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Congress of the United States
House of Representatives
Committee on Appropriations
Washington, DC 20515-6015

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May 2, 2011

CLERK AND STAFF DIRECTOR
WILLIAM B. INGLEE

TELEPHONE:
(202) 225-2771

FY 2012 Submission of Programmatic Requests

**Subcommittee on Transportation, Housing and
Urban Development, and Related Agencies**

Dear Colleague,

As the Chairman of the *Subcommittee on Transportation, Housing and Urban Development, and Related Agencies (THUD)*, I wish to inform you of the appropriate procedures for Members of Congress to submit requests for consideration in the fiscal year 2012 Appropriations bill. Members must submit their programmatic and language suggestions via electronic form, and in addition must upload a single letter to the appropriations database confirming those entries.

Earmarks, as defined by clause 9(e) of Rule XXI of the Rules of the House, will not be considered.

- Please consult the earmark disclosure statements included in prior appropriations Acts to assist in making a determination. If the activity was previously listed as a Congressional earmark, the Committee will continue to treat it as such. In addition, corrections to past earmarks will also be considered earmarks.
- Please also be aware that any request for earmarks also invokes the Code of Official Conduct. Clause 17 of the Code prohibits Members from requesting a congressional earmark without disclosing certain information to the Chair of the Committee of jurisdiction. Members are advised to carefully consider their submissions to the Committee in light of this.

The Subcommittee will not be accepting hard-copy paper requests. All submissions must be made electronically at the <https://AppropriationsSubmissions.house.gov> website. The submission must include an uploaded letter signed by the Member supporting the submission. Please be sure to list your program and language entries separately in the uploaded letter – you will upload the same letter for all submissions. The letter that is uploaded should list only the program and language requests that fall under THUD Subcommittee jurisdiction, and include only the following:

- **Programmatic Requests:** Priority, Agency Name/Account, Program Title, and the amount you support (as a difference) of the President's Budget Request.
- **Language Requests:** Priority, Agency Name/Account, Program Title, and a brief notation explaining the purpose of your language request.

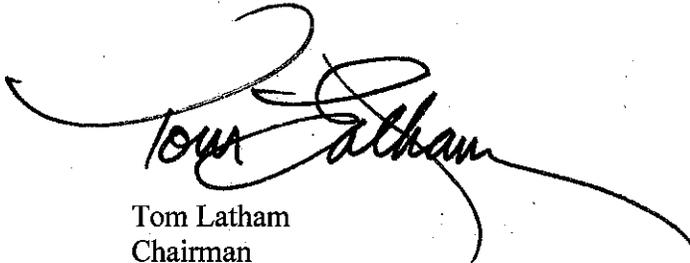
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Uploaded letters and electronic forms must be entered in the database **no later than 6:00 PM on Friday, May 20, 2011**. Compliance with the deadline is essential for us to consider all requests. Group requests must be entered via electronic form by the primary sponsor and **all co-sponsors**. The sponsor should coordinate the data to be entered with all co-sponsors to ensure that database entries are identical. Each Member (sponsor and co-sponsors) must list the (group) request in their prioritized memo, as a part of their priorities.

Thank you for your interest in the programs and activities of the *Subcommittee on Transportation, Housing and Urban Development, and Related Agencies*. If you have any questions or require further information, please contact the Subcommittee staff at **202-225-2141**.

I look forward to working with you throughout the FY 2012 appropriations process.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Latham", with a long, sweeping underline that extends to the right.

Tom Latham
Chairman