



Community District Needs and Budget Requests

Tips to Strengthen Submissions

Clear, concise and current *Statements of Community District Needs and Budget Requests* support more effective understanding of community perspectives and desired outcomes by City government decision makers, stakeholders and the public

NYC
PLANNING

Part 1: Needs Statements

- District Overview
- Top 3 Pressing Issues
- Policy Areas

Can the narrative be understood independently?

Checklist:

- ❑ Avoid using abbreviations or acronyms and spell out or define references to specific programs, neighborhoods, and projects within each statement
- ❑ Locations (if applicable) should be clearly defined and stated within each statement. If there is no specific location, “borough-wide” should be indicated in the text

Note: Keep in mind that the reader will not necessarily be able to infer references from text provided elsewhere in the submission.

Example

Brooklyn 12 – Policy Area

YOUTH, EDUCATION AND CHILD WELFARE

Brooklyn Community Board 12

Most Important Issue Related to Youth, Education and Child Welfare

Youth workforce development and summer youth employment

- Adequate funding is needed for the Community based programs that are youth oriented. More funding should be applied to the Summer Youth Employment Program. Many youth, especially older teenagers, are denied employment due to lack of funding.

Part 1: Needs Statements

- District Overview
- Top 3 Pressing Issues
- Policy Areas

Does the narrative answer the question?

Checklist

- Check that responses refer to the issue or policy area indicated in each section
- Within each need statement, explain the need and/or what is lacking in the district and advocate for what is needed to address the issue. If unknown, state that there is a need to solve for addressing the issue
- Reference research and figures and be sure to use current or most recent available data. Visit [DCP's Community District Profiles](#) amongst other resources.

Note: While many issues are interrelated, it is important that text reflects the content indicated within each section of the form. This will help the reader to accurately interpret the need specified and draw accurate conclusions when submission data is analyzed in aggregate form.

Example

Manhattan 3 – Top 3 Pressing Issues

Senior services

CD 3 needs critically important investments to help older residents live healthier lives and more fulfilling lives as they age in place. In CD 3 there are 27,183 residents over the age of 65 and another 9,578 residents between the ages of 60-64. Together, they make up nearly 23% of CD 3's total population. Approximately 33% of seniors in the district live below the poverty line, 36% live alone, 46% live with a disability, 37% experience ambulatory difficulties. In addition to the challenges this presents, 59% of the seniors in CD 3 are foreign born, with many speaking a language other than English at home. This requires culturally and linguistically appropriate health and social services for a large senior population and a continuum of care that covers diverse cultural, health and wellness needs.

Part 1: Needs Statements

- District Overview
- Top 3 Pressing Issues
- Policy Areas

Is the
narrative
statement
ready to be
published?

Checklist

- Use complete sentence structure and appropriate capitalization to ensure clarity of understanding
- Edit your submissions for grammar and punctuation before submitting

Note: Keep in mind that submissions are publicly accessible and frequently used by stakeholders and the public to learn about the district. While submissions entered in the form fields are formatted into a report, text will not be edited and will appear in the report as submitted.

Example

Bronx 4 – Top 3 Pressing Issues

Needs for Youth and Child Welfare

Nearly thirty percent of Community District Four's residents are under the age of 18, and many of these residents are immigrants or children of immigrants who live below the poverty threshold. With an Area Median Income of \$32,120, the City must make every effort to support Community District Four's low-income families in every way possible, via a wide variety of services and programs relating to children and child welfare.

Part 2: Budget Requests

- Correct Agency
- Explanation
- Location Information
- External Stakeholders

Do the budget request narratives specify the correct agency?

Checklist

- Confirm budget requests are submitted to the agency responsible for the service or project referenced
- Avoid submitting requests submitted to “Other” agencies, to the extent possible

Note: If you are not sure which agency is responsible for the service or project you are requesting funding for, you can call OMB to confirm which agency should receive the request.

Example

Queens 5 – Budget Requests

Priority	Agency	Request	Explanation
12/25	QL	Extend library hours or expand and enhance library programs	<i>Provide Six-Day-a-Week Service at Local Libraries. Increased educational demands on students, the fact that many families cannot afford the internet or up-to-date computers and increasing immigrant populations necessitate that the great majority of local/branch libraries be open 6-days a week. Having Libraries open on Saturdays is especially important to all our residents!</i>

Part 2: Budget Requests

- Correct Agency
- Explanation
- Location Information
- External Stakeholders

Does the explanation clearly identify the need and provide rationale?

Checklist

- Explicitly states needs and how the request would address the need
- Data or relevant agency information to support the request
- Clear definition of any projects or programs referenced, including current funding and service delivery conditions

Note: Budget request submissions should include an explanation detailing specific information regarding the need and background that supports a case for funding, similar to a proposal.

Example

Manhattan 7 – Budget Requests

Priority	Agency	Request	Explanation
26/34	DYCD	Provide, expand, or enhance the out-of-school youth program for job training and employment services	<ul style="list-style-type: none">• 11% of youth aged 16 to 24 in Community District 7 are considered “disconnected,” meaning that they are not in school or working. To support the mental health and comprehensive needs of youth graduating and transitioning from high school to college or work, funding for a pilot program modeled after DoE/ACS programs (e.g., those designed for youth transitioning out of foster care). (DoE and ACS)

Part 2: Budget Requests

- Correct Agency
- Explanation
- Location Information
- External Stakeholders

Is location information provided for site specific requests?

Checklist

- ❑ Specific location information should be included in the “Location Information” section of a request, when applicable. This includes a single address, site or street segment (including cross street references).
- ❑ Locations should be referenced in the explanation. If there is no specific location (i.e., “district-wide”), reference this in the explanation and select “None” for the Site Address.

Note: When requests are made for a specific location, it is helpful to include the details of the exact location, in order to alleviate confusion and to provide an opportunity to map or visualize the budget requests.

Example

Staten Island 2 – Budget Requests

Priority	Agency	Request	Explanation	
4/19	FDNY	Provide new facilities such as a firehouse or EMS station	<i>We request that NYC designate space for a FDNY satellite training facility to support ongoing training for EMTs and paramedics. NYC recently acquired a 7 acre property (former St. John Villa Academy) in Staten Island earmarked for the Department of Education. In addition to being used as a training facility it would serve the Staten Island community as classroom space for community residents to take the Free FDNY CPR training courses.</i>	57 Cleveland Place, Staten Island, New York, NY

Part 2: Budget Requests

- Correct Agency
- Explanation
- Location Information
- External Stakeholders

Are external stakeholders identified?

Checklist

- Specific stakeholders in support of the referenced project are identified
- An MOU or letter of support should be included and attached in the Attachments section of the report

Example

Animal and pest control requests including reducing rat and mosquito populations

Priority:

Full agency name:


BR Type:

Need:

Explanation:

Tracking Code:

Previous year's tracking code:

Site or Address 

None Site Street Segment

Facility or Park Name:

Address:

Supporter 1 Name:

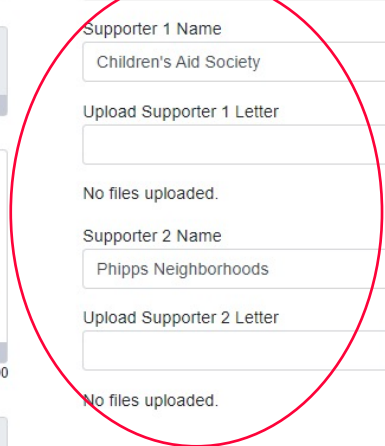
Upload Supporter 1 Letter:

No files uploaded.

Supporter 2 Name:

Upload Supporter 2 Letter:

No files uploaded.



Support

Need our help?

Due to the COVID-19 pandemic, DCP and OMB teams are still fully available during normal work hours, but are working from the office on limited and staggered schedules. We are available to assist you with submission support via email, phone, and virtual meetings. When leaving voicemail messages, please clearly provide your name, borough and district number, and a call-back number so we can return your call. **For more immediate needs, please email DCP via CDNeeds_DL@planning.nyc.gov.**

For support related to the CD Priorities submission form, submission process and other related needs, please contact DCP's Planning Coordination team:

- **Chris Polack** at CPolack@planning.nyc.gov or (212) 720-3414, or
- **Tenisha Morales** at TMorales@planning.nyc.gov or (212) 720-3375

For support related to your **CB Budget Requests and Borough Budget Consultations**, please contact:

- **Lester Siegal** at SiegalL@omb.nyc.gov or (212) 788-5943, or
- **Tania Uddin** at UddinT@omb.nyc.gov or (212) 788-5931