

Assistance Obtaining a Federal Appropriation

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Requests made to Congresswoman Slaughter's Office

The federal fiscal year begins on October 1st. My staff begins working on the budget a year in advance. In September 2007, for example, staff members were completing work on FY2008 budget issues and preparing for Fiscal Year 2009. During 2008, I will continue to work on securing funds for projects that will be funded in Fiscal Year 2009.

Therefore, requests for the following Fiscal Year should be made to my office as soon as possible, but no later than the February 15th. 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.

How to Apply for Assistance from Rep. Slaughter

Requests must be made in writing to Congresswoman Slaughter and signed by the appropriate executive of your organization or municipality (e.g., Town Manager, Executive Director) and emailed to ny28requests@mail.house.gov. Your application must consist of a formal letter of request for funding and a completed questionnaire (see below). Incomplete and late applications will not be considered. My staff also welcomes supporting material. Therefore, if appropriate, please include with your formal letter of request and the completed questionnaire, any supporting materials such as copies of feasibility or economic impact studies, photographs or maps of project areas, and letters of support from elected officials, town boards, or others.

I also encourage you to contact Christopher Zeltmann on my district staff or Michelle Adams on my Washington, DC staff to determine whether a meeting is necessary to discuss your request prior to the February 15th deadline.

Again, please send your application and supporting documents via email to: NY28requests@mail.house.gov by February 15, 2008.

Please Note:

After you submit your application to my office, be advised that my staff will also ask you to fill out an additional questionnaire in February or March, which is required by the Appropriations Committee. Because this request often comes with very little turn-around time, your cooperation in filling it out quickly is needed.

Due to the large volume of requests to my office each year and the limited availability of funds, my staff will only discuss requests that have been awarded by the Appropriations Committee.

If your request is awarded, you will be expected to follow up with my office on the progress of your project within a year of receiving funds. Failure to follow up may result in future requests not being considered.

Appropriations Request Check List

Contact Representative Slaughter's office if you are uncertain whether it is appropriate for you to apply for an appropriation “earmark.” 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 grant programs awarded by federal agencies, rather than through an "earmarked" appropriation.

Consult with Rep. Slaughter's staff to determine if a meeting is required with a staff member in the DC or district office. If appropriate, a staff member will tour your site to better understand the project.

Write a formal letter of request (specific content required in the letter is below).

Answer all questions in the questionnaire (attached below).

Submit the formal letter of request and the questionnaire together by email to NY28requests@mail.house.gov. Requests for FY09 must be submitted to the office by February 15th. Late requests will not be considered.

Contact both Senators's offices to request assistance for your project. Please contact their offices directly to determine how they handle such requests.

Keep in contact with my staff. They will help you determine if follow-up meetings and information are needed.

If request is awarded, follow up with staff within one year to report on the status and development of your project.

Information required in the Formal Letter of Request

To facilitate requests for assistance seeking an appropriation, we ask interested cities, towns, agencies and

organizations to submit a letter to Representative Slaughter on appropriate letterhead and signed by an authorized executive. The letter should contain the following information:

- Ø Name (city/organization) of potential recipient
- Ø Project description and history of community involvement/support (i.e. votes by local governments; community meeting minutes)
- Ø Federal agency from which you are requesting funding
- Ø Account/authorization from which you are requesting funding, if appropriate
- Ø Amount requested
- Ø Total project cost, sources of other funding (especially state, private, local match)
- Ø If there was past federal funding, how it was used

In addition to the formal letter of request, YOU MUST fill out the following questionnaire.

Appropriations General Questionnaire

1. Name of Organization Submitting Request and receiving award
2. Name, Title, Address, Phone Number, and Email Address for each of the following:
 - a. Highest-level person at Organization
 - b. Organization's staff contact for follow-up
3. Is your organization located in Congresswoman Slaughter's district (NY-28)? YES / NO
4. Describe briefly your organization's mission and primary activities, including whether it is a non-profit, for-profit business, public governmental agency, etc.
5. Please provide a brief description of the activity or project for which funding is requested, including the exact name of the project. Please limit your description to 250 words. Please indicate whether this request is for construction, equipment, or other "one-time" expense or if funding is for on-going expenses. If the request is for construction, please identify the programmatic activity that will be carried out in the facility.

6. What is the current status of the project or activity and the anticipated completion date? If applicable, please provide a timeline of project benchmarks.

7. Will the project occur in Congresswoman Slaughter's District? Give the exact location of the project.

8. Describe the project's benefit. What specific federal responsibility does the funding of this project further? (For example: a water and sanitation project that allows a town to comply with EPA regulations.) What local measurable improvement or outcome will result from the project?

9. How many, if any, jobs will be created due to this funding? How many, if any, jobs will be retained due to this funding?

10. What is the funding amount being requested in this application for Fiscal Year 2009?

11. Please provide a brief budget for the requested funding and a justification for each major item (i.e. construction, equipment, personnel, planning, etc.).

12. What is the total cost required to complete the project or activity? Please list any local, state, or other funding sources required to complete the project and indicate if these additional funds have been secured. How much funding is each of these sources contributing?

13. Will requests be made for funding for this project in subsequent fiscal years? YES / NO
 - a. If yes, please provide an estimate of these "out-year" requests.

14. Identify the agency or appropriations subcommittee from which this funding is requested. You may include more than one agency. (For example: A road construction project would come out of the Department of Transportation.)

15. If possible, identify the account/agency with the Subcommittee's jurisdiction from which funding is requested.

16. Has an application for funding for this project or activity ever been submitted to any agency of government or funding source, or has a request for funding ever been made to this or any other Committee of Congress? YES / NO

a. If yes, what was the disposition of the application or request?

17. Is the organization requesting funding receiving funding for this or any other activity from the federal government? YES / NO.

a. If yes, please provide information on the amount of funds, the years received, and the name of the federal agency and program providing the funding.

18. Please list all Members of the House and Senate that are also receiving this request. To complete and submit this application, please send your formal letter of request, this completed questionnaire, and any supporting documents via email to: NY28requests@mail.house.gov by February 15th.

Appropriations Timeline

When: December thru February

What: Our staff meets with municipalities and non-profit organizations to determine funding requests. Letters of request to Congresswoman Slaughter should be sent in during this time period.

When: First Monday in February

What: President submits budget for following fiscal year to Congress.

When: February 15th to April 15th
What: Congress considers and passes a budget resolution - a five year guide to spending. When: Late February thru late March
What: House Appropriations subcommittees begin hearings on all appropriations bills and begin "marking-up" (amending) bills. Member must submit requests for discretionary funding prior to the start of these hearings.

When: May thru July

What: House Appropriation Committee reports to full House and the House votes on passage.

When: By August recess

What: Senate and House usually have voted on their appropriations bills. Some bills may have already gone through conference committee, approved by the House and Senate and sent to the President.

When: September

What: Typically conference committees meet to finalize appropriations bills. They are voted on and sent to the President for signature.

When: October 1st

What: New fiscal year begins.

When: October and beyond

What: Continuing Resolutions allow the federal government to continue working under the previous year's funding levels until their appropriations for the current fiscal year are approved.