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

February 17, 2006

**Fiscal Year 2007 Labor, Health and Human Services,  
and Education and Related Agencies Appropriations**

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TELEPHONE:  
(202) 225-2771

Dear Colleague:

As you know, the fiscal year 2007 appropriations process is about to begin, and given the changes in the manner in which the Appropriations Committee is planning to handle member requests, we thought it worthwhile to outline the procedures we plan to follow on the Labor, Health and Human Services, Education and Related Agencies Appropriations Subcommittee. This year, the Subcommittee is asking Members' offices to make all program, project and report language requests in the Committee's online database, as well as to send a letter confirming these requests. **Signed letters of request to the Chairman and Ranking Member and entry of your requests in the database must be completed by 6:00 pm on Thursday, March 16, 2006.** The form is found on the House intranet at <http://onlinecao.house.gov/appropriations/lhapprops.aspx>.

We ask that you submit one letter and present your requests in three sections: program funding level requests, project requests and requests for report language (including the specific language you are requesting). Feel free to submit as many requests as you wish in your letter. All project requests must be submitted in priority order, and your priorities must be entered in the database. However, you need not rank your program or report language requests. **Online form submissions will not be considered unless a signed letter is received by the Subcommittee.** To clarify the differences between program, project and report language requests:

- In general, a program request is for specific funding for a federal program, initiative or activity that is not earmarked for a particular entity and is awarded under an agency's normal grant or contracting procedures (e.g., provide \$5,000,000,000 for the National Cancer Institute).
- In general, a project is defined as a request for specific dollars directed to a particular entity in report language or the bill for a discrete purpose meeting the eligibility requirements of the program that is earmarked and awarded under a noncompetitive process (e.g., provide \$500,000 for a new science exhibit at the Children's Museum in City, State).

- Report language is defined as language to be inserted in the committee report that does not direct funding to a particular entity but encourages, urges, or directs some type of action by an agency (e.g., study the impact of the availability of student loans on increases in enrollment rates).

We encourage you to limit your number of requests considering tight budget constraints. If you don't, the Committee will. In addition, we ask that you please ensure that your project requests are ranked in priority order for the entire bill (not simply by agency) on your online form submission so that we may evaluate and attempt to provide funding for your projects in a manner that responsibly reflects your priorities. Please do not list multiple projects with the same priority number. The Subcommittee staff will review project requests to ensure they comply with the law. Projects that do not comply with existing authorizations or are not prioritized will not be considered. Finally, please note that in the online database there are asterisks (\*) next to the accounts under which the Subcommittee intends to include projects. Please ensure that your project requests fall under one of those accounts. For your information, we will post on the Full Committee web site a list of the types of projects the Subcommittee has funded in the past, by account.

Due to the restrictive legislative schedule, it will not be possible to receive oral testimony from Members of Congress again this year. Members may submit a written statement for the hearing record to [approp.LaborH@mail.house.gov](mailto:approp.LaborH@mail.house.gov) in lieu of testifying in person. We ask that you send two copies of any written statement to the Subcommittee no later than March 30, 2006. Written public witness testimony, which should not exceed five (5) pages, double-spaced and should not contain graphics other than what is printed on the organization's letterhead, is also due to the Subcommittee no later than March 30.

Thank you for your cooperation in this process. If you have any questions, please contact the Subcommittee's majority staff at 5-3508 or the minority staff at 5-3481.

Sincerely,



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Ralph Regula  
Chairman  
Subcommittee on Labor, Health and  
Human Services, Education, and Related  
Agencies



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David R. Obey  
Ranking Minority Member  
Subcommittee on Labor, Health and  
Human Services, Education, and Related  
Agencies