

DIVISION OF NEIGHBORHOOD DEVELOPMENT

George Glatter, Executive Director 212-513-6440

• BUSINESS IMPROVEMENT DISTRICTS (BID)

Allows property owners and tenants in commercial and industrial areas to improve business conditions. Using the City's authority to collect a special assessment on properties in a designated area, a BID provides supplemental security, sanitation, maintenance, marketing and promotion services. A BID may also make public infrastructure improvements and coordinate special events.

Contact: Eddy Eng 212-513-6413

• COMMERCIAL REVITALIZATION (CR)

Improves targeted commercial streets by reducing vacancies, and increasing economic environment for local businesses. Working through a locally based sponsor, the CR program provides public improvements, promotion programs, technical assistance, and grants for storefront renovation.

Contact: Ron Melichar 212-513-6436

• EMPIRE ZONES (EZ)

Encourages business development in designated areas by offering incentives and benefits to commercial and industrial firms. Benefits include public incentives such as property tax relief, sales tax credits wage and investment tax credits and private sector benefits.

Contact: George Glatter 212-513-6442

VENDOR INITIATIVE DIVISION

Administers the activities of the street vendor operating committee and establishes vendor markets. Provides business basics and computer courses to vendors. Also provides technical assistance to unlicensed street vendors.

Contact: Fred Leopold-Hooke 212-618-8916



Commissioner Deborah R. Weeks

*Welcome to the City of New York
Department of Business Services*

The Department of Business Services is a user-friendly agency offering a variety of programs to assist small businesses in the City.

If you are an entrepreneur just starting out, the Business Action Center and the Executive Volunteer Corps can help you by answering questions and pointing you in the right direction. Once your business is established, the City Business Assistance Program can help you iron out problems you may encounter in dealing with the City.

Some businesses will be able to take advantage of our energy incentive and relocation programs. Our Division of Economic and Financial Opportunity can steer businesses toward government contracting opportunities. The Division of Neighborhood Development offers information about Business Improvement Districts, Commercial Revitalization, Empire Zones and how they can help to have an impact on your businesses growth.

In short, Mayor Giuliani and I believe you will find many helpful programs at DBS. Call us.

NYC Department of Business Services

110 William Street, 3rd Floor
New York, New York 10038

Ph: 212-513-6300 Fax: 212-618-8991 TTY: 212-513-6306

Please refer to our web-site for further information:
www.nyc.gov

Email: business@DBS.nyc.gov

New York City

Department of Business Services



Rudolph W. Giuliani
Mayor

Rudy Washington
Deputy Mayor

Deborah R. Weeks
Commissioner



DIVISION OF ECONOMIC & FINANCIAL OPPORTUNITY

• BID -MATCH SYSTEM

Assists small, woman and minority owned businesses in obtaining City Contracts. Companies registered with the Bid-Match Program receive bid information via e-mail and fax on all City bids for goods and services under \$25K. Construction and construction related under \$50k.

Contact: Emmanuel Anosike 212-513-6382

• BONDING TECHNICAL ASSISTANCE

Assists small, minority or woman-owned construction firms in obtaining required surety bonds and working capital financing for construction contracts. Construction businesses with annual gross receipts within the last three tax years averaging \$500K or less, or heavy construction business with annual gross receipts within the last three tax years averaging \$1.5M or less are eligible.

Contact: Emmanuel Anosike 212-513-6382

• LOCALLY BASED ENTERPRISE (LBE)

Construction companies are required to utilize LBE firms on prime city contracts when employing subcontractors. The program certifies small construction and construction - related firms and provides contractors and agencies with a directory of LBE firms. Fortified firms must perform at least 25% of their work in an economically depressed area and not exceed average gross receipts of \$2M.

Contact: Robert Rosella 212-513-6431

• DIVISION OF LABOR SERVICES

Ensures that contractors doing business within the City of New York provide equal employment opportunity to all protected groups. Reviews the work forces and policies of contractors to ensure compliance with requirements of City, State and Federal Affirmative Action and EEO laws. Makes findings and implements corrective action programs.

Contact: Helen Wilson 212-513-6323

• MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE)

Seeks to encourage the equitable participation of bona fide minority and woman-owned businesses in the New York City procurement process. Businesses must, at a minimum, be 51% owned, operated and controlled by a minority or a woman, be in business for at least one year, and be located in New York City or have a significant tie to the City's business community.

Contact: Robert Rosella 212-513-6431

• PROCUREMENT OUTREACH PROGRAM (POP)

Provides advice and counseling on how to do business with Federal, State and local governments. Provides technical assistance identifying contract opportunities. All NYC firms are eligible. Manufacturers and large distributors are encouraged. For Vendor Information Manual, call 212-513-6356.

Contact: Gordon Richards 212-513-6472

CITY BUSINESS ASSISTANCE PROGRAM/ EMERGENCY RESPONSE UNIT (CBAP/ERU)

CBAP provides business assistance services by deploying agents to business locations. Helps businesses resolve problems relating to delivery of government services and business-related issues. The ERU assists businesses that are forced to interrupt their operation due to unavoidable disasters. This Unit has a direct link with the Mayor's Office of Emergency Management (OEM) and works together in assisting businesses that are affected in the event of disasters (e.g. fires, water main ruptures and natural disasters).

Contact: Bernadette Nation 212-618-8810

BUSINESS DEVELOPMENT CENTER

• EXECUTIVE VOLUNTEER CORPS

Provides information and counseling on starting a business and solving problems for existing businesses. Appointments and over the phone counseling consultation are available 9:00 a.m. - 4:00 p.m., Monday - Friday.

212- NY*MAGIC

• BUSINESS ACTION CENTER (BAC)

The BAC advises businesses on solving business problems, provides information on government assistance programs, permits.

Contact: Stephen Small-Warner 212-618-8853

BUSINESS RETENTION/ENERGY INCENTIVE PROGRAM

ENERGY COST SAVINGS PROGRAM

Offers businesses direct reductions in energy costs for up to 12 years to eligible non-retail firms relocating, renovating or expanding.

Contact: Richard Friedman 212-513-6345

• INDUSTRIAL RELOCATION GRANT PROGRAM

Provides relocation grant reimbursements up to \$30,000 to eligible manufacturing firms that relocate from specific areas of NYC.

Contact: Richard Friedman 212-513-6345

• LOWER MANHATTAN ENERGY PROGRAM

Landlords and their eligible commercial tenants may be entitled to receive reductions in their monthly electric bill for a period of eight years followed by a 4 year phase out period. Application must be made prior to issuance of a building permit. Other criteria may apply.

SECURITY AND ENFORCEMENT/ DOCKMASTERS UNIT

Enforces rules and regulations concerning all NYC waterfront properties and the public wholesale markets, including the Fulton Fish and Hunts Point markets. The Dockmasters Unit oversees waterfront properties in New York City. The unit conducts investigations, performs inspections and issues summonses for illegal waterfront activities.

Contact: Frank Carnesi 212-487-8475

