

118TH
CONGRESS

MEMBER DIRECTED SPENDING PROGRAMS

A cheat sheet for fiscal year 2024
for congressional offices

updated february 2023

PROGRAM CHANGES IN FY24



PROGRAM CHANGES IN FY24

Some things haven't changed from the 117th Congress:

- » For-profit requestors are still ineligible.
- » Projects will still be subject to GAO review.
- » Members' personal requests must be posted online.
- » Committees will also separately accept programmatic requests.
- » House requests require evidence of community support.
- » House offices may only submit 15 requests.

SENATE

- » No major changes on your end. Carry on!

HOUSE

A few significant departures from last year:

- » The House has clarified for FY24 that it will limit House Member requests to 0.5% of Federal discretionary spending. The total amount of funding available for earmarks in both chambers will remain at 1%.
- » Certain categories of spending have been eliminated:
 - No member requests for commemorations, memorials, or museums will be accepted.
 - No member requests for the Labor-HHS, Financial Services-General Government, or Defense subcommittees will be accepted.
- » Subcommittees provided stricter guidelines for individual accounts. Depending on the subcommittee, this may show up as the chair's expressed priorities, or additional questions to answer for each request.
- » Projects have to certify a "federal nexus" for each request, meaning offices have to be able to point to relevant law authorizing projects to connect with the project request.

TBD: how tighter House restrictions will work with the continuation of the Senate program

FEDERAL NEXUS QUESTION RESOURCES



RESOURCES ON FEDERAL NEXUS QUESTION & OTHER MEMBER-DIRECTED SPENDING CONCERNS

SUBCOMMITTEE GUIDANCE DOCUMENTS

- » Both the House ([appropriations.house.gov](https://www.appropriations.house.gov)) and Senate ([appropriations.senate.gov](https://www.appropriations.senate.gov)) have put effort into making their Subcommittee Guidance Documents much more user-friendly than we've seen in the past.

Detail varies by account, but some include:

- Sample request language
- Sample disclosure templates
- References to relevant US code (for the House side) and more!

SUBCOMMITTEE STAFF

- » As in previous years, subcommittee staff have been available to take Member questions on specific accounts and requests. Review published guidance first, but don't hesitate to use them as a resource.

CRS

- » CRS experts are indispensable in so many areas, including appropriations.

GAO'S TRACKING THE FUNDS SITE

- » For new offices looking to review requests from last year, [GAO's site](#) has great insight and examples.

GUIDE FOR CONGRESSIONAL STAFF

- » Our full [guide to member-directed spending for congressional staff](#) has more in-depth materials on setting up and running a transparent and accountable process.

8-STEP GUIDE TO VETTING NON-PROFITS

- » Review our [8-step guide to vetting nonprofits](#) that aren't already in your network, or projects you may not be familiar with. Tip: this is a great task for interns!

FY24 ELIGIBLE ACCOUNTS FOR EARMARK FUNDING

- » An updated [list of eligible accounts](#) for earmark funding

SUBCOMMITTEE DEADLINES



SUBCOMMITTEE DEADLINES

The House has identified 7 subcommittees for members to make CPF requests which are shown below. The Senate has identified 9 subcommittees for members to make CDS requests which are shown below.

ENERGY AND WATER DEVELOPMENT AND RELATED AGENCIES

- » House: March 31 [CPF and programmatic requests]
- » Senate: March 30 [CDS and programmatic requests]

LEG BRANCH

- » House: March 24 [non-CPF requests only]
- » Senate: March 30 [non-CDS requests only]

AGRICULTURE, RURAL DEVELOPMENT, FOOD AND DRUG ADMINISTRATION, AND RELATED AGENCIES

- » House: March 24 [CPF and programmatic requests]
- » Senate: March 31 [CDS and programmatic requests]

FINANCIAL SERVICES AND GENERAL GOVERNMENT

- » House: March 24 [non-CPF requests only]
- » Senate: March 31 [CDS and programmatic requests]

INTERIOR, ENVIRONMENT, AND RELATED AGENCIES

- » House: March 24 [CPF and programmatic requests]
- » Senate: April 4 [CDS and programmatic requests]

COMMERCE, JUSTICE, SCIENCE, AND RELATED AGENCIES

- » House: March 31 [CPF and programmatic requests]
- » Senate: April 5 [CDS and programmatic requests]

THUD

- » House: March 31: [CPF and programmatic requests]
- » Senate: April 6 [CDS and programmatic requests]

MILITARY CONSTRUCTION, VETERANS AFFAIRS, AND RELATED AGENCIES

- » House: March 31 [CPF and programmatic requests]
- » Senate: April 7 [CDS and programmatic requests]

HOMELAND SECURITY

- » House: March 29 [CPF and programmatic requests]
- » Senate: April 11 [CDS and programmatic requests]

SFOPS

- » House: March 24 [non-CPF requests only]
- » Senate: April 12 [non-CDS requests only]

LABOR, HEALTH AND HUMAN SERVICES, EDUCATION, AND RELATED AGENCIES

- » House: March 24 [non-CPF requests only]
- » Senate: April 13 [CDS and programmatic requests]

DEFENSE

- » House: March 29 [non-CPF requests only]
- » Senate: April 14 [non-CDS requests only]

For more information on specific eligible accounts for each subcommittee, please see our [updated list of open accounts for FY24](#).

SAMPLE TIMELINE



SAMPLE TIMELINE

With deadlines and guidance published in both chambers, it's time to kick your constituent-facing operation into gear! The following timeline and checklist is a sample to help your team stay organized.

- By March 6th**
 - Finalize your intake form
 - Set your internal deadlines for application
 - Set up your website with information on your process and your team's deadlines
 - Push information about your process out through your networks:
 - » Newsletter
 - » Social Media
 - » Personal emails

- Week of March 6th**
 - March 7th: host informal Q&A webinar or drop-in office hours for interested constituents
 - March 10th: soft deadline for constituents to have submitted at least a partial application

- Week of March 13th**
 - Review partially-submitted applications
 - Perform initial vetting
 - House: start research for federal nexus
 - March 14th: final deadline for constituents to submit all required information, including evidence of community support (House)
 - March 17th: prepare eligible requests for Member review and decision

- Week of March 20th**
 - Final vetting and Member decision on requests
 - Prepare disclosure statements for requests, add signatures
 - House: finalize research to identify federal nexus for requested projects
 - March 24th: begin to submit requests to the relevant Committee portals

- March 27th: Notify applicants of Member decisions**

- April 10th–23rd: Post requests to official Member website as downloadable CSV**

DEVELOPED BY

BIPARTISAN POLICY CENTER

The Bipartisan Policy Center is a Washington, DC-based think tank that actively fosters bipartisanship by combining the best ideas from both parties to promote health, security, and opportunity for all Americans. Our policy solutions are the product of informed deliberations by former elected and appointed officials, business and labor leaders, and academics and advocates who represent both sides of the political spectrum.

POPVOX FOUNDATION

POPVOX Foundation works “to inform and empower people and make government work better for everyone.” This includes reimagining the concept of “civic infrastructure,” and providing new ways for government to share information and engage the public, with an emphasis on diverse participation and rebuilding public trust.



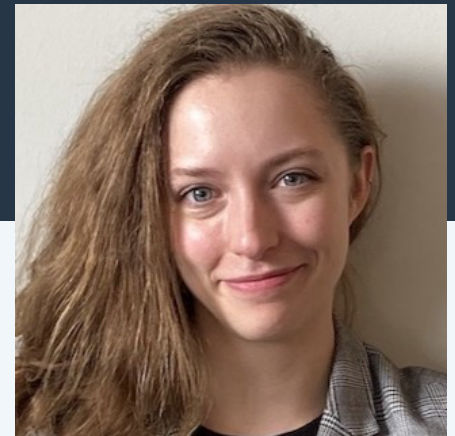
FRANZ WUERFMANNSDOBLER

Franz Wuerfmannsdobler is a Senior Advisor with the Bipartisan Policy Center. He has more than two decades of congressional experience. During his tenure on Capitol Hill, he worked in the offices of U.S. Senators Robert Byrd, Byron Dorgan, and Chris Coons, the last of which he served as the Deputy Chief of Staff and Senior Policy Advisor. He also served on the Senate Appropriations Committee.



MARCI HARRIS

Marci Harris is CEO and cofounder of POPVOX, Inc., a nonpartisan platform for civic engagement and Executive Director of the nonprofit POPVOX Foundation, which she cofounded in 2021. She later served as counsel to the chairman of the Ways and Means Health Subcommittee in the U.S. House of Representatives, working on the team that drafted the Affordable Care Act. Marci left Capitol Hill in 2010 to create POPVOX.com and has continued to work at the intersection of technology and policy.



ANNE MEEKER

Anne Meeker is the Deputy Director of the POPVOX Foundation. A civic process and democratic engagement nerd, and a former House district staffer, Anne was a founding member of the POPVOX Foundation team as Director of Special Initiatives. She previously served as Director of Constituent Services for Congressman Seth Moulton, where she worked to use data and technology to deliver smarter casework services to residents of the MA06.