

Restore RI Round 2 Application Instructions

Part 1 of 2 (Updated August 15, 2020)

This guide explains the submission process for the Restore RI Grant Program for those applying during Round II (beginning August 15, 2020). Some changes to the application have been made between Round I and Round II. Round I application should use the Round I manuals available on the Commerce RI website. More information, FAQs, and resources can be found at: <https://commerceri.com/about-us/restore-ri/>.

Helpful Hints

Program Administration. The Restore RI grant program is administered by the Rhode Island Commerce Corporation in partnership with Community Reinvestment Fund, USA (CRF), a national non-profit organization and Community Development Financial Institution (CDFI). Rhode Island Commerce engaged CRF to assist with the administration, processing, and review of Restore RI applications. Additional information on CRF can be found at <https://crfusa.com/about/>.



Two-step application: Please note the online application consists of two steps: **Step 1: prequalification form** and **Step 2: application** completed in CRF portal. Both parts must be complete for the application to be considered for funding. This instruction manual covers step 1 (the prequalification form).

Decide which device you will use to submit the application.

Both the prequalification form and the application must be completed online and are best completed on a desktop or laptop computer. Applicants will also need to be able to fill out Excel templates as well as upload documents during the prequalification and application process.

In-office support for businesses who would like to use a computer, excel, or scanner and/or who have questions is available at the Commerce office by appointment (appointment required). To request an appointment, click [here](#) or call 401-521-HELP. If the applicant needs to create electronic copies of documents (for example driver's license), a scanner, smartphone or tablet with camera may be used; and an app such as the Adobe scanner app (<https://acrobat.adobe.com/us/en/mobile/scanner-app.html>) may be helpful.

This is a grant program, not a loan. CRF administers a range of programs, which include both grants and loans. As a result, CRF's application portal contains references to "loans," "lenders," "lending programs," and "amortization tables." **Restore RI is a grant program (NOT a loan program).** Applicants should ignore any references to "loans," "lenders," "lending programs," and "amortization tables." These loan-related references are simply a legacy of CRF's application portal.

More detailed instructions. If you need help completing the application, look for instructions at the top of each page of the application and for tool tips. Tool tips are a "?" icon next to questions in the application. By pointing at the "?" icon, additional instructions and helpful hints will appear.

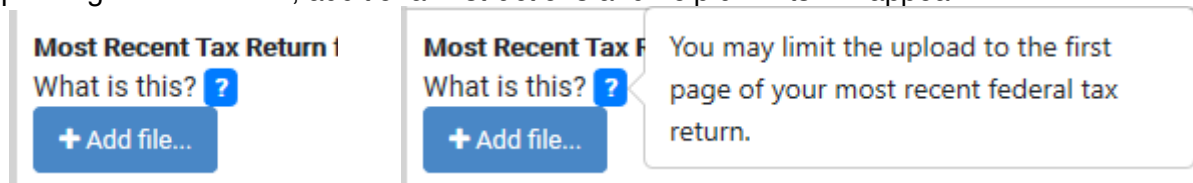


Figure 1: Screenshots showing the help icons and instructions that are displayed.

If you have questions after reading this user manual and checking the "?" icons in the application, please contact Commerce via <https://commerceri.com/your-business-advisor/> [commerceri.com].

Consult the application checklist

This [application checklist](#) walks applicants through these steps at a high level and may be helpful for reference.

Complete the Grant Calculator

Before beginning the prequalification form, please use the grant calculator to help you determine if you are eligible and what your maximum grant award could be. You can download the grant calculator [here](#).

Important: The grant calculator is a required component of the grant application. The first question of the prequalification form will ask you to upload your grant calculator. Please save this file so you can reference and upload it while completing the prequalification form and the application.

Access to Excel. The grant calculator uses Microsoft Excel. If you do not have access to Excel, the Commerce team is offering appointments to use computers and get help. To request an appointment, click [here](#) or call 401-521-HELP.

Instructions. The top of the grant calculator includes instructions and information to fill out the grant calculator.

- Only enter information in the **gray** cells.
- Do not cut and paste information into the sheet; doing so will override the formulas and create errors.
- The orange/peach cells display results.
- Eligibility checks are provided in each section to guide the applicant as to whether the information in that section meets the eligibility requirements or not. If an applicant provides a response that is ineligible, the eligibility check will say “Not Eligible.”

Section 1: Business Info

Question 1a): Is your business a Non-Profit organization? Please select “Yes” or “No” from the dropdown menu. Nonprofit organizations are not eligible for Restore RI.

Question 1b) Select your 3-digit industry NAICS Code. The applicant should locate and verify its NAICS code and enter it into this box by selecting the 3-digit NAICS code from the dropdown list that matches the first 3 digits of the applicant’s NAICS code. The grant calculator will auto-populate the industry name, whether the industry is listed as severely impacted, and whether the industry is eligible based on the NAICS code entered.

- To find your NAICS code, use the [US Census site](#) search tool or tables to find and verify NAICS codes. You may also find your NAICS code on your tax return.
- A list of eligible industries by NAICS code is available [here](#).
- If you are having trouble, please see the appendix of this document for troubleshooting tips and a list of commonly requested NAICS codes.

Question 1c) Was your business established since July 1, 2019? Select “Yes” or “No” from the dropdown menu. Businesses established since 7/1/19 will use different months for comparing revenue loss than businesses to calculate revenue loss. It is important to complete this question before proceeding to section 2 as you will see different options depending on your response.

Section 2: Calculate gross revenue loss *(For businesses established before July 1, 2019)*

If your business was created since July 1, 2019, please skip to the next section.

Question 2a) Select a month between March 2020 and July 2020 that you are using to demonstrate COVID impact. Generally, this will be your most impacted month. Use the grey dropdown menu to select your choice.

Find and save documentation of your revenue for the impacted month and the same month in 2019. You will need to upload this during step 2 of the application. Revenue documentation may include one of the following:

- Point-of-sale (POS) system export or screenshot showing monthly revenue;
- Accounting Software Report (e.g. a profit and loss statement from an accounting software (e.g. Quickbooks, Freshbooks, Xero) that shows monthly revenue; **or**
- Bank Statement for the month **and** self-reported monthly income statement in excel, ledger, or using the income statement template on www.commercerci.com.

Questions 2b-2c) Note that these questions will not appear until you complete question 2a. Applicants should ensure the information entered into the 2b and 2c matches the documentation they will submit.

- 2b) Enter total revenue for the reference month in 2019 into the grant calculator.
- 2c) Enter total revenue for the impacted month in 2020 into the grant calculator.

Question 2d) Based on the inputs to the gray cells, the grant calculator will show you revenue loss as a percentage. When filling out the prequalification form, the applicant should use this percentage to answer the **both** revenue loss questions.

Section 2: Calculate gross revenue loss *(For businesses established [since July 1, 2019](#))*

If your business was created before July 1, 2019, please return to the previous section.

Question 2a) Select a month between March 2020 and July 2020 that you are using to demonstrate COVID impact. Generally, this will be your most impacted month. Use the grey dropdown menu to select your choice.

Question 2a-2) Select a month between January 2020 to February 2020 that you will be using to demonstrate your baseline revenue. Note this question will not appear if you have not chosen “Yes” in question 1c.

Find and save documentation of revenue for the impacted and reference months (January or February 2020).

You will need to upload this during step 2 of the application. Revenue documentation may include one of the following:

- Point-of-sale (POS) system export or screenshot showing monthly revenue;
- Accounting Software Report (e.g. a profit and loss statement from an accounting software (e.g. Quickbooks, Freshbooks, Xero) that shows monthly revenue; **or**
- Bank Statement for the month **and** self-reported monthly income statement in excel, ledger, or using the income statement template on www.commercerci.com.

Questions 2b-2c) Note that these questions will not appear until you complete question 2a. Applicants should ensure the information entered into the 2b and 2c matches the documentation they will submit.

- 2b) Enter total revenue for the reference month (January or February 2020) into the grant calculator.
- 2c) Enter total revenue for the impacted month in 2020 into the grant calculator.

Question 2d) Based on the inputs to the gray cells, the grant calculator will show you revenue loss as a percentage. When filling out the prequalification form, the applicant should use this percentage to answer the **both** revenue loss questions.

Section 3: Calculate Full-Time Equivalent Employees

Gather your employment documents. Before you begin this section, the applicant should determine whether they will use their employee counts from the first quarter (January – March) or the second quarter (April – June) of 2020. Applicants may choose which quarter they will use to complete the grant calculator and submit documentation of in the application.

- A business can use their IRS Form 941 or Rhode Island Form TX-17. This will be a required upload to complete the application. If an applicant uploads their RI TX-17, they may choose any month listed on the form. Please circle that month.
- As you will need to identify how many employees were full-time or part-time, please consult your payroll

records. The applicant is not required to submit payroll records as part of this application.

Questions 3a-3c. Enter employee counts. In the gray cells, input the following information

- Is the owner an employee? - Select yes or no from the dropdown menu based on whether the owner is an employee for whom the business pays payroll taxes. If yes, include the owner as a full-time or part-time employee in the counts below this question.
- The total number of full-time and part-time employees entered in questions 3b and 3c combined may not exceed the number provided on their 941 or TX-17 (circled month).
- For the remainder of gray cells in this section, input the number of employees in the appropriate cell.

Questions 3d-3e. Enter Independent Contractor Counts. In the gray cells, severely impacted industry applicants may enter up to three full-time or part-time independent contractors. No more than 3 individuals may be included in this section. **IMPORTANT: If the business applying for the grant does not operate in a severely impacted industry, it may not include independent contractors.**

Total FTEs. You will enter this number in the prequalification form.

Section 4: Summary of Eligibility & Maximum Grant Amount. Based on the information input in the gray cells, this section of the grant calculator will show if you are eligible for a Restore RI grant and what your estimated maximum grant amount will be. You will enter the maximum eligible grant amount into the prequalification form.

Section 5: Expenses. This section is not required for submission of the prequalification form but must be completed and uploaded as part of the full application. All businesses must submit an expense calculation that incorporates the eligible expenses the grant will cover. The grant will be sized to match the total eligible expenses the business submits during the application process.

Complete this section as follows:

- Applicants should enter one expense per line. The applicant may include multiple items from the same category; however, if you would like to include multiple items from the same category each item should have its own row. For example, you can include multiple months of rent or multiple electric bills as your eligible expenses by placing each bill in its own row.
- Select the “Category” of expense from the drop-down menu in the first column.
- Enter a description of the expense in the second column.
- Enter the “date” the expense was incurred: this should match the date on the documentation
- Enter the “amount” of the eligible expense; this should match the amount on your documentation.

Eligible expenses. A list of eligible expenses is available [here](#).

- Expenses must be incurred since March 1, 2020.
- Please list higher value expenses (e.g. rent) to reduce the documentation you need to retain.
- These expenses cannot be the same as those covered by any other state or federal funding source (for example: PPP or EIDL loans).
- This grant cannot be used for compensation. A list of impermissible uses of the funds is available [here](#).
- Note: you will be required to attest that the data provided is accurate and true when you submit. Making intentional misrepresentations of fact will be subject to federal criminal prosecution.

Expense documentation. Businesses must retain supporting documentation including receipts, bank statements, invoices, or similar. Businesses may be asked for documentation before or after the award is made. Accordingly, applicants should have supporting documentation for all eligible expenses listed in their Grant Calculator and must be able to make those available upon request.

Gather your documents

Before you get started, it is highly recommended that you gather the documents you will need to complete the process. You may use this [Checklist](#).

The applicant will need the following items to complete this application. Please note that the CRF application takes a variety of file types including PDF, .doc, .jpeg, or .png images. Please note that in a location where multiple pieces of information are required, the applicant must create a single file inclusive of all required information.

- Grant calculator
- Revenue documentation for a month between March and July of 2020 and that same month in 2019. For those businesses that have opened on or after July 1, 2019, the applicant must show revenue loss between a selected month between March and July of 2020 and either January or February of 2020. Documentation may include:
 - Option A: Point-of-sale (POS) system export or screenshot showing monthly revenue;
 - Option B: Accounting Software Report (e.g. a profit and loss statement from an accounting software (e.g. Quickbooks, Freshbooks, Xero) that shows monthly revenue; or
 - Option C: Bank Statement for the month **and** self-reported monthly income statement in excel, ledger, or using the income statement template on www.commerceri.com.
- For either Q1 or Q2 of 2020, an IRS form 941 or a Rhode Island Form TX-17 to verify the number of employees and a form 1099 for each independent contractor a severely impacted business wishes to include (up to a max of 3).
- For the owner: Color image of front of Driver's License, social security number, and the first page of the most recent federal tax return
- For the business: Business EIN/Tax ID, most recent income tax return, DUNS number, and a recent bank statements.
- If you are approved for a grant award: IRS Form W9 and business banking information.

Find or create a DUNS number

As a requirement of the CARES Act, grant recipients are required to have a DUNS number. A DUNS number is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated. If you do not already have a DUNS number, you can apply for a free number online at Dun & Bradstreet's website [here](#). For additional information on obtaining a DUNS number, you can visit the federal government's DUNS overview webpage [here](#).

Please note that receiving a DUNS number may take up to 2 business days.

IMPORTANT: Applicants should select "I'm a US Government Contractor or Grantee" as the "Primary Reason for D-U-N-S Number Registration."

Selecting other options, such as "I have a US Based Business" may lead to your DUNS number taking up to 30 days.

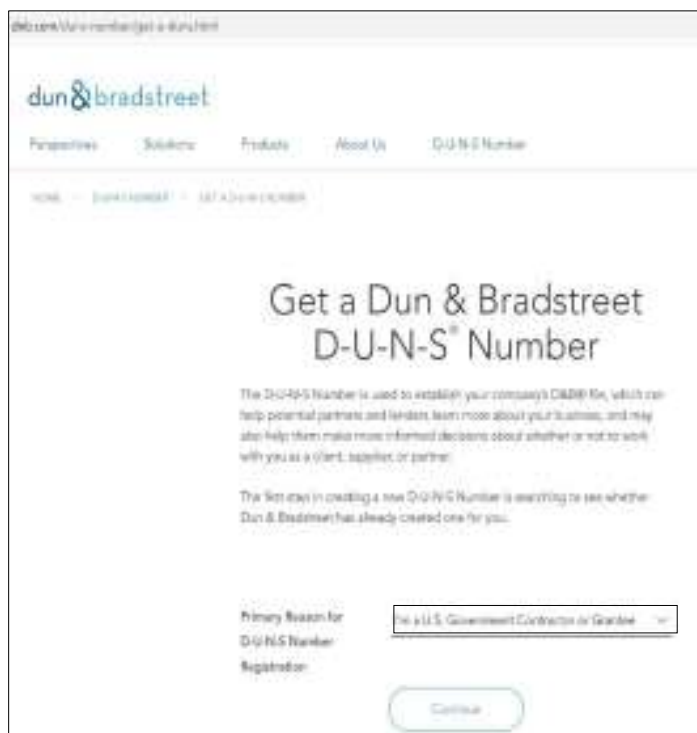


Figure 2: D-U-N-S number application screen

Prequalification form

The prequalification form is available at <https://crfusa.com/cares/ri-application/>. This is step one of the two-step application process. **Important: The prequalification form must be completed at one time. The website cannot save partially completed prequalification forms.**



RESTORE RHODE ISLAND

Welcome to the COVID-19 small business Restore RI grant program page.

Completing the Restore RI grant application is a 2-step process.

STEP 1 – Prequalification form: The first step of the application process is to complete the prequalification form, which begins below.

Important: completing the prequalification form (Step 1) does not count as submitting a completed application.

STEP 2 – Application: After applicants complete the prequalification form, they will receive an email from CRF (our partner in administering this program) confirming receipt. Within 3 business days, eligible applicants will receive a follow up email from their processor at CRF with a link to create an account for completing Step 2 of the application. Once applicants create an account with CRF, they must complete the full application through CRF's online portal.

Applicants deemed ineligible for the program will be notified of their status via email. *Note: If you have not received an email from CRF within two business days of submitting the prequalification form, please contact the RI Commerce Small Business Team by [clicking here](#).*

Applications — including all information and documents required in Step 2 — will be time stamped when completed and will be reviewed in the order they are received. Only completed applications (those that completed both steps of the application process) will be reviewed.

For any additional questions about the Restore RI program or application, please contact the RI Commerce Small Business Team by [clicking here](#).

GET STARTED ON STEP 1 – PREQUALIFICATION FORM

Instructions: Before beginning, please fill out the [Grant Calculator](#) and consult this [checklist](#). The Grant Calculator walks applicants through key eligibility questions and estimates their potential grant amount. Please note the Grant Calculator was updated on August 14, 2020. Please be sure you are using the most updated version.

For more information, answers to frequently asked questions, helpful videos, and a user manual for the prequalification form, please visit <https://commerceri.com/about-us/restore-ri/>.

Figure 3: Prequalification form page introductory text.

The prequalification form prompts you to enter information on three tabs, labeled on the CRF website as follows:

- Grant Program Qualifications
- Contact Information
- Business Information

Before you begin, please be sure to have your completed grant calculator completed. You will need to

Grant Program Qualifications

Have you completed the Restore RI Grant Calculator?

- **If yes**, please proceed to the next question. You will be asked to enter information from the grant calculator so please make sure you have it open.
- **If no**, please download the Restore Grant Calculator and complete it before proceeding.

NAICS Code: Please list your industry by NAICS code in the provided box. Use the three-digit NAICS code you used to fill out the grant calculator. If you are not sure what industry your business primarily operates in, please see the NAICS code explanation in [Getting Ready to Apply](#).

Revenue Loss (2 Questions): Please use the revenue drop percentage in the grant calculator:

- Was your gross revenue in any month since March of 2020 down more than 30% as a direct result of the COVID-19 pandemic and as indicated in the grant calculator?
 - Tool Tip Text (“?”): Businesses created before 7/1/19 may use March, April, May, June, or July for calculating the revenue drop between the same month in 2019 and 2020. Businesses created since 7/1/19 may compare revenue in March, April, May, June, or July of 2020 with the revenue in either January or February 2020 to calculate their revenue drop.
- Was your gross revenue in any month since March of 2020 down more than 50% as a direct result of the COVID-19 pandemic and as indicated in the grant calculator?
 - Tool Tip Text (“?”): Please answer this question even if you selected yes to the previous question. Businesses created before 7/1/19 may use March, April, May, June, or July for calculating the revenue drop between the same month in 2019 and 2020. Businesses created since 7/1/19 may compare revenue in March, April, May, June, or July of 2020 with the revenue in either January or February 2020 to calculate their revenue drop.
- **IMPORTANT: Answers to both revenue loss questions are required.**

Is the business minority-owned? For the purposes of Restore RI grants, a “minority owned business” must be (1) at least 51% owned by such individuals who also control and operate the business; or (2) in the case of a publicly-owned business, at least 51% of the stock is owned by one or more such individuals. Minority means a person who meets one or more of the following definitions:

- American Indian or Native American means: all persons having origins in any of the original peoples of North America and who are recognized as an Indian by a tribe or tribal organization.
- Asian means: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands, including, but not limited to China, Japan, Korea, Samoa, India, and the Philippine Islands.
- Black means: All persons having origins in any of the Black racial groups of Africa, including, but not limited to, African Americans, and all persons having origins in any of the original peoples of the Cape Verdean Islands.
- Eskimo or Aleut means: All persons having origins in any of the peoples of Northern Canada, Greenland, Alaska, and Eastern Siberia.
- Hispanic means: All persons having their origins in any of the Spanish-speaking peoples of Mexico, Puerto Rico, Cuba, Central or South America, or the Caribbean Islands. Brazilians (Afro-Brazilian, indigenous/Indian only) shall be listed under Hispanic designation.

Note: Minority-owned businesses are only those that meet the definition above. Women-owned businesses are not considered minority-owned businesses for purposes of the Restore RI program.

Is the business currently open? If not, do you plan to reopen in the next 60 days? Please select yes or no based on whether your business is currently open and operating or if it will be within 60 days of the date you're completing the application.

What is your total number of FTEs as calculated in the grant calculator?

Did you receive a PPP loan? Select yes or no based on whether the business that will receive the grant received a PPP loan. *Note:* If you did not receive a PPP loan, you are still eligible for a grant.

Franchise information:

- Is the business part of a regional or national franchise that includes franchisees with locations outside of Rhode Island?
- If you answered yes to the previous question (your business is a franchise), do any of the following apply: (1) the applicant is owned in whole or in part by the franchisor or an affiliated entity of the franchisor, (2) the applicant or the entity that owns the applicant is headquartered in another state, or (3) the majority ownership of the applicant is held by a resident of another state and the applicant's state of organization is other than Rhode Island? *Note: businesses that answer yes to this question are not eligible to receive a grant.*

Please note, businesses with common ownership may only receive grants in relation to up to three locations.

Amount of eligible expenses provided in grant calculator (optional): Insert the total dollar value of the eligible expenses as calculated by the grant calculator. This is an optional question in the prequalification form, but this information is required to complete the full application.

Maximum Grant Eligibility Amount calculated in the grant calculator. (Maximum of \$15,000): Please enter the estimated grant award you are eligible for as calculated by the grant calculator.

- If the applicant has eligible expenses that are less than the total grant award, the applicant should apply for that lesser amount. This lesser amount can be calculated in the grant calculator by entering eligible expenses in Section 5. An applicant should not apply for a grant amount higher than the amount determined by the grant calculator.
- *Note: the final grant award will be sized based on the eligible expense information submitted in the application.*

Contact Information

Primary Contact Details: Please provide contact information for the applicant. It is recommended that the business owner fill out the application and provide their information during this step. **IMPORTANT: The individual completing the application must be authorized to do so on behalf of the business.**

Business Information

Business Details: Please fill out business details for the business that will receive the grant.

Ownership Structure: Please fill out the ownership structure information for an owner with a 20% or greater ownership of the business. If the applicant is the only owner of the business or the only owner with a greater than 20% stake in the business, leave this section blank.

Submit. When all three steps are completed, submit the prequalification form.

If you are unable to submit your application, please verify that you have completed all required questions. Required questions are designated with an asterisk.

Confirmation Email

The applicant will receive a confirmation email after successfully submitting a pre-qualification form.

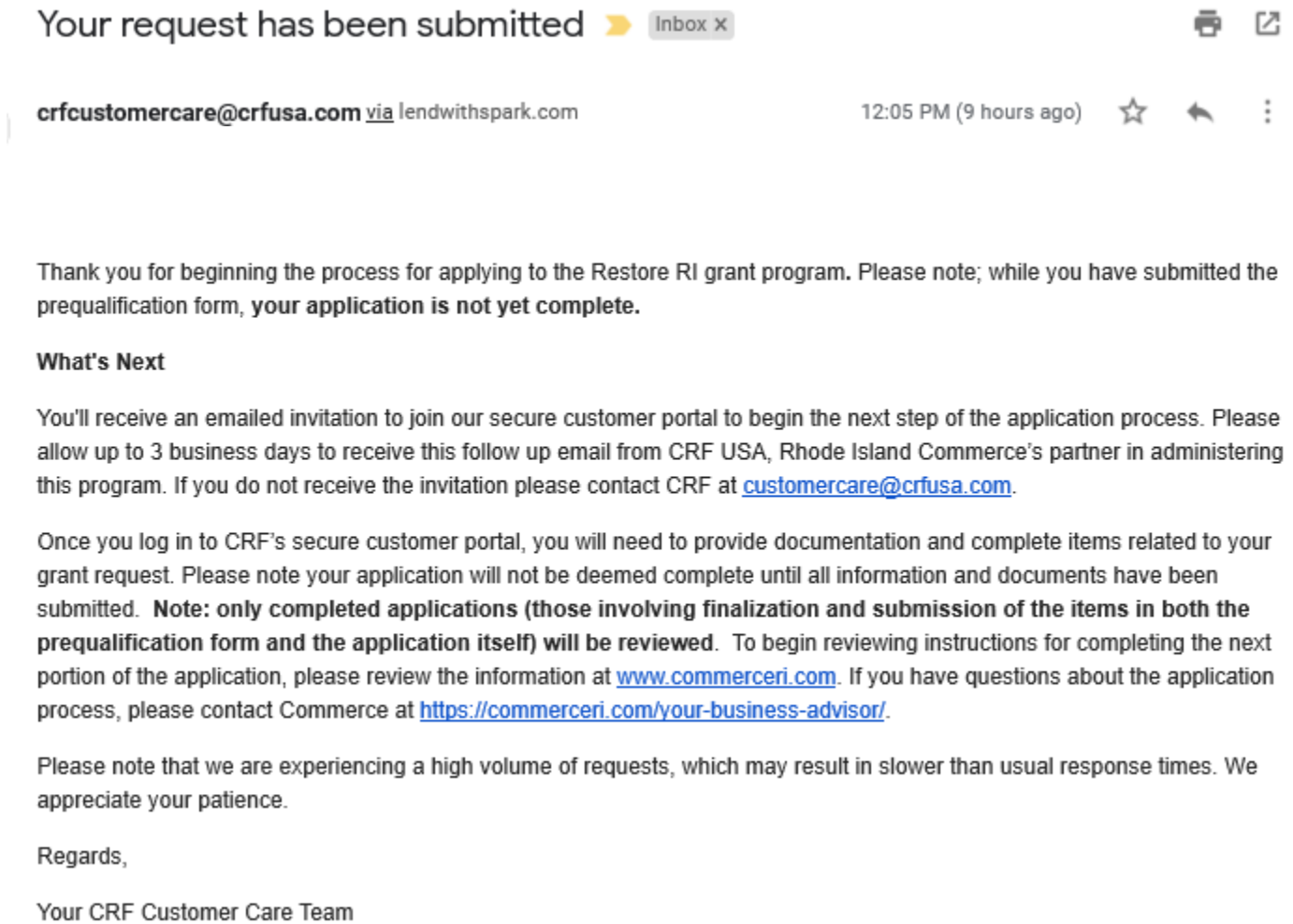


Figure 4: Image of email confirmation of prequalification form submission

Important

Please note that you have completed the prequalification form. Your application is not yet complete. Please follow instructions provided in the confirmation email and look for a second email with instructions for proceeding with your application.

Invitation to Create an Account

After your prequalification form is reviewed, the applicant will receive an email invitation to set up a customer account. The link in the email will go to the CRF website, where you will create a password. The CRF website will save your application progress. The application does not need to be completed at one time.

Be sure to note the password so that you can log in as needed to complete the application. Your username is

your email address.

Screenshot of email to set up your account and email confirming account creation follow:

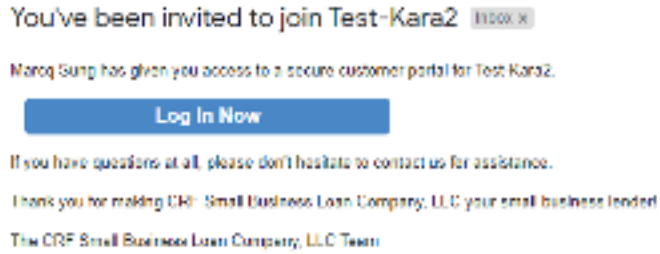


Figure 5: Email invitation to set-up account to complete part 2 of the application

Once you have created your password, you can then log in to your account and complete the full application.

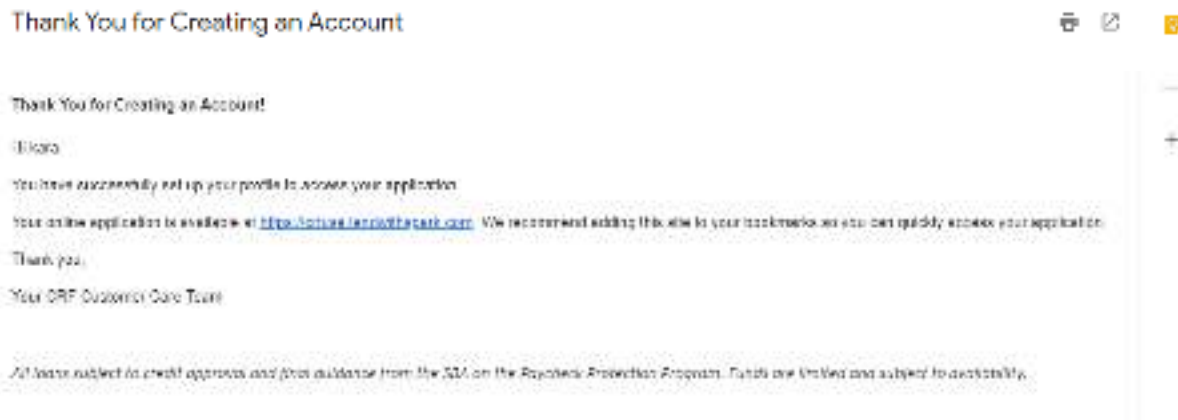


Figure 6: Image showing email after account is successfully set up to complete part 2 of the application

Complete Application and Grant Documentation

Once you have created your password, you can log-in to the CRF website at <https://crfusalendwithspark.com/> to complete the full application.

Appendix 1

Troubleshooting NAICS code

Ensure you are selecting the NAICS code from the dropdown rather than typing or copying/pasting. Copying and pasting may override the formulas and result in an error. Please use the dropdown menu to select your NAICS code.

Ensure you are using 2017 NAICS code.

The grant calculator uses the 2017 NAICS codes. If you have trouble, please check that you are using the 2017 NAICS code.

Please note that there are multiple years of NAICS codes, which are updated every five years, most recently in 2017. Do **not** search using the 2012 or 2007 NAICS code.



Figure 7: Screenshot of NAICS Code search tool

Commonly requested NAICS codes

Please note, your business may be eligible even if your NAICS code is not listed below. The below list is provided a reference tool for frequently requested NAICS codes:

Industry	3-digit NAICS code	6-digit NAICS code
Restaurant	722: Food Services, Drinking Places	722310 Food Service Contractors 722320 Caterers 722330 Mobile Food Services 722410 Drinking Places (Alcoholic Beverages) 722511 Full-Service Restaurants 722513 Limited-Service Restaurants 722514 Cafeterias, Grill Buffets, Buffets 722515 Snack, Nonalcoholic Beverage Bars
Gym, yoga studio, or fitness center	713 : Amusement, Gambling, and Recreation Industries	713940 Fitness and Recreational Sports Centers
Hair salons and Close Contact Businesses	812 : Personal and Laundry Services	812111 Barber Shops 812112 Beauty Salons 812113 Nail Salons 812199 Other Personal Care Services

Table 1: Frequently requested NAICS codes

Appendix 2: Grant Calculator

Restore RI Grant Calculator

Instructions: Please enter the information requested in the grey boxes below only. All other fields are not editable and are designed to indicate whether the applicant is eligible and calculate the maximum grant. Note that the actual grant amount is subject to documentation and approval in the application.

Note: You will be required to attest that the data provided is accurate and true. Making intentional misrepresentations of fact will be subject to federal criminal prosecution. You will be required in the application to provide supporting documentation to validate the information you provide here. Please save this file for your future use. You may be asked to edit or upload this file during step 2 of the application.

(1) Business Info

1a) Is your business a Non-Profit Organization?

Eligibility check (autofilled from NAICS code entered above)

1b) Select your 3-digit industry NAICS Code.

Please use the "dropdown menu" to the right. If you are a travel agency/other travel arrangement and reservation services, please type in 5615.

Look up your NAICS code:

<https://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2017>

Industry (autofilled from NAICS code entered above)

Is your industry severely-impacted? (autofilled from NAICS code entered above)

Is your industry eligible? (autofilled from NAICS code entered above)

1c) Was your business created since July 1, 2019?

No

(2) Calculate gross revenue in any month since March of 2020

Note: Please be sure to complete 1c above before beginning this section.

2a) Select a month between March 2020 and July 2020 that you are using to demonstrate COVID impact.

April 2020

2b) Enter the dollar amount of your gross revenue for April 2019:

2c) Enter the dollar amount of your gross revenue for April 2020:

2d) Revenue Loss Percentage (autocalculated)

0.00%

Eligibility check: Is your business eligible based on revenue loss? (autofilled)

Minimum for businesses in severely impacted industries: 30%

Minimum for non-severely impacted industries: 50%

Not Eligible - Revenue loss does not meet the requirement

(3) Calculate Full-Time Equivalent Employees for Purposes of the Program

3a) Is the owner an employee?

If yes, please also include the owner in the employee counts below. (Yes/No)

3b) Full-time Employees.

Number of employees who worked at least 35 hours per week on average during the period on your IRS 931 or RI TX-17 from Q1 2020 or Q2 2020.

3c) Part-time Employees.

Number of employees who worked less than 35 hours per week on average on your IRS 931 or RI TX-17 from Q1 2020 or Q2 2020.

Figure 8: Image showing grant calculator sections 1, 2, and beginning of 3

Instructions: Severely impacted industries only may count up to 3 independent contractors.

Note: By claiming an independent contractor on this form, you are attesting that the contractor worked a minimum of 15 or 35 hours at the business' physical location during Q1 or Q2 of 2020.

3d) Full-time Independent Contractors.

Number of independent contractors who worked at least 35 hours per week on average at the business' physical location.

3e) Part-time Independent Contractors.

Number of independent contractors who worked at least 15 hours, but less than 35 hours per week on average at the business' physical location.

Total FTEs (autocalculated and rounded to the nearest whole number)

0

Eligibility check: business has at least one employee in addition to the owner? (autofilled)

Not Eligible

Eligibility check: 20 or fewer FTEs (unless the business is a caterer or a restaurant)? (autofilled)

Not Eligible

(4) Summary of Eligibility & Maximum Grant Amount

Eligible for Restore RI Grant Program (autofilled)

Maximum Grant Eligibility Amount (autocalculated)

(5) Expenses - This section may be completed during step 1 (prequalification form) or completed/updated during step 2 of the application.

Please list eligible expenses incurred since March 1, 2020 in the grey section below. Please list higher value expenses (e.g. rent) to reduce the documentation you need to retain. These expenses cannot be the same as those covered by any other state or federal funding source (for example: PPP or EIDL loans).

Note: you will be required to attest that the data provided is accurate and true when you submit. Making intentional misrepresentations of fact will be subject to federal criminal prosecution.

Category: Select category from dropdown menu for each entry. Example: Rent or mortgage interest payment.	Description: Describe expense and in a few words how expense is COVID related. Example: Tents and planters from hardware store for new outdoor seating area.	Date: date of invoice or payment. Use date shown on retained documents.	Amount: Amount must match documented receipt, invoice, monthly statement, lease statement, etc.

Total (Note that your grant may not exceed this total)

\$0.00

(6) Amount of Grant Applied For

Amount of Grant Applied For (autocalculated)

Please save this file for your future use. You may be asked to edit or upload this file during step 2 of the application.

Updated 08.14.2020. Please continue to check commerceri.com for updates.

Figure 9: Image showing grant calculator sections 3 (continued), 4, 5, and 6

Appendix 2: Prequalification Screenshots

Step 1 of 3

Grant Program Qualifications Contact Information Business Information

Grant Program Qualifications

Have you completed the Restore RI Grant Calculator? (A completed Grant Calculator document will be required to complete the application) *

No Yes

Please list the first 3 digits of your industry NAICS Code as listed on your tax return. ⓘ *

Was your gross revenue in any month since March of 2020 down more than 30% as a direct result of the COVID-19 pandemic and as indicated in the grant calculator? ⓘ *

No Yes

Was your gross revenue in any month since March of 2020 down more than 50% as a direct result of the COVID-19 pandemic and as indicated in the grant calculator? ⓘ *

No Yes

Is the business currently open? ⓘ *

No Yes

What is your total number of FTEs as calculated in the grant calculator? *

Did you receive a PPP loan? *

No Yes

Is the business part of a regional or national franchise that includes franchisees with locations outside of Rhode Island? *

No Yes

Is the business minority-owned? ⓘ

No Yes

Amount of eligible expenses provided in grant calculator (optional)

Maximum Grant Eligibility Amount calculated in the grant calculator *

Figure 10: Prequalification Form: Grant Program Qualifications

Grant Program Qualifications

Contact Information

Business Information

Primary Contact Details

First Name *

Last Name *

Email Address *

Phone *

Social Security Number ⓘ

Position / Title in the Business *

Ownership % in the Business *

Years as Owner *

Continue

Figure 11: Prequalification Form: Contact Information

Grant Program Qualifications

Contact Information

Business Information**Business Details**

Business Name *

Legal Structure ⓘ *

Date of Formation *

Business Address *

City *

State *

Zip Code *

Phone *

Business Tax Identification Number ⓘ

Ownership Structure

Please list all owners of the business with at least 20% or more ownership stake.

First Name

Last Name

Email

Ownership %

Years as
Owner

Title

Figure 3: Business Information