

**ATTENTION: TO ALL FUNDING RECIPIENTS IMPACTED BY HURRICANE SANDY**

Dear Funding Recipients:

As part of the recovery process in the aftermath of Hurricane Sandy, certain non-profit organizations have reported to DDC that their City-funded equipment and/or vehicles have incurred damage and may no longer be usable. DDC reminds all Funding Recipients of the obligations that accompanies City-funded equipment and/or vehicles, and requests your cooperation as follows: 1) to document and report damage, where appropriate; and 2) to coordinate the disposal of equipment or vehicle(s) that are beyond repair with DDC.

As you assess the state of your equipment and/or vehicle(s), please also be mindful of the following requirements:

- Your organization must notify the City immediately of any damage to City-funded equipment and/or vehicle(s);
- Your organization is responsible for insuring the City-funded equipment and/or vehicle(s) during its useful life period which, at a minimum, consists of five (5) years from the date the equipment and/or vehicle(s) were put to use for your organization's mission;
- Your organization cannot destroy, replace, dispose or remove the equipment and/or vehicle(s) without the prior written consent of the City; and
- Your organization must cooperate with the City in its attempts to exercise any rights it may have with respect to the equipment and/or vehicle(s).

To that end, in the event you have damaged City-funded equipment and/or vehicle(s), DDC asks that you: (i) photograph and record any damage to your equipment, vehicle(s) and/or facility; and (ii) call DDC's Program Director to discuss the nature of the damage and the steps your organization has taken to file insurance claims or recoup expenses associated with repair or the replacement of damaged items.

We thank you in advance for your cooperation and look forward to speaking with you.

Bruce Rudolph  
DDC Program Director  
718-391-1732  
[RudolphBr@ddc.nyc.gov](mailto:RudolphBr@ddc.nyc.gov)