

**FISCAL YEAR 2009 CIVILIAN APPROPRIATIONS INFORMATION**  
**OFFICE OF SENATOR BILL NELSON**

I look forward to working with you to ensure that Florida's priorities are well represented and adequately funded in the fiscal year 2009 appropriations bills. Below are general information about the appropriations process and answers to frequently asked questions. You may also find my request form and detailed instructions for completing it on my website.

Please note that this information applies to projects that may be funded in any of the 8 *civilian* appropriations bills which are typically earmarked:

Agriculture  
Commerce-Justice-Science  
Energy and Water  
Financial Services and General Government  
Interior  
Labor-HHS-Education  
State & Foreign Operations  
Transportation, Housing and Urban Development

Projects that may receive funding from the Department of Defense and Military Construction Appropriations bills will require a different form, which is also available on my website. In keeping with congressional custom, I do not usually request earmarks in either the Homeland Security or Legislative Branch appropriations bills.

**Questions and Assistance**

Contact Katie Platt in my office at (202) 224-5274.

**Saving and Submitting Your Form**

Please **complete** a separate form for each project for which you are requesting federal funding. While additional background materials are very helpful to me, I would appreciate it if you would limit supporting documents to five pages or less.

**Fiscal Year 2009 Appropriations Timeline**

**January-Early February 2008**

Visit <http://www.billnelson.senate.gov> to download my request form. I also encourage you to contact Senator Mel Martinez and your Representative in the House regarding their appropriations request processes.

**February 28, 2008**

Submit completed request forms on my website by this date. Additional supporting documents may be sent to [civilian\\_appropriations@billnelson.senate.gov](mailto:civilian_appropriations@billnelson.senate.gov).

**March-April, 2008**

I review your projects, and express my support for many of these projects directly to the Senate Appropriations Committee.

**Summer 2008**

The House and Senate Appropriations Subcommittees write their bills. My office works with the staff of those subcommittees to ensure inclusion of projects requested by municipalities, universities, nonprofit organizations, and agencies in Florida.

**Fall to Winter 2008**

Appropriations bills are considered by the Appropriations Committee, and later, by the full Senate. These bills, which will include many projects that have been requested by Florida organizations, are reconciled with their House versions and are signed into law.

**Frequently Asked Questions*****What is the due date for submitting these forms?***

The due date is Wednesday, February 28, 2008. I base my deadline for receipt of civilian appropriations forms on the deadlines given to me by the Appropriations Subcommittee Chairs. The February 28<sup>th</sup> deadline allows sufficient time to review your requests prior to the mid-March and early April timeframe for the Senator's submission of request letters and forms to the Subcommittees. I am happy to continue to meet and accept additional documentation through mid-March, but it is important that I have your forms by February 28. *Please be aware that defense requests may have a different deadline.*

***How do I find out the status of my funding request?***

You are welcome to contact Katie Platt throughout the fiscal year to determine the status of the appropriations bills in general, or you may visit <http://thomas.loc.gov> for easy access to this information.

***Should I come to Washington, DC to discuss my funding request?***

It is not necessary to come to my Washington office to discuss your funding request. I would be happy to discuss your projects by phone – including via conference calls – and encourage you to call me to review your project. If you'd like to schedule a time to meet with staff, these meetings are most beneficial when they take place by mid-March. Unfortunately, I am unable to accompany you to meetings with Appropriations Subcommittee staff.