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ROBIN JULIANO
CLERK AND STAFF DIRECTOR
(202) 225–2771

March 9, 2021

Dear Colleague,

As Chair of the Appropriations Subcommittee on Financial Services and General Government, 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 2022 appropriations bill. Members must transmit submissions to the Subcommittee via electronic form, and in addition 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 starting on March 29, 2021.

- The deadline for submissions of Members' programmatic, language, and Community Project Funding requests for the Subcommittee is April 16th by 6:00 pm.

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 for all their submissions for this subcommittee (programmatic, language and Community Project

Funding). The Subcommittee will review your priority rankings based on what you entered into the database.

- Additionally, Members can rank their top 10 requests across all subcommittees for all programmatic and language requests. It is strongly recommended that Members identify these top ten programmatic and language requests Committee-wide before entering requests.

Programmatic and Language Requests
- The requirements remain unchanged from prior years. Submissions must include an uploaded letter signed by the Member supporting the Member's request. Letters must 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, 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.

- The electronic system allows Members to access submissions made in previous years, so you may review those submissions if that is helpful.

Community Project Funding
For fiscal year 2022, the electronic system will include an option for Members to submit Community Project funding requests for the **Small Business Administration, Small Business Initiatives.**

Under this option, Members may submit funding requests for Community Projects in support of small businesses, such as entrepreneur training, workforce development, counseling, research, and construction or acquisition of facilities. Project recipients must be other units of government or nonprofit organizations to be considered eligible.

Examples of the differences in request as follows:

- Community Project Requests are funding requests for a specific non-Federal entity to carry out a specific project.

  Example: *Provide $500,000 for an entrepreneur training program at a nonprofit in City, State.*

- Programmatic Requests are requests to fund a specific program in our bill at a specified level.

Example: *Provide $150,000,000 for Small Business Development Centers.*

- Language Requests are requests 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 by an agency.

    Example: *The Committee encourages SBA and its resource partners to continue efforts to increase outreach and direct support to women entrepreneurs and small businesses in underserved communities.*

For each Community Project request, Members will be asked to respond to a series of questions intended to provide transparency and ensure the Community Project is a valuable use of taxpayer funds. The type of information that will be requested includes:

- Name of the project recipient, including any sub-recipients/grantees,

- Location of the Community Project,

- Cost of the project, including the amount requested for the Community Project from this or any other Appropriations Subcommittee, and other funding sources,

- Explanation of the request, including purpose and benefits provided by the Community Project, and

- Oversight and management structure for the Community Project, including accountability measures and performance standards to evaluate success.

A list of additional Financial Services Subcommittee's Community Projects questions can be found [here.](#)

In addition to transparency information, community engagement and support is crucial in determining which projects are worthy of Federal funding. Only projects with demonstrated community support will be considered. This recommendation builds on past Committee reforms, and Members will be required to present to the Committee evidence of community support that was persuasive in their decision to submit the request. Examples of these include, but are not limited to:

- Letters of support from elected community leaders (e.g. mayors or other officials),

- Press articles highlighting the need for the requested Community Project Funding,

- Support from newspaper editorial boards,

- Projects listed on State intended use plans, community development plans, or other publicly available planning documents, or

- Resolutions passed by city councils or boards.

In addition to information about the project, the Member requesting funding must complete a signed financial disclosure letter and upload it to the electronic submission system for each Community Project submission. This letter will be posted online by the Committee if the request is included in a fiscal year 2022 Appropriations bill. Language and programmatic requests do not require a disclosure letter.

While Members are only required to certify to the Committee that the Member, spouse and their immediate family have no financial interest in a proposed project, Members should also be fully aware of any other financial aspects or relationships associated with the proposed project that might raise ethical concerns. These include but are not limited to lobbyists, donors, or other affiliated parties that have an interest in the Community Project.

Additional Committee-wide detailed guidance on financial disclosure submissions can be found [here](#).

To offer more opportunity for public scrutiny of Member requests, Members must post information on their requests to the Appropriations Committee on their official House website at the time the request is made. The Appropriations Committee will consider funding only those requests that have been so posted. The website must contain the following information for each request submitted in fiscal year 2022:

- the proposed recipient,

- the address of the recipient,

- the amount of the request, and

- an explanation of the request, including purpose, and a justification for why it is an appropriate use of taxpayer funds.

Members will be asked to provide a link to the webpage containing this information when they enter the request into the Members' Request system.

Additional Committee-wide detailed guidance on Community Project submissions can be found [here](#).

Thank you for your interest in the programs and activities of the House Appropriations Subcommittee on Financial Services and General Government. If you have any general questions

or require further information, please contact the Subcommittee staff at (202) 225-7245. Technical questions related specifically to the operation of the system should be directed to the Committee's IT office at Approp.Comops@mail.house.gov.

I look forward to working with you as the fiscal year 2022 appropriations process begins.

Sincerely,

Mike Quigley
Chairman
Subcommittee on Financial Services and General Government