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

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ANNE MARIE CHOTVACS
CLERK AND STAFF DIRECTOR
(202) 225-2771

February 28, 2023

Dear Colleague,

As Chairman of the Appropriations Subcommittee on Commerce, Justice, Science, and Related Agencies, I want to make you aware of the Subcommittee's procedures for receiving Members' programmatic, language, and Community Project Funding submissions for consideration in the fiscal year 2024 appropriations bill.

Members must transmit submissions to the Commerce, Justice, Science, and Related Agencies (CJS) Subcommittee via the appropriations submission system (<https://AppropriationsSubmissions.house.gov>), and in addition, must upload a signed letter to the system confirming those entries. The system will be available to accept CJS submissions starting **March 10, 2023**, and the deadline for submissions is **6:00 P.M. on March 31, 2023**. Members are required to post CPF requests on their house.gov websites on **April 17, 2023**.

The Appropriations Committee anticipates moving forward with drafting its bills expeditiously to ensure 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 requests) for the CJS Subcommittee. The Subcommittee will review 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 requests before beginning to enter requests.
- Members also can rank all of 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.

Submissions must include an uploaded letter signed by the Member supporting the Member's request. Letters should list and explain each submission. 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 Member request website again 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. The electronic system allows Members to access submissions made in previous years, so review of those submissions is available if that is helpful.

For requests with multiple Member cosponsors, each cosponsor must enter the same request into the online database. In addition, each cosponsor should either upload a copy of the group request letter or include the group request in the Member's consolidated CJS Subcommittee letter.

Community Project Funding Requests

The Subcommittee on Commerce, Justice, Science and Related Agencies will accept project requests in the following accounts:

- National Institute of Standards and Technology – Scientific and Technical Research
- National Oceanic and Atmospheric Administration – Coastal Zone Management
- Department of Justice – Byrne Justice
- Department of Justice – Community Oriented Policing Technology and Equipment
- National Aeronautics and Space Administration – Safety, Security & Mission Services

The Subcommittee will not accept project requests in any other account.

[Attached](#) is a CJS Community Project Funding request guide that provides information regarding project eligibility requirements and guidance for submitting requests. Please review it carefully before submitting CJS Subcommittee requests.

Members also must provide a signed certification that they and their immediate family have no financial interest in the Community Project Funding request along with a statement that their project has a Federal nexus. A template for this certification and statement is included in the Community Project Funding request guidance. Members are required to post requests and associated certifications of no financial interest and statements of Federal nexus on their house.gov websites on **April 17, 2023**. The Committee will not consider a Community Project Funding request that does not meet the requirements outlined in the guidance and in this letter.

Thank you for your interest in the programs and activities of the House Appropriations Subcommittee on Commerce, Justice, Science, and Related Agencies. If you have any questions, please contact the CJS Subcommittee Operations Manager, Elizabeth Markus, at elizabeth.markus@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.

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

Sincerely,

A handwritten signature in blue ink that reads "Hal Rogers". The signature is written in a cursive, flowing style.

Hal Rogers
Chairman
Subcommittee on Commerce, Justice,
Science, and Related Agencies