

DIRECTIONS FOR MEMBER CERTIFICATIONS:

Pursuant to House rule XXIII, clause 17, Members are required to send the Chair and Ranking Member a letter stating that the Member does not have a financial interest in certain proposed projects. In order to be in compliance with the House rule and additional requirements established by the Chair of the Appropriations Committee, below please find suggested text for a certification to accompany a Community Project Funding request.

*Dear Chair DeLauro and Ranking Member Granger:*

*“I am requesting funding for \_\_\_\_\_ [project] in fiscal year 2022.*

*The entity to receive funding for this project is \_\_\_\_\_, located at  
\_\_\_\_\_ (address including street name, city, state and zip code)*

*The funding would be used for \_\_\_\_\_.*

*I certify that neither I nor my immediate family has any financial interest in this project.”*

*Sincerely,*

*Member of Congress*

The certifications must be on letterhead and must be signed by the Member. In accordance with House rules, certifications for projects included in any measures will be available for the public to see.

Please prepare the certification on letterhead and scan a copy for attachment the PDF document with each request to be uploaded to the database.

For questions about individual requests please contact the appropriate subcommittee staff. For questions regarding the certification process please contact Jason Gray with the Full Committee.

#### Requirements For Community Project Certifications (“Certs”)

- Must be signed by Member and on Member letterhead
- Must include:
  - Member name – the name of the Member of Congress requesting the Project.
  - Name and address of the intended recipient (if none, the location of the activity should be listed).
  - Purpose of the requested project – include a brief description of the intended use of funds.
  - Statement that the Member and immediate family has no financial interest in the requested project.
  - For the purposes of this certification the term “immediate family” means an individual who is related to the Member, Delegate, or Resident Commissioner, as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or mother-in-law.