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

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ROBIN JULIANO  
CLERK AND STAFF DIRECTOR  
(202) 225-2771

March 24, 2022

Dear Colleague:

As Chair of the Appropriations Subcommittee on State, Foreign Operations, and Related Programs, I want to make you aware of the subcommittee's procedures for receiving Members' programmatic and language 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 submission system confirming those entries. The Subcommittee on State, Foreign Operations, and Related Programs will not accept Community Project Funding requests in fiscal year 2023.

- The electronic submission system can be found at <https://AppropriationsSubmissions.house.gov>. The system will be available to accept submissions starting April 4, 2022.
- The deadline for submissions for the Subcommittee on State, Foreign Operations, and Related Programs is 6:00 pm on April 27, 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.
- 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 the fiscal year 2023 cycle electronic signatures affixed to documents submitted to the Committee are acceptable. However, if Members choose to sign electronically, they must do so using the newly established Quill system.
- The electronic system will require members to assign a priority rank order to all their submissions 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 across all subcommittees. It is strongly recommended that Members identify their top 10 requests before beginning to enter requests.
- 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.
- The electronic system allows Members to access 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 State, Foreign Operations, and Related Programs. If you have any general questions or require further information, please contact the Subcommittee staff at (202) 225-2041. 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 as the fiscal year 2023 appropriations process begins.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Lee".

Barbara Lee  
Chairwoman  
Subcommittee on State, Foreign Operations,  
and Related Programs