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March 4, 2021

Dear Colleague:

Last week, I announced that the Committee on Appropriations will be soliciting Community Project Funding requests in the Member database along with the standard programmatic and language-based requests for the fiscal year 2022 cycle. I strongly believe Members know their districts best and know the needs of their communities. To that end, additional information regarding how the Member request process will work is included in Committee guidance [available here](#). Please refer to this information when engaging with your communities regarding which projects to request.

The process for submitting traditional appropriations requests (program funding, bill language and report language) remains the same as in prior years. The new Community Project Funding request process will be similar. Members will be required to enter requests (regular appropriations requests and Community Project Funding requests at the same time) using the Member database at: <https://AppropriationsSubmissions.house.gov>. This site will be available for regular appropriations requests and Community Project Funding requests beginning on **March 29, 2021** and will remain open until mid-April. Please refer to specific deadlines included in Subcommittee Dear Colleagues when released. These deadlines will also be posted on the Committee's website when available.

For transparency in the process, Members are required to post their Community Project Funding requests online concurrently with their submission of regular appropriations requests to the Committee. Members are also required to certify that neither they nor their immediate family have a financial interest in the Community Project Funding requests that they make. For the Committee to consider a Community Project Funding request, these requirements must be met. A template along with instructions for how to submit the certification are [available here](#) and in the database.

The Committee intends to fund community projects, on a limited basis. Members will be limited to no more than 10 Community Project Funding requests across all Subcommittees, though only a handful may actually be funded. Identifying these top priorities will help ensure projects are requested in the correct bills and accounts and will enable the Subcommittees to have the information necessary to evaluate requests. The Member database will be used to collect

information about project requests beginning March 29 and ending mid-April with each Subcommittee tailoring questions specific to its programs or purposes.

For these requests, community engagement and support are crucial in determining which projects are worthy of Federal funding. Additional information is included in the attached guidance. To that end, Members will be asked to include evidence of community support that served as compelling factors in the decision to submit project requests. This will include any relevant links to information posted on your website, or online, including letters of support.

More specific instructions will be provided in Dear Colleagues from each of the Subcommittee Chairs, including eligible accounts and the required information to accompany such requests.

During the month of March, the Committee will host virtual training sessions to help Members and staff better understand the request process for the fiscal year 2022 cycle, particularly for Community Project Funding requests. The Full Committee will provide general training sessions on the Member requests as well as at least one Subcommittee-specific training session for each of the Subcommittees involved in order to review the details of those accounts. Information regarding those training sessions will be announced shortly. Committee staff will be available on an ongoing basis to provide assistance to Members and their staff.

I firmly believe that Community Project Funding will give Members the tools to advocate for community-based projects in their districts to address the most pressing needs and restore balance between Congress and the Executive Branch. I look forward to working with you to ensure that the appropriations process is open, transparent and worthy of the public's trust during the fiscal year 2022 appropriations cycle. If you have questions concerning the Committee's requirements, please contact Jason Gray with the Full Committee Staff.

Sincerely,

A handwritten signature in black ink that reads "Rosa L. DeLauro". The signature is written in a cursive, flowing style.

Rosa L. DeLauro
Chair, House Appropriations Committee