

Community Budget Request (CBR) Process: Frequently Asked Questions

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 2020-2021 budget.

Why did the name change from Community Priority Requests to Community Budget Requests?

Staff of the Department of City Planning as well as the Office of Budget and Evaluation convened to discuss how to help improve the process for communities to request funding. It was suggested during these discussions in 2016 to change the name from Community Priority Requests (CPR) to Community Budget Requests (CBR) in order to simplify things in the Office of Budget and Evaluation as there are already multiple acronyms of "CPR"— thus CBR was chosen as the new name for the process.

What are some of the other improvements made to the CBR process?

In order to help improve the CBR process, the City has put the CBR form online for ease of use by Community Councils and for City Departments. With the form being online, the information is easier to view by City staff and in turn, the final disposition reports will be put online for public viewing. In addition to the limit of 3 projects per community, there is also an option online (called Neighborhood Project Suggestions) for anyone from a neighborhood to submit ideas for projects. These projects will not be reviewed in the official CBR process, but rather allows other ideas to be submitted and tracked by the City.

Who can submit the CBR forms?

The forms must be completed and submitted from a Community Council. It is highly encouraged that neighborhood stakeholders are involved with helping to decide the budget requests. The City would like each Community Council to approve its requests before submission and attach a letter on a Community Council letterhead stating the Community Council voted in support of the proposed requests.

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 28th, 2018.

The form is online on the City Planning website:

https://www.cincinnati-oh.gov/noncms/planning/cbr/dsp_login.cfm

It is encouraged to submit the form online – however, forms can also be submitted either via e-mail, mail, or in person to Ann Marie Kerby, AICP, Senior City Planner, Department of City Planning, Two Centennial Plaza, Suite 720, Cincinnati, OH 45202. Phone: 513-352-4886 Email: annmarie.kerby@cincinnati-oh.gov

How do I submit my forms online?

The form is online on the City Planning website:

https://www.cincinnati-oh.gov/noncms/planning/cbr/dsp_login.cfm

Once you reach the main page, it will require you to log in. Select your neighborhood and then your password to enter the form will be: yourneighborhood2018 (i.e. avondale2018, clifton2018, etc.). The password is all in lowercase letters. Before submitting any CBR's, please e-mail Annmarie.kerby@cincinnati-oh.gov your Community Council's approval letter for the project submission(s). If you have any attachments of supplemental information to provide for your submissions, please also e-mail that to Ann Marie Kerby.

What are some examples of eligible CBRs?

- The Police Department has approved projects that have a strong impact on improving neighborhood safety and preventing crime.
- City Planning has approved projects to focus neighborhoods' planning efforts.
- DOTE has approved projects varying from wayfinding to lighting to road improvements.
- Parks has approved projects to complete trail connections.

A departmental contact list for CBRs will be supplied to each Community Council so that they may contact specific City Department(s) with questions about their CBRs.

What are some examples of ineligible CBRs?

No requests will be accepted for the use of public funds to enhance or improve private property.

Additionally, many projects are already in the pipe line to be funded in the future, so please contact the appropriate City Department representative for questions. Also, if a Community Council is unsure about the eligibility of the request, please contact Ann Marie Kerby or the appropriate City Department representative directly with specific questions.

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

A Final Report will be available for viewing in May 2019.

Where can I submit my own ideas for projects for my neighborhood that aren't part of the official CBR process?

The formal process for submitting projects is delegated to Community Councils, however, an online form is available to fill out in order to continue to broaden the City's outreach regarding the Cincinnati Budget so that anyone can submit project suggestions for their neighborhood. These will not be reviewed through the formal Community Budget Request process, but your ideas will provide the City with important feedback about what your neighborhood needs are. Please feel free to share this link with your community:

<http://www.cincinnati-oh.gov/planning/neighborhood-project-suggestions/>