

January 5, 2010

Dear Fellow Californian:

Welcome to the Fiscal Year 2011 Appropriations process for U.S. Senator Dianne Feinstein. You have received this email because you have expressed interest in or submitted appropriations requests previously. This is a service for our California constituents who are interested in participating in the budget and appropriations process. Please read through the following instructions and accompanying letter before clicking the hyperlink.

For the last twenty-three years, California has been a donor state: paying more in federal taxes than the state receives back in programs and services. Today, California taxpayers only receive back 79 cents in services for every dollar sent to the federal treasury. Participating in the budget and appropriations process, informing the President and the Administration of California's priorities, and pursuing funding for those priorities in the Senate, is an annual exercise to reduce this imbalance.

While state and local governments, nonprofits, and small businesses are seeing shortfalls in their budgets and will continue to look to Washington for assistance, it is important to note that the federal government is also running an unprecedented deficit. The national debt now stands at over \$12.1 trillion and continues to rise. This means that the funding available for specific projects or federal programs will be tight, and extremely competitive.

In order to increase the transparency of the appropriations process, the Senate has implemented a number of rules and requirements for requests. Senators are required to publicly post information about their earmark requests on their websites, detailing the recipient, project, purpose, and its value to taxpayers. Senators are also required to send to the Appropriations Committee a financial disclosure letter, certifying that neither the Senator nor the Senator's immediate family has a financial interest in the earmarks requested, which is publicly posted on the Committee's website. After all projects submitted using these forms are thoroughly evaluated, any items forwarded to the Senate Appropriations Committee for consideration will be submitted in full compliance with these requirements.

As in past years, it is important that the projects submitted for consideration have a federal nexus and regional significance. Projects should be able to utilize federal funding immediately upon obligation and already have a significant local match available. Projects should build infrastructure, purchase equipment, or initiate pilot programs. Requests to cover operational costs and salaries that cannot be maintained without continued federal support or programs that rely solely on congressionally directed funding should not be submitted.

Projects must have a broad range of endorsement from local elected officials, such as city council members and county supervisors. For example, flood control projects benefiting a city should be requested by the city, not just the local flood control district. Likewise, a highway widening or mass transit expansion should not only be requested by the transportation commission or transit agency, but by the mayor or board of supervisors. Each project submission must be accompanied by an official letter of request.

Thank you for your attention to this matter. If you have any questions or need further guidance, please contact Ryan Hunt in the Washington, D.C. office at (202) 224-3841.

Basic Instructions

Submission Deadline: February 5, 2010, 9:00 PM Eastern Time / 6:00 PM Pacific Time.

Appropriations requests should consist of:

1. One Questionnaire for **each** request (submitted online)
2. One Letter of Request for **each** request (emailed to this address only)

New Online Format

This year we are using a new format for request submissions with an online questionnaire. Use the hyperlink at the bottom of the page and follow the instructions. Once signed up, an individual is able to submit multiple requests for one or more entities. Each entity may have multiple individuals registered, but should submit only one set of forms.

You are encouraged to start with a test document, which you can delete, to familiarize yourself with the application. You can access, stop and save, or print your documents at any time before submitting them. Once you click “Finished and Submit” you will be unable to make changes or delete the document. However, you will be able to continue to access and print it.

Online Questionnaire Instructions

Each applicant should complete the first THREE Required sections of the Questionnaire and choose ONE of the specific bill sections to complete. If you do not know which bill and agency your project would fall under, please contact the appropriate staffer.

Letter of Request and Supplemental Documents Instructions

Each submitted Questionnaire must be accompanied by an individual letter of request on letterhead for that specific item. You may also wish to send maps, letters of support from local elected officials, or other supplementary documents. **These documents must be sent to the appropriations@feinstein.senate.gov address by the due date, preferably in one email per requesting entity.** Due to the security delay of Senate mail, letters sent to the office via the USPS, UPS, or FedEx may arrive after the Senator has determined which projects to put forward to the Appropriations Committee. **Subject line of the email should be:** *[Requesting Entity Name] FY11 Requests.*

Use the following naming protocol for these documents. Additional items sent throughout the year should be labeled similarly.

Bill Name.Requesting Entity Name.Project Name.Identifier.pdf

Example: LHHS.City of Cityville.Outpatient Clinic.Request Letter.pdf

Preferred bill name abbreviations for this naming protocol:

Ag: Agriculture and Rural Development

CJS: Commerce-Justice-Science

Def: Department of Defense

EW: Energy & Water Development

FSGG: Financial Services & General Government

HS: Homeland Security

INT: Interior - Environment

LHHS: Labor-HHS-Education

Leg: Legislative Branch

MCVA: Military Construction - Veterans Affairs

SFOps: State-Foreign Operations

THUD: Transportation - Housing and Urban Development

Feinstein Appropriations Staff

Defense, MilCon/VA and Homeland Security: Dan Wessel

State/Foreign Operations: Rich Harper

All Other Bills: Ryan Hunt and Ben Kramer

Request Form Troubleshooting: Ben Kramer

Only use the appropriations@feinstein.senate.gov address to submit additional documents. If you have questions or require assistance with these forms, it is best to call the appropriate staffer listed above at (202) 224-3841.

Hyperlink to the Questionnaire:

<https://oar.senate.gov/index.cfm?go=showLogin&applicationUUID=70889F47-C5BB-4927-846FF6335A6095E1>