

Restore RI: Application Process & Instructions

This guide was prepared to explain the submission process for the Restore RI Grant Program. Please note the online application consists of two parts: a prequalification form and the application itself. Both parts must be complete in order for the application to be considered for funding. A general FAQ and more information can be found at: <https://commerceri.com/about-us/restore-ri/>.

Helpful Hints

Getting ready to apply. 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](#) or the [Getting Ready to Apply](#) instruction manual.

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/>.

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

Getting help. Thank you for reviewing this instruction manual. Once you log in to the application portal, you'll see that a number of questions have a "?" icon next to them. These contain additional instructions and helpful hints. When you click on the "?" icon, you will see additional instructions.

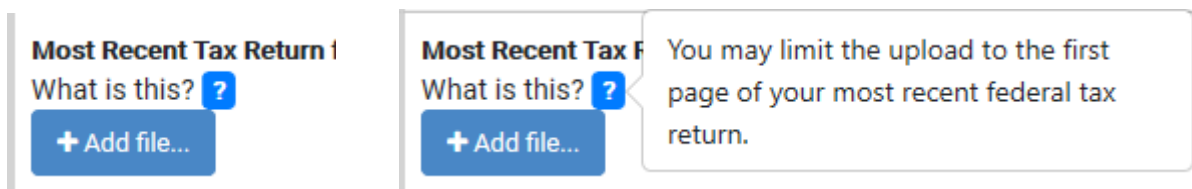


Figure 1: Screenshots showing the help icons and instructions that are displayed.

If you still have questions after reading this user manual and checking the "?" icons in the application, please contact Commerce at [\[insert link to Commerce intake form\]](#) or CRF at [customer care email](#).

Combining documents. [\[instructions from CRF\]](#)

Scanning documents. 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.

Device: Both the prequalification form and the application must be completed online and are best completed on a desktop or laptop computer. An applicant may be able to complete the application using a mobile device, but it is strongly recommended that a desktop or laptop computer is used. An applicant will need to be able to fill out Excel templates as well as upload documents during the prequalification and application process.

Invitation to Create an Account

Once you receive an email inviting you to set up your customer account, you will be instructed to set up a password for your account.

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

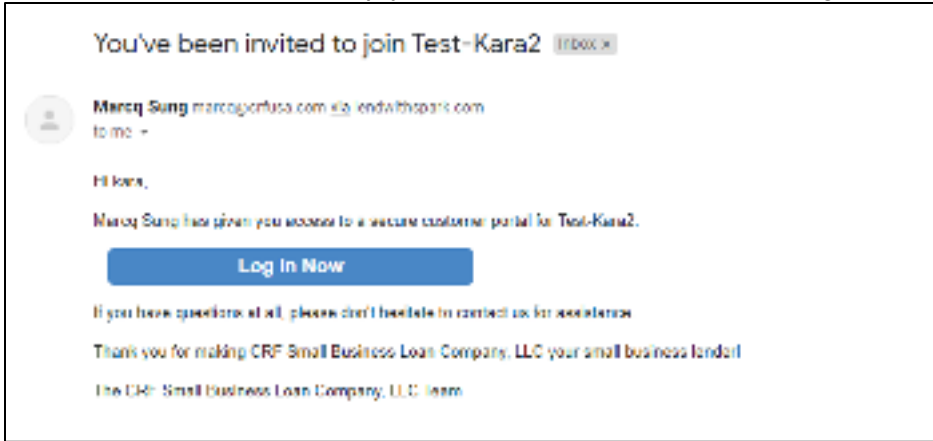


Figure 2: Email invitation to set-up account to complete part 2 of the application

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

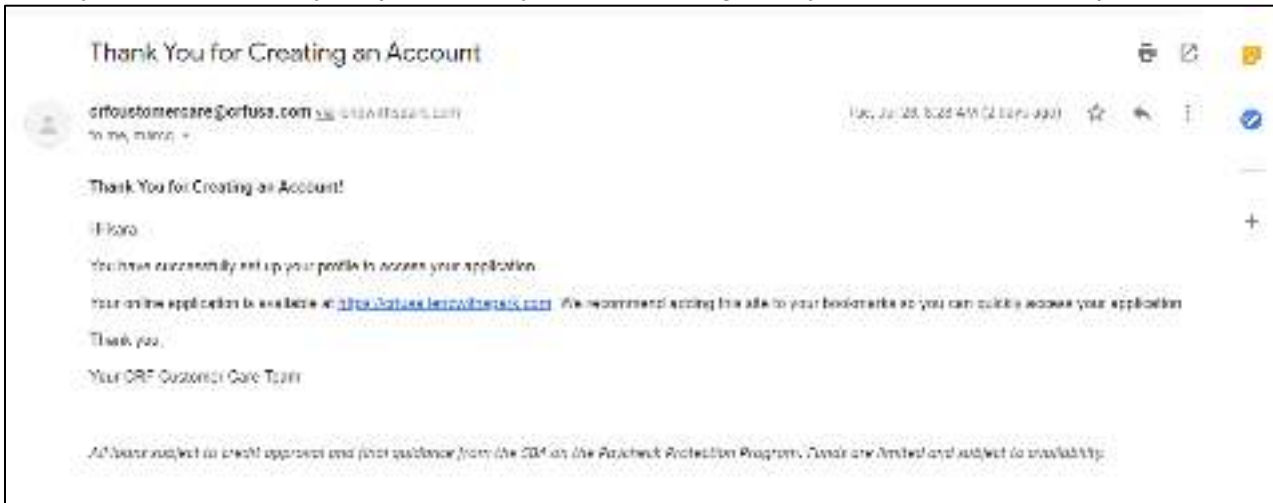


Figure 3: Image showing email after account is successfully set up to complete part 2 of the application

Complete Application and Grant Documentation

Once you have created your password, you can log-in to the CRF website at <https://crfusa.lendwithspark.com/> to complete the full application. The information provided in the prequalification form will be populated in the application. The applicant should review and confirm all information is correct before submitting the final application.

Once logged in to the CRF website, the applicant will see the Application Dashboard with a series of requests that are part of the "Restore RI Information Request." Each task has a "start" button beside it. Click start to access and fill out each section.

Application Dashboard

Welcome, [name]!

⚠️ RICC Information Request - input needed

Thank you for your interest in the Restore RI grant program. Please complete the additional tasks listed below. **Due: 8/8/2020**

and do your best to provide all of the information and documentation that is requested. The faster we receive everything, the faster your grant will be processed. Please note that this is a grant application and not a loan. Please note this whenever you see text referencing loans as this is a function of the processing platform being used.

▼ Borrower Information - RICC for TEST-Business

Please complete the following tasks as instructed:

	Task	Status
Start	Verify Business Information -	Not Started
Start	Business Documentation - RICC	Not Started

▼ Owner Information - RICC for TEST-Name TEST-K

Please complete the following tasks as instructed:

	Task	Status
Start	Verify Individual Information -	Not Started
Start	Personal Documentation - RICC	Not Started
Start	Attestation	Not Started

▼ Project Information - RICC

Please complete the following tasks as instructed:

	Task	Status
Start	Project Documentation - RICC	Not Started

[Amortization Schedule for CRI- SBLL](#) 🔔 🗲

Figure 4: Image of application dashboard

You should see a total of six modules across three sections:

Borrower Information for [applicant name]

Module 1: Verify business information

Module 2: Business documentation – Restore RI

Owner Information - Restore RI for [applicant name]

Module 3: Verify individual information

Module 4: Personal documentation

Module 5: Attestation

Project Documentation – Restore RI

Module 6: Project Documentation – Restore RI

The applicant can save the application during this phase of the application. If the applicant returns to complete a portion of the application, the button labeled “start”, will now read “continue”.

Verify Business Information (Module 1)

Business Information

Legal Business Name: This must be the legal name in which the business is incorporated and files taxes. If the business operates under a fictitious name or a DBA, there is a space for that information in a separate section.

Start-up or Existing Business: Select the correct response from the dropdown.

Does this company operate under a ‘Fictitious Business Name’: Select yes or no. If yes, a space will appear to input the fictitious business name

Legal Structure: Select the business’ legal structure from the dropdown list.

NAICS Code: Refer to the *industry* category in the small business grant eligibility and award estimator template OR use the keyword search to search for your industry. Note that this item is requesting your 6-digit NAICS code. The first three digits of your 6-digit NAICS code must match the 3-digit NAICS code you submitted in your prequalification submission.

DUNS numbers: Enter the business’ DUNS number in the space provided.

Figure 5: Image of business information page

Contact Information

Enter all contact information available for the business. If you do not have a component of the information (such as fax number), leave that space blank.

The applicant must provide a phone number and address.

If mail is received at an address other than the business' physical address, select "yes" and enter the business' mailing address.

Figure 6: Business contact information

Business Formation:

Date of Business formation: This is a required field. If the applicant cannot recall the exact date of business formation, use the date on the articles of incorporation.

Date Current Ownership Established: This is a required field. If the applicant cannot recall the exact date current ownership was established, they may be able to access this information by searching the date new ownership was registered with the Rhode Island Secretary of State using the [Corporate database](#).

State of Business Formation. Please select.

Current Fiscal Year End Month. Please choose the end month for your fiscal year.

Year of First Tax Filing. Please enter.

Which tax form does this entity file? Please choose from the dropdown.

Figure 7: Business formation information

Franchise

Does this company operate as a franchise? Select yes or no.

- Note: If the applicant business is a franchise, the responses provided in the pre-qualification form will determine eligibility.



Figure 8: Franchise information

Business Financial Information:

Most recent full business year's gross revenue or sales.

- Enter gross revenues for the previous year.
- Note: This is not used to calculate revenue loss and will not be used to determine grant eligibility.

Employee Information:

Number of existing employees: Enter the number of FTEs as calculated in the [Grant Eligibility and Award Estimator](#).

- Note: the applicant should **not** enter information such as the current number of employees, but should use the FTEs calculated in the estimator which uses a formula based on the number of full-time employees, part-time employees, and qualifying independent contractors.

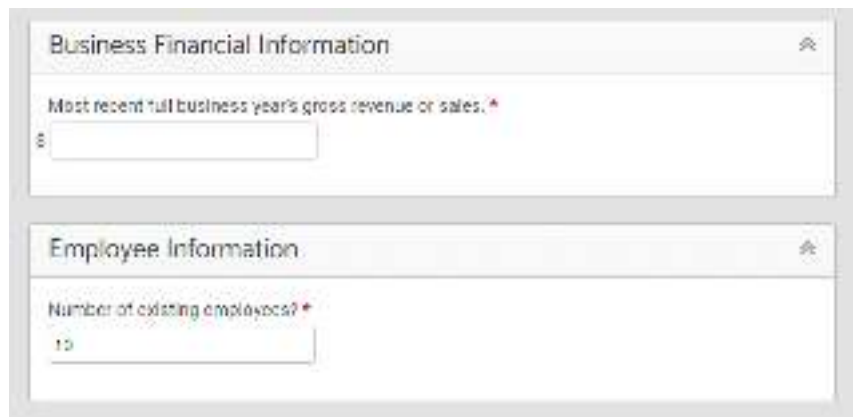


Figure 9 Business financial and employee information

Business Description:

- Please provide any additional information the applicant would like to share regarding its business or its experience adapting to COVID-19 related conditions. The applicant may also use this space to provide information about additional programs or services that would help its business respond to the COVID-19 crisis, including need for technical assistance or advice

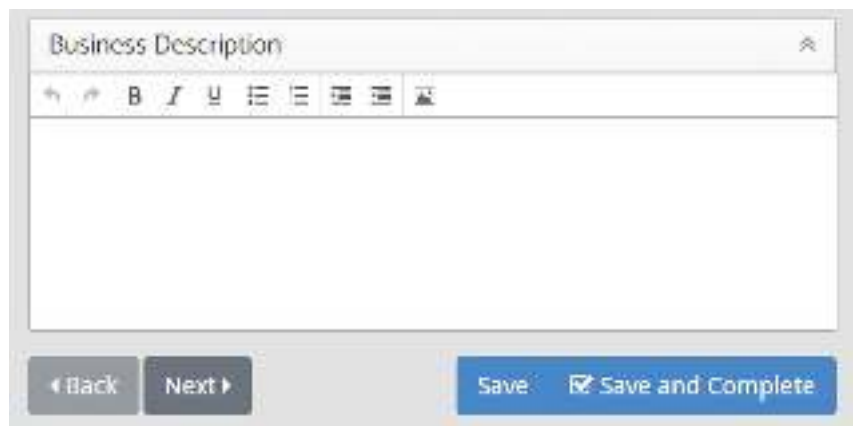


Figure 10: Business financial and employee information

Once the above questions are answered, select 'next' at the bottom of the page to move to the Business Documentation section.

Business Documentation – Restore RI (Module 2)

Upload the following three documents:

Income Statements: The income statements are key required documents used to validate that the business meets the eligibility thresholds and to validate the responses to these questions that the applicant completed in the prequalification form:

- Has your business experienced a year-over-year revenue loss of greater than 30% from Q2 2019 to Q2 2020?
- Has your business experienced a year-over-year revenue loss of greater than 50% from Q2 2019 to Q2 2020?

What should I upload in the income statement file uploads?

In order to demonstrate revenue loss, documentation requirements may be met by submitting information compliant with one of the following options:

- Option A: Export or screenshot from a point-of-sale system (POS) showing revenue for each month of the quarter;
- Option B: A profit and loss statement or a similar report generated by an accounting software program (e.g. Quickbooks, Freshbooks, Xero) that shows revenue for each month of the quarter; or
- Option C: Both (1) a summary of self-reported monthly revenue in excel, ledger, other format, or using the income statement template provided on www.commerceri.com; AND (2) bank statements for each month of the quarter.

Please note that if a business has questions about the documentation for revenue loss, Commerce and CRF may assist businesses with identifying a sufficient level of documentation to show revenue loss.

Which time periods should my income statement cover?

Income Statement - 2019 Q2: Please upload an income statement demonstrating your revenue for Q2 of 2019 (April - June). If your business was not open prior to Q2 of 2019, please provide information and documentation for Q1 of 2020 (January - March).

Income Statement - 2020 Q2: Please upload an income statement demonstrating your revenue for Q2 of 2019 (April - June). If your business was not open prior to Q2 of 2019, please provide information and documentation for Q1 of 2020 (January - March).

Most Recent Business Tax Return:

The applicant should upload the business' most recent federal income tax return.

After uploading the required documents, the applicant can complete this module of the application. Completing this module will return the applicant to the main application dashboard.

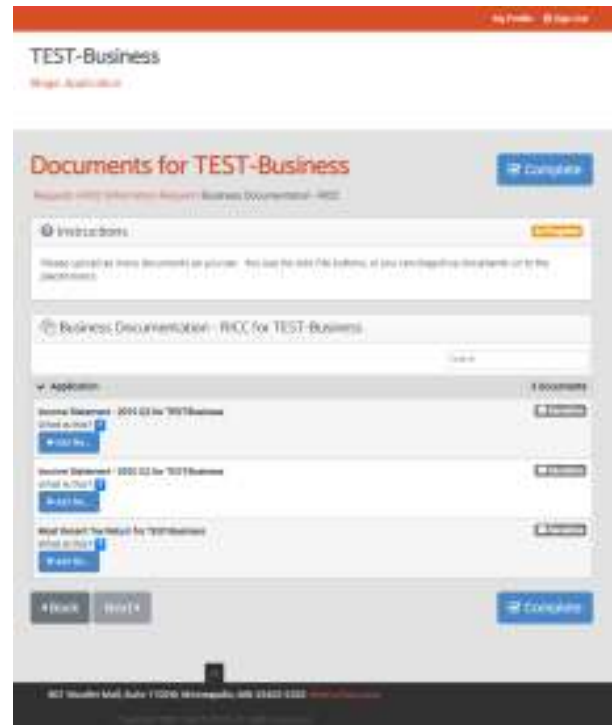


Figure 11: Image of business documentation screen

Verify Individual Information (Module 3)

In this section, the business owner's information is verified.

Individual Information: Note: The social security number, date of birth, and place of birth information is used to prevent fraud and validate the individual's identity.

Contact information: Provide the owner's home address. If mail is received at a location other than the home address, please include that information as well.

Spouse information: This information is not required for this particular application and can be disregarded.

Demographics: Please note that this information is requested for statistical purposes only. The prequalification form determined whether the business is a minority-owned business.

Citizenship: Note: the owner does not need to be a US Citizen, but must have a tax identification number.

Veteran Status: Select yes/no

Save and complete. Selecting next at the bottom of the 'Verify Individual Information' page will take the applicant to the 'Personal Documentation' section.

The screenshot shows a web application interface for 'test-kara2 kunst'. At the top right, there are 'Save' and 'Save and Complete' buttons. Below the header is an 'Instructions' section with a yellow 'Important' tag. The main form is divided into several sections:

- Individual Information:** Contains fields for First Name, Middle Name, Last Name, Social Security Number (with a dropdown for state), Date of Birth, and Place of Birth.
- Contact Information:** Includes Telephone, Fax, Email Address, and a section for Home Address with a 'Use Address' button. Below this is a question: 'Do you receive mail at a different address?' with 'Yes' and 'No' buttons.
- Spouse Information:** A question: 'Would you like to add the spouse to this address?' with 'Yes' and 'No' buttons.
- Demographics:** Includes Race, Ethnicity, Sex assigned at birth, and a question: 'Does this individual have a disability?' with 'Yes' and 'No' buttons.
- Citizenship:** A question: 'Is this individual a U.S. citizen?' with 'Yes' and 'No' buttons.
- Veteran Status:** A question: 'Has this individual ever received federal government service in the U.S. military?' with 'Yes' and 'No' buttons.

At the bottom of the form, there are 'Back', 'Next', 'Save', and 'Save and Complete' buttons.

Personal Documentation (Module 4)

Color copy of Government Issued ID (ex. Driver License): The applicant must submit a color copy of a picture ID. Please upload both the front and back image. You may take a photo using a phone or other handheld device.

Most Recent Tax Return: The applicant need only include the first page of their most recent personal federal tax return.

Selecting next at the bottom of the “Personal Documentation” page will take the applicant to the “Attestation” section.

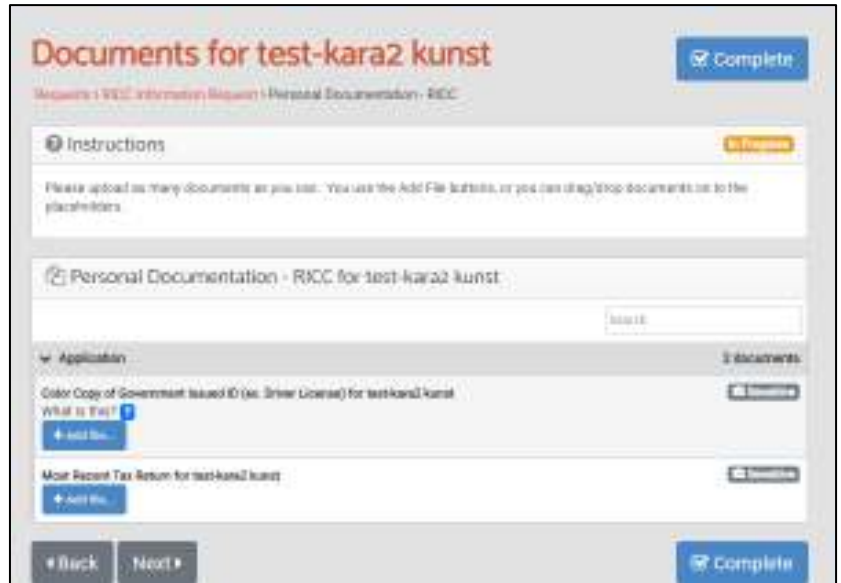
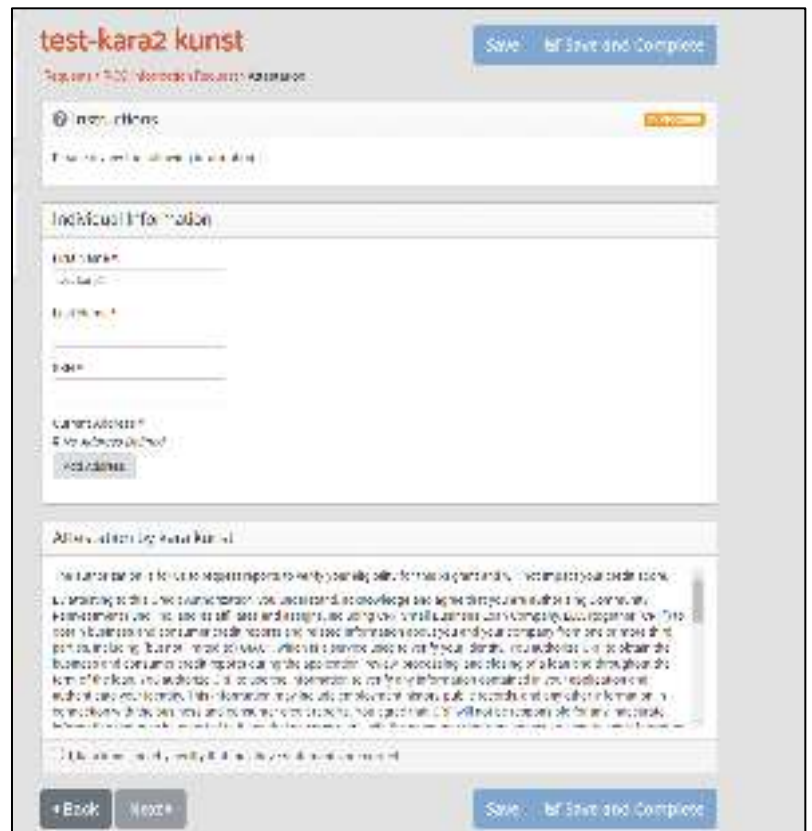


Figure 12: Image of personal documentation page of application

Attestation (Module 5)

The Attestation page requires the owner of the business to electronically sign the attestation.

After completing the attestation, the applicant should return to the main application page.



Text of Attestation Language from screenshot:

The authorization is for us to request reports to verify your eligibility for this RI grant and will not impact your credit score.

By attesting to this Credit Authorization, you understand, acknowledge and agree that you are authorizing Community Reinvestment Fund, Inc. and its affiliates and assigns, including CRF Small Business Loan Company, LLC, (together “CRF”) to obtain business and consumer credit reports and related information about you and your company from one or more third parties, including (but not limited to) GIACT, which is a service used to verify your identity. You authorize CRF to obtain the business and consumer credit reports during the application, review, processing, and closing of a loan and throughout the term of the loan. You authorize CRF to use the information to verify any information contained in your application and authenticate your identity. This information may include employment history, public records, and any other information in connection with the business and consumer credit reports. You agree that CRF will not be responsible for any inaccurate information that may be reported to it and that you may work with the consumer reporting agency to dispute any information.

Further, by your response to this email, you affirm your identity as used in the related business credit application and you are confirming that you are an officer, principal, director, or owner (direct or indirect) of the applicant for an application, or you otherwise control or direct the applicant.

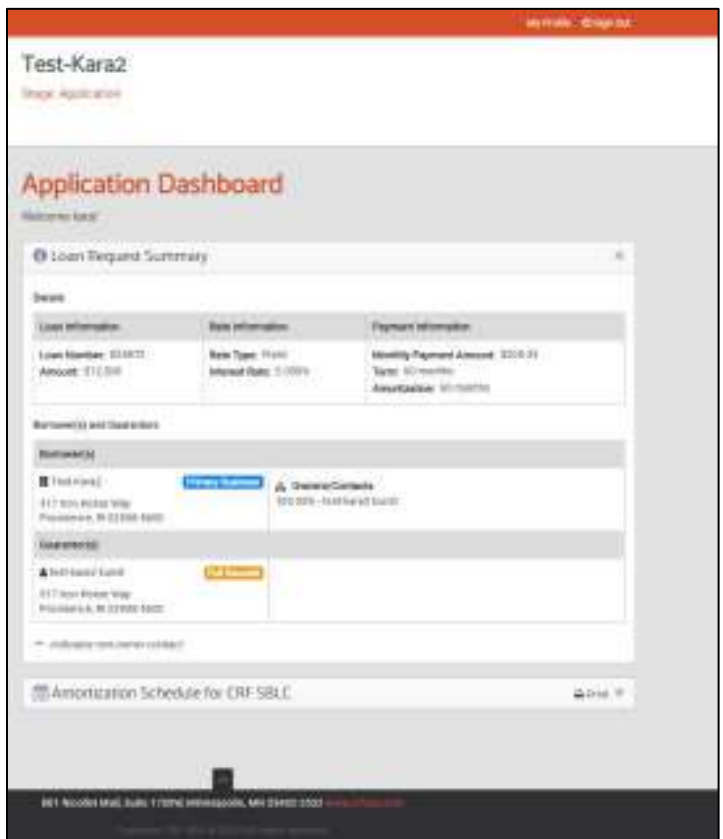
This form and authorization shall cease to be valid once an application is withdrawn, or declined and closed, or after any such loan which extends from this application is paid and satisfied in full, or by operation of law.

Adverse Action Notice: If CRF takes adverse action on your application for credit, you have the right to a statement of specific reasons as to why we took such adverse action within 30 days if you request the statement within 60 days of our notification. You may contact your Regional Director of Business Development, or contact CRF Sales Support at 801 Nicollet Mall, Suite 1700W, Minneapolis, MN 55402, by calling 612 338-3050, or by e-mailing SalesSupport@crfusa.com to obtain the statement of reasons. The federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant’s income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580 administers CRF’s compliance with the Equal Credit Opportunity Act.

Project Documentation (Module 6)

In the Project Documentation section, the applicant is directed to upload documents for the project. Some of this documentation will have been uploaded in previous sections. The applicant does not need to upload an additional file if the document has already been provided in a previous module.

Bank Statements: If you already uploaded this in module 4, you do not need to do anything here. Note: the applicant should upload a bank statement (1)



from December 2019 that verifies the business was open on or before January 1, 2020; and (2) current period.

Color Copy of Government Issued ID: If you already uploaded this in module 4, you do not need to do anything here.

Expense Documentation: IMPORTANT: Expense Documentation is only required for applicants applying for a grant of \$5,000 or more. Expense documentation includes receipts, paid invoices, bank statements, and credit card statements that document the fact that the expenses included in the Grant Expense Template have been paid since March 1, 2020.

The expense documentation must be combined into a single file and uploaded as a single document.

Expense Template: upload the completed expense template.

All applicants must include an expense template that includes expenses that total at least the grant amount the applicant is seeking. The expense template is a excel file download available at <https://commerceri.com/about-us/restore-ri/>. Fill in the table by selecting the expense category from the first column and then details of the eligible expenses. You can select the categories multiple times.

IMPORTANT: It is recommended that applicants submit the largest eligible expenses available and include expenses that total more than the potential grant award.

Grant calculator: Upload the completed Grant Eligibility and Award Estimator.

Income Statement – 2019 Q2: If you already uploaded this in the business documentation tab (module 4), you do not need to do anything here. *Note: This is the income information documenting revenue loss uploaded under the business documentation tab.*

Income Statement – 2020 Q2: If you already uploaded this in the business documentation tab (module 4), you do not need to do anything here. *Note: This is the income information documenting revenue loss uploaded under the business documentation tab.*

IRS Form 1099-MISC: if the applicant is including 1099's in the application, the applicant should upload a **single file** containing 1099's for up to three independent contractors the applicant is including in the FTE calculation.

Note: Only severely-impacted industries are eligible to include this information. The 1099-MISC forms must be combined into a single file for upload

Most Recent Tax Return: *Note: this is the tax return uploaded under the business documentation tab.*

Q1 2020 – IRS Form 941- Quarterly Federal Tax Return: The applicant should upload IRS form 941 as filed for the first quarter of 2020.

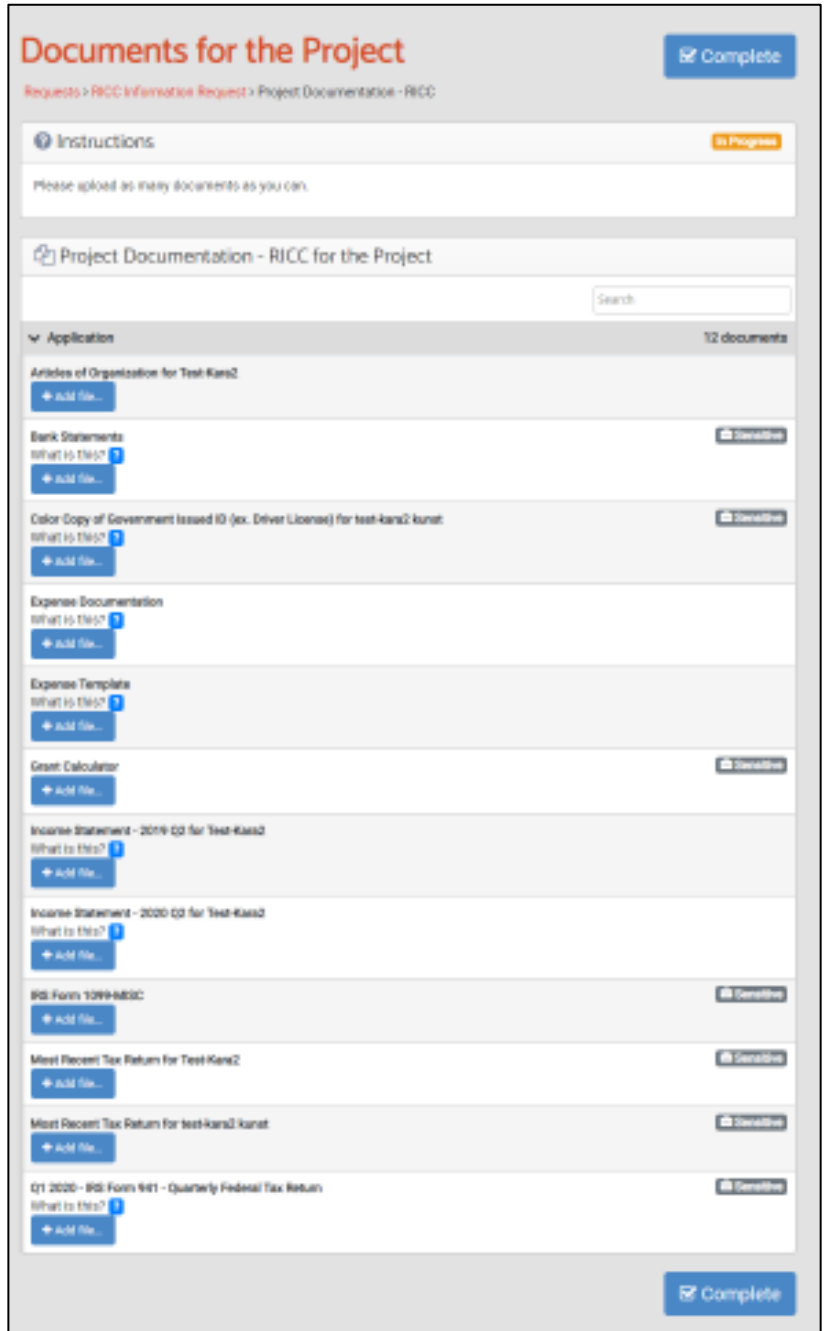


Figure 13: Image of Project Documentation page of application

Completing and Submitting Application

When the application is complete, the applicant's main page indicates all sections are complete. The applicant will see a green button that says "Submit for Review". See screenshot below.

When the applicant selects the "Submit for Review" button, they will be prompted to confirm the application is ready to submit. If it is, select submit. If the applicant needs to edit any component of the application, select "cancel".

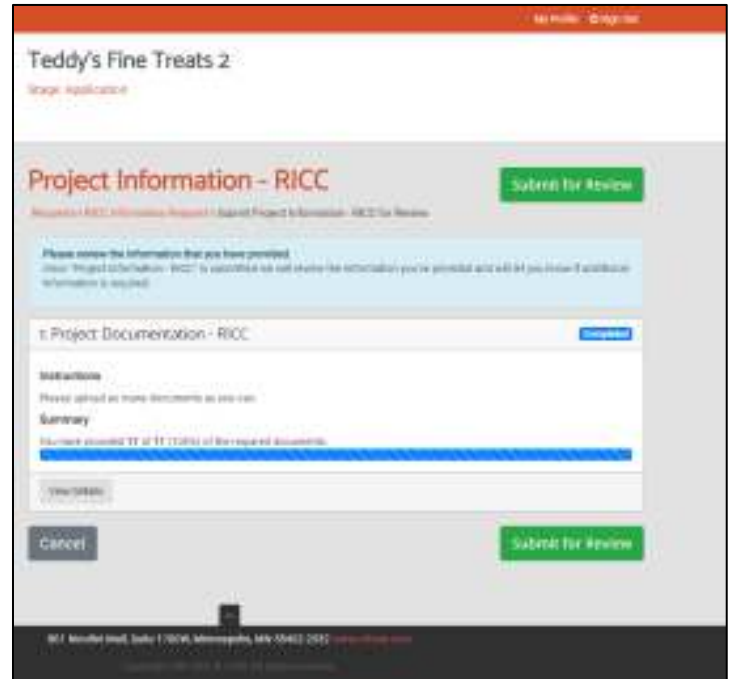


Figure 14: Image of application dashboard with "submit for review" buttons

Once the application is submitted, the applicant will see the following screen. While the application is still accessible and can be viewed, it cannot be edited.

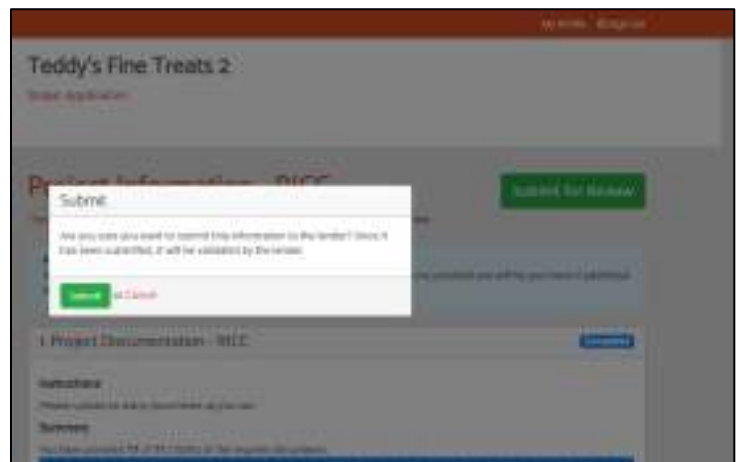


Figure 15: Image of application with "submit for review" warning language.

After the applicant hits “Submit” the following will appear:

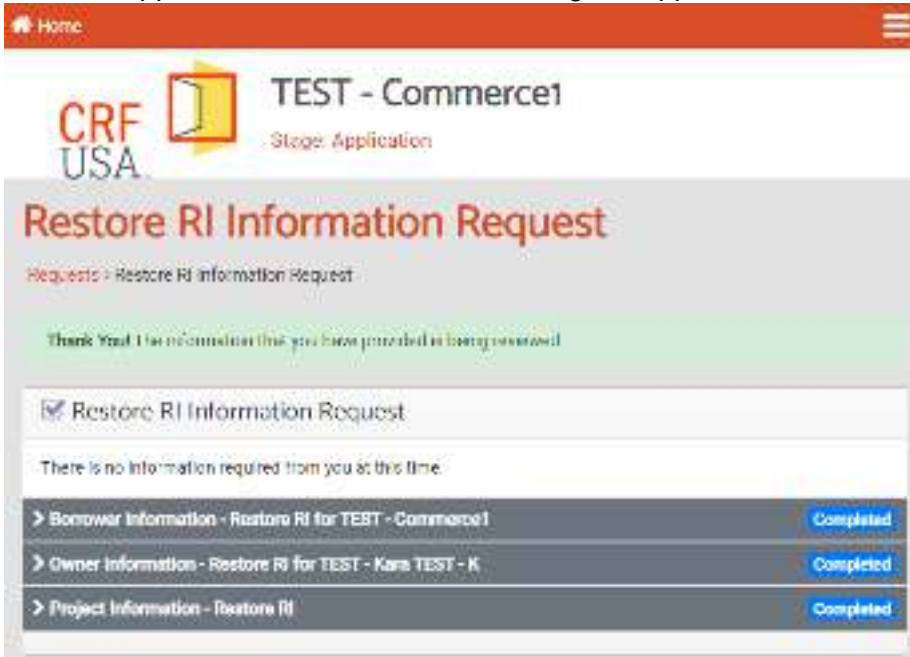


Figure 16: Image showing application dashboard after application has been submitted

Application Review

Once an application has been submitted, it will be reviewed through a multi-step review process. During this process, you may be contacted by a representative of CRF or the RI Commerce Corporation seeking clarification or additional information.

Based on this review, the grant will be sized to be no more than the submitted, verifiable expenses. If the applicant does not have eligible expenses that total or exceed the value of the grant award they are eligible to receive, the grant award will be reduced.

The applicant can log in and view the application -- but cannot edit it -- after submission.

The following screenshot shows the Application Dashboard. Applicants will see this screen when logging in after submitting a complete application. Disregard all references to loans, payment information, and the amortization schedule. This information is auto-generated by the CRF platform and is not relevant to this grant program.

Figure 17: application dashboard while application is under review.
Disregard all references to lending terms or repayment schedule.