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

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NANCY FOX
CLERK AND STAFF DIRECTOR

TELEPHONE:
(202) 225-2771

Dear Colleague,

As Chairman of the Appropriations Committee, I want to extend an opportunity for Members to respond to the President's fiscal year 2018 budget submission to the Congress. The Committee will be opening the member request database for further requests in response to the just-released budget from the President. The Committee will consider these submissions in addition to the submissions made to the Committee in March and April.

The procedures for receiving Members' programmatic and language submissions for consideration in the fiscal year 2018 appropriations bills will be the same as the previous procedures. Members must transmit submissions to the relevant 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 May 23, 2017.
- The deadline for submissions to the subcommittees on Commerce Justice Science, Defense, Energy and Water, Financial Services, Legislative Branch, and Military Construction and Veterans Affairs is close of business May 30, 2017.
- The deadline for submissions to the subcommittees on Agriculture, Homeland Security, Interior, Labor/Health and Human Services, State/Foreign Operations, and Transportation/HUD is close of business June 6, 2017.

THERE IS NO NEED TO RESUBMIT REQUESTS ALREADY SUBMITTED. This process is for NEW requests in response to the President's Budget.

I would like to emphasize that, at this time, under existing earmark policy, earmarks (as defined by clause 9(e) of Rule XXI of the Rules of the House) should not be included. Please also be aware that, should a Member request an earmark, such request invokes the Code of Official Conduct. Clause 17 of the Code prohibits Members from requesting a congressional earmark without disclosing certain information to the Chair of the Committee of jurisdiction. Members are advised to consider their submissions to the Committee carefully in light of this to avoid inadvertently triggering the earmark rules and requirements.

As you prepare your submissions, please note the following guidelines:

- All submissions must be made electronically to the relevant subcommittee at the <https://AppropriationsSubmissions.house.gov> web site. 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 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 has been modified this year to allow consolidated letters to be uploaded only once, so that a letter with multiple requests does not need to be uploaded multiple times.**
- The electronic system will require Members to assign a priority rank order to all their submissions for each subcommittee. The relevant subcommittee will review your priority rankings based on what you enter into the database.
- For requests with multiple Member cosponsors, each cosponsor must enter the same request into the online database. In addition, each cosponsor should either scan and 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 access to prior submissions, so you may review those submissions if that is helpful. Prior submissions are not subject to change.

Thank you for your interest in the programs and activities of the House Appropriations Committee. If you have any general questions or require further information, please contact the Committee staff at (202) 225-2771. 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 throughout the fiscal year 2018 appropriations process.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert P. Rodriguez". The signature is fluid and cursive, with a long horizontal stroke at the end.