

COMMUNITY BOARD BUDGET REQUEST WALK-THROUGH

Community District Needs FY2025



In today's meeting we'll discuss both budget request best practices, as well as our recommendations for updating your FY24 submission

Community Board Budget Requests (CBBRs)

A direct request for an agency to include a **specific Capital or Expense line item** in their upcoming preliminary budget

Known Issues

- Some budget requests cannot be approved through CD Needs because they **rely on other funding streams or schedules**
 - Parks capital requests
 - HPD capital requests
- **Overly-broad requests** make it harder to answer, 'can we fund *this request* in our next FY budget?'

How We Can Help

- Discuss specific CBBRs with agency representatives at **monthly District Service Cabinet meetings**
- **DCP Planning Support can assist** in facilitating additional agency consultations outside of this process, if needed
- Submitting requests that are *more difficult to fund*, or *serve as policy advocacy* can **still be a useful tool**, but should be additionally routed to alternate funding mechanisms

Effective budget requests should communicate a direct request with clear rationale and relevant details to aid in agency review.

Best Practices for Community Board Budget Requests

- 1** ***Direct** – Budget requests should ideally begin with a direct stating of the request for maximum clarity.*
- 2** ***Rationale** – Clearly connecting the request to district needs or existing programs can provide valuable context*
- 3** ***Details** – Site-specific projects should include the site name and/or address in the relevant field, not just in the explanation*
- 4** ***Refreshed** – While resubmitting requests is not uncommon, budget requests should be refreshed from prior submissions to adapt to previous agency responses*

Our notes and recommendations, which we'll be discussing today fall into five primary categories

Recommend Removing

- Request can/should be removed because it has either been funded or can not/will not be funded

Recommend Amending

- Request should be amended and resubmitted in the next FY

Agency Question

- DCP will add to our materials for follow up with the relevant agency to inquire further

Policy Priority

- Request is non-specific and/or resembles a policy priority, should either be moved to the Need Category narrative or removed

Open Question

- Request prompts an open question, most often for board follow up with agency or borough commissioner