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March 10, 2021

Dear Colleague,

As Chairman of the Appropriations Subcommittee on Agriculture, Rural Development, Food and Drug Administration 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 2022 appropriations bill.

I also encourage you to review the March 4 letter and attachments from Chair DeLauro for additional details on Community Project Funding requests.

Members must transmit submissions to the Subcommittee via electronic form, and, in addition, they must upload a letter to the appropriations submission system confirming those entries.

- The electronic submission system can be found at <https://AppropriationsSubmissions.house.gov>. The system will be available to accept submissions beginning on March 29, 2021.
- The deadline for submissions for the Subcommittee is April 15, 2021, at 6:00 pm.

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.

- 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 before beginning to enter requests.
- The electronic system allows Members to access submissions made in previous years, so you may review those submissions if that is helpful.

### **Types of requests**

There are three types of requests Members can submit:

- Programmatic – general support or funding for a program.
- Language – a request to add language to the bill or report to accompany the bill which generally does not include dollar amounts.
- Community Project Funding – directs funds to a specific state or local government or eligible non-profit recipient.

### **Community Project Funding requests**

The Subcommittee on Agriculture will accept Community Project Funding requests in three accounts as noted below. The guidance document gives you more detail about these accounts:

- Agricultural Research Service, Buildings and Facilities
- Rural Development, Rural Community Facility Grants
- Rural Utilities Service, ReConnect Grants

[The guidance document is available here.](#)

The subcommittee will not accept Community Project Funding requests in any other account.

For transparency in the process, Members are required to post their Community Project Funding requests online concurrently with their submission of regular appropriations requests to the Committee. Members also must provide a signed certification that they, their spouse and immediate family have no financial interest in the Community Project Funding request. A template is posted on the Committee website. The Committee will not consider a Community Project Funding request without meeting these requirements.

### **Programmatic and Language Requests**

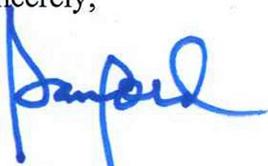
- The requirements remain unchanged from prior years. All submissions must include an uploaded letter signed by the Member supporting the Member's request. Letters should simply list and describe each submission briefly. Letters may be either an individual letter for each request or a consolidated letter 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.

Thank you for your interest in the programs and activities of the House Appropriations Subcommittee on Agriculture, Rural Development, Food and Drug Administration and Related Agencies.

If you have any general questions or require further information, please email the Subcommittee staff at [AG.MemberRequests@mail.house.gov](mailto:AG.MemberRequests@mail.house.gov). 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](mailto:Approp.Comops@mail.house.gov).

I look forward to working with you as the fiscal year 2022 appropriations process begins.

Sincerely,



Sanford D. Bishop, Jr.  
Chairman

Appropriations Subcommittee on Agriculture, Rural Development, Food and Drug Administration and Related Agencies