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Congress of the United States
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Committee on Appropriations
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ROBIN JULIANO
CLERK AND STAFF DIRECTOR
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March 9, 2021

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 2022 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, March 29, 2021**.
- The deadline for **language (bill and report)** submissions for the Subcommittee on Energy and Water Development and Related Agencies is **6:00 pm Eastern time on Wednesday, April 14, 2021**, and the deadline for programmatic and Community Project Funding 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 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, 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 before beginning to enter requests.

Community Project Funding Requests

The Subcommittee will only consider Community Project Funding requests in the following accounts:

Corps of Engineers:

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

Bureau of Reclamation:

- Water and Related Resources
- 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 4, 2021. Please click [here](#) to view these guidelines.
- 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.

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.

- 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. 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.

I look forward to working with you as the fiscal year 2022 appropriations process begins.

Sincerely,

A handwritten signature in black ink that reads "Marcy Kaptur". The signature is written in a cursive, flowing style.

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