

Sample Letter for Entitlement Communities

(Please email or fax)

Date

The Honorable (first and last name here)
U.S. Senate (U.S. House of Representatives)
Washington, DC 20510 (Senate) 20515 (House)

Dear Senator/Representative (last name here):

We need your help in saving the Community Development Block Grant (CDBG) Program and restoring its funding. The Administration's FY06 budget proposes *the total elimination* of CDBG. In lieu of the long-standing CDBG program, the Administration is proposing the creation of a smaller program within the Department of Commerce that will focus mainly on economic development. CDBG has served communities for 30 years as a resource to help cities, counties, and States meet their community development, affordable housing, and economic development needs.

In County/City alone, CDBG has been used to..... With the proposed elimination of the program, we will no longer be able to fund the following services and programs.....and x number of people will no longer be assisted. Moreover, we will be forced to lay off x number of employees. The elimination of the program will also affect contractors and businesses which we utilize in the program, resulting in an overall economic loss to our community. In short, there is the infrastructure in place to carryout this critical program. There is no reason to throw it out and create a new statute, regulations, and implementation scheme.

We have been told that the primary reason the Administration has proposed elimination of the program is due to the poor rating the program received by the Office of Management and Budget (OMB) as part of its Performance Assessment Rating Tools (PART) process. Our analysis of the PART suggests that it is an inappropriate measure of a block grant program's performance. Instead it lends itself to an assessment of categorical programs. Contrary to the results of this inappropriate rating tool, the program does work well. Since its enactment in 1974, the program has been, and continues to be, a critical affordable housing and neighborhood revitalization tool for communities. While providing essential services to citizens nationwide, CDBG also improves local economies. According to HUD, in FY04 alone, CDBG provided funds for thousands of activities, *assisting over 23 million persons and households*. CDBG funds a broad spectrum of activities, including: expanding homeownership opportunities, elimination of slums and blight, improved infrastructure such as roads, water and sewer systems, libraries, fire stations, community centers, adult day care and after school care for children, homeless facilities, employment training, transportation services, crime awareness, business and job creation. In fact, according to HUD, more than 78,000 jobs were created by CDBG in FY04 *alone*.

We need you to fight on our behalf to maintain this vital program at the U.S. Department of Housing and Urban Development and ask that you support a FY 2006 funding level of \$4.7 billion overall, and *no less* than \$4.350 billion in *formula funding*. This would fund the program

at its FY04 level and restore the unwarranted cuts made to the program in FY05. A copy of a resolution adopted by (name of the governing body) is enclosed.

Sincerely,

/s/

Chief Elected or other appropriate elected official

**Sample Letter for
Subrecipients (Cooperating Jurisdictions and Others)**

(Please email or fax)

Date

The Honorable (first and last name here)
U.S. Senate (U.S. House of Representatives)
Washington, DC 20510 (Senate) 20515 (House)

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The (name of entity) receives funding from (name of grantee) to Activities such as these allow us to serve low and moderate income households and/or their neighborhoods in the following ways: (quantify such things as job created, public facilities constructed/rehabilitated, housing units assisted, public services provided, etc.).

Many have characterized CDBG as the best federal domestic program ever enacted because of its flexibility and adaptability in meeting the needs of a diverse America. I urge you to intercede with your colleagues and preserve and restore funding in FY 2006 for this vital program to at least \$4.7 billion, with no less than \$4.35 billion in formula funding. Attached is a copy of a resolution adopted by (the governing body of the jurisdiction).

Should you require further assistance please contact..... at

Sincerely,

/s/

Chief Elected or other appropriate elected official

Sample Letter for Beneficiaries

(Please email or fax)

Date

The Honorable (first and last name here)
U.S. Senate (U.S. House of Representatives)
Washington, DC 20510 (Senate) 20515 (House)

Dear Senator/Representative (last name here):

I wanted to let you know that I and my family (if appropriate) have directly benefited from community development block grant funding made available from (name of grantee). The funding allowed (describe the activity).

Please do all you can to ensure that CDBG continues to assist people like me (and their families, if appropriate). It has changed my life.

Sincerely,

/s/