

NEW BUSINESS ACCELERATION TEAM

RECOVERY RESOURCES – WWW.NYC.GOV/NBAT

Financial and Small Business Services

Federal Emergency Management Agency (FEMA)

At the direction of President Barack Obama, the Federal Emergency Management Agency (FEMA) continues to lead the federal government's effort to provide assistance and support to states affected by Superstorm Sandy, ensuring the federal family and its public and private partners continue to provide all available resources to support state, local, and tribal communities in affected areas. For more information on federal disaster assistance relating to Superstorm Sandy please click [here](#).

U.S. Small Business Administration (SBA)

The U.S. Small Business Services Administration (SBA) is offering federal Economic Injury Disaster Loans for up to \$2 million for small businesses of any size that experienced physical damage and/or economic distress resulting from Superstorm Sandy. For more information on how to apply, click [here](#). Please note, businesses should register with FEMA prior to applying for the SBA loan (see above). Businesses can get help completing applications and creating plans to rebuild at a local SBA Small Business Development Center, find the center nearest you [here](#).

NY State Department of Financial Services

Governor Andrew M. Cuomo and the Department of Financial Services disaster have established a hotline to help New Yorkers with insurance issues from Superstorm Sandy. The hotline is open 24 hours a day, seven days a week at 1-800-339-1759 to answer insurance-related storm questions and help consumers file complaints.

NYC Department of Small Business Services (SBS) and NYC Economic Development Corporation (EDC)

Emergency Loans: the NYC Department of Small Business Services (SBS) has partnered with Goldman Sachs and the NYC Economic Development Corporation (EDC) to provide Emergency Loans up to \$25,000 for New York City businesses affected by Superstorm Sandy. There is 0% interest for the first 6 months, followed by 1% interest for the next 24 months. Click [here for the Superstorm Sandy Small Business Relief Fund Loan Application](#).

NYC Matching Grant Program: NYC Business Solutions and the NY Business Development Corporation are administering the NYC Matching Grant Program provided by the City of New York, The Mayor's Fund and New York City Partnership Foundation. The Program is designed for certain independently owned and operated businesses who have been approved for a NYC Emergency Loan. For more information, click [here](#).

SBS and the EDC also are providing free temporary office space for businesses affected by Superstorm Sandy. Businesses can access desk space, power, phone and internet at many spaces located throughout the five boroughs. Please check [here](#) for locations.

For additional information regarding free services such as administrative help, clean up and moving support, IT and communications assistance and free supplies listed through the EDC, please check [here](#).

NYC Industrial Development Agency (IDA)

The NYC Industrial Development Agency (IDA) will provide emergency assistance to small businesses through the Hurricane Emergency Sales Tax Exemption Program ("HESTEP"). This assistance is limited to 250

Updated: November 29, 2012

businesses. This program will provide sales tax exemptions of up to \$100,000 for each affected company on purchases of building, construction and renovation materials, machinery and equipment and other items of personal property and related services needed to rebuild after the storm.

Eligible businesses must obtain the HESTEP sales tax letter prior to making eligible capital expenditures. For more information, visit the [EDC website](#).

Construction and Repair Services

NYC Restoration Centers

NYC Restore helps New Yorkers in the areas most affected by Superstorm Sandy get access to important information and services to help them recover. NYC Restoration Centers provide the following types of assistance:

- NYC Rapid Repairs*
- Food and Nutrition Assistance
- Temporary Housing Information
- Health and Medical Benefits
- Business Restoration
- Counseling Services
- Financial Assistance
- Personal Records and Information

*NYC Rapid Repairs is a new program to send teams of contractors and City inspectors to neighborhoods affected by Superstorm Sandy to quickly repair damaged homes.

NYC Restoration Centers are open from 8 AM – 8 PM daily.
For locations and more information, click [here](#).

NYC Department of Buildings (DOB)

The NYC Department of Buildings (DOB) oversees the safe and lawful use of buildings and properties by enforcing the City's Building Code, Electrical Code, and Zoning Resolution.

Through rapid assessment inspections after Superstorm Sandy, DOB issued different colored placards to impacted buildings:

- Green: There are no restrictions. No apparent structural hazards were found, but other issues such as flooding may exist.
- Yellow: There are restrictions. The property is damaged; entry limitations are specified on each posting.
- Red: The building is unsafe. Property is seriously damaged and is unsafe to enter or occupy. A red placard is not an order to demolish. All placards must remain in place until the DOB announces that they can be removed.

DOB will be waiving all application and permit fees for repair work to buildings damaged by Superstorm Sandy. Buildings with significant structural damage in need of demolition, alterations or reconstruction will have all their repair work fees waived and all fees for electrical and plumbing repair work will be waived for any building damaged by the storm until further notice. For more information, including how to file fee-exempt work, click [here](#).

DOB has published lists and links to New York State-licensed professionals and New York City-licensed electricians and plumbers. Find those links [here](#).

For additional post-storm information from the Department of Buildings, click [here](#).

NYC Department of Environmental Protection (DEP)

The NYC Department of Environmental Protection (DEP) manages and conserves the City's water supply; distributes clean drinking water and collects wastewater through a vast underground network of pipes, regulators,

Updated: November 29, 2012

and pumping stations. As the City agency responsible for New York City's environment, DEP also regulates air quality, hazardous waste, and critical quality of life issues, including noise.

To accommodate businesses affected by Superstorm Sandy, DEP has issued the following changes:

Emergency boiler work permit guidelines, for information click [here](#).

Temporary guidelines to speed heating oil deliveries and boiler repairs to ensure New Yorkers can heat homes and businesses, for more information click [here](#).

DEP also has issued a [Guidance Document](#) on potential asbestos containing material for owners of small residential and small commercial buildings affected by Superstorm Sandy. This Document applies to single-story commercial buildings and is intended to provide information as to how various activities should be performed.

NYC Fire Department (FDNY)

As first responders to fires and disasters, FDNY protects lives and property by advancing public safety through fire prevention regulations.

FDNY is making every effort to accommodate property owners affected by Superstorm Sandy. For fire suppression rangehood systems affected by Superstorm Sandy:

- Replacing cooking equipment with the same system will be allowed by the Rangehood Unit. All equipment must be replaced in-kind.
- Upgrades of cooking equipment must be filed with DOB & FDNY. NBAT will conduct the review on behalf of both agencies.
- All annual rangehood inspections are still being conducted, except in areas impacted by Sandy. The FDNY Rangehood Unit will be able to accommodate requests from businesses in impacted areas to postpone their annual inspections until after renovations have taken place.

FDNY issues permits (C-91 and C-98) for the storage and use of hazardous materials, including fuel for generators.

- This permit has been suspended for certain Superstorm Sandy recovery efforts. However, if more than 2 1/2 gallons of gasoline or 10 gallons of diesel fuel are going to be used or stored, a variance to the fire code must be requested before the operation begins. Please check [here](#) for the form to request a variance from the Fire Code.
- If the use or storage is currently in progress, a variance still must be requested. The Bureau of Fire Prevention will be updating the web with more information once it becomes available.

Open Flame Permits are required for eating and drinking establishments with a lawful occupancy of 75 or more persons that use open flames and propane (LPG). Open Flame Permits shall be requested through the Place of Assembly Unit.

- Open flame permits can be re-printed for business owners, provided they are not expired. All requests must state the reason for the reprint and reference the account number.
- The re-printing fee will be waived.

The Fire Department of the City of New York issues Certificates of Fitness for various occupations by providing tests to applicants. Certificates of Fitness are required by laws and regulations to conduct certain businesses within the New York City for hazardous occupations. Certificates of Fitness re-printing requests may be addressed to Steven Ertrachter (ertracs@fdny.nyc.gov). The re-printing fee will be waived.

Department of Transportation (DOT)

The New York City Department of Transportation (DOT) maintains the City's infrastructure, including bridges, tunnels, streets, sidewalks, and highways.

Hurricane Sandy Citywide Construction Embargo Amendment #4: Due to cleanup and emergency operations associated with the impacts of Hurricane Sandy, the Special Citywide Construction Embargo in effect from 6:00 am Sunday, October 28, 2012 until 6:00 am on Saturday, November 3, 2012 has been extended until 6:00 am Saturday, December 1, 2012 for the locations listed [here](#). During this time frame only emergency work may be performed provided an emergency number is received from DOT. Any DOT construction permits issued prior to November 3 for the locations listed below are hereby suspended during the embargo. There will be strict enforcement of this embargo and violators are subject to summons.

2012 Holiday Construction Embargo:

A special Holiday Construction Embargo shall be in effect on Friday, November 16, 2012 from 6AM to 11:59PM and again from Monday, November 19, 2012 from 6AM through Wednesday, January 2, 2013 11:59PM. Roadway and sidewalk construction activities will be restricted during the embargo period.

Prior to this embargo period all necessary measures must be taken so that all roadways and sidewalks are in proper condition to allow for the expeditious and safe movement of vehicular, bicycle and pedestrian traffic. The opening of utility access covers is prohibited on any of the street noted [here](#) between the hours of 6:00 AM and midnight unless the utility or contractor files for an Emergency Authorization Number as required by section 2-07 of the Department's Highway Rules. The planned opening of utility access covers may occur during the hours of 12:01AM and 5:59AM where no authorization number is required.

Landmarks Preservation Commission (LPC)

The Landmarks Preservation Commission (LPC) is responsible for identifying and designating the City's landmarks and the buildings in the City's historic districts. LPC also regulates changes to designated buildings. If repairs are needed to a landmark property as a result of Superstorm Sandy, a business owner should stabilize the condition first and follow up with LPC when possible for a permit. If the repair involves the removal or repair of an architectural feature, please photograph it, if possible, and store it safely. LPC will be expediting permits for all other storm-related damage. All questions may be directed to info@lpc.nyc.gov or public information officer Emily Rich at 212-669-7817. Note that LPC's Oct. 30, 2012 hearings have not yet been rescheduled. Check the [LPC website](#) for updates.

Con Ed

Con Ed has implemented a simplified process for turn-on requests that will speed up service restoration to buildings damaged by Superstorm Sandy. Because flood waters and winds can damage privately-owned electric and gas equipment, New York City Building Code requires a licensed electrician or plumber to certify that systems can be energized. During this recovery effort, building owners may file a Self-Certification Form directly with utilities to restore service faster. For more information on this program, click [here](#).

Restaurant and Retail Establishment Services

NYC Department of Consumer Affairs (DCA)

The NYC Department of Consumer Affairs (DCA) issues licenses to more than 78,000 businesses in 55 industries. DCA is offering business owners the opportunity to email staff to get answers to questions or to reschedule an appointment/hearing date (unit specific emails can be found [here](#)). Similarly, any businesses who may have lost their DCA issued permits may receive replacements at no-cost. In order to receive a free license replacement, please inform the DCA staff that your permit was lost in Superstorm Sandy.

NYC Department of Health and Mental Hygiene (DOHMH)

The NYC Department of Health and Mental Hygiene DOHMH is responsible for, among other things, ensuring food service establishments are operated in a clean, safe, and healthy environment. DOHMH has provided guidelines for restaurants and other food service establishments impacted by Superstorm Sandy. These guidelines should be carefully followed when restoring your facility for operations.

Note food service establishments should have power restored before resuming operations. Some clean-up, particularly removing and discarding spoiled food, destroyed equipment and water damaged furnishings may begin immediately. For more information, please access the following links:

Updated: November 29, 2012

- [Restaurant Re-Opening Guidelines Following Superstorm Sandy](#)
- [Superstorm Sandy Emergency Guidelines for Operating a Food Service Establishment without Electrical Service](#)

NY State Liquor Authority (SLA)

The NY State Liquor Authority (SLA) is working with liquor license applicants/holders to cope with the effects of Superstorm Sandy. SLA is offering various types of assistance including, but is not limited to:

- Providing a 60 day grace period for any license set to expire in November.
- Free replacement of licenses lost or damaged due to the storm.
- Extending the deadline for New Year's Eve "all night permits" from November 16 to December 1.
- Providing an additional 60 days for business owners to satisfy the requirements of their conditional approvals.
- Deferring civil penalties due between October 26 – November 30 for an additional 30 days from the original due date.

Labor Issues

For Businesses

For information on the responsibility of a business to pay its employees, please read this [Fact Sheet](#) from the U.S. Department of Labor. For additional information, contact the NY State Department of Labor at (888) 4-NYSDOL.

The NY State Department of Labor has created a Shared Work program for businesses to avoid layoffs by allowing employees to continue to work while collecting partial employment benefits. This program is particularly helpful for businesses that are still marginally in operation and can help offset the cost of paying for full-time employees. Learn more about the program [here](#) or by calling (518) 457-2635 or by visiting a [One-Stop Career Center](#).

For Employees and Former Employees

Employees and former employees who lost work or income due to Superstorm Sandy may be eligible for Unemployment Insurance (UI) or Disaster Unemployment Assistance (DUA). They can obtain additional information from the NYS Department of Labor [here](#).

Employees who have lost their jobs as a direct result of Sandy also can be encouraged to apply for temporary positions:

- Cleaning up communities affected by Superstorm Sandy funded by federal Disaster National Emergency Grant funds. To apply, employees can contact the NYS Department of Labor by phone at: 1-888-4-NYSDOL (1-888-469-7365), fill out and submit [the online registration form \(en Español\)](#) or visit a [local Disaster Recovery Center](#) or [One-Stop Career Center](#).
- Helping recovery efforts by working with FEMA. Governor Cuomo is partnering with the Federal Emergency Management Agency (FEMA) to hire over 300 workers to assist in recovery efforts in disaster-stricken communities. These full-time, temporary positions are wide-ranging, from Community Relations Specialists providing outreach to the disaster-stricken communities, to administrative assistants. Individuals interested in applying for a job with FEMA should visit [Governor Cuomo's Jobs Express website](#).

Additional Services

New York City Rapid Repairs

NYC Rapid Repairs is a program to make your home safe for return. The City is working with contractors to assess damage to your home from Superstorm Sandy and make the necessary repairs to your home. NYC Rapid Repairs is a program for property owners in the five boroughs. If you rent your home and there are unsafe conditions, call 311.

To be eligible for this program, your home must be deemed structurally safe by the NYC Department of Buildings as denoted by a Yellow or Green placard on your door, or no placard at all. You can still sign up for NYC Rapid Repairs if there is a Red placard on your door, but additional repairs will be necessary before your home is deemed structurally safe. If you have any questions about what you need to do to transition your home from a Red to a Yellow or Green placard, call 311. For more information please click [here](#).

NYC Department of Consumer Affairs (DCA) - Home Improvement Contractors

In an effort to get unlicensed contractors or contractors who normally work outside of New York City licensed and working on repairs for homes damaged by Superstorm Sandy, Consumer Affairs will be expediting fingerprinting and licensing procedures so approved applicants will receive their license in only two days. For more information, click [here](#).