RI Small Business Relief Expense Listing

About: This worksheet helps applicants calculate their expenses for the RI Small Business Relief grant.

Instructions: Please list your increased expenses or costs due to COVID-19 in the table below. Please list expenses or costs incurred March 1, 2020 - December 31, 2020. You may consult the list of categories and their descriptions. **Before beginning:** please review program guidelines and check eligibility on https://commerceri.com/reliefgrant. <u>Before completing this listing, please check to see if it is required in the application based on your gross receipts or sales and assistance you've received</u>. If your 2020 net financial need does not equal a total of \$5,000 or greater, you have the option to include the following COVID-related expenses to offset revenue. If your net financial need exceeds \$5,000 before factoring in costs, you will not be prompted for this information.

Please retain this expense listing and backup documentation (e.g. receipts) of any expenses listed here. A randomized fraud check will be completed on a portion of grant applications, and this information be requested. Helpful hint: We recommend starting with larger expenses and only documenting expenses until the \$5,000 threshold required for eligibility has been met in order to minimize the documentation you are required to maintain.

Category: Please select from the categories listed below.	Description: Describe the COVID-related increased cost or expense. Examples: (1) May rent, (2) April internet bill, and (3) tent and planters from hardware store for new outdoor seating area.	Date: Date of invoice or payment (shown on retained documents)	Amount: shown on retained documents (e.g. receipt, invoice, statement, lease, etc.)
Total COVID-related increased costs or expenses:			

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RI Small Business Relief Expense Listing Categories			
Category	Description		
Increased compensation costs	Increased compensation costs (including salaries, wages, tips, paid leave, and group healthcare benefits) (e.g. hired an additional employee). Please only list increases in compensation that are a direct response to the COVID-19 pandemic and compliance with public health measures. This does not include increase in staffing due to increases in business or demand.		
Increased rent or mortgage interest payments	Includes increased salaries, wages, tips, paid leave, and group healthcare benefits. (e.g. hired an additional employee). Please only list increases in compensation that are a direct response to the COVID-19 pandemic and compliance with public health measures. This does not include increase in staffing due to increases in business or demand.		
Increased utilities	Gas, electricity, cable, internet, phone if increased as a result of the COVID-19 pandemic. Grant calculations cannot not include public utilities including water or sewer charges.		
Technology upgrades and investments	Technology upgrades and investments as a result of the COVID-19 Pandemic: examples include website or hardware upgrades, ecommerce software or apps, touchless payment systems, digital reservation systems, laptops, computers, tablets.		
Physical adaptations	Physical adaptations changes in response to the COVID-19 Pandemic: e.g., plexiglass dividers, furniture/fixture modifications, contractor costs for installation, setting up outdoor dining (tables, landscaping, host stations, hand washing stations, tent purchases or rentals), HVAC related costs. This may include expenses funded by sources listed above. This may not include redevelopment costs not necessitated by the COVID-19 pandemic.		
Supplies or equipment	Supplies or equipment purchased as a result of the COVID-19 pandemic: cleaning supplies, masks, gloves, hand sanitizer, face shields, and other COVID-19 related materials. This could also include increased costs of carry out containers, printing, and supplies a business purchased to adapt and continue operations during the COVID-19 pandemic.		
Professional services	Professional services used to pivot or adapt to COVID-19 (business consulting, ecommerce platform development).		
Inventory replacement	Inventory replacement: Limited to food or perishable items replaced due to mandatory closures or restricted operations; may not include standard or new inventory.		

As a reminder, funds may not be used:

To pay a distribution to a shareholder, member, partner or any other class of equity holder;

To pay taxes or other amounts owed to government entities;

To pay non-business expenses;

For political purposes, including lobbying activities, donating to a political party, candidate, political action To pay expenses for which the applicant has or will receive reimbursement from another source including other To pay for renovations (unless the expenses are necessary to comply with COVID guidelines).

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