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Committee on Appropriations
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CLERK AND STAFF DIRECTOR
(202) 225-2771

March 24, 2022

Dear Colleague,

As Chair of the Appropriations Subcommittee on Military Construction, Veterans Affairs 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 2023 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 each entry. The submission must include a ranking of each program, language, and community project request in priority order across the Military Construction, Veterans Affairs, and Related Agencies subcommittee bill. This ranking must be consistent with what is included in the online submission.

- The electronic submission system can be found at <https://AppropriationsSubmissions.house.gov>. The system will be available to accept submissions starting on **April 4, 2022**.
- The deadline for submissions for the Subcommittee on Military Construction, Veterans Affairs, and Related Agencies is 6:00 pm on **April 28, 2022**.

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. If a Member signs electronically, the Quill system must be used.

- 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 ten requests (programmatic and language) across all subcommittees in order to convey Committee-wide priorities. It is strongly recommended that Members identify their top ten programmatic and language requests before beginning to enter requests. The ranking for Community Project Funding requests across subcommittees remains separate from the top 10 for program and language requests.

Community Project Funding Requests

The Subcommittee on Military Construction, Veterans Affairs and Related Agencies will only accept community project funding requests in the following accounts:

- Military Construction accounts under the Department of Defense
 - Army
 - Navy and Marine Corps
 - Air Force
 - Space Force
 - Defense-Wide
 - Army National Guard
 - Air National Guard
 - Army Reserve
 - Navy Reserve
 - Air Force Reserve
- Accounts under the Department of Veterans Affairs
 - Construction, Minor Projects

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

- Please refer to instructions for submission of community project funding requests, [available here](#). Please read and follow those instructions to ensure that we can properly review and consider your requests.
- For community project funding requests, Members also must provide a signed certification of no financial interest, a template for which is posted on the Committee website. Members must certify that neither they nor their immediate family have any financial interest in the projects they request. The Committee will not consider a community project request without the signed certification.

- While Members are required to certify to the Committee that neither they nor their immediate family have any financial interest in a proposed project, Members should also be fully aware of any other financial aspects or relationships associated with the proposed project that might raise ethical concerns. These include but are not limited to lobbyists, donors, or other affiliated parties that have an interest in the project.
- For transparency, all Community Project Funding requests and certification letters must be posted online. For fiscal year 2023, Member offices must wait until 15 calendar days after the Committee's submission deadline before posting their information online. Providing 15 days between the submission deadline and posting will allow Committee staff to review the requests and make sure they are properly categorized as a Community Project Funding request. Online posting should occur in the time period between 15 and 20 days following the submission deadline.
- The Committee will not waive State matching requirements, when applicable, for Community Project Funding requests, so it is important that Member offices discuss with their State and local officials the ability for localities to meet matching requirements prior to requesting a project.

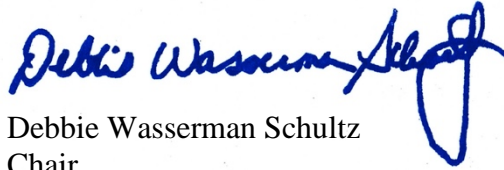
Programmatic and Language Requests

- 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.
- 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 Military Construction, Veterans Affairs and Related Agencies. If you have any general questions or require further information, please contact the subcommittee staff at (202) 225-3047 or at mc.approp@mail.house.gov. Technical questions related specifically to the operation of the online submission 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 2023 appropriations process begins.

Sincerely,

A handwritten signature in blue ink that reads "Debbie Wasserman Schultz". The signature is fluid and cursive, with a large, stylized initial "D" and "S".

Debbie Wasserman Schultz
Chair
Subcommittee on Military Construction,
Veterans Affairs, and Related Agencies