Guidance for Programmatic and Language Requests

The Committee offers an opportunity for Members to make programmatic requests for specific funding levels for agencies and programs funded through annual appropriations. Members also have an opportunity to request bill language or report language encouraging or directing a specific action by the federal agencies.

- Offices must use the House Appropriations Committee's online database to submit Member requests: https://AppropriationsSubmissions.house.gov. Only submissions received electronically will be considered. Hard-copy submissions are neither required nor accepted. The database can only be accessed from a computer on the internal House network.

- For each subcommittee, submissions must include an uploaded letter signed by the Member supporting the requests. 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 to the subcommittee. Consolidated letters are preferred. The database allows consolidated letters to be uploaded only once.

- 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 in his or her consolidated letter.

- The electronic system will require Members to assign a priority rank order to all their submissions (programmatic, language, and CPFs) for each subcommittee. Subcommittees will review priority rankings based on the database entries.

- Additionally, Members can rank their top 10 program or language requests across all subcommittees. It is strongly recommended that Members identify their top 10 requests Committee-wide before finalizing these rankings.

- If the character limit of a text field prevents entering all proposed text, please insert a summary in the field and upload a document containing the full text. Please do not simply include "refer to attachment" without providing more detail in the text field.

- If a programmatic, bill language, or report language request is for a non-federal entity and is not competitively awarded or narrowly defines a competitive grant so only one entity or geographic area can apply, the request may be an earmark under House rules. Please contact the subcommittee if you have questions about a request.

- **Program Request**: a request to fund a specific program or activity in the bill at a specified level. Example:

  Provide $70,000,000 in the Transportation Security Administration's Procurement, Construction, and Improvements account for the Checkpoint Property Screening System.

- **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. Example:

  > *Center for the Application of Prevention Technologies.—The Committee directs the Secretary to expand eligibility for grants under SAMHSA Prevention Programs of Regional and National Significance and corresponding services provided by the Center for the Application of Prevention Technologies to private, non-profit, regional organizations, including faith-based organizations.*

FY 2026 Member Request information is all located: HERE.

Fiscal Year 2025 Community Project Funding as proposed in the House: HERE.

General Questions can be directed to our member services team at Approp.MemberServices@mail.house.gov.

For subcommittee specific questions please use the following email:

1. Agriculture: AG.MemberRequests@mail.house.gov
2. Commerce-Justice-Science: CJS.MemberRequests@mail.house.gov
3. Defense: DE.MemberRequests@mail.house.gov
4. Energy & Water: EW.MemberRequests@mail.house.gov
5. Financial Services & General Government: FS.MemberRequests@mail.house.gov
6. Homeland Security: HS.MemberRequests@mail.house.gov
7. Interior: IN.MemberRequests@mail.house.gov
8. Labor-Health-Education: LH.MemberRequests@mail.house.gov
9. Legislative Branch: LB.MemberRequests@mail.house.gov
10. Military Construction and Veterans Affairs: MC.MemberRequests@mail.house.gov
11. National Security, Department of State, and Related Programs (formerly State-Foreign Operations): NSRP.MemberRequests@mail.house.gov
12. Transportation and Housing and Urban Development: TH.MemberRequests@mail.house.gov