



Columbia University Facilities and Operations  
Vendor Town Hall  
April 15, 2020

# Agenda

- Opening Remarks, *Tanya Pope*
- Columbia-Harlem Small Business Development Center, *Kaaryn Nailor-Simmons*
- Vendor Resources, *Tanya Pope*
- Finance Processes, *Cedric Gaddy*
- Central Procurement, *Marc Craig*
- Questions & Answers

# Columbia-Harlem Small Business Development Center



Columbia University - Harlem SBDC

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## Resources for Economic Support for Small Businesses in Upper Manhattan

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Updated April 6, 2020 ( Check back regularly for updates)

 [Receive Email Updates](#)

The Columbia-Harlem Small Business Development Center is a program of Columbia Business School and the Research Foundation of the State University of New York (RF-SUNY). The center is a part of the NYS Small Business Development Center network and is a Resource Partner for the United States Small Business Administration.

To learn about and apply for the New York City Continuity Loan Fund go [here](#). Email NYC SBC if you have question at [covid19assistance@sbs.nyc.gov](mailto:covid19assistance@sbs.nyc.gov)

Updated Information about Small Business Administration Covid-19 Disaster Relief Loans and Grants ( [new SBA website](#))

Congress has passed the Coronavirus Aid, Relief, and Economic Security (CARES) ACT [which includes provisions for small businesses](#). Updates (including application processes) will be provided as received from the SBA.

**Express Bridge Loans** ([Express Loan](#) )

**SBA Debt Relief:** ([7\(a\) Loan Payment](#)).

# Columbia-Harlem Small Business Development Center

## Small Business Help with the COVID-19 Pandemic

### What SBDC Does

Webinars on resources and strategies for:

- Emergency Loan and Grant Programs
- Business Survival
- Starting a New Business

Confidential, no-fee, one-on-one assistance in:

- APPLYING for financing
- Survival Strategies
- Financial Management
- Marketing
- Unwinding a Business
- Starting a New Business

Connections to other resources to help your business and employees

Find answers to the questions of today

### What SBA Does

Offers emergency loan and forgivable loan programs, including Paycheck Protection Program Loan guarantees, Economic Injury Disaster Loans and, Express Bridge Loans

Offers financing programs: 7(a), 504, Express, Community Advantage, Microloan, Export Express, Export Working Capital, International Trade Loan

Manages the 8(a) Business Development Program and HUBZone Program to help socially and economically disadvantaged people or entities obtain government contracts

Webinars on accessing capital and government contracting

# Columbia-Harlem Small Business Development Center

The SBDC is one of the resource partners with the Small Business Administration. We are working together with the Women's Business Centers, SCORE and Veteran's Business Outreach Centers to help provide guidance and training to America's business community during this crisis and beyond.

## What SBDC Does Not Do

Does not provide funding of any kind – no loans, no grants, no equity investments but is able to help you identify opportunities

Does not evaluate your funding request or decide on the amount of funding you will receive

## What SBA Does Not Do

Does not provide individual assistance in applying for financing

Does not provide individual business and management advice

# Columbia-Harlem Small Business Development Center

- Columbia Harlem SBDC has a new website with information, webinars and step by step instructions to apply for the SBA Disaster Relief
- Web address is: <https://www8.gsb.columbia.edu/sbdc/coronavirus>
- Anyone can access the website for information, for one to one assistance from the Columbia-Harlem Center, your business address needs to be located in Upper Manhattan (North of 96<sup>th</sup> Street). Check the website for other regional centers- 24 in NYS
- Program changes likely, large volume of applications resulting in delays in approval and disbursement

# Columbia-Harlem Small Business Development Center

## SBA Express Bridge Loan

Businesses with existing relationships with an SBA Express Lender can access up to \$25,000 quickly. This loan can be used while applying for the EIDL loan

This loan must be repaid in full or in part by proceeds from the EIDL loan

## SBA Debt Relief

As part of SBA's debt relief efforts the SBA will automatically pay the principal, interest, and fees of **current 7(a), 504, and microloans** for a period of six months

The SBA will also automatically pay the principal, interest, and fees of **new 7(a), 504, and microloans** issued prior to September 27, 2020

# Columbia University Vendor Resources


COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

FACILITIES AND OPERATIONS

CUIMC Facilities - Preparedness

About Us ▾ Services News Vendors ▾ Connect

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**Vendors**

The online resource guide to working with University Facilities and Operations

Please click [here](#) for important vendor information concerning the COVID-19 Outbreak.

Members of the Columbia University Facilities and Operations team work with a wide variety of vendors covering construction, maintenance and other industries, including general contractors, single trade contractors, as well as technical and creative consultants. The team also works closely with [Columbia University Construction Facilities Sourcing](#), who help to identify sourcing opportunities and strategies that meet our operational and financial goals.

### PROSPECTIVE AND CURRENT VENDORS

Please become familiar with four key pages of resources, instructions and policies, including the following:

<b>Become a Vendor</b> The basics on how to start working with Columbia University Facilities and Operations	<b>Expectations and Requirements</b> What a vendor needs to know about working at Columbia	<b>Key Resources for Existing Vendors</b> Explore the main resources available to current vendors	<b>Minority-, Women- and Locally Owned Business Enterprises</b> Learn about diversity initiatives
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# Other Resources for Vendors

- **NYC Emergency Loan Fund** (the NYC-SBS program) is **now closed** and will re-open when the city receives additional funding from the Federal government.
- **Xerox** remains committed to the Bronx and has a number of promotions and programs to help organizations reduce and/or stop a number of technology operating expenses for up to 3-months. If you'd like to learn more, please email [Bryan.Uribe@xerox.com](mailto:Bryan.Uribe@xerox.com)
- **City Bar Justice Center** To connect to free legal services related to small business insurance policy, contracts, and HR related matters, please connect with the at: <https://www.citybarjusticecenter.org/covid-19-small-business-remote-legal-clinic/>, or you can call NELP at 212-382-6633 or email [NELP@citybar.org](mailto:NELP@citybar.org)
- **Bronx Continuity Loan Fund:** Application is ONLY available through email (up to 100k USD), please e-mail [mnixon@boedc.org](mailto:mnixon@boedc.org) or [rroger@boedc.org](mailto:rroger@boedc.org).
- **For Free meals** and the grab and go program, visit: <https://www.schools.nyc.gov/school-life/food/free-meals>, or text "NYCFOOD" or in Spanish "COMIDA" to 877-877

# Other Resources for Vendors

## US Department of Labor: DOL.gov Temporary Rule:

### Paid Leave under the Families First Coronavirus Response Act

- Emergency Paid Sick Leave Act and Emergency Family and Medical Leave Expansion Act  
<https://www.dol.gov/agencies/whd/ffcra>
- Family and Medical Leave Act (job protected, unpaid leave if caring for those with COVID-19) <https://www.dol.gov/agencies/whd/fmla/pandemic>
- Chart explaining how COVID19 paid leave and unemployment work:  
<https://www.nelp.org/wp-content/uploads/FVAW-NELP-COVID-19-flow-chart-042020.pdf>

## Mortgage & Rent Relief:

No late fees, no delinquencies reported to credit bureaus, foreclosures and legal proceedings suspended

- FHFA.gov Federal Housing Finance Agency - [www.fhfa.gov/](http://www.fhfa.gov/)
- HUD.gov Mortgage Payment Relief <https://www.hud.gov/>  
<https://www.thedailybeast.com/during-coronavirus-do-i-have-to-pay-my-rent-or-mortgage>  
<https://www.cnbc.com/2020/03/18/what-to-do-if-you-cant-make-your-rent-or-mortgagepayments.html>
- What to do if you are having problems paying rent or mortgage  
<https://www.forbes.com/sites/advisor/2020/03/20/mortgage-relief-tracker-covid-19-relieffor-homeowners-and-renters/#3013e67a2f19>

# Columbia Guidance for Vendors

- Continue to update you on webinars, accounting resources and other information – send your email address to [sd3286@columbia.edu](mailto:sd3286@columbia.edu)
- Directions on CUFO Vendor website if you're not sure of the status of your project who you need to speak with: <https://cufo.columbia.edu/content/vendors>
- Stay connected with your primes to remain abreast of the status of projects
- Speak with your sub-contractors and suppliers to keep them informed of the status of your suspended projects
- Discuss any leasing concerns with your landlord

# Facilities & Operations Finance Processes

- The university continues to need vendors to provide essential services for:
  - Emergencies, Residential portfolio, Onsite essential staff support
- Financial transactions are still being processed
- Projects are being evaluated for “Essentialness”
- If you are unsure of your Columbia contact check our Facilities Vendor website:  
<https://cufo.columbia.edu/content/vendors>
- If you are experiencing business continuity issues and have a suspended current project or a recently awarded project, please reach out to us.

# Columbia Central Procurement

- Central Procurement (Accounts Payable, Vendor Management and Purchasing) is fully operational with all staff working remotely
- Contract renewals are under review 60 days in advance of expiration
- Ensure that expired licenses, certifications and certificates of insurance are renewed and provided to Columbia
- Go to <https://forms.finance.columbia.edu/vendor-request/> to update your profile and to sign up for ACH Direct Deposit if you still receive payment by checks
- Confirm with your Columbia contact that they will be present before coming on campus

# Questions?

## Questions & Comments

**Please type your questions into the Q&A box.**

*A recording of this webinar and a copy of this presentation will be available here:*  
<https://cufo.columbia.edu/content/cufo-vendor-town-hall-resources-during-covid-19>