Restore RI Round 2 Application Instructions

Part 2 of 2 (Updated August 23, 2020)

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 for the application to be considered for funding. More information can be found at: https://commerceri.com/about-us/restore-ri/. This guide is for applicants applying during Round II of the Restore RI grant application. Minor 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.

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.

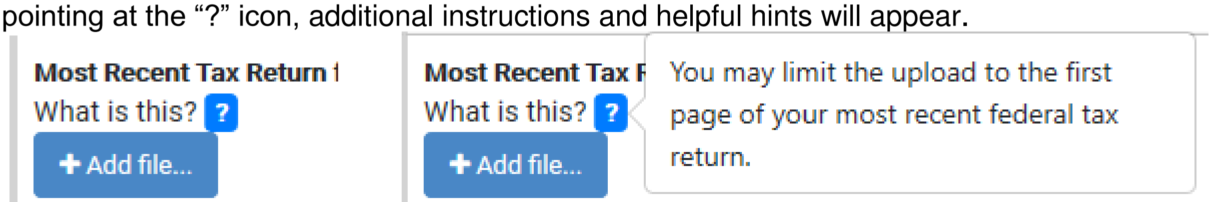


Figure 1: Screenshots showing the help icons and instructions that are displayed.

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].

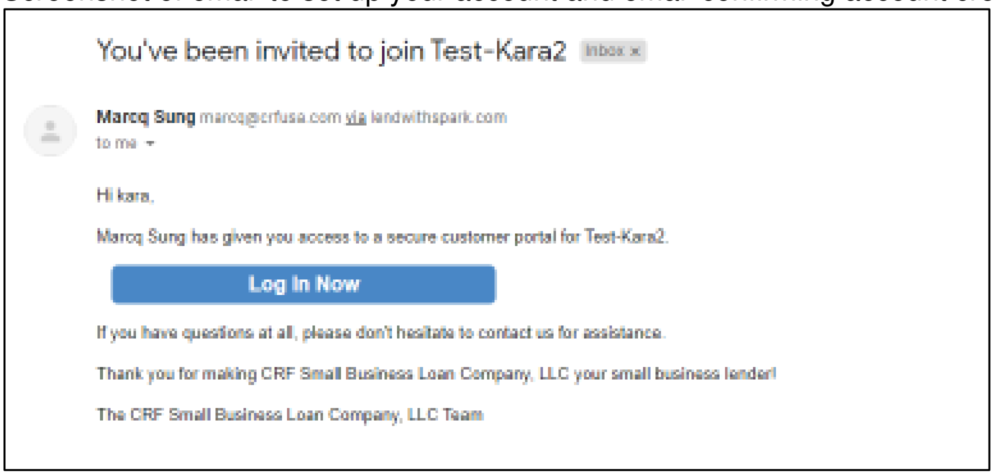
Consult the application checklist

This application checklist walks applicants through these steps at a high level and may be helpful for reference.

Invitation to Create an Account

After your prequalification form is screened, 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:


You've been invited to join Test-Kara2 Inbox x

Marcq Sung marcq@crfusa.com via lendwithspark.com
to me

Hi kara,

Marcq Sung has given you access to a secure customer portal for Test-Kara2.

Log In Now

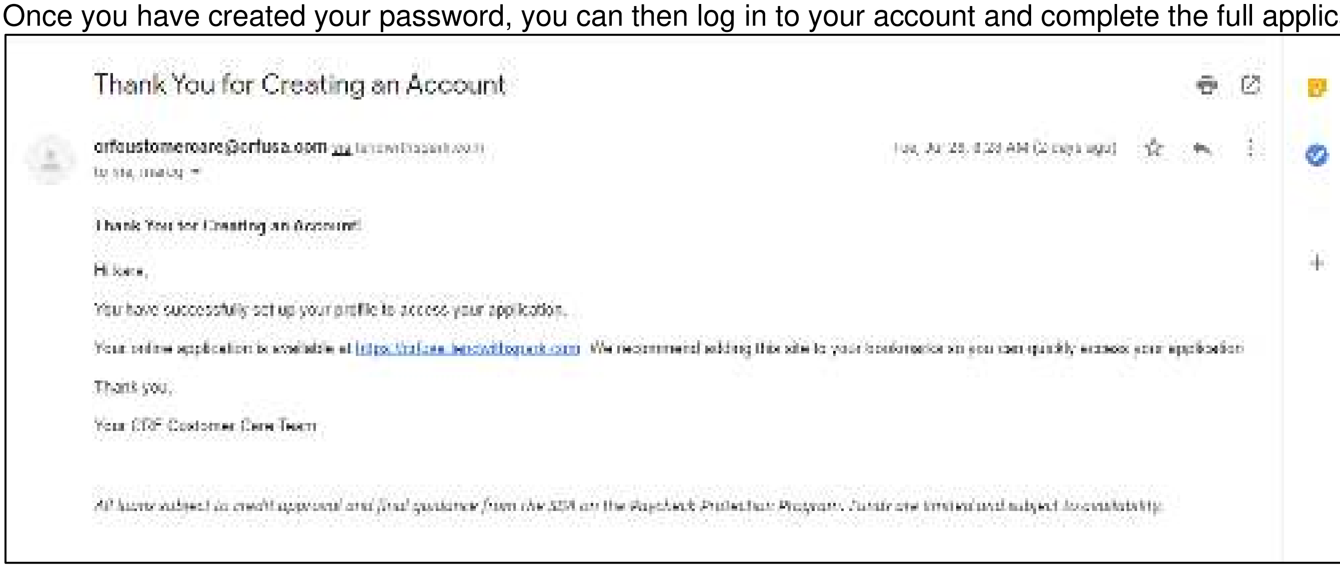
If you have questions at all, please don't hesitate to contact us for assistance.

Thank you for making CRF Small Business Loan Company, LLC your small business lender!

The CRF Small Business Loan Company, LLC Team

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.


Thank You for Creating an Account

Hi kara,

Thank you,

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.

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 request has a "start" button beside it. Click start to access and fill out each section.

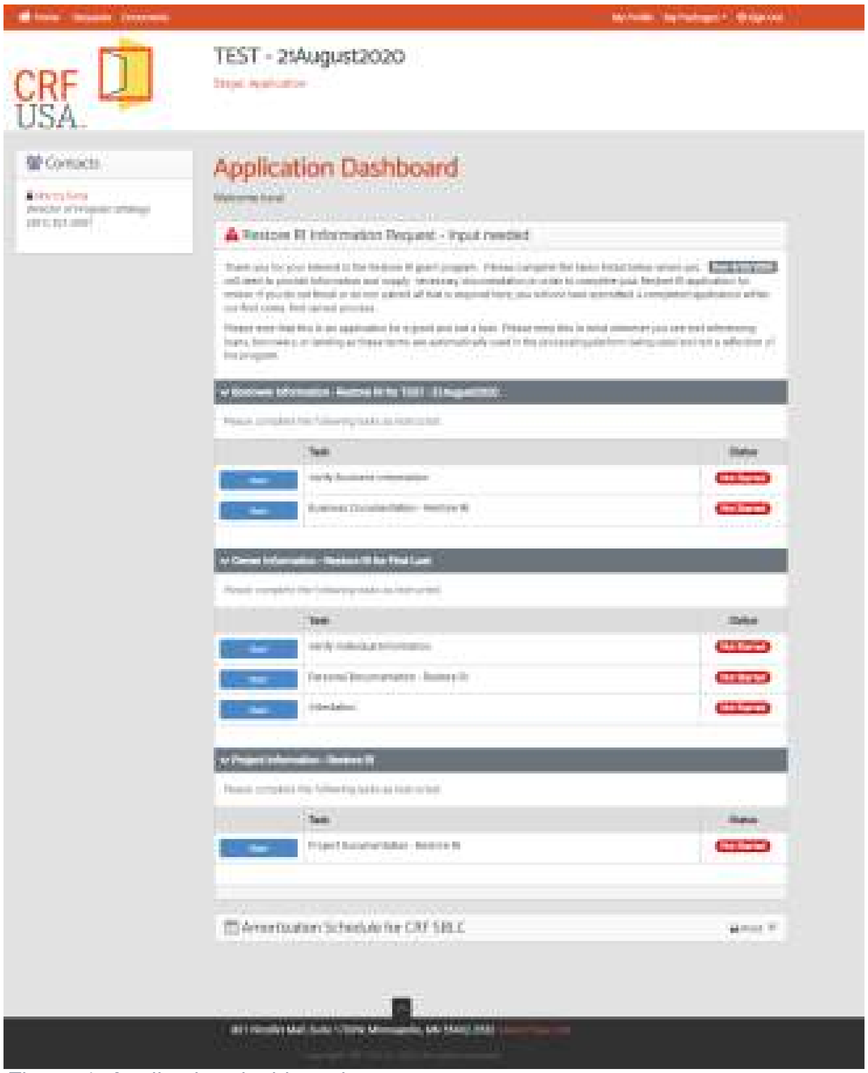


Figure 4: Application dashboard

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

Borrower Information for [applicant name]
Request 1: Verify Business Information
Request 2: Business Documentation – Restore RI

Owner Information - Restore RI for [applicant name]
Request 3: Verify Individual Information
Request 4: Personal Documentation – Restore RI
Request 5: Attestation

Project Documentation – Restore RI
Request 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 (Request 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 fictious business name

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

NAICS Code: Refer to the *industry* category in the Grant Calculator 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 4: 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.

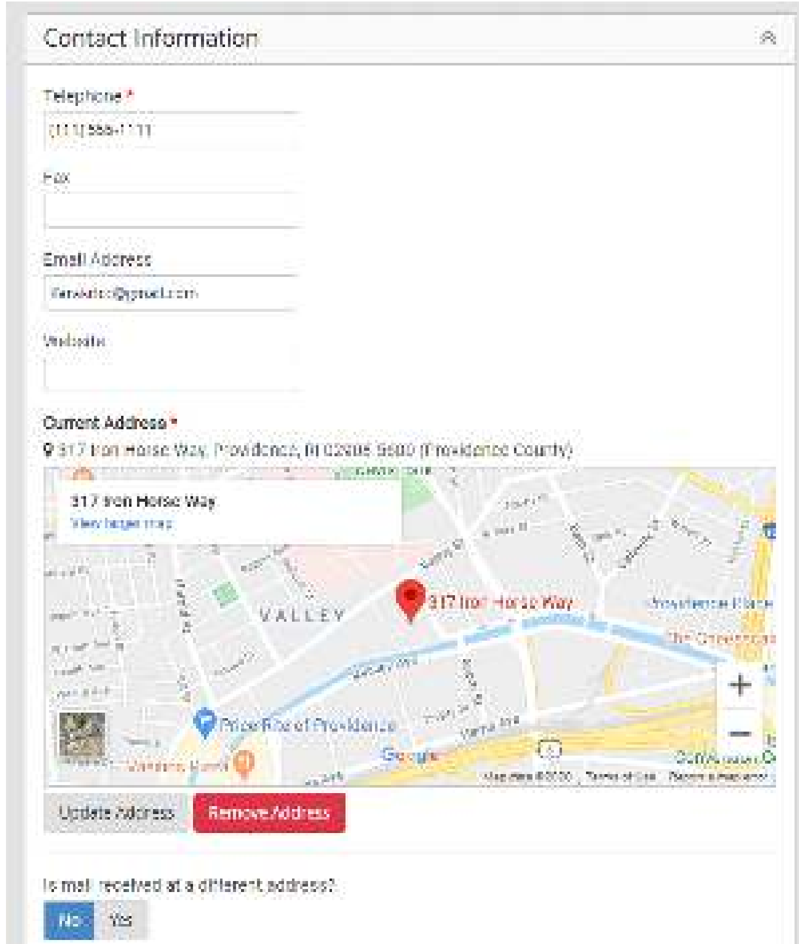


Figure 5: Business contact information

Employee Information:

Number of existing employees: Enter the number of FTEs as calculated in the Grant Calculator.

<u>IMPORTANT:</u> the applicant should use the FTEs calculated in the grant calculator which uses a formula based on the number of full-time employees, part-time employees, and qualifying independent contractors.

Figure 7: 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.

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

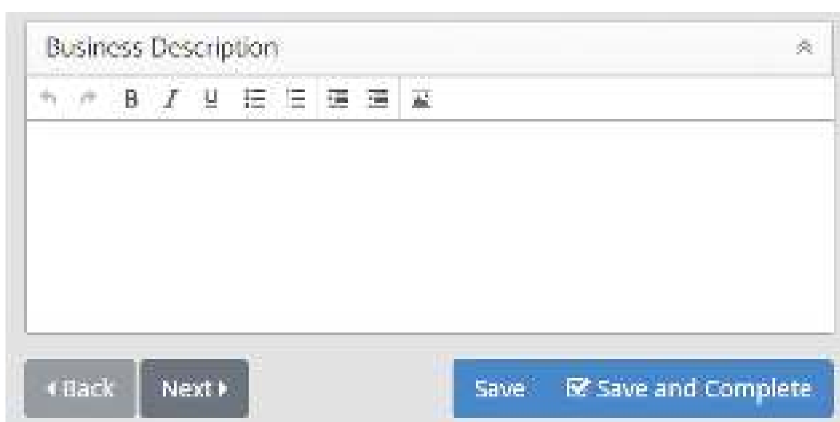


Figure 86: Business financial and employee information

Business Documentation – Restore RI (Request 2)

Upload the grant calculator, most recent business tax return, and revenue documentation in the request.

Grant Calculator

Please upload or update your completed grant calculator. Please be sure you have completed the expense documentation section before uploading. The grant calculator template is available for download at at www.commerceri.com. Please note the grant calculator was updated August 15, 2020. Please ensure you are using the most recent version.

IMPORTANT: If you did not complete the revenue expense portion of the grant calculator during Step 1 – Prequalification, you must complete the revenue expense section and upload a complete grant calculator during this step.

Most Recent Business Tax Return

Please upload your most recent federal tax return for the business. If you have not filed your 2019 taxes yet, you may use your 2018 return.

Revenue Documentation

Please upload a revenue/income statement demonstrating your revenue for each month you selected in the grant calculator. Please upload one of the following as a single file for each selected month:

- Option A - Point of sale system: Upload an export or screenshot from a point-of-sale system.
- Option B - Accounting software report: Upload a profit and loss statement or similar report generated by an accounting system.
- Option C - Income statement and bank statements: Upload both (1) a summary of self-reported monthly revenue in excel, ledger, or using the income statement template provided on www.commerceri.com; AND (2) a bank statement for that month.

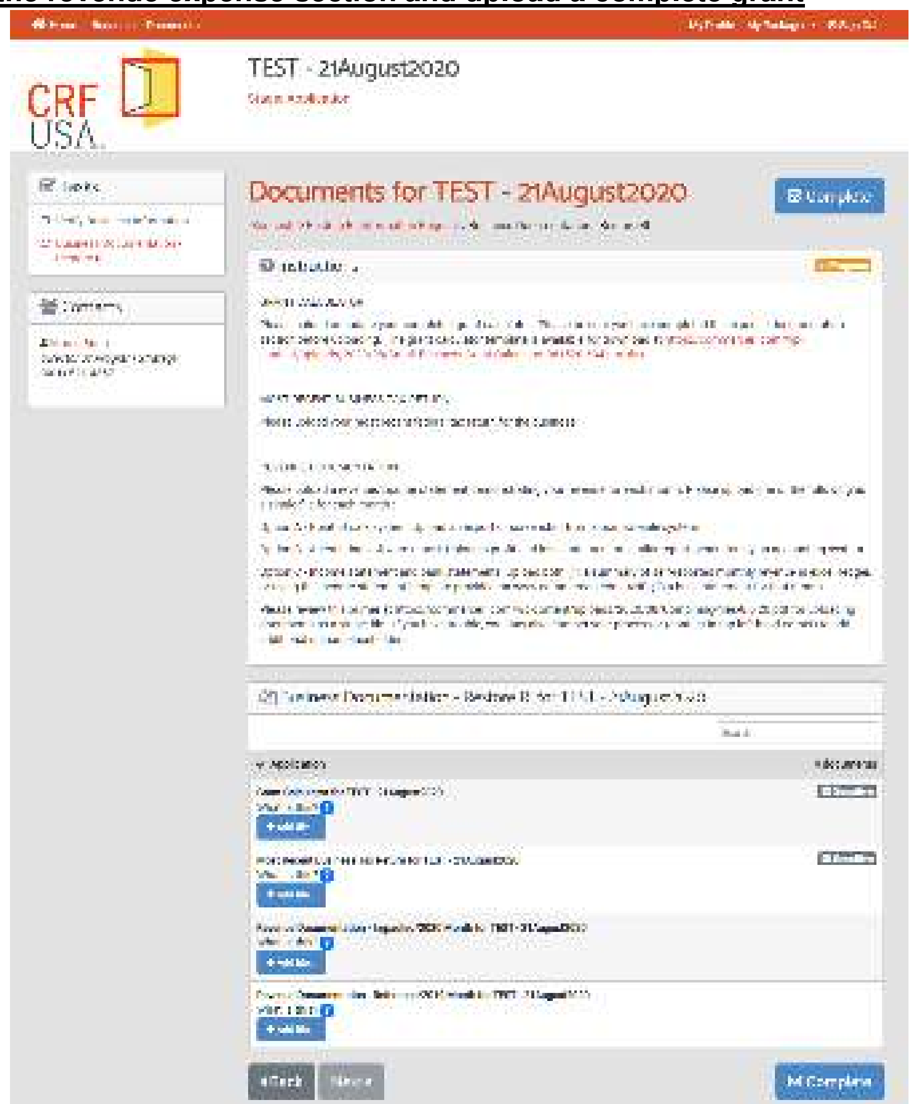


Figure 9: Business Documentation

Please review this primer at https://commerceri.com/wp-content/uploads/2020/08/Combining-files-8.6.20.pdf for uploading documents as a single file. If you have trouble, you may also contact your processor (contact in top left-hand corner) to add additional upload placeholders.

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

Verify Individual Information (Request 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 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.

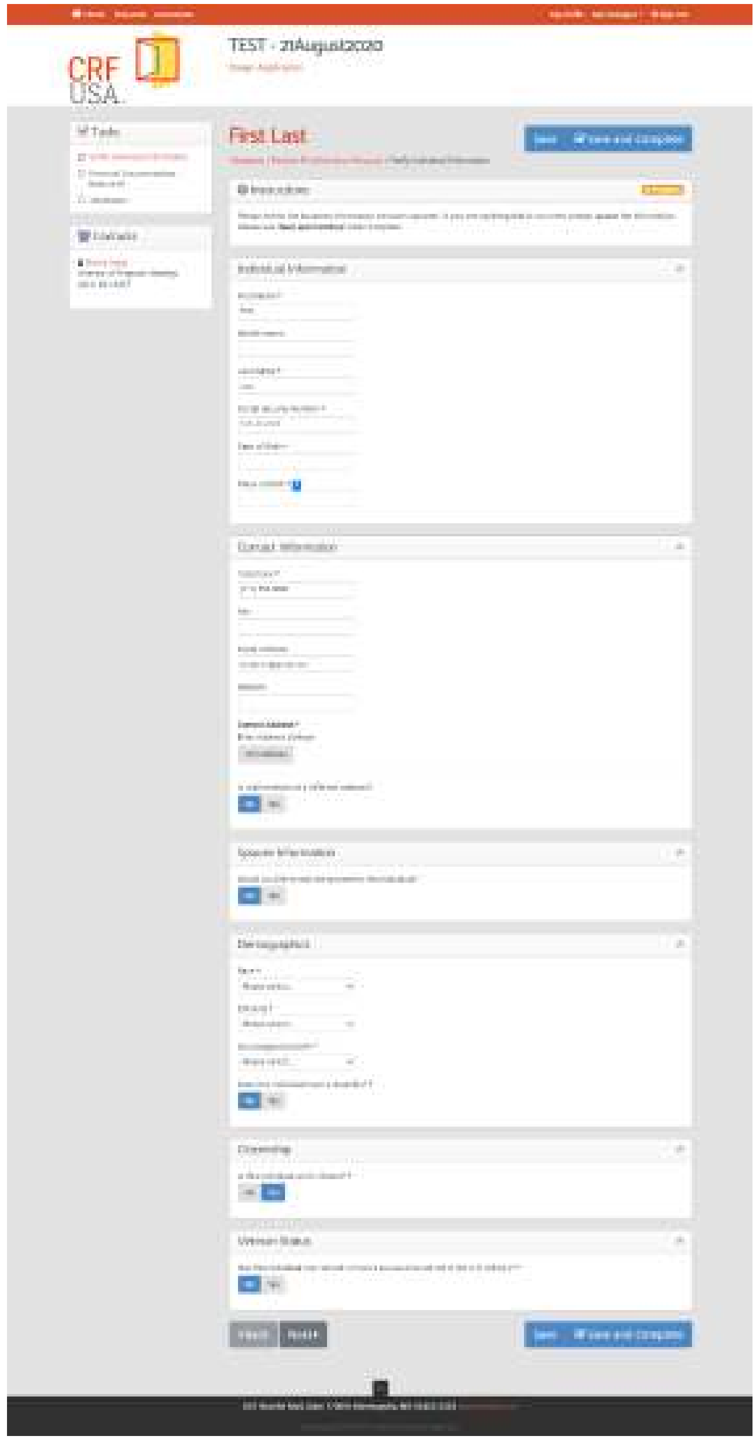


Figure 10: Individual Information

Personal Documentation (Request 4)

Color copy of Government Issued ID (ex. Driver License): The applicant must submit a color copy of the front of the picture ID. 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.

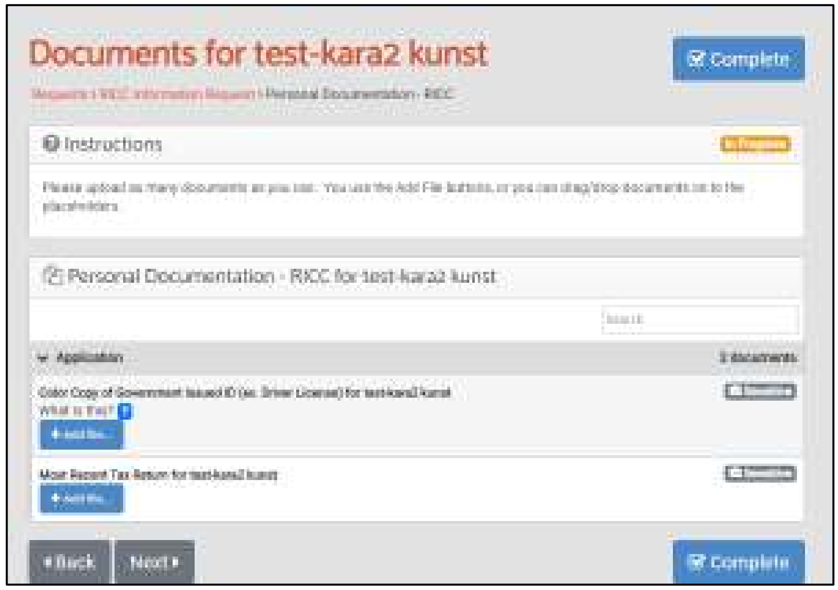


Figure 7: Image of personal documentation page of application

Attestation (Request 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.

This attestation gives CRF permission to check whether the business or the applicant are in certain databases for items such as bankruptcies and liens.

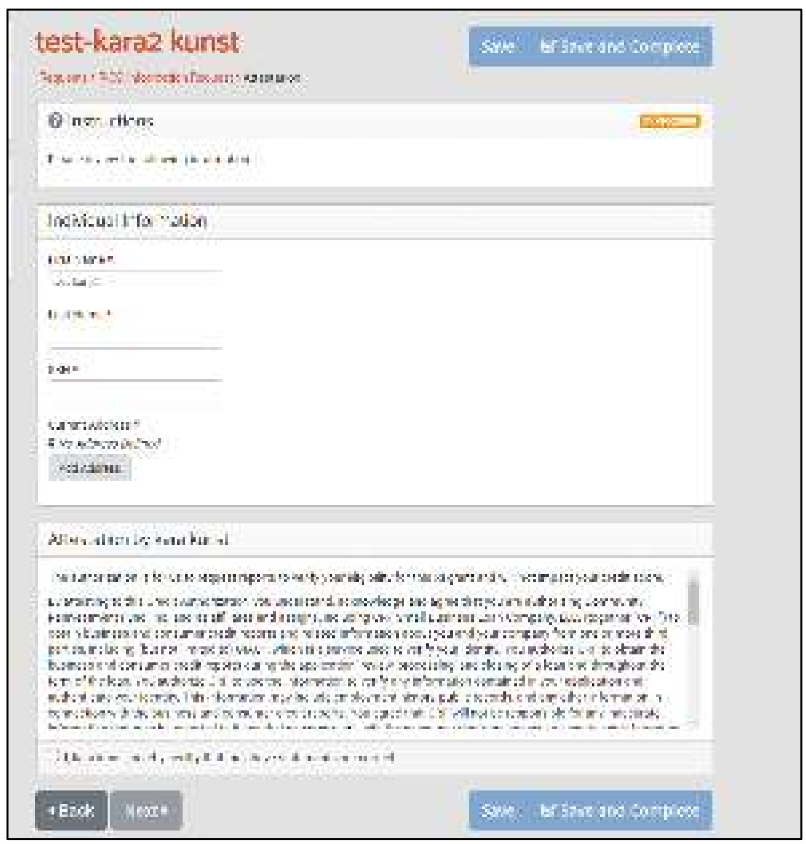


Figure 82: attestation request image

Project Documentation (Request 6)

In the Project Documentation section, the applicant is directed to upload a current bank statement and documentation of the number of employees reported in the grant calculator.

Other documentation uploaded in previous sections will also appear here. The applicant does not need to upload additional files if the document has already been provided in a previous request.

<u>IMPORTANT:</u> If you would like to add additional documents beyond the spaces provided for uploads, please review this primer at https://commerceri.com/wp-content/uploads/2020/08/Combining-files-8.6.20.pdf for uploading documents as a single file. If you have trouble, you may also email your processor (contact in top left-hand corner) to add additional upload placeholders.

Bank Statement: Please upload a current bank statement.

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

IRS Form 941 or RI TX-17: The applicant should upload employment documentation you gathered while completing your grant calculator. All applicants are required to upload documentation for the number of employees reported in the grant calculator. Applicants may upload either their federal 941 form or their state TX-17 form from Q1 (January-March) or Q2 (April – June) of 2020.

If an applicant uploads a TX-17, circle the month you used in the grant calculator and please black out the employee SSNs.

The total number of full- and part-time employees reported on the grant calculator may not exceed the number of employees reported on the 941 or TX-17 (an applicant may choose any month listed on the TX-17).

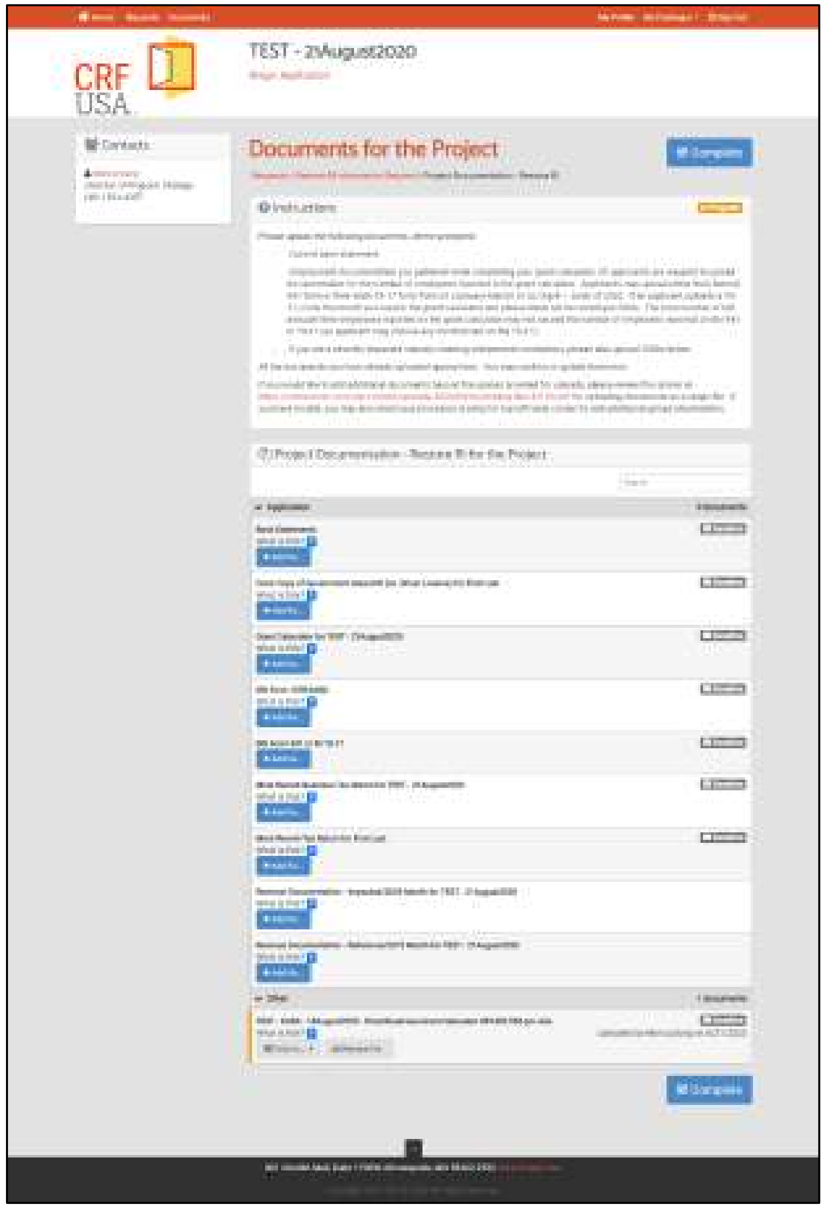


Figure 93: Project documentation image

Submitting Application

When the application is complete, the applicant should review the application to ensure all information is correct and accurate. Applicants should make sure they have submitted all required documentation listed on the Checklist.

<u>IMPORTANT: The application is not a "smart tool" and cannot verify that you have uploaded the correct documents in each upload location before submission. The applicant is strongly encouraged to review the application and make sure the correct files are uploaded by each prompt.</u>

When the applicant has finished reviewing their application, they should submit the application using the green "submit" buttons. These buttons can be viewed on the dashboard or in the requests. Please note applicants will need to Submit each of the three sections ("Borrower Information – Restore RI", "Owner Information – Restore RI", and "Project Information – Restore RI"). **<u>IMPORANT: Applicants should be sure to "Submit" each of the three sections.</u>**

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".

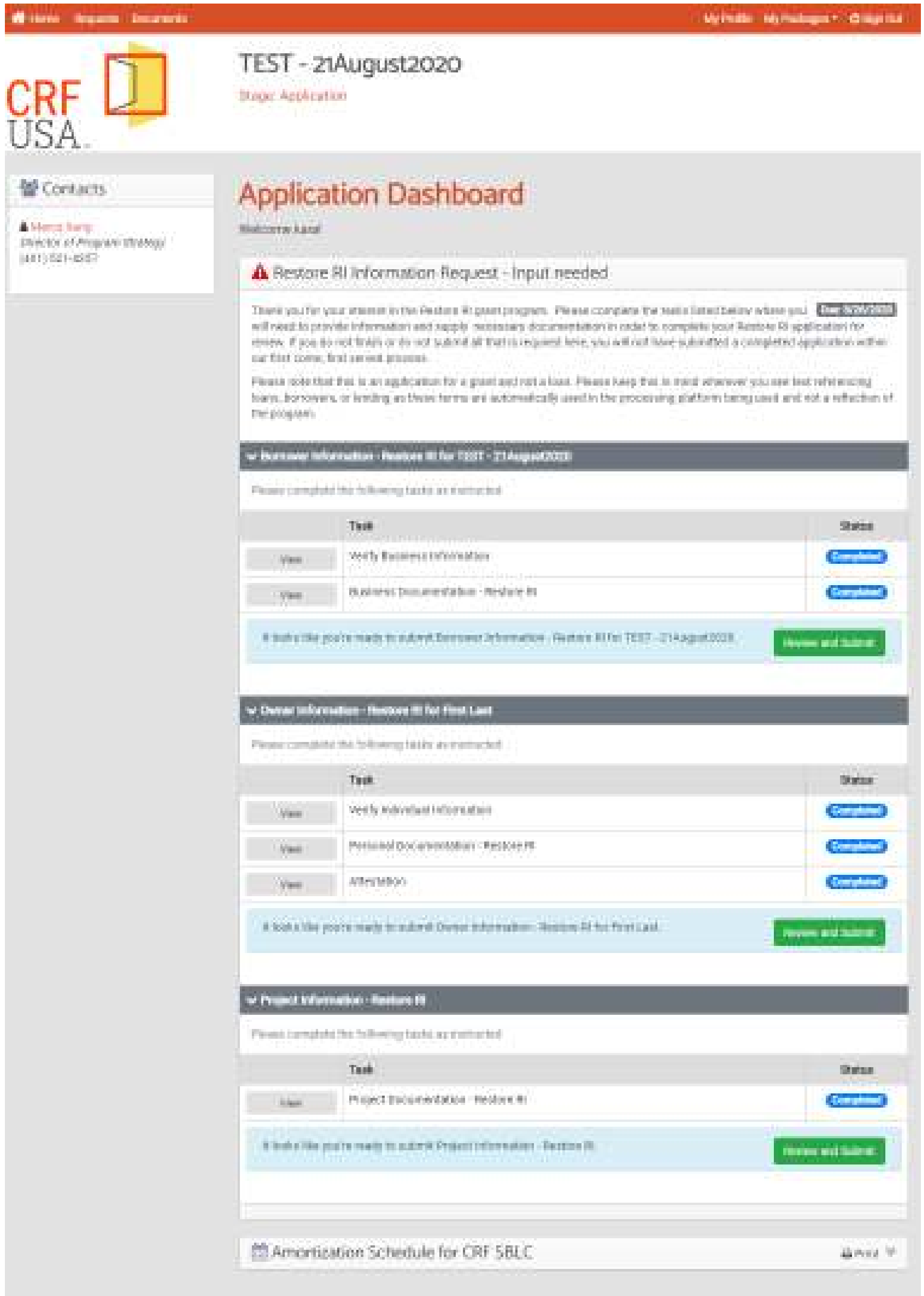


Figure 104 Application dashboard when application is ready to submit

Once the application is submitted, the applicant will see the following screen.

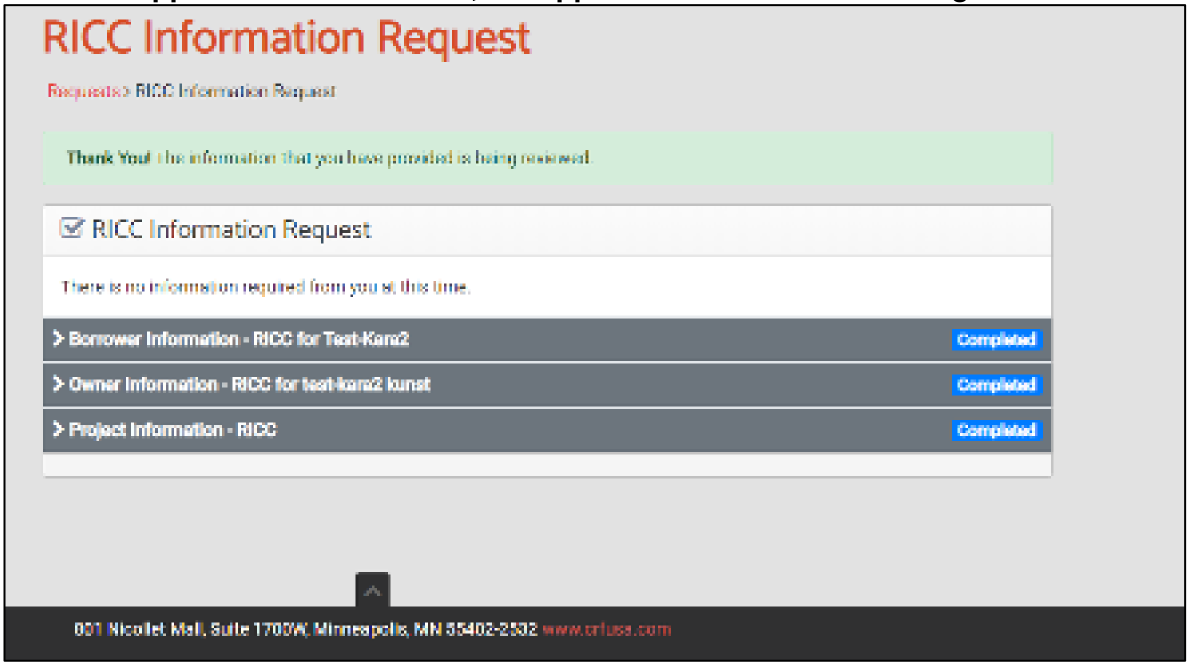


Figure 11 Dashboard view when application is submitted

Application Review

Once an application has been submitted, it will be reviewed. 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 expenses. If the applicant does not have eligible expenses that total or exceed the value of the maximum eligible grant award, the grant award will be reduced.

The applicant can log in and view the application, but cannot edit it without assistance from CRF after submission.

The following screenshot of 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 126 Application dashboard after submission. Disregard all references to lending or repayment schedule.