

## **Subcommittee on Transportation, Housing and Urban Development, and Related Agencies**

### **INSTRUCTIONS FOR PROVIDING WRITTEN TESTIMONY FOR FISCAL YEAR 2015**

The Subcommittee on Transportation, Housing and Urban Development, and Related Agencies will not have an outside witness hearing on the fiscal year 2015 budget. However, interested parties may submit written testimony to be included in the official record. Testimony must be received no later than close of business, April 11, 2014, for it to be included in the printed record.

The current mail handling measures have complicated Congressional mail procedures. The Subcommittee **will only accept electronically submitted testimony.**

Testimony should be submitted as an electronic mail attachment to [TH.Approp@mail.house.gov](mailto:TH.Approp@mail.house.gov).

The Statement must conform to the following guidelines:

- Do not exceed four pages, single-sided;
- Testimony must be single-spaced on 8.5 by 11 inch letter-size paper, with one-inch margins and at least 12 point font;
- Clearly indicate in the first paragraph the agency, program, and amount involved in the request;
- Clearly indicate your name, title, and institutional affiliation at the top of the first page; and
- Do not include color and detailed photos since the hearing volume will be photographically reproduced. However, use of charts and tables and the use of appropriate bold type and bullets are acceptable, as long as they are within the four page maximum length.

Thank you for your interest in the activities of the Subcommittee on Transportation, Housing and Urban Development, and Related Agencies. If you have any questions or require further information, please contact the staff at (202) 225-2141, or [TH.Approp@mail.house.gov](mailto:TH.Approp@mail.house.gov).