

Fiscal Year 2010 Appropriations Instructions

Office of Congressman Dennis Cardoza (CA-18)

Requests Due March 2, 2009

Congressman Cardoza is committed to securing federal support for deserving appropriations projects in the 18th Congressional District. To help present his case to the House Appropriations Committee, please carefully read the following directions and fill out the application form on the following page. Be as thorough and complete as you possibly can. Congressman Cardoza can not be responsible for inaccurate or incomplete information submitted. If you have any questions, please do not hesitate to contact Matt Pennington at (202) 225-6131 or matt.pennington@mail.house.gov.

- 1. Project Name:** The project to be funded. If applicable, label with the name in previous Appropriations bills or in the latest relevant House, Senate or Conference Report.
- 2. Physical location of project:** As we share a number of cities and counties, note to the best of your ability the actual physical location of the project and which Congressional District it falls in.
- 3. Overall Priority:** Multiple requests from the same entity must be ranked in priority order across all appropriations bills, even if the requests are all in one bill.
For example, we need to know what your number one priority project is in FY10, in addition to what is your number one in Agriculture, or number one in Transportation.
- 4. Appropriations Bill:** Choose one subcommittee only. We will make the determination if a project can be funded under a different bill, agency, or account.
For example: Labor-HHS-Education.
- 5. Priority within Subcommittee:** If you are requesting more than one project within a particular Subcommittee, rank them in priority order.
- 6. Agency and Account:** The Federal agency within the bill from which funding is being requested. *For example: Health and Human Services.*
Within that agency, the appropriations account from which funding is sought.
For example: Health Resources Services Administration.
- 7. Amount Requested:** Do not use words or abbreviate; write out the numeral (*i.e.* \$5,000,000). If you are only requesting language, write "Language" and attach draft language and specify whether it is intended for Bill or Report language.
- 8. New Study:** Is this a new project or study? If not, provide the report language as it appears in the most recent House or Conference Report and the year it appeared.
- 9. Previous Federal Appropriations History:** Should be broken down by federal fiscal year.

Only include actual funding, not unfunded requests. *The following format is preferred:*
LHHS, HHS, HRSA, FY 2005: House: \$A Senate: \$B Conference: \$C
LHHS, HHS, HRSA, FY 2003: House: \$X Senate: \$Y Conference: \$Z

- 10. Requesting Entity:** The name of the local government or organization making the request and contact who has firm understanding of the project.
- 11. DC Contact:** Lobbying firm or lobbyist representing entity in Washington, D.C.
- 12. Total Project Cost and Detailed Budget Breakdown:** This should include the project's total cost, non-federal sources of funding, etc. The budget for the project should also break out the activities for which the requested funding will be utilized – what specific elements will be paid for with federal funding. If the request includes personnel, detail the number and types of positions and sources of funding for the positions in future years. If the request is for construction, please specify the sources of cost estimates. Break out the local, state, federal, private funding for the full cost of the project. Include the amount of non-federal match for the project (dollar amount and/or percentage). *Please note that most appropriations funds now REQUIRE a local match.*
- 13. President's Budget:** Is this project included in the President's Budget Request? If so, list the amount indicated in his request.
- 14. Statutory authorization:** If the requested project is authorized, please note the statutory authorization law number and section.
For example: Public Law 108-1, Section 111
- 15. Description of the Project:** Provide a DETAILED description of the project, its history, impact, etc. Helpful questions to consider are: How is this project important to the State of California and to the 18th District? Why does it deserve federal funding? Whom does it serve? How many people does it serve? What is the proposed schedule, status of work on the project, and current state of development? What is the minimum level of federal funding to move it forward? If applicable, include additional materials (photos, charts, maps, etc.) that help to justify the project.

Additional Information for Defense Requests:

- RDT&E requests must have relevant Program Element and line numbers.
- Procurement requests must have line numbers.
- O&M requests must have Budget Activity numbers and subactivity group.
- Include the contact name and telephone for the DoD Program Manager.
- Is this project included on the unfunded priority list?
- Where is the project in development? How long before it will be tested or fielded?

- 16. Letters of Support:** A letter of support from a local elected official or board is recommended. Any letters of support should be included with your requests.
- 17. Statement:** Attach a brief summary (50 words or less) testifying to the project's viability and importance to California's 18th Congressional District.

