

January 28, 2004

**Fiscal Year 2005 Labor, Health and Human Services, and Education
and Related Agencies Schedule**

Dear Colleague:

As the Chairman and Ranking Member of the Labor, HHS and Education and Related Agencies Subcommittee of the Committee on Appropriations, we are pleased to provide information regarding the Subcommittee's schedule for hearings and procedures for Member appropriation requests for fiscal year 2005 appropriations.

Hearings

The Subcommittee plans to hold hearings on the President's fiscal year 2005 budget requests for the agencies under its jurisdiction beginning in February and ending in April. These hearings and a list of witnesses will be posted on the Committee's web site (www.house.gov/appropriations) when finalized.

Outside Witnesses Testimony

The Subcommittee will receive testimony from public witnesses on Tuesdays beginning March 9 and continuing through April 27. Unfortunately, the anticipated number of requests will not permit the Subcommittee to receive oral testimony from all public witnesses requesting to testify. In addition, due to the restrictive legislative schedule, it will not be possible to receive oral testimony from Members of Congress this year. However, Members and public witnesses may submit a written statement for the hearing record in lieu of testifying in person. Statements for the record should be single spaced on letter size paper, printed on only one side of the paper, and not exceed five (5) pages in length. Two copies should be submitted by 5:00 p.m. on April 30, 2004. Questions about the schedule and/or hearing procedures may be directed to the Subcommittee staff at (202) 225-3508.

Member's Requests

We look forward to reviewing programmatic funding recommendations and project requests from Members of Congress. Members are asked to provide one separate letter outlining their fiscal year 2005 program requests and another letter requesting funds for individual projects. Examples of each type of letter may be found on the Committee web site

(www.house.gov/appropriations). We ask that both program recommendations and project request letters be submitted to the Subcommittee no later than the 5:00 p.m. on Thursday, April 1, 2004.

Each project request letter should be accompanied by three copies of a completed Subcommittee project questionnaire for each requested project. The questionnaire, along with instructions and examples, can be found on the Committee web site (www.house.gov/appropriations). We also ask that Members indicate the priority order of the various items in their project request letter. This project questionnaire should not be completed and submitted for program requests.

Republican Members should send their request letters (with accompanying forms) to:

Ralph Regula
Chairman, Subcommittee on Labor-HHS-Education
Committee on Appropriations
2358 Rayburn House Office Building.

Democratic Members should send request letters to:

David Obey
Ranking Minority Member, Subcommittee on Labor-HHS-Education
Committee on Appropriations
1016 Longworth House Office Building.

Of course, all are welcome to send letters to both of us.

Sincerely,

David R. Obey
Ranking Minority Member
Subcommittee on Labor, Health
and Human Services, Education
and Related Agencies

Ralph Regula
Chairman
Subcommittee on Labor, Health
and Human Services, Education
and Related Agencies