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October 1, 2015

Veronica R. Soto, Director
Dept. of Community and Human Development
801 Texas St., City 3, 3rd. Flr.
El Paso, TX 79901

Re: Formal Request for Appeal - Candlelighters Activity Center

This letter serves as our formal request to appeal the exclusion of Candlelighters from the 42nd year of CDBG funding.

While it is true that we missed the deadline to file our Letter of Intent which was due mid-September, we ask that we be given consideration for the fact that notice was not provided to me as the agency Executive Director and that my Program Manager is relatively new to the position.

I have since asked to be added to the email distribution for all future correspondence.

Please let me know the required process and whether I need to be available to address this matter with City Council.

Thank you for your consideration. I can be reached at 544-2222, should you have any questions or require additional information.

Sincerely,

Scott Lynch
Chief Executive Officer