

SAMPLE LETTER

Date

The Honorable _____
U.S. House of Representatives
Washington, DC 20515

The Honorable _____
U.S. Senate
Washington, DC 20510

RE: Funding Threats to CDBG

Dear Representative/Senator. _____:

As the chief elected official/community development director of _____, I am writing this letter on behalf of our community to express our support for the Community Development Block Grant (CDBG) Program and to voice our opposition to any threatened cuts or elimination of this program in FY11 or FY12. Any reduction in CDBG funding would severely slow down or eliminate thousands of local and state projects and programs that are directly contributing to local and regional recovery. CDBG is a vital resource to our community, providing funding for projects and services that directly impact the lives of our low- and moderate-income citizens. For example, some important projects funded with CDBG have included the following:

[provide examples of your exemplary CDBG-funded projects here]

Without CDBG funding these projects could not have been assisted. I have attached a fact sheet which goes into further detail of the accomplishments of CDBG within our community over the past five years. CDBG provides the flexibility to fund a myriad of activities, fill gaps where needed, and leverage and attract additional resources to projects. This combination of CDBG with other resources adds to our local economy through the purchase of goods and services and adds to the betterment of the lives of our local citizenry through improved neighborhoods and services.

We ask you to oppose any legislation that would eliminate or reduce funding for CDBG in FY11 or FY12. I would also like to extend an invitation to you and your staff to tour our CDBG-funded projects to see the benefits of the program firsthand. We thank you, in advance, for your support of CDBG. Please feel free to contact me with any questions.

Sincerely,