



Hurricane Sandy Business Loan & Grant Program: *Document Checklist*¹

Program Eligibility

- Preliminary Assessment Form, available for download at nyc.gov/nycbusiness. Please contact a NYC Business Solutions Account Manager if you need assistance completing the Preliminary Assessment Form.

Proof of Loss, Damage and/or Interruption from Storm

- One of the following forms of documentation:
 - Proof of loss statements from: the SBA, private insurance, FEMA, or public insurance **OR**
 - Copy of utility bill documenting outage from the storm **OR**
 - Documentation from third party source that shows that the business is located in a damaged area (signed lease, utility bill, or other documentation that shows business address prior to the storm) **OR**
 - Photos that clearly show damaged inventory and equipment clearly attributable to Hurricane Sandy **OR**
 - If none of the above is available, an Affidavit Verifying Business Loss, Damage, or Interruption accompanied by other evidence, such as news articles

Proof of Inventory and Moveable Equipment Loss

- Proof applicant owned items before the storm (such as invoices, detailed inventory, loss verification reports, etc.) including general cost **AND**
- Proof that the particular item – inventory or moveable equipment - was damaged due to Hurricane Sandy **OR**
- If an Applicant cannot provide documentation demonstrating the above, the Applicant can complete an Affidavit Verifying Equipment and Inventory with additional documentation to support their claim.
- A schedule of items the applicant will be purchasing, including the proposed vendor and cost.

Documentation of Assistance Received (if applicable)

- SBA letter demonstrating assistance, rejection, or approval, or evidence of applicant submission **AND/OR**
- Documentation of any Hurricane Sandy-related assistance received, rejected or yet-to-be-received by local, state or federal government **AND/OR**
- Insurance policies in force on or after October 27, 2012 and any information regarding whether the assistance was received, rejected or yet-to-be received **AND/OR**
- Any private loans or grants related to Hurricane Sandy – including private funding - received, rejected, or yet-to-be received

¹ Note: All legally-binding documents (e.g. leases, loan agreements, etc.) must be signed and dated, where appropriate.

Documentation of Working Capital Need

- IRS Form 4506T for business applicant **AND**
- List of related companies (if applicable) **AND**
- Complete copy of 2010, 2011 and 2012, 2013 business federal, New York State and New York City income tax returns if applicable, including all schedules and attachments (tax return availability may vary depending on businesses age) **AND**
- Interim financial statements dated within 60 days of submission of this application **AND**
- For all principal owners (20% or more, as identified in the tax returns) the applicant has submitted the following documentation:
 - Complete SBA Form 413
 - Complete 2010, 2011, 2012 and 2013 personal income tax returns
- Two years of revenue and expense statement projections, monthly for the first year and annual for the second year. Projections need to have detailed assumptions for revenue and expense line items.

National Objective Qualification *(if available)*

- Payroll Statements (e.g. Paychex, ADP, etc.) for the three-month period prior to October 2012 and the three-month period prior to application date **OR**
- Employer's federal tax return (i.e. Federal Form 941) from the quarter prior to October 2012 and the three-month period prior to application date **OR**
- Pink slips, public announcements for retention, and/or any other appropriate documentation that can prove job retention (such as New York State 45s)