

# **NYC DCP Glossary of Key Terminology**

**Capital and Expense  
District Needs  
Statement**

# Overview

Queens Community Board 1 covers all of Astoria, parts of Long Island City, and Woodside, Queens. Our boundaries are: North – East River, Bowery Bay, East – 81st Street, Brooklyn-Queens Expressway, South – Queens Plaza No., Northern Boulevard, LIRR Tracks and West – East River.

<https://communityprofiles.planning.nyc.gov/queens/1?section=built-environment#built-environment>

## CONTACT

Queens Community Board 1  
45-02 Ditmars Boulevard  
LL Suite 1025  
Astoria, NY 11105

Phone: 718-626-1021  
Fax: 718-626-1072  
Email: [qn01@cb.nyc.gov](mailto:qn01@cb.nyc.gov)

Chair: Evie Hantzopoulos  
District Manager: Florence Koulouris

# Community District Needs Glossary of Key Terminology

NYC Department of City Planning

---

This Community District Needs Glossary of Key Terminology has been compiled by the Planning Support division of the New York City Department of City Planning. The purpose of this document is to act as an informational resource to explain acronyms and additional jargon that may appear in annual Community District Needs Statements, Community Board Budget Requests, or related materials. Questions related to this document, or the Community District Needs process at large, can be directed to our team at the following email address:

[Qn01@cb.nyc.gov](mailto:Qn01@cb.nyc.gov)

## Notes on Formatting:

- Terms written in *italics* are terms defined elsewhere in the document.
- Asterisks or other notations are resolved in the end notes at the bottom of the document.
- Both italicized words and asterisks are linked (CTRL + *click*) to its defined word or applicable reference.

**ACS** – Administration for Children’s Services

**Adopted Budget** – The City’s final, official budget, released by June 5<sup>th</sup> every year, following approval by the City Council. Dictates municipal funding allocations for the following *Fiscal Year*.

**BPL** – Brooklyn Public Library

**Capital (Project)** – A project funding items such as physical infrastructure or vehicle/fleet acquisitions used in support of government operations. When funded through the City, capital projects must cost at least \$50,000 and meet other standards set by the New York City Comptroller's office.

**Capital (Request Type)** – One of the two primary types of [Community Board Budget Requests \(CBBRs\)](#), requesting that an agency fund or initiate a particular capital project or purchase.

**CECM** – Mayor’s Office of Citywide Event Coordination and Management

**Community Board** – A local representative body responsible for assessing and advocating for community concerns within their [Community District](#). Community Boards also play a role in the City’s land use review procedure, reviewing and issuing recommendations on development projects within their districts as a function of the Uniform Land Use Review Procedure (ULURP). Community boards are comprised of volunteer members who deliberate and vote on matters before the board and its several subsidiary committees. Community Board sub-committees align with issue areas that broadly resemble the [Policy Areas](#) within the [Community District Needs](#) process.

**Community Board Budget Request (CBBR)** – A direct request from a [Community Board](#) to a City agency to ask that a particular [Capital](#) or [Expense](#) item be considered for funding in the subsequent [Fiscal Year](#) budget; also referred to as budget priorities.

**Community District** – A geographic area, often a collection of neighborhoods, represented by a single [Community Board](#). New York City is comprised of 59 Community Districts, with the number of districts varying across boroughs.

**Community District Needs** – The name applied to the combined, annual process through which [Community Boards](#) submit both their [Community District Needs Statement](#) and [Community Board Budget Requests](#) to the City. Both portions of this process are independently mandated by the New York City Charter.

**Community District Needs Statement (CDNS)** – A document compiled annually by each [Community Board](#) to describe the needs, concerns, and priorities of the board and its district. Each CDNS will explain, in a narrative format, a [District Overview](#), the district's [Top 3 Pressing Issues](#), the district's [Most Important Issue](#) in each of seven [Policy Areas](#), as well as selective explanations of more specific, subsidiary [Needs Groups](#).

**Continued Support** – A classification of [Capital](#) requests where the agency has previously funded the request in-part, and the Community Board intends to resubmit the request for continued agency funding and support, rather than as a new item.

**Core Infrastructure, City Services, and Resiliency (Policy Area)** – This [Policy Area](#) contains [Needs Groups](#) related to Water, Sewers, and Environmental Protection, and Sanitation Services. The following agencies are grouped in this *Policy Area*: [DEP](#), [DSNY](#).

**DCAS** – Department of Citywide Administrative Services

**DCLA** – Department of Cultural Affairs

**DCP** – Department of City Planning

**DCWP** – Department of Consumer and Worker Protection

**DEP** – Department of Environmental Protection

**DFTA** – Department for the Aging

**DHS** – Department of Homeless Services

**District Overview** – The introductory section of a [Community District Needs Statement](#), which details a broad description of the [Community District](#) and serves as a preface to the remainder of the needs assessment.

**District-Wide (Request Location)** – A request that applies to an entire [Community District](#), or does not otherwise relate to a specific location, address, facility, street, intersection, or street segment.

**DOB** – Department of Buildings

**DOE** – Department of Education

**DOHMH** – Department of Health and Mental Hygiene

**DOT** – Department of Transportation

**DPR** – Department of Parks and Recreation

**DSNY** – Department of Sanitation

**DYCD** – Department of Youth and Community Development

**EDC** – Economic Development Corporation\*

**Executive Budget** – An updated proposed budget, published in April, which follows a period of hearings responding to the [Preliminary Budget](#). The Executive Budget will be amended through further hearings to produce the [Adopted Budget](#).

**Expense (Request Type)** – Requests for budget items related to agency operating costs such as staff salaries, funding allocated to agency programs, etc.

**FDNY** – New York City Fire Department

**Fiscal Year** – An accounting period of 12 months, beginning on July 1st and ending on June 30<sup>th</sup> of the following year. The City's budget cycle follows the Fiscal Year, rather than the calendar year. Since [Community Board Budget Requests](#) ask that agencies include items in their budget for the subsequent Fiscal Year, those CBBRs are submitted in the prior calendar year. For example, in the Fall of 2023, requests are submitted for the budget of Fiscal Year 2025, which will begin the following July.

**Health Care and Human Services (Policy Area)** – This [Policy Area](#) contains [Needs Groups](#) related to Healthcare and Facilities, Older New Yorkers, Homelessness, and Low-Income New Yorkers. The following agencies are grouped in this *Policy Area*: [DOHMH](#), [DHS](#), [HHC](#), [HRA](#), [DFTA](#)

**HHC** – New York City Health and Hospitals Corporation

**Housing, Economic Development, and Land Use (Policy Area)** – This [Policy Area](#) contains [Needs Groups](#) related to Housing, Economic Development, and Land Use issues. The following agencies are grouped in this *Policy Area*: [DOB](#), [DCP](#), [EDC](#), [HPD](#), [NYCHA](#), [SBS](#)

**HPD** – Department of Housing Preservation and Development

**HRA** – Human Resources Administration

**MOCJ** – Mayor’s Office of Criminal Justice

**MOME** – Mayor’s Office of Media and Entertainment

**Most Important Issue** – The primary element of each [Policy Area](#) in the [Community District Needs Statement](#); each [Community Board](#) selects their [Most Important Issue](#), specific to each respective *Policy Area*, and provides an explanation for their selection.

**Needs Groups** – Sub-groupings within each [Policy Area](#) that allow [Community Boards](#) to provide additional narrative content on more specific topics. For example, the [Health Care and Human Services Policy Area](#) contains Needs Groups for Healthcare and Facilities, Older New Yorkers, Homelessness, and Low-Income New Yorkers.

**NYCHA** – New York City Housing Authority\*

**NYCEM** – New York City Emergency Management

**NYCTA** – New York City Transit Authority\*

**NYPD** – New York City Police Department



**NYPL** – New York Public Library (responsible for branches in Manhattan, the Bronx, and Staten Island)

**OMB** – The Mayor’s Office of Management and Budget

**Parks, Cultural, and Other Community Facilities (Policy Area)** – This [Policy Area](#) contains [Needs Groups](#) related to Parks, Cultural Services, Library Services, and [Community Boards](#). The following agencies are grouped in this *Policy Area*: [BPL](#), [DCAS](#), [DCLA](#), [DPR](#), [OMB](#), [NYPL](#), [QPL](#)

**Planning Support** – A division within the Department of City Planning charged with, amongst other things, managing the collection and analysis of [Community District Needs Statements](#) and [Community Board Budget Requests](#).

**Policy Areas** – Groups of topics/issues and the agencies associated with each of them; these groups serve as major sections of the final [Community District Needs Statement](#). Each [Community Board](#) uses the Policy Areas as space to describe their district’s needs and priorities related to the topics and City agencies in each group.

**Preliminary Budget** – Released on January 16<sup>th</sup>, this is the first phase of creating a new Fiscal Year’s budget. Subsequent modifications to this budget will eventually result in the passage of the [Adopted Budget](#).

**Public Safety and Emergency Services (Policy Area)** – This [Policy Area](#) contains [Needs Groups](#) related to Public Safety and Emergency Services. The following agencies are grouped in this *Policy Area*: [FDNY](#), [NYPD](#).

**QPL** – Queens Public library

**SBS** – Small Business Services

**SCA** – School Construction Authority\*

**Site-Specific (Request Location)** – A request that relates to a specific location, address, facility, street, intersection, or street segment.

**Top 3 Pressing Issues** – one of the primary sections of the [Community District Needs Statement](#) in which the [Community Board](#) identifies the three topics of greatest concern to their [community district](#), accompanied by an explanation of each selection.

**Transportation and Mobility (Policy Area)** – This [Policy Area](#) contains [Needs Groups](#) related to Traffic and Transportation Infrastructure and Transit Services. The following agencies are grouped in this *Policy Area*: [NYCTA](#), [DOT](#).

**Type (Requests)** – [Community Board Budget Requests](#) are categorized as either [Capital](#) or [Expense](#) requests, depending on the content of the request; some *Capital* requests may also be marked for [Continued Support](#) as defined above.

**Youth, Education, and Child Welfare (Policy Area)** – This [Policy Area](#) contains [Needs Groups](#) related to Youth Education and Youth and Child Welfare. The following agencies are grouped in this *Policy Area*: [ACS](#), [DOE](#), [DYCD](#), [SCA](#).

\*Public Authorities are state entities formed to accomplish public goals, but crucially differ from agencies, primarily in having greater autonomy and legal flexibility.