

House Appropriations Committee
Subcommittee on Labor, Health and Human Services, Education, and Related Agencies

Instructions for Fiscal Year 2025 Public Witness Testimony Submission

The Subcommittee on Labor, Health and Human Services, Education and Related Agencies will be accepting written testimony from interested public witnesses on the Fiscal Year 2025 budget. While a public witnesses hearing will not be held at this time, written testimony on programmatic issues under the jurisdiction of the Subcommittee will be accepted and printed in the record.

Guidelines:

Testimony must conform to the following guidelines or it will not be printed in the record.

Deadline:

- The deadline for e-mailing testimony to the Subcommittee on Labor, Health and Human Services, Education, and Related Agencies is **Friday, May 3, 2024**.

Delivery Instructions:

- Please e-mail your testimony to LH.Approp@mail.house.gov;
- Please include in the subject line: FY25 Written Public Testimony for the Record;
- Attach a completed and signed copy of the Truth in Testimony form (attached in this document).
- Do not send testimony via fax or mail. Only electronic submissions will be accepted; and
- Please include your contact information in the e-mail along with subject matter of testimony.

Format:

- Do not exceed four pages;
- Testimony must be typed on 8.5 x 11 paper, single spaced, 12-point font, with one-inch margins;
- At the top of the first page, clearly indicate your name, title, and institutional affiliation (if any);
- Clearly indicate, in the first paragraph, the Department or Agency that your testimony addresses;
- Do not include color or detailed photos as the hearing volume will be photographically reproduced. However, use of charts and tables and the use of appropriate bold type and bullets are acceptable, as long as they are within the four-page maximum length;
- All document files will be accepted, but PDF documents are preferred; and
- To protect your privacy, do not include your personal address, phone numbers, or signatures in the written testimony (you may include this information in the body of the e-mail separate from the written testimony).

Thank you for your interest in the Subcommittee on Labor, Health and Human Services, Education, and Related Agencies. If you have any questions, please contact Subcommittee staff at (202) 225-3508.

Truth in Testimony Disclosure Form

In accordance with Rule XI, clause 2(g)(5)* of the *Rules of the House of Representatives*, witnesses are asked to disclose the following information. Please complete this form electronically by filling in the provided blanks.

Committee: _____

Subcommittee: _____

Hearing Date: _____

Hearing :

Witness Name: _____

Position/Title: _____

Witness Type: Governmental Non-governmental

Are you representing yourself or an organization? Self Organization

If you are representing an organization, please list what entity or entities you are representing:

FOR WITNESSES APPEARING IN A NON-GOVERNMENTAL CAPACITY

Please complete the following fields. If necessary, attach additional sheet(s) to provide more information.

Are you a fiduciary—including, but not limited to, a director, officer, advisor, or resident agent—of any organization or entity that has an interest in the subject matter of the hearing? If so, please list the name of the organization(s) or entities.

Please list any federal grants or contracts (including subgrants or subcontracts) related to the hearing's subject matter that you or the organization(s) you represent have received in the past thirty-six months from the date of the hearing. Include the source and amount of each grant or contract.

Please list any contracts, grants, or payments originating with a foreign government and related to the hearing's subject that you or the organization(s) you represent have received in the past thirty-six months from the date of the hearing. Include the amount and country of origin of each contract or payment.

Please complete the following fields. If necessary, attach additional sheet(s) to provide more information.

- I have attached a written statement of proposed testimony.
- I have attached my curriculum vitae or biography.

* Rule XI, clause 2(g)(5), of the U.S. House of Representatives provides:

(5)(A) Each committee shall, to the greatest extent practicable, require witnesses who appear before it to submit in advance written statements of proposed testimony and to limit their initial presentations to the committee to brief summaries thereof.

(B) In the case of a witness appearing in a non-governmental capacity, a written statement of proposed testimony shall include— (i) a curriculum vitae; (ii) a disclosure of any Federal grants or contracts, or contracts, grants, or payments originating with a foreign government, received during the past 36 months by the witness or by an entity represented by the witness and related to the subject matter of the hearing; and (iii) a disclosure of whether the witness is a fiduciary (including, but not limited to, a director, officer, advisor, or resident agent) of any organization or entity that has an interest in the subject matter of the hearing.

(C) The disclosure referred to in subdivision (B)(ii) shall include— (i) the amount and source of each Federal grant (or subgrant thereof) or contract (or subcontract thereof) related to the subject matter of the hearing; and (ii) the amount and country of origin of any payment or contract related to the subject matter of the hearing originating with a foreign government.

(D) Such statements, with appropriate redactions to protect the privacy or security of the witness, shall be made publicly available in electronic form 24 hours before the witness appears to the extent practicable, but not later than one day after the witness appears.

False Statements Certification

Knowingly providing material false information to this committee/subcommittee, or knowingly concealing material information from this committee/subcommittee, is a crime (18 U.S.C. § 1001). This form will be made part of the hearing record.

Witness signature

Date