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March 27, 2022

Dear Colleague,

As Chairman of the Appropriations Subcommittee on Transportation, and Housing and Urban Development, and Related Agencies, I want to make you aware of the Subcommittee's procedures for receiving Members' programmatic, language, and Community Project Funding (CPF) requests for consideration in the fiscal year 2023 appropriations bill. Members must transmit each request to the Subcommittee through the Committee's electronic database. These same requests must also be included in the Members' signed request letter and uploaded to the database to confirm the database entries. Each request in a Member's request letter(s) must be entered individually in the database.

- The database can be found at <https://AppropriationsSubmissions.house.gov>. The database will be available to accept submissions starting April 4, 2022.
- The deadline for submissions for the Subcommittee is no later than 6:00 p.m. on April 29, 2022.
- Community Project Funding requests and financial disclosure letters that certify no financial interest in the projects requested must be posted online no later than May 19, 2022.

General Guidance for Requests

As you prepare your programmatic, language, and Community Project Funding requests, please note the following guidelines:

- Only requests received electronically will be considered. Hard-copies are neither required nor will be accepted. The individual requests in the database must be identical to the requests in the Members' signed request letter(s). All electronic signatures must be submitted using the Quill system.
- The database will require Members to assign a priority rank order to all their requests (programmatic, language, and Community Project Funding) for this Subcommittee. The Subcommittee will review your priority rankings based on what you entered into the database.

- Additionally, Members can rank their top 10 requests (programmatic and language) across all Subcommittees. It is strongly recommended that Members identify their top 10 programmatic and language requests Committee-wide across all Subcommittees before beginning to enter requests. Prioritization of CPF requests is separate from programmatic and language requests.

Programmatic and Language Requests

The requirements remain unchanged from prior years. Each request must be entered into the database and included in a letter signed by the Member supporting the request. Members may either submit one letter for each request or a single consolidated letter for all requests made to this Subcommittee. The letter(s) should simply list and describe each request briefly. Please note that the database allows consolidated letters to be uploaded only once, so that a letter with multiple requests does not need to be uploaded multiple times.

- For programmatic and language requests made by a group of Members, each Member must enter the same request into the database. In addition, each Member should upload a copy of the group request letter or include the group request in the Member's signed request letter(s) for this Subcommittee. All electronic signatures must be submitted using the Quill system.
- The database allows Members to access submissions made in the previous year. Members are encouraged to review the fiscal year 2022 and recently enacted legislation to determine whether a request is applicable to current law and to ensure that a request can be executed.

Community Project Funding Requests

For fiscal year 2023, the database will include an option for Members to submit Community Project Funding requests for three accounts within the Department of Transportation and one account within the Department of Housing and Urban Development. These are:

- [Department of Transportation – Airport Improvement Program](#)
- [Department of Transportation – Highway Infrastructure Projects](#)
- [Department of Transportation – Transit Infrastructure Projects](#)
- [Department of Housing and Urban Development – Economic Development Initiatives](#)
- The [general guidance and requirements document](#), and account specific guidance documents provide more detail on such Community Project Funding requests and submission requirements. Project recipients must be governmental or non-profit entities to be considered eligible recipients of Community Project Funding. For each Community Project Funding request, Members will need to respond to a series of questions intended to provide transparency and ensure the community project is a valuable use of taxpayer funds. Members must complete and sign a community project certification letter stating that neither the Member nor their immediate family has a financial interest in the designated entity and upload it to the database for each community project funding request. All electronic signatures must be submitted using the Quill system. In addition, to ensure greater transparency of Member requests for Community Project Funding, Members must post information on the Community Project Funding request(s) they have submitted to the Committee on their official House website no later than May 19, 2022.

Thank you for your interest in the programs and activities of the House Appropriations 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 TH.MemberRequests@mail.house.gov. Technical questions related specifically to the operation of the database should be directed to the Committee's IT office at Approp.Comops@mail.house.gov.

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

Sincerely,



David E. Price
Chairman
Subcommittee on Transportation, and Housing and Urban Development, and Related Agencies