

January 7, 2010

Dear Friend,

I wanted to share information with you regarding my office's process for handling programmatic and project requests for FY2011. While we will not know the precise timeline and process for the FY2011 appropriations season until the House Appropriations Committee has announced the details, my office is preparing to review appropriations requests assuming that Congress will follow the same basic process as in years past. As such, attached you will find an application form which should be carefully filled out in its entirety and submitted to my Washington, DC office no later than **midnight Pacific Standard Time (PST) on March 1, 2010**. Below are some guidelines for putting together a complete application.

- o All submissions should be made electronically by e-mailing the completed form, and any letters of support or supplemental information, as attachments to wa09.appropriations@mail.house.gov.
- o Please be sure to include the **name of the requesting entity** and the **appropriations bill** from which you are seeking funds in the **subject line** of your email.
- o If you are requesting funding for multiple projects, each request should be submitted separately, in separate emails, to the above address.
- o Please include any electronic copies of support letters for each project along with the submission of the completed application form. Letters of support from federal, state, or local government entities, or from non-government organizations and entities in the community help to demonstrate broader support for an initiative and greatly improve the viability of your request. Please note that some Appropriations Subcommittees require letters of support for projects that fall under their jurisdiction.
- o Organizations/entities should provide project priority rank (ex. 2 of 3) based on the total number of projects requested of the office, in all appropriations bills.
- o If you are requesting funds from either the Defense or Military Construction-Veterans Affairs bill, please contact my office to request a copy of a separate questionnaire necessary for these specific bills.
- o Please do all that you can to submit your application early so that any corrections can be made, if necessary.

Due to fiscal constraints, it is likely that there will be less money available for special projects in the FY2011 Appropriations bills than in previous years. For that reason, I highly recommend that your organization also consider applying for federal grants. The Catalog for Domestic

Assistance, on the web at www.cfd.gov, is a complete listing of federal discretionary funding administered through the various Federal agencies. If you are a library or museum, please also visit www.ims.gov. My Grants Coordinator, Wendy Sonnemann, is also available to answer any questions in your search for federal grants and can provide you with a letter of support. Feel free to contact her at Wendy.Sonnemann@mail.house.gov or (253) 593-6600.

Thank you for your interest and for your work to improve the 9th District and Washington State as a whole. For your reference, I have provided a breakdown of the appropriations bills and which member of my staff is handling requests for each bill.

- o **Agriculture** - Paul Hoover
- o **Commerce, Justice, and Science** - Brian Garrett
- o **Defense** - Brian Garrett
- o **Energy and Water** - Kelsey Knowles
- o **Financial Services** - Kelsey Knowles
- o **Homeland Security** - Brian Garrett
- o **Interior and Environment** - Paul Hoover
- o **Labor, Health and Human Services, and Education**
 - o **Labor** - Shawna Meechan
 - o **Health and Human Services** - Shawna Meechan
 - o **Education** - Kelsey Knowles
- o **Military Construction and Veterans Affairs** - Brian Garrett
- o **State and Foreign Operations** - Katy Quinn
- o **Transportation and Housing and Urban Development** - Paul Hoover

Should you have any questions when filling out the form, please do not hesitate to contact my office at (202) 225-8901 and ask to speak to the appropriate staffer member. Again, please keep in mind the **March 1, 2010** deadline.

Sincerely,

A handwritten signature in black ink, appearing to read "Adam Smith". The signature is stylized and cursive.

Adam Smith
Member of Congress