

# Small Business Storm Recovery Program



*The State of New York Small Business Storm Recovery Program was established primarily to support independently owned and operated businesses that have fewer than 100 employees and are located in the counties designated as disaster areas as a result of Superstorm Sandy, Hurricane Irene or Tropical Storm Lee. To be eligible for funding, the business must have experienced direct damage and/or economic hardship as a result of one of these storms. These requirements and program parameters are subject to federal approval and may change. Funding for this program will not be distributed by the federal government and made available to the State of New York and its partners until federal agencies have approved the program discussed in this document.*

*Registration forms are now available online at [www.NYSandyHelp.ny.gov](http://www.NYSandyHelp.ny.gov). After completing the registration form, you will be contacted to complete the registration process for small business loans, grants and/or business consulting.*

## You may be eligible if

- Your business is located in one of New York State's counties designated as disaster areas due to Superstorm Sandy, Hurricane Irene or Tropical Storm Lee.
- Your business has fewer than 100 full-time equivalent employees either before the storm that caused the damage or at the time of this registration.
- Your business suffered uncompensated losses as a direct result of one of these storms.

## Small business grants

Grants may be provided to small businesses, including farming operations and non-profit organizations that suffered physical damage, inventory loss, or revenue loss due to business interruption as a direct result of one of these storms. Additional grant assistance may also be made available to support mitigation efforts to protect businesses from future storms. This grant program will be administered by the State in partnership with an intermediary.

- Grants will cover eligible uncompensated costs, defined as any costs not paid for by grant or other assistance (not including private loans) from local, state or federal governments, third party assistance, or insurance, for capital expenditures to repair needed equipment and renovate facilities that were damaged/destroyed in the storm, or to replace lost inventory or revenue lost due to business interruption as a direct result of the storms.
- Eligible registrants must have impacted premises in one of the eligible disaster affected counties, and have fewer than 100 full-time equivalent employees either before the storm that caused the damage or at time of this registration.
- All grants will be made on a cost-incurred basis for all eligible expenses, as defined by a certification of loss from the SBA, the business's insurance company, or other defined source.
- Grants of up to \$50,000 to cover as much as 100% of eligible uncompensated losses may be offered for all affected businesses. The State may offer additional grant assistance up to an aggregate grant amount of \$100,000 for businesses that suffered damage under specified circumstances that can demonstrate that they are at risk of closure or significant employment loss without an increase in grant size.
- In conjunction with repairs to an eligible impacted business, additional grant assistance may be available to cover mitigation expenses to prevent damage from future storms. This may include activities such as installing backup generators or elevating key equipment.

# Small Business Storm Recovery Program



## Small business loans

Loans may be provided to small businesses, including farming operations and non-profit organizations, that suffered direct losses or revenue loss due to business interruption, and to provide working capital necessary to help the business recover. This loan program will be administered by the State in partnership with an intermediary.

- Loans of up to \$1,000,000 may be available to small businesses.
- The State may offer a higher amount under specified circumstances for employers that can demonstrate that they are at risk of closure or significant employment loss without an increase in loan size.
- The loans will have low interest rates of below 2% and terms may be for as long as seven years. Initial lower interest rates and a repayment delay period may also be available.
- A personal guarantee is required for all individuals who own 20% or more of the business.

## Consulting and small business coaching

Consultants and business coaches may be available to work with your firm on business development and recovery issues at no charge, subject to availability of funds. Assistance may be available for business planning, real estate development and relocation, legal and accounting issues, marketing, and other business challenges.

State of New York Small Business Storm Recovery Program  
**Short-Form Registration for Assistance**



**Business Name**  
 (as appears on federal tax returns)

**d/b/a Name**  
 (if different)

**Name of Business Owners and Percentage of Ownership Share**

**Business Street Address**  
 (location of damaged property)

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

**Which storm were you damaged in?** (check one or all that apply)  Sandy  Irene  Lee

**Do you own or rent the damaged property?**  Own  Rent

**Contact Person**  
 Name \_\_\_\_\_ Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**Mailing Address**  
 (if different from above)

**Federal Employer ID Number**  Don't know **DUNS Number**  Don't know

**New York State Certification** (if applicable)  
 Minority-owned Business. If yes, are you certified?  Yes  No  
 Woman-owned Business. If yes, are you certified?  Yes  No

**Registrant's Ownership Structure**  
 Corporation  Partnership  Sole Proprietorship  
 Franchise  Other (explain): \_\_\_\_\_

**Not-For-Profit Legal Structure** (if applicable)  
 501 (c)  501 (e)  501 (f)  
 501 (k)  501 (n)  501 (a)

**NAICS Code**  
[www.census.gov/eos/www/naics/](http://www.census.gov/eos/www/naics/)  Don't know

**Number of Employees and Full-time Equivalents (FTEs)**  
 A full-time equivalent position is defined as any combination of two or more part-time jobs that, when combined together, constitute the equivalent of a job of at least 40 hours per week.

**Description of Business Operation:**

**Is the business currently operating?**  Yes  No  
 If no, why? (e.g., seasonal business, damage suffered as a result of Sandy)

**Loss Caused By**  
 Flood  Wind  Fire  Power Outage  Business Interruption  
 Other (explain): \_\_\_\_\_

**Provide a description of the losses suffered by the business and the associated costs to repair or replace.**

Description of loss	Cost to repair or replace

# State of New York Small Business Storm Recovery Program

## Short-Form Registration for Assistance



New York State Empire State Development can provide consultations on business development and recovery issues.

Yes  No

Do you want to be contacted regarding this assistance?

If yes, describe the business challenges and the areas in which you would like assistance.

Provide the Registrant name and address for each additional registration you have submitted for the same or related companies. Indicate none if applicable.

List all insurance claims, loan, and/or grant assistance you have or may receive related to any loss.

Use additional sheets if necessary.

Name of Compensation Source	Type of Funds (Claim, Loan or Grant)	Loan, Grant or Claim Amount Pending	Loan, Grant or Claim Amount Received
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>Total Reimbursed Loss</b>		\$	\$

Please list the jobs to be created or retained as a result of this assistance.

Use additional sheets if necessary.

Title	Number of jobs per title			Salary Range
	Full time	Part time	Average part-time hours	
				\$
				\$
				\$
				\$
				\$
				\$

Please note: A determination will be made by the administrating entity on whether assistance provided to a business comes in the form of a loan or a grant. The decision will be made based on demonstrated need and other relevant factors.

By completing the above information and signing below/submitting this registration, I affirm my desire to register for *Small Business Storm Recovery Program* assistance, available to me through the State of New York.

Further, I attest that in completing this short-form registration I:

- Understand that I will be provided my unique registration ID #
- Understand that I will be provided with the Registration Confirmation and Disclaimer and Small Business Storm Recovery Program fact sheet(s)
- Understand that the completion of this registration is in no way a guarantee of funding under these programs.
- Understand that I will be contacted to complete a long-form registration for assistance in the near future.
- Understand my responsibility to collect any/all necessary documents related to my business loss/damage in advance of completing this registration, as per the aforementioned document disclaimer.

I further attest that to the best of my knowledge and belief, the information contained in the foregoing registration form is correct and true. I am aware that the filing of a false instrument in connection with this registration may constitute an attempt to defraud the NYS Housing Trust Fund Corporation and may be a felony under the laws of the State of New York. I agree to abide by the provisions of all applicable local, state and federal laws pertaining to falsification of any item contained herein or fraudulent misrepresentation of my business. False statements made by the Registrant will result in rejection of the grant registration.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_  
 Witness \_\_\_\_\_ Date \_\_\_\_\_

# State of New York Small Business Storm Recovery Program Registration Confirmation and Disclaimer



**Registrant Name**

**Registration ID#**

**Business Name**

**Address**

Thank you for your interest in and registering for the State of New York Small Business Storm Recovery Program. The registration you just completed will be used to determine potential program eligibility. As a reminder, funding from this program will not be distributed by the federal government and made available to the State of New York and its partners until federal agencies have approved the programs discussed in the fact sheet and registration form.

Your information will be shared with officials at Empire State Development Corporation and their lending intermediary and someone will be calling you within the next several weeks for follow-up on this registration. Please note that further information will be required from all registrants before final eligibility and award determinations can be made. Upon further contact, you may be asked to furnish information, including, but not limited, to the following:

1. A completed registration form with original signature.
2. Complete copy of 2011 and 2012 (if available) federal income tax returns, including all Schedules, and attachments.
3. Complete copy of an official comprehensive proof of loss statement as documented by one or more of the following:
  - a. U.S. Small Business Administration (SBA)
  - b. Private insurance carrier
  - c. Federal Emergency Management Agency (FEMA)
  - d. Public Insurance Adjuster licensed by the New York State Department of Financial Services.
4. Original completed Internal Revenue Service (IRS) Form W-9. This form must be completed consistent with the Registrant's federal tax return filing.
5. Complete Sections 1 and 7 of IRS Form 8821 with original signature. Photocopy of a utility bill in the Registrant's name for the damaged property, indicating service at the premises on or after October 27, 2012.
6. Documentation of compensation received or to be received from any other grant or other assistance from local, state, or federal governments, third party private assistance, or insurance.
7. For electronic deposit of funds, an original voided check for the Registrant's bank account imprinted with the Registrant's name and address.
8. If repairs and/or replacement of damaged assets have been completed, copies of invoices from contractors or vendors documenting the completed repairs and/or replacement of damaged assets.
9. If repairs and/or replacement of damaged assets, including lost inventory, have been paid, documentation of proof of payment of the completed repairs and/or replacements. Documentation includes copies of both sides of cancelled checks, copies of cashier checks, money orders, or credit card receipts used to pay for the storm-related expenses as documented in the statement of loss. Journal transaction reports, ledger vouchers and cash receipts are not acceptable proof of payment and will not be accepted.
10. If repairs and/or replacement of damaged assets, including lost inventory, have not already been completed, copies of quotes from contractors or vendors substantiating the costs of the repairs and/or replacement of the damaged assets.
11. Pictures of damaged property.
12. If the Registrant owns the damaged property, also submit:
  - a. Photocopy of the deed of the damaged building at the time of Superstorm Sandy.
  - b. Photocopy of property tax bill.
  - c. Photocopies of both sides of cancelled checks for mortgage payment, if applicable.
13. If the Registrant leases the damaged property, also submit:
  - a. Photocopy of the lease, license or other agreement documenting use of the damaged premises during the time period that includes October 27, 2012.
  - b. Photocopies of both sides of cancelled checks for rent payment, or copy of wire transfer confirmation or money order receipt for rental payment.
14. Additional or alternative documentation may be requested as the State deems necessary.

NOTE: Packaging of assistance for all State programs will be conducted on a 1 to 1 basis with experienced personnel to facilitate smooth and timely work-flow. Should these programs not meet a business' eligible, uncompensated losses, every attempt will be made to offer alternative assistance or options.

**Contact Information**

**State of New York**

Empire State Development

633 Third Avenue, New York, New York 10017

Tel: 1-800-STATE-NY

Web: <http://esd.ny.gov/stormrecovery.asp>

This is an equal opportunity program. Federal law prohibits discrimination on the basis of race, color, national origin, sex, age, disability, political beliefs, sexual orientation or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternate means for communication of program information (Braille, large print, audiotape, etc.) should contact HUD with inquiries about assistance under Section 504. You may file a complaint form at: Office of Fair Housing and Equal Opportunity, Department of Housing & Urban Development, 451 Seventh Street, S.W., Room 5204 Washington, DC 20410-2000.