



The Avenue NYC Bulletin allows the **Department of Small Business Services** to provide Avenue NYC grant recipients with information on a range of topics that impact your organization. Please send any questions or comments to avenuenyc@sbs.nyc.gov.

ANNOUNCEMENTS

Avenue NYC Year-End Program Review

While there are no roundtables scheduled to take place this month, SBS will bring all of the Avenue NYC Program Participants together for a "Year-End Program Review" to discuss the achievements attained and challenges faced in FY2010. During the review session, SBS staff will present the results of this year's program and gather feedback from you. The session will serve as an opportunity to reflect on the work that was completed and to gather lessons from each other as we strive to build sustainable and impactful programs. You will receive an email in the coming weeks with additional information including exact location and agenda.

Business Improvement District (BID) Executive Director Openings

As you may know, there are currently openings for the executive director positions at the Washington Heights Business Improvement District and the Downtown Flushing Transit Hub Business Improvement District. Please review the attached job descriptions and forward to anyone you think might be a good fit for either position.

FY2011 City Council Discretionary Funding: Prequalified List

Any organization applying to the New York City Council to receive discretionary funding totaling more than \$10,000 must be Prequalified by the City agency that oversees the services for which the organization is requesting funding support.

Organizations that are prequalified for the correct City agencies do not need to reapply or recertify to remain prequalified.

- [List of Prequalification Clearances](#) (in [PDF](#))

If your organization is not on the List of Prequalification Clearances or is requesting funding that would fall under a different City agency, then your organization must complete a PQL Application.

- [PQL Application](#)

For additional information, please refer to the [DYCD Website](#).

REMINDERS

Payment Requests

As a reminder, all requests for payment of your organization's FY2010 contract funds must be received by your SBS contract manager no later than **July 21, 2010**. You may not request payment for any of your organization's costs incurred or expenditures made after your contract end date. If you have any questions on payment request requirements, please contact your Avenue NYC contract manager.

FY2010 Avenue NYC Organization Survey

If you have not already done so, please take a few minutes to complete the [FY2010 Avenue NYC Organization Survey](#). Your input and participation in the survey will help us to better administer our program and to provide you with the assistance that you need. Please submit your responses to the survey by **Tuesday, June 22, 2010**.

Quarterly Reports

The Avenue NYC 4th Quarter Report is due on **Thursday, July 15, 2009**. Please email the completed report along with all supporting documentation to your contract manager by the designated deadline.