

**Subcommittee on Transportation, Housing and Urban Development,
and Related Agencies
United States Senate Committee on Appropriations**

**Outside Witness Testimony Instructions
Fiscal Year 2022**

GUIDELINES

Format:

- Testimony (including any supporting material) should be a **maximum** of four (4) pages, on 8 ½” x 11” paper, single sided, single spaced, and have a 1” margin.
- Please do not include a cover page. At the top of the first page, list the name of the person or organization submitting testimony; the Subcommittee name –Subcommittee on Transportation, Housing and Urban Development, and Related Agencies; and which Department and/or Agency the testimony addresses.

Delivery:

- Delivery is by electronic submission only, as described below. Other forms of delivery, including fax and US mail, will not be accepted.
- Please e-mail testimony to thud@appro.senate.gov with the subject line “FY22 THUD Outside Witness Testimony.”
- Testimony must be submitted in Microsoft Word. Submissions using any other program or format will not be accepted. **DO NOT SEND PDF FILES.**
- In the email, please include contact information for the submission’s point of contact (name, email, physical address and telephone).

Deadline:

- All material must be received **by 5:00pm seven days after the respective Departmental budget hearing of interest.**

Thank you.

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and Related Agencies
Committee on Appropriations
United States Senate
Washington, DC 20510
202-224-7281