

FY 2016 Programmatic Request Process Instructions

Due Date: Friday, March 13, 2015

PROGRAMMATIC VS. EARMARK REQUEST

An earmark is a request which only results in funding to a single organization or project. For example, funding to a specific affordable housing development or neighborhood revitalization project would be considered an earmark. **Under House rules, Members of Congress are prohibited from making earmark requests.** This applies to any request, whether by an individual organization or association of organizations, which would only fund a local or regional project. If you are looking to submit a request for an individual project, you may be better served by speaking to our office about grant opportunities.

This form is only to make programmatic requests. Programmatic requests look to maintain or change the total funding levels of federal programs. There is no guarantee that funds will reach the requesting organization. All requests are an opportunity to boost funding levels for federal programs that are important to Hoosiers.

CONTACT INFORMATION

Local Project Contact, Phone, and Email Address

Provide the primary contact information for the individual who is managing this request. This should be the person who can best answer any questions that arise during the submission process.

Government Relations or DC Representation, Phone, Email Address, and DC Mailing Address

If your organization employs a lobbyist or other government relations representative, please provide their contact information. This is purely informational and will not impact the status of your submission.

REQUEST INFORMATION

Program/Language Title

This is the title of the program to which your request applies. For example, if requesting an increase in weatherization funds through the Department of Energy, your title would be "Weatherization Assistance Program".

Appropriations Bill/Subcommittee

The House Appropriations Committee is divided into 12 subcommittees, with each managing a correspondingly named bill. Your request should fall into one of these bills. A list can be found here. Past bills can be found at www.congress.gov or www.appropriations.house.gov.

Department/Agency

This field is asking for the department or agency which funds the program to which your request applies.

Account

If you review the relevant appropriations bill, you will see that each bill is divided into a series of titles and subparagraphs, labeled with headings. In most cases, this heading is the account. This can be one of the more difficult fields to pinpoint, so if you are unable to determine the account type “Uncertain”.

Amount in President’s Budget

This can be found by reviewing the President’s budget, found at <http://www.whitehouse.gov/omb/budget/>. Many programs were not included in the budget. If so, indicate this by typing “Not in the President’s budget request”.

Last Appropriated Level

This can be found by reviewing appropriations bills passed last year, searchable at www.congress.gov. If you have difficulty finding this level, type “Uncertain”.

Requested FY 2016 Funding Level

This is the level of funding you would like to see provided to the program listed under “Program/Language Title” in FY 2016. Rather than a dollar amount, it is also acceptable to include:

- “Support the enacted level” – This is the level funded in FY 2015. This is a request to maintain this level in FY 2016.
- “Support the President’s FY2016 budget request” – This is a request to fund at the level included in the “Amount in President’s Budget” line.
- “General Support for the Program” – This means that you do not have a specific level that you are requesting but that you want the Congressman to voice general support for robust funding in FY 2016.

REQUEST HISTORY**Past appropriations requests to Congressman Carson (yes or no)?**

Select YES or NO if you have submitted a request like this in the past.

Request Year(s)

List the years in which you have submitted a request.

Brief Description of Request(s)

Describe the requests that you have submitted in each of the years listed above.