



THE CITY OF NEW YORK  
MANHATTAN COMMUNITY BOARD 3  
59 East 4th Street - New York, NY 10003  
Phone (212) 533-5300  
[www.cb3manhattan.org](http://www.cb3manhattan.org) – [mn03@cb.nyc.gov](mailto:mn03@cb.nyc.gov)

Alysha Lewis-Coleman, Board Chair

Susan Stetzer, District Manager

**What is a District Needs Statement? (a brief summary)**

Community boards start their participation in the budget process in May. At this time the Mayor and City Council will be finalizing the budget for the coming fiscal year—which starts July 1. The CBs start working on the budget for the following year—starting a year from July 1. This will be fiscal year 2022 budget (for the fiscal year starting in July 2021)

The first step is the District Needs Statement. This document describes our community (geographic, demographic, socioeconomic, etc., conditions that give rise to needs—example may be number of seniors living in poverty) and assesses its needs with a focus on unmet needs or problems. It can recommend projects or activities to meet needs that may be short term solutions or long term strategies. Or, the CB might not have recommendations to resolve the problems. Not every problem can be solved by funding a project. Strategies to meet needs can be suggestions for programming or capital projects or similar.

The district needs statement is NOT a policy document. It is an assessment of the needs of our specific district and all information should be documented.

An overall view of the CB is already given in the intro to the DNS—but committees should give an overview to the areas in their jurisdiction, such as senior issues, education, youth needs. You can invite community nonprofit providers to help inform the committee about what is needed and yet lacking for providers to implement their missions.

Additionally, the DNS serves as the story of our District and is used by many. Examples are hospitals creating their community needs assessment, grant makers or others awarding funding for projects, nonprofits looking for areas of focus, etc.

The CB votes on the DNS in July. Each committee updates and votes on its section at their respective meetings before the July full board meeting. The full board votes on the whole document at its July meeting. The CB submits the DNS to City Planning in October. Finalizing it in July allows the CB to work on the next step, budget priorities, which also must be submitted in October.

The next step after the DNS for the CB is to vote on budget priorities in October. There will be an opportunity for the committees to create questions about programs, projects that may need funding and the committee chairs with office will be meeting with agencies to discuss these issues and agency needs.

You can find budget requests from last year under District Profile on website.

[FY 2021 Capital Priorities](#)

[FY 2022 Expense Priorities](#)

Last year's district needs statement is also on the website. It can be copied and pasted into a word document to make edits.

[FY 2021 District Needs Statement](#)

Each committee can vote on expense or capital priorities. These will be informed by the needs discussed in the DNS—but not every need can be addressed by funding an expense or capital budget request.