

## **Guidance for Fiscal Year 2025 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.
- **IMPORTANT NOTE:** Member offices working on programmatic and language requests before Fiscal Year 2025 Community Project Funding guidance is finalized may want to include a placeholder ranking for programmatic and language requests and hold off on finalizing requests and submitting consolidated subcommittee letters until after Community Project Funding guidance is complete. The database allows users to enter other relevant information, then “Save and Exit” before uploading letters and submitting final requests.

- **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.*

#### Defense-specific guidance:

- Language requests in the Defense bill typically do not include dollar amounts. Bill language is often restrictive, while report language encourages a department or agency to follow Committee guidance.
- Programmatic requests generally support a program or request specific funding amounts for a program (e.g., \$5.7 billion for F-35A aircraft).
- To ensure accurate RDT&E requests, a drop-down menu with program element (PE) numbers has been added to the database. Please make sure you are selecting the correct PE number. Do NOT guess, as entering the wrong PE number could affect the accuracy of your request.

#### Energy and Water-specific guidance:

- To support the funding level and scope of a project included in the President's budget request, please submit a program request. *Please note that funding for projects in the budget request may not be automatic, and, therefore, the Committee strongly recommends Members submit a program request in support of each budget request project the Member supports, especially any new project.*
- Within the Corps of Engineers and Bureau of Reclamation, the Committee will accept program requests for additional funding above the budget request for categories of projects (e.g., navigation maintenance, flood control studies, etc.), but Members should be aware that this funding may be extremely limited in Fiscal Year 2025. For specific projects of particular interest, Members should seriously consider submitting Community Project Funding requests for amounts above the budget request.

Contact Information:

- If you encounter problems with the Committee's database or have technical questions, please email [Approp.ITMemberRequest@mail.house.gov](mailto:Approp.ITMemberRequest@mail.house.gov).
  
- For questions regarding programs, please reach out to the relevant subcommittee staff:
  - Agriculture: [AG.MemberRequests@mail.house.gov](mailto:AG.MemberRequests@mail.house.gov)
  - Commerce, Justice, Science: [Elizabeth.Markus@mail.house.gov](mailto:Elizabeth.Markus@mail.house.gov)
  - Defense: (202) 225-2847
  - Energy and Water: [EW.MemberRequests@mail.house.gov](mailto:EW.MemberRequests@mail.house.gov)
  - Financial Services: [FS.MemberRequests@mail.house.gov](mailto:FS.MemberRequests@mail.house.gov)
  - Homeland Security: [HS.MemberRequests@mail.house.gov](mailto:HS.MemberRequests@mail.house.gov)
  - Interior: [IN.MemberRequests@mail.house.gov](mailto:IN.MemberRequests@mail.house.gov)
  - Labor-HHS: [LH.MemberRequests@mail.house.gov](mailto:LH.MemberRequests@mail.house.gov)
  - Legislative Branch: (202) 226-7252
  - Military Construction-VA: [Jason.Wheelock@mail.house.gov](mailto:Jason.Wheelock@mail.house.gov);  
[Arianna.Delgado@mail.house.gov](mailto:Arianna.Delgado@mail.house.gov)
  - State-Foreign Operations: (202) 225-2041
  - Transportation-HUD: [TH.MemberRequests@mail.house.gov](mailto:TH.MemberRequests@mail.house.gov)