

# il Member or County Board

For: Community Development Advisory Committee, Board of Health, City Council, o

## BEFORE YOU WRITE – DO THIS RESEARCH FIRST

### 1. Find the meeting minutes from the last relevant board meeting.

*bocc.elpasoco.com → find the board → find the most recent minutes*

### 2. Find the organization you are writing about.

*Find verified local organizations at bocc.elpasoco.com meeting minutes.*

*TESSA: tessacs.org*

*Labor of Love: laborchild.org*

### 3. Find the gap — what they requested vs. what they received.

*This is in the meeting minutes or the organization's annual report.*

*The letter that includes real numbers gets read. The letter that says 'I am concerned' gets filed.*

*For someone writing to a board for the first time*

[Date]

Dear [Board Member's Name] / Community Development Advisory Committee,

My name is [your name] and I am a student at [your school] in Colorado Springs. I am writing because I have been learning about how local government funding decisions are made, and I wanted to share something I found.

In my research I came across [organization name] — an organization that provides [brief description of their work] in El Paso County. I noticed that in the last funding cycle, there was a gap between what they requested and what they received.

I am asking this committee to consider closing that gap in the next funding cycle. I will be paying attention to what is decided.

Thank you for your time.

*Respectfully,*

*[Your name]*

*[Your address, Colorado Springs]*

*[Your email]*

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*For someone who has done the research — specific numbers included*

[Date]

**Dear [Board Member's Name], Community Development Advisory Committee El Paso County, Colorado**

My name is [your name]. I am [age] years old and I live in Colorado Springs. I am writing to you about the funding allocation for [organization name] in the upcoming budget cycle.

I looked up the minutes from the last Community Development Advisory Committee meeting. [Organization] requested \$[amount] and received \$[amount], leaving a gap of \$[gap amount]. According to their current program data, their [waitlist / caseload / service capacity] has [grown / declined] since that decision was made.

I am asking this committee to allocate \$[specific amount] to [organization name] in the next CDBG funding cycle. This organization provides [brief description] to residents of El Paso County who have few other options.

I understand that funding decisions involve tradeoffs I may not fully see from the outside. I am not asking for this without acknowledging that. I am simply asking you to weigh this specific gap when you deliberate.

I will attend the next public meeting and I will follow up on this request.

Thank you for your public service.

*Respectfully,*

*[Your name]*

*[Address, Colorado Springs]*

*[Email] · [Phone — optional]*

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*For someone who has attended meetings and tracked decisions over time*

[Date]

Dear [Board Member's Name], Community Development Advisory Committee El Paso County, Colorado

My name is [your name]. I am a resident of El Paso County and a student at [your school]. I have attended [number] consecutive meetings of this committee since [month, year], and I am writing to follow up on a specific funding question I raised in my previous written comment dated [date of previous comment].

At that time I asked this committee to consider increasing the CDBG allocation to [organization name] from \$[previous amount] to \$[requested amount], a difference of \$[gap]. I noted that their service capacity had been constrained by the existing allocation and that demand for their services had increased.

Since my last letter, I have continued to track this issue. I spoke directly with [contact name or 'a program coordinator'] at [organization name] on [date]. They confirmed that [specific current situation — waitlist numbers, capacity, etc.]. I have also reviewed the I-25 corridor trafficking data reported in [source], which indicates [relevant finding].

I am asking this committee, again, to allocate \$[specific amount] to [organization name] in the upcoming cycle. I am attaching a one-page summary of the data I have compiled since my last letter.

I will be at the [date] meeting. I am not asking for a response before then, though I welcome one. I simply want you to know that this request has continuity behind it — that someone is watching the gap between what was requested and what was approved, and will continue to do so.

Thank you for your continued service to this county.

*Respectfully,*

*[Your name]*

*[Address, Colorado Springs]*

*[Email] · [Phone]*

*Enclosure: One-page funding gap summary (attached)*

**WHAT MAKES EACH VERSION WORK****Version 1 — I showed up.**

You exist in the public record. A board member saw your name.  
That matters more than you think.

**Version 2 — I did the homework.**

You named a specific organization, a specific gap, a specific dollar amount.  
This is the letter that gets passed around the table.

**Version 3 — I am still here.**

You referenced your previous letter. You tracked what happened.  
You attached a document. You announced you are coming back.  
This is the letter that changes things.

*The difference between Version 1 and Version 3 is time and endurance — not talent.  
Anyone can write Version 3. It just requires showing up more than once.*