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**Committee on Appropriations**  
**Washington, DC 20515-6015**

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March 9, 2021

As Chair of the Appropriations Subcommittee on Defense, I want to make you aware of the subcommittee's procedures for receiving Members' program, language, and Community Project Funding submissions for consideration in the fiscal year 2022 appropriations bill (additional information on the three types of requests is below). Members must transmit submission to the subcommittee via the 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 submission starting March 29.
- The deadline for Community Project Funding submissions for the Subcommittee on Defense is April 15 at 6:00 pm, and the deadline for program and language requests will be in late May to allow Members to respond to President Biden's budget request.

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.
- The electronic system will require members to assign a priority rank order to all their submissions (program, 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 ten requests across all subcommittees and across all request types (program, language, and Community Project Funding). It is

strongly recommended that Members identify their top ten requests Committee-wide before beginning to enter requests into the database.

### **Types of requests**

There are three types of requests Members can submit:

- Program – general support or funding for a program (e.g. \$5.7 billion for F-35A aircraft).
- Language – a request to add language to the bill or report to accompany the bill. Language requests generally do not include dollar amounts. Bill language requests are often restrictive (e.g. “None of the funds appropriated by this Act may be made available to deliver F-35 air vehicles or any other F-35 weapon system equipment to the Republic of Turkey”). Report language typically encourages a department or agency to take action (e.g. “The Committee directs the Director of the F-35 Joint Program Office to submit a report that includes an estimate of the full procurement cost of equipment required to support the legacy ALIS for all aircraft in the program of record”).
- Community Project Funding – directs funds to a specific state or local government or eligible non-profit recipient.

### **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 simply list and describe each submission briefly. Where possible, letters should identify the specific line number and/or program element number associated with each request in the “program description” field. Letters may be either an individual letter for each request or a consolidated letter for multiple requests made to the 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.
- 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 letter 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.

### **Community project funding guidance**

The Subcommittee on Defense will accept project requests in the following accounts:

- Research, Development, Test, and Evaluation Army
- Research, Development, Test, and Evaluation Navy
- Research, Development, Test, and Evaluation Air Force

- Research, Development, Test, and Evaluation Space Force
- Research, Development, Test, and Evaluation Defense-Wide

The subcommittee will not accept project requests in any other account. Members will be asked to:

1. Provide the name of the specific recipient for the project request and the amount requested for fiscal year 2022.
2. Attach the financial disclosure letter required by House rules (described below).
3. Provide a description of the desired outcome of the project and how it would benefit the Department of Defense.
4. List the line number and Program Element number proposed to fund the project.
5. Disclose whether the project is being requested in another bill.
6. State whether the request is a new or existing project; if existing, whether it previously received federal funds; and if so, identify the account, amount of funding, and fiscal year.
7. Provide the total cost of the project.
8. List the required funding in future years and the source of that funding/.
9. Determine whether the program could start in a limited capacity if the Appropriations Committee cannot fully fund the request.

Please be particularly mindful of the difference between program and community project funding requests. The following would be a program request, as it does not list a specific recipient:

**\$1 million above the FY 2022 budget request for RDT&E Army, line 2, PE # 0601102A**

Should a program request be funded, the Department of Defense or Services would determine to whom and where funds would be awarded. Meanwhile, the following would be a community project funding request, as it lists a specific non-federal recipient:

**\$1 million above the FY 2022 budget request for RDT&E Army, line 2, PE # 0601102A for the University of the District of Columbia to...**

As a reminder, the Appropriations Committee will only consider requests meeting certain guidelines, including that the recipient is a state or local government or eligible non-profit. No requests for for-profit recipients will be considered. Additionally, Members must post every Community Project Funding request online simultaneously with their submission to the

Committee on a searchable website; provide evidence of community support that were compelling factors in deciding to select the requested project; and submit a financial disclosure letter addressed to the full committee Chair DeLauro and Ranking Member Granger listing the name of Member submitting the request; the name and address of the intended recipient; the purpose of the project; and a certification that the Member, their spouse, and their immediate family has no financial interest in such a project. Members should also be fully aware of any other financial aspects or relationships associated with the proposed project that might raise ethical concerns. These include but are not limited to lobbyists, donors, or other affiliated parties that have an interest in the project.

Thank you for your interest in the programs and activities of the House Appropriations Subcommittee on Defense. If you have any general questions or require further information, please contact the Subcommittee staff at (202) 225-2847. 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 2022 appropriations process begins.

Sincerely,



Betty McCollum  
Chair  
Defense Subcommittee