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House of Representatives  
Committee on Appropriations  
Washington, DC 20515-6015

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March 24, 2022

Dear Colleague,

As Chairwoman of the Appropriations Subcommittee on Energy and Water Development and Related Agencies, I am pleased to provide information regarding the Subcommittee's procedures for receiving Members' programmatic, language, and Community Project Funding requests for consideration in the fiscal year 2023 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 on **Monday, April 4, 2022**, pending the submission of the President's budget request for fiscal year 2023.
- The deadline for submissions to the Subcommittee on Energy and Water Development and Related Agencies is **6:00 pm Eastern time on Friday April 29, 2022**. The database will close promptly at 6:00 pm Eastern time.

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 submitted electronically at <https://AppropriationsSubmissions.house.gov>. Only submissions received electronically will be considered. Hard-copy submissions are not required and will not be accepted. Additionally, only electronic signatures that use the Quill system will be accepted.
- Additionally, Members can rank their top 10 requests (programmatic and language) across all subcommittees. It is strongly recommended that Members identify their top 10 requests before beginning to enter requests. The ranking for Community Project Funding requests across subcommittees remains separate from the top 10 for programmatic and language requests.

## Community Project Funding Requests

The Subcommittee will ***only*** consider Community Project Funding requests in the following agencies, accounts, and topic areas:

### Corps of Engineers:

- Investigations
- Construction
- Mississippi River and Tributaries
- Operation and Maintenance

### Bureau of Reclamation:

- Water and Related Resources

### Department of Energy

- Topics include:
  - energy efficiency, renewable energy, sustainable transportation
  - cybersecurity, energy security, emergency response
  - electricity, energy storage
  - nuclear energy
  - fossil energy, carbon management, critical minerals
- Please click [here](#) for specific instructions for submissions of Community Project Funding requests to the Subcommittee. Please read and follow those instructions to ensure the Subcommittee can properly review and consider your requests. Please click [here](#) for a list of authorized projects.
- General guidelines for submitting Community Project Funding requests were outlined by Chair DeLauro in a Dear Colleague dated March 18, 2022. Please click [here](#) to view these guidelines.
- **Please wait until 15 calendar days after the Committee's submission deadline before posting the information online on the Member's website.** This is a change from last year. Providing 15 days between the submission deadline and posting will allow Committee staff to review the requests and make sure they are properly categorized as a CPF. Online posting should occur in the time period between 15 and 20 calendar days following the submission deadline. Subcommittee staff will contact the Member office staff contact if there are any questions or issues.
- For Community Project Funding requests, Members must provide a signed certification of no financial interest and a template is [available here](#) on the Committee website. Members must certify that they, their spouse, and their immediate family have no financial interest in the projects they request. The Committee will not consider a Community Project Funding request without the signed certification.
- Submissions must include an uploaded letter signed by the Member supporting the Member's request. The request letter should clearly state that Community Project Funding requests do not direct funding to any for-profit entities.

## Programmatic and Language Requests

- The requirements remain unchanged from prior years. Submissions must include an uploaded letter signed by the Member supporting the Member's request. Letters should 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 electronic submission system again allows consolidated letters to be uploaded only once. This means 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 (programmatic, language, and Community Project Funding) for this Subcommittee. The Subcommittee will review your priority rankings based on what you entered into the database.
- For requests with multiple Member co-sponsors, each co-sponsor must enter the same request into the online database. In addition, each co-sponsor 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.
- For programmatic and language requests, each requested funding amount should be a separate request. Additional requested funding contained within the description of a request will not be considered. For example, if the request is \$10 million for topic A and \$5 million for topic B, that should be two requests. If the request is \$10 million of topic A, of which \$5 million is for topic AB, that should be two requests. It is important to identify the priority for each requested item and amount.
- The electronic system allows Members to access submissions made in previous years. You are encouraged to use this feature to review prior year submissions if that is helpful.

Thank you for your interest in the programs and activities of the Appropriations Subcommittee on Energy and Water Development and Related Agencies. If you have any general questions or require further information, please contact the Subcommittee staff at [EW.MemberRequests@mail.house.gov](mailto:EW.MemberRequests@mail.house.gov). Technical questions related specifically to the operation of the system and database should be directed to the Committee's IT office at [Approp.Comops@mail.house.gov](mailto:Approp.Comops@mail.house.gov).

I look forward to working with you as the fiscal year 2023 appropriations process begins.

Sincerely,



Marcy Kaptur  
Chairwoman  
Subcommittee on Energy and  
Water Development and Related Agencies