

Manhattan Community Board 4

New Member Toolkit

Board Engagement Working Group

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I: Introduction to the Toolkit

- This New Member Toolkit (this Toolkit) was created as part of a Board Engagement Working Group initiative in 2025. Based on a member-wide survey, we understand that there can be information overload from all the resources provided to you by the Manhattan Borough President's Office (MBPO) and the MCB4 District Office during the onboarding process.
- The goal of this Toolkit is to serve as a quick, informal guide to help new members locate key information that MCB4 members frequently encounter and learn some friendly tips along the way. For existing members, this Toolkit can help serve as a quick reference to commonly used MCB4 resources and procedures.
- Please note that the information herein is not meant to be a comprehensive summary and there might be more up-to-date information elsewhere.
- If you need clarification or have further questions, please reach out to your MCB4 contacts (District Office Staff, Committee Co-Chairs, or Board Buddies), as appropriate.



II: MCB4 Overview

2A: Role of Community Boards

- [Community Boards](#) (CBs) are local representative bodies comprising up to 50 volunteer members appointed by the Borough President or City Council Member.
- CB members have the role of advocating for community members in their respective district.
- CB members must live, work, or have an otherwise significant interest in the community district they represent.
- CBs have an advisory role and have no binding legislative authority. However, they can provide directions to the relevant city agencies and elected officials and help inform the public through written letters and advocacy that result from monthly collaborative meetings and votes.
- All members must abide by the rules and policies under the
 - [NYC Conflicts of Interest Laws](#) (see the [COIB Community Board section](#)),
 - [Manhattan CB Code of Conduct Policy](#), and
 - [MCB4 Bylaws](#).



II: MCB4 Overview

2B: MCB4 District

- Manhattan Community District 4 (MCD4) comprises the area between 14th and 59th Streets – to the west of Eighth Avenue north of 26th Street, and to the west of Sixth Avenue south of 26th Street, commonly referred to as the Chelsea and Clinton/Hell’s Kitchen neighborhoods. See the map in [Section 5E](#) below.

2C: MCB4 Structure

BOARD LEADERSHIP

Chair

Leads Full Board and Executive Committee meetings, sets strategic direction and agenda for the board, and represents the board publicly.

First Vice Chair

Leads the Public Session at Full Board meetings, assists the Chair, stepping in to lead meetings and activities, as necessary.

Second Vice Chair

Leads the budgeting process (e.g., MCB4 input on the Statement of District Need) whereby local input is made to the city budget, and provides additional leadership support.

Secretaries

Leads documentation of Board Minutes, tracking and running Full Board votes to ensure transparency in board operations.

Committee Chairs

Prepare for and lead committee meetings on specific issues.

ADMIN

District Office

The MCB4 District Manager, Assistant District Manager, and Assistant oversee board operations and often serve as the primary point of contact between MCB4 members and the community. The current team’s contact information can be found [here](#).

II: MCB4 Overview

2D: Standing Committees



Arts, Culture, Education & Schools (ACES)

School funding, cultural programming, libraries, and educational facilities.



Business Licenses & Permits (BLP)

Licenses for liquor, sidewalk cafés, and outdoor dining, nuisance complaints, interfaces with SLA and DOT.



Chelsea Land Use (CLU)

Zoning, development, preservation, landmarks, and other land use for Chelsea.



Clinton / Hell's Kitchen Land Use (CHKLU)

Zoning, development, preservation, landmarks, and other land use for Clinton and Hell's Kitchen.



Executive Committee

Comprising all officers and committee chairs, oversees board-wide planning and coordination.



Housing, Health & Human Services (HHHS)

Housing or affordable housing matters (see [MCB4 Affordable Housing Plan](#)), community health, or social services.



Transportation Planning (TPC)

Transit improvements, traffic/sidewalk design, street closures, sidewalk permits, no-honk zones, street signage, and street fairs.



Waterfront, Parks & Environment (WPE)

Maintenance, sanitation, and improvement of parks, water fronts, and other public spaces and environmental issues.

For more information about each committee's role, current Co-Chairs and members, and meeting dates and times, visit [here](#).



Tip: All committee meetings are open to the public and can be attended by any board member.

II: MCB4 Overview

2E: Task Forces & Working Groups

“**Task Forces**” or “**Working Groups**” are created from time to time to address certain timely or topical issues and allow members from various committees to cross-collaborate surrounding the topic. Task Forces are subject to open meetings law and thus open to the public and board members; Working Groups are not. Some are longer term and recurring, while others are shorter term:

- **Budget Task Force**
- **Cannabis Task Force (CTF)**
- **Board Engagement Working Group**

See a list of [MCB4’s active committees and task forces here](#).

Note: On public safety matters, MCB4 does not have a designated committee but rely on and direct community members to the local precinct community councils. You can find your NYPD precinct [here](#).

III: Meeting Basics

3A: Board Member Expectations & Responsibilities



- Attend monthly Full Board and committee meetings in person, unless you have an extraordinary circumstance. (See the Hybrid Meeting Policy section below)
- Serve actively on at least two committees (two meetings per month).
- You may attend meetings of other committees that you’re not on, but you will not be able to vote.
- Check the MCB4 calendar & look out for updates:
 - Calendar of monthly full board meetings and committee meetings are on the MCB4 website. Pay attention to scheduling updates announced by the CB office via email or in the DM report during the Full Board Meeting.




Tip: You can download/subscribe to the MCB4 digital calendar from the MCB4 website [here](#) and sign up for the MCB4 newsletter [here](#).

III: Meeting Basics

3A: Expectations & Responsibilities (cont.)

- MCB4 meetings typically follow the following schedule:

MCB4 Monthly Calendar						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First Wednesday Full Board	First Thursday HHHS	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Second Monday ACES	Second Tuesday BLP	Second Wednesday CHKLU	Second Thursday WPE	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Third Monday CLU	<input type="checkbox"/>	Third Wednesday TPC	Third Thursday CTF	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Last Monday Executive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

- In August, we take a break, and only BLP meetings take place.

Other Meetings

- Additional meetings or hearings may be scheduled outside of the regularly scheduled meetings to cover certain subject matters (often covering a topic relevant to more than one committee) as needed.
- In between committee meetings, Co-Chairs may have meetings with relevant stakeholders in preparation for committee meetings, and committee members may be invited to participate in certain meetings or site visits.



Tip: If you're interested and available, always ask Co-Chairs for ways to get more involved and support committee work outside of meetings.

- Feel free to reach out to your Board Buddies and other MCB4 members and leaders for informal chats!

III: Meeting Basics

3B: What to Expect at a Meeting (cont.)

The meetings generally follow the below agenda/format.

Full Board Meetings

Presentation	There might be a presentation on a particular topic by an external party or MCB4 members.
Public Hearing	This is a formal public meeting where the community board receives testimony from interested parties on a specific proposal. Any hearing hosted by the Board shall be posted to the public and to all interested parties as required by law.
Public Session	The public will have an opportunity to speak on any issue, typically relevant to an agenda item but could also be updates or announcements relevant to community members. <i>Note: You may speak during the public session and should sign up in advance along with the public. Board members must disclose that they are board members and that they are speaking in their individual capacity. Board members cannot comment on or advocate for a particular agenda item during the public session.</i>
Adoption of Agenda & Minutes	The agenda for the full board meeting and minutes for the prior meeting are adopted via full board vote.
Elected Officials	Various elected officials or their staff members are provided with time to share updates on the work they're doing or any upcoming events.
District Manager & Chair Report	The District Manager and the MCB4 Chair will provide updates and make announcements relevant to MCB4 members.
Business Portion	Committee Co-Chairs will present letters or resolutions on the agenda, MCB4 members will have a chance to ask questions on the letters, make amendments, and then cast a vote on the letters. This portion is closed to the public (meaning only MCB4 members can participate in discussions and votes, though the public can observe).



Tip: It is important to review the letters in advance. It is also recommended that you send any questions or comments (especially minor edits or wording suggestions) to the relevant Co-Chairs prior to the meeting to allow them a chance to address those comments and allow for a more efficient meeting.

III: Meeting Basics

3B: What to Expect at a Meeting (cont.)

The meetings generally follow the below agenda/format.

Committee Meeting

- There might be an informational presentation by a community member or an organization.
- Committee members will have an opportunity to ask questions to the presenter.
- The committee may or may not make a motion at the end to draft a letter on the topic or ask the presenter to return to the committee for further information or updates.
- If a motion to draft a letter was made, committee members will discuss, make any amendments, and vote on the contents of the letter.
- After the meeting, typically the Co-Chairs, or sometimes a committee member, will draft the letter and send it to the committee for any comments. Committee members should review and send any comments on the letter prior to Full Board meetings.
- The Committee letter will be shared with the CB office and voted upon by the entire MCB4 at the next Full Board meeting.

Note: Sometimes a letter may be presented by the Executive Committee if the topic encompasses multiple committees, or if a letter was drafted outside of a regularly scheduled committee due to timing constraints, and/or if the MCB4 is taking a position as a whole on a topic.

Note: A letter is voted “for ratification” at the Full Board meeting, meaning it is being approved retroactively, but the letter was already sent out to the appropriate agency/recipient, typically due to a deadline occurring prior to a Full Board meeting.



III: Meeting Basics

3C: How to Participate and Add Value During Meetings

Before the Meeting

- Review the background materials shared in Dropbox prior to the meeting. These are sent by the CB office via email along with the agenda.
- If it's a topic previously discussed in MCB4, you are encouraged to familiarize yourself with prior resolutions/letters in the [MCB4 archive](#) for background knowledge.



Tip: Consider what's most important to you and the community on the particular topic or any foreseeable concerns or issues that might arise.

During the Meeting

- Attend on time and stay for the full meeting, as each meeting requires quorum to conduct business and take a vote at the end.
- Ask clarifying questions during the meeting to the Co-Chairs or presenters (especially when the issue is long standing and there is prior knowledge or use of acronyms involved).
- When voting on and discussing issues, abide by the [NYC Conflicts of Interest Laws](#) (if unsure, err on the side of caution and vote "Present Not Eligible (PNE)" or recuse yourself as appropriate).
- Especially when there are differing views, maintain civility and professionalism in discussions and remember the Code of Conduct.
- Take note of any action items and follow-up questions raised by the committee, as they will likely be used in committee letters/resolutions.

After the Meeting

- Feel free to offer to help draft a letter.
- Review draft committee letters and provide any comments to the Co-Chairs.
- If there are site visits or follow-up meetings on certain topics, volunteer to participate and bring back observations/questions to the committee.



Tip: To avoid forming a quorum (and constituting a "meeting" which is then subject to open meetings laws), members should avoid adding too many board members to an email. Instead, email the committee Co-Chairs directly, who will loop in relevant MCB4 members or office staff to carry forward any comments or action items.

III: Meeting Basics

3D: Meeting Rules & Best Practices

Robert's Rules of Order

We use Robert's Rules of Order as our parliamentary procedure and framework for running meetings.

Here are the basics you will encounter.

Motions

Any member may propose an action ("I move / motion that...").



Tip: A motion is required for a committee or the Board to take action, so once Q&As on a topic have concluded, if you would like to advance or take action on an item, you can make a motion and state clearly your recommended course of action (e.g., drafting a letter, requesting follow-up).

Seconds

Another member must second the motion before it can be discussed.

Debate

Members take turns speaking for or against the motion.

Reminder: *Respect speaking turns and do not interrupt whoever is speaking.*

Tabling

By motioning to "table" a topic, members can halt debate and postpone a discussion on the topic until the group decides to resume discussion by a majority vote. This motion requires a second and is not debatable or amendable.

Amendments

Any suggested changes to a motion must be stated clearly and voted on (separately and prior to the vote on the motion itself).

Votes

After discussion, the Chair calls for a vote. We follow majority rules (i.e., a motion will pass if it receives the vote of more than half of the members present).



See also a [Guide to Parliamentary Procedures](#) and [Parliamentary Motions Chart](#).

III: Meeting Basics

3D: Meeting Rules & Best Practices (cont.)

MCB4 Hybrid Meeting Policy & Quorum

- Meetings may be in person or hybrid in accordance with our hybrid meeting policy.
- NYS Open Meetings Law requires that an in-person quorum (more than half of the total members present) is required for a meeting to come to order and conduct business.
 - **Note:** Only in-person attendees count towards a quorum. If there are not enough members in person to form a quorum, a meeting may still proceed, but any action taken from the meeting may be presented by the Executive Committee.

Virtual Attendance v. Absences

- Per MCB4 policy and New York State Open Meetings Law, you are expected to attend meetings in person, unless you have a disability or an extraordinary circumstance (which is one of the following: illness, unplanned and/or emergency caregiving responsibilities, or other significant or unexpected factor or event which precludes the member's physical attendance).
- If you have an extraordinary circumstance, (1) inform the relevant Chairs of the meeting and the district office as soon as possible, ideally before the day of the meeting, and (2) complete the [Remote Participation Request Form](#).
- If you do not have a qualifying extraordinary circumstance, you are considered “absent.” You can still observe the meeting virtually, but you won’t be able to cast a vote. Under the current rules, work or vacations do not qualify as an extraordinary circumstance.

Best Practices & Helpful Reminders

- **Respect all views.** Listen actively and keep all verbal and non-verbal interactions civil and professional. Remember our meetings are recorded and posted publicly.
- **Be mindful of conflicts.** Follow the [NYC Conflicts of Interest Laws](#), which typically applies when there is financial interest involved, but when in doubt, vote PNE or recuse yourself, as appropriate, to be safe.
- **Clarify your capacity.**
 - **Inside Board meetings**, you are assumed to be speaking as a Board Member.
 - **In outside settings** (e.g., public hearings), clarify that you are speaking in your individual capacity, unless the MCB4 has taken an official position on an issue and you were authorized to speak on behalf of the Board.
 - **Note:** Be careful not to speak on behalf of the Board, or give the impression of doing so, without prior authorization from the MCB4 Chair or District Manager. Whenever possible, check with the Chair or District Manager on whether MCB4 has taken a formal position on an issue to avoid misrepresentation.

III: Meeting Basics

3D: Meeting Rules & Best Practices (cont.)

Social Media

- MCB4 has some social media pages, but the District Office typically communicates MCB4 matters with the public by sharing upcoming meetings or events within the community using MCB4 newsletters or website.
 - **Note:** When posting on social media, be careful not to share non-public Board business or misrepresent the Board's position, as your personal posts may reflect on the board.

Press & Public Inquiries

- If approached to comment on MCB4 matters, direct requests and inquiries to the Chair or District Manager.

3E: MCB4 Representatives for External Groups

MCB4 members may occasionally be asked to represent the board at meetings hosted by organizations in our district, such as the following:

Business Improvement Districts (BID)

- [The Lincoln Square BID](#)
- [The Times Square Alliance BID](#)
- [Hudson Yards Hell's Kitchen Alliance \(HYHK\) BID](#)
- [The 34th Street Partnership BID](#)
- [Garment District Alliance BID](#)
- [Flatiron/23rd Street Partnership BID](#)
- [Meatpacking Steering Committee BID](#)
- [Meatpacking BID Impact Area Advisory Committee \(IAAC\)](#)

Community Advisory Committees (CAC)

- [Bowery Residents Center Homeless Shelter on West 25th Street](#)
- [Lantern/Stardom Hall Supportive Housing on West 51st Street](#)
- [Care for the Homeless Women's Shelter on West 52nd Street](#)
- [Hudson River Park Advisory Council](#)
- [Solid Waste Advisory Board](#)
- [The Shed Culture and Arts Center, Board of Directors](#)



IV: Frequently Asked Questions (FAQs)



How should I gain background knowledge on an ongoing topic?



- The MCB4 office will typically share relevant background materials in the Dropbox link via email prior to each meeting.
- You can also search the [MCB4 archive](#) for any past committee letters on the topic or watch YouTube recordings of the relevant meetings. If they are available, you can ask your committee Co-Chairs or longer-term members for summaries or nuances on each topic prior to meetings.

Who should I contact with questions?



- For questions about committee matters or subject matters, contact the relevant committee Co-Chairs.
- For questions about MCB4 general matters, check with the MCB4 Chair or District Manager.
- For informal questions or unsure where to start, ask your Board Buddies or other experienced MCB4 members.

How much time should I expect to commit each month?



- We understand that everyone is a volunteer and has obligations outside of MCB4, so the answer will vary, but typically members can expect to spend around 9-10 hours a month, which includes attending monthly meetings (one Full Board and typically two committees) and for preparation or follow-up work outside of meetings.

Where can I get more training?



- Sign up for trainings from the Manhattan Borough President's Office.
- Sign up for the MCB4 Newsletter for additional training opportunities (e.g., [Land Use & Zoning 101](#) and [102](#), Budget Process 101) and to stay informed.

IV: Frequently Asked Questions (FAQs)



If I have limited time, how can I best prepare for meetings when there is a huge volume of materials?



- For committee meetings, the Co-Chairs will typically provide an overview of the topic or background at the start of the meeting, so pay attention and ask follow-up questions accordingly.
- For full board meetings, the letters/resolutions in the Dropbox typically have the main action or ask at the start or end of the document. You can scroll to the section to understand what position MCB4 is taking or you'll be voting on.

What if I have a conflict of interest?



- You must disclose your conflict to the MCB4 office (District Manager or staff) and recuse yourself from voting or discussion. When in doubt, consult the [COIB](#) or vote PNE and recuse yourself from discussions to be safe.
- Refer to the [NYC Conflicts of Interest Laws](#) (see the [Community Board section](#)), [MCB4 Conflicts of Interest Rules and Procedures](#) and this [Plain Language Guide to the Conflicts of Interest Law for CB Members](#).

Do I have any legal obligation or liability as an MCB4 member?



- No, you are a volunteer member, and MCB4's role is advisory. However, be sure to review and abide by the CB rules and policies.

I want to help or do more for MCB4! Where should I start?



- Let the Co-Chairs of committees, Chair, or District Manager know that you're interested in taking on more responsibility. You can volunteer for working groups or take on committee drafting responsibilities. If there's a topic of interest, you can also attend committees you're not on to observe.

How do I present an agenda item or idea for an MCB4 initiative?



- For agenda items, you can raise it directly to the Co-Chairs of the committee relevant to the topic or raise it during the committee meeting as "new business." You can check if the topic was raised previously by checking the MCB4 archive.
- For ideas for MCB4-wide initiatives or programs, email the District Manager and MCB4 chair with your idea, and once approved, you can put together an email blurb of the invitation to be shared with MCB4 members.

V: Helpful Resources & Quick References

5A: Acronyms / Glossary of Terms

Below is a list of some terms that are commonly used in MCB4 meetings and letters. Acronyms of MCB4 committees and the various city agencies and departments are covered in Section C below. An additional glossary of terms by the NYC Department of City Planning can be found [here](#).

Agenda	A document outlining the topics and items to be discussed or voted on at a meeting.
Bylaws	The rules adopted by a Community Board to govern its internal structure and procedures. MCB4's bylaws can be found here .
COIB (Conflicts of Interest Board)	The NYC agency that oversees ethics and conflicts of interest compliance for all city officials and board members.
Committee	A sub-group of the Community Board focusing on specific topics (e.g., Transportation, Land Use, Housing). Each member typically serves on two.
District Manager (DM)	A full-time, paid staff member who oversees daily operations of the Community Board and coordinates with city agencies.
FAR (Floor to Area Ratio)	A zoning tool that controls a building's density by defining the maximum total building floor area allowed on a lot, relative to the lot's size. It is calculated as the total gross floor area of a building divided by the total land area of the lot.
Full Board	A monthly meeting of all MCB4 members during which the community members have an opportunity to make public statements, and MCB4 board members discuss and vote on committee letters and resolutions.

V: Helpful Resources & Quick References

5A: Acronyms / Glossary of Terms (cont.)

MCB4 (Manhattan Community Board 4)	Volunteer advisory body that reviews and advises on land use, city services, budget priorities, and community concerns.
MCD4 (Manhattan Community District 4)	One of 59 geographic divisions in NYC, each represented by a Community Board. MCD4 includes the Chelsea and Hell's Kitchen neighborhoods in Manhattan. See our district map below.
Minutes	Official written record of a meeting's discussions and decisions, often posted publicly.
PNE (Present Not Eligible)	A designation used when a board member is present at a meeting but recuses themselves from voting due to a conflict of interest.
Quorum	The minimum number of members needed to conduct official board business or votes (usually 50% of the members + 1).
Resolution	A formal recommendation or statement adopted by the board, often sent to the relevant stakeholders, city agencies, or elected officials.
Task Force / Working Group	Temporary or specialized group formed to address emerging or cross-committee issues (e.g., board engagement working group, cannabis task force, social and racial justice task force).

V: Helpful Resources & Quick References

5A: Acronyms / Glossary of Terms (cont.)

ULURP

Uniform Land Use Review Procedure, which is the city's formal process of public review to approve major zoning change proposals.

DEIS

Draft Environmental Impact Studies, which is the first draft of an environmental impact studies, which helps the public and decision-makers understand the nature and consequences of a proposed action. It is issued first as a draft to allow for public comment on its analysis and findings.

FEIS

Final Environmental Impact Studies, which is the final version of the environmental impact studies, consisting of the DEIS, a summary of public comments and lead agency responses, and any revisions, including further studies, in response to comments received.

Learn more about the public review process (e.g., ULURP, DEIS, FEIS) [here](#).

V: Helpful Resources & Quick References

5B: Budget Process

Each year, CB4 prepares a [Statement of District Needs](#), submitting City budget priorities that are part of the subsequent year's capital and expense budgets. These priorities serve as a guiding statement of needs and values for the upcoming fiscal year and can be used to advocate for MCB4's priorities with elected and agency officials.

- The **capital budget** includes infrastructural projects which have a life of 5+ years (e.g., parks, schools, housing developments, street improvements).
- The **expense budget** addresses shorter-term operational and daily service needs (e.g., staffing, training, programs, sanitation, libraries, school programs).

Process

- Each MCB4 committee reviews the existing Statement of District Needs based on their subject matter to update the priorities or add/remove items based on what the committee has discussed during the year. The committee sends its collective recommendations to the Budget Task Force.
- The Budget Task Force meets in September and October and works with the District Manager to reflect MCB4's fiscal priorities in the Statement of District Needs. Membership in the Budget Task Force is open to any member on MCB4, and members may express interest by inquiring with the District Manager.
- The Full Board reviews and votes on the updated Statement of District Needs.

You can find MCB4's past Statements of District Needs, the city agency responses, and our responses thereto [here](#). See also a [Guide to NYC's Budget](#).

V: Helpful Resources & Quick References

5C: Governmental Entities

MCB4 Elected Officials: The current list of local elected officials governing our community district and their contact information can be found [here](#).

Government Agency Partners: Below is a table of departments and agencies of New York City (NYC) or New York State (NYS) with which each committee interacts or communicates frequently. You can also find an org chart of the NYC government departments and offices [here](#).

Committee	Relevant NY Agencies / Departments
Arts, Culture, Education & Schools (ACES)	<ul style="list-style-type: none"> • NYC Department of Cultural Affairs (DCLA) • NYC Department of Education (DOE) • NYC Department of Youth & Community Development (DYCD)
Budget Task Force	<ul style="list-style-type: none"> • NYC Council Committee on Finance • NYC Office of Management and Budget (OMB)
Business Licenses & Permits (BLP)	<ul style="list-style-type: none"> • NYC Department of Consumer and Worker Protection (DCWP) • NYC Department of Small Business Services (SBS) • NYC Street Activity Permit Office (SAPO) • NYS Liquor Authority (SLA)
Cannabis Task Force (CTF)	<ul style="list-style-type: none"> • NYS Department of Health (DOH) • NYS Office of Cannabis Management (NYS OCM) • NYC Police Department (NYPD)

V: Helpful Resources & Quick References

5C: Governmental Entities (cont.)

Committee	Relevant NY Agencies / Departments
Chelsea Land Use (CLU)	<ul style="list-style-type: none"> • NYC Department of Buildings (DOB) • NYC Department of City Planning (DCP) • NYC Department of Housing Preservation & Development (HPD) • NYC Landmarks Preservation Commission (LPC)
Clinton / Hell's Kitchen Land Use (CHKLU)	<ul style="list-style-type: none"> • NYC Department of Buildings (DOB) • NYC Department of City Planning (DCP) • NYC Economic Development Corp (NYCEDC) • NYC Landmarks Preservation Commission (LPC) • Port Authority Bus Terminal (PABT)
Housing, Health & Human Services (HHHS)	<ul style="list-style-type: none"> • NYC Department of Health and Mental Hygiene (DOHMH) • NYC Department of Housing Preservation & Development (HPD) • NYC Department of Social Services (DSS) • NYC Department of Homeless Services (DHS) • NYC Human Resources Administration (HRA) • NYC Housing Authority (NYCHA)
Transportation Planning Committee (TPC)	<ul style="list-style-type: none"> • NYC Department of Transportation (DOT) • NYC Police Department (NYPD) • NYC Taxi and Limousine Commission (TLC) • Metropolitan Transportation Authority (MTA)
Waterfront, Parks & Environment (WPE)	<ul style="list-style-type: none"> • NYC Department of Environmental Protection (DEP) • NYC Department of Parks and Recreation (DPR) • NYC Department of Sanitation (DSNY) • Hudson River Park Trust (HRPT)

V: Helpful Resources & Quick References

5D: Links to Useful Resources

MCB4 Member Resources: <https://cbmanhattan.cityofnewyork.us/cb4/about/member-resources/>

- [CB Member Handbook \(2014\)](#) – while it is outdated and long (171-pages), some information may still be useful and explained in greater detail.

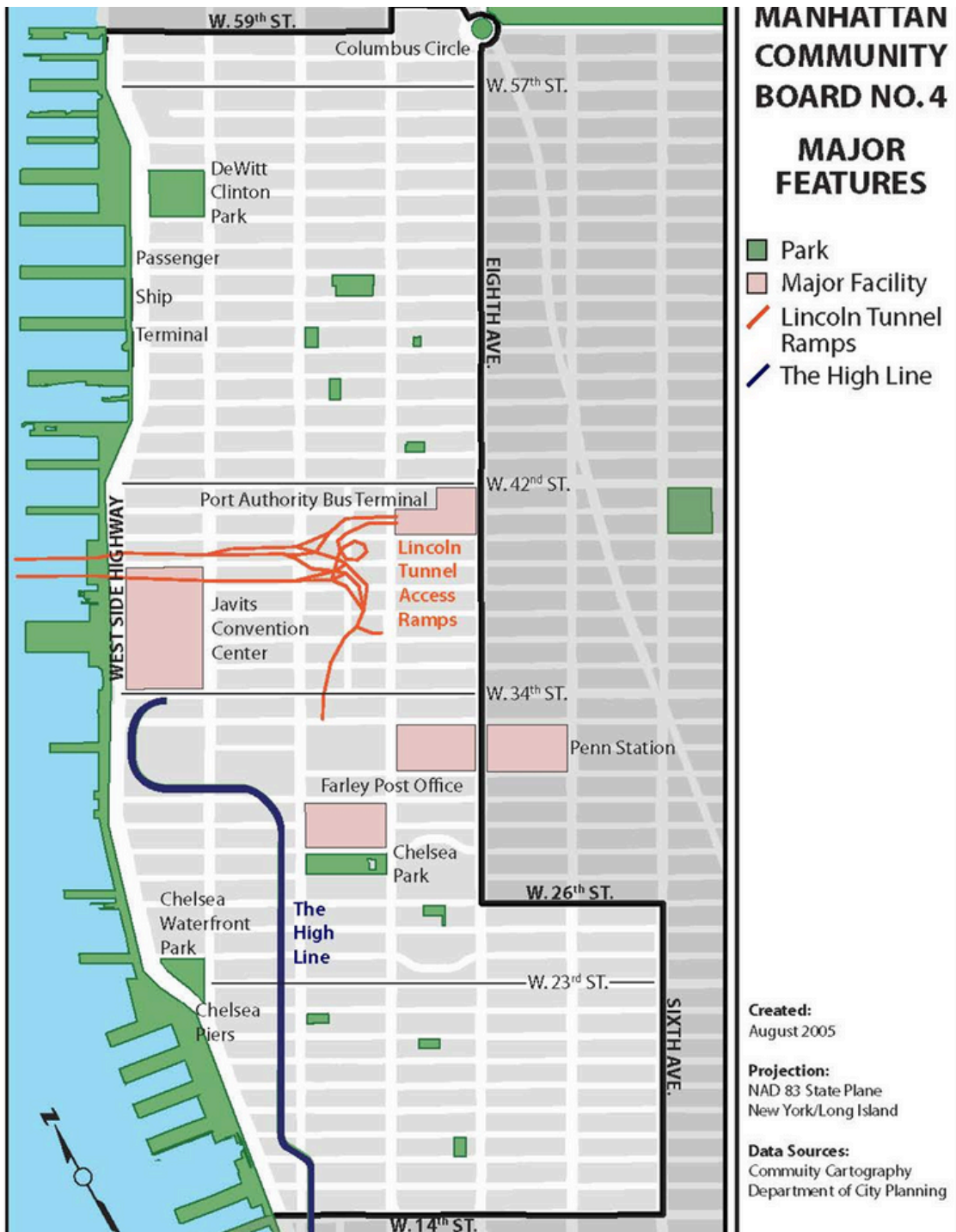
Useful Government Links

- NYC Capital Budget Database: <https://cdb.nyc/>
- NYC Conflicts of Interest Board: <https://www.nyc.gov/coib/> (see the [COIB Community Board section](#))
- NYC Open Data portal: <https://opendata.cityofnewyork.us/>
- NYC Planning Portal: <https://planning.nyc.gov/>
- ULURP Tracker: <https://www.nyc.gov/ulurp/>



V: Helpful Resources & Quick References

5E: MCB4 District Map



Manhattan Community Board 4
Board Engagement Working Group
New Member Toolkit

UPDATED DECEMBER 2025

For any questions or updates, please contact the MCB4 District Office Staff or Co-Secretaries.