



WTC Business Recovery Grant Program Frequently Asked Questions Revised February 8, 2002

- Q. Which agency administers the WTC Business Recovery Grant Program?**
A. This program is administered by the Empire State Development Corporation (ESDC) in coordination with the New York City Economic Development Corporation 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 WTC Business Recovery Centers at 2 Rector Street between Greenwich Street and Trinity Place (N/R trains to Rector Street, 4/5 trains to Wall Street) or 140 William Street (A/C/E, 4/5, 1/2 trains to Fulton Street) in Lower Manhattan Monday, Tuesday, Thursday and Friday from 9:00 a.m. to 5:00 p.m., and Wednesday from 9:00 a.m. to 8:00 p.m. The WTC Business Recovery Centers will be closed on governmental holidays. Applications may also be obtained from the web site at www.nylovesmallbiz.com
- Q. What is the latest date that I can apply for a grant under this program?**
A. Applications for the WTC Business Recovery Grant Program will be accepted through December 31, 2002 and will be processed in order of receipt of completed applications. Based on interest in the program and on the availability of program funds, the deadline for submission of applications may be extended beyond December 31, 2002.
- Q. Whom should I contact if I have questions about the Grant Program or application process?**
A. If you have any questions about the WTC Business Recovery Grant Program or about the application process, please call 1-800-ILOVENY (1-800 456-8369) or you may e-mail your questions to WTCGrantProgram@empire.state.ny.us. You may also speak to a Program representative at the WTC Business Recovery Center at 2 Rector Street or 140 William Street.
- Q. How do I submit my completed application?**
A. For speediest processing, you are strongly encouraged to take your completed application and photocopies of all requested attachments to the WTC Business Recovery Center at 2 Rector Street or 140 William Street in Lower Manhattan. Applications may also be mailed to: WTC Business 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. Documents will not be returned.
- Q. How do I know if my business is eligible for a WTC Business Recovery Grant?**
A. Your business is an "Eligible Business" for this program if:
- It is a for profit business entity, or a not-for-profit organization established under Sections 501(c), 501(e), 501(f), 501(k), 501(n) or 521(a) of the Federal Tax Code and is not involved in religious or political activities; **and**
 - The business was located as of Sept. 11, 2001 on or south of 14th Street from the Hudson River to the East River, to the lower end of Manhattan ("Eligible Area"); **and**
 - It maintained a business establishment in the Eligible Area as of September 11, 2001 and has continued its business operations there, or intends to resume its business operations within the City of New York; **and**
 - The business employs fewer than 500 full-time permanent employees worldwide; **and**

- Its revenues and/or expenses were derived from operations at the business premises located in the Eligible Area and it had employees on its payroll (or the business owner was self-employed) that worked at its business premises located in the Eligible Area.

Q. What is the Eligible Area for this program?

A. The Eligible Area for assistance under the WTC Business Recovery Grant Program is the entire area of Lower Manhattan on or south of 14th Street, from the Hudson River to the East River, extending to and including the Battery. Within this Eligible Area, there are four separately defined areas (see Map of the Eligible Area attached):

- The “**14 St.--Houston Area**” refers to the area bounded on the north by 14th Street (including both sides of 14th Street), and on the south by the north side of Houston Street, from the Hudson River to the East River. This area excludes the Houston – Canal Area, the South of Canal Area and the Restricted Zone.
- The “**Houston--Canal Area**” refers to that area that is bounded on the north by the south side of Clarkson Street from West Street east to Washington Street, then south along the west side of Washington Street to West Houston Street, then east along the south side of West Houston Street and East Houston Street to the East River, and on the south by the north side of Canal Street from the Hudson River running east to the intersection of Rutgers Street, then southeast along the north sides of Rutgers Street and Rutgers Slip to the East River. This area excludes the South of Canal Area and the Restricted Zone.
- The “**South of Canal Area**” refers to that area that is bounded on the north by the south side of Canal Street, from the Hudson River to Rutgers Street, then southeast along the south sides of Rutgers Street and Rutgers Slip to the East River and on the south by the Battery, and excludes the Restricted Zone.
- The “**Restricted Zone**” refers to the area bounded on the north by Chambers Street, on the east by Broadway, and on the south by Rector Street as extended due west to the Hudson River.

Q. Do I need to calculate financial loss my business suffered from the September 11 attack?

A. Yes, you need to estimate the financial loss to your business during the period September 11 to December 31, 2001 as a result of the attack on the World Trade Center. Such losses may include, but are not limited to, damage to or destruction of real property and other tangible assets including equipment, furniture and fixtures, supplies and inventory; business interruption; financial loss due to reduced business activity; employee wages and contract services fees incurred for work not performed; temporary or permanent relocation expenses; and debris removal and other clean-up costs.

Grant assistance provided under this Program may not exceed the business’ net eligible economic loss. Grantees who receive additional government grants and insurance payments for the same loss after the award of the Grant shall be obligated to repay any part of the Grant that exceeds the applicant’s net loss.

Q. What documentation is required to apply for a WTC Business Recovery Grant?

A. All applicants must fill out an application form and attach the following items to complete the application:

- A photocopy of the business’ signed federal income tax return for the most recent fiscal year ending before September 11, 2001. If the business has more than one location included in a consolidated tax return, also attach the same year’s New York City tax return (Form 3L, 4S, or 202, and a statement from a Certified Public Account that shows the revenue or expenses, as applicable, generated for each such location. However, if the grant amount is expected to be \$10,000 or less, the accountant does not have to be a Certified Public Accountant; **and**
- A photocopy of the business’ lease, deed, or permit for the business premises in the Eligible Area as of September 11, 2001; and
- A photocopy of the business’ current lease if you have relocated from your prior location to a new location within NYC; **and**

- A completed Form 8821 authorizing ESDC to access tax returns from the Internal Revenue Service; **and**
- If the premises were leased, copies of both sides of cancelled rent checks or, for rent paid in cash, receipts from your landlord for rent paid for the months of (i) July or August, 2001 and (ii) September, October or November 2001 (a total of two checks); **and**
- A photocopy of a utility bill (for example: gas, electric or telephone) for the months of (i) July or August, 2001 and (ii) September, October or November 2001 (a total of two bills); **and**
- A **voided** check for the business' bank account, imprinted with the business name.

Additional documentation may be required.

Q. How is the grant amount calculated?

A. The grant is based on gross revenue, using the following method:

1. Determine average daily gross revenue, assuming a 250-business-day year, by dividing the gross revenue as reported on the company's federal income tax return by 250.
2. Multiply that daily average by the number of days eligible for reimbursement depending on the business' location as of Sept. 11, 2001, as follows:

- Eligible Businesses in the 14 St.--Houston Area would receive a grant equal to 2 days (or 0.8%) of gross revenues, up to a maximum grant of \$50,000.
- Eligible Businesses in the Houston--Canal Area would receive a grant equal to 3 days (or 1.2%) of gross revenues, up to a maximum grant of \$100,000.
- Eligible Businesses in the South of Canal Area would receive a grant equal to 5 days (or 2%) of gross revenues, up to a maximum grant of \$150,000.
- Eligible Businesses in the Restricted Zone would receive a grant equal to 10 days (or 4%) of average gross revenues, up to a maximum grant of \$300,000.

Area	Days of Economic Loss	Percent of Annual Gross Revenues or Expenses	Maximum Grant Amount
14 St.--Houston Area	2	0.8%	\$50,000
Houston--Canal Area	3	1.2%	\$100,000
South of Canal Area	5	2%	\$150,000
Restricted Zone	10	4%	\$300,000

If the Eligible Business derives no revenues from operations in the Eligible Area (such as back office space or a central administrative office for a business with revenue producing locations outside the Eligible Area) then the grant amount is determined based on a statement of expenses. The applicant must provide a statement of operating expenses incurred at the location from a Certified Public Accountant (if the grant amount will be \$10,000 or less, the accountant does not have to be a Certified Public Accountant). The statement should allocate expenses separately to show rent and overhead, salaries, inventory, marketing, etc. Inventory can be included if itemized and if it can be allocated to the period in question.

Q. What if I can't find my business activity code on my tax return?

A. To identify the 6-digit business activity code for your business, you may log onto www.census.gov/epcd/www/naicstab.htm. You may also request assistance from a representative at the WTC Business Recovery Center.

Q. If my residence is my place of business, can I apply for a grant under this program?

A. Yes, if you meet the requirements for an Eligible Business described above.

Q. I am a street vendor. Can I apply for a grant under this program?

A. Yes. You must provide a photocopy of your New York City Department of Consumer Affairs license or permit to operate at a specific location within the Eligible Area. If your business license or permit is not site-specific, then you may be eligible for assistance if you can provide evidence that your business was operating at a location within the Eligible Area for not less than three months prior to September 11, 2001. Ac-

ceptable documentation will include an affidavit provided by ESDC to be completed by a nearby permanent business attesting to the vendor's location.

- Q. My business has several locations within the Eligible Area. Can I apply for a grant for each location?**
- A. Yes, but in no case will the total grant assistance from this program provided to any one business exceed \$500,000. You are required to file a separate application for each distinct location of your business within the Eligible Area. If the business filed a consolidated federal tax return combining revenues or expenses for multiple locations, also attach the same year's New York City tax return (Form 3L, 4S, or 202, and a statement from a Certified Public Account that shows the revenue or expenses, as applicable, generated for each such location. If the grant amount is expected to be \$10,000 or less, the accountant does not have to be a CPA.
- Q. Is the WTC Business Recovery Grant reported to the Internal Revenue Service (IRS)?**
- A. Yes. Both the IRS and the grant recipient 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. What if my business has already received a grant under ESDC's WTC Disaster Retail Recovery Grant Program? Can I apply for a grant under this new program?**
- A. You may be eligible for additional grant assistance under the WTC Business Recovery Grant Program depending on your business location within the Eligible Area or if ineligible business activities (such as wholesale) were excluded from the previous grant calculation. The amount of your WTC Disaster Retail Recovery Grant will be deducted from this Program's grant.
- Q. If my tax return was destroyed in the attack, can I still apply for a grant from this program?**
- A. Yes. If you do not have a copy of your business' federal tax return for the most recent fiscal year ending before September 11, 2001 you may go to one of the three IRS-Taxpayer Assistance Centers in Manhattan to quickly obtain a transcript of your return. To be given priority in processing your IRS request, you must show a copy of your WTC Business Recovery Grant application form. The locations for these Centers are: 290 Broadway (5th Floor); 110 W. 44th Street (2nd Floor); or 55 W. 125th Street (Street Level). Center hours are 8:00 a.m. to 4:30 p.m. Monday, Tuesday, Thursday, Friday, and 8:30 a.m. to 4:30 on Wednesday. Or, you may obtain a transcript of your return by completing Form 8821 or Form 4506, as applicable, and submitting it to the Internal Revenue Service. You may obtain this form from the IRS web site at www.irs.gov.
- Q. I don't have my lease. Can I apply for a grant?**
- A. If the lease for your Eligible Business is missing, you will be required to complete affidavits provided by ESDC (one signed by you and one signed by your landlord) certifying the location of your business premises, in addition to all other required documents.
- Q. If my business has ceased operations due to the events of September 11th, 2001 and it has not yet reopened, can I still apply for a grant under this program?**
- A. Yes. You must certify on the application form that you will resume operations in New York City within one year of the receipt of the grant funds in order to avoid repayment of the grant.
- Q. My business' fiscal year ending after September 11, 2001 was better than the year prior. Can I submit the better year's tax return instead?**
- A. No. In order to treat all businesses consistently, we require the tax return for the year ending prior to September 11, 2001.
- Q. If I have not yet filed my federal income tax return for my most recent fiscal year ending prior to Sept. 11, 2001 because I have received an extension of time to file, can I still apply for assistance under this program?**
- A. You may apply after you have filed your tax return for the most recent fiscal year ending prior to Sept. 11, 2001.

Q. My business was in its start-up phase. Can I apply for a grant?

A. Yes. For purposes of this program a start-up is defined as a company with no revenues prior to January 1, 2000, but had business operations in the eligible area as of September 11, 2001. Expenses, not revenues will be used for the grant calculation, although if the first fiscal year ended prior to 9/11/01, the tax returns must still be provided.

Start-ups must provide CPA (or accountant, if the grant is estimated to be less than \$10,000) statements showing operating expenses for the period September 1, 2000 through August 31, 2001 (or for a lesser period if fully operating for a shorter period of time) and that expense figure will be the basis for the grant. The statement should allocate expenses separately to show rent and overhead, salaries, inventory, marketing, etc. Capital expenses such as renovations or machinery should not be included. Inventory can be included if itemized and if it can be allocated to the period in question.

Q. How long will it take to receive a grant if my application is approved?

A. After approval of a completed application, it should take approximately thirty (30) business days to disburse funds to Eligible Businesses. Incomplete applications will delay the process. Please be sure that your application is complete.

Q. How will I receive my grant?

A. Grant funds will be electronically transmitted to the bank account indicated on the voided check submitted as part of the application. You will be sent a letter advising you of the transfer.

Q. If I think my application was incorrectly denied, can I appeal the decision?

A. Yes. If you have submitted an application for assistance and you believe that it was incorrectly denied, you may appeal the decision within twenty business days of receipt of notification of that denial. Your appeal must be in writing to: WTC Business Recovery Grant Program Appeal, Empire State Development, P.O. Box 4438, Grand Central Station, New York, NY 10017. Include the reason for your complaint and information you would like to have considered. Your appeal will be reviewed by an ESDC appeal committee. All decisions by the appeal committee shall be final.

Q. What if I want more information on this program?

A. Please read the Guidelines governing this program available on the ESDC web site at www.nylovesmallbiz.com . You may also write to WTCGrantProgram@empire.state.ny.us, call 1(800) ILOVENY, or come to the WTC Business Recovery Center at 2 Rector Street or 140 William Street.

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Map of the Eligible Area

