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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 Labor, Health and Human Services, Education 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 those entries.

- 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 Labor, Health and Human Services, Education and Related Agencies 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 the <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 10 requests (programmatic and language) across all subcommittees. It is strongly recommended that Members identify their top 10 programmatic and language requests Committee-wide 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

The Subcommittee on Labor, Health and Human Services, Education and Related Agencies will accept project requests in the following accounts:

- Department of Labor—Employment and Training Administration—Training and Employment Services
- Department of Health and Human Services—Health Resources and Services Administration—Program Management
- Department of Health and Human Services—Substance Abuse and Mental Health Services Administration—Health Surveillance and Program Support
- Department of Health and Human Services—Administration for Children and Families—Children and Families Services Programs
- Department of Health and Human Services—Administration for Community Living—Aging and Disability Services Programs
- Department of Education—Innovation and Improvement
- Department of Education—Higher Education

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

- Please refer to the [enclosed guidance](#) for submission of requests for community project funding. Please read and follow the guidance to ensure that we can properly review and consider your requests.
- For community projects, Members must provide a signed certification that the Member, their spouse, and their immediate family has no financial interest in such a project and a template is posted on the Committee website. The Committee will not consider a community project request without the signed certification.
- Please wait 15 calendar days after the submission deadline—until May 12—to post community project funding requests on your website. This 15-day period will allow committee staff to review community project funding requests to ensure they are properly categorized.

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 requests. 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

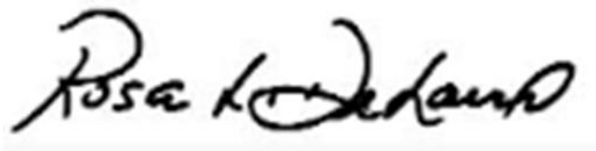
to this Subcommittee. Please note that the Member request website again allows consolidated letters to be uploaded only once, so that a letter with multiple requests does not need to be uploaded multiple times.

- 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 Labor, Health and Human Services, Education and Related Agencies. If you have any general questions or require further information, please contact the Subcommittee staff at (202) 225-3508. 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,

A handwritten signature in black ink that reads "Rosa DeLauro". The signature is written in a cursive style with a large, stylized "R" and "D".

Rosa DeLauro
Chair, Appropriations Subcommittee on Labor, Health and
Human Services, Education, and Related Agencies