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

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SHALANDA YOUNG
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June 16, 2020

Dear Colleague,

The Appropriations Committee plans to mark up all twelve regular FY 2021 spending bills in July. Members submitted more than 77,000 requests to the committee in March, which subcommittees have used to write their bills.

To provide Members an additional opportunity to emphasize their high priority requests, the full Appropriations Committee will hold a virtual Member Day hearing on **Tuesday June 23 at 11:00am, EST** via WebEx. Members who already submitted requests do not need to resubmit them and those who already testified at a subcommittee's Member Day do not need to testify again; this is simply an opportunity for a Member to stress the importance of one or two requests.

Members who wish to testify should contact Anna Hansen at anna.hansen@mail.house.gov by Thursday, June 18th by close of business. Each Member will have a maximum of three minutes for oral remarks. **Please note that participating in this hearing will require a significant commitment of time, as Members who are testifying will be required to join prior to the hearing's start and remain connected until their testimony is completed.** The order of appearance and additional hearing details will be provided prior to the hearing, and each office should provide a cell phone for the Member's point of contact.

Members who are unable to testify, but wish to submit written testimony, should note the following guidelines:

1. It must be single-sided and not exceed five pages.
2. It must be double-spaced on standard letter size paper with one-inch margins and at least 12-point size font.
3. It must clearly indicate the Member's name and district at the top of the first page.

4. It must not include color or detailed photos as the hearing volume will be photographically reproduced. However, use of charts and tables and the use of appropriate bold type and bullets are acceptable, as long as they are within the five-page maximum limit.
5. It must be emailed to the committee at HouseAppropriations.Submissions@mail.house.gov for placement in the public hearing record by close of business on Monday, June 22nd.

Sincerely,

A handwritten signature in black ink that reads "Nita M. Lowey". The signature is written in a cursive, flowing style.

Nita M. Lowey
Chairwoman
House Appropriations Committee