



**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) | 48th YEAR (2022-2023)
CITIZEN REQUEST FORM**

The Department of Community and Human Development (DCHD) is setting aside \$1,000,000 for neighborhood improvements in District #2 and District #4; \$500,000 is intended to be allocated to each of these targeted districts. This form must be completed by Friday, September 3, 2021 and sent either electronically or in person to the One Stop Shop by 5pm to be considered for funding; contact information can be found at the bottom of this form.

DCHD wants to know what areas of your neighborhood need improvement!

Please complete this form so your request can be evaluated by DCHD staff. After receiving request(s), DCHD will determine their eligibility, and if your project is found eligible, you will be invited to a civic design lab hosted by DCHD staff.

CDBG funds can be used for neighborhood, recreation and senior centers; parks and other public facilities improvements; walkability and accessibility; and small-scale green infrastructure improvements. Small-scale projects must be within the \$10,000 to \$500,000 range.

CDBG funds cannot be used for the following types of projects:

- Street resurfacing and drainage requests
- Projects requiring the purchase of land, buildings, or equipment
- For maintenance (fixing) of streets, repairing pot holes, moving railroad tracks, cleaning streets, alleys or drainage canals (*Report problems to the Streets Department through 311 or at (212-0151)*)
- For traffic signs, traffic controls, speed bumps, etc. (*Report problems to the Streets Department through 311 or at 212-0151*)
- To clean litter, trash accumulation, weeds, abandoned homes, violations on private property, etc. (*Report problems to the Environmental Services Compliance Division through 311 or at 212-0134*).

Please contact DCHD at 212-1656 for help with determining project eligibility. Due to COVID-19 DCHD staff is mainly telecommuting. Please leave us a voicemail and we will make every effort to return your call by the next business day. If you are proposing a park improvement please, contact the Parks and Recreation Department at 212-0092 or through 311, before you submit this Citizen Request to Community Development.

**Department of Community and Human Development | 801 Texas Ave., 3rd Floor, El Paso, Texas 79901
One Stop Shop | 811 Texas Ave., El Paso, Texas 79901**

If you have any questions and/or need assistance with completing this form contact us at:

Phone	Email
<p style="text-align: center;">(915) 212-1656</p> <p>Due to COVID-19 DCHD staff is mainly telecommuting. Please leave us a voicemail and we will make every effort to return your call by the next business day.</p>	<p style="text-align: center;">CDBGFacilities@elpasotexas.gov</p>

DEADLINE FOR RECEIVING REQUESTS IS 5:00 P.M. FRIDAY, SEPTEMBER 3, 2021

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CITIZEN REQUEST FORM

To submit a request, please describe it clearly in the space below. Be sure to provide your name, address, and phone number so we can contact you concerning your request. **Deadline to submit requests: 5:00 p.m., Friday, September 3, 2021**

CONTACT INFORMATION

Name: _____

Phone: _____

Address: _____ ZIP Code: _____

Email: _____

TYPES OF IMPROVEMENT (PLEASE CHECK ONE OF THE FOLLOWING):

- _____ Neighborhood Center Need and/or Improvement (e.g., senior center, library, recreation center)
- _____ Parks Need and/or Improvement
- _____ Walkability and Accessibility Need and/or Improvement
- _____ Small-Scale Green Infrastructure Need and/or Improvement*
- _____ Other. Please explain below:

*An example of small-scale green infrastructure is a choker with an inlet or curb cut with interior vegetation.

PLEASE EXPLAIN YOUR NEED AND/OR IMPROVEMENT (Example: no ramps, additional park amenities, street ponding)

- Provide an address or intersection if available.
- For street accessibility and/or walkability projects, describe the exact location (street name) and boundaries (example: San Antonio Ave. from Tays St. to Cotton St.)

HOW WOULD THIS IMPROVE YOUR NEIGHBORHOOD?

Please attach additional pages if more space is needed to describe your proposal. You may also include pictures, drawings, or a petition signed by your neighbors to show support for your project. Note: Pictures will not be returned.

Bring, mail or email this form to DCHD staff. Contact information is provided on the first page of this form.