

## **Assistance Obtaining a Federal Appropriation**

### **Requests Made to Congressman Yarmuth's Office**

The federal fiscal year begins on October 1st. Our staff begins working on the budget a year in advance. Therefore, requests for Fiscal Year 2011 should be made to my office as soon as possible, but no later than February 12, 2010. You are also encouraged to make your request for assistance to the Senate offices. Please contact their offices directly to determine how they handle such requests.

Requests must be made in writing to Congressman Yarmuth and signed by the appropriate executive of your organization or municipality. We welcome supporting material. If appropriate, please include with your letter a feasibility study, photographs or maps of the impacted area, and information indicating any community support for the project. We may also ask you to fill out a questionnaire which the Appropriations Committee requires. Because this request often comes with very little turn-around time, your cooperation in filling it out quickly is needed.

Please send your requests and supporting documents via email to:

**[YarmuthRequests@mail.house.gov](mailto:YarmuthRequests@mail.house.gov)**

\*\*\* Please be aware that due to new House rules, information about appropriations requests may be made public on the Congressman's website. This information may include organization name, project, amount requested, and justification for using federal funds to support the project. \*\*\*

### **Appropriations Request Check List**

- ✓ Contact Representative Yarmuth's district office. Explain the basic premise of your request to determine suitability for the appropriations process. Many projects or programs are more likely to be funded through established federal grant programs in each agency, rather than an "earmarked" appropriation. Please keep in mind that appropriations funding for construction and personnel needs are extremely limited.
- ✓ Determine deadline for submitting information to Congressman Yarmuth's office. Requests for FY11 must be submitted to the office by February 12, 2010.
- ✓ Set up meeting with a staff member in the district office. If appropriate, a staff member will tour your site to better understand the project.
- ✓ Write a formal letter of request, answering questions listed below.
- ✓ Keep in contact with my staff. They will help you determine if follow-up meetings in Washington are needed.

## Letter Requesting Assistance

To facilitate requests for assistance seeking an appropriation, we ask interested agencies and organizations to submit a letter to Congressman Yarmuth's office on appropriate letterhead and signed by an authorized executive. The letter should contain the following information:

Name (agency/organization) of potential recipient;

Tax status of organization (i.e. - for-profit, 501(c)(3), etc.)

Project description and history of community involvement/support;

Federal agency from which you are requesting funding;

Account/authorization from which you are requesting funding, if appropriate;

Amount requested;

Total project cost, sources of other funding (especially state, private, local match);

If there was past federal funding, how it was used.

\* In addition to the letter, please fill out the following questionnaire.

## Appropriations General Questionnaire

Contact Name:

Phone and e-mail:

Organization name:

Mailing Address:

1. State who will be the recipient of the funding, and provide a brief description of the project for which funding is requested. Indicate whether this request is for construction, equipment, or other "one-time" expenses or if funding is for on-going expenses.
2. Provide a brief budget for the requested funding and a justification for each major item.
3. Specify whether requests will be made for funding for this project in subsequent fiscal years. If so, please provide a budget estimate of these additional years.
4. In less than four or five sentences, explain why the federal government has a responsibility to fund this project.
5. Detail other funding sources that are contributing to this project, and how much each source is contributing.
6. Include whether the request for funding for this project has ever been submitted to any federal agency or Congressional office. If so, what was the outcome of the request?
7. Indicate whether the entity requesting funding is receiving funding for this or any other activity from the federal government.
8. Indicate whether you are submitting this request to other Congressional offices.
9. Provide a one line description of the project.

## **Appropriations Timeline**

**November thru February** - Our staff meets with agencies and organizations to review funding requests. Letters of request to Congressman Yarmuth should be sent in during this time period.

**First Monday in February** - President submits budget for following fiscal year to Congress.

**February 12** - Deadline for submitting appropriations request to Congressman Yarmuth's Office

**February 15 to April 15** - Congress considers and passes a budget resolution - a five year guide to spending

**Late February thru late March** - House and Senate Appropriations Subcommittees begin hearings on all appropriations bills and begin "marking-up" (amending) bills. Members must submit funding requests for projects prior to the start of these hearings.

**March thru July** - House and Senate work to approve their versions of the 12 appropriations bills.

**By August** - Senate and House usually have voted on their appropriations bills. Some bills will have already gone through Conference Committee, approved by the House and Senate and sent to the President.

**September** - Remaining conference committees meet to finalize appropriations bills. They are voted on and sent to the President for signature. In recent years, the remaining appropriations bills have been rolled into a large omnibus bill.

**October 1** - New fiscal year begins. If any bills have not been signed into law, Continuing Resolutions are approved to allow the federal government to continue working under previous year's budget authority until their appropriations for the current fiscal year are approved.