

## FY25 Congressionally Directed Spending Requests Guidance

On April 26, 2021, the Senate Appropriations Committee announced that Congress would restore – on a bipartisan basis – the authority to approve Congressionally-Directed Spending items for appropriations bills for the fiscal year with enhanced transparency and accountability

Congressionally Directed Spending (CDS) is generally defined as a spending provision in federal appropriations legislation included at the request of a Member of Congress, which designates a specific amount of discretionary funding to a state or local government entity, or 501(c)(3) nonprofit, to be used for a specific purpose in a specific location.

Each project request must meet the statutory requirements for the federal program through which it is funded, along with additional Senate Appropriations Committee requirements outlined in the accompanying document, entitled “FY25 CDS Account Eligibility.”

Please consider this guide and the frequently asked questions as a starting point (additional guidance can be provided upon request). FY25 CDS guidance will be updated once issued by the Senate Appropriations Committee.

**Information Sessions:** Senator King’s office will hold two information sessions to provide additional information about the CDS opportunity and the application process. Please email [CDSRequests@king.senate.gov](mailto:CDSRequests@king.senate.gov), with the subject line “FY25 CDS Info Session,” and state which information session you would like to attend. The dates will be:

- Friday, April 12, at 11:00 A.M.
- Tuesday, April 16, at 11:00 A.M.

We can also provide specific assistance with your submission and help answer any questions you may have. For any questions about the CDS process not covered in this guide, please email [CDSRequests@king.senate.gov](mailto:CDSRequests@king.senate.gov). Please read through this entire guide, as well as the CDS Account Eligibility information, before reaching out with additional questions.

**The deadline for submitting FY 2025 CDS requests to Senator King’s office is April 22, 2024, at 5:00 PM.** This deadline may be extended, pending further guidance from the Senate Appropriations Committee.

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## FY25 Congressionally Directed Spending Requirements

In reviewing member requests for CDS items, the Senate Appropriations Committee will implement Rule XLIV of the Standing Rules of the Senate. Rule XLIV, requires rigorous procedures for accountability and transparency, such as:

- **No Member Financial Interest:** The rules forbid any member from pursuing a CDS item to further his or her financial interest, or that of his or her immediate family. Each member requesting a CDS item must certify in writing that there is no such interest and make that certification available to the public.
- **Request in Writing:** Any member requesting a CDS item must do so in writing, including the Member's name, the name and location of the intended recipient, and the purpose of the spending item.
- **Committee Consideration:** When reporting legislation containing CDS items, the Committee is required to make each item publicly available online in a searchable format as soon as practicable after the mark up (including the name of each Member requesting the item).

In addition to these important requirements, the Senate Appropriations Committee will enhance the existing Senate procedures for CDS items with reforms as follows:

- Ban CDS items to for-profit entities;
- Require Senators to post online their CDS item requests, as well as their financial certification disclosures attesting that they do not have any financial interest in any of the items requested; and
- The Committee will require the Government Accountability Office to audit a sample of enacted CDS items and report its findings to Congress.

### One-Page Project Summary

Senator King's staff is available to provide preliminary feedback and to discuss proposals for FY25 CDS consideration before submission. A one-pager, including a short description of the project and a general budget for the proposal *may be* submitted via email to [CDSRequests@king.senate.gov](mailto:CDSRequests@king.senate.gov), and a staff member will contact you to discuss your proposal. Submitting a one-pager is purely optional.

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## Submitting a CDS Request

### Determine project eligibility:

- A limited number of federal funding streams (known as “accounts”) are eligible for CDS. The accompanying document, “FY25 CDS Account Eligibility,” includes a list of eligible accounts for FY25 with brief descriptions and requirements for your review.
- If you identify an account that may be a fit for your project, please reach out with questions or for more detailed information about eligibility via email to [CDSRequests@king.senate.gov](mailto:CDSRequests@king.senate.gov).

### Gather necessary documentation:

- The Senate Appropriations Committee requires a significant amount of information in order to properly vet CDS submissions. Quality, complete, and accurate responses are essential to advancing your request.
- Requirements will include:
  - Information about the requesting entity, including a tax id number, legal organization name, point of contact, and confirmation of government or non-profit status.
  - Full description of the project and a justification for use of federal funds.
  - Full description of the project’s budget, including total project cost, amount requested, and use of any additional funding streams. A standard, detailed budget form for the project request is available here - (insert hyperlink). Plans to meet project matching requirements, if applicable.
  - Certification that no individual associated with the project has any pecuniary interest in the project
  - Demonstration of strong community support and engagement with the project.
    - Examples include but are not limited to: letters of support from elected officials; city or town council resolutions; press articles highlighting need for the project; support from newspaper editorial boards; and state or local planning documents referencing the project.
  - Additional information specific to the account eligibility (see account list below).
- Please be detailed and concise in your description of your project, and in the budget which accompanies your project.
- Senator King will also be required to certify that neither he nor his immediate family have a financial interest in the project and that project requests are from eligible entities.

### Submit the request through our online form:

- The deadline for submitting CDS requests to Senator King is **April 22, 2024, at 5:00 PM**.
- You can access the submission form [HERE](#)

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- We encourage you to review the questions and prepare answers ahead of time; the form will not save your answers if you close out before submitting.

### **Additional Suggestions and Information for Applicants:**

- Select only ONE account. Please do not select more than one account in your application for CDS funds. If you are unsure about the most appropriate account, please reach out to Senator King's staff with any questions regarding account selection.
- Be concise. Senator King's office, as well as the Appropriations Committee and Federal Agency staff that review these projects anticipate a high application volume. As such, a concise and clear application is key to giving your project the best chance possible.
- Budget detail - your project budget should be clear, and should accurately describe where each proposed federal dollar will go. It's critical that the budget is descriptive in each line item, as project eligibility is determined largely by how the CDS funds would be used in a project, if awarded.
- It can take anywhere from 14 to 18 months, and possibly longer, to receive CDS funds if awarded. This requires that projects have a degree of timing flexibility built in, as a project cannot begin until CDS funds have been awarded.
- Please be aware that CDS funds may not be used to reimburse costs that have been incurred prior to the execution of a funding agreement with the agency funding the CDS request. CDS funds are also not allowed to be sub-granted.
- CDS funding is expected to be extremely competitive for Fiscal Year 2025. Please consider whether your project would be able to accept partial funding, if it is available. Please detail your answer to this question in your application.
- CDS funding is intended for high-impact, shovel-ready projects, with strong community support.

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## Frequently Asked Questions

### **I think this account may be a good fit for my project. What's next?**

Senator King's staff is available to discuss eligibility requirements, give examples of past successful requests, and provide feedback for FY25 CDS request consideration before submission. A letter of interest, including a short description of the project and a general budget for the proposal *may be* submitted via email to [CDSRequests@king.senate.gov](mailto:CDSRequests@king.senate.gov), and a staff member will contact you to discuss your proposal.

### **Do all accounts have matching requirements?**

No. It varies depending on the statutory requirements for each account, which all CDS requests will be expected to meet. Please review the FY25 CDS account eligibility guide, and contact Senator King's staff at [CDSRequests@king.senate.gov](mailto:CDSRequests@king.senate.gov) if you have further questions.

### **How important are examples of community engagement?**

Demonstrating community support for your project is critical to a successful submission. Community support is most strongly demonstrated through strong letters of support, and through outside funding streams that have been committed to your project.

### **How much funding should I request?**

Ultimately, this will vary by account. We can provide examples of past successful requests and help provide guidance on an appropriate range. Generally, you should not request more assistance than you need or can realistically be provided or spent in the upcoming fiscal year (each account varies on the timeline of when funds must be expended). CDS awards in the \$5 - \$10 million range are rare, and CDS awards above \$10 million are exceedingly rare.

### **If my project is funded, will I receive the full amount I requested?**

It depends on the availability of funding and competitiveness of the project requests in each account. There are circumstances where you may receive a portion of the requested amount. If your project could move forward with only a partial award, there will be an opportunity to indicate this on the formal CDS application.

### **Should I submit my request to multiple members of the Maine delegation?**

Senator King strongly urges applicants to apply to all appropriate offices in Maine's Congressional Delegation. We encourage you to reach out to other members in the Congressional delegation for more information on their unique submission process and

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deadlines. Please know that the entire delegation is committed to coordinating efforts to secure funding for Maine-based projects.

### **How will you choose which projects to submit to the Committee?**

We anticipate that the CDS process will continue to be very competitive. Our office will likely receive many more eligible and worthy requests for funding than we can ultimately support. Our process will prioritize requests that fulfill each requirement and provide strong justifications for the need for federal funding.

### **If you submit my request to the Committee, will it be approved? When will I know?**

The FY25 CDS process is expected to be extremely competitive. Therefore, we can't be certain that submissions will be included in appropriations legislation ultimately signed into law. We encourage you to explore other funding sources in addition to your CDS request and are available to provide assistance. Our office is happy to discuss additional federal funding resources and opportunities.

The Senate is expected to begin consideration of FY25 appropriations bills later this year. Though FY25 federal government funding must be approved by October 1, final negotiations often stretch beyond that date. Please keep in mind that, even if your project is supported in the Senate and/or House-passed appropriations bill, the funding level is subject to change until the final bill is signed into law.

### **Will the deadline be extended?**

Please complete the application and submit the completed application no later than **5:00 PM on Monday, April 22, 2024**. This deadline may be extended, pending further guidance from the Senate Appropriations Committee.

### **Are Congressionally Directed Spending submissions publicly disclosed?**

Yes, there are significant transparency requirements for CDS submissions. Information about each of our submissions will be posted on our website, along with a certification that Senator King and her immediate family have no financial interest in the project. CDS amounts will also be listed prominently within the legislation and throughout the appropriations process.