



Charles A. Gargano, Chairman



George E. Pataki, Governor

Application for the New York State WTC Disaster Retail Recovery Grant Program

The New York State Empire State Development Corporation ("ESDC") is offering this Grant Program for businesses that are currently engaged in the retail sale of goods or personal services that were located as of September 11, 2001 in the area bordered by the south side of West Houston St. and the south side of East Houston St. from the Hudson to the East Rivers. For each eligible business, the applicant would be entitled to a cash grant up to an estimated 3 days of gross business revenues lost due to business interruption, with a maximum grant of \$10,000 per business. Please complete the following items of information. **ALL APPLICATIONS MUST BE RECEIVED BY DECEMBER 6, 2001. Please mail this Application Form and all required attachments to:**

**WTC Retail Recovery Grant Program
Empire State Development
P.O. Box 4438, Grand Central Station
New York, NY 10017**

Business Name (Legal name of business)	Company Name (if different)
Current Address of Business	Address as of Sept. 11, 2001 (if different)
Contact Person Name	Contact Person Telephone Number
Type of Retail / Personal Service Business	Number of Employees Tax ID Number

Please attach a photocopy of the following documents as applicable:

1. A photocopy of the 2000 Federal Income Tax filing:
 Form 1120 – U. S. Corporate Income Tax Return, OR
 Form 1065 OR Form 1065-b – Partnership Tax Return, OR
 Form 1040 – Schedule C and Form W2/1099 OR Schedule C-EZ and Form W2/1099
2. A photocopy of the Lease covering the Business Location as of September 11, 2001 AND
3. A photocopy of the Current Lease if current location is different from # 2 above.

Certification of Applicant

The undersigned does solemnly affirm that he/she is authorized to execute this instrument, and that to the best of his/her knowledge, information and belief, all statements in this Application, including all attachments thereto, are true and accurate. The undersigned also affirms that it is the Company's intention to continue operations in New York State or resume a business in New York State that may have temporarily closed due to the events of September 11, 2001. The undersigned further affirms that Company is in compliance with all Federal, State and local laws, tax requirements and is not delinquent on any tax obligations. The undersigned understands that receipt of grant funds pursuant to this application is subject to availability of program funds. The undersigned affirms that it is a business in the Eligible Area selling goods or personal services to individual consumers, and that any other business under his/her control has not applied for or received a grant or grants under this program. The undersigned agrees that the name and address of the company and the grant amount may be used by New York State in its promotional materials.

Printed Name	Signature
Title	Date
ESDC Use: Approved by: _____	Amount Approved \$ _____ Date: _____

Instructions for Application for the New York State WTC Disaster Retail Recovery Grant Program

Eligible Business: An Eligible Business for this Grant Program is a business in NYS currently selling goods or personal services to individual consumers, employing fewer than 500 people and that had an establishment located in the Eligible Area as of September 11, 2001. The definitions for retail and personal services businesses are taken from the US Office of Management and Budget Standard Industrial Classification Codes (SIC). These are SIC 52, 53, 54, 55, 56, 57, 58 and 59 for Retail Businesses and SIC 72 for Personal Services Businesses. Examples of eligible businesses include, but are not limited to, sellers of durable and non-durable goods, restaurants, food services establishments, drinking establishments, laundry, cleaning and garment services, beauty and barber shops, and shoe repair shops. Businesses not eligible for a grant under this program include professional and legal services, health services and business services, such as lawyers, physicians, accountants and computer programming services.

Eligible Area: As of September 11, 2001, an Eligible Business must have been located in that area of Lower Manhattan bordered by the south side of West Houston Street and the south side of East Houston Street from the Hudson River to the East River.

Current Number of Employees: On the attached Application Form, on the line requesting the Number of Employees, enter the current total New York State employment of the company or business applying for the grant.

Tax ID Number: This is the Federal Employer Identification Number as found on the Federal Income Tax filing, or Partnership Identification Number, or Social Security Number if filing a Form 1040 or 1040-C.

Grants: For each Eligible Business, the Grant Program would provide a cash grant up to an estimated 3 days of gross business revenues lost due to business interruption, calculated as follows: Using the gross business revenues for 2000 as reported on the company's federal income tax filing, divided by 250 business days, multiplied by three days. The maximum grant is \$10,000.

Documentation: To determine a business's revenues for the last fiscal year, a photocopy of the 2000 Federal Income Tax filing for your form of business must be attached to the Application Form:

- **Form 1120 – U. S. Corporate Income Tax Return, OR**
- **Form 1065 or Form 1065-B - U.S. Partnership Return of Income, OR**
- **Form 1040 – Schedule C and Form W-2/1099 or Schedule C-EZ and Form W-2/1099.**

If the applicant cannot supply a photocopy of tax returns for year 2000, he/she may provide substitute documentation to verify that the business was in operation as of September 11, 2001 in the Eligible Area. To ascertain the business's location as of September 11, 2001, a photocopy of the lease for those premises is required. If the business was forced to relocate as a result of the disaster, a photocopy of the business's current lease is required. If the applicant owns his/her business premises, provide a photocopy of the deed in lieu of a lease.

Processing Time: Empire State Development will use its best efforts to make a determination of the eligibility of an application as soon as possible after receipt of a completed application and disburse funds to Eligible Business within ten (10) business days of Grant approval.

Filing Date: Applications must be received by Empire State Development by December 6, 2001.

If you have any questions, please call 1-800-ILOVENY (1-800-456-8369)



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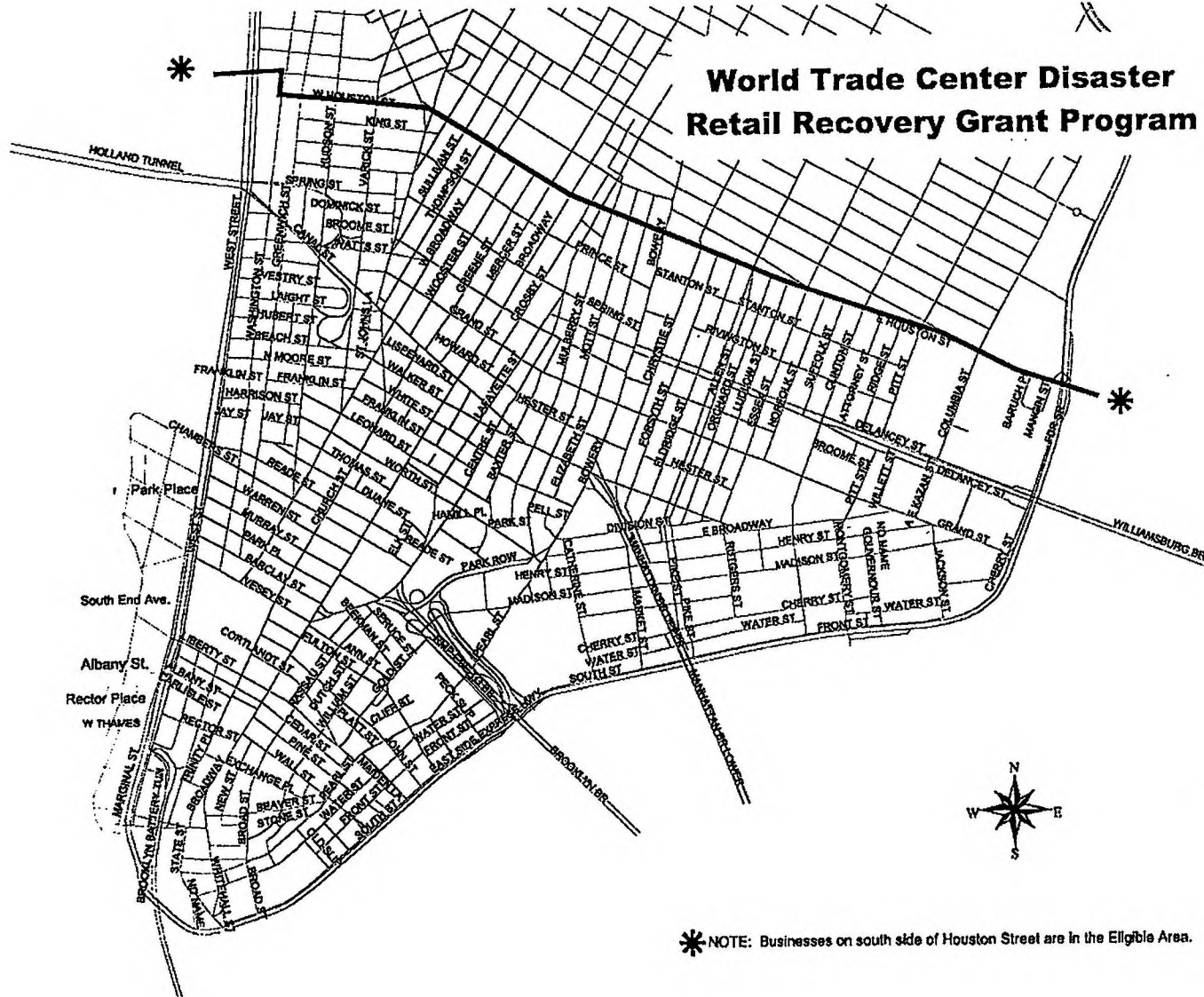
WTC Disaster Retail Recovery Grant Program Frequently Asked Questions

- Q. Which agency administers the WTC Disaster Retail Recovery Grant Program?**
A. This program is administered by the Empire State Development Corporation (ESDC) on behalf of the State of New York.
- Q. Where can I obtain an application for this Grant Program?**
A. Applications are available at the ESDC walk-in center at 199 Church Street between Duane and Thomas Streets in Lower Manhattan, on the 15th floor from Tuesday, November 6th through Friday, November 9th, from 8:00 a.m. to 8:00 p.m. They may also be obtained by calling 1-800-ILOVENY (1-800-456-8369), or on the web at www.empire.state.ny.us.
- Q. Where do I send the completed application?**
A. Completed applications and photocopies of all requested attachments should be mailed to: WTC Retail Recovery Grant Program, Empire State Development, P.O. Box 4438, Grand Central Station, New York, NY 10017. You are advised to make photocopies of your application and supporting documents for your own records.
- Q. What is the latest date that I can apply for a grant under this program?**
A. The deadline for receipt by ESDC of applications for grants under this program is **December 6, 2001**.
- Q. How do I know if I am an eligible business for a NYS WTC Disaster Retail Recovery Grant Program?**
A. A business is eligible if:
- The business was located as of Sept. 11, 2001 in the area of Lower Manhattan bounded by the south side of West Houston St. and East Houston St., from the Hudson River to the East River, down to the lower end of Manhattan (Eligible Zone); and
 - The business is currently located in New York State or the business owner can verify that he/she intends to resume a business temporarily closed due to the events of Sept. 11, 2001, and
 - The business employs fewer than 500 people engaged in the retail sale of goods or personal services to individual consumers.
- Q. Which types of businesses are considered retail businesses?**
A. Examples of eligible businesses include, but are not limited to, sellers of durable and non-durable goods, restaurants, food services establishments and drinking establishments. The definitions for retail businesses are based on the US Office of Management and Budget Standard Industrial Classification Codes (SIC) 52, 53, 54, 55, 56, 57, 58 and 59.
- Q. Which types of businesses are considered personal services?**
A. Examples of personal services businesses include, but are not limited to, laundries, cleaning and garment services, beauty and barber shops and shoe repair shops. The definitions for personal services businesses are based on the US Office of Management and Budget Standard Industrial Classification Code (SIC) 72.

- Q. Would a lawyer, doctor, accountant or stockbroker be considered a retail or personal service business?**
- A. No.** Legal, medical, financial, business or other professional services are not classified as retail or personal services and are not eligible for grants under this program.
- Q. If I receive a WTC Disaster Retail Recovery Grant, will I be liable for taxes on the grant received?**
- A. Yes.** Grant recipients will receive a Form 1099-G at the end of the year. Please consult your tax advisor on the treatment of this item on your tax return.
- Q. How is the grant amount calculated?**
- A. For each Eligible Business, the Grant Program would provide a cash grant up to an estimated 3 days of gross business revenues lost due to business interruption, calculated as follows:** Using the gross business revenues for 2000 as reported on the company's federal income tax filing, divided by 250 business days, multiplied by three days. The maximum grant is \$10,000.
- Q. What if the documentation required for this application were destroyed in the attack? Will I still be able to apply for a grant from this program?**
- A. Yes.** An applicant may provide substitute documentation that would verify that the business was in operation in the Eligible Zone as of September 11, 2001, and that it is currently operating in New York State. If the 2000 Federal Income tax filing is missing, the applicant may complete and sign a Tax Information Authorization (Form 8821) and submit it to the Internal Revenue Service. You may obtain this form from the IRS web site at www.irs.gov.
- Q. If my retail shop was destroyed in the attack and I have not yet relocated my business, would I still be eligible for a grant under this program?**
- A. Yes.** You must complete and return the application form by December 6, 2001 with photocopies of your lease or deed for your business premises in the Eligible Zone as of September 11, 2001, and your 2000 Federal income tax return. You must certify on the application form that you will resume operations in New York State.
- Q. What if my business is new and I did not file a 2000 Federal income tax return, could I still qualify for a grant under this program?**
- A. Yes,** as long as you can show proof that you had an eligible business in the Eligible Zone as of September 11, 2001, and are currently in business in NYS. In addition to the required photocopies of your lease(s), you may submit substitute documentation for your Federal income tax return, such as your quarterly NYS sales tax filing, that would indicate gross sales for your business for as many quarters as you have been in operation.
- Q. If I am a business owner with two or more eligible businesses, may I apply for a grant for each eligible business from this Grant Program?**
- A. Yes.** However, since the funds for this Grant Program are limited at this time, only one grant applied to a single application approval will be disbursed to a business owner who files more than one application. Applications for additional grants in this case will be reviewed, and, if eligible, will be approved after December 31, 2001, pending availability of funds.
- Q. How long will it take to receive a grant if my application is approved?**
- A. ESDC** will use its best efforts to make a determination of the eligibility of an application as soon as possible after receipt of a completed application and disburse funds to eligible businesses within ten (10) business days of grant approval. Incomplete applications will delay the process. Please be sure that your application is complete and you have indicated the appropriate payee name and address to which the check should be issued if the grant is approved.

Rev. Nov. 2, 01

World Trade Center Disaster Retail Recovery Grant Program



* NOTE: Businesses on south side of Houston Street are in the Eligible Area.