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

March 26, 2009

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Dear Republican Colleague,

As the April 3 deadline for Member project requests is rapidly approaching, I would like to remind you of the House and Republican Conference standards regarding certifications and disclosure of Member requests.

To comply with the rules and standards set forth by the Republican Conference, the Majority Leadership, and the House Code of Conduct, Republican Members must:

- Post all requests on the Member's official website in accordance with Chairman Obey's new policy that the Committee will only consider a request if it has been posted online;
- Submit a Financial Certification letter into the online system to confirm no financial interest in the project/program (<https://membersrequests.approps.house.gov>). This letter should also include verification of compliance with Republican Standards for Member projects. **Please also include a sentence certifying that you have posted your request information online in compliance with Chairman Obey's new rules;**
- For those subcommittees that require paper copies of your requests, please submit the appropriate documents to both the Majority and Minority Appropriations Committee Offices;
- Submit a statement in the Congressional Record describing how the funds will be spent and justifying the use of the federal taxpayer funds before floor consideration of the bill containing the approved request.

For all Appropriations Committee requests, the Financial Certification letter **MUST** be provided through the on-line Member request process. Republican Members are advised to use the attached sample letter as a format for submission of their certifications - rather than the sample provided on the Committee's online request website - as the online sample letter does not contain the Republican certification information.

When submitting requests to the Republican Appropriations Committee Office, please staple or paper clip your request information by subcommittee, three-hole punch, and drop in the appropriate subcommittee drop-off box. Please do not leave requests at the door if the office is closed.

Sincerely,



Jerry Lewis

Ranking Member, House Appropriations Committee

SAMPLE – FINANCIAL DISCLOSURE LETTER

The Honorable David Obey, Chairman
Committee on Appropriations
H-218, The Capitol
Washington, D.C. 20515

The Honorable Jerry Lewis, Ranking Member
Committee on Appropriations
H-218, The Capitol
Washington, D.C. 20515

Dear Chairman Obey and Ranking Member Lewis,

I am requesting funding in the FY10 Energy and Water Appropriations bill, Army Corps of Engineers, General Investigations account for the City of Anywhere, State. The entity to receive funding for this project is City of Anywhere, State at 12321 Main Street, Anywhere, State 22222. It is my understanding that the funding would be used to complete the flood control study being conducted by the Army Corps of Engineers. I certify that this project does not have a direct and foreseeable effect on the pecuniary interests of my spouse or me.

(Please also include this new website-posting certification): I hereby certify that this request will be made publicly available on my Official Website as required by Chairman Obey's new Committee policy that only posted requests will be considered.

Consistent with the Republican Leadership's policy on earmarks, I hereby certify that to the best of my knowledge this request: (1) is not directed to an entity or program that will be named after a sitting Member of Congress [*OR: was named after Representative John Doe in 1983*]; (2) is not intended to be used by an entity to secure funds for other entities unless the use of funding is consistent with the specified purpose of the earmark; and (3) meets or exceeds all statutory requirements for matching funds where applicable. I further certify that should this request be included in the bill, I will place a statement in the *Congressional Record* describing how the funds will be spent and justifying the use of federal taxpayer funds.

Sincerely,

Member