligibility for Community Facility and Distance Learning & Telemedicine grants. **Illinois's USDA State Office can be reached at (217) 241-6600, ext. 2, or via mail at 3500 Wabash Ave., Springfield, IL 62711.**

In addition to certifying that the matching requirements will be met, you must also certify that potential recipients have contacted their local USDA Rural Development office and confirmed the proposed project meets the program's eligibility requirements.

Community Facilities (CF) Grants. Projects funded under this account must meet non-Federal match requirements, which vary based on area median income and population. Projects must also meet environmental review requirements. For a full list of eligible entities, uses and limitations, please see [7 CFR Part 3570](#). The maximum Federal contribution for projects funded under this account is as follows:

- 75% for a project located in a rural community having a population of 5,000 or fewer
- 55% for a project located in a rural community having a population of 12,000 or fewer
- 35% for a project located in a rural community having a population of 20,000 or fewer

- 15% for a project located in a rural community having a population of 20,000 or fewer

Funds may not be used for the following activities:

- To reimburse funds for projects already constructed/acquired or projects that will be completed by the passage of the final bill.
- To pay initial operating expenses or annual recurring costs, including purchases or rentals that are generally considered to be operating and maintenance expenses (unless a CF loan is part of the funding package).
- To fund facilities to be used primarily for recreation purposes.
- To fund facilities to be used primarily for business entrepreneur purposes.

Applicants must meet environmental review requirements (i.e., NEPA).

CF Grants must comply with the Build America, Buy America Act, which was enacted as part of the Infrastructure Investment and Jobs Act on November 15, 2021. It requires that all iron, steel, manufactured products and construction materials used in Federally funded projects must be produced in the United States.

Distance Learning and Telemedicine Grants. Projects funded under this account require a 15% non-Federal match (matching funds cannot come from another Federal source). A full list of eligible entities, uses and limitations can be found here: [7 CFR Part 1734 Subpart A and B](#). Broadband deployment is not an eligible use of funds for DLT.

Commerce, Justice and Science

CDS requests will be accepted in the following accounts. All CDS requests must meet the applicable eligibility requirements for the program in which the request is made.

Department of Commerce:

- **National Institute of Standards and Technology (NIST); Scientific & Technical Research Services (STRS); External Projects.** Projects should address standards-related research and technology development. Construction projects are not accepted.
- **NIST; Construction of Research Facilities.** Projects for non-Federal research facilities, including for projects at research institutions and colleges and universities. Given the significant investments necessary for construction projects, only a very limited number of projects will be supported on an annual basis.
- **National Oceanic and Atmospheric Administration (NOAA); Operations, Research and Facilities (ORF); Special Projects.** Projects should address fisheries, marine mammals, ocean, coastal issues, climate, weather, atmospheric research, data acquisition and forecasting programs. Construction projects are not accepted.

Department of Justice:

- **Office of Justice Programs; State and Local Law Enforcement Assistance; Byrne Discretionary.** Projects support additional personnel, equipment, supplies, contractual support, training, technical assistance and information systems for criminal justice systems. Awarded grants will be subject to the requirements of 2 CFR Part 200 and the DOJ Grants Financial Guide. This funding cannot be used for land acquisition or construction.
- **Community Oriented Policing Services (COPS); COPS Law Enforcement Technology.** Projects support the development of technologies and automated systems to assist law enforcement agencies in investigating, responding to and preventing crime. Recipients shall include State, local, Tribal and territorial governments and their public agencies (for example, police and/or sheriff's departments). Allowable activities are limited to the statutorily allowable purpose areas under the COPS Office statute, including the procurement of equipment, technology, or support systems and the development of new technologies to assist recipient entities in reorienting the emphasis of their activities from reacting to crime to preventing crime. Awarded grants will be subject to the requirements of 2 CFR Part 200 and the DOJ Grants Financial Guide and the applicable Award Owner's Manual.

National Aeronautics and Space Administration (NASA):

- **Safety, Security and Mission Support.** Projects should focus on science education, research and technology development related to NASA's mission. Medical research projects, Space Grant projects (which require a funding match) and projects at NASA-owned Visitor Centers are discouraged. This account cannot fund construction but may be used for equipment, research funding, or education programs.

Homeland Security

CDS requests will be accepted in the following accounts. All CDS requests must meet the applicable eligibility requirements for the program in which the request is made.

Federal Emergency Management Agency (FEMA) Pre-Disaster Mitigation Projects.

Requested projects must meet the eligibility requirements of the PDM grant program, including the non-Federal cost-share requirement, benefit-cost ratio and environmental and historic preservation requirements. Full requirements can be found in the fiscal year [2024 Notice of Funding Opportunity \(NOFO\) for the Safeguarding Tomorrow through Ongoing Risk Mitigation](#) (the NOFO for FY25 projects is expected to be released soon, but requirements are likely to stay the same). For any projects designated for funding in the final fiscal year 2024 Homeland Security Appropriations Act, the state agency responsible for administering mitigation grants in the requestor's state must apply to the Federal Emergency Management Agency and that entity will serve as the administrative agent for the grant. Therefore, all project proposals must be accompanied by a letter of support from the appropriate state agency affirming that it believes the project is eligible. In addition to the PDM grant program requirements listed above, the Subcommittee will principally seek to satisfy requests for eligible projects that are important to states and local communities but which may not receive adequate attention under the larger Building Resilient Infrastructure and Communities (BRIC) program.

FEMA Emergency Operations Center Grant Program. Requested projects must meet the eligibility requirements of the EOC grant program, including the non-Federal cost-share requirement and environmental and historic preservation requirements. Full requirements can be found in the fiscal year [2023 Notice of Funding Opportunity \(NOFO\) Fiscal Year 2023 Emergency Operations Center Grant Program](#) (the NOFO for FY 25 projects is expected to be released soon, but requirements are likely to stay the same). For any projects designated for funding in the final fiscal year 2024 Homeland Security Appropriations Act, the state administrative agency (SAA) must apply to FEMA and that agency will serve as the administrative agent for the grant. Therefore, all project proposals must be accompanied by a letter of support from the appropriate SAA affirming that it believes the project is eligible.

Energy and Water Development

CDS requests will be accepted in the following accounts. All CDS requests must meet the applicable eligibility requirements for the program in which the request is made.

- **Army Corps of Engineers** (Investigations, Construction, Operations and Maintenance, Mississippi Rivers and Tributaries: Investigations, Mississippi Rivers and Tributaries: Construction, Mississippi Rivers and Tributaries: Operations and Maintenance): Only authorized projects and programs will be considered for funding.
- **Bureau of Reclamation** (Water and Related Resources): Only authorized projects and programs will be considered for funding.
- **Department of Energy:**
 - Renewable and Clean Energy Projects
 - Electricity and Energy Resiliency Projects
 - Cybersecurity and Energy Security Projects
 - Nuclear Energy Projects
 - Fossil Energy or Carbon Management Projects

For Department of Energy, the Subcommittee will not consider projects that do not follow statutory cost sharing requirements, construction projects of new buildings, projects that require multiple years of funding, vehicle charging ports, electrical substation replacements, or planning studies for forthcoming projects. Successful projects will be in line with current Department of Energy missions that focus on transformative science and informative research, development and demonstration.

NOTE: the statutory required cost sharing requirements will depend on the scope and technological maturity of the project:

- Research or development activities of a basic or fundamental nature: no minimum cost share.
- Research or development activities of an applied nature: minimum 20 percent cost share.
- Demonstration or commercial application: minimum 50 percent cost share.
- Some projects may contain elements of more than one of the categories listed above. Therefore, some projects may have a blended cost share.

Financial Services and General Government

CDS requests will be accepted in the following accounts. All CDS requests must meet the applicable eligibility requirements for the program in which the request is made.

- **Small Business Administration (SBA), Administrative Provision:** Projects in support of small businesses, including but not limited to entrepreneur training, counseling, research and construction or acquisition of facilities. ***Please note:*** *SBA CDS funding cannot be used to provide seed capital for small businesses nor can it be used by the CDS recipient to make grants/loans.*
- **National Archives and Records Administration, National Historical Publications and Records Commission (NHPRC):** Projects that help ensure online public discovery and use of historical records collections, encourage public engagement with historical records, strengthen the nation’s archival network, or publish documentary editions of historical records. This includes initiatives like record digitization, programming and online availability of records.
- **National Archives and Records Administration, Repair and Restoration:** Projects that direct spending for presidential libraries or new archival facilities.
- **General Services Administration (GSA), Federal Buildings Fund, Construction and Acquisition or Repairs and Alterations Accounts:** Construction projects typically include Federal courthouses, Federal buildings, or land ports-of-entry. Repairs projects must be Federally-owned properties in need of repair or alteration and are typically Federal buildings or Federal courthouses. Programmatic requests are limited to projects with line items in the GSA Federal Buildings Fund requested by the Administration in the FY24 GSA budget request. ***Please note:*** *Eligible projects do not include state or county facilities, DOD facilities, VA facilities, or transportation infrastructure facilities. The recently-enacted Infrastructure legislation [IIJA] provided funding to complete all land ports-of-entry projects on GSA planning lists.*
- **Office of National Drug Control Policy, Administrative Provision (Prevention Grants):** Preferred prevention programs would include community-based coalitions which, as part of their application, propose data-driven, evidence-based prevention interventions; have established measurable objectives; and proposed implementing a comprehensive mix of strategies. Also, DFC-funded coalitions recently trained by CDC to implement Adverse Childhood Experiences (ACEs) as part of their substance use prevention efforts are recommended. ***Please note:*** *Programs should not be substance specific. Treatment programs are not eligible for CDS under this account.*

Interior and Environment

CDS requests will be accepted in the following accounts. All CDS requests must meet the applicable eligibility requirements for the program in which the request is made.

NOTE: CDS projects submitted under the Interior and Environment appropriations subcommittee will be asked to complete a supplemental questions form.

Environmental Protection Agency, Water and Wastewater Infrastructure, State and Tribal Assistance Grants: Projects include construction of, and modifications to, municipal sewage treatment plants and drinking water treatment plants. In general, local and/or municipal projects should be included on a state's most recently finalized Clean Water or Drinking Water State Revolving Fund Intended Use Plan (IUP) or meet eligibility requirements for funding under State Revolving Loan Fund (SRF) guidelines. You must identify whether the project is Drinking Water or Clean Water. There is a minimum 20% cost share requirement for any state or local water infrastructure grant funded through CDS. For more information, please visit [here](#).

National Park Service, Historic Preservation Fund (HPF): All HPF grantees must meet standards set by the Secretary of the Interior and comply with the audit requirements. ***Please note*** that acquisitions of collections or historic properties are not eligible under the HPF. For more information, please visit [here](#).

U.S. Forest Service, State and Private Forestry (SPF), Forest Resource Information and Analysis: This account provides technical and financial assistance grants to non-Federal forest landowners, including state, tribal and local governments. Activities within this account include forest health management, cooperative fire protection, wood innovation and urban and community forestry. Project requests should be part of the state's Forest Action Plan, or contribute to meeting the goals of the Forest Action Plan.

Projects on Agency Lists: Only requests for projects that are not included in the President's budget request or for funding levels that are above the amounts provided in the President's budget request will be considered, with a strong preference for projects included on agency-submitted priority lists.

- **Land and Water Conservation Fund (LWCF):** Note that the Grantee for Federal acquisition is the Federal agency that will eventually manage the land (either BLM, FWS, NPS, or USFS), or in the case of the Forest Legacy Program, it is the state.
- **Legacy Restoration Fund (LRF):** Note that the Grantee is the Federal agency.
- **Land Management Agencies, Construction (LMCON):** Note that the Grantee is the Federal agency.

Land Management Agencies, Local Projects and Research: Requests for funds must be relevant to the specified mission area within the bureaus listed below and contribute to responsible stewardship of land, wildlife and recreation resources or contribute to priority research areas that inform stewardship of those resources. Proposed projects should contribute to

local, state and Federal efforts to benefit species, habitat and/or enhanced stewardship of land and water resources.

- **BLM, Management of Land and Resources, Land Management Priorities:** Projects for activities related to land, wildlife and aquatic habitat management.
- **NPS, National Recreation and Preservation, Statutory and Contractual Aid:** Projects for activities relating to operating, managing and preserving resources, including as authorized by law.
- **FWS, Resource Management, Stewardship Priorities:** Projects for fish and aquatic conservation, habitat conservation, recovery and restoration activities.
- **USGS, Surveys Investigations and Research, Status and Trends:** Projects for high priority and core science research, and ecosystem and water resources related activities.

Land Management Agencies, Construction: The four land management agencies (BLM, FWS, NPS and USFS) receive annual appropriations for new construction and other capital improvement projects and typically include a short list of specific projects in the President's budget request. There will be a high bar for considering any projects not present on the current year's lists. Note that the CDS recipient is the Federal agency.

Bureau of Indian Affairs, Operation of Indian Programs and Special Initiatives: BIA provides direct services and funding for compacts and contracts for Tribes to provide programs for a wide range of activities. While the Subcommittee will not consider CDS projects for individual tribes, the Subcommittee may consider requests from other eligible entities that honor the commitment to invest in Tribal communities, create economic opportunities, foster cultural heritage, promote efficient and effective Tribal governance and conserve natural resources.

Environmental Protection Agency, Science and Technology, Research: National Priorities. Projects for high priority lines of research related to environmental quality and human health.

Environmental Protection Agency, State and Tribal Assistance Grants, STAG Infrastructure Grants: Projects related to existing funding categories and activities within the STAG account that will result in improvements in environmental quality and/or human health.

Labor, Health and Human Services and Education

CDS requests will be accepted in the following accounts. All CDS requests must meet the applicable eligibility requirements for the program in which the request is made.

Department of Labor, Employment and Training Administration: This program supports projects focused on meeting the employment and training needs of workers. Generally these projects should include direct services which could include career services, training services (including work-based training), supportive services and other permissible services, as they are defined in the Workforce Innovation and Opportunity Act. All projects must: (1) demonstrate evidence of a linkage with the State or local workforce investment system; and (2) include an evaluation component. Equipment purchases may be included in the request, but generally 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. Funding request may not be made for construction or renovation of facilities.

Department of Health and Human Services (HHS), Health Resources and Services Administration (HRSA): HRSA requests must fall under one of the following categories:

- **Health Facilities Construction and Equipment.** Projects for the cost of limited-scope construction, renovation, or capital equipment purchase for facilities for 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, funding can be used to acquire capital equipment, such as lab equipment, x-ray machines, or telehealth and information technology. The Committee will not consider a CDS request for Federal funding within this account that exceeds \$15 million. Equipment-only CDS requests—that is, requests not involving construction—are permissible. 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. 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 funding cannot be used to acquire land or purchase existing buildings, or to pay salaries or other operating costs. Funding cannot be used to pay for work previously completed. CDS can be used for architectural and engineering costs associated with an eligible construction project but cannot be used for general feasibility studies or planning and design.
- **Rural Health:** Projects to improve health care in rural areas. Examples of eligible activities include medical, dental, or mental health care services; health promotion and

education; chronic disease management; telehealth services; and improvements to emergency medical services. Grant funds can be used for services only in areas that meet HRSA's definition of rural. For lists of eligible areas and further information regarding that definition, see: <https://www.hrsa.gov/rural-health/about-us/definition/index.html>. Please provide the address of the project's activities in the project justification, if different than the legal entity recipient address, for purposes determining project eligibility.

HHS, Substance Abuse and Mental Health Services Administration (SAMHSA): Requests within SAMHSA must fall under one of the following categories:

- **Mental Health.** Projects support programs that promote the prevention or treatment of mental health disorders, including rehabilitation, outreach and other support services.
- **Substance Abuse Treatment.** Projects support programs that improve access, reduce barriers and promote high quality, effective treatment and recovery services.
- **Substance Abuse Prevention.** Projects support programs to prevent the onset of illegal drug use, prescription drug misuse and abuse, alcohol misuse and abuse and underage alcohol and tobacco use.

SAMHSA cannot be used for construction (other than a limited amount of renovation necessary to carry out a funded project).

HHS, Administration for Children and Families (ACF). Requests within ACF must fall under one of the following categories:

- **Child Abuse Prevention.** Projects supporting programs 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 abused and/or neglected children and their families.
- **Social Services Research and Demonstration.** Projects supporting programs to support the ability of families to thrive through financial self-sufficiency 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.

Funding requests under ACF may not be made for construction or renovation of facilities.

HHS, Administration for Community Living (ACL), Aging and Disability Services Programs. Projects to improve the ability of older adults and individuals of all ages with disabilities to live independently and participate fully in their communities. Projects focus on improving access to, or the quality of, education, training, support services and independent living services for older adults and individuals with disabilities. Funding requests may not be made for construction or renovation of facilities.

Department of Education (ED). Requests within ED must fall under one of the following categories:

- **Innovation and Improvement, Fund for the Improvement of Education (FIE).** Elementary and secondary education CDS requests can be designated under this heading for a wide variety of elementary and secondary education projects, including 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 CDS requests should be providing early childhood or K-12 educational services. In addition, CDS requests to provide and improve special education services at the elementary and secondary levels are also eligible under this heading. These CDS requests may include early intervention services for infants and toddlers, transition services and postsecondary education services. Eligible CDS recipients are state education agencies, school districts, colleges and universities and other public and private nonprofit entities. Generally, CDS requests intended for individual schools is provided to the applicable school district and not directly to the individual school. CDS 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 under this account.

- **ED, Higher Education, Fund for the Improvement of Postsecondary Education (FIPSE).** CDS projects funded through FIPSE should primarily be focused on improving access to, or the quality of, postsecondary education. This can include a range of activities as authorized and specified in section 741(a) of the Higher Education Act (20 U.S.C. 1138(a) n). CDS recipients are usually colleges and universities, but may include other public and private nonprofit organizations. 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, equipment and telecommunications, provide student support and implement university partnerships with school districts. If a significant portion of CDS funds are expected to be used for the purchase of equipment make sure to note that and include a justification for that use of funds. CDS funding cannot be used for endowments or for construction or renovation of facilities, except in the case of minor remodeling required as part of technology upgrades.

Military Construction

The following Military Construction accounts are eligible for CDS requests: Army, Navy and Marine Corps, Air Force, Defense-Wide, Army National Guard, Air National Guard, Army Reserve, Navy Reserve and Air Force Reserve. Requests may include major construction projects included on the list below, unspecified minor construction and planning and design.

Eligible Lists:

- **Future Years Defense Program (FYDP).** Each military department, to include the guard and reserve, as well as defense-wide agencies, plans its major military construction program five years into the future. FYDPs identify these future planned projects, which are candidates for CDS requests.
- **Unfunded Requirements/Priorities Lists (UFR/UPL).** In addition to the annual budget request and as required by law, each military department submits to the congressional defense committees a document identifying unfunded priorities that would be funded if additional appropriations were provided.
- **Cost-to-Complete (CTC).** Variables such as construction market conditions can affect cost estimating throughout the military construction programming process, and as such, DOD can experience cost increases that cannot be sufficiently covered by available appropriated funding. In these cases, the military departments submit a list of projects – separate from the budget request – that have received an authorization and appropriation but require additional funding to be completed.

Eligible major military construction projects must be:

- Authorized in the Fiscal Year (FY) 2025 or prior year National Defense Authorization Act;
- At 35% design or higher with a DD 1391*; and
- Prepared to award a construction contract in FY 2025.

*A DD 1391 form is required by DOD for any military construction project. It contains scope and cost estimates, an assessment of the current requirements, justification for the project and anticipated contracting and construction timelines. Any project that meets the CDS eligibility requirements should have a DD 1391.

When submitting the request, be sure to complete the following requirements:

- Identify which list (FYDP, UFR/UPL, or CTC) includes the project requested, if major construction;
- Confirm that the project is at 35% design has a DD 1391 planning document, attached the DD1391; and
- Confirm that the requested project has either been previously authorized or a request to authorize has been submitted to the Senate Armed Services Committee

Transportation, Housing and Urban Development (THUD)

CDS requests will be accepted in the following accounts. All CDS requests must meet the applicable eligibility requirements for the program in which the request is made. Requests for funding under the Transportation, Housing and Urban Development (THUD) appropriations bill must have a reasonable expectation of being able to be obligated before funds expire.

Transportation Planning, Research and Development (TPR&D): This account funds transportation research projects eligible under title 23 or title 49, United States Code.

- Planning for specific local highway, transit, or rail projects that are eligible under HIP, TIG, or CRISI should NOT be included in this account.
- You are encouraged to use this account for national or regional research and development projects.
- You must provide a link to the master plan that includes the requested project.

Grants-in-Aid for Airports (Airport Improvement Program or AIP): This account funds airport capital projects eligible under chapter 471 of title 49, United States Code.

- You are required to provide the status of the planning and environmental work so the Subcommittee can assess the readiness of the project. You should also provide a description of all other sources of funding contributing to the total cost of the project.
- You must provide a link to the master plan that includes the requested project.
- You must provide total cost of the project and select the airport name (see [NPIAS](#) for airport names).

Transit Infrastructure Grants (TIG). This account funds transit capital projects eligible under chapter 53 of title 49, United States Code;

- You are required to provide the status of the planning and environmental work so the Subcommittee can assess the readiness of the project. You should also provide a description of all other sources of funding contributing to the total cost of the project.
- You must provide a link to the STIP or TIP that includes the requested project.
 - **NOTE:** Transit projects that are not currently on the STIP or TIP may be eligible if a transit agency has provided a letter confirming that: (1) the project is eligible for transit funding under chapter 53 of title 49, United States Code; (2) the transit agency is willing to carry out the project if funding is enacted; and (3) the transit agency will include the project on the STIP or TIP once funding for the project is enacted.
- You are required to provide total cost of the project, which should be consistent with the total cost of the project in the STIP or TIP. You are also required to select the name of the recipient or sub-recipient transit agency.

Consolidated Rail Infrastructure and Safety Improvement (CRISI) Grants. This account funds rail capital projects eligible under section 22907 of title 49, United States Code; and

- You are required to provide the status of the planning and environmental work so the Subcommittee can assess the readiness of the project. You should also provide a description of all other sources of funding contributing to the total cost of the project.
- You must provide a link to the State Rail Plan that includes the requested project.
 - **NOTE:** Rail projects that are not currently on State rail plan may be eligible if a State rail agency or State DOT has provided a letter confirming that: (1) the project is eligible for rail funding under section 22907 of title 49, United States Code; (2) the State rail agency, State DOT, or other relevant State agency is willing to carry out the project if funding is enacted; and (3) the State rail agency or State DOT will include the project on the State Rail Plan once funding for the project is enacted.
- You are required to provide total cost of the project, which should be consistent with the total cost of the project in the State Rail Plan.

Economic Development Initiatives, Community Development Fund. This account funds economic development projects eligible under section 5305 of chapter 69 of title 42, United States Code, as well as for affordable housing construction.

- The Committee encourages projects that address affordable housing, community services and economic development. Examples of eligible EDI projects include, but are not limited to:
 - Acquisition of real property (land, water rights, buildings);
 - Construction of new affordable housing;
 - Blight removals or remediation; and
 - Construction, rehabilitation and improvements of public facilities (except buildings for general conduct of government), such as neighborhood centers, parks and shelter for persons having special needs such as survivors of domestic violence and the homeless.
- You are required to provide the current status of the project, a description of all other sources of funding contributing to the total cost of the project and the status of the planning and environmental review work.
- You are encouraged to include relevant data on how activities or projects address at least one of the three National Objectives of the broader CDBG program: (1) benefit low- and moderate-income persons or communities; (2) prevent or eliminate slums or blight; or (3) address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community.
- You must provide a link to the project website if available or a link to the HUD five-year Consolidated Plan or Annual Action Plan if the project is included or complements planned or current projects within these required plans.
- You are required to provide the total cost of the project.

FAA Facilities and Equipment (F&E). This account funds terminal air traffic control tower facility replacement projects eligible under part A of subtitle VII of title 49, United States Code.

- You must provide a link to the master plan that includes the requested project.
- You must provide total cost of the project and select the airport name (see [NPIAS](#) for airport names).
- You must provide a statement of why the tower needs to be replaced, as well as information on the age of the tower, number of enplanements, operational line of sight issues, other related infrastructure work not covered by the cost of replacing the air traffic control tower (roads, utilities, etc.) and any other information to justify the project
- You are required to provide the status of the planning and environmental work so the Subcommittee can assess the readiness of the project, as well as information on how the CDS funding will ensure completion of a project or segments of a project, including the total cost of the project.