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March 10, 2021

Dear Colleague,

As Chairman of the Appropriations Subcommittee on Transportation, 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 requests for consideration in the fiscal year 2022 appropriations bill. Members must transmit all requests to the Subcommittee via electronic form, and in addition, must upload letters to the appropriations electronic online database confirming those entries. Each request in a Member's submission letter(s) must be entered distinctly in the electronic online database.

- The electronic online database can be found at <https://AppropriationsSubmissions.house.gov>. The database will be available to accept submissions starting March 29, 2021.
- The deadline for submissions for the Subcommittee is no later than 6:00 p.m. on April 16, 2021.

General Guidance for Requests

The Appropriations Committee anticipates moving forward with drafting its bills expeditiously to assure their availability for consideration by the House. As you prepare your programmatic, language and Community Project Funding submissions, please note the following guidelines:

- Only submissions received electronically will be considered. Hard-copy submissions are not required and will not be accepted.
- The electronic online database 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.

- 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.

Programmatic and Language Requests

The requirements remain unchanged from prior years. Submissions must include an uploaded letter signed by the Member supporting each of the Member's requests. 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 electronic online database 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 programmatic and language 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.
- The electronic online database allows Members to access submissions made in previous years, so you may review those submissions if that is helpful. Members are encouraged to review prior year submissions and recently enacted legislation to determine whether a request is applicable to current law to ensure that the request can be executed.

Community Project Funding Requests

For fiscal year 2022, the electronic online database will include an option for Members to submit community project requests for two accounts within the Department of Transportation and one account within the Department of Housing and Urban Development. These are:

- [Department of Transportation - Local Transportation Priorities](#)
- [Department of Transportation - Airport Improvement Program \(AIP\)](#)
- [Department of Housing and Urban Development - Economic Development Initiative \(EDI\)](#)

The attached general guidance and requirements document, and account specific guidance documents provide more detail on such community project requests. Project recipients must be governmental or non-profit entities to be considered eligible recipients of community project funding. For each community project request, Members will be asked to respond to a series of questions intended to provide transparency and ensure the community project is a valuable use of taxpayer funds.

Members requesting funding must complete and sign a community project certification letter and upload it to the electronic online database for each community project submission. This letter will be posted online by the Committee if the request for the community project is included in a fiscal year 2022 Appropriations Bill.

To ensure greater opportunities for public scrutiny of Member requests for community projects, Members must post information on the community project requests they have submitted to the Appropriations Committee on their official House website at the time the requests for community projects are made. The Appropriations Committee will only consider funding those community project requests that have been posted for the public by a Member. The Member's website must contain the following information for each community project request submitted in fiscal year 2022:

- The proposed recipient and address of the recipient;
- The amount of the request; and
- An explanation of the request, including project site location, purpose, and why it is a valuable use of taxpayer funds.

Members will be asked to provide a link to their website containing this information when they enter the community project request into the electronic online database.

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 general 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 electronic online 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 blue ink that reads "David Price".

David E. Price
Chairman

Subcommittee on Transportation, Housing and Urban Development, and Related Agencies