

## ARPA Steps to Register and Apply

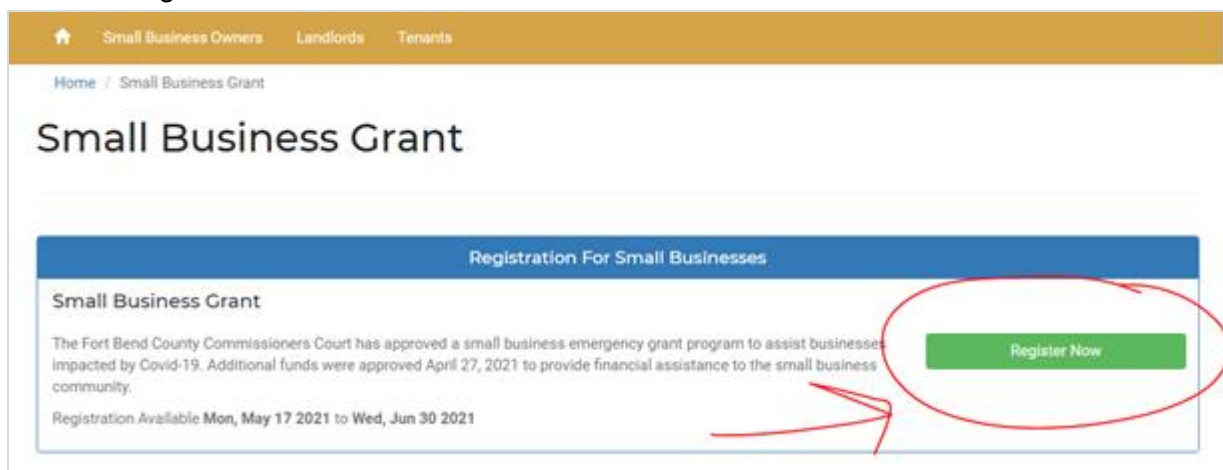
**Step 1:** In your web browser, navigate to this web address. This is the County's Assistance Homepage.

<https://www.coronavirusfortbend.gov/community-resources/fort-bend-county-assistance-programs/>

**Step 2:** Scroll down and click on "Small Business Assistance"  
This will bring you to the Small Business Landing Page.

*Note: If you need translation, navigate to the top right of the screen and select the language.*

**Step 3:** Once you have reviewed the grant eligibility requirements, select the green button entitled "Register Now".



**Step 4:** After you register as a new user, you will then create a Profile. Please write down the email address and password as you will need it to return to the application portal. Fill in the required information and select update.

[Sign in](#) [Register](#) [Redeem invitation](#)

**Register as a new user.**  
As a user of this site you will be able to register for the following:

- Emergency Rental Assistance Program ( For Landlords/Vendors or Tenants)
- Small Business Owner Program
- Mortgage and Utility Assistance Program

If you already have an account for this site please click the Sign In tab above to sign in with your existing account.

\* Email

\* Password

\* Confirm password

Register

**Step 6:** A notification will pop-up ensuring that you want to register for the Small Business Grant. Select the blue button “Start Registration”. You will now begin your application.

Fort Bend County Coronavirus (COVID-19) Assistance Programs

Home / Small Business Registration

## Small Business Registration

Registration For Small Businesses

I would like to register for the Small Business Grant.

[Start Registration](#)

**Step 7:** Enter your business’ information on the Registration Details page. Please complete all required fields on this page. When you are finished, Click Next.

## Small Business Owner Registration

Registration Audit Receipt

1 Personal 2 Qualification 3 Documents 4 Terms 5 Complete

### Small Business Grant

### Registration Details

Legal/Registered Name of the Business \* DBA(Doing Business As)

FBC Payments

**Step 8:** On the Qualifications page, please complete all required fields on this page. When you are finished, Click Next.

## Small Business Owner Registration

Registration Audit Receipt

1 Personal 2 Qualification 3 Documents 4 Terms 5 Complete

### Small Business Grant

### Qualifications

**Step 9:** To upload a document click the upload document button (circled in red) and it will open a pop-up window.

Once you select the document, you can rename it and select the Sub-Document Type.

## Small Business Owner Registration

Registration Audit Receipt

1 Personal

2 Qualification

3 Documents

4 Terms

5 Complete

### Small Business Grant

## Documents

(Required documents to upload indicated by . Please upload documents that have this symbol. Other documents are optional)

**Expenditure Support Documents**

Brief statement on how funds granted will be used to assist your business from COVID-19

VE-002906_ESD_DocReqAsst_14033.pdf	Uploaded on 2/9/2022 2:00:49 PM
VE-002906_ESD_DocReqAsst_154311.docx	Uploaded on 5/26/2021 3:43:12 PM

If you see document types that have a quantity remaining indicated by a yellow clock, you must upload the requested document\*. Please *note: in order to submit this application for review, A signed and dated W9 and Proof of Identity must be uploaded to submit the application.*

To ensure documentation has been uploaded, look for the document record under each document type. There will be a time and date stamp for each entry. *Additional documentation is required and will be requested upon review of the application.*

**Step 10:** Continue this process until all documents have been uploaded. When you are finished, click Next.

**Step 11:** Review the terms and conditions. Select the box to agree to the terms and conditions and electronically sign the document by typing your full name.

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### Small Business Grant

Fort Bend County has the authority to ask for any additional or clarifying information from the "applicant" for any information given or provided. If the applicant becomes aware of any information or any changes that are materially different, alter or changes the information than what was presented or provided, the applicant shall have a duty to immediately report such facts to the County in writing. I understand that if such information is willfully false, I am subject to criminal prosecution and civil action under federal law, the laws of Fort Bend County and the State of Texas. I fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements when applying for this grant, as applicable under the provisions of Title 18, United States Code, Section 1014. I certify that the business has been negatively impacted by the COVID-19 declared state of emergency (e.g., has been temporarily shut down, has been required to reduce hours, has had at least a 15% drop in revenue, has been materially impacted by employees that cannot work due to the outbreak, or has a supply chain that has materially been disrupted). I certify that to the best of my ability, the business will remain operational in Fort Bend County for at least one year, or through December 30, 2021. I have applied for a Small Business Emergency Assistance Grant. As part of the application process, Fort Bend County and the guaranty insurer (if any), may verify information contained in my grant application and in other documents required in connection with the grant, either before the grant is awarded or as part of its quality control program Pursuant to written policies, Fort Bend County allows documents to be signed electronically and hereby agrees to be bound by such electronic signature. Please confirm that you, as a signatory on this document also agree to be bound by electronic signature.

I understand that the information submitted will be verified prior to approval.

☒ I agree to the terms and conditions.

Electronic signature

*In order to agree to the Terms and Conditions and submit your application, all required questions and required documentation must be uploaded. If not, the portal will not let you continue. If you encounter that error, go back and ensure every question has been answered and all required documentation has been uploaded.*

**Step 12:** Click Submit. Once the application has been submitted you will see this message:

## Small Business Owner Registration

Registration

✓1

Personal

✓2

Qualification

✓3

Documents

✓4

Terms

✓5

Complete

### Small Business Grant

Your registration has been submitted!

Registration ID	VE-002906
Submitted By	FBC ARPA
Submitted On	5/26/2021 5:37:55 PM
Status	Submitted

Please take note of your Registration ID/Vendor Number for future reference. (VE-00####)

*Please Note: The portal will generate an automatic confirmation email that will be sent to you from our "COVID Assistance email address". Please check your inbox as well as your junk or spam folders and mark this email address as safe, as this is the email address from which all emails will be generated.*

How to videos that assist with the application process are available in English and Spanish at: <https://www.coronavirusfortbend.gov/community-resources/fort-bend-county-assistance-programs/covid-19-assistance-training-videos/>

If you need assistance or have a technical error, please email us at [fbcbsba3@mpact-consulting.com](mailto:fbcbsba3@mpact-consulting.com). Please include your Vendor ID (VE-00####) and business name in the Subject Line. You can also call our Small Business Help Line during normal business hours at 832-520-4348.