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

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March 9, 2021

Dear Colleague,

As Chair of the Appropriations Subcommittee on Labor, Health and Human Services, Education 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 2022 Appropriations bill. Members must transmit submissions to the Subcommittee via electronic form, and in addition must upload a letter to the Appropriations submissions 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 **March 29, 2021**.
- The deadline for submissions for the Subcommittee on Labor, Health and Human Services, Education and Related Agencies is 6:00 pm on **April 14, 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 the <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) 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 Committee-wide before beginning to enter requests.

### **Community Project Funding**

The Subcommittee on Labor, Health and Human Services, Education and Related Agencies will accept project requests in the following accounts:

- Department of Labor—Employment and Training Administration—Training and Employment Services
- Department of Health and Human Services—Health Resources and Services Administration—Program Management
- Department of Health and Human Services—Substance Abuse and Mental Health Services Administration—Health Surveillance and Program Support
- Department of Education—Innovation and Improvement
- Department of Education—Higher Education

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

- Please refer to the [enclosed guidance](#) for submission of requests for community project funding. Please read and follow the guidance to ensure that we can properly review and consider your requests.
- For community projects, Members also must provide a signed certification of no financial interest and a template is posted on the Committee website. The Committee will not consider a community project request without the signed certification.

### **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 requests. 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.
- For returning Members, the electronic system allows access to submissions made in previous years, so you may review those submissions if that is helpful.

Thank you for your interest in the programs and activities of the House Appropriations Subcommittee on Labor, Health and Human Services, Education and Related Agencies. If you have any general questions or require further information, please contact the Subcommittee staff at (202) 225-3508. 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 2022 appropriations process begins.

Sincerely,

A handwritten signature in black ink that reads "Rosa DeLauro". The signature is written in a cursive style with a large initial "R" and "D".

Rosa DeLauro  
Chair, Appropriations Subcommittee on Labor, Health and  
Human Services, Education, and Related Agencies