



City of Pawtucket Business Improvement Program

PROGRAM OVERVIEW

The City of Pawtucket, Rhode Island recognizes the critical role small businesses play in our local economy and the challenges they face in maintaining and improving their commercial infrastructure. To support their long-term recovery and growth, the City has allocated **\$2.3 million** in ARPA funding for the **City of Pawtucket Business Improvement Program (P-BIP)**.

This program provides **grants of up to \$100,000 (businesses must contribute a 10% match)** to eligible small businesses located in **Qualified Census Tracts (QCTs)** to support the following types of improvements:

- **Commercial Property Rehabilitation**
Examples: Roof replacement, HVAC installation, structural repairs, ADA compliance upgrades, or electrical/plumbing modernization.
- **Storefront and Façade Improvements**
Examples: New windows and doors, signage, awnings, brickwork repair, and exterior paint.
- **Leasehold Improvements**
Examples: Interior remodeling, restrooms or kitchen upgrades, flooring replacement, new lighting, or fire suppression system installation.
- **Code Compliance Updates**
Examples: Electrical or plumbing updates to meet current regulations, fire protection systems, or structural modifications required by code.

Notes:

- Applicants must submit **three (3) estimates** from qualified contractors and select the lowest responsive and responsible bid. Pre-approval from the City is required before signing contracts or beginning work.
 - Contractors must have a valid and non-expired registration with the Rhode Island Contractors' Registration and Licensing Board (not dissolved or non-compliant):
<http://www.crb.ri.gov/search/contractor-search.php>
 - Contractors must have a valid and non-expired Certificate of Liability Insurance
- Applicants may be **building owners** or **commercial tenants**. Tenants must provide written authorization from the property owner to undertake the improvements.

Application Period

The Program will open on August 4, 2025 and stay open until all funds have been allocated as per directed by the City of Pawtucket. 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. **Applications are reviewed and awarded in the order they are received, provided all eligibility and documentation requirements are met.** This method supports administrative efficiency and fairness.

Assistance Offered and Business Match Requirement

Up to \$100,000 per eligible business (1 business per owner). Businesses must contribute a **10% match** of the project cost. The City will pay the remaining 90% (up to \$90,000) directly to the vendor upon confirmation of the business's contribution. If funding is not expended per 1 business per owner, the City will reach out to approved business owners to offer the opportunity to apply for a second eligible business.

Eligible Applicants

To qualify, businesses must meet **all** of the following:

- The business must operate within a Qualified Census Tract (QCT) in the City of Pawtucket.
 - To check if the business is in a QCT: [City of Pawtucket QCT Map](#)
- The business must have 100 or fewer full- or part-time employees.
- The business must have been in continuous operation since on or before March 3, 2021, and be currently active.
- The business must operate from a brick-and-mortar, non-residential address (no P.O. boxes).
- 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.
- 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, and maintain a business bank account.
- 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 or landlord must be current with property taxes and any fees collected with property taxes or has a payment plan with the tax collector.
- The business's location must be compliant with all City building codes unless the requested grant will be used to bring the location into code compliance.

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

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.

- Building Lease or Deed
- (For Tenants) Written Authorization from the Property Owner to Undertake Improvements
- (For LLC, LP, Corporation) Proof of Business Bank Account with Business/Owner Name

- 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)
- Picture of Storefront and/or Interior (based on location of requested work)
- 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
- (For Each Requested Business Improvement Project) Three (3) Vendor Estimates
 - Estimates must be signed and dated, detailing scope of work, estimated completion of the project, cost, including any taxes, fees, or other expense that may be incurred.
 - Each estimate must include a detailed scope of work and the scope of work must be consistent across all three (3) estimates.
 - The estimate should specify the payment terms, including the total amount due, any deposit or upfront payments required. The estimate should specify any warranties or guarantees that apply to the work or materials used in the project, if applicable.

Documents Needed if Approved for Grant

- Executed Contract for the Selected Vendor(s)
- W-9 Form for Selected Vendor(s)
- Certificate of Liability Insurance for Selected Vendor(s)
- Signed Grant Agreement (grant agreement will be provided)
- Signed Release Waiver (release waiver will be provided)
 - This waiver acknowledges that the Business Owner confirms that the Owner is satisfied with the selected vendor and authorizes the City to release payment directly to that vendor. The Business will also acknowledge that it bears full responsibility for overseeing the completion and quality of the work, as outlined in its agreement with the vendor. The City is not responsible for vendor performance, contract enforcement, or project outcomes beyond disbursing approved funds once the Business's 10% match has been verified.
- (For Businesses in a Historical District) Historic Review Permit
- Proof of 10% Match

Community Impact Commitment

Awarded businesses must agree to share their story, including:

- A brief written summary of the project's impact
- At least one photograph of the completed work, for use in City promotions

Fraud Prevention Screening

All applications are subject to fraud review, including verification of business legitimacy, owner identity, contractor licensure, and payment validation. Any suspected fraud may result in disqualification and referral for further investigation.

For any question or assistance with the grant application, 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.

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INSTRUCTIONS

----- 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/94cf0377-c772-4c46-904c-794fdd6b5ad8> to begin the registration process.

2. 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


Introduction

2

Prequalification

3

Registration



City of Pawtucket Business Improvement Program

Applicant Registration Form

The City of Pawtucket, Rhode Island recognizes the critical role small businesses play in our local economy and the challenges they face in maintaining and improving their commercial infrastructure. To support their long-term recovery and growth, the City has allocated \$2.3 million in ARPA funding for the City of Pawtucket Business Improvement Program (P-BIP).

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- 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.
- 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, and maintain a business bank account.
- 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's location must be compliant with all City building codes.

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- Picture of Storefront
- Photo Identification - examples of eligible forms of ID include the following:
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 - Birth Certificate
 - State-issued Identification Card
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- Executed Contract for the Selected Vendor(s)
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- Signed Grant Agreement
- Proof of 10% Match

Community Impact Commitment
Awarded businesses must agree to share their story, including:

- A brief written summary of the project's impact
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Fraud Prevention Screening
All applications are subject to fraud review, including verification of business legitimacy, owner identity, contractor licensure, and payment validation. Any suspected fraud may result in disqualification and referral for further investigation.

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 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

3. 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.



City of Pawtucket Business Improvement 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.

4. 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.

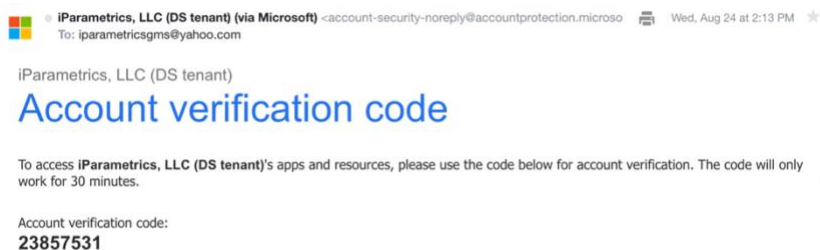
To Start an Application

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.

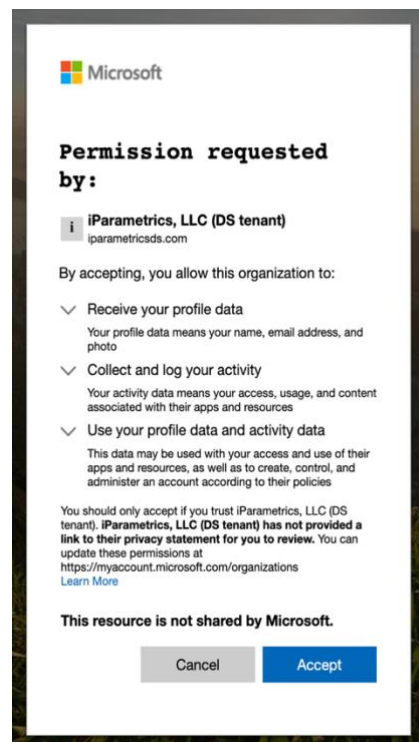
If your email address is not associated with a Microsoft account:

- 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.

4. 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.




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

A screenshot of the City of Pawtucket Business Improvement Program Application Intake Form. The form is divided into two main sections: 'General Business Information' and 'General Business Information Documents'. The 'General Business Information' section includes fields for Legal Name of Business, Physical Street Address, City, State, Zip Code, Mailing Street Address, City, State, Zip Code, Type of Business, Business Structure, Date Business was Registered in the City of Pawtucket, and Federal Entity Identification Number (FEN) or Tax Identification Number (TIN). The 'General Business Information Documents' section includes fields for Current Number of Employees, Ownership Type, Building Lease or Deed, Proof of State Registration for Business, and Picture of Storefront. The form also includes a 'BEFORE YOU GET STARTED' section with instructions and a 'Save' button.

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.
- 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.
 - 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.

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 City of Pawtucket Business Improvement 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 a brief written summary of the project's impact and at least one photograph of the completed work, for use in City promotions, as requested.
- 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 *

Jul 7, 2025 X 

☐ Checking the checkbox is equivalent to a handwritten signature *

Previous Submit



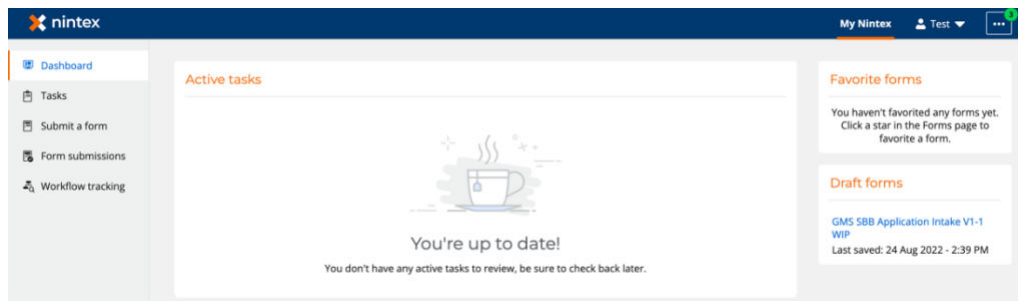
All saved applications must be completed and submitted within 30 days of the first save date or they will be automatically deleted by the system.



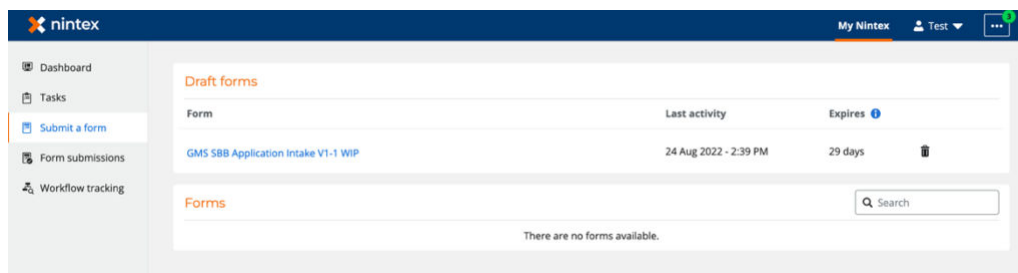
While the application undergoes the review process, a Case Manager may contact the Business using the Authorized Representative contact information if any additional information is needed. It is the Business's responsibility to respond in a timely manner. If the Business fails to respond to the Case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

To Continue on a Saved Application

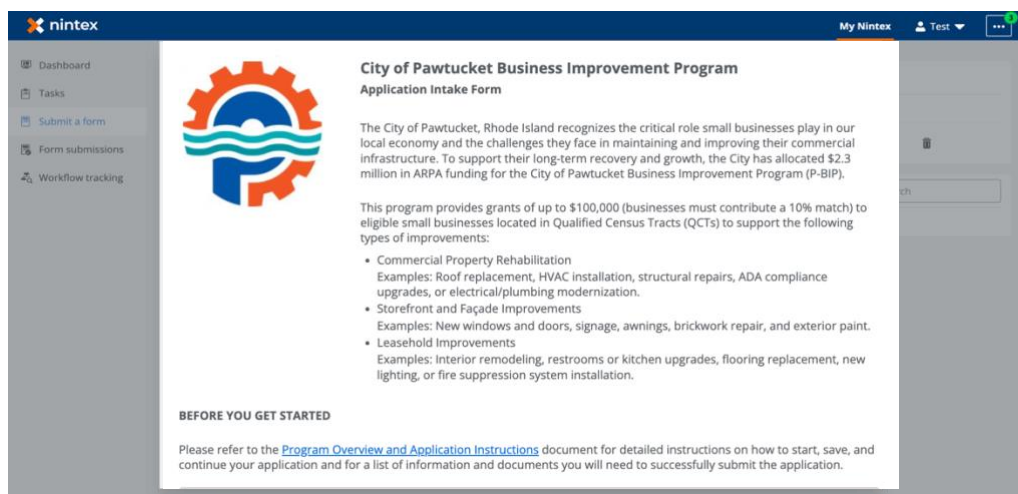
1. Click on the Application Continuation Link sent in the registration confirmation email.
 - a. If the link does not work, please copy and paste the URL into your web browser.
2. Follow “To Start an Application” Steps 2 through 4 to log in.
3. Navigate to the “Submit a form” page using the navigation 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 *
- Is the Business located in a historic district? *
- 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
- Business Structure *
 - Choices include Sole Proprietorship, Partnership, Limited Liability Corporation, Limited Partnership, Corporation, Non-Profit Organization
- 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), Veteran-Owned Business (VOB), 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 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 or landlord is current with property taxes and any fees collected with property taxes or has a payment plan with the tax collector *
- Certification that the Business's location is compliant with all City building codes or the requested grant will be used to bring the location in code compliance *
- Ownership Type *
 - Choices include Building Owner, Commercial Tenant
- 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 *

For each improvement request:

- Please provide a detailed explanation of the requested improvements. *

Application Documentation

- Building Lease or Deed *
- (For Tenants) Written Authorization from the Property Owner to Undertake Improvements
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