

CATHY McMORRIS RODGERS

5TH DISTRICT, WASHINGTON

COMMITTEES:

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ARMED SERVICES

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February 2, 2010

Dear Constituent:

Thank you for contacting my office regarding budget appropriation requests for Fiscal Year 2011. Attached to this letter, please find the following documentation: the Fiscal Year 2011 appropriations form, as well as an instruction worksheet to assist in completing the application.

**Please note that the deadline for submissions to the office is close of business on Friday, February 19, 2010.** This firm deadline will ensure that my staff and I have the opportunity to effectively review all applications in a timely fashion. The attached documents further outline what projects are most appropriate for federal appropriations.

My staff and I are committed to assisting applicants throughout the process. If you have questions or need any further information, please do not hesitate to contact my Legislative Director, Kimberly Betz via electronic mail at [Kimberly.Betz@mail.house.gov](mailto:Kimberly.Betz@mail.house.gov) or by phone at (202) 225-2006.

Sincerely,



Cathy McMorris Rodgers  
Member of Congress

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**Office of Congresswoman Cathy McMorris Rodgers**  
**Fiscal Year 2011 Appropriations Information and Instructions**

Appropriations Form and Instructions:

The attached form is intended to make the process more efficient and will enable the Congressional office to more effectively review and submit requests.

- ☑ All appropriation requests must be submitted to the office in electronic form.
- ☑ All requests will be made publicly available through the official website
- ☑ Requests must be submitted by the organization using the funding.
- ☑ Requesters must submit a letter of support from a local elected official (county commissioner or state legislator)

To successfully submit the electronic form, please complete all general form sections, including a comprehensive plan outlining the sources of funding for the project. If you do not share the purpose of the funding, including how it will be spent or explain the federal connection to the project, your request will not be considered.

Those requesting funding in Defense or EPA/STAG programs must also complete the designated supplemental information section found at the bottom of the form. This supplemental information is often required by the Committee and is project specific.

Final Submission Deadline: Friday, February 19, 2010

*All requests should be submitted in electronic format to our office by close of business on Friday, February 19<sup>th</sup>.* This timeline allows our office to review and submit all requests in a timely manner. To submit, please send the completed form as an attached word document to [Kimberly.Betz@mail.house.gov](mailto:Kimberly.Betz@mail.house.gov).

Questions:

Should you have any questions, please contact the Legislative Director, Kimberly Betz, at (202) 225-2006 or email: [kimberly.betz@mail.house.gov](mailto:kimberly.betz@mail.house.gov).