COMMITTEE ON APPROPRIATIONS
SUBCOMMITTEE ON FINANCIAL SERVICES AND
GENERAL GOVERNMENT
Fiscal Year 2024 Member Request Guidance
Database opens March 10, 2023
Submission deadline is 6:00pm on March 24, 2023

This document provides guidance on submitting programmatic and language requests for Fiscal Year (FY) 2024. The Financial Services and General Government Subcommittee will not be accepting Community Project Funding requests in FY 2024. Please review this guidance in its entirety prior to submitting Member requests.

If you encounter problems with the Committee's database or have technical questions, please email Approp.ITMemberRequest@mail.house.gov. For general questions regarding this guidance, please email FS.MemberRequests@mail.house.gov or contact the Subcommittee staff at (202) 225-7245.

General Guidance

Offices **must use** the House Appropriations Committee's database https://AppropriationsSubmissions.house.gov for all Member requests. Please ensure that all field entries are complete and accurate. No printed materials will be accepted. Member offices may not submit requests on behalf of another office.

Member Request Letters

Offices must upload a single, signed Member letter that includes all programmatic and language requests for the FY 2024 Financial Services and General Government Appropriations bill. Member letters should provide enough information to clearly identify each request entered in the database. All Member letters must be addressed to Chairman Womack and Ranking Member Hoyer. As you prepare your submissions, please note the following guidelines:

☐ The electronic system will require members to assign a priority rank order to all their submissions (programmatic and language) for this Subcommittee. The Subcommittee will review priority rankings based on what is entered into the database.

☐ Additionally, Members can rank their top 10 program and language requests across all subcommittees. It is strongly recommended that Members identify their top 10 requests Committee-wide before beginning to enter requests.

☐ If your member signed a delegation letter in support of programmatic requests for specific funding levels for agencies and programs to be included the FY 2024 Financial Services and General Government appropriations bill, that should be considered a request, entered in the database, and prioritized accordingly.

☐ The electronic system allows Members to access submissions made in previous years, so you may review those submissions if that is helpful.

Program and Language Requests

Insert the appropriate information in each text field in the online database. If the character limit of a text field prevents the user from entering in all of the proposed text, please insert a summary that describes the purpose and effect of the proposed language and upload a document containing the full text. **Do not insert "refer to attachment" or anything similar without also inserting a summary directly into the text field. The Committee may not consider such requests.**

Except as described above, text fields in the database may only contain the exact text (including punctuation) proposed for inclusion in the bill or report. Any additional background, description, or context may be included in the Member letter that you will upload to the database.

☐ **Program Request**: a request to fund a specific program or activity in the bill at a specified level—Example: *Provide $165,000,000 to the Financial Crimes Enforcement Network.*

☐ **Language Request**: a request to include specific bill or report language that does not direct funding to a particular entity but *encourages*, *urges*, or *directs* some type of action by a Financial Services agency, directorate, or office. Example: "*The Committee encourages the Department of the Treasury to enhance its cyber strategies and allocate resources to combat cybercrime and data breaches.*"

General Submission Checklist

☐ Did you upload **a single, <u>signed</u> Member letter** on official letterhead addressed to Chairman Womack and Ranking Member Hoyer **detailing the request(s)**?

☐ Have you validated that the information in the Member request letter matches the information you entered in the database?

☐ Did you assign a priority rank order to all their submissions (programmatic and language) for this Subcommittee?