

**DEVELOP YOUR BUSINESS CONTINUITY PLAN, from the Department of Homeland Security**



VISIT: <https://www.ready.gov/business-continuity-plan>

**GET DISASTER ASSISTANCE**

**1**



**Check disaster declarations**

See if the SBA has issued a disaster declaration in your area.

**2**



**Apply for a disaster loan**

Loans are available for businesses and homes affected by disaster.

**3**



**Check your status**

Log in to your account and check your email for updates.

APPLY TODAY AT: <https://disasterloan.sba.gov/ela/>

## OTHER PROGRAMS

### New York City Employee Retention Grant Program

Small businesses with one to four employees can apply for a grant of up to \$27,000 that covers 40% of payroll costs over the course of two months. You must show that you lost 25% of your revenue due to the coronavirus.

Who's eligible: Businesses must be in one of New York City's five boroughs, have been operating for six months or more and have no current tax liens or legal judgments.

How to apply: Visit the [New York City Department of Small Business Services website](#).

### NYC Small Business Continuity Loan Fund

Businesses with fewer than 100 employees who have seen sales decreases of 25% or more will be eligible for zero interest loans of up to \$75,000 to help retain employees and ensure business continuity.

Who's eligible: Businesses must be located within the five boroughs of New York City; Demonstrate that the COVID-19 outbreak caused at least a 25% decrease in revenue; Employ 99 employees or fewer in total across all locations; Demonstrate ability to repay the loan; Have no outstanding tax liens or legal judgements.

How to apply: Begin the process by completing the [pre-application survey](#).

### Information for New Jersey Businesses

COVID-19/Novel Coronavirus Information for New Jersey Businesses, click [here](#).

### Facebook Small Business Grants Program

Facebook is offering \$100M in cash grants and ad credits for up to 30,000 eligible small businesses in over 30 countries where they operate.

For more information click [here](#).

## OFFICE OF DIVERSITY AND INCLUSION, SUPPLIER DIVERSITY CONTACTS

*If you are owed payment for completed work at any of the Port Authority facilities listed below, please call the assigned representative listed next to the facility.*

### AVIATION

Newark Liberty International Airport	Anthony Miller	<a href="mailto:antmiller@panynj.gov">antmiller@panynj.gov</a>	201-395-3959
Teterboro Airport	Anthony Miller	<a href="mailto:antmiller@panynj.gov">antmiller@panynj.gov</a>	201-395-3959
LaGuardia Airport	Carl Peters	<a href="mailto:cpeters@panynj.gov">cpeters@panynj.gov</a>	201-395-3960
John F. Kennedy International Airport	Carl Peters	<a href="mailto:cpeters@panynj.gov">cpeters@panynj.gov</a>	201-395-3960
New York Stewart International Airport	Anthony Miller	<a href="mailto:antmiller@panynj.gov">antmiller@panynj.gov</a>	201-395-3959

### PATH, WTC and Other

PATH Facilities	Robin Murray	<a href="mailto:rmurray@panynj.gov">rmurray@panynj.gov</a>	201-395-3942
WTC Facilities			
Engineering			
Technology			
Security			

### PORT and Other

PORT Facilities	Trisha McKenzie	<a href="mailto:tmckenzie@panynj.gov">tmckenzie@panynj.gov</a>	201-395-5231
Staff Departments			

### JFK Redevelopment Center

[jfkdevelopment@panynj.gov](mailto:jfkdevelopment@panynj.gov) 718-244-3834

Certification Resources and Training

<b>HAVE CERTIFICATION QUESTIONS?</b>			
<b>CERTIFICATION MANAGER</b>	Suchetha Premchan	<a href="mailto:spremchan@panynj.gov">spremchan@panynj.gov</a>	201-395-3944
<b>SUPERVISOR</b>	Jayson Ortiz	<a href="mailto:jaortiz@panynj.gov">jaortiz@panynj.gov</a>	201-395-3950
<b>ANALYSTS</b>	Liza Akopdzhanova	<a href="mailto:lakopdzhanova@panynj.gov">lakopdzhanova@panynj.gov</a>	201-395-3953
	Paula London	<a href="mailto:plondon@panynj.gov">plondon@panynj.gov</a>	201-395-3945
	Brandin Sumpter	<a href="mailto:bsumpter@panynj.gov">bsumpter@panynj.gov</a>	201-395-3947
<b>GENERAL INQUIRIES</b>		<a href="mailto:certhelp@panynj.gov">certhelp@panynj.gov</a>	201-435-7888
<p><b>FOR OTHER CERTIFICATION INFORMATION, VISIT THIS <a href="#">LINK</a></b></p> <p><i>Note: Certifications that expire on or after 3/24 will be extended for 90 days.</i></p>			

**Port Authority Certification Training\***  
<https://transcripts.gotomeeting.com/#/s/777cc319b5a667d804acc01112d2bc67925a048ac80b8a38f47f6ec3ea1a7872>.  
 \*Go To Meeting Account Required

**Additional B2G Online Training Opportunities**  
**Certification Application, Enhancing Your Certification and Reporting Full details at:**  
<https://panynj.diversitysoftware.com/FrontEnd/TrainingList.asp>

Class	Brief Description
Contract Compliance Reporting - Vendor Training	1. Learn how to report subcontractor payments as the prime contractor on a contract, and 2. As a subcontractor, learn how to confirm payment amounts received from the prime contractor as reported by the prime contractor.
Introduction to the System - Vendor training	An introduction to the system for vendor users covering main system functions including using the dashboard, system navigation and account management.
Online Certification Application - Vendor Training	Learn how to use the system to submit a paperless application for certification. Course will cover the process from start to finish, including accessing the application, selecting an appropriate certification type, reviewing eligibility requirements, attaching required documents, submitting the application, and system security.
Utilization Plan - Vendor training	This training is for PRIME contractors who have been AWARDED a contract and are required to submit a Utilization Plan listing the "For Credit" certified firms whose participation on the contract will ensure that the Prime can accomplish the required participation goal, and the Certified SUBCONTRACTORS who are then required to confirm their participation on the contract.
Vendor Registration / Questionnaire / Application / Prequalification - Vendor Training	Learn how to use the system to submit the online Vendor Registration / Questionnaire. This course will cover the process from start to finish including accessing the registration form, attaching required documents, and submitting the data.

Upcoming Virtual Trainings and Meetings

<p><b>Thu 3/26/2020 2:00 PM – 3:00 PM</b></p>	<p>JKA &amp; Compass Workforce Solutions - Information Update Labor &amp; Operations <b>Register <a href="#">here</a>.</b></p>
<p><b>Fri 3/27/2020 1:00 PM</b></p>	<p>Virtual Small Business Town Hall - Join The City of Newark, Invest Newark, United Way, SBA, and other organizations! <b>Register <a href="#">here</a>.</b></p>
<p><b>Thu 4/2/2020 9:00 AM – 11:00 AM</b> <b>Fri 4/10/2020 2:00 PM – 4:00 PM</b></p>	<p>LEAN Process Training: Lean is a way of organizing and measuring work in a specific way that helps to identify areas where you can reduce your operating costs and increase efficiency, which are particularly important in this time resource scarcity. <b>Register <a href="#">here</a>.</b></p>
<p><b>Fri 4/10/2020 11:00 AM - 1:00 PM</b></p>	<p>MWBE Construction Roundtable: Barriers Discussion Weblink TBD <b>Join <a href="#">here</a>.</b></p>
<p><b>Wed 4/1/2020 11:00 AM – 1:00 PM</b> <b>Thu 4/2/2020 4:00 PM – 6:00 PM</b></p>	<p>Intro to O&amp;M Concessionaire – Munich Weblink TBD</p>
<p><b>Thu 4/23/2020 Time TBD</b></p>	<p>Workshop to discuss the best practices of performing Good Faith Efforts documentation on PA projects. Weblink TBD</p>
<p><b>Thu 5/7/2020 Time TBD</b></p>	<p>Security Exchange: Targeted to security guard and technology communities designed to allow MWBE firms to connect and engage with prime vendors within the industry that have secured contracts with the PANYNJ. Port Authority staff to inform invitees on how they can maximize their business opportunities for security related work with the PANYNJ.</p>