



Congresswoman Hilda L. Solis

Appropriations Request Instructions

Congresswoman Solis works to ensure that the priorities of California's 32nd Congressional District are well represented and adequately funded in the appropriations bills considered annually by Congress. Her office relies heavily on the information that you provide and appreciates your efforts to complete this form.

Please complete this worksheet in its entirety. For each request, the requesting entity **must also provide a coversheet** that contains the following information: **project title, recipient name, recipient address, location of project if different than recipient address, and a two-sentence description.**

Worksheets and additional documentation must be submitted **no later than close of business Friday, February 22, 2008** via email to Congresswoman Solis' Washington, D.C., office at solis@mail.house.gov. Please include the requesting entity and project name in the subject line. If you are submitting multiple requests, please email each request **separately**. Include the project title **and** priority in the subject line. If you do not have access to email, you may fax forms to (202) 225-5467. You will receive confirmation of the request for your records.

If you need assistance or clarification on how to fill out this form, please contact Megan Uzzell or Laura Marsh in Congresswoman Solis' DC Office at (202) 225-5464 or megan.uzzell@mail.house.gov or laura.marsh@mail.house.gov.

Timeline for Appropriations Funding

January-Early February 2008: Call Congresswoman Solis' DC office at (202) 225-5464 or at solis@mail.house.gov to make the office aware that you intend to make an appropriations request.

February 22, 2008: Return completed Appropriations Request Form to Congresswoman Solis' DC office via email at solis@mail.house.gov or fax (202) 225-5467.

March 2008: Congresswoman Solis' office will review your requests and express support for many of these in letters to the House Appropriations Committee. We regret that we are unable to disclose the contents of these letters.

Summer 2008: The House and Senate Appropriations Subcommittees write their bills. Our office works with the staffs of those subcommittees to ensure inclusion of projects submitted by cities, universities, libraries, nonprofit organizations, and agencies in California's 32nd Congressional District.

Fall 2008: Appropriations bills are considered by the Appropriations Committee, and later, by the full House of Representatives. These bills may include projects that have been requested by California's 32nd Congressional District and will be conferenced with their Senate versions and signed into law. Should your project be included, Congresswoman Solis will inform you and work with you as the funds are released.



Congresswoman Hilda L. Solis

Appropriations Request Worksheet

Date Submitted: _____

Organization Information

1. Name of Organization (e.g. *City of Covina, Project Amiga, etc.*)
2. Contact Person, including Name and Title, phone number, fax number, email address, and mailing address.
3. Do you have representation in Washington, DC? If so, please list the individual's name, title, firm, phone number, fax number, address and email address.
4. Describe the organization's main activities, and whether it is public, private or non-profit entity.

Project Information

1. **Project Title** (e.g. *Police Department Security Upgrade, Renovation of the East San Gabriel Valley Japanese Community Center*)
2. **Appropriations Bill, Agency and Account:** Where feasible, please identify the appropriations bill, agency, and account the funding is being requested from. For example, Labor-HHS-Education, Health and Human Service, Health Resources Services Administration.
3. **Project Justification** (4 sentence, 150 word limit): Please summarize the necessary information about the project to make its case **in 150 words or less**. This is a synopsis of the project "description."
4. **Description of the Project:** Provide a fuller description of the project, its history, impact, etc. Please include the following: how the funding would be used, how it would be beneficial to the community, the timeline for completion of the project, the national significance of the project and what specific federal responsibility the funding of this project or activity furthers, number of jobs created by project, and additional background information on why the project should be considered for federal funding. You may include a limited number of additional materials (photos, charts, maps, etc.) to help justify the project.
5. **Funding Request:** The following information is needed to adequately evaluate the project request. Please answer each question as completely as possible.
 - a. How much funding are you requesting from our office?
 - b. What is the total cost of the project? If it is a multi-year project, please include the cost per year.
 - c. What is the minimum amount of federal funding needed to move the project forward?

- d. What other local, state and private sources are contributing funding for the project? Please list the source and the dollar amount being provided.
- e. What other federal funding sources are contributing funding for the project? Please list the agency and the dollar amount they are providing.
- f. Has federal funding been requested for this project in the past?
- g. Has this project received federal funding in the past?
- h. Has the organization/entity received federal funding the past?
- i. What other Members of Congress or Senators are you requesting funding for this project from?
- j. What other entity will list this project as a priority?
- k. Please provide a **detailed** budget for the amount of funding requested. This should include an itemized expenditure list and a budget per year if this is a multi-year project.

6. Transportation Funding Request: If this is a transportation request, the following information is needed to process the request:

- a. Has the project previously received any federal, state or private funding? If yes, how much, from what source, and when?
- b. Have you confirmed with either the USDOT or a regional USDOT office that this project is eligible for funds?
- c. Has the project been included in the state, regional, county or metropolitan transportation improvement program?
- d. Is there any reason the funding requested could not be obligated in full on the date of enactment of the bill?
- e. Please note the anticipated non-federal match in fiscal year 2009, prior years and future years.

7. Prioritization: If you are requesting more than one project, please identify this project's priority ranking.

8. Letters of Support: A letter of support from a local elected official or board is recommended. Please attach or forward any letters of support. These are most helpful if submitted by March 7, 2008.