

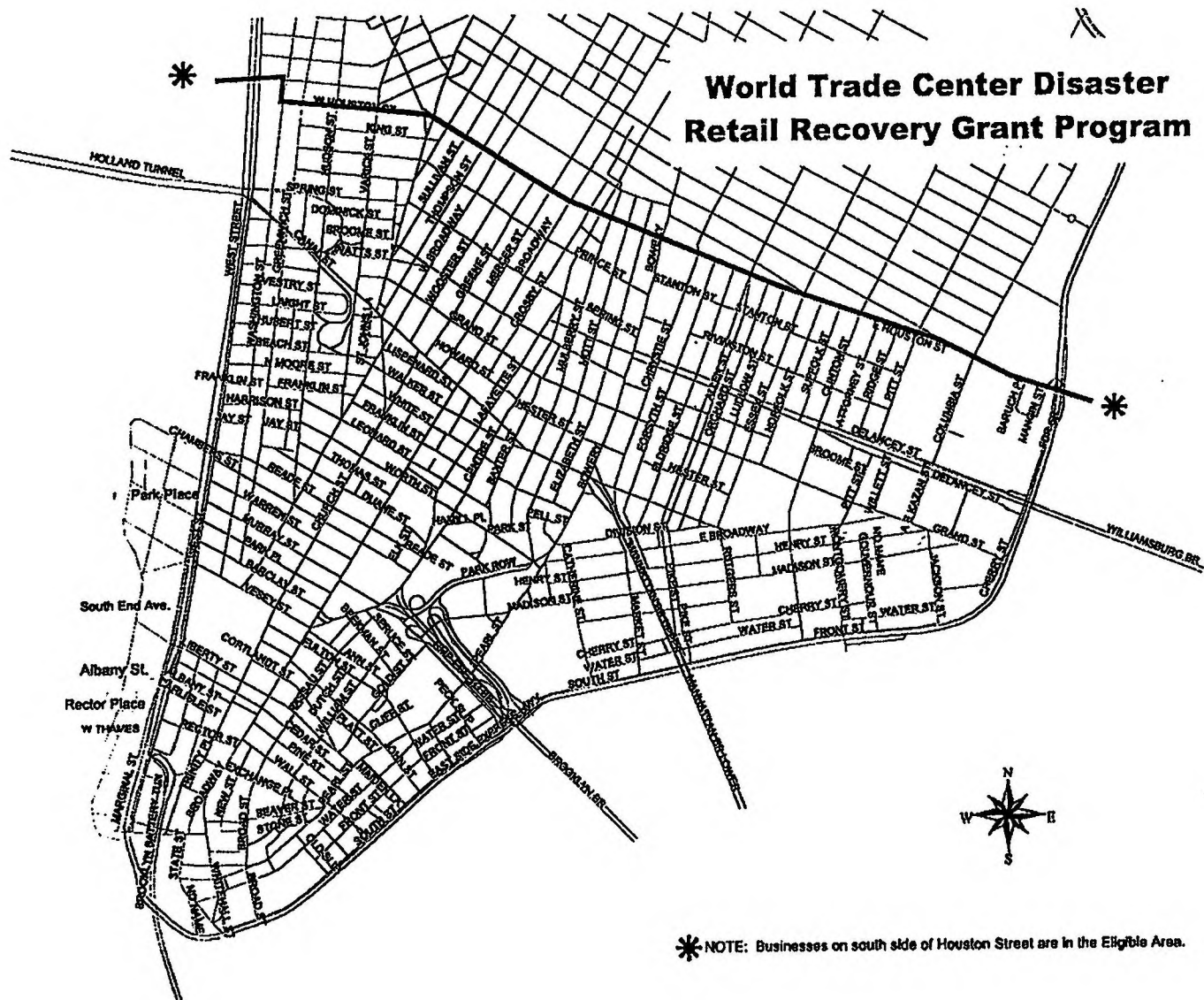


WTC Disaster Retail Recovery Grant Program Frequently Asked Questions

- 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



(212) 279-5381

Mr. Schneff Elinor Hand
PA GIATF