

CITY OF EL PASO
ENVIRONMENTAL SERVICES DEPARTMENT

Neighborhood Cleanup Program
2023 Program Cycle



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Summary

The City of El Paso is committed to keeping our neighborhoods clean, safe and beautiful for all residents to enjoy. As a part of these efforts, the City's Environmental Services Department (ESD) has established a Neighborhood Cleanup Program (NCP) under which City-recognized Neighborhood Associations (NAs) can apply for cleanup resources to support beautification efforts throughout the City.

For the 2023 program cycle, ESD plans to award one cleanup project to one NA in each of its eight City Districts, for a total of eight cleanup projects. **All cleanups will be scheduled for Saturday, October 21, 2023** unless the applicant has requested, and received approval from ESD, for a different date due to extenuating circumstances.

Each approved project will be provided the following cleanup resources:

- Two roll-off containers
- Trash bags
- Gloves
- Loaned out tools (e.g., rakes, shovels, etc.)

The purpose of this document is to outline policies and procedures surrounding the NCP. Those interested in applying for NCP resources should read this document carefully. Note that all project proposals are subject to review, and application submittal does not guarantee project approval.

For questions or assistance with completing the NCP application, please contact ESD's Outreach Division at ESDOutreach@elpasotexas.gov or 915-212-6006. Office hours are Monday through Friday, 8am to 5pm.

Project Selection Process

Project Justification

The following factors will be considered for project selection:

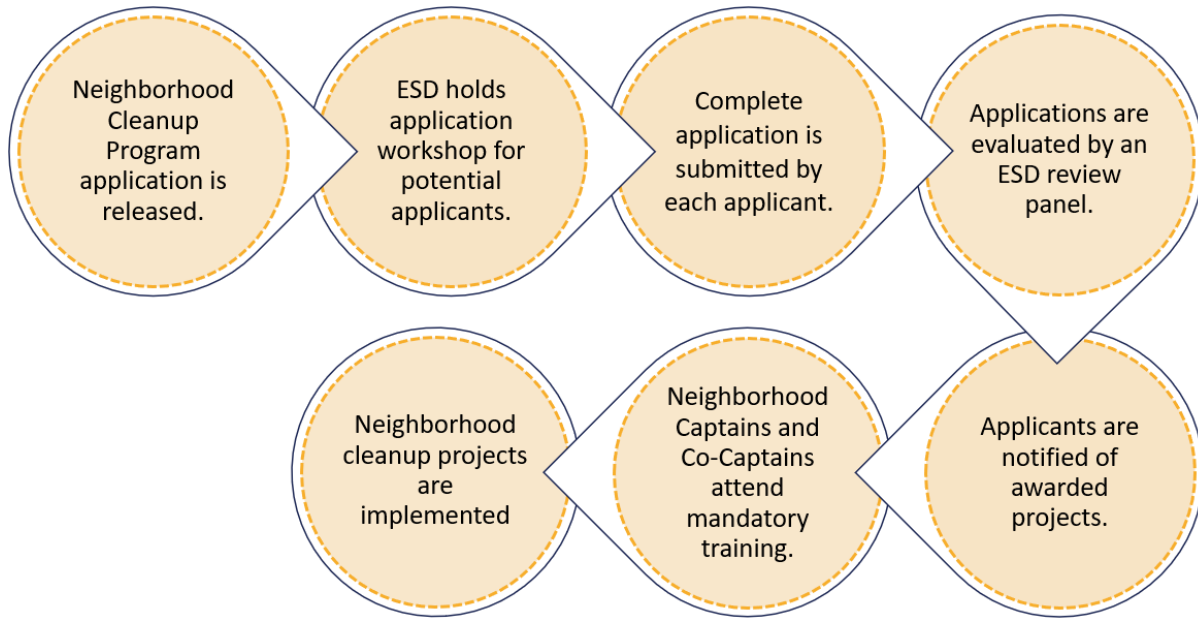
- What area and/or vulnerable population will benefit from the proposed cleanup project?
- What is the community problem for the selected area or population?
- How is the proposed cleanup project expected to resolve the given issues?
- How will cleanup results be maintained following implementation of the proposed project?

Project examples:

- Residential property cleanups to benefit senior citizens, or another vulnerable population, within a designated neighborhood.
- Partnering with a local non-profit, or other civic organization, to cleanup a non-City operated community park or other outdoor space.

Selection Process

Below is an overview of the selection process for NCP. The specific dates for process steps are indicated in the *Tentative Schedule* section of this document.



Tentative Schedule

Below is the tentative schedule for ESD’s 2023 NCP cycle. Note that this schedule is tentative and subject to change due to various stakeholder needs.

NEIGHBORHOOD CLEANUP 2023 TENTATIVE SCHEDULE			
<i>Description</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Community Meeting	Thursday, August 31, 2023	6:00pm	Municipal Services Center 7968 San Paulo Dr, 79907 Cotton Patch Room
Application Release Date	Tuesday, September 5, 2023	8:00 am	Link provided in <i>Application Submission</i> section of document
Application Workshop	Thursday September 7, 2023	6:00pm	Microsoft Teams
Application Due Date	Friday, September 15, 2023	By 5:00 pm	Via online submission form
Notify Applicants of Selected Cleanup Projects	Friday, September 29, 2023	By 12:00pm	Notify by email
Neighborhood Captain Training	Tuesday, October 17, 2023	6:00pm	Municipal Services Center 7968 San Paulo Dr, 79907 Cotton Patch Room
Neighborhood Cleanup Project Implementation	Saturday, October 21, 2023	7:30am – 11:30am	Various sites

Application Requirements

Eligible Applicants

Eligible applicants for NCP resources are City-recognized Neighborhood Associations (NA). Refer to the following map for a list of NAs along with each of their respective boundaries:

Neighborhood Association map: <https://gis.elpasotexas.gov/neighborhoodassociations/index.html>

Each applicant is allowed to submit up to two applications for NCP resources.

For individuals or other organizations interested in NCP resources, ESD recommends contacting your local NA for potential collaboration in submitting a project proposal.

Program Requirements

- **Application Submission.** Applicants are required to submit a complete application by the established deadline. One application must be submitted for each project proposal, while each applicant is allowed to submit up to two applications.
- **Authority to Apply.** The NA President is responsible for application submission. Applicant must provide NA President's contact information as part of their application.
- **Captain and Co-Captain Designation.** Each NA must elect a Neighborhood Captain and Neighborhood Co-Captain for their proposed project. Captain and co-captain must be NA members, and both must be present during project implementation day.
- **Mandatory Neighborhood Captain Training.** NA captains and co-captains, on behalf of their NA who has been awarded NCP resources, must attend a mandatory Neighborhood Captain Training workshop where ESD staff will go over the roles and responsibilities of captains and co-captains for the day of project implementation. Responsibilities include ensuring that all items disposed of in roll-off containers are allowed, and that number of volunteers is properly recorded.
- **Site Location.** Site location for roll-off containers may be on public or private property, but cannot be placed on public right of way. Applicant is responsible for determining property owner, obtaining contact information for property owner, and getting permission from owner to access and use property for placement of roll-off containers.
 - Refer to the El Paso Central Appraisal District's website to confirm property ownership:
EPCAD property search: <https://epcad.org/Search>
 - Documentation that shows property owner has given applicant permission to access and use property for roll-off container placement, on project implementation day, must be attached to NCP application.
 - If property is owned by the City (e.g., parking lot of park or community center), applicant may reach out to ESD for assistance, if needed, with obtaining permission. However, applicant must consider the application deadline, and provide sufficient time for ESD to submit the request to the effected City department(s).

Application Submission

The NCP application can be accessed through the following link: <https://adobe.ly/3OQ94Hj>

Deadline to submit NCP application to be considered for cleanup resources is **Friday, September 15, 2023 by 5pm**. Application must be submitted via the online submission form. Failure to submit a complete application by the specified deadline will result in disqualification for consideration of 2023 NCP resources.

Outcomes

The following outcomes will be considered to determine the success of each awarded project:

- **Number of volunteers.** The Neighborhood Captain is responsible for utilizing ESD's Volunteer Log to track the number of volunteers who assisted with their cleanup project. The Volunteer Log will be provide to NAs at ESD's mandatory Neighborhood Captain Training, and must be submitted by the respective Neighborhood Captain by Friday, October 27, 2023.
- **Trash tonnage.** This information will be provided directly to ESD by the roll-off container service provider.

The NA with the top project outcomes will be recognized by the City. Details will be provided to all participating NA's at a later date.