

## **Draft Guidelines for the Champlain Bridge Recovery Fund – Increased Transport Costs Program**

### **Program**

The Champlain Bridge Recovery Fund – Increased Transport Costs Program (the “Program”) is a program established by the New York State Urban Development Corporation d/b/a the Empire State Development Corporation (“ESDC”) to provide assistance to agricultural and manufacturing firms that have been adversely affected by the Lake Champlain Bridge Closure on October 16, 2009.

### **Program Funding**

Funding for the Program is being made available from \$1 million in state appropriations to ESDC for the Empire State Economic Development Fund (“EDF”). Agricultural and manufacturing firms will receive assistance to reduce added business costs due to the distance that detours add to their routes.

### **Eligible Firms**

A firm shall be eligible for funding under the Program if it meets the following criteria:

- it is a for profit business entity engaged in agriculture or manufacturing and located in Essex County;
- it operated a business establishment in the Eligible Area (hereinafter defined) as of October 16, 2009;
- it receives or exports goods and/or materials by roadway that depended upon the Champlain Bridge, which it now must detour at increased transportation costs.

### **Grant Amounts**

To the extent of available Program funds, each Eligible Firm will be entitled to a grant of up to 50% of incremental transport costs incurred as a result of the Bridge closure. Assistance will be on a reimbursement basis.

### **Eligible Area**

To be eligible for assistance under the Program, an Eligible Firm must have been located in Essex County on October 16, 2009.

## **Application**

Eligible Firms must file a completed application for Program assistance. A completed application includes: (i) a completely filled out and signed application form; (ii) documentation of transport costs incurred September 1, 2008 through December 31, 2008, and an estimate of transport costs to be incurred September 1, 2009 – December 31, 2009; (iii) a copy of the lease, deed or permit for the premises at which the applicant engaged its business within the Eligible Area as of October 16, 2009; (iv) and a completed IRS Form 8821, authorizing ESDC to access the company's Federal tax information. ESDC may require additional or alternative documentation in extenuating circumstances.

## **Application Submission**

Applications for the Program must be postmarked by March 31, 2010 and will be processed in order of receipt of completed applications.

Applications should be sent via email to: [ChamplainBridge@empire.state.ny.us](mailto:ChamplainBridge@empire.state.ny.us) or mailed to the Champlain Bridge Recovery Fund – Increased Transport Costs Program, c/o Empire State Development Corporation, Douglas G. Wehrle, Senior Vice President, Loans and Grants Department, 633 Third Avenue, NY, NY 10017.

## **Processing**

ESDC will use its best efforts to evaluate and process all applications and to make prompt grant payments to successful applicants.

All grants disbursed by ESDC to recipients will be reported by ESDC to the IRS.

## **Audit and Control**

ESDC may audit applications on a random or specified basis for a period extending to three years after the disbursement of the grant. ESDC reserves the right to contact insurance companies and other federal, state and local governmental agencies to confirm information included in the applications.

## **Availability of Funds**

The making of any Program grants hereunder is explicitly subject to the Program approval and the allocation of a sufficient amount of Program funds by the New York State Division of Budget.

## **Non-Discrimination**

ESD's Non-Discrimination Policy will apply.

### **Amendments to Guidelines**

ESDC may amend these guidelines from time to time.

### **Additional Information**

The applicant may access the application form and instructions, the guidelines, any amendments to these guidelines, and additional information about the Program at the ESDC Web site at [www.nylovesmallbiz.com](http://www.nylovesmallbiz.com).

Information may also be obtained by calling 1-800-STATE-NY (1-800-782-8369).