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Committee on Appropriations  
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March 24, 2022

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, Community Project Funding, and language submissions for consideration in the fiscal year 2023 appropriations bill.

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. If a Member signs electronically, the Quill system must be used.

[Attached](#) is a community project request guide that provides information regarding project eligibility requirements and guidance for submitting requests.

- 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 Interior, Environment, and Related Agencies is 6:00 pm on April 29, 2022.

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 this Subcommittee. The Subcommittee will review priority rankings based on what is entered into the database.
- Additionally, Members can rank their top 10 program and language requests across all subcommittees. It is strongly recommended that Members identify their top 10 requests before beginning to enter requests. The ranking for Community Project Funding requests across subcommittees remains separate from the top 10 for program and language requests.

### **Community Project Funding**

The Subcommittee on Interior, Environment, and Related Agencies will accept project requests in the following accounts:

- Save America's Treasures historic preservation projects within the National Park Service.
- Federal land acquisitions through the Land and Water Conservation Fund.
- Environmental Protection Agency State and Tribal Assistance Grants for certain water infrastructure projects.
- Certain State and Private Forestry projects within the U.S. Forest Service.

The subcommittee will not accept project requests in any other account.

For transparency in the process, Members are required to post their Community Project Funding requests online. Members also must provide a signed certification that they, their spouse and immediate family have no financial interest in the Community Project Funding request. A template is posted on the Committee website. Members are required to post Community Project Funding requests and associated certifications of no financial interest on their house.gov websites after the 15-day Committee review period ends and no later than 20 days of the submission deadline. The Committee will not consider a Community Project Request without meeting these requirements.

### **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 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, 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 review of those submissions is available if that is helpful.

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 general questions or require further information, please contact the Subcommittee staff at [IN.MemberRequests@mail.house.gov](mailto: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.Comops@mail.house.gov](mailto:Approp.Comops@mail.house.gov).

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

Sincerely,



Chellie Pingree

Chair

Subcommittee on Interior,

Environment, and Related Agencies