

**FISCAL YEAR 2009 CIVILIAN APPROPRIATIONS
INSTRUCTIONS FOR COMPLETING THE FORM
OFFICE OF SENATOR BILL NELSON**

I look forward to working with you to ensure that Florida's priorities are well represented and adequately funded in the fiscal year 2009 appropriations bills, and I appreciate your efforts to complete this form. As I work to encourage the Senate Appropriations Committee to support Florida's federal funding requests, I rely heavily on the information that you provide to me. Please note that this form is for projects that may be funded in any of the eight civilian appropriations bills which are typically earmarked and their primary areas of jurisdiction, including:

Agriculture: U.S. Department of Agriculture

Commerce-Justice-Science: Departments of Commerce and Justice

Energy and Water: Army Corps of Engineers and Department of Energy

Financial Services and General Government: Departments of Treasury and Judiciary

Interior: Department of Interior and Environmental Protection Agency

Labor-HHS-Education: Departments of Labor, Health and Human Services, and Education

State & Foreign Operations: State Department

Transportation, Housing and Urban Development: Departments of Transportation (includes Federal Aviation Administration, Federal Transit Administration, and Federal Highway Administration) and Housing and Urban Development

Projects that may receive funding from the Department of Defense and Military Construction Appropriations bills will require a different form, which is also available my website. In keeping with congressional custom, I do not usually request earmarks in the Homeland Security or Legislative Branch appropriations bills. For your convenience, detailed instructions for completing the request form are provided below.

**Completing the Form
Due: Thursday, February 28, 2008**

When completing the form, please be sure to complete all fields. If you do not know the answer, insert a question mark (?). If the answer does not apply, insert N/A. If the form asks for prior funding levels and your project has not received federal funding in the past, insert 0.

Always use whole dollar figures, such as \$1,000,000, instead of \$1mil. Your form may not submit correctly without whole dollar figures.

General Information: The top section is fairly self-explanatory. “Project” is your name for the project, or the name by which you want the project specifically identified. This may be the name by which the funding agency also knows the project. The second section is the most important part of the form. Accurate and complete information provided here ensures that if additional funding is provided, it goes into the correct account for the correct purposes.

Requested Appropriations Bill: Bill (listed above) which funds the federal agency with responsibility for the account from which you are requesting assistance. See above for agencies and functions.

Requested Account in Bill: Generally, Congress provides appropriations in lump-sum amounts by grouping related activities together (generally referred to as accounts) and providing budget authority for each account it chooses to fund.

Amount of Federal Funding Requested for Fiscal Year 2009: How much federal funding you are requesting for this specific project.

Is this Included in the President’s Budget Request: If this specific project is fully or partially funded in the President’s request, click “Yes.” If your project is unfunded, click “No.”

Anticipated Future Funding Requests: Is this a one-year or multi-year project? If you anticipate funding requests in future years, how much will you request?

Local, State and Private Funding Sources and Amounts: How much, if any, local, state, and/or private cost-sharing does the project have?

Other Federal Funding Sources and Amounts: List any federal grants, awards, or dedicated funding the project receives. Include with whom you are working, or from whom you have requested additional funding for your project.

Project Funding History: Indicate how much support you have received for each of the last four years ONLY for this project. Leave blank if this is the first year of your request. If you received a congressional earmark in any of these years, enter the amount in whole dollars in the appropriate column(s). For any year you received an appropriation, complete all columns for that year, indicating zero if funding was not provided.

Federal Agency Advocate: If possible, provide contact information for a federal agency contact who oversees/administers the project.

State Agency Advocate: If possible, provide contact information for a state agency contact who oversees/administers the project.

Purpose of Funding: Provide a brief (one phrase) explanation of what the funds will be used for, starting with “For...” or “To...”, such as “For the renovation and expansion of the health center and pharmacy.”

Justification for Funding: This is the expanded version of the project's purpose; it is the more in-depth explanation of why the project requires or merits federal funding (typically 1-4 paragraphs). Please feel free to provide additional supporting documents with further detail, but note that this is my primary source of information about your project.

Necessary Language (not common): Occasionally requests are accompanied by Report or Bill language that specifically lays out for the federal agency the purpose of additional or earmarked funds in the authorization or appropriation. For example, "...an additional \$300,000 is provided only for the establishment of a high-tech training center...." This may be necessary for clarification (typically found in Report Language) or direction (typically found in Bill Language and has the force of law).