



# City of Pawtucket Small Business Relief Grant Program

## PROGRAM OVERVIEW

Pawtucket, Rhode Island seeks qualified businesses to submit applications in response to the City of Pawtucket Small Business Relief Grant Program (SBRGP). The SBRGP was established in response to the economic impacts experienced by small businesses as a result of the COVID-19 pandemic and its lasting impacts on local, small businesses.

Funding for the SBRGP is made available by the American Rescue Plan Act of 2021 (ARPA) and will be administered by the City of Pawtucket. The goal is to provide financial assistance to small, for-profit businesses with less than (25) employees (including the owner) at the time of application with up to \$20,000 in grant funding. Funding will be dependent on the demonstrated pandemic impact on the business and reimbursable expenses demonstrated by the business as well as on improving impacted areas. Businesses also have the ability to apply for base eligibility review for future programs via this application process. The base eligibility review will require the same documentation as outlined by the Program, but will provide the City with a list of business that qualify for assistance in future program discussions.

### Application Period

The Program will stay open until all funds have been allocated as per directed by the City of Pawtucket, and will be conducted in a phased approach for effective application evaluation. The City of Pawtucket will leave the grant open for the foreseeable future, but reserves the right to temporarily pause applications based on capacity to review applications.

### Eligible Applicants

All businesses must also meet the following criteria to be considered for a grant:

- The business must be currently in operation, for-profit, and located in the City of Pawtucket.
- The business must be registered to a non-PO box.
- The business must have less than 25 employees (including the owner).
- The business must have been established prior to March 3, 2021.
- If the business is a sole proprietorship or a partnership, each person owning an interest in the business must be at least 18 years old.
- The business must have a valid tax identification number consisting of the owner's social security number if the business is a sole proprietorship or Federal Employer Identification Number if the business is other than a sole proprietorship; and a State Employer Number.
- If the business is a corporation, limited liability company, or limited partnership, it must be registered in good standing with the Rhode Island Secretary of State.
- The business must not currently be in bankruptcy. If the business is a sole proprietorship or a partnership, no person owning an interest in the business may currently be in bankruptcy.
- The business must be current with property taxes and any fees collected with property taxes or has a payment plan with the tax collector.
- The business must not be suspended or debarred from the use of federal funds.
- The business must intend to stay in business for the following 12 months.

- The business must possess the capacity to be successful with the use of American Rescue Plan Act funds.

### **Ineligible Applicants**

Certain business types are ineligible to apply, including but not limited to the following:

- Financial / Lending Institutions
- Private Membership or Fraternal Organizations/Businesses
- Adult Oriented Businesses
- Vape Shops and Hemp Shops
- Gambling Business
- Businesses owned in part or fully by a City of Pawtucket employee or family member of those individuals. An “employee” means: All officials, officers, members, and employees, whether elected or appointed and whether paid or unpaid, of the government of the city and all of its agencies, as well as family members of those individuals

\* Eligibility will be limited to businesses that have not had local loans forgiven OR grant funds removed in the past 7 years. This will also include businesses that have defaulted loans or those that currently have outstanding loan payments.

### **Assistance Offered**

Up to \$20,000 per business - dependent upon demonstration and verification of negative economic impact based on gross or net revenue.

### **Documents Needed to Apply**

Please ensure all photos and documents uploaded are clear and easy to read. No videos. Address and business name on attachments must match address and business name on application.

- Three (3) Consecutive Years of Tax Returns (2020 through 2022)
  - Form 1040/1120 or Schedule C
  - Businesses established in 2021 must provide 2021 and 2022 returns.
  - While not required, businesses are encouraged to submit their 2019 Tax Return, if available, as this document will not have any adverse effects and may, in fact, help maximize the benefits businesses may receive.
- W-9 Form
- Current Payroll
  - If the business does not have payroll, please upload a Word document that indicates no payroll is used. The System will not accept your submission if a document is not provided in this section.
- Proof of State Registration for the Business (Secretary of State Certificate or Fictitious / Trade Name (DBA)) or Certificate of Good Standing with the City of Pawtucket (Only for Sole Proprietorships or Partnership)
- Photo Identification - examples of eligible forms of ID include the following:
  - Valid Driver’s License
  - Birth Certificate
  - State-Issued Identification Card
  - Military Identification Card
  - Passport or Passport Card
- Picture of Storefront
  - For home-based day care businesses, please upload a photo of the empty room used for childcare as well as any signage in front of your home.

For any question or assistance with the grant application, please contact us via email at [PawtucketGMS@iParametricsDS.com](mailto:PawtucketGMS@iParametricsDS.com) or by phone at (401) 519-7580. Please note that our case managers are available to take phone calls on Tuesdays and Fridays from 9 AM to 5 PM. If you leave a message outside these specific days, we will return your call on the subsequent Tuesday or Friday.

----- Remainder of page intentionally left blank -----

----- Please read this document in its entirety before you proceed -----

## General Instructions

The registration and application processes were developed for use with these devices and browsers:

- Google Chrome on Windows
- Microsoft Edge Chromium on Windows
- Mozilla Firefox on Windows
- Safari on Mac OS X

## Two-step Process to Request a Grant

Step 1 of the process is to register with the system by submitting an Applicant Registration Form. You will need to provide your email address.

Step 2 of the process is to submit the Application Intake Form.

## Completing the Forms

- Each form is comprised of multiple tabs. You must complete each tab in its entirety before proceeding to the next tab. You can submit the form for processing after you complete the last tab.
- You cannot edit the form after you submit it. The form will be processed after you submit it.
- An asterisk (\*) indicates a required field (see “Information to Apply” for the list of required information and documentation).

## Step 1: Submit an Applicant Registration Form



You must provide an email address in the registration form. Please note that this email address will be used as the Authorized Representative email address in your application form.



You must complete a basic eligibility check to submit the applicant registration form. Based on your responses to the eligibility check, you may be ineligible for an award. If you are ineligible, you will not be able to submit the registration form.

1. Go to Grant Portal at <https://iparametricsbpa.workflowcloud.com/forms/ac08bf07-4563-4ec2-b5c5-06d4f8ee351b> to begin the registration process.

- Begin the registration process by following the instructions on the first tab and then proceed to the second tab and third tabs, in that order. You will be able to submit the form on the third tab.

1
2
3

Introduction
Prequalification
Registration

**City of Pawtucket Small Business Relief Grant Program**  
Applicant Registration Form

Pawtucket, Rhode Island seeks qualified businesses to submit applications in response to the City of Pawtucket Small Business Relief Grant Program (SBRGP). The SBRGP was established in response to the economic impacts experienced by small businesses as a result of the COVID-19 pandemic and its lasting impacts on local, small businesses.

Funding for the SBRGP is made available by the American Rescue Plan Act of 2021 (ARPA) and will be administered by the City of Pawtucket. The goal is to provide financial assistance to small, for-profit businesses with less than 25 employees (including the owner) at the time of application with up to \$20,000 in grant funding. Funding will be dependent on the demonstrated pandemic impact on the business and reimbursable expenses demonstrated by the business as well as on improving impacted areas. Businesses also have the ability to apply for base eligibility review for future programs via this application process. The base eligibility review will require the same documentation as outlined by the Program, but will provide the City with a list of business that qualify for assistance in future program discussions.

**Application Period**  
The Program will stay open until all funds have been allocated as per directed by the City of Pawtucket, and will be conducted in a phased approach for effective application evaluation:

Phase 1 - Opens February 1, 2024

- First 50 applicants (priority for Women and Minority-Owned Businesses (WBE, MBE))
  - Women-Owned and Minority-Owned Businesses must be at least 51% owned and controlled by one or more socially and economically disadvantaged individuals according to the State of Rhode Island.
- Close at 50 applicants or at 21 days (February 23, 2024)

Phase 2 - Opens March 6, 2024

- Close at 50 applicants or at 21 days (March 26, 2024)

Phase 3 - Opens April 9, 2024

- Close at 50 applicants or at 21 days (April 29, 2024)

Phase 4 (if needed) - Open May 13, 2024

- Close at 50 applicants or at 21 days (June 2, 2024)
- Drop date for all materials at 35 days (June 16, 2024)

\* Please note that Phase 4 is not guaranteed and is dependent on the program budget and number of applications.

**Eligible Applicants**  
All businesses must also meet the following criteria to be considered for a grant:

- The business must be currently in operation, for-profit, and located in the City of Pawtucket.
- The business must be registered to a non-P.O. box and must operate out of a non-residential address.
- The business must have less than 25 employees (including the owner).
- The business must have been established prior to March 3, 2021.
- The business must be located in a Qualified Census Tract (QCT) or have less than \$750,000 in gross revenue.
- If the business is a sole proprietorship or a partnership, each person owning an interest in the business must be at least 18 years old.
- The business must have a valid tax identification number consisting of the owner's social security number if the business is a sole proprietorship or Federal Employer Identification Number if the business is other than a sole proprietorship and a State Employer Number.
- If the business is a corporation, limited liability company, or limited partnership, it must be registered in good standing with the Rhode Island Secretary of State.
- The business must not currently be in bankruptcy. If the business is a sole proprietorship or a partnership, no person owning an interest in the business may currently be in bankruptcy.
- The business must be current with property taxes and any fees collected with property taxes or has a payment plan with the tax collector.
- The business must not be suspended or debarred from the use of federal funds.
- The business must intend to stay in business for the following 12 months.
- The business must possess the capacity to be successful with the use of American Rescue Plan Act funds.

**Ineligible Applicants**  
Certain business types are ineligible to apply, including but not limited to the following:

- Exclusively Residential Businesses
- Franchises (Regional or National)
- Hotels or Motels
- Liquor Stores
- Financial / Lending Institutions
- Private Membership or Fraternal Organizations/Businesses
- Adult Oriented Businesses
- National / Regional Chain Businesses
- Bars
- Night Clubs
- Vape Shops and Hemp Shops
- Gambling Business
- Businesses owned in part or fully by a City of Pawtucket employee or family member of those individuals. An "employee" means: All officials, officers, members, and employees, whether elected or appointed and whether paid or unpaid, of the government of the city and all of its agencies, as well as family members of those individuals

\* Eligibility will be limited to businesses that have not had local loans forgiven OR grant funds removed in the past 7 years. This will also include businesses that have defaulted loans or those that currently have outstanding loan payments.

**Assistance Offered**  
Up to \$20,000 per business - dependent upon demonstration and verification of negative economic impact based on gross or net revenue.

**Documents Needed to Apply**  
Please ensure all photos and documents uploaded are clear and easy to read. No videos. Address and business name on attachments must match address and business name on application.

- Three (3) Consecutive Years of Tax Returns (2020 through 2022)
  - Form 1040/1120 or Schedule C
  - Businesses established in 2021 must provide 2021 and 2022 returns.
  - While not required, businesses are encouraged to submit their 2019 Tax Return, if available, as this document will not have any adverse effects and may, in fact, help maximize the benefits businesses may receive.
- W-9 Form
- Current Payroll
- Proof of State Registration for the Business (Secretary of State Certificate or Fictitious / Trade Name (DBA) or Certificate of Good Standing with the City of Pawtucket (Only for Sole Proprietorships or Partnerships)
- Photo Identification - examples of eligible forms of ID include the following:
  - Valid Driver's License
  - Birth Certificate
  - State-issued Identification Card
  - Military Identification Card
  - Passport or Passport Card
- Picture of Storefront

Please note that you must have access to email in order to complete the registration process and to submit the application.

Please read the [End User License Agreement](#) before proceeding.  
Cookies are required - please read the [Privacy and Cookies Policy](#) before proceeding.  
Please download the [Program Overview and Instructions](#) before proceeding. Save the instructions and read them before starting your application.

For any question or assistance with the grant application, please contact us via email at [PawtucketGMS@ParametricDS.com](mailto:PawtucketGMS@ParametricDS.com) or by phone at (401) 519-7580. Please note that our case managers are available to take phone calls on Tuesdays and Fridays from 9 AM to 5 PM. If you leave a message outside these specific days, we will return your call on the subsequent Tuesday or Friday.

Thank you,  
City of Pawtucket, Rhode Island

By checking this box, I acknowledge that I have read and I accept the terms of the End User License Agreement and the Privacy and Cookies Policy \*

[Next](#)

- After submitting the registration form, you will receive a registration verification email from the City of Pawtucket <nintex@workflowcloud.com>. Please click on the link in the email. A form similar to the one below will open. Please click the "Verify Email" button to complete the registration process.

English

**City of Pawtucket Small Business Relief Grant Program**

Thank you for submitting the Applicant Registration Form. Please verify your email by clicking on the button below.

[Verify Email](#)



The verification email will timeout after 3 days – if you do not verify your email within 3 days, you will need to restart the registration process.

- After verifying your email, you will receive a registration confirmation email from the City of Pawtucket <nintex@workflowcloud.com> with the application links. The application can be started and submitted in one sitting, or can be stated and saved, if additional time if needed. The below section, "Submit an Application Intake Form – To Start an Application" provides instructions on how to start an application and save or submit the form. If the form is saved, please refer to the section, "Submit an Application Intake Form – To Continue on a Saved Application" for instructions on how to access your saved application.

## Step 2: Submit an Application Intake Form



Do not begin the application form until you have successfully registered for the program. You will not be able to access the form if you have not registered.

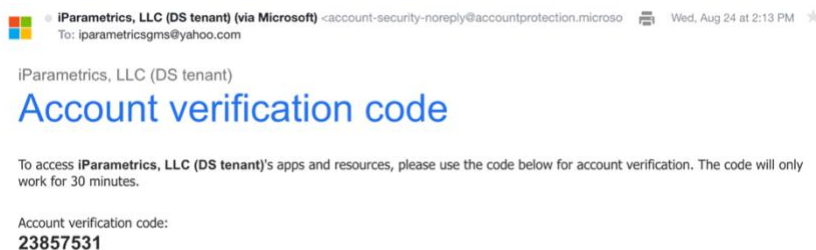
### To Start an Application

1. Click on the Application Start Link sent in the registration confirmation email.
  - a. If the link does not work, please copy and paste the URL into your web browser.
2. You will be prompted for an email address – enter the same email address that you registered with and click “Next”.

3. If your email address is associated with a Microsoft account (e.g., Microsoft 365 Family, Microsoft, Personal, Microsoft 365 for Business, etc.), you will be prompted to enter your Microsoft account password.
  - a. You may need to perform additional security steps, depending on how your Microsoft account is set up.
  - b. Note that we do not save your password in our system.

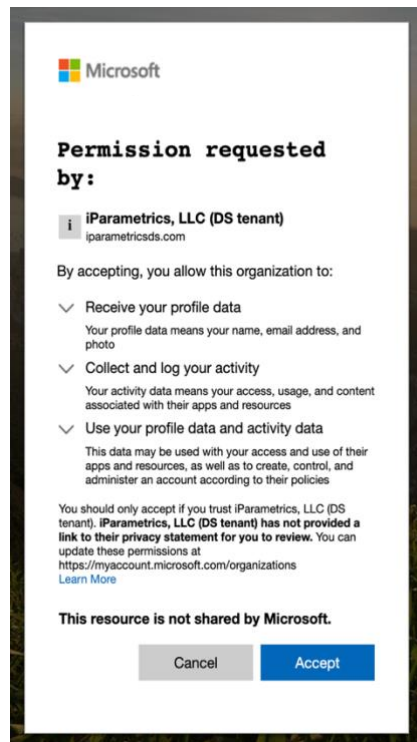
If your email address is not associated with a Microsoft account:

- a. You will receive an email from iParametrics LLC with a one-time code to use for logging in. Navigate to your registered email address inbox and open the email with the one-time code.




- b. Log in using the one-time code.

- If prompted, accept the permission request. For questions or concerns about the request, please contact us via email at PawtucketGMS@iParametricsDS.com or by phone at (401) 519-7580. Please note that our case managers are available to take phone calls on Tuesdays and Fridays from 9 AM to 5 PM. If you leave a message outside these specific days, we will return your call on the subsequent Tuesday or Friday.



- Begin the application process by filling out the application form with all required information and supporting documentation.

1 Page 1    
 2 Page 2    
 3 Page 3    
 4 Page 4



**City of Pawtucket Small Business Relief Grant Program**  
Application Intake Form

Pawtucket, Rhode Island seeks qualified businesses to submit applications in response to the City of Pawtucket Small Business Relief Grant Program (SBRGP). The SBRGP was established in response to the economic impacts experienced by small businesses as a result of the COVID-19 pandemic and its lasting impacts on local, small businesses.

Funding for the SBRGP is made available by the American Rescue Plan Act of 2021 (ARPA) and will be administered by the City of Pawtucket. The goal is to provide financial assistance to small, for-profit businesses with less than 25 employees (including the owner) at the time of application with up to \$25,000 in grant funding. Funding will be dependent on the demonstrated pandemic impact on the business and reimbursable expenses demonstrated by the business as well as on improving impacted areas. Businesses also have the ability to apply for base eligibility review for future programs via this application process. The base eligibility review will require the same documentation as outlined by the Program, but will provide the City with a list of business that qualify for assistance in future program discussions.

**BEFORE YOU GET STARTED**

Please refer to the [Program Overview and Application Instructions](#) document for detailed instructions on how to start, save, and continue your application and for a list of information and documents you will need to successfully submit the application.

**General Business Information**

Legal Name of Business \*

Physical Street Address \*

City \*     State \*     Zip Code \*

The business mailing address is the same as the physical address

Mailing Street Address \*

City \*     State \*     Zip Code \*

Type of Business \*

Date Business was Registered in the City of Pawtucket \*

Federal Entity Identification Number (FEIN) or Tax Identification Number (TIN) \*

Signed and Dated 2019 IRS Tax Return (1120, 1120S, 1040)

Drag files here or [Select files](#)

Signed and Dated 2020 IRS Tax Return (1120, 1120S, 1040) \*

Drag files here or [Select files](#)

Signed and Dated 2021 IRS Tax Return (1120, 1120S, 1040) \*

Drag files here or [Select files](#)

Signed and Dated 2022 IRS Tax Return (1120, 1120S, 1040) \*

Drag files here or [Select files](#)

Businesses must provide a signed and dated W-9 Form. The IRS tax form W-9 is required for grant payments to ensure accurate reporting of income and compliance with tax regulations. It enables the grantor to obtain the grantee's correct taxpayer identification number (TIN) to report the payment information to the IRS, helping to prevent potential tax liabilities and penalties. Please ensure that the uploaded W-9 uses the 2018 version of the form. The form can be accessed here: <https://www.irs.gov/pub/irs-soi/18w9.pdf>

Signed and Dated W-9 Form \*

Drag files here or [Select files](#)

Current Payroll \*

Drag files here or [Select files](#)

Proof of State Registration for Business (Secretary of State Certificate or Fictitious/Trade Name (DBA) or Certificate of Good Standing with the City of Pawtucket (Only for Sole Proprietorships or Partnerships) \*

Drag files here or [Select files](#)

Picture of Storefront \*


Drag files here or [Select files](#)

[Next](#)

6. As an applicant, you can opt to complete the entire application in one-sitting or opt to save the application at any point and continue at a later time.
  - a. To complete the application in one-sitting, complete the form in its entirety, and click on the “Submit” button at the end of the form. After submitting the application form, you will receive a confirmation email within two hours with an Application ID – please save this email for your records.
  - b. To save the application and continue at a later time, click on the “Save and continue” button at the bottom of the form. Please ensure that the “The form has been saved.” green ribbon appears at the top of your screen before closing the application form. If the form is saved, please refer to the section, “Submit an Application Intake Form – To Continue on a Saved Application” for instructions on how to access your saved application.

The form has been saved.

1 Page 1      2 Page 2      3 Page 3      4 Page 4

 City of Pawtucket Small Business Relief Grant Program

**Acknowledgements and Consents**

By submitting this application, I accept and acknowledge the following:

- Funding under the Program is limited. Submission of an application in no way constitutes a guarantee of funding;
- All information provided in this application is true to the best of my knowledge. I understand that knowingly submitting false or fraudulent information may result in being deemed not eligible for assistance under the Program or any future Pawtucket funding assistance and/or repayment of program funds awarded;
- I authorize the City of Pawtucket Government and its designees to share the information provided herein with third parties to the extent necessary to determine eligibility for the Program or to carry out other Program activities;
- I am authorized to make representations for the Business contemplated in this application, up to and including entering the Business into legally binding agreements;
- I understand that if the Business receives funding for the same purposes as funding provided by this Program, the Grantee may be required to repay the City of Pawtucket for funds received under the Program;
- If the Business receives funding from this Program, then the Grantee will provide documentation and receipts or proof of expenditures to the Grant Support Team at PawtucketGMS@IParametricsDS.com;
- I agree to complete a story survey after receiving funds;
- I agree not to engage in any actions that bring disrepute, contempt, scandal, or public ridicule to the City of Pawtucket or subject the City of Pawtucket to prosecution or offend the community or public morals or decency or denigrate individuals or groups in the community served by the City of Pawtucket or are scandalous or inconsistent with community standards or good citizenship.

I certify that the Business being represented in this application for funding has not applied for or received funding from other sources for the planned expenditures requested in this application.

Your Name \*      Today's Date \*

     Jan 19, 2024

Checking the checkbox is equivalent to a handwritten signature \*

[Previous](#)      [Submit](#)



All saved applications must be completed and submitted within 30 days of the first save date or they will be automatically deleted by the system.

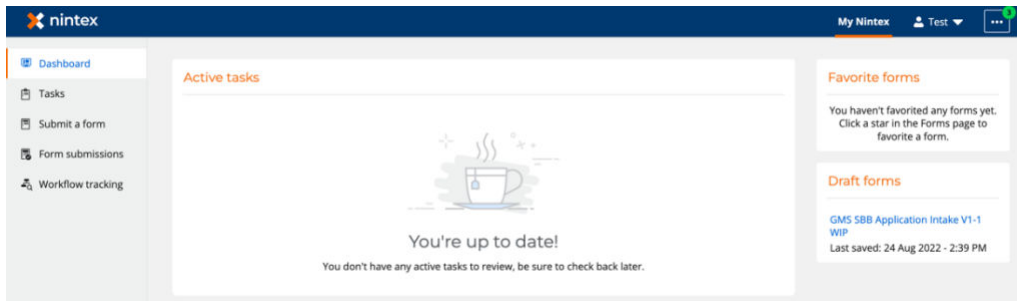


While the application undergoes the review process, a Case Manager may contact the Business using the Authorized Representative contact information if any additional information is needed. It is the Business’s responsibility to respond in a timely manner. If the Business fails to respond to the Case Manager in a timely fashion the application process may be deactivated.

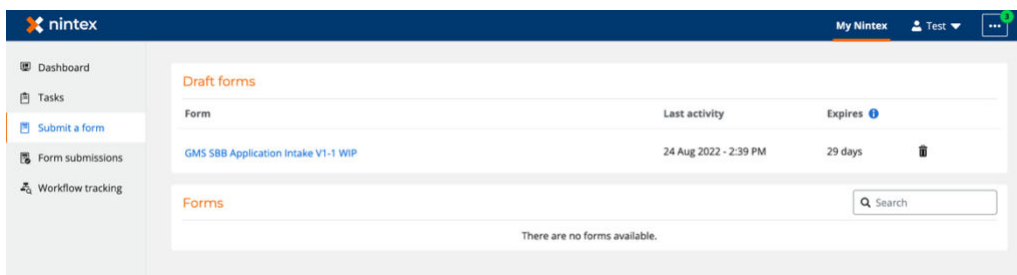


## To Continue on a Saved Application

1. Click on the Application Continuation Link sent in the registration confirmation email.
  - a. If the link does not work, please copy and paste the URL into your web browser.
2. Follow “To Start an Application” Steps 2 through 4 to log in.
3. Navigate to the “Submit a form” page using the navigation menu on the left of the screen.



4. Click on your saved form under the “Draft forms” section at the top of the screen.



5. Continue filling out the application form with all required information and supporting documentation.



6. Continue to save and continue on the application as many times as necessary following “To Start an Application” Step 6 and all steps within “To Continue on a Saved Application.” Once the form has been completed in its entirety, click on the “Submit” button at the end of the form. After submitting the application form, you will receive a confirmation email within two hours with an Application ID – please save this email for your records.



All saved applications must be completed and submitted within 30 days from the date they are saved or they will be automatically deleted by the system.

## INFORMATION TO APPLY

This section identifies the required and optional information and documentation that can be entered in the application. Required information must be entered to submit the application. Required documentation must be uploaded to the submit the application. All required information and documentation is denoted with an asterisk below.

### Application Information

- Legal Name of Business \*
- Physical Street Address, City, State, and Zip Code \*
- Mailing Street Address, City, State, and Zip Code \*
- Type of Business \*
  - Choices include Liquor Store, Financial/Lending Institution, Private Membership or Fraternal Organization/Business, Adult Oriented Businesses, Bar, Night Club, Vape Shop or Hemp Shop, Child Care Center, Gambling Business, Restaurant, Food Service or Non-Alcoholic Beverage Sales, Administration or Business Support, Waste Management Service, Hair, Nail or Beauty Salon, Auto Sales, Repairs or Parts, Hotel or Motel, Retail, Grocery, Pet Store/Grooming, Construction, Remodeling and Home Repair, Non-Profit Organization, Other
- Date Business was Registered in the City of Pawtucket \*
- Federal Entity Identification Number (FEIN) or Tax Identification Number (TIN) \*
- Business Certifications \*
  - Choices include Section 3 Business, Minority-Owned Business (MBE), Women-Owned Business (WBE), Service Disabled Veteran-Owned Business (SDVOB), Small Disadvantaged Business, Disadvantage Business Enterprise (DBE), Airport Concession Disadvantaged Business Enterprise (ACDBE), None of the above apply to the Entity \*
- Current Number of Employees \*
- Certification that the Business possesses the capacity to be successful with the use of American Rescue Plan Act funds \*
- Certification that the Business is not currently in bankruptcy (or if the Business is a Sole Proprietorship or Partnership, no person owning an interest in the Business is currently in bankruptcy) \*
- Certification that the Business intends to stay in business for the following 12 months \*
- Authorized Representative Name, Business Title, Email, and Phone \*
  - The Authorized Representative will serve as the main contact for the application, review, reporting and administration process.
- Authorized Representative Mailing Address, City, State, and Zip Code \*
- Business Owner Name, Business Title, Email, and Phone \*
  - The Business Owner will be required to review all application information for accuracy and sign the Program's Grant Agreement.
- Business Owner Mailing Address, City, State, and Zip Code \*
- Program(s) Selection \*
  - This application can be submitted to apply for the City of Pawtucket Small Business Relief Grant Program and/or for base eligibility review for future programs that the City of Pawtucket may offer.
    - City of Pawtucket Small Business Relief Grant Program: If approved, the Business will receive a grant award up to \$20,000 - dependent upon demonstration and verification of negative economic impact based on gross or net revenue.
    - Base Eligibility Review: If approved, the Business's information will be provided to the City of Pawtucket as a qualifying business for assistance in future programs.

- Choices include Small Business Relief Grant Program, Base Eligibility Review

### **Application Documentation**

- Three (3) Consecutive Years of Tax Returns (2020 through 2022) \*
  - Form 1040/1120 or Schedule C
  - Businesses established in 2021 must provide 2021 and 2022 returns.
  - While not required, businesses are encouraged to submit their 2019 Tax Return, if available, as this document will not have any adverse effects and may, in fact, help maximize the benefits businesses may receive.
- W-9 Form \*
- Current Payroll \*
- Proof of State Registration for the Business (Secretary of State Certificate or Fictitious / Trade Name (DBA)) or Certificate of Good Standing with the City of Pawtucket (Only for Sole Proprietorships or Partnership) \*
- Photo Identification \* - examples of eligible forms of ID include the following:
  - Valid Driver's License
  - Birth Certificate
  - State-Issued Identification Card
  - Military Identification Card
  - Passport or Passport Card
- Picture of Storefront \*

**Additional Questions? Email [PawtucketGMS@iParametricsDS.com](mailto:PawtucketGMS@iParametricsDS.com) or call (401) 519-7580**