



OFFICE OF CONGRESSMAN DAVE REICHERT (WA-08)

***FY2010 APPROPRIATIONS
Project Request Packet***

Checklist:

- Completed Appropriations Form – Including a 200 word (maximum) project description
- Detailed Finance Plan
- Signed Project Certification Letter
- "End User" Letter(s) of Support
- Signed Congressional Site Visit Letter
- Witness Testimony (Optional)

DEADLINE FOR SUBMISSIONS:

Please submit all completed materials ***via email no later than 6:00 PM EST on Friday, March 27, 2009.*** Due to an accelerated appropriations schedule, compliance with the deadline is essential for consideration of your requests.

Submit all materials to: reichert.projectrequests@mail.house.gov

STAFF CONTACT:

Lindsay Manson
lindsay.manson@mail.house.gov
202-225-7761
202-225-4282 fax



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GUIDELINES FOR SUBMITTING PROJECT REQUESTS

Required Documents:

1) FY2010 Appropriations Request Form:

- Please fill out the form in its entirety for each project.
- Please DO NOT exceed the 200 word limit for the project description.
- Submit completed forms via email.
- DO NOT SEND PDF versions of the request form; we respectfully ask that the form be emailed as a Word document.

2) Detailed Finance Plan

- Please provide an itemized finance plan outlining how public funding will be used as well as any private or matching funds.
- The finance plan should include the following:
 - i. The sources of funding for the duration of the project (current and anticipated).
 - ii. The percent and source of required matching funds.
 - iii. Detailed budget outlining how federal funding assistance will be used to support the project. For example, if funding will be used to acquire equipment, please include a list of the equipment and its cost.
- DO NOT SEND PDF versions of the finance plan. Microsoft Word or Excel documents are preferred.
- This will be disclosed for public review, including but not limited to the Member's Congressional Website and the Congressional Record.

3) Project Certification Letter

- Signature of representative from organization receiving funding.
- Please send as PDF.

4) "End User" Letter(s) of Support

- Every project request from non-federal, - state, or - local government entities must submit an "end user" letter(s) of support from a public official representing the direct beneficiaries of the project (i.e. if it's a private facility, the mayor of the city whose residents directly benefit from the project could testify as the "end user").
- The letter must be on official letterhead and signed by the public official.
- This will be disclosed for public review, including but not limited to the Member's Congressional Website and the Congressional Record.

5) Congressional Site Visit Letter

- In the interests of greater transparency and accountability, our office will now require an official Congressional site visit to each organization making a request in order to better understand the project's need for federal funding.
- The Congressional staff member visiting the organization will collect a signature for disclosure on our website.

Optional Documents:

1) Witness Testimony

- For additional transparency, some congressional subcommittees are soliciting witness testimony to speak to the merits and benefits of project requests.
- This is optional, however, we encourage requesters to submit testimony to our office for placement in the Congressional Record.
- Witness testimony should not exceed 5 pages, double-spaced, single-sided, and should not contain graphics other than what is printed on the organization's letterhead.
- Witness testimony should be printed on official letterhead and signed.

2) Any Additional Project Description Materials (including photos, blueprints, charts, etc)

Project Submission Instructions:

- Please submit all completed materials ***via email no later than 6:00 PM EST on Friday, March 27, 2009.***
- In the subject line of your email, please be sure to include the following: "FY10 Project Request" + subcommittee (i.e. CJS, LHHS, MilConVA) + name of your organization.
- **Send requests to: reichert.projectrequests@mail.house.gov**
- You will receive an auto reply when your request has been received.
- Please include all required documents as attachments in ONE email.

FY2010 APPROPRIATIONS REQUEST FORM

REPRESENTATIVE DAVE REICHERT (WA-08)

(ONE project/program per form)

GENERAL INFORMATION

Organization making request:		Federal Tax Status: (i.e. 501(c)3)
Address:		
City:	State:	ZIP Code:
Point of Contact(POC):		
Phone:		Email:
Address:		
City:	State:	ZIP Code:
DC Representation (if any):		
Phone:		Email:
Address:		
City:	State:	ZIP Code:

PROJECT/PROGRAM INFORMATION

PROJECT TITLE:		
Prioritized: _____ of _____ total requests for your organization		
Appropriations Bill: (Please check)		
_____ Agriculture	_____ Commerce, Justice, Science	_____ Defense
_____ Energy and Water	_____ Interior and Environment	
_____ State, Foreign Operations	_____ Labor, Health and Human Services, and Education	
_____ Military Construction, Veterans' Administration	_____ Homeland Security	
_____ Transportation, Housing and Urban Development	_____ Financial Services	
_____ Legislative Branch		
Agency/Bureau (i.e. FBI; Corps of Engineers; US Navy; ARS, etc.):		
Account (i.e. Buildings and Facilities, Aviation Safety; Capital Improvements, etc):		
Amount requested for FY2010: \$		
Total cost of project: \$		
Minimum amount of FY2010 funding needed to begin or sustain this project: \$		
Is this program authorized? ___ YES ___ NO		If YES, bill number: Year:
Is this program funded in the President's FY10 budget request? ___ YES ___ NO		If YES, amount: \$
Anticipated total future requests: \$	Over the next	years
Local, state and/or private funding sources:		
Total Amount: \$	Over the next	years
Other sources of Federal funding:		
Total Amount: \$	Over the next	years
Federal Agency Sponsor or Program Manager:		
Office:		
Phone Number:		

Other agency advocate (if any):

Office:

Phone Number:

Are you requesting this through any other office(s):

If yes, which office(s):

PROJECT FUNDING HISTORY (FROM CURRENT YEAR BACKWARD)

FISCAL YEAR	PRESIDENT'S REQUEST	ORGANIZATION'S REQUEST	FUNDING AMOUNT	APPROPRIATIONS BILL	ACCOUNT, SUBACCOUNT

Executive Summary/Project Description (MAXIMUM 200 Words):

- Please include a discussion of the project's merits, relevance, eligibility, and why it is a valuable use of taxpayer funds.
- Please limit your description to 200 words.
- You may attach additional information, however, please understand that the description provided below will be used for any and all public disclosure requirements.

Justification of funding:

- How does this request fit within the identified bill and account (cite specific precedents and overall purpose of account)?
- How many jobs could this project create and how will it benefit Washington's 8th Congressional District?

Specific language proposed for Congressman's request to the subcommittee (if any):

Is there any other relevant information regarding this request that you would like to share?

CONTINUE FOR DEFENSE REQUEST ONLY:

What is the name and number of the Program Officer for this request?

Have you contacted the Program Officer?

Appropriations Account: (Please check)

RDT&E Procurement O&M Counter Drugs Medical
 Reserve Equipment National Guard Equipment Other (DW, for example)

Service: (Please check)

Army Army Reserve Navy Navy Reserve Marine Corps Marine Corps Reserve
 Air Force Air Force Reserve Intelligence Army Guard Air National Guard

Line Item Title:

Identification:

R-1/PE # _____ P-1/Line # _____ TIARA/JMIP (Intel Only) _____

Sub-Activity Group (required for Personnel and O&M):



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PROJECT REQUEST CERTIFICATION

By submitting this request for federal funding, I certify that:

- This project directly benefits the residents of Washington's Eighth Congressional District and merits federal funding assistance.
- None of the funds requested will be used for a new building, program, or project named after a sitting Member of Congress.
- None of the funds requested will be used to secure funds for other entities unless the use of funding is consistent with the specified purpose of the project request.
- For requests where the receiving entity is not a unit of federal, state, or local government, or where the entity receiving the funding will not be providing support to a federal, state, or local government, or will not be providing research, the organization will provide matching funds, including in-kind contributions of 5% or more above the statutory requirement.
- For requests from non-federal, -state, or -local government entities or other public institutions, the organization will submit an End User Letter(s) of Support from a public official representing the direct beneficiaries of the project. This will be inserted into the Congressional Record and disclosed on the Member's Congressional Website.
- Under separate cover, I agree to provide a comprehensive plan outlining the sources of funding for the duration of the project; the percent and source of required matching funds, anticipated sources of the funding for the duration of the project, and a detailed budget for how federal funding assistance will be used to support the project.
- In the interest of transparency, any information submitted with this project request may be disclosed for public review, including but not limited to the Committee or Member's Congressional Website and the Congressional Record.
- Should the project receive federal funding, I agree to disclose whether I hired a lobby firm; if so, the name of the lobby firm; and how much was paid to advocate for this project.

PROJECT NAME:

NAME OF PERSON CERTIFYING:

TITLE OF PERSON CERTIFYING:

LEGAL NAME OF ENTITY MAKING REQUEST:

LEGAL ADDRESS OF ENTITY MAKING REQUEST:

SIGNATURE:

DATE:



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CONGRESSIONAL SITE VISIT CERTIFICATION

In the interests of accountability and transparency, we require that either the Congressman or a member of the Congressman's professional staff visit each project site requesting federal funding. This will enable our office to more thoroughly assess the merits of each project and ensure that limited taxpayer funds are invested wisely.

Upon completion of the congressional site visit, please complete this form and have a representative from the organization (not a representative from a lobbying firm) sign it. The Congressional Staff Member visiting the site will be responsible for collecting the form at the time of the visit.

I hereby certify that on _____, 2009 Congressman Dave Reichert/a professional staff member from Congressman Dave Reichert's office visited our organization/project for the purposes of reviewing our request for federal funding.

PROJECT NAME: _____

DATE OF CONGRESSIONAL VISIT: _____

NAME OF PERSON CERTIFYING: _____

TITLE OF PERSON CERTIFYING: _____

LEGAL NAME OF ENTITY MAKING REQUEST: _____

LEGAL ADDRESS OF ENTITY MAKING REQUEST: _____

SIGNATURE: _____

DATE: _____

MEMBER/CONGRESSIONAL STAFF MEMBER: _____

SIGNATURE: _____

DATE: _____