Date

The Honorable [Representative’s First and Last Name]
U.S. House of Representatives
Washington, D.C. 20515

Dear Senator [Representative’s Last Name]:

As the [title of organization], a nonprofit, community-based development organization that serves your district, I am writing to request your support to preserve and fully fund the HUD Section 4 Capacity Building for Community Development and Affordable Housing (Section 4) program. Specifically, I ask you to submit an Appropriations Request in support of fully funding Section 4 at no less than $35 million for both Fiscal Years 2017 and 2018.

Section 4 strengthens rural, suburban, and urban communities across the nation by providing critical support to local nonprofit organizations that develop affordable housing, finance small businesses, revitalize commercial corridors, and help address local healthcare, childcare, education, and safety needs. Through grants, loans, training, and guidance, Section 4 provides local organizations with the staffing, program development, and financial resources to maximize the impact of the services they provide and ensure the long-term sustainability of their investments.

Section 4 is the only federal program that is exclusively focused on increasing the effectiveness of these organizations.

Since 2010, Section 4 has benefited communities in all 50 states and the District of Columbia. This investment has created and preserved more than 37,000 affordable homes and attracted over $5.7 billion in total development costs for low-income neighborhoods and communities across the country, leveraging more than $20 for every $1 of Section 4. Section 4 helps create jobs, support small businesses, and develop millions of square feet of commercial, retail and community facility space. It also supports vital programs, such as financial counseling, job training, and crime reduction in order to improve the physical and economic conditions in thousands of neighborhoods.

[Insert information about your organization and its mission]. Section 4 dollars have been invaluable in helping us achieve our mission. We have used Section 4 funds awarded through Enterprise Community Partners for a variety of impactful programs. [Insert a paragraph about how your organization has used Section 4 grants to build your capacity].

Section 4 is a critical tool for helping local organizations better serve families in your district.

Thank you for your support. Please feel free to contact me at [email address and phone number] if you have any questions or would like more information.

Sincerely,

[Name, Title, Organization]