

COMMUNITY BUDGET REQUEST (CBR) PROCESS | FREQUENTLY ASKED QUESTIONS

Updated July 1, 2022

What is the Community Budget Request (CBR) process?

The Community Budget Request process is intended for community councils to provide suggestions on funding projects that are paramount to the preservation and/or revitalization of each neighborhood. The communities' projects are reviewed by appropriate City departments during their budget preparation. Potential funding options for the projects are considered and recommendations will be made to City Council in the proposed FY 2024-2025 budget.

Who can submit CBRs?

The forms must be completed and submitted by a community council. It is highly encouraged that neighborhood stakeholders are involved with helping to decide which budget requests are submitted. The City would like each community council to approve its requests before submission and submit a letter on a community council letterhead stating the community council voted in support of the proposed requests to Maria Dienger, City Planner, at Maria.Dienger@cincinnati-oh.gov.

Can I submit a CBR if I do not represent a community council?

Only community councils are permitted to submit CBRs. However, anyone in Cincinnati may submit an idea for a project through the Neighborhood Project Suggestion form on the City of Cincinnati website here: <https://www.cincinnati-oh.gov/planning/neighborhood-project-suggestions/>. These projects will not be reviewed in the official CBR process. Instead, the Neighborhood Project Suggestions form allows other ideas to be submitted and tracked by the City.

How many CBRs can a community council submit?

Each community council may submit up to three (3) CBR forms. Fewer may be submitted at the discretion of the Community Council.

What is the deadline date for submission of the CBRs?

The CBR forms must be submitted NO LATER than 4:00 PM on Friday, September 30, 2022.

How do I submit a CBR?

The web address will be provided before the kick-off meeting on Wednesday, July 27th, 2022. Before submitting your CBRs, please plan to e-mail your community council's approval letter to Maria Dienger, City Planner, at Maria.Dienger@cincinnati-oh.gov. You may also email any supplemental documents to Maria Dienger.

What are some examples of eligible CBRs?

- Community gateway features and wayfinding signage
- Traffic studies, street calming, and/or pedestrian infrastructure improvements, such as speed wagon usage, streetlight improvements, and sidewalks
- Stormwater drainage improvements

- Park/recreation facility improvements, such as parking lot repaving and installation of water fountains, landscaping, and playground equipment
- Neighborhood studies and plans

You can see a complete list of submitted and approved CBRs in the City’s Approved Biennial Capital Budget. [Here is a direct link](#) to the approved biennial capital budget for FY 2022-2023. The CBRs are included as an appendix and start on page 301.

What can improve the likelihood of a CBR being recommended for funding and implementation?

Start brainstorming ideas early. It is highly encouraged that the community council reach out to the appropriate departmental contact to discuss each project in advance of submitting a CBR by Wednesday, August 31st, 2022. All community councils received a contact sheet for the City departments.

What are some examples of ineligible CBRs?

No requests will be recommended for funding that involve the use of public funds to enhance or improve private property. Please contact the appropriate City Department representative in advance of submitting your request to determine eligibility.

The CBR submission form asks me to provide information on the CBR’s consistency with Plan Cincinnati. What is Plan Cincinnati and where can I find a copy?

Plan Cincinnati is the City of Cincinnati’s comprehensive plan. It is the official document that guides future planning and development within the city. It is designed to represent the voice of the people of Cincinnati and guide the future of the city. The plan includes goals and strategies within five Initiative Areas: Compete, Connect, Live, Sustain, and Collaborate. A copy of the plan can be found here: <https://www.cincinnati-oh.gov/planning/plan-cincinnati/>

What is the timeline of the CBR process?

- August – September 30, 2022: City departments provide assistance and guidance to community councils. Community councils engage stakeholders to prepare CBRs.
 - ***NEW* DEADLINE:** Wednesday, August 31, 2022: Community councils must initiate contact with City Project Managers.
- September 2022: Community Councils meet to formalize their CBRs.
 - **DEADLINE –** Friday, September 30, 2022 at 4:00 pm: Community councils must submit CBR request forms through the online portal.
- October – December 2022: City Departments review CBRs and prepare funding requests to the Office of Budget & Evaluation.
- January – April 2023: Office of Budget & Evaluation reviews departmental budget requests and works with the City Manager to prepare a Recommendation to the Mayor/City Council.
- Early May 2023: Formal disposition report is released online within the City Manager’s Recommended Capital Budget.
- June 2023: City Council Approves FY 2024-2025 Capital Budget

Will I need to meet with my community council during the summer?

We highly recommend scheduling a meeting with your community council in August to brainstorm possible proposal ideas. Another meeting in September would be helpful to vote on the requests that your council will submit.

When will we know if our CBRs were recommended or not recommended for funding?

The City Manager will provide a recommendation on each CBR received in the proposed FY 2024-2025 budget which will be communicated to City Council in May 2023. Ultimate approval is made by the City Council.

How much specificity is needed on the CBR submission (especially regarding project costs)? What is the average cost of CBR projects?

Projects cost vary depending on scope of work. It is important to reach out to the department contacts in advance of your submission because they can help provide ballpark estimates of project costs and considerations for your submission. Estimated cost is asked on the CBR submission form, but it is not required. It is important to prepare a detailed description of the project and why it is important to the neighborhood. There is no need to submit detailed drawings or plans.

Is there a specific budget for CBRs?

There is not a specific budget set aside for CBRs. Instead, the CBR process allows neighborhoods to submit project ideas for inclusion in the City's capital budget.

Can two or more neighborhoods submit a joint-neighborhood project as a CBR?

Absolutely! If two or more neighborhoods have a project idea that crosses through multiple neighborhood boundaries, they may submit it as a CBR. It is recommended that each community council involved submits the project as one of their CBRs and submits a letter to Maria Dienger, City Planner, showing community council support. For example, if Spring Grove Village and Winton Hills had a joint-neighborhood project, both the Spring Grove Village and Winton Hills community councils would submit the project idea as one of their three submissions.

**If you have any further questions, please contact Maria Dienger, City Planner,
at Maria.Dienger@cincinnati-oh.gov or 513-352-4840.**