



COMMUNITY BUDGET REQUESTS GUIDE

Dear Member,

The City of Cincinnati has opened the floor for another round of Community Budget Requests (CBR) and is asking councils from the city to submit requests by September 28th, 2026. This is our chance to help make improvements in the Over-the-Rhine community.

Ahead of the August 24th membership meeting, we are taking this opportunity to have a brainstorming session by compiling a list of members' ideas on what we can request from City Project Managers. These ideas need to be completed and filed with the Board of Trustees no later than August 20th. During the August 24th meeting, the membership will vote on the ideas they would like to see go before the Project Managers. Since the Project Managers will accept up to three (3) ideas, the three (3) ideas receiving the most votes from the membership will be submitted at the September 28th deadline.

This is YOUR opportunity to submit ideas.

THE TIMELINE

The submission process will follow this timeline:

Dates	Tasks and Deadlines
July 23 rd	CBR Kick-off Meeting. See presentation to help understand the process here: PowerPoint Presentation
August 20 th	INPUT FROM MEMBERSHIP DEADLINE: Request ideas MUST be completed and filed with the Board of Trustees no later than August 20 th . A list of all members' ideas will be compiled and voted on at the August 24 th Membership Meeting.
August 24 th	MONTHLY MEMBERSHIP MEETING: The membership will vote on a list of its own ideas (See copy of the sample list on page 4). The top 3 ideas will be selected as the ideas sent for discussion to City Project Managers
August 28 th	DEADLINE: Council initiates contact with City Project Managers and discussions on ideas begin.
September 28 th	FINAL DEADLINE: Council submits CBR request form through the online portal by 4:00pm .
May 2027	City Manager's Recommended Budget is released containing funding recommendations pertaining to CBRs.



THE SUBMISSION FORMAT AND CRITERIA

The criteria for CBR is as follows:

Neighborhood	Select your neighborhood (Over-the-Rhine)
Department	Select from: Budget and Evaluation Buildings and Inspections City Planning and Engagement Enterprise Technology Solutions Environment and Sustainability Fire Health Metropolitan Sewer District Opportunity and Resident Services Parking Parks Police Public Services Recreation Stormwater Management Strategic Growth Transportation and Engineering Water Works
Project Name	Give your budget request a project name
Project Description, as submitted:	Describe and explain your project idea in detail, why this project is necessary, and the goal of the project

Also, please see a sample of a CBR on the next page to help gain a full understanding of what you are writing.

Please review additional information here: [Invest in Neighborhoods Community Budget Request \(CBR\) - Invest in Neighborhoods](#). Once you understand the timeline and the submission process and criteria, you will be able to begin your Community Budget Request (CBR) idea.

A SAMPLE OF A COMMUNITY BUDGET REQUEST

Capital Improvement Program

Community Council Capital Budget Requests (Appendix)



Neighborhood:	CUF
Department:	Transportation & Engineering
Project Name:	Project 2: Warner Street Steps
Planned for Funding:	No
Funding Source:	
Project Number(s):	
Project Description, as submitted:	Project 2 Project Description: Reconstruct the Warner Street Steps, between Fairview Park Drive and Fairview Avenue. Project Justification: Currently the upper section of the Warner Street Steps above Fairview Park Drive is closed, and mostly either removed or in poor (semi-demolished) condition. The closure of these steps has prevented pedestrian access to, and through, Fairview Park for residents living on top of the hill and at the bottom of the hill (West McMicken Street). Additionally, the upper section of the Steps has been used as a dump, for mostly yard waste. The CUF Neighborhood includes many residents who live on McMicken Avenue who work or study at the University of Cincinnati. It is a possible and fairly direct walk up West McMillan, but it is certainly not a pleasant walk, as McMillan is a major arterial street. While the Warner Street Steps have been rebuilt from McMicken to Fairview park Drive, the extended trip, via West McMillan or Ravine Streets, to UC or the Clifton Heights Business District is much more circuitous. Alternately, CUF residents living in the Fairview section of the Neighborhood, many live within several hundred feet of the Park's edge, must walk down Warner to Ravine Street to access (and in reverse egress) the Park. To do loop circuit walks through the Park involves a crossing (one way or the other) of West McMillan Street at Fairview park Drive (See our CBR 2022-2023 Project 1 application). As amenities are being stripped from Fairview Park (in the last few years we have lost our swimming pool and baseball fields) most of what's left, at least for adults, is the ability to take a nice walk through the Park. However, due to the inconvenience, distance and (in the case of the W. McMillan crossing) danger of pedestrian connections, Fairview Park is woefully under-utilized by the residents of CUF. Most of the Park users are arriving in vehicles (against all of the CUF Neighborhood's plan goals), and many of them are attending open-air drug markets, free from the scrutiny of the many potential "eyes on the street" that are NOT encouraged by the City's infrastructure to visit the Park. Map is attached.
Department Comments:	The stairway between McMicken Avenue and Warner Street were originally constructed in 1915 and were structurally supported stairs. The section of stairway between McMicken Avenue and Fairview Drive was reconstructed on grade in 1994. The section of stairway between Fairview Drive and Warner Street has been closed since at least 1994. Due to the steepness of the hillside the section of stairway between Fairview Park Drive and Warner Street will need to be constructed as a structural stairway. The



**COMMUNITY BUDGET REQUEST (CBR) LIST
COMPILED BY OTR MEMBERSHIP FOR FINAL VOTE**

#	CBR Item	Yes Vote	Total Votes
1			
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Questions about this process can be submitted to presidentotrcc@gmail.com or d.kelleyBOT@gmail.com