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

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

February 28, 2019

Dear Colleague,

As Chairman of the Appropriations Subcommittee on the Legislative Branch, I want to make you aware of the subcommittee's procedures for receiving Members' submissions for consideration in the fiscal year 2020 Appropriations bill. Members must transmit submissions to the Subcommittee via electronic form, and in addition must upload a letter to the appropriations submissions 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 March 11.
- The deadline for submissions for the Subcommittee on the Legislative Branch is close of business on March 28.

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 identify their top five requests across all subcommittees.

- 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.
- For returning Members, the electronic system allows access to 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 the Legislative Branch. If you have any general questions or require further information, please contact the subcommittee staff at (202) 226-7252. 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 2020 appropriations process begins.

Sincerely,



Tim Ryan
Chairman, Subcommittee
on the Legislative Branch