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**Congress of the United States**  
**House of Representatives**  
**Committee on Appropriations**  
**Washington, DC 20515-6015**

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February 28, 2023

Dear Colleague,

As Chairman of the Appropriations Subcommittee on Agriculture, Rural Development, Food and Drug Administration and Related Agencies, I want to inform you of the Subcommittee's procedures for receiving Members' programmatic, language, and Community Project Funding submissions for consideration in the fiscal year 2024 appropriations bill.

I also encourage you to review the February 28th letter and attachments from Chairwoman Granger for additional details on Community Project Funding requests.

Members must transmit submissions to the Subcommittee via electronic form, and, in addition, they 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 beginning on March 10, 2023.**
- **The deadline for submissions for the Subcommittee is March 24, 2023, at 6:00 pm.**
- **Members must post CPF requests on their official websites on April 10, 2023.**

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 made electronically at <https://AppropriationsSubmissions.house.gov>. Only submissions received electronically will be considered. Hard-copy submissions are not required and will not be accepted.
- The electronic system will require Members to assign a priority rank order to all their submissions (programmatic, language and Community Project Funding) for the

Agriculture Subcommittee. The Subcommittee will review your priority rankings based on what is entered into the database.

- Additionally, Members can rank their top 10 programmatic and language requests across all subcommittees. It is strongly recommended that Members identify their top 10 programmatic and language requests before beginning to enter requests.
- Members can also rank all their Community Project Funding requests across subcommittees in the database.

### **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 as well as bill or report language encouraging or directing a specific action by the Federal agencies.

All submissions must include an uploaded letter signed by the Member supporting the Member's requests. Letters should simply list and describe each submission briefly. Letters should be a consolidated letter with requests being made and applicable to this subcommittee. Please note that the Member request website allows consolidated letters to be uploaded only once for each subcommittee, so that a letter with multiple requests does not need to be uploaded multiple times.

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 a consolidated letter of all the Member's requests for the Subcommittee.

### **Community Project Funding requests**

The Subcommittee on Agriculture will accept Community Project Funding requests in six accounts noted below. The guidance document gives you more detail about these accounts:

- Agricultural Research Service, Buildings and Facilities
- Rural Development, Rural Housing, Community Facility Grants
- Rural Development, Rural Utilities Service, ReConnect Grants
- Rural Development, Rural Utilities Service, Water and Waste Disposal Grants
- Rural Development, Rural Utilities Service, Distance Learning and Telemedicine Grants
- Natural Resources Conservation Service, Conservation Operations

[Here](#) is the link to the guidance document.

**Keep in mind project funding will depend on available resources, and larger requests may have to be reduced. Projects will only receive funding for purposes authorized by Congress, as further explained in the guidance.** The Subcommittee will not accept Community Project Funding requests in any other account.

Members also must provide a signed financial disclosure certification that they and their immediate family have no financial interest in the Community Project Funding request and are required to include a statement that their project has a Federal nexus. A template for the certification and Federal nexus statements are included in the project request guidance.

**Member offices must post these letters publicly on their website for all CPF requests on April 10, 2023.** The Committee will not consider a Community Project Funding request without meeting these requirements.

Thank you for your interest in the programs and activities of the House Appropriations Subcommittee on Agriculture, Rural Development, Food and Drug Administration and Related Agencies.

If you have any general questions or require further information, please email the Subcommittee staff at [AG.MemberRequests@mail.house.gov](mailto:AG.MemberRequests@mail.house.gov). Technical questions related specifically to the operation of the system should be directed to the Committee's IT office at [Approp.ITMemberRequest@mail.house.gov](mailto:Approp.ITMemberRequest@mail.house.gov).

I look forward to working with you as the fiscal year 2024 appropriations process begins.

Sincerely,

A handwritten signature in blue ink that reads "Andy Harris, M.D.".

Andy Harris, M.D.

Chairman

Appropriations Subcommittee on Agriculture, Rural Development, Food and Drug Administration and Related Agencies