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Congress of the United States
House of Representatives
Committee on Appropriations
Washington, DC 20515-6015

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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 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 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. [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 March 29, 2021.
- The deadline for submissions for the Subcommittee on Interior, Environment, and Related Agencies is 6:00 pm on April 16, 2021.

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.
- The electronic system will require members to assign a priority rank order to all their submissions (programmatic, language, and Community Project 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 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.

Community Project Funding

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

- Federal land acquisitions through the Land and Water Conservation Fund (Note: The Subcommittee will accept requests for these community projects after the release of the full President's budget.)
- 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 concurrently with their submission of regular appropriations requests to the Committee. 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. 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. 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,



Chellie Pingree

Chair

Subcommittee on Interior,

Environment, and Related Agencies