

STEP-BY-STEP GUIDE

APPLYING FOR RRF

BACKGROUND

On March 11, the American Rescue Plan Act of 2021 created the \$28.6 billion Restaurant Revitalization Fund to provide grants for restaurants sustaining financial losses due to the COVID-19 pandemic.

The Restaurant Revitalization Fund (RRF) begins accepting applications from eligible entities on Mon., May 3 at 12:00 p.m. ET.

The U.S. Small Business Administration (SBA) is opening a dedicated web portal, in addition to working with Point of Sale (POS) vendor partners, to accept applications.

This Step-by-Step Guide will help eligible entities understand the application process, but is not intended to provide legal or accounting advice.

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Disclaimer: Federal regulations are subject to change and this information should not be used for or taken as for legal, financial, and/or business planning advice

All eligible applicants should plan to apply the day the RRF program portal opens. While priority groups will have 21 days of priority access, applications from all applicants should be submitted as early as possible. An eligible applicant that is not in a priority group will not be ruled ineligible if they apply during the prioritization period. The SBA will coordinate the time of submission to determine the order of grant distribution.

1. Register at the SBA Application portal, restaurants.sba.gov if you do not plan on applying through a SBA-recognized POS Vendor. Registration opens at 9 a.m. ET, Fri., April 30.

This will allow you to become a Registered User, receive log-in credentials such as a username and password, and become familiar with the web portal.

 **TIP:** Bookmark this tab in order to easily access the web portal again.

2. Sign up for the [SBA's RRF email updates](#).

3. Prepare the necessary business documents, which must be in PDF, JPG, GIF, TIFF or PNG file formats.

 **TIP:** Be diligent, as applications with incomplete documentation will be rejected and any delays could jeopardize receiving a grant.

 **FOR ENTITIES OPEN BEFORE 2020**

Documents required:

- [Application](#) - SBA Form 3172
- Tax Verification - IRS Form 4506-T; *completion of this form digitally on the SBA Platform satisfies this requirement*
- 2019 Tax Returns as filed
- 3 months of the most recent bank statements from the account that would receive a grant
- 2020 Gross Receipts Documentation (at least 1 of the following):
 - **Preferred:** 2020 Federal Tax Returns filed OR;
 - **Preferred:** 2020 Gross Receipts - [SBA Restaurant Partner](#) validated Point of Sale report
 - **Accepted:** Externally or internally prepared financial statements such as Income Statements or Profit and Loss Statements, signed, dated & certified as to accuracy by Applicant may be used to show 2019 gross receipts, but may delay review beyond 14 days

✓ FOR ENTITIES OPENING IN 2020 AND LATER

Documents required:

- [Application](#) - SBA Form 3172
- Tax Verification - IRS Form 4506-T; *completion of this form digitally on the SBA Platform satisfies this requirement*
- 3 months of the most recent bank statements from the account that would receive a grant
- 2020 Gross Receipts Documentation (1 of the following):
 - **Preferred:** 2020 Federal Tax Returns
 - **Preferred:** 2020 Point of Sale Reports from SBA Restaurant Partner
 - **Accepted:** Externally or Internally prepared financial statements such as Income Statements or Profit and Loss Statements, signed, dated, & certified as to accuracy by Applicant, but may delay review beyond 14 days
- 2021 Gross Receipts Documentation (1 of the following):
 - **Preferred:** 2021 Point of Sales Reports from SBA Restaurant Partner through March 11, 2021
 - **Accepted:** Externally or internally prepared financial statements such as Income Statements or Profit and Loss Statements through March 11, 2021, signed, dated, & certified as to accuracy by Applicant, but may delay review beyond 14 days
- Required Documents Proving Eligible Expenses February 15, 2020 - March 11, 2021 (at least 1):**
 - **Preferred:** Qualified Third party Accountant, Bookkeeper or CPA Comfort Letter with associated Profit and Loss Statements and Balance Sheet documentation
 - **Accepted:** Externally or Internally prepared financial statements such as Income Statements or Profit and Loss Statements signed, dated, & certified as to accuracy by Applicant
 - **Accepted:** All original expense documentation, for example: Payroll documents (941s), Outdoor seating expenditures (invoices/payments), Business Debt (Lender Loan Statements)

✓ FOR BREWPUBS, TASTING ROOMS, TAPROOMS, BREWERIES, WINERIES, DISTILLERIES, OR BAKERIES:

- Documents showing onsite sales to the public comprise at least 33% of gross receipts for 2019, which may include Tax and Trade Bureau forms, filed state or local forms, or internally created reports from inventory management, sales reporting, or accounting software.
- For those opening in 2020, the applicant's original business plan should have contemplated at least 33% of gross receipts in onsite sales to the public.

✓ FOR INNS:

- Documents showing onsite sales of food and beverage to the public comprise at least 33% of gross receipts for 2019.
- For those opening in 2020, the applicant's original business plan should have contemplated at least 33% of gross receipts in onsite sales of food and beverage to the public.

4. Know what to do if there are any problems.

 **TIP:** SBA call center hotline is 1-844-279-8898 (available Monday-Friday, 8 a.m. – 8 p.m. ET) and [SBA regional offices](#) can assist with troubleshooting. Help is available in multiple languages.

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5. On “Application Day” – Mon., May 3 – ensure you have a strong Internet connection before the portal opens at 12:00 p.m. ET.

 **TIP:** Eligible entities can either apply through a [POS vendor](#) or restaurants.sba.gov. If an applicant is working with a POS vendor, they do not need to register on the restaurants.sba.gov application portal.

 **TIP:** For Internet browsers, the updated versions of Chrome, Firefox, Safari and Chrome-based Edge are supported. Internet Explorer and legacy versions of Edge are not supported.

6. Complete and submit the application.

After completing the application, a DocuSign package will be sent to the email entered in the application portal – execute the DocuSign package immediately in order to trigger SBA review process.

7. SBA will take about 14 days to review the application.

Applicants can check their confirmation number and status of the application within the portal after submission – no emails will be sent after submission in order to protect personal information.

 **TIP:** Save a copy of the application. Applicants can save a full PDF copy at the screen where applicants are directed to sign the application via DocuSign.

If approved, funds will be deposited to the bank account entered into the application

8. Make a plan.

RRF grant recipients must spend all funds on [eligible expenses](#) before March 11, 2023, or return the remaining funds to the U.S. Department of Treasury.

Recipients will also receive guidance on “Use of Funds Validation,” which requires recipients to report in the SBA portal how much of their grant has been used against each eligible use category.

If the recipient fully exhausts their grant amount before Dec. 31, 2021, they will be asked to certify in the application portal that funds were used on eligible expenses.

SBA reserves the right to request supplemental documentation needed to validate the certification.

 **TIP:** Federal agencies disclose information through requests from Congress, Freedom of Information requests, or other federal mandates. SBA may be required to disclose applicant business information (e.g. name of applicant business) for those applicants that self-certify as a [priority applicant](#).

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