

Q & A

(Version 9/15 6:24 p.m.)

BUILDING ACCESS

Q: What areas of downtown will be open for business on Monday?

A: The area east of Nassau/Broad will be open Monday morning. (The area east of Broadway *may* be added before Monday.) The remainder of downtown will be *closed* until further notice. Please check the media and ny.gov for updates. Tenants should contact their property managers to determine if their facilities will be open for business.

Q: When can we get into our specific building?

A: We suggest that you contact your property manager for information. He/she should be able to answer your questions. If for some reason your property manager needs further assistance, he/she may call us, and we will do our best to refer them to the appropriate resource. (Notes: Because the Office of Emergency Management has been displaced, OEM is currently referring calls to this number. Please feel free to call us back during the week for updates. Again, we recommend staying in touch with your property manager.)

On Saturday, if callers ask about accessing their building via an escort, contact Melissa Smith (at the Metrotech call center). —

BUILDING STATUS

List of Severely Structurally Damaged Buildings – No Occupancy

130 Liberty St. – Banker's Trust
1 World Financial Center
3 World Financial Center
NY Telephone Company
30 West Broadway

List of Damaged Building – Potential Occupancy

1 Liberty Plaza
Millennium Hotel
Merrill Lynch – 4 World Trade Center
100 Park Place

Ask about whether they have a hot site (i.e. back-up systems) so they can access their systems without physically entering their buildings.

UTILITIES – PHONE OR ELECTRIC

Q: If I have a business in lower Manhattan, where can I go for info on phone or electric?

There is a walk-in center set up at 80 Pine/110 Maiden Lane (one building, two entrances) for businesses in lower Manhattan. Verizon and Con Edison will be on site to answer questions. The walk-in center will be open on Sunday.

OFFICE SPACE: NEEDS AND OFFERS

Q: I need office space – what can I do?

A: The Real Estate Board of New York (REBNY) has established a hotline to match the needs of affected businesses with available space. Please email spacebank@rebny.com with the square footage needed, and your full contact information – including weekend information. The hotline itself will be open by Tuesday – please call these numbers: (212) 621-9502, 621-9517, or 621-9527.

Q: I have office space to lease and/or offer – what do I do?

A: The Real Estate Board of New York (REBNY) has established a hotline to match the needs of affected businesses with available space. Please email spacebank@rebny.com with the square footage you wish to lease or offer, and your full contact information – including weekend information. There is a specific need for temporary meeting space, such as conference rooms and auditoriums. The hotline itself will be open by Tuesday – please call these numbers: (212) 621-9502, 621-9517, or 621-9527.

TRANSPORTATION

Q: What is accessible this weekend?

The Wall Street area opened to pedestrians Saturday. Vehicular traffic will still not be allowed below Canal Street. Subway information is below.

Special buses and limited subway service on the Broadway and Lexington Avenue lines will be available to the public to get to Wall Street. Specifically, subway service will be provided to the Wall St. area (east of Nassau St.) on Saturday and Sunday on the following subway lines/stations:

A – Fulton St-Broadway Nassau
4 and 5 – Fulton St; Bowling Green
J and Z – Broadway

You can also take the 4, 5, and 6 trains to the Brooklyn Bridge Station and walk south to the Wall St. area.

Check nyc.gov for details and updates. Also see www.mta.nyc.ny.us/emergency/emernyct.htm

Q: How can my employees get to work on Monday?

A: Please check the media and/or www.mta.nyc.ny.us for confirmation on the following. See above for weekend information.

Service on the following lines is normal: A (skips Chambers), B, D, F, G, L, W (local in Manhattan), 6, 7, Grand Central Shuttle. C service is suspended.

The following lines are operating with some changes:

1 (242nd St/Van Cortlandt to 14th St local.)

2 (241st St./Wakefield to 34th St express. No service Brooklyn to Manhattan.)

3 (148th St to 34th St.)

4 (Woodlawn-Jerome to New Lots Av. Skips Wall Street.)

5 (Dyre Av to Flatbush, skips Wall St.)

E (Extended. Parsons Archer to Euclid Av. Skips World Trade Center.)

J (Extended. Parsons Archer to Broad St.)

M (Metropolitan Av to Broadway/Myrtle. No service Brooklyn to Manhattan.)

N (Ditmars Blvd to Stillwell. Skips Canal St and Prince St.)

Q (Extended to 21st, skips Canal St and Prince St.)

R (95th St to Forest Hills, 71 Av, except diverted around Whitehall, Rector, Cortlandt, and City Hall stations.)

Regularly scheduled Brooklyn, Queens, and Staten Island weekend express bus service on all routes that normally serve Manhattan north of 23rd Street. No express bus routes that normally serve Manhattan below 23rd St are running.

Regular local service in Brooklyn, Queens, the Bronx, and Staten Island, and north of Canal Street in Manhattan. (i.e. no bus service to lower Manhattan.)

All MTA bridges and tunnels are open in both directions with the exception of the Brooklyn-Battery Tunnel which remains closed in both directions. Vehicles are not being permitted below Canal St.

Metro-North and LIRR are running regularly.

LOCATING EMPLOYEES

Q: How can I find employees whom I have not found yet?

A: The Greater New York Hospital Association has established a Patient Locator System Database with some information on people affected in the form of a searchable database. You may access this database via a link on www.nyc.gov

FINANCIAL ASSISTANCE & TAX INFO

Q: Is there financial assistance available for affected businesses?

A: Private and public emergency financing will be available to affected businesses. Information can be accessed at www.nycif.org by Wednesday. This site will be updated when additional information is available.

Q: Do I still need to file my taxes on September 15th?

A: Some tax filing deadlines have been changed for affected businesses. Information will be available by Wednesday at www.nycp.org.

INSURANCE AND LEGAL QUESTIONS

Q: What should I do with insurance questions?

A: Contact your insurance company. (for legal questions, see below.)

Q: Whom should I contact with legal questions?

A: We suggest that you contact the Association of the Bar (ABA) of the City of New York at 212/626-7373 or 212/626-7374 for referral services.

EMPLOYMENT ASSISTANCE

Q: My employees are out of work, whom can I contact to help them find temporary employment?

A: Contact Mike Frey at Consortium for Worker Education at 212/647-1912 for assistance.

Q: I need employees -- whom can I call for assistance to find temporary staff?

A: Contact Mike Frey at Consortium for Worker Education at 212/647-1912 for assistance.

DONATIONS & CONTRIBUTIONS

Q: How can I help?

A: See www.nyc.gov for suggestions, or call the following numbers for donations:

NYS Emergency Management Office Bulk Donations: 1-800-801-8092

Blood Donations: 1-800-933-BLOOD

Red Cross:

Checks - American Red Cross Disaster Relief
PO Box 3756
Church Street Station
New York, NY 10008
Donations - 1-800-514-5103



Getting Around New York City

Restrictions on Vehicle Entry to Manhattan

To help improve traffic flow in New York City, effective Thursday morning, September 27, single occupancy vehicles are barred from entering Manhattan via any bridge or tunnel with an entry point south of 63rd Street between 6 am and 12 noon on Monday through Friday. This does not apply to vehicles already located within the Borough of Manhattan, or in any of the other boroughs or inter-borough crossings including the East River.

These vehicle restrictions will be in force on the following bridges and tunnels: the Brooklyn, Manhattan, Williamsburg and Queensboro Bridges and the Queens Midtown Tunnel.

Vehicles will be checked at Greenpoint Avenue and at Van Dam Street in Queens, just before the Queens Midtown Tunnel. Vehicles will be checked at each of the DOT-operated East River Bridges: the Brooklyn, Manhattan, Williamsburg and Queensboro Bridges.

Drivers in the following categories will be exempted:

- Cars with commercial plates, official government plates, or NYP plates.
- Vehicles carrying essential emergency medical personnel (i.e. physicians) or other authorized emergency personnel.
- Vehicles with New York City special parking identification permits for the disabled.
- Medallion taxicabs and livery vehicles authorized by the New York City Taxi and Limousine Commission.
- Motorcycles.

A 4,000-vehicle park and ride is available at Shea Stadium in Flushing, Queens, with free parking on Thursday, September 27 and Friday, September 28 and a \$2 fee thereafter. People can take the #7 subway line or use the park and ride to facilitate car pools.

In addition to carpooling, all commuters are urged to consider subways, buses, ferries and bicycles and even walking at some points during your commute to combat the massive gridlock occurring throughout our entire city. Commuters who are interested in finding a commuter partner can also contact [CommuterLink](#), a non-profit agency, at 1 866-NYCOMMUTE.

A [map](#) of pedestrian and transportation access to lower Manhattan can be found on the New York City web site.

Alternate Side Parking Rules

We urge people to use mass transportation and leave their vehicles at home. To accommodate their parking needs Alternate Side Parking Rules will continue to be suspended indefinitely.

Help from the Internal Revenue Service for those affected by the Terrorist Attacks

The attacks in New York and Washington have
affected all of us.

Taxes shouldn't add to the worries.

We have a special toll-free telephone number
for people who may have trouble filing or paying their
taxes because of the tragedies on September 11.

CALL 1-866-562-5227

MONDAY THROUGH FRIDAY

in English 7 a.m. to 10 p.m. local time

in Spanish 8 a.m. to 9:30 p.m. local time

We encourage you to call with any tax question.
We'll cut through the red tape and answer quickly.

You can also get information on the IRS Website at

www.irs.gov



THE INTERNAL REVENUE SERVICE • WORKING TO PUT SERVICE FIRST

RESTAURANT FOOD WASTE/SPOILAGE REMOVAL

(per Ron Cohen, Dept. of Sanitation, 9/19/01, 2:30 PM)

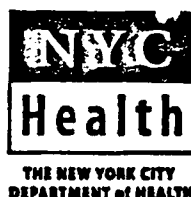
IN "LIMITED ACCESS" AREA

- Restaurant operators should make arrangements with their waste carting companies to remove spoiled food.
- Sanitation Department has spoken with the carting companies about how to get their vehicles into these areas.

IN "HOT ZONE" (NO ACCESS) AREA

- Restaurant operators should call the Sanitation Department (646.756.3116 or 3117) if they feel that their facilities are health hazards.
- Sanitation will arrange to have restaurant operators provide keys to their facilities to Sanitation, so Sanitation and Health Departments can inspect the sites.
- Sanitation and Health Departments will arrange to have spoiled food removed.

9/26/01



PUBLIC HEALTH ADVISORY CONCERNING AIR QUALITY IN THE AFFECTED AREA OF THE WORLD TRADE CENTER DISASTER

The NYC Department of Health (DOH), in collaboration with the City, State, and Federal agencies, is closely monitoring and analyzing air quality data in the wake of the World Trade Center disaster. Following the collapse of the Twin Towers, significant quantities of smoke and dust have been released into the air. The plume of smoke contained dust, ash, soot, and other burning materials present at the site.

In general, dusts can cause respiratory symptoms and eye and throat irritation. Because dust will continue to remain in the air during the ensuing clean-up efforts following the World Trade Center disaster, residents in the vicinity of the World Trade Center are encouraged to take precautions when they return to their homes.

What are the Recommendations for Residents Living in Lower Manhattan?

All residents in the immediate vicinity of the World Trade Center - particularly those who live the area bounded by Warren Street to the North, Broadway to the East, the Hudson River to the West, and Exchange and Thames Streets to the South - should take the following precautions when they return to their homes:

- ! Avoid unnecessary outdoor strenuous activity;
- ! Avoid sweeping or other outdoor maintenance;
- ! Keep dust from entering the home (e.g., remove shoes before entering the home);
- ! Keep windows closed;
- ! Set the air conditioner to recirculate air (closed vents), and clean or change the filter frequently;

What should I do if I experience respiratory symptoms?

Dust and other particulate matter have the greatest impact on persons with underlying respiratory conditions. Such individuals may experience chest tightness, wheezing, and shortness of breath. Anyone who has difficulty breathing should consult their physicians, especially those with underlying respiratory conditions. People with asthma may need to increase their usual medical treatment with more frequent use of bronchodilators, and should consult their physicians if necessary.

If I experience any eye irritation what should I do?

Ocular saline solutions or tap water may be used to rinse eyes irritated by dust. All persons should avoid wearing contact lenses while in the affected area.

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What are the health effects of asbestos?

Destruction of the World Trade Center buildings released large amounts of dust and ash, some of which contained trace amounts of asbestos. Based on the asbestos test results received thus far, the general public's risk for any short or long term adverse health affects are very low. Residents who live near the affected area are not at risk of developing asbestos-related illness following the collapse of the World Trade Center buildings.

In general, asbestos-related lung disease general results only from intense asbestos exposure experienced over a period of many years, primarily as a consequence of occupational exposures. The risk of developing an asbestos-related illness following an exposure of short duration is very low.

What measures are being taken to protect the rescue workers?

Rescue workers have been equipped with half-face masks, goggles, and protective clothing to reduce their exposure to dust and other particulate matter while working in the blast zone.

How can I clean up dusts in or near my home or office?

The best way to remove dust is to use a wet rag or wet mop. Sweeping with a dry broom is not recommended because it can make dust airborne again. Dirty rags should be put in plastic bags while they are still wet and bags should be sealed and discarded (cloth rags can be washed, see instructions below). Rags should not be allowed to dry out before bagging and disposal or washing. Because the dust particles are so small, standard vacuuming is not an efficient way to remove the dust. High efficiency vacuums, which are now widely available in stores, should be used to remove dust. Carpets and upholstery can be shampooed, then vacuumed.

Persons should shower to rinse off any dust from hair and skin. Dusty clothes should be washed separately from other clothing. Pets can be washed with running water from a hose or faucet; their paws should be wiped to avoid tracking dust inside the home. To clean plants, rinse leaves with water. *Throw away* any food that may have been contaminated with dust. Food in cans, jars or containers with tight-fitting lids do not need to be discarded. However, if there is dust present on the exterior of vacuum-sealed food containers, just wash the can or jar with water and wipe it clean. **If in doubt, throw it out.**

Air purifiers may help reduce indoor dust levels. High efficiency air purifiers are superior to other models in filtering the smallest particles. Air purifiers are only useful for removing dust from the air. They will not remove dust already deposited on floors, shelves, upholstery or rugs. Keep windows closed when using an air purifier.

Do pregnant women and young children need to take additional precautions?

No. Pregnant women and young children do not need to take additional precautions



THE NEW YORK CITY
DEPARTMENT OF HEALTH

RECOMMENDATIONS FOR PEOPLE RE-OCCUPYING COMMERCIAL BUILDINGS AND RESIDENTS RE-ENTERING THEIR HOMES

What steps have building owners and managers taken to ensure building safety?

Before building owners and managers allow residents and occupants to return, they have been required by New York City to assess and certify the stability and safety of their buildings. Specifically, no building may be re-occupied unless each of the following steps has been taken:

- 1) the structure has been thoroughly assessed for strength and stability;
- 2) gas service has been checked and restored, with the help of Con Edison;
- 3) electrical service is operating, and any exposed wires or damaged fixtures have been repaired or removed;
- 4) building water service is operating, roof water tanks have been flushed and re-filled and, if necessary, cleaned;
- 5) steam service has been checked and restored, where appropriate;
- 6) the building has been assessed for hazardous materials and if any have been found, they have been removed according to applicable regulations;
- 7) building mechanical systems have been inspected and cleaned and repaired, as necessary, including heating, ventilation and air conditioning systems;
- 8) the interior has been cleared of dust and debris.

In addition, New York City is requiring building owners and managers to communicate with building occupants and be available to answer questions regarding building conditions. If you have questions about any of the above issues, you should contact your building owner, manager, or superintendent.

What steps should I take upon returning to my workplace or home?

If you were evacuated from a residence or workplace south of Warren Street, west of Broadway, and north of Exchange Street, and have been approved to resume tenancy by your building manager, you are advised to wear a dust mask upon entering this area to decrease the possibility of dust inhalation and throat irritation. Outside these boundaries, masks are not necessary, but may be worn for your own comfort. If there is dust present indoors, it should not be necessary to wear this mask if you follow the cleaning procedures detailed below.

In a workplace, speak to your supervisor to see if there are special startup and cleaning procedure. In very dusty places, clean-up may be necessary before equipment can be restarted. Follow the cleaning procedures discussed below.

In your home, you should first make sure that conditions are safe. You should enter your home dressed in a long sleeve shirt and pants, and with closed shoes. Upon entry:

- Check for the smell of gas. If the apartment smells of gas, leave immediately and report it to your building manager and to Con Edison.
- Check for broken glass and fixtures. Wrap any broken glass in paper and mark it "broken glass." If large pieces of glass are broken, ask your building superintendent for instructions on disposal.
- Run hot and cold water from each of the taps for at least two minutes, or until water runs completely clean.
- Flush toilets until bowls are refilled. For air pressure systems, you may need to flush several times. If there are any problems with the toilet or plumbing system, call a plumber — do not try to fix the problem yourself.
- Follow the cleaning procedures discussed below.

I have heard that asbestos was released from the collapse of the World Trade Center. What are the health effects of asbestos?

over →

Because some asbestos was used in the building of the World Trade Center, City, State, and Federal agencies have been collecting dust, debris, and air samples since the World Trade Center collapse. As expected, some asbestos was found in a few of the dust and debris samples taken from the blast site and individuals working in this area have been advised to take precautions. However, most of the air samples taken have been below levels of concern. Based on the asbestos test results received thus far, there are no significant health risks to occupants in the affected area or to the general public.

In general, asbestos-related lung disease results only from intense asbestos exposure experienced over a period of many years, primarily as a consequence of occupational exposures. The risk of developing an asbestos-related illness following an exposure of short duration, even to high levels, is extremely low.

What should I do with food left in my apartment?

The power outage in much of lower Manhattan may have caused refrigerated and frozen food to spoil. Raw or cooked meat, poultry and seafood, milk and milk-containing products, eggs, mayonnaise and creamy dressings, and cooked foods should be thrown out if power was out for two or more hours. Frozen foods that have thawed should be thrown away. Do not re-freeze thawed food.

Throw away any food that may have been contaminated with dust, except for food in cans, jars, or containers with tight-fitting lids. Wash cans and jars with water and wipe it clean. When it comes to food left in your building, *if in doubt, throw it out.*

How should I clean the dust in my apartment when I move back in?

The best way to remove dust is to use a wet rag or wet mop. Sweeping with a dry broom is not recommended because it can make dust airborne again. Where dust is thick, you can directly wet the dust with water, and remove it with wet rags and mops. Dirty rags can be rinsed under running water, being careful to not leave dust in the sink to dry. When done, used rags and mops should be put in plastic bags while they are still wet and bags should be sealed and discarded. Cloth rags should be washed separately from other laundry. Wash heavily soiled or dusty clothing or linens twice. Remove lint from washing machines and filters in the dryers with each laundry load. Rags should not be allowed to dry out before bagging and disposal or washing.

To reduce dust recirculation, the Health Department recommends using HEPA (high efficiency particulate air) filtration vacuums when cleaning up apartments, if possible. If a HEPA vacuum is not available, it is recommended that either HEPA bags or dust allergen bags be used with your regular vacuum. If these options are not available, wetting down the dust and removing it as described above is recommended.

Carpets and upholstery can be shampooed and then vacuumed.

- If your apartment is very dusty, you should wash or HEPA vacuum your curtains. If curtains need to be taken down, take them down slowly to keep dust from circulating in the air.
- To clean plants, rinse leaves with water. Pets can be washed with running water from a hose or faucet; their paws should be wiped to avoid tracking dust inside the home.

How can I remove dust from the air?

Air purifiers may help reduce indoor dust levels. HEPA air purifiers are superior to other models in filtering the smallest particles. Air purifiers are only useful for removing dust from the air. They will not remove dust already deposited on floors, shelves, upholstery or rugs. Keep windows closed when using an air purifier.

Additional recommendations include:

- Keep outdoor dust from entering the home;
- Keep windows closed;
- Set the air conditioner to re-circulate air (closed vents), and clean or change the filter frequently;
- Remove shoes before entering the home for several days (once you first make sure there is no broken glass)
- Avoid sweeping or other outdoor maintenance.

For more information, call the Health Department's General Information Line at (212) 213 – 1844 or visit our website at nyc.gov/health.



**New York City
Economic Development
Corporation**

Grant Programs in New York City

1. New York City Lower Manhattan Business Retention Grants

- Administered by the New York City Economic Development Corporation. To be eligible, companies must apply for disaster loans from the U.S. Small Business Administration or a participating lender under the WTC Disaster Recovery Bridge Loan Program.
- Provides grants up to \$10,000 to professional services, manufacturing, distribution, and other non-retail companies with 50 workers or less. Applications due March 31, 2002.
- Companies that were located in the World Trade Center or the "Frozen Zone" area as of September 11, 2001 will be eligible. The "Frozen Zone" is the area surrounding the World Trade Center that was restricted as of October 11, 2001.
- Grant funds may be used to reopen businesses or defray the costs of relocating from the World Trade Center area to elsewhere in New York City.
- The SBA and participating WTC Disaster Recover Bridge Loan lenders will work with EDC to identify eligible recipients. EDC will notify eligible recipients. For questions about the grant program, call 866-227-0458 or e-mail info@newyorkbiz.com. Please put WTC Grants in the subject line.

2. The World Trade Center Retail Recovery Grant Program

- Administered by the Empire State Development Corporation. Small and medium-sized retail businesses located in two areas are eligible for the program: (i) The Liberty Zone (south of Canal Street and the Manhattan Bridge Approach), and (ii) The Resurgence Zone (north of the Liberty Zone, south of Clarkson & Houston Streets).
- Grants of up to \$10,000. Applications are due on December 6, 2001.
- For additional information, please refer to www.nylovessmallbiz.com call 1-800-ILOVENY, or visit the ESDC walk-in center at 199 Church Street.

3. Seedco Loans, Grants and/or Wage Subsidy Program for Small Retailers

- Small retailers, restaurants, or manufacturers located on or south of Canal Street that were financially hurt by the World Trade Center attack are eligible to apply for assistance through this program. The Downtown Alliance will identify needy businesses.
- Seedco will distribute grants up to \$25,000, make loans up to \$100,000 at interest rates of 1 to 3 percent, and provide wage subsidies to help retailers retain workers making less than \$12 an hour.
- Funds are limited, and applications are being accepted on a rolling basis. If you are located on or below Canal Street, Tribeca, and Battery Park City, call (212) 835-2771. If you are located in Chinatown or the Lower East Side, call (212) 964-6022 x 219.

(8 pages
with cover)

11/8/01

To: Vicki Keenan, VP Gov't Affairs
AGC

FAX (212) 279-5381 (212) 279-2100 X108

From: Rose Marabetti NYC DEP
(212) 482-1320 (110 Maiden Lane)

Vicki-

I am faxing you info on three programs,
only one of which seems to be applicable
to printers.

Take care— Stay well.

I will see you on 11/14.

Rose

Schedule for week of 11/12 through Saturday, 11/17/01

Walk-In Help Center at Maiden Lane

<u>Mon. 11/12</u> Veterans' Day Fred E. 9-3:00 PM	<u>Tues. 11/13</u> Bruce McD. 9-6 PM	<u>Wed. 11/14</u> Savern R. 9-6 PM	<u>Thurs. 11/15</u> Savern 9-6 PM	<u>Fri. 11/16</u> Karen 9-6 PM	<u>Sat. 11/17</u> Fred E. 9-3 PM
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- (212) 482-1320/19/18 (Can Ed's lines)
- (212) 509-7549/7537/7486 (EDC's lines)
- (212) 509-7544 (EDC's fax)

Ron Mambretti (Floater)
Tiehesia Moore (As needed)

DEP Extensions: 595-
 Rose - x 4541
 Bruce - x 4454
 Karen - x 4394
 Savern - x 4436
 Tiehesia - x 4455
 Fred - x 6949

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11/9/01

Schedule for week of 11/12 through Saturday, 11/17/01

Walk-In Help Center at Maiden Lane

Mon. 11/12 Veterans' Day Fred E. 9-3:00 PM	Tues. 11/13 Bruce McD. 9-6 PM	Wed. 11/14 Savern R. 9-6 PM	Thurs. 11/15 Savern 9-6 PM	Fri. 11/16 Karen 9-6 PM	Sat. 11/17 Fred E. 9-3 PM
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(212) 482-1320/19/18 (Con Ed's lines)
 (212) 509-7549/7537/7486 (EDC's lines)
 (212) 509-7544 (EDC's fax)

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 Fred - x 6949

11/9/01



New York City
Economic Development
Corporation
www.newyorkbiz.com

Tuesday, November 6, 2001

MAYOR GIULIANI ANNOUNCES \$5 MILLION LOWER MANHATTAN GRANT PROGRAM

Grants Will Provide Valuable Benefits to Lower Manhattan Businesses

Mayor Rudolph W. Giuliani today announced the creation of a \$5 million grant program for eligible small businesses suffering from the effects of the World Trade Center attack. The Lower Manhattan Grant Program will assist small businesses displaced from the World Trade Center area. The program will be administered on behalf of the City by the New York Economic Development Corporation (EDC).

"As New York City continues its recovery from the attack of September 11th, we're committed to helping as many businesses as possible in their efforts to move forward," said Mayor Giuliani. "It is imperative that affected companies and non-profits get the kind of support they need to get back to the business of doing business in this City. This grant program will provide the assistance needed to achieve that goal."

Grants of up to \$10,000 will be provided to companies with 50 workers or less that apply for disaster assistance loans. Grant funds may be used to reopen businesses or defray the costs relocating from the World Trade Center area to elsewhere in New York City. The Lower Manhattan Grant Program will complement the \$250 million WTC Disaster Recovery Loan program established previously by the City, State, and local banks. It will also supplement the \$20 million grant program for affected retailers announced yesterday by Empire State Development.

Businesses can apply for the grant program by calling 866-227-0458 or e-mailing info@newyorkbiz.com. Please put WTC Grants in the subject line.

"I am pleased that the EDC is a part of this important initiative," said EDC President Michael Carey. "By working together with so many diverse entities, we will accomplish our goal of making Lower Manhattan even better than it was before September 11th."

EDC is the City's primary vehicle for economic development services. Using its real estate and financial resources, EDC helps business to expand and create jobs throughout the five boroughs.

Charles Rose
 1/3 Tim.
 1/3 Mead-
 1/3 Observer

[Politics The Chan
 Bk Chamber]

Thurs, 11/15 8:30-11:00
 8:30-10:00 AM (11/14)

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JP Meyer -



Aid Program Set Up to Help Small Stores

By JOSEPH P. FRIED

Samuel's Hata, two blocks from the World Trade Center, was among the many small shops dealt a severe blow by the center's destruction. The store, at 74 Nassau Street, was closed for two weeks after the terrorist attack Sept. 11. While the damage at Samuel's was small compared with other losses, it was large for this business: up to \$25,000 in merchandise was ruined.

There was no phone service for the first two weeks that the shop was reopened, making it impossible to take credit cards and aggravating the losses from reduced customer traffic, said the owner, Samuel Castro. And even with phones, business is still off by about 30 percent, he said.

So it is not surprising that Mr. Castro expected to be among the first to apply today for a new program that will provide more than \$6 million in grants, loans and wage subsidies to small retailers south of Canal Street that were financially hurt by the trade center attack, and that find that other aid programs do not meet their needs.

The program will be managed by Seedco, a Manhattan community development organization that will work with various community groups. It will distribute grants up to \$30,000, make loans up to \$100,000 at interest rates of 1 to 3 percent, and provide wage subsidies to help retailers retain workers making less than \$12 an hour.

The \$6 million is to come from Seedco itself (\$2.5 million), the Ford Foundation (\$1 million), The New York Times 9/11 Neediest Fund (\$500,000) and more expected grants, said Carl Weisbrod, president of the Alliance for Downtown New York, the business improvement district for most of the area south of Chambers Street. His group will help carry out the program, along with civic groups in TriBeCa, Chinatown and the Lower East Side. The State Labor Department will provide an unspecified amount for the wage subsidies, he said.

The new program is "the first significant opportunity to provide actual sizable grants, in addition to loans, to retailers who have been directly affected by the World Trade Center attack," Mr. Weisbrod said. He said there had been some programs providing small grants to retailers, well below the \$30,000 maximum under the new program. In addition, he said, the loans will be available more quickly and on more favorable terms than loans available from the Federal Small Business Administration.

William J. Grinker, Seedco's president, said that to receive aid, a business has to show "that it's a viable business that can get back on its feet with those resources." His group said those interested in applying should call Seedco at (212) 473-0255. Mr. Castro, the hat merchant, said he planned to ask up to \$25,000 in a grant or a loan.

Alliance for Downtown NY/Seedco Hotline: 212-835-2771



Charles A. Gargano, Chairman



George E. Pataki, Governor

Application for the New York State WTC Disaster Retail Recovery Grant Program

The New York State Empire State Development Corporation ("ESDC") is offering this Grant Program for businesses that are currently engaged in the retail sale of goods or personal services that were located as of September 11, 2001 in the area bordered by the south side of West Houston St. and the south side of East Houston St. from the Hudson to the East Rivers. For each eligible business, the applicant would be entitled to a cash grant up to an estimated 3 days of gross business revenues lost due to business interruption, with a maximum grant of \$10,000 per business. Please complete the following items of information. **ALL APPLICATIONS MUST BE RECEIVED BY DECEMBER 6, 2001.** Please mail this Application Form and all required attachments to:

**WTC Retail Recovery Grant Program
Empire State Development
P.O. Box 4438, Grand Central Station
New York, NY 10017**

Business Name (Legal name of business)	Company Name (if different)
Current Address of Business	Address as of Sept. 11, 2001 (if different)
Contact Person Name	Contact Person Telephone Number
Type of Retail / Personal Service Business	Number of Employees Tax ID Number

Please attach a photocopy of the following documents as applicable:

1. A photocopy of the 2000 Federal Income Tax filing:
 Form 1120 – U. S. Corporate Income Tax Return, OR
 Form 1065 OR Form 1065-b – Partnership Tax Return, OR
 Form 1040 – Schedule C and Form W2/1099 OR Schedule C-EZ and Form W2/1099
2. A photocopy of the Lease covering the Business Location as of September 11, 2001 AND
3. A photocopy of the Current Lease if current location is different from # 2 above.

Certification of Applicant

The undersigned does solemnly affirm that he/she is authorized to execute this instrument, and that to the best of his/her knowledge, information and belief, all statements in this Application, including all attachments thereto, are true and accurate. The undersigned also affirms that it is the Company's intention to continue operations in New York State or resume a business in New York State that may have temporarily closed due to the events of September 11, 2001. The undersigned further affirms that Company is in compliance with all Federal, State and local laws, tax requirements and is not delinquent on any tax obligations. The undersigned understands that receipt of grant funds pursuant to this application is subject to availability of program funds. The undersigned affirms that it is a business in the Eligible Area selling goods or personal services to individual consumers, and that any other business under his/her control has not applied for or received a grant or grants under this program. The undersigned agrees that the name and address of the company and the grant amount may be used by New York State in its promotional materials.

Printed Name	Signature
Title	Date
ESDC Use: Approved by: _____	Amount Approved \$ _____ Date: _____

Instructions for Application for the New York State WTC Disaster Retail Recovery Grant Program

Eligible Business: An Eligible Business for this Grant Program is a business in NYS currently selling goods or personal services to individual consumers, employing fewer than 500 people and that had an establishment located in the Eligible Area as of September 11, 2001. The definitions for retail and personal services businesses are taken from the US Office of Management and Budget Standard Industrial Classification Codes (SIC). These are SIC 52, 53, 54, 55, 56, 57, 58 and 59 for Retail Businesses and SIC 72 for Personal Services Businesses. Examples of eligible businesses include, but are not limited to, sellers of durable and non-durable goods, restaurants, food services establishments, drinking establishments, laundry, cleaning and garment services, beauty and barber shops, and shoe repair shops. Businesses not eligible for a grant under this program include professional and legal services, health services and business services, such as lawyers, physicians, accountants and computer programming services.

Eligible Area: As of September 11, 2001, an Eligible Business must have been located in that area of Lower Manhattan bordered by the south side of West Houston Street and the south side of East Houston Street from the Hudson River to the East River.

Current Number of Employees: On the attached Application Form, on the line requesting the Number of Employees, enter the current total New York State employment of the company or business applying for the grant.

Tax ID Number: This is the Federal Employer Identification Number as found on the Federal Income Tax filing, or Partnership Identification Number, or Social Security Number if filing a Form 1040 or 1040-C.

Grants: For each Eligible Business, the Grant Program would provide a cash grant up to an estimated 3 days of gross business revenues lost due to business interruption, calculated as follows: Using the gross business revenues for 2000 as reported on the company's federal income tax filing, divided by 250 business days, multiplied by three days. The maximum grant is \$10,000.

Documentation: To determine a business's revenues for the last fiscal year, a photocopy of the 2000 Federal Income Tax filing for your form of business must be attached to the Application Form:

- Form 1120 – U. S. Corporate Income Tax Return, OR
- Form 1065 or Form 1065-B - U.S. Partnership Return of Income, OR
- Form 1040 – Schedule C and Form W-2/1099 or Schedule C-EZ and Form W-2/1099.

If the applicant cannot supply a photocopy of tax returns for year 2000, he/she may provide substitute documentation to verify that the business was in operation as of September 11, 2001 in the Eligible Area. To ascertain the business's location as of September 11, 2001, a photocopy of the lease for those premises is required. If the business was forced to relocate as a result of the disaster, a photocopy of the business's current lease is required. If the applicant owns his/her business premises, provide a photocopy of the deed in lieu of a lease.

Processing Time: Empire State Development will use its best efforts to make a determination of the eligibility of an application as soon as possible after receipt of a completed application and disburse funds to Eligible Business within ten (10) business days of Grant approval.

Filing Date: Applications must be received by Empire State Development by December 6, 2001.

If you have any questions, please call 1-800-ILOVENY (1-800-456-8369)

Rec'd - 1/7/02



DEBORAH R. WEEKS
COMMISSIONER

DEPARTMENT OF BUSINESS SERVICES

110 WILLIAM STREET, NEW YORK, NY 10038
(212) 513-6306 513-6306

*Attendance
Sheets
at back
in folder*

January 4, 2002

Rose Marabetti
DEP
59-17 Junction Blvd.
Corona, NY 11368

Dear Ms. Marabetti:

The Department of Business Services (DBS) will convene a "WTC Business Victim Forum" on Wednesday, January 9, 2002 at 3:00 p.m. here at DBS, 110 William Street, in the 4th floor conference room.

Thank you.

Cordially,

A handwritten signature in black ink, appearing to read "Bernadette Nation", written over a horizontal line.

Bernadette Nation
Director - CBA/ERU

Enclosures

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DOF

DEP

SBA.

BJD

EDC

Co BD
mkt Mkt

Attn

Ann Cagman
Dir.

WV - - Pls. Forward

for the Bureau

Concerns -

Purpose - ss.

one who has

Concern - Reps -

14 on 3 is, offered - Surge of
Concerns - emotional stress - getting a lot
calls; most of it financial -

120 letter election -

"Twin Hall Style Fisha -"

Dr. Daniel Picoroff

Ag. E.C. Only.

8/1 year

"City water supply -"

*Rec'd
1/7/02*



DEBORAH R. WEEKS
COMMISSIONER

DEPARTMENT OF BUSINESS SERVICES

110 WILLIAM STREET, NEW YORK, NY 10038

(212) 513-6300 • FAX (212) 618-8981 • TDD (212) 513-6306

WEB: WWW.NYC.GOV

January 3, 2002

Dear Business Owner,

The Department of Business Services (DBS) will convene a "World Trade Center Business Victim" Forum on Wednesday January 9, 2002 at 3:00 p.m. The Forum will be held at 110 William Street in the 4th Floor Conference Room. The purpose of the Forum is to hear the concerns and issues of you, the businessperson, regarding the affect of September 11th on your business.

DBS Commissioner Deborah Weeks will moderate the Forum, along with DBS Senior Staff. Representatives from the Department of Sanitation, Office of Emergency Management, Department of Finance, Department of Environmental Protection, and other Agencies will be present to answer questions.

If you plan to attend this Forum, please RSVP to the Department of Business Services at (212) 618-8810 or (212) 513-6300.

Sincerely,

Deborah R. Weeks

EPA
DEP website } - website -

Water Quality -

Results of our monitoring for As best as

EPA, Gov.

All the monitoring that took place
was below Federal Guidelines-

Health Dept. website
EPA website