

The Letter of Comment is required **within 30 days** of the release of the Preliminary Budget. Therefore, please meet these requirements no later than **Monday, March 5<sup>th</sup>**. Obviously the Public Hearing, if held, would have to be prior to the submission of your Letter.

**LETTERS OF COMMENT:**

*(City Charter § 238.) Community board review of preliminary budget. Not later than the fifteenth day of February, each community board shall submit to the mayor, the council, director of management and budget, the appropriate borough president and each member of the borough board of the borough in which the community board is located, a statement containing the community board's assessment of the responsiveness of the preliminary budget to its statement of budget priorities submitted pursuant to section two hundred thirty and any other comments or recommendations which it wishes to make in regard to the preliminary budget.*

The Statements on the Preliminary Budget, also called Letters of Comment, are Charter required for the budget process. They reflect the board's reaction to the responses received mostly from the agencies in your FY 2019 Register of capital and expense priorities. The Statements should also reflect the public's testimony at the board's public hearings held in the winter.

Your Statements have not only helped your BP's and councilmembers decide in June on local funding, they also provide OMB's analysts, who review your Statement on behalf of the Mayor for the upcoming Executive Budget, an excellent window into the neighborhoods that the proposed items will improve.

Here are some brief notes:

**PLEASE DIVIDE YOUR LETTER BY AGENCY.** While your complete Statements are sent to the Mayor, local and borough officials as well as the Borough Board, OMB's analysts, as part of the Office of the Mayor, review the part of the Statement that is pertinent to the agency they cover. Therefore, when received, we "cut and paste" the Statement into its agency components and forward them for preparations for the Executive Budget.

**PLEASE SUBMIT A COPY OF YOUR LETTER TO US AS A WORD DOC.** Since we do "cut and paste" by agency, please submit your Statements as a Word Document, not a PDF.

It's important that the letter clearly reflects the major issues your board faces. The lengths of the letters vary but we put importance on the context of your reactions.

See the attached information for a more in-depth analysis and guide to writing the Statements.

**PUBLIC HEARINGS:**

Since many boards piggy-back these hearings on their *regular monthly meetings or committee meetings*, it's important to schedule them in advance and on time. If you have not already done so, please check your calendars now and place the hearing notices in the *City Record* by emailing [CalendarOffice@planning.nyc.gov](mailto:CalendarOffice@planning.nyc.gov). When submitting a public hearing notice, please complete the attached form.

Remember, the City Record needs lead time to put in your ads so the earlier a date is set, the better. You may also wish to place the notice in local newspapers, your mailing list letters and of course on-line if you have a web site or newsletter.