

## **FY 2017 Programmatic Request Process Instructions**

**Due Date: Friday, March 4, 2016**

If you are interested in submitting a programmatic request, please complete the attached form (below) and submit it by **Friday, March 4, 2016**. All fields must be completed and separate forms should be sent for each request. No requests will be considered after this date.

Please note that programmatic requests should be for changes in the total levels of federal programs. Funding requests for specific local projects or requests to increase the amount of a previously awarded grant, contract or loan will not be considered. 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.

Completed request forms should be emailed to [nathan.bennett@mail.house.gov](mailto:nathan.bennett@mail.house.gov). Requests must be submitted in Microsoft Word format. No additional information is needed unless requested.

All requests for report language must be discussed with staff in the Washington, D.C. office and not submitted using the appropriations request form. Please direct all requests to Nathan Bennett at (202) 225-4011.

## **FORM INSTRUCTIONS**

### **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](http://www.congress.gov) or [www.appropriations.house.gov](http://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](http://www.congress.gov). If you have difficulty finding this level, type “Uncertain”.

**Requested FY 2017 Funding Level**

This is the level of funding you would like to see provided to the program listed under “Program/Language Title” in FY 2017. Rather than a dollar amount, it is also acceptable to include:

- “Support the enacted level” – This is the level funded in FY 2016. This is a request to maintain this level in FY 2017.
- “Support the President’s FY2017 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 2017.

**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.

**Fiscal Year 2017 Appropriations Programmatic Request Form**

**CONTACT INFORMATION**

**Indiana Project Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Government Relations or DC Representation (IF ANY):**

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**DC Mailing Address :** \_\_\_\_\_

**REQUEST INFORMATION**

**Program/Language Title:** \_\_\_\_\_

**Appropriations Bill/Subcommittee:** \_\_\_\_\_

**Department/Agency:** \_\_\_\_\_

**Account:** \_\_\_\_\_

**Amount in President's Budget:** \_\_\_\_\_

**Last Appropriated Level:** \_\_\_\_\_

**Requested FY 2017 Funding Level:** \_\_\_\_\_

**REQUEST HISTORY**

**Past appropriations requests to Congressman Carson (yes or no)?** \_\_\_\_\_

**Request Year(s):** \_\_\_\_\_

**Brief Description of Request(s):** \_\_\_\_\_

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