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Congress of the United States
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Committee on Appropriations
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March 22, 2022

Dear Colleague,

As Chair of the Appropriations Subcommittee on Legislative Branch, 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 Legislative Branch Subcommittee will not be accepting 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 Legislative Branch 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.

- The electronic system will require members to assign a priority rank order to all their submissions (programmatic and language) 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 Committee-wide 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 Legislative Branch. If you have any general questions or require further information, please contact the Subcommittee staff at (202) 226-7252. Technical questions related specifically to the operation of the 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,



Tim Ryan
Chairman
Subcommittee on the Legislative Branch