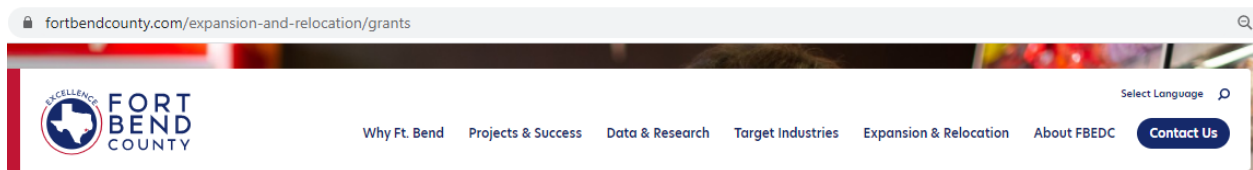


STEPS TO REGISTER AND APPLY TO THE NEW ARPA PROGRAM VIA THE GRANT PORTAL

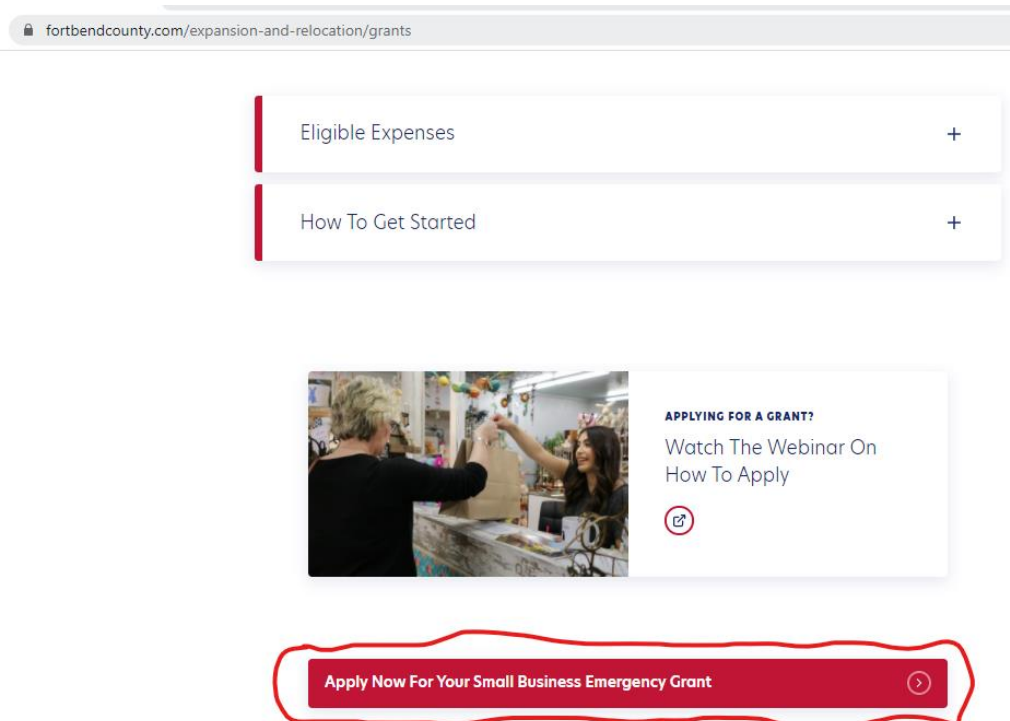
Step 1: Go to www.fortbendcounty.com/grants and review the qualifications.

Note: *If translation is required, use the following steps:*

In the top right corner of the County's grant page, click the "Select Language" drop down bar to translate the application. Select the needed language and the page will be translated for your use.

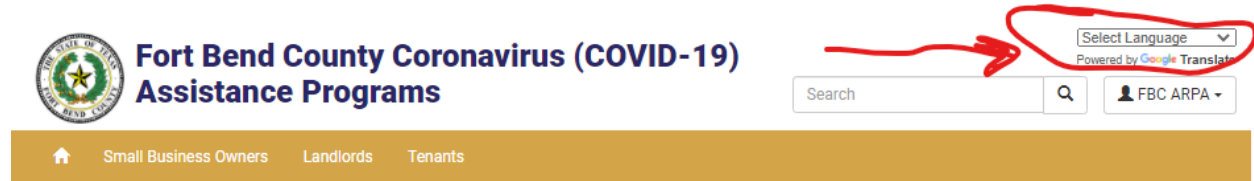


Step 2: Scroll down to the red button and select "**Apply Now for Your Small Business Emergency Grant**". This step will take you to the FBC Coronavirus Assistance Programs Grants landing page.

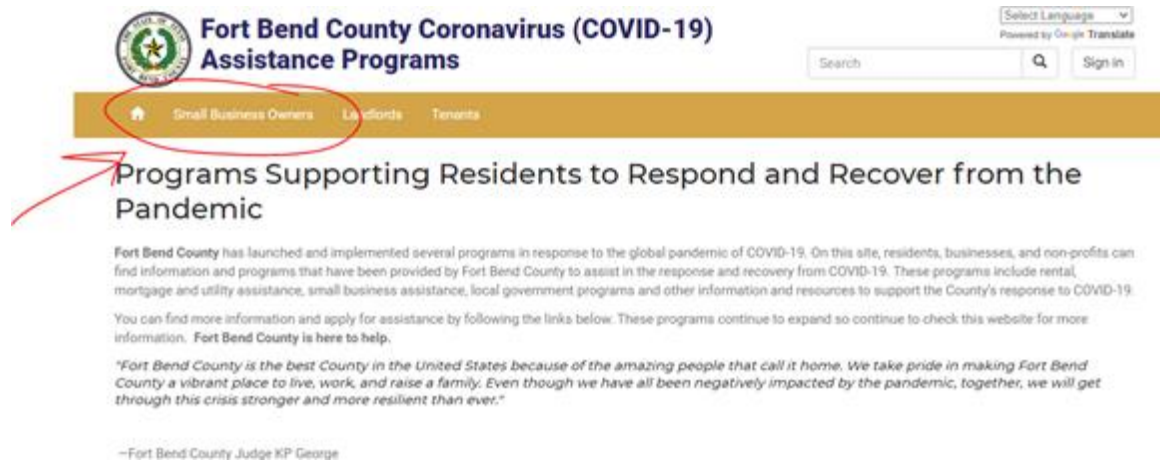


Note: If translation is required, use the following steps:

In the top right corner of the landing page, click the “Select Language” drop down bar to translate the application. Select the needed language and the application will be translated for your use.



Step 3: On the FBC Coronavirus Assistance Programs grants landing page, select “Small Business Owners”



Step 4: Select the green button entitled “Register Now”.



Step 5: All applicants **MUST** register as a new user. Enter your information.



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

Register as a new user.

As a user of this site you will be able to register your property as a Vendor/Landlord or apply for assistance as a Tenant.

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: After you register as a new user, you will then create a Profile.

Profile

 Profile name

Profile

Small Business Grant

 Security

Change password

Please provide the required fields below to complete your portal user account and click Update to continue.

Your information

First Name *

Last Name *

E-mail *

Mobile Phone *

Home Phone

Business Phone

Preferred Language *

Update

Step 7: After your profile is created, you will be able to register (apply) for your business. Click on Small Business Owners. Then, click the green button entitled “Register Now”.

[Home](#) / [Small Business Grant](#)

Small Business Grant

Registration For Small Businesses

Small Business Grant

The Fort Bend County Commissioners Court has approved a small business emergency grant program to assist businesses impacted by Covid-19. Additional funds were approved April 27, 2021 to provide financial assistance to the small business community.


Registration Available **Mon, May 17 2021 to Wed, Jun 30 2021**

[Register Now](#)

You are eligible for ARPA Small Business grant funds up to the level of grant based on your 2020 annual revenue. The requirements for this grant are:

- Must be fully operational as a small business as of December 30, 2019 (*Businesses that can demonstrate start-up investments and launch activities prior to March 1, 2020 will also be considered for the Level 1 Award.*)
- Must show an annual revenue decline of 25% or more for the year (2019-2020)
- Must have filed or completed tax returns for two (2) consecutive years (i.e., 2019 and 2020; or 2018 and 2019) in the business name.
- You may apply for another grant if you have received additional grant money from Fort Bend County.
- Must have exhausted all funds from the first payment for expenditures incurred through December 31, 2020.
- Receipts and documentation for all expenditures incurred through December 31, 2021 must be submitted for audit purposes within 30 days of grant disbursement of funds.
- Funds dispersed to the Small Businesses that are not documented or deemed ineligible uses of funds, would need to be repaid within 30 days of notice.
- Eligibility is based on annual revenue in 2020
 - Annual Revenue of \$25,000-\$100,000= **\$5,000 Grant**
 - Annual Revenue of \$100,001-\$2,000,000= **\$15,000 Grant**
 - Annual Revenue of \$2,000,000-\$5,000,000= **\$25,000 Grant**

Step 8: A notification will pop-up ensuring that you want to register for the Small Business Grant. Select the blue button “Start Registration”.



**Fort Bend County Coronavirus
(COVID-19)
Assistance Programs**

[Home](#) [Small Business Owners](#) [Landlords](#) [Tenants](#) [Mortgage Assistance](#) [Help](#)

[Home](#) / [Small Business Registration](#)

Small Business Registration

Registration For Small Businesses

I would like to register for the Small Business Grant.

[Start Registration](#)

Step 9: Enter your business' information. Please complete all required fields on this page. Click Next.

Small Business Registration

Business Information Qualifications Documents Terms and Conditions

Registration Details

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

Business Address

Full Address *

Street 1 Street 2

City County

State ZIP Code

Website

Please describe your business *

Step 10: Select qualifications.

Please complete all required fields on this page. Click Next.

Small Business Registration

Business Information ✓ **Qualifications** Documents Terms and Conditions

Qualifications

Main operations in County of Fort Bend? *
 No Yes

Registered prior to Dec 31, 2019? *
 No Yes

Has less than fifty employees? *
 No Yes

Sales between \$25,000 and \$5,000,000 *
 No Yes

In good standing? *
 No Yes

In good standing with State of TX? *
 No Yes

Operational as of Dec 30, 2019? *
 No Yes


The following questions apply to the Business or Its Owner(s)

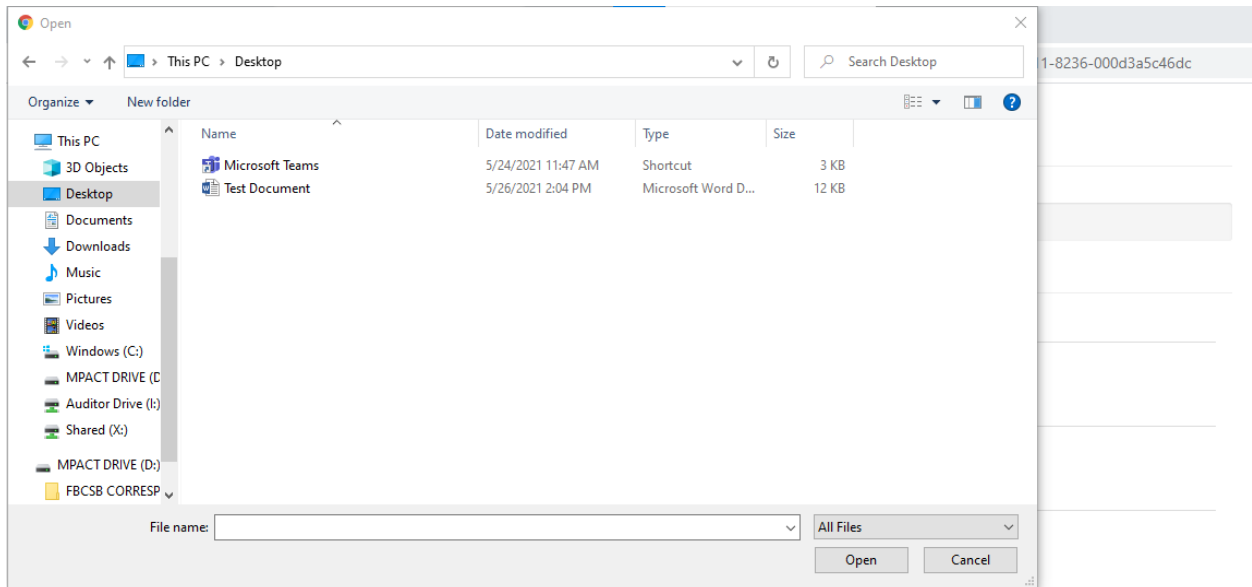
Has been debarred or suspended? *
 No Yes

Has been denied a license to operate the business? *
 No Yes

Has been denied permit to operate the business? *
 No Yes

Step 11: Upload Documents

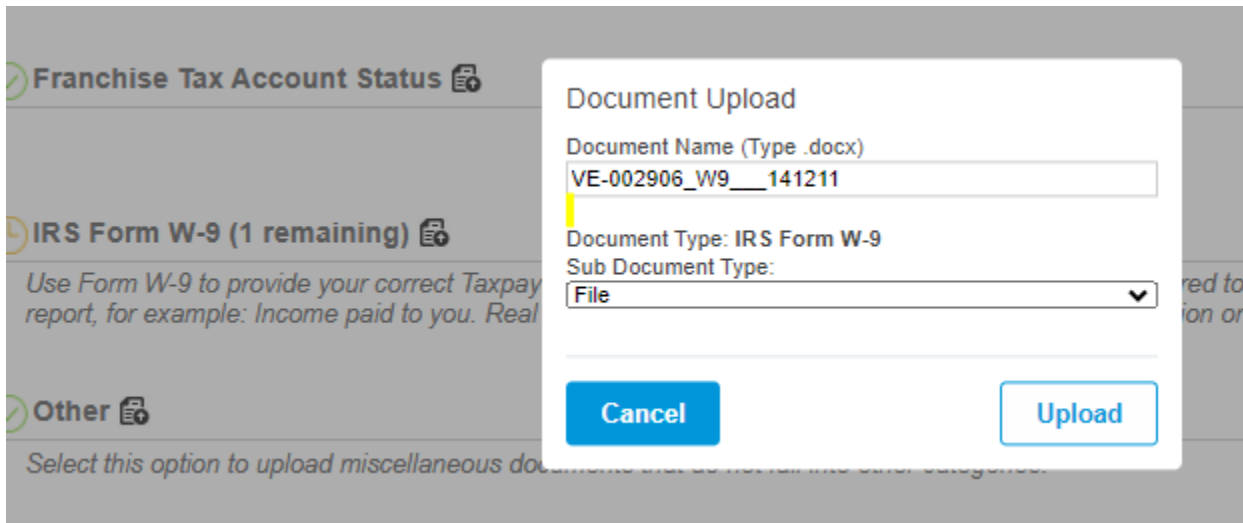
To upload a document click the upload document button  and it will open a pop-up window documents.




Use Form W-9 to provide your correct Taxpayer Identification Number (TIN) to the person who is required to file an information return with the IRS to report, for example: Income paid to you. Real estate transactions. Mortgage interest you paid. Acquisition or abandonment of secured property.

Other


Select this option to upload miscellaneous documents that do not fall into other categories.



If you see document types that have a quantity remaining, you must upload the requested document*.

 **Proof of Identity (1 remaining)** 

Please upload at least one form of Gov't official id

 **Proof of Identity** 

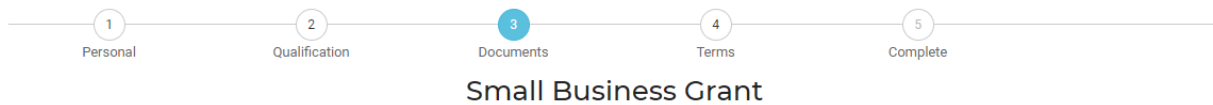
Please upload at least one form of Gov't official id

 VE-002906_PI_DL_141849.docx

Uploaded on 5/26/2021, 2:18:59 PM

**Note: A signed and dated W9 and Proof of Identity are the only 2 required documents that must be uploaded to submit the application. Additional documentation are required and can and will be requested upon review of the application.*

You can tell that you have uploaded documentation by looking for the document record under each document type (see highlighted entry below):





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_154311.docx

Uploaded on 5/26/2021, 3:43:12 PM

 **Fort Bend ERA** 

 VE-002906_Fort Bend ERA_Data Migration Upload_17277.pdf

Uploaded on 5/27/2021, 5:27:08 PM

 **Franchise Tax Account Status** 

 VE-002906_Franchise Tax Account Status_164524.docx

Uploaded on 5/26/2021, 4:45:26 PM

 **IRS Form W-9** 

Use Form W-9 to provide your correct Taxpayer Identification Number (TIN) to the person who is required to file an information return with the IRS to report, for example: Income paid to you. Real estate transactions. Mortgage interest you paid. Acquisition or abandonment of secured property.

 VE-002906_W9_141211.docx

Uploaded on 5/26/2021, 2:15:18 PM

 **Other** 

Select this option to upload miscellaneous documents that do not fall into other categories.

 VE-002906_OTH_FILE_122655.docx

Uploaded on 6/14/2021, 12:27:09 PM

 **Other Tax Statements** 

Non-required Tax Docs

 VE-002906_Other Tax Statements_IRS tax transcript for 2019 tax return_154922.docx

Uploaded on 5/28/2021, 3:49:23 PM

Once all documents have been uploaded, click Next.

Step 12: Agree to the Terms and Conditions and Electronically Sign

Click the terms and conditions box is selected and electronically sign the document.

Small Business Registration

Business Information ✓ Qualifications ✓ Documents ✓ **Terms and Conditions**

Terms and Conditions

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 25% 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/we understand that the information submitted will be verified prior to approval.

I agree to the terms and conditions. *

Electronic Signature *

Previous

Submit

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 13: Submit Application

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

Home / Small Business Owners Landlords Tenants

Home / Small Business Registration

Small Business Registration

Submission completed successfully.

Note: The portal will generate an automatic confirmation email that will be sent to your email from "COVID Assistance". Please check your junk/spam email and mark safe as all email will come from that address.