

**HAROLD ROGERS, KENTUCKY, CHAIRMAN**

C. W. BILL YOUNG, FLORIDA  
JERRY LEWIS, CALIFORNIA  
FRANK R. WOLF, VIRGINIA  
JACK KINGSTON, GEORGIA  
RODNEY P. FRELINGHUYSEN, NEW JERSEY  
TOM LATHAM, IOWA  
ROBERT B. ADERHOLT, ALABAMA  
JO ANN EMERSON, MISSOURI  
KAY GRANGER, TEXAS  
MICHAEL K. SIMPSON, IDAHO  
JOHN ABNEY CULBERSON, TEXAS  
ANDER CRENSHAW, FLORIDA  
DENNY REHBERG, MONTANA  
JOHN R. CARTER, TEXAS  
RODNEY ALEXANDER, LOUISIANA  
KEN CALVERT, CALIFORNIA  
JO BONNER, ALABAMA  
STEVEN C. LA TOURETTE, OHIO  
TOM COLE, OKLAHOMA  
JEFF FLAKE, ARIZONA  
MARIO DIAZ-BALART, FLORIDA  
CHARLES W. DENT, PENNSYLVANIA  
STEVE AUSTRIA, OHIO  
CYNTHIA M. LUMMIS, WYOMING  
TOM GRAVES, GEORGIA  
KEVIN YODER, KANSAS  
STEVE WOMACK, ARKANSAS  
ALAN NUNNELEE, MISSISSIPPI

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

NORMAN D. DICKS, WASHINGTON  
MARCY KAPTUR, OHIO  
PETER J. VISCIOSKY, INDIANA  
NITA M. LOWEY, NEW YORK  
JOSÉ E. SERRANO, NEW YORK  
ROSA L. DELAUBO, CONNECTICUT  
JAMES P. MORAN, VIRGINIA  
JOHN W. OLVER, MASSACHUSETTS  
ED PASTOR, ARIZONA  
DAVID E. PRICE, NORTH CAROLINA  
MAURICE D. HINCHEY, NEW YORK  
LUCILLE ROYBAL-ALLARD, CALIFORNIA  
SAM FARR, CALIFORNIA  
JESSE L. JACKSON, JR., ILLINOIS  
CHAKA FATTAH, PENNSYLVANIA  
STEVEN R. ROTHMAN, NEW JERSEY  
SANFORD D. BISHOP, JR., GEORGIA  
BARBARA LEE, CALIFORNIA  
ADAM B. SCHIFF, CALIFORNIA  
MICHAEL M. HONDA, CALIFORNIA  
BETTY McCOLLUM, MINNESOTA

CLERK AND STAFF DIRECTOR  
WILLIAM B. INGLEE

TELEPHONE:  
(202) 225-2771

February 10, 2012

Dear Colleague,

As Chairman of the Appropriations Subcommittee on Transportation, Housing and Urban Development, and Related Agencies, I want to make you aware of the subcommittee's procedures for receiving Members' programmatic and language submissions for consideration in the fiscal year 2013 Appropriations bill. Members must transmit such submissions to the Subcommittee via electronic form, and in addition must upload a letter to the appropriations database system confirming those entries.

- The electronic submission system can be found at <https://AppropriationsSubmissions.house.gov>. The system will be accessible to Member offices on February 13, 2012.
- The deadline for submissions is close of business **Tuesday, March 20, 2012**.

I would like to emphasize the following:

- *Earmarks, as defined by clause 9(e) of Rule XXI of the Rules of the House, will not be considered.*
- Please consult the earmark disclosure statements included in prior appropriations Acts to assist in making a determination. If the activity was previously listed as a congressional earmark, the Committee will continue to treat it as such. In addition, corrections to past earmarks will also be considered earmarks. If you have any questions, please consult the subcommittee staff.
- Please also be aware that any request for earmarks also invokes the Code of Official Conduct. Clause 17 of the Code prohibits Members from requesting a congressional earmark without disclosing certain information to the Chair of the Committee of jurisdiction. Members are advised to carefully consider their submissions to the Committee in light of this to avoid inadvertently triggering the earmark rules and requirements.

As you prepare your submissions, please note the following guidelines:

- All submissions must be made electronically at the <https://AppropriationsSubmissions.house.gov> web site. Only submissions received electronically will be considered. Hard-copy submissions are not required and will not be accepted.
- The electronic submission must include an uploaded letter signed by the Member supporting the submission. Members are encouraged to consolidate multiple submissions into a single letter; however, the consolidated letter should still be uploaded for each individual request. Letters should simply describe each submission briefly.
- 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 enter into the database, rather than based on the order in which the submissions appear in your signed letter.
- For programmatic requests with multiple Member cosponsors, each cosponsor must enter the same programmatic request into the online database. In addition, a scanned copy of the group request letter should be uploaded to the database for each request.
- The electronic system now allows access to submissions made in the previous year, 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 Transportation, Housing and Urban Development, and Related Agencies. If you have any questions or require further information, please contact the subcommittee staff at (202) 225-2141.

I look forward to working with you as the fiscal year 2013 appropriations process begins.

Sincerely,

A handwritten signature in blue ink that reads "Tom Latham". The signature is stylized and fluid, with a long horizontal flourish extending to the right.

Tom Latham  
Chairman  
Subcommittee on Transportation, Housing and  
Urban Development, and Related Agencies