

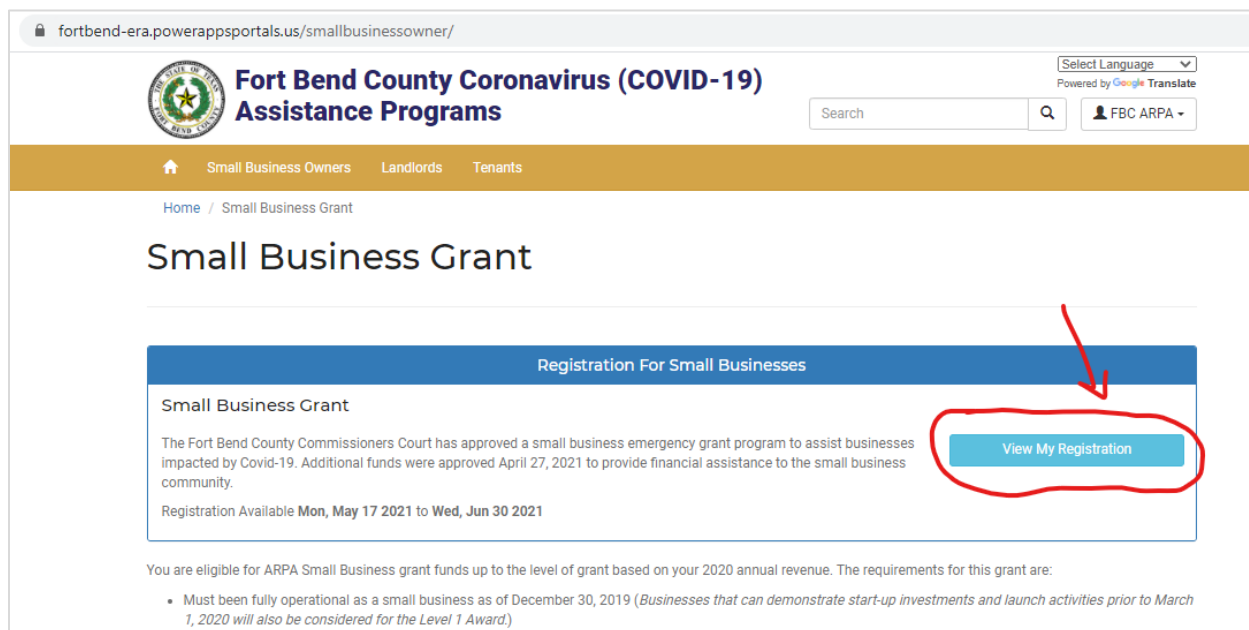
Steps for Submitting Additional Documents to the Portal

Step 1: Log into the grant portal by accessing it at this web address. We recommend that you bookmark this address.

<https://fortbend-era.powerappsportals.us/smallbusinessownerinfo/>

Step 2: Click the “Sign In” button and enter the same email and password used to register. Click sign in. **DO NOT CREATE A NEW ACCOUNT.**

Step 3: Click the blue button entitled “View My Registration”



fortbend-era.powerappsportals.us/smallbusinessowner/

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Small Business Grant

Registration For Small Businesses

Small Business Grant

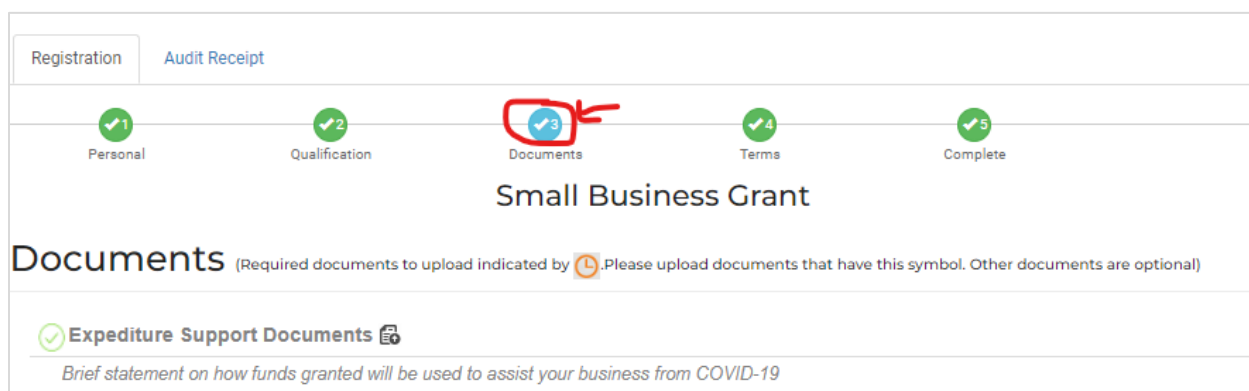
The Fort Bend County Commissioners Court has approved a small business emergency grant program to assist businesses impacted by Covid-19. Additional funds were approved April 27, 2021 to provide financial assistance to the small business community.

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

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 been 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*)

Step 4: The application will be re-opened and you can upload additional documentation by pressing the 3 (labeled “documents”). This will open the documents tab.






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

Step 5: You can upload the requested additional documentation under the respective heading or under “Other”. For example, you would upload Tax Returns under “Tax Documents”. Click the upload documents button next to the respective heading and it will open a pop-up window to upload documents. Once you select the document, you can rename it and select the Sub-Document Type. Click upload.

Tax Documents 	
 VE-002906_TaxDocs_Form 1120, 1065, 1120-S_17561.pdf	Uploaded on 2/9/2022, 5:56:03 PM
 VE-002906_TaxDocs_Form 1120, 1065, 1120-S_18137.pdf	Uploaded on 2/9/2022, 6:01:38 PM

Please Note: You can tell that you have uploaded documentation by looking for the document record under each document heading. There will be a time and date stamp for each entry.

Step 6: Once the additional documents have been uploaded, you do not have to resubmit the application.

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. 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.**