

NITA M. LOWEY, NEW YORK, CHAIRWOMAN

MARCY KAPTUR, OHIO  
PETER J. VISCLOSKY, INDIANA  
JOSÉ E. SERRANO, NEW YORK  
ROSÁ L. DeLAURO, CONNECTICUT  
DAVID E. PRICE, NORTH CAROLINA  
LUCILLE ROYBAL-ALLARD, CALIFORNIA  
SANFORD D. BISHOP, JR., GEORGIA  
BARBARA LEE, CALIFORNIA  
BETTY MCCOLLUM, MINNESOTA  
TIM RYAN, OHIO  
C. A. DUTCH RUPPERSBERGER, MARYLAND  
DEBBIE WASSERMAN SCHULTZ, FLORIDA  
HENRY CUELLAR, TEXAS  
CHELLIE PINGREE, MAINE  
MIKE QUIGLEY, ILLINOIS  
DEREK KILMER, WASHINGTON  
MATT CARTWRIGHT, PENNSYLVANIA  
GRACE MENG, NEW YORK  
MARK POCAN, WISCONSIN  
KATHERINE M. CLARK, MASSACHUSETTS  
PETE AGUILAR, CALIFORNIA  
LOIS FRANKEL, FLORIDA  
CHERI BUSTOS, ILLINOIS  
BONNIE WATSON COLEMAN, NEW JERSEY  
BRENDA L. LAWRENCE, MICHIGAN  
NORMA J. TORRES, CALIFORNIA  
CHARLIE CRIST, FLORIDA  
ANN KIRKPATRICK, ARIZONA  
ED CASE, HAWAII

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

KAY GRANGER, TEXAS  
HAROLD ROGERS, KENTUCKY  
ROBERT B. ADERHOLT, ALABAMA  
MICHAEL K. SIMPSON, IDAHO  
JOHN R. CARTER, TEXAS  
KEN CALVERT, CALIFORNIA  
TOM COLE, OKLAHOMA  
MARIO DIAZ-BALART, FLORIDA  
TOM GRAVES, GEORGIA  
STEVE WOMACK, ARKANSAS  
JEFF FORTENBERRY, NEBRASKA  
CHUCK FLEISCHMANN, TENNESSEE  
JAIME HERRERA BEUTLER, WASHINGTON  
DAVID P. JOYCE, OHIO  
ANDY HARRIS, MARYLAND  
MARTHA ROBY, ALABAMA  
MARK E. AMODEI, NEVADA  
CHRIS STEWART, UTAH  
STEVEN M. PALAZZO, MISSISSIPPI  
DAN NEWHOUSE, WASHINGTON  
JOHN R. MOOLENAAR, MICHIGAN  
JOHN H. RUTHERFORD, FLORIDA  
WILL HURD, TEXAS

SHALANDA YOUNG  
CLERK AND STAFF DIRECTOR  
(202) 225-2771

February 7, 2020

Dear Colleague,

As Chair of the Appropriations Subcommittee on Commerce, Justice, Science, and Related Agencies, I want to make you aware of the subcommittee's procedures for receiving Members' programmatic and language submissions for consideration in the fiscal year 2021 appropriations bill. Members must transmit submissions to the Subcommittee via electronic form, and in addition must upload a letter to the appropriations submission system confirming those entries.

- The electronic submission system can be found at <https://AppropriationsSubmissions.house.gov>. The system will be available to accept submissions starting February 13.
- The deadline for submissions for the Subcommittee on Commerce, Justice, Science, and Related Agencies is 6pm on Friday, March 13, 2020.

The Appropriations Committee anticipates moving forward with drafting its bills expeditiously to assure their availability for consideration by the House. As you prepare your submissions, please note the following guidelines:

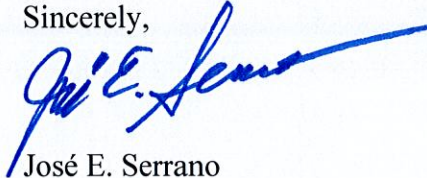
- All submissions must be made electronically at <https://AppropriationsSubmissions.house.gov>. Only submissions received electronically will be considered. Hard-copy submissions are not required and will not be accepted.
- Submissions must include an uploaded letter signed by the Member supporting the Member's request. Letters should simply list and describe each submission briefly. Letters may be either an individual letter for each request or a consolidated letter for multiple requests made to this subcommittee. Please note that the Member request website again allows consolidated letters to be uploaded only once, so that a letter with multiple requests does not need to be uploaded multiple times.
- The electronic system will require Members to assign a priority rank order to all their submissions for this subcommittee. The Subcommittee will review your priority rankings based on what you entered into the database.

- Additionally, Members can rank their top ten requests across all subcommittees. It is strongly recommended that Members identify their top ten requests before beginning to enter requests.
- For requests with multiple Member cosponsors, each cosponsor must enter the same request into the online database. In addition, each cosponsor should either scan or upload a copy of the group request letter, or include the group request in a consolidated letter of all the Member's requests for the Subcommittee.
- The electronic system allows Members to access submissions made in previous years, so you may review those submissions if that is helpful.

Thank you for your interest in the programs and activities of the House Appropriations Subcommittee on Commerce, Justice, Science, and Related Agencies. If you have any general questions or require further information, please contact the Subcommittee staff at (202) 225-3351. Technical questions related specifically to the operation of the system should be directed to the Committee's IT office at (202) 225-2718.

I look forward to working with you as the fiscal year 2021 appropriations process begins.

Sincerely,



José E. Serrano  
Chairman  
Subcommittee on Commerce, Justice,  
Science, and Related Agencies