



**DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
DIVISION OF REAL ESTATE SERVICES**

BUREAU OF LEASING AND SPACE DESIGN
MUNICIPAL BUILDING, 20th Floor - Room 2000N
NEW YORK, N.Y. 10007
(212) 669-2620

WILLIAM J. DIAMOND
Commissioner

LORI FIERSTEIN
Deputy Commissioner

JEFFREY R. KONDRAT
Assistant Commissioner

March 2, 1998

Mr. Jerome M. Hauer
Director
Mayor's Office of Emergency Management
100 Church Street - 20th floor
New York, NY 10007

**Re: PROJECT NO. 96-1346
Office of Emergency Management
7 World Trade Center
BLOCK 84, LOT 36
BOROUGH OF MANHATTAN**

Dear Mr. Hauer:

Prior to submission of proposed lease terms to the Mayor's Office of Contracts for approval at a Real Property Public Hearing, pursuant to Section 824 of the City Charter, it is our practice to ask the user agency for its approval for DCAS to proceed. Attached is the proposed submission for your review and approval. We intend to submit it on Wednesday March 4th for the scheduled hearing of March 25th. We are having one last meeting with the landlord also on Wednesday to finalize the lease.

Kindly review the attached material. If all is in good order, indicate your approval by signing below and returning this cover letter to me. Call me if you have any questions.

Very truly yours,

A handwritten signature in black ink, appearing to read "Jeff Kondrat", is written over a horizontal line. Below the signature, the name "Jeff Kondrat" is printed in a standard font.

Jeff Kondrat

Enclosure

APPROVED:

c: Iris Weinshall
Lori Fierstein
Vince Taldone
Central File #MAYOR-1-84-23-2841

Office of Emergency Management