



Committee on Transportation and Infrastructure  
U.S. House of Representatives  
Washington DC 20515

Peter A. DeFazio  
Chair

Katherine W. Dedrick  
Staff Director

Sam Graves  
Ranking Member

Paul J. Sass  
Republican Staff Director

March 23, 2021

Dear Colleague:

As a follow up to the Majority Dear Colleague sent on March 3, 2021, and the Minority Dear Colleague sent on March 18, 2021, please see further guidance below regarding Member Designated Projects. Beginning Thursday, April 1, 2021, the Committee on Transportation and Infrastructure will formally accept requests for projects from House Members for inclusion in this year's surface transportation authorization legislation. These requests must be submitted electronically via the Committee's projects database as outlined below.

#### Database Credentials:

In order to have access to the Committee's electronic submission database, the Committee is requiring your office to identify to the Committee no more than three specific staff members who will act as your office's points of contact and will be responsible for submitting your office's Member Designated Project requests for consideration by the Committee. **Please fill out the online form linked here for each office point of contact by Thursday, March 25, 2021.** After this date, the Committee will circulate an email with a link to access the database and submit your project requests to the Committee. Forms with office points of contact submitted after the deadline may result in a delay gaining access to the database.

#### Key Dates

Member submissions will be accepted beginning on **April 1, 2021, at 9:00am EDT, and close at 6:00pm EDT on Friday, April 16, 2021.**

The Committee will host two virtual briefings followed by a Q&A session for House staff on the submission process and a brief overview of relevant legislative policy. These will be held virtually on **Tuesday, March 30, 2021, from 3:00pm – 4:00pm EDT and Monday April 5, 2021, from 3:00pm - 4:00pm EDT.** A meeting invite will be sent to those who are registered for access to the database.

#### Transparency and Accountability

To ensure oversight, transparency, and accountability throughout the process, Members who submit a Member Designated Project request must also post the request online to their official House.gov website, and will be asked to self-certify the Member Designated Project has been posted accordingly when they submit their request to the Committee. Members must include the project

name, location of the project, project sponsor, and requested amount for each request posted online. Member Designated Project requests that are not publicly posted on the Member's official House.gov website will not be considered by the Committee. The Committee will also publicly post all submitted Member requests on the Committee website following the closure of the database. Additionally, a signed certification form indicating that neither a Member, their spouse, nor immediate family have a financial interest in the project and an explanation as to why it is an appropriate use of taxpayer funds will be required for submission.

### **Project Prioritization**

The Committee is not limiting the number of projects a Member may request. However, Members will be asked to rank their top five project priorities via database submission.

### **Instruction Booklet and Question by Question Guide**

Located on the database portal and on the Committee website linked [here](#), is an accompanying instruction booklet with background on relevant surface transportation programs; a step-by-step guide to utilizing the database; and question by question guidance to provide additional context for each input in the project database to better inform your answers.

Should you have any questions regarding the project submission process or accessing the database, please contact [REDACTED] For questions specific to the Minority, please contact [REDACTED]

Sincerely,

Peter A. DeFazio  
Chair

Sam Graves  
Ranking Member

Eleanor Holmes Norton  
Chair  
Subcommittee on Highways and Transit

Rodney Davis  
Ranking Member  
Subcommittee on Highways and Transit