



December 17, 2003

Dear Members:

It is halfway through the fiscal year and we still have approximately \$72,000.00 outstanding in membership dues receivables. National Community Development Week ended on April 27th and we still have outstanding fees of \$1,278.00. We also have outstanding fees for the Annual Conference of \$1,350.00, and for the CDBG Basics Courses, we have \$3,100.00 in uncollected fees, for a total of \$77,728.00.

This letter requests that any member community that has not remitted payment for any of the above referenced events or activities to please do so as soon as possible. If we have not received payment for any of the above referenced activities, communities will not be able to purchase National Community Development Week materials for 2004. This is unfortunate since this will be the 30th anniversary celebration of the CDBG program and a year in which we would like all CDBG grantees to show support of the program our materials. Because it is CDBG's 30th Anniversary, NCDA and its partners will be working especially hard to bring greater recognition to this great program throughout the year. We would hate to deny members the opportunity to celebrate the momentous achievement with the great products we will introduce this year. Unfortunately, the Association incurs up-front costs to prepare for this annual event. Dues, conference fees and training costs make up a large part of our revenue, as does National Community Development Week. However, if we are not paid for our services, we cannot do the great job that has been NCDA's trademark for 35 years.

This year, National Community Development Week will be celebrated during the week of April 12-18, 2004. Please remit your outstanding balances on any of the above expenses to NCDA immediately to: NCDA, 522 21st Street, NW, Suite 120, Washington, DC 20006. Thank you.

Respectfully,

Tamara Jackson
Office Assistant