

**Appropriations Request Form
Fiscal Year 2010
Congressman Robert C. "Bobby" Scott [VA-03]**

Thank you for your interest in the appropriations process. I look forward to working with you on your request and once again working very closely with my colleagues in the Virginia Congressional Delegation in support of projects that are important to the Commonwealth of Virginia. However, please be aware that the appropriations process is intensely competitive on a national level. Completion and submission of this application packet does not guarantee funding. If you do receive funding, you are not guaranteed the amount you requested.

Please note the application deadline of February 27, 2009. To be considered for a fiscal year 2010 appropriation, a fully completed (electronic) application package must be received by my office by that date. During each appropriations cycle, I work very closely with my Virginia colleagues in the House and Senate. In addition to submitting your appropriations request with my office, you should be in contact with Senator John Warner and Senator Jim Webb as well as any other representative whose district may benefit from your program.

If you have any questions concerning any aspect of the appropriations process, or if you would like our office to send you an appropriations application directly, please call my Washington, DC office at (202) 225- 8351 and ask for my appropriations staffer, Randi Petty.

Instructions - Please read carefully:

1. PLEASE SUBMIT A SEPARATE FORM FOR EACH REQUEST - Fill in each field accordingly within the space provided. All fields must be filled out before submitting the form via e-mail. Please type "NA" in fields that do not apply.
2. A COMPLETE REQUEST PACKAGE should include:
 - a.) application;
 - b.) complete budget breakdown;
 - c.) one-page overview of the project/program and the population served; and
 - d.) letters of support from your local government agency, i.e. City Council, school board, Governor and or Mayor.
3. ALL REQUESTS MUST BE RECEIVED ELECTRONICALLY - After completing the required form, please save as a Word document and email to va03appropriations@mail.house.gov. You may save your supporting documents as a WORD or PDF document.
4. **Before sending this e-mail, please include the name of the organization requesting funding and the project name in the subject line. Your contact information, including your cell phone number, should be in the body of the email.**

5. Send e-mail. You will receive an e-mail confirmation from our appropriations staff shortly after it is received. If you do not receive confirmation within 3 business days, please contact Randi Petty at 202-225-8351.

Available Subcommittees and Accounts: [Please be sure that your project fits within the guidelines of a specific subcommittee and the account within that subcommittee.]

<ul style="list-style-type: none"> • Agriculture, Rural Development, Food and Drug Administration, and Related Agencies
<ul style="list-style-type: none"> • Commerce, Justice, Science and Related Agencies Department of Commerce – NOAA, Department of Justice- OJJP, Edward Byrne Grants and COPS – law enforcement technology.
<ul style="list-style-type: none"> • Defense [Please note Section V]
<ul style="list-style-type: none"> • Energy and Water Development Army Corp of Engineers, Water and Sewer, and University science programs are generally funded.
<ul style="list-style-type: none"> • Financial Services and General Government Small Business Administration
<ul style="list-style-type: none"> • Homeland Security FEMA, Pre-disaster Mitigation Projects
<ul style="list-style-type: none"> • Interior, Environment, and Related Agencies [Please Note Section IV] National Parks Service, US Fish and Wildlife, Water and Sewer
<ul style="list-style-type: none"> • Labor, Health and Human Services, Education, and Related Agencies Museums and Libraries, child development, educational development and hospital programs and equipment are generally funded out of this subcommittee.
<ul style="list-style-type: none"> • Legislative Branch
<ul style="list-style-type: none"> • Military Construction, Veterans Affairs, and Related Agencies Please note: Requests for military construction are limited to existing projects that have been approved by the Department of Defense.
<ul style="list-style-type: none"> • State, Foreign Operations, and Related Programs Please note: Earmarks are generally not issued for this subcommittee.
<ul style="list-style-type: none"> • Transportation, Housing and Urban Development, and Related Agencies Please note: HUD - EDI funds can be used for economic development activities, including; acquisition, planning, design, construction, and renovation of housing; land acquisition; and revitalization and redevelopment projects. Counseling programs are typically not earmarked, but more suitable for competitive discretionary grants.