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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 Chair of the Appropriations Subcommittee on Interior, Environment, 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 Interior 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 Interior submissions starting **March 10, 2023**, and the deadline for submissions is **6:00 p.m. on March 24, 2023**. Members must post CPF requests online on **April 10, 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 Interior 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 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 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 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 Interior, Environment, and Related Agencies will accept Community Project Funding requests in the following account: **Environmental Protection Agency – State and Tribal Assistance Grants for certain clean water and drinking water infrastructure projects**. The Subcommittee will not accept Community Project Funding requests in any other account. Projects will only receive funding for activities authorized in law.

[Attached](#) is a Community Project Funding request guide that provides information regarding project eligibility requirements and guidance for submitting 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 Community Project Funding 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 10, 2023**. The Committee will not consider a Community Project Funding request without meeting 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 Interior, Environment, and Related Agencies. If you have any questions, please contact the Interior Subcommittee staff at IN.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.

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

Sincerely,

A handwritten signature in blue ink that reads "Mike Simpson" with "M.C." written in smaller letters at the end of the signature.

Mike Simpson

Chair

Subcommittee on Interior, Environment, and Related Agencies