

Office of Community Development  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

**MEMORANDUM**

**TO:** All LCDBG Recipients  
**FROM:** Traci Watts, Director  
Office of Community Development – Local Government Assistance  
**DATE:** February 22, 2021  
**SUBJECT:** Nation Community Development Week - April 5-9, 2021

Community Development Block Grant (CDBG) Program funding has been reduced substantially over the years. In 2007, the CDBG program received \$3.58 billion; however, in 2019 only \$3.393 billion was appropriated for CDBG. In honor of the CDBG program that has provided local governments resources in an effort to meet the needs of low and moderate income persons within their jurisdictions for the past 47 years, I encourage all CDBG grantees to celebrate and recognize the good work of the program during the 2021 National Community Development Week of April 5-9, 2021.

Through the CDBG Program, funding for sewer, water, street improvements, and economic development projects has allowed local governments within the state of Louisiana to address infrastructure issues. These projects improve the quality of life for low and moderate income persons as well as for all their citizens, which would otherwise not be possible without the Program.

To ensure that CDBG stays on the minds of all citizens, I am asking those that have benefited from the CDBG Program to join in promoting the visibility of CDBG in your community. Inform your citizens as well as federal, state, and local officials of the benefits your community has received from the CDBG Program by:

- Creating a fact sheet summarizing your community's CDBG accomplishments (sample attached).
- Proclaiming April 5-9, 2021 as National Community Development Week (sample attached).
- Contacting your local media by sending a press release (sample attached) to your newspaper, television and/or radio stations and neighborhood and ethnic publications (use public service announcements).
- Passing a resolution referencing the benefits of CDBG and the negative impacts which it would cause by funding cuts (sample attached).
- Sending letters to your congressional delegation (sample attached).

- Holding a virtual public event, such as a breakfast, or a discussion of the activities and projects that have been accomplished with CDBG funds.
- Posting copies of the proclamation, news releases and letters to your congressional delegation in the town hall and post office.
- Taking pictures of CDBG funded activities for publication and displays.
- Share pictures and description of a previous project with OCD to be highlighted on our Facebook page.

We ask that you write us and tell us of your community's activities in the National Community Development Week of April 5-9, 2021. If you have any questions, please call me at 225-342-7412.

TW/jm

Attachments

c: Jimmy Martin, Office of Community Development

**CITY/COUNTY OF \_\_\_\_\_**

**CDBG for the Past Five Years**

**FACT SHEET**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

- For every one dollar of CDBG funding another \$ \_\_\_\_\_ in private and public funding was leveraged.
- \_\_\_\_\_ persons were assisted through the CDBG program in the past five years.
- CDBG created or retained \_\_\_\_\_ jobs in the past five years.
- CDBG funds in the amount of \$ \_\_\_\_\_ were spent on economic development activities such as direct financial assistance to businesses, commercial and industrial improvements, among others.
- CDBG funds in the amount of \$ \_\_\_\_\_ were spent on public improvements, such as the development and improvements of public facilities, street improvements, water and sewer improvements, and multi-purpose community centers, among others.
- CDBG funds in the amount of \$ \_\_\_\_\_ were provided for housing activities, such as construction, rehabilitation, homebuyer assistance, lead-based paint testing and abatement, among others.

UNITED STATES OF AMERICA

*The State of Louisiana*

GOVERNOR

John Bel Edwards

**PROCLAMATION**

- WHEREAS,** the Community Development Block Grant Program has operated since 1974 to provide local governments with the resources required to primarily meet the needs of low and moderate income person; and
- WHEREAS,** the Community Development Block Grant Program is among the few remaining federal programs available to address the needs of low and moderate income persons and small cities; and
- WHEREAS,** the Community Development Block Grant Program has provided the state of Louisiana with important and flexible assistance to meet the needs of low and moderate income residents of small cities by funding sewer, water, and street improvements projects, economic development projects, and other public improvement projects; and
- WHEREAS,** Congress and the nation acknowledge the critical value of the Community Development Block Grant Program and the significant projects that rely on its funds for support; and
- WHEREAS,** the week of April 5-9, 2021, has been reserved for recognition and appreciation of the Community Development Block Grant Program
- NOW, THEREFORE,** I, John Bel Edwards, Governor of the State of Louisiana do hereby proclaim the week of April 5-9, 2021, as

**Community Development Week**

in the State of Louisiana.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Louisiana, at the Capitol in the City of Baton Rouge this *(numbered)* day of *(month)* A.D. two thousand twenty-one.

Attest By  
The Governor

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John Bel Edwards  
Governor of Louisiana

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R. Kyle Ardoin  
Secretary of State

## SAMPLE PRESS RELEASE

FOR IMMEDIATE RELEASE

Contact: \_\_\_\_\_

March/April \_\_\_\_\_, 2021

Phone: \_\_\_\_\_

### NATIONAL COMMUNITY DEVELOPMENT WEEK

NATIONAL COMMUNITY DEVELOPMENT WEEK is being celebrated April 5-9, 2021.

*(Mayor/Parish President) of (name of your community) announced today that since 1982, (or if the community has information about HUD direct grants, change this to "Since 1974") the (name of your community) has received over \$ \_\_\_\_\_\* in Community Development Block Grant (CDBG) funds. "With these funds we have been able to undertake a number of projects," (she/he) said, "including \* (identify projects by type and location, i.e., street improvements to Cherry Street). Over (number)\* people in our community have benefited from these projects – the majority of whom are low and moderate income persons."*

National Community Development Week will spotlight the impact that CDBG funds have on communities throughout the United States. In honor of that week, the *(name of your community)* will *(describe activities.)*

The CDBG program is among the few flexible sources of federal funds that remain available to rural governments for community development. Projects must primarily benefit low- and moderate-income persons.

The CDBG program has been funded through the U. S. Department of Housing and Urban Development (HUD). The Louisiana Division of Administration, Office of Community Development administers the program for the State with the exception of the following HUD entitlement jurisdictions: Alexandria, Baton Rouge, Bossier City, Jefferson Parish (including Grand Isle, Gretna, Harahan, Jean Lafitte, and Westwego), Kenner, Lafayette Parish Consolidated Government, Lake Charles, Monroe, New Orleans, St. Tammany Parish (including Abita Springs, Covington, and Madisonville), Shreveport, Slidell, Terrebonne Parish Consolidated Government and Thibodaux.

Person interested in learning more about the Louisiana Community Development Block Grant Program should contact \_\_\_\_\_ at \_\_\_\_\_.

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*\* If you do not have this information, please call Heather Paul at 225/342-7412.*

## **SAMPLE RESOLUTION**

**WHEREAS**, the week of **April 13 – April 18, 2020** has been designated as National Community Development Week. *(name of your community)* is/has been a participant in the Community Development Block Grant (CDBG) Program which funds public infrastructure, economic development, and housing programs in this community, and

**WHEREAS**, in this community and communities throughout the nation, forty-seven years of Community Development Block Grant Program funding has developed a strong of relationship between this local government and its residents, principally those of low-to-moderate income, and

**WHEREAS**, this community recognizes that the Community Development Block Grant Program is a partnership of federal, state, and local government and community and business efforts, and that the services funded by the CDBG Program relies heavily on the dedication and good will of our combined efforts,

**THEREFORE BE IT RESOLVED**, that during *National Community Development Week 2020*, this community will give special thanks and recognition to all participants whose hard work and devotion to the neighborhoods and their low- and moderate-income residents help ensure the quality and effectiveness of the Community Development Block Grant Program, and

**BE IT FURTHER RESOLVED**, that this community, along with the service providers and others whose names are appended to this resolution, hereby petition the U.S. Congress and Administration to recognize the outstanding work being done locally and nationally by the Community Development Block Grant Program, and of its vital importance to the community and to the people who live in its lower income neighborhoods, and

**BE IT FURTHER RESOLVED**, that copies of this resolution be conveyed to the appropriate elected and appointed officials of the federal government and that this community's name be added to the roll of those committed to the preservation and full funding of the Community Development Block Grant Program and maintenance of its essential features over the course of the next session of Congress.

## Senators (2) and Representatives (6)

The Honorable Bill Cassidy, M.D.  
United States Senator  
520 Hart Senate Building  
Washington, D.C. 20510

*and*

The Honorable John Kennedy  
United States Senator  
416, Russell Senate Building  
Washington, D.C. 20510

*and*

The Honorable Steve Scalise  
United States Representative  
2049 Rayburn HOB  
Washington, D.C. 20515

*or*

Vacant - 2<sup>nd</sup> District

*or*

The Honorable Clay Higgins  
United States Representative  
572 Cannon HOB  
Washington, D.C. 20515

*or*

The Honorable Mike Johnson  
United States Representative  
568 Cannon HOB  
Washington, D.C. 20515

*or*

Vacant – 5<sup>th</sup> District  
United States Representative

*or*

The Honorable Garret Graves  
United States Representative  
2402 Rayburn HOB  
Washington, D.C 20515

## Sample Letter: Municipality/Parish

Date

The Honorable (*first and last name*)  
U. S. Senate **or** U. S. House of Representatives  
Washington, D.C.

Subject: National Community Development Week 2021

Dear Senator (*last name*) **or** Representative (*last name*):

The week of April 5-9, 2021 has been proclaimed in the (*name of your community*) as *National Community Development Week*. (*Name of your community*) has used the Community Development Block Grant (CDBG) funds for (*list projects; for example, reconstruct streets, improve or extend sewer collection system, rehabilitate housing, build a new community center*) in areas which were in dire need. We would not have been able to provide these much needed improvements without CDBG funds.

I wanted to take this opportunity to thank you for your past support of the CDBG Program and ask for your continued support. In many ways, CDBG-funded activities have greatly improved the quality of life here in our community and in the lives of our citizens.

Sincerely,

Chief Elected Official



## Sample Letter: Citizens Benefiting from CDBG

*Please assist citizens in your community that have benefited from CDBG projects with the preparation of this letter. They may email or fax letter instead of mailing it. Go to [www.house.gov](http://www.house.gov) or [www.senate.gov](http://www.senate.gov) to get the email address or fax number for your Senators and Congressmen.*

Date

The Honorable (*first and last name*)  
U. S. Senate **or** U. S. House of Representatives  
Washington, D.C.

Subject: Community Development Block Grant (CDBG) Program

Dear Senator (*last name*) **or** Representative (*last name*):

I want to let you know that I and my family have directly benefited from Community Development Block Grant funding made available from (*name of your community*). The funding allowed (*describe the activity; i.e., the rehabilitation of my house*). Please do all you can to ensure that CDBG continues to assist people like me and my neighbors. It has greatly benefited me and my community.

Sincerely,

(*citizen's name*)