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Committee on Appropriations  
Washington, DC 20515-6015

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March 25, 2022

Dear Colleague,

As Chair 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 2023 appropriations process. Members must transmit submissions to the Subcommittee via electronic form, and in addition must upload a signed 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 April 4, 2022.
- The deadline for submissions for the Subcommittee on Commerce, Justice, Science, and Related Agencies is 6PM, Friday, April 29, 2022

The Appropriations Committee anticipates moving forward with drafting its bills expeditiously to assure 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.
- Submissions must include an uploaded letter signed by the Member supporting the Member's request. Letters should simply and briefly list and describe each submission. Letters to this subcommittee may be an individual letter for each request, though a single consolidated letter for multiple requests listed in priority order would be preferred. If a Member signs the letter electronically, the Quill system must be used.
- The electronic system will require Members to assign a priority rank order to all their submissions (programmatic, language and Community Project Funding) for this subcommittee. The Subcommittee will review your priority rankings based on what you entered into the database.
- Additionally, Members can rank their top 10 requests (programmatic and language) across all subcommittees. It is strongly recommended that Members identify their top 10 programmatic and language requests before beginning to enter requests. As a reminder the top 10 ranking across subcommittees for programmatic and language requests is separate from the rankings for Community Project requests.

- All of the transparency and accountability requirements the Committee announced last year for Community Project Funding requests remain in place. Members are again required to post online their Community Project Funding requests and financial disclosure letters that certify no financial interest in the projects requested. For the Committee to consider a Community Project Funding request, these requirements must be met. A template along with instructions for how to submit the certification are [available here](#) and in the database. In a change from last year, offices are asked to wait until 15 calendar days after the Committee's submission deadline before posting the information online. Providing 15 days between the submission deadline and posting will allow Committee staff to review the requests and make sure they are properly categorized as a Community Project Funding request. Online posting should occur in the time period between 15 and 20 days following the submission deadline.

**Programmatic and Language Requests:** For programmatic and language 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, as noted above, include the group request in a consolidated letter of all the Member's individual 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 Requests:** For community project funding requests, Members can submit up to 15 community project funding requests across all eligible subcommittees. The Subcommittee on Commerce, Justice, Science, and Related Agencies will accept community project funding requests in the following accounts:

- Department of Commerce; National Institute of Standards and Technology; Scientific and Technical Research and Services [New]
- Department of Commerce; National Institute of Standards and Technology; Construction of Research Facilities [New]
- Department of Commerce; National Oceanic and Atmospheric Administration (NOAA) Operations, Research, and Facilities
- Department of Justice; Byrne Justice Assistance Grants (JAG)
- Department of Justice; Community Oriented Policing Services (COPS) Technology and Equipment
- National Aeronautics and Space Administration (NASA); Safety, Security and Mission Services

The subcommittee will not accept community project funding requests in any other account. For these requests, community engagement and support are crucial in determining which projects are worthy of Federal funding. Additional guidance with specific information about these accounts is [available here](#).

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 general questions or require further information, please contact the Subcommittee staff at (202) 225-3351 or via e-mail at [CJS.MemberRequests@mail.house.gov](mailto:CJS.MemberRequests@mail.house.gov). Technical questions related specifically to the operation of the system should be directed to the Committee's IT office at (202) 225-2718.

I look forward to working with you as the fiscal year 2023 appropriations process begins.

Sincerely,



Matt Cartwright  
Chairman  
Subcommittee on Commerce, Justice,  
Science, and Related Agencies