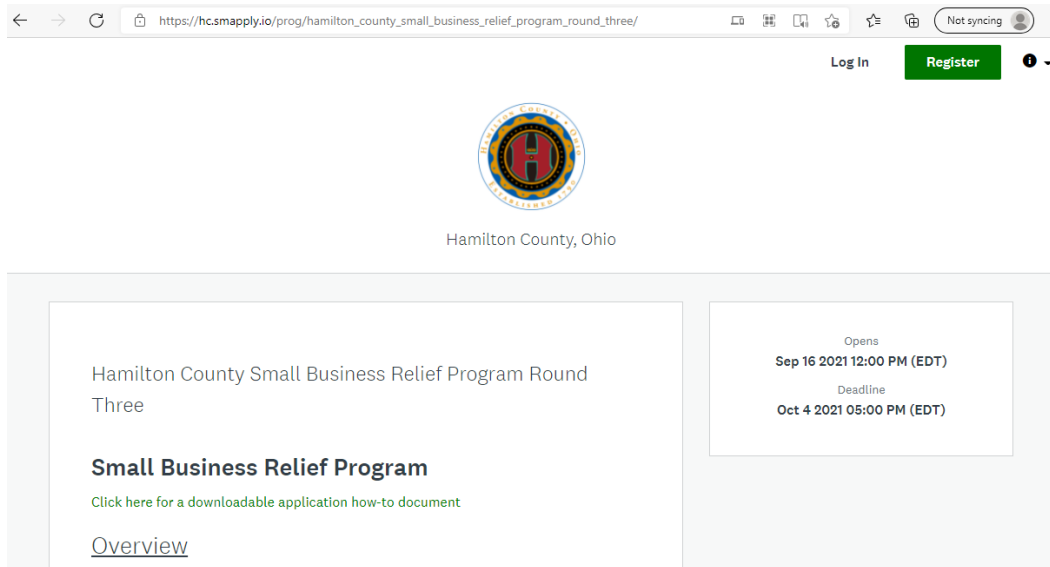


# How-To Documentation

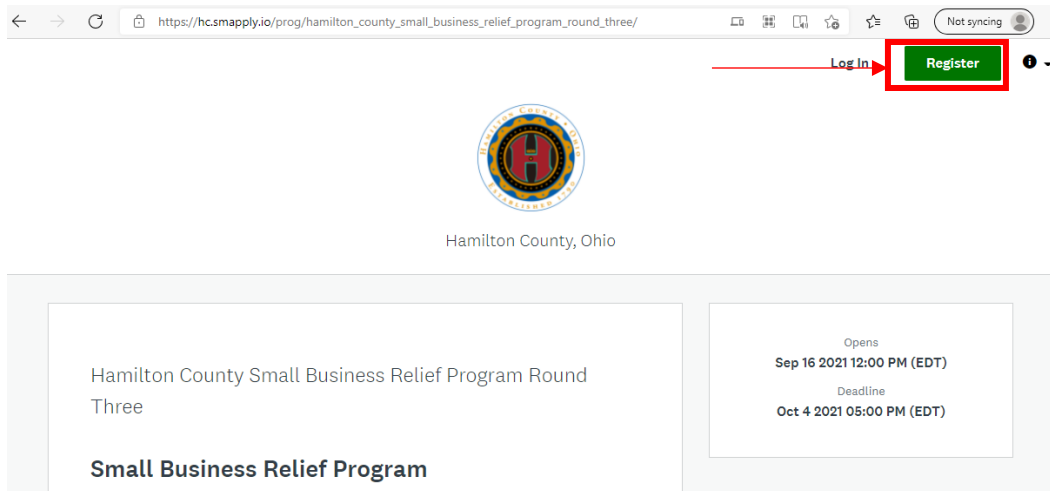
## Register / Log In to website

Navigate to the Small Business Relief Program website, at <https://hc.smapply.io/>. You should see the following:






## Register

Click the **Register** button:



Enter your registration information, then note the username and password entered (you may need to return to complete the application). Once complete, click the **Create Account** button.

Register with

OR

First name


Last name

Email

Password

Confirm password

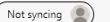
By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).


☐ I'm not a robot  reCAPTCHA  
[Privacy](#) - [Terms](#)

**CREATE ACCOUNT**

## Log In

Click the **Log In** button:

← → ↻ [https://hc.smapply.io/prog/hamilton\\_county\\_small\\_business\\_relief\\_program\\_round\\_three/](https://hc.smapply.io/prog/hamilton_county_small_business_relief_program_round_three/) 

  
Hamilton County, Ohio

**Log In** **Register** ⓘ

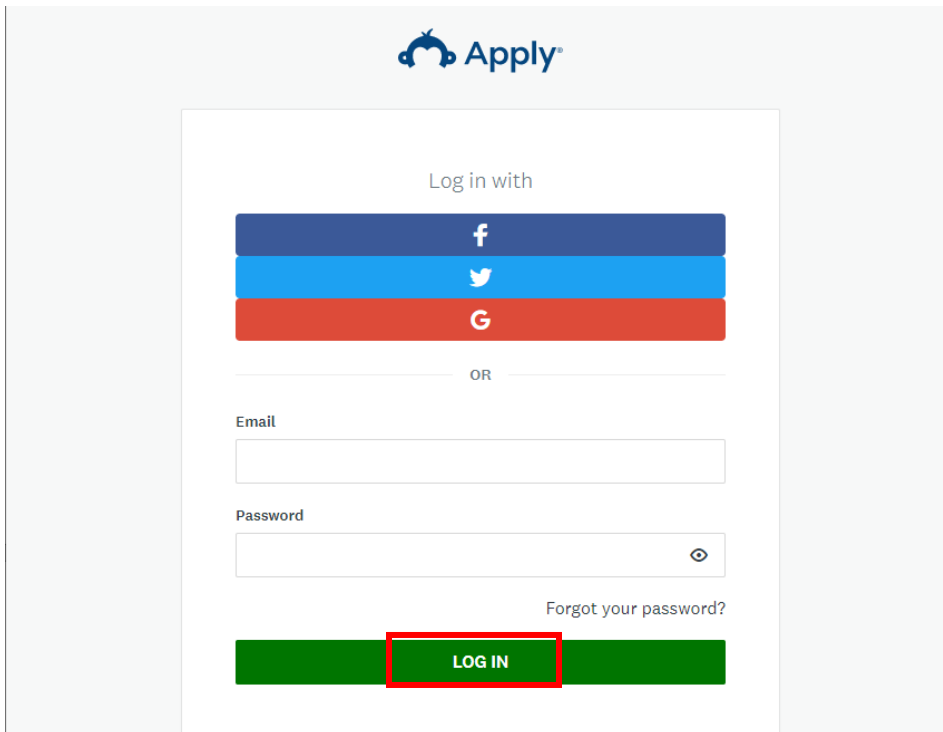
Hamilton County Small Business Relief Program Round Three

**Small Business Relief Program**

Opens  
**Sep 16 2021 12:00 PM (EDT)**

Deadline  
**Oct 4 2021 05:00 PM (EDT)**

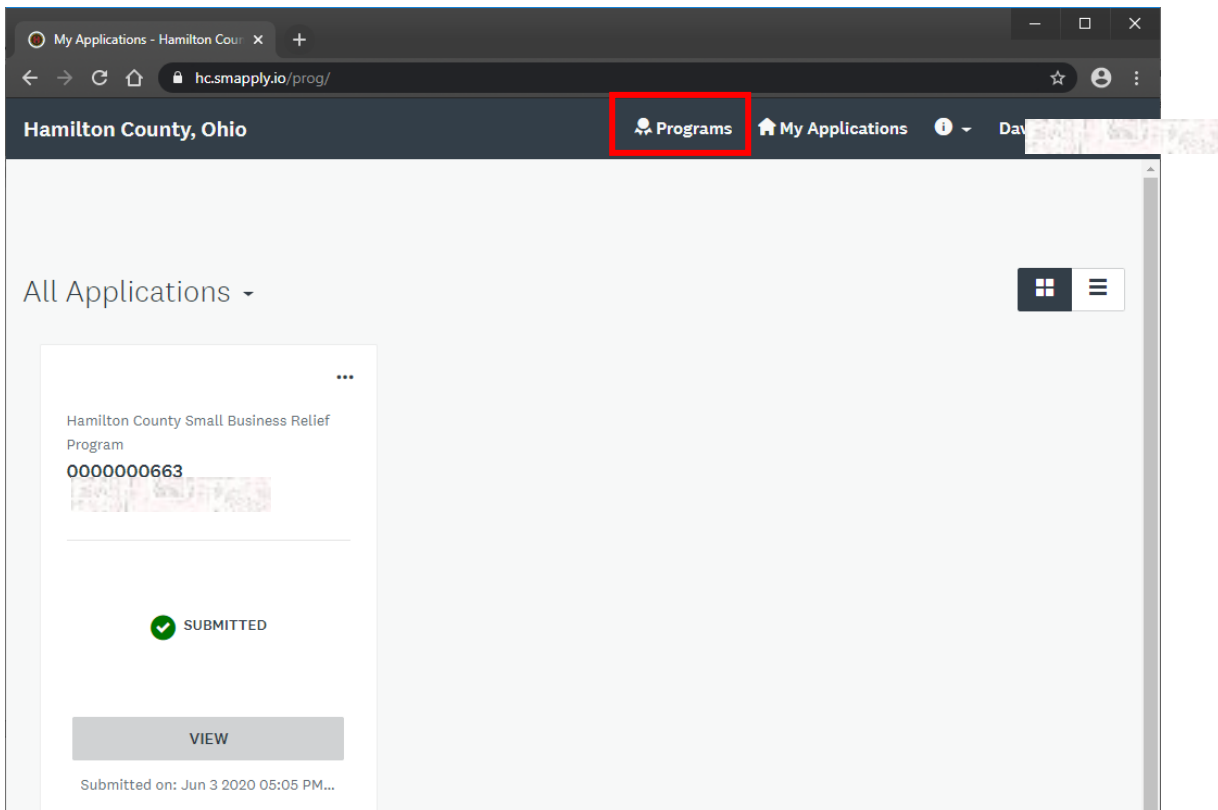
Enter the login information you used when you registered with SurveyMonkey Apply, then click **Log In**:



The image shows the SurveyMonkey Apply login interface. At the top is the 'Apply' logo. Below it, the text 'Log in with' is centered. There are three social media login buttons: Facebook (blue), Twitter (light blue), and Google (red). Below these is a horizontal line with the word 'OR' in the center. Underneath is an 'Email' input field, followed by a 'Password' input field with an eye icon for toggling visibility. A link 'Forgot your password?' is located below the password field. At the bottom is a large green button with the text 'LOG IN' in white, which is highlighted with a red rectangular box.

## Apply

If you applied for Round One or Two, you will see your previous application once logged in. To access the program page, and to apply for Round Three, click **Programs**.



The image shows a web browser window displaying the SurveyMonkey Apply dashboard. The browser's address bar shows the URL 'hc.smapply.io/prog/'. The dashboard header includes the text 'Hamilton County, Ohio' on the left and a navigation menu on the right. The 'Programs' link in the navigation menu is highlighted with a red rectangular box. Below the header, the main content area is titled 'All Applications' with a dropdown arrow. A card for the 'Hamilton County Small Business Relief Program' is visible, showing the application ID '0000000663' and a green checkmark with the word 'SUBMITTED'. At the bottom of the card is a 'VIEW' button. The submission date 'Submitted on: Jun 3 2020 05:05 PM...' is displayed at the very bottom of the card.

If you did not apply for Round One, or you clicked **Programs** above, you will be taken directly to the program page. Click **More >** to access Round Two of the Small Business Relief Program:

## Programs

### Hamilton County Small Business Relief Pr...

Accepting applications from Sep 16 2021 12:00 PM (EDT) to Oct 4 2021 05:00 PM (EDT)

In general, the overall intent of this program is to help small businesses that have been impacted the most by COVID-19. The program is aimed at small businesses that were interrupted through required closures, had to close voluntarily to promote social distancing, or that were impacted by decreased customer demand due to the COVID-19 public health emergency..

**MORE >**

Scroll to review the program requirements, then click **Apply**:



Hamilton County Small Business Relief Program Round Three

### Small Business Relief Program

[Click here for a downloadable application how-to document](#)

Overview

**APPLY**

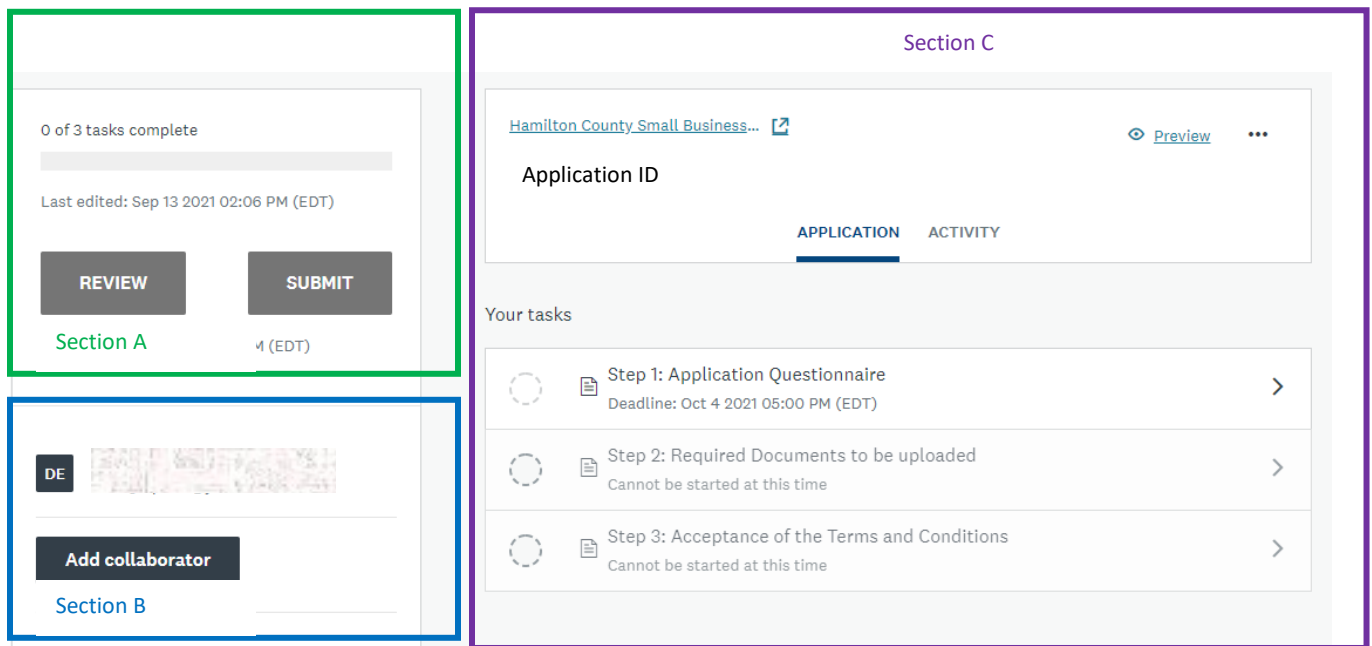
Opens

**Sep 16 2021 12:00 PM (EDT)**

Deadline

**Oct 4 2021 05:00 PM (EDT)**

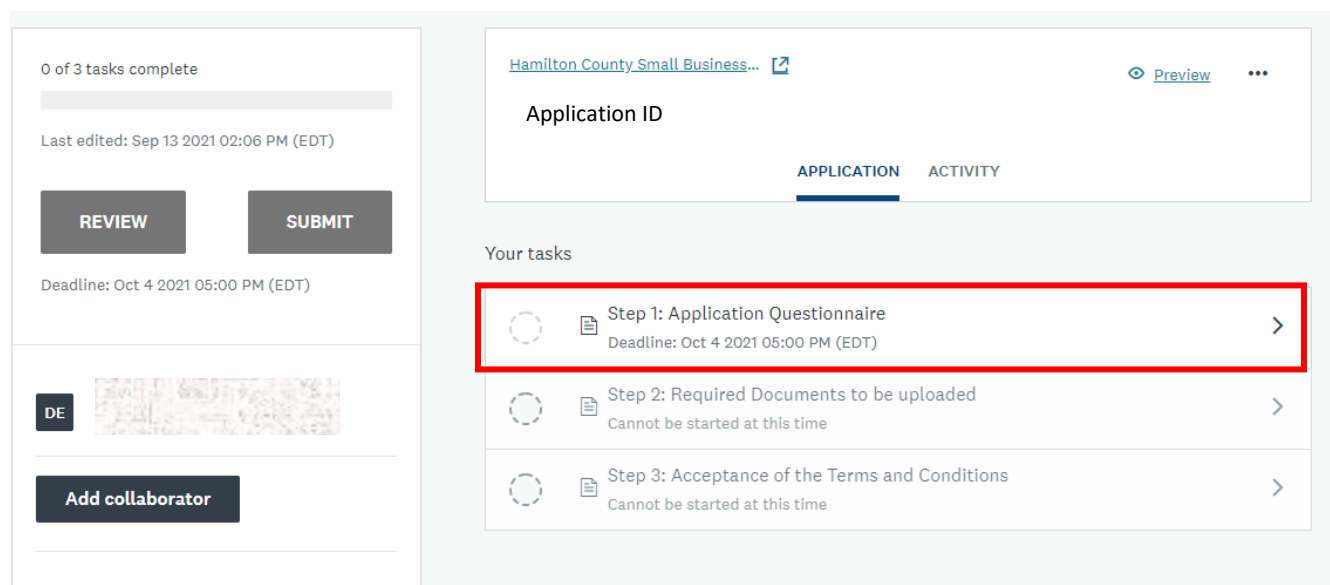
Here you will see the progress indicator and Submit Button (Section A), your login and collaborator information (Section B), and the Application Task(s) (Section C).



The screenshot displays the application interface with three distinct sections highlighted by colored boxes:

- Section A (Green Box):** Located on the left, it contains a progress indicator showing "0 of 3 tasks complete" with a corresponding bar. Below this, it states "Last edited: Sep 13 2021 02:06 PM (EDT)". At the bottom of this section are two buttons: "REVIEW" and "SUBMIT".
- Section B (Blue Box):** Also on the left, below Section A, it features a small profile picture placeholder with the initials "DE" and a map thumbnail. Below these is a button labeled "Add collaborator".
- Section C (Purple Box):** Occupies the right side of the interface. It has a header "Section C" and a link "Hamilton County Small Business..." with an external link icon. Below this is an "Application ID" field. A tabbed interface shows "APPLICATION" as the active tab, with "ACTIVITY" as an alternative. Under the "Your tasks" heading, there is a list of three steps:
  - Step 1: Application Questionnaire** (Deadline: Oct 4 2021 05:00 PM (EDT)) - This step is highlighted with a red box in the subsequent image.
  - Step 2: Required Documents to be uploaded** (Cannot be started at this time)
  - Step 3: Acceptance of the Terms and Conditions** (Cannot be started at this time)

Click the task "Step 1: Application Questionnaire" to begin:



This screenshot shows the same application interface as before, but with the first task in the "Your tasks" list highlighted by a red rectangular box:

- Section A:** Same as the previous screenshot, showing the progress indicator and "REVIEW" and "SUBMIT" buttons.
- Section B:** Same as the previous screenshot, showing the profile picture placeholder and "Add collaborator" button.
- Section C:** The "APPLICATION" tab is active. The "Your tasks" list contains three items, with the first item, **Step 1: Application Questionnaire** (Deadline: Oct 4 2021 05:00 PM (EDT)), highlighted by a red box.

## Fill out the application

Please read the questions carefully and answer the mostly text and yes/no questions according to your situation. Once you have completed the first 21 questions, you will be required to upload documentation verifying some of your previous answers, then review the terms and conditions before signing and submitting your application. The next sections describe how to upload the required documents.

Once finished with as task, you must click “Mark as Complete” to move your application to the next task.

21. Is your business Woman Owned?

☐ Yes

☒ No

Clear

22. Is your business Veteran Owned?

☐ Yes


☒ No

Clear

Once you mark this task as completed, your screen will refresh. To continue, make sure you click "Back to Application." This will allow you to select the next task required, Step 2.




[SAVE & CONTINUE EDITING](#) [MARK AS COMPLETE](#)

If you are on a mobile device, you will need to click “Back to Application”, then select the next task to advance.

 **Hamilton County, Ohio**

[Back to application](#)

Step 1: Application  
Questionnaire

  Completed Sep 14 2021 11:04 AM (EDT) Read only Deadline: Oct 4 2021 05:00 PM (EDT) 

**Application Form Round 3**

**Hamilton County Small Business Relief Program**

*An Application is not finalized until all the steps are marked complete and SUBMIT is clicked on the Application.*

**Name of Business:**

Test Company 3

Hamilton County, Ohio

Hamilton County Small Business Relief Program Round Three

Application ID

Step 1: Application Questionnaire  
Cannot be modified

Step 2: Required Documents to be uploaded  
Cannot be modified

Step 3: Acceptance of the Terms and Conditions  
Cannot be started at this time

POWERED BY Apply  
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Preview REVIEW & SUBMIT

## Documents Requiring Upload

Here, you will see the documents required in order to complete the application process. The questions describes some potential documents that could be uploaded to verify your status (“mortgage statement, utility bill, insurance premium statement, and property tax bills”). Click the **Upload a File** button. You may upload more than once document if needed.

**Small Business Relief Program - Document Upload**

*\*Businesses are required to provide documentation to verify data provided in order to be eligible for grants. Incorrect or incomplete information will result in disqualification of the business.*

**Documents Requiring Upload**

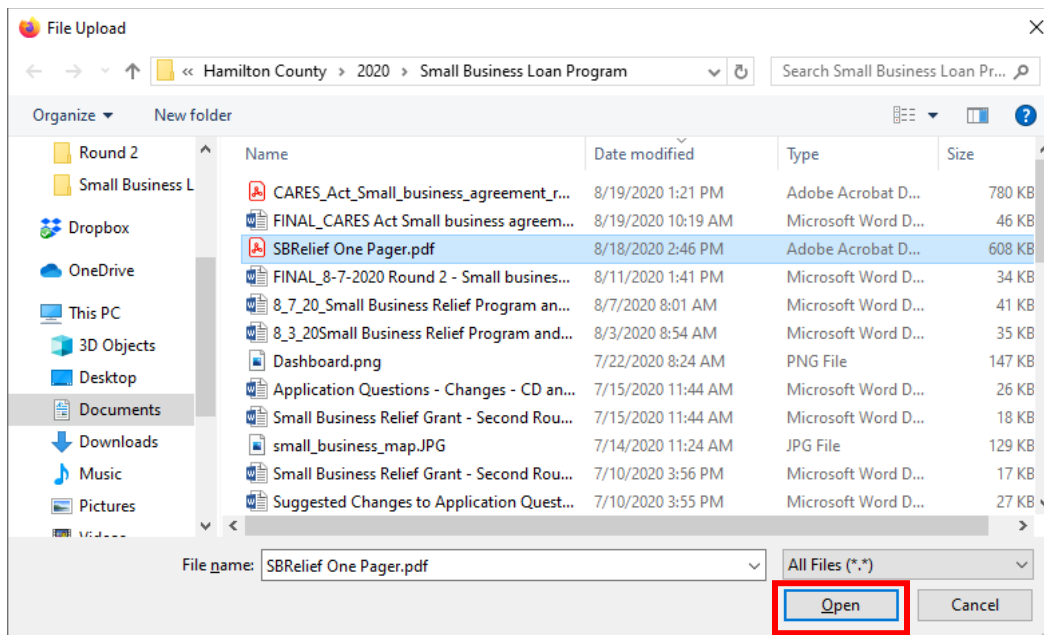
All documentation must clearly identify the applicant business name and must match the name submitted as a part of the Application.

You may submit multiple documents for each question if required.

1- Copy of business owner's driver's license or government issued ID (front and back).

Upload a file

Navigate to the appropriate location where the document is stored, select the file, and click **Open**.



Once all documents have been uploaded, you will need to sign your application.

Review the terms of the Grant, use your mouse or finger to sign, and your title, then click **Mark as Complete**:

The screenshot shows a form with a 'Signature' section and a 'Title' section. The signature 'Mr. Sample' is entered. The title field is empty. The 'MARK AS COMPLETE' button is highlighted with a red box. Red annotations '1- sign', '2- add title', and '3- mark as complete' are present.

**Signature**  
NOTE: Please use your mouse or finger on a mobile device to add your signature on the line below.

Mr. Sample

**Title**

2- add title

1- sign

3- mark as complete

SAVE & CONTINUE EDITING MARK AS COMPLETE

Once you mark this task as completed, your screen will refresh. To continue, make sure you click "Back to Application." Then click the green Submit button. You will need to click Submit twice (3 times on a mobile device) to finalize your application. You are not finished until you see the message, Application Submitted!

If you did not answer a required question, or your answer was not of the correct format (phone number, etc.), you may receive validation errors in red notifying you. The application should then show you which question you need to answer to complete your applications.



## Save & Continue Editing Application

If you are unable to complete the application at one time, or you need to obtain additional documentation, you may save the application and return later to complete. To do this, click the **Save & Continue Editing** button:

spent by December 1, 2020; 3) funding from this Program can only be used to reimburse Eligible Expenses incurred from March 15, 2020 through December 1, 2020, that are not being paid for or reimbursed from another source; 4) on or before December 15, 2020, the business shall submit an itemized list of all Eligible Expenses along with all supporting source documentation; 5) source documentation shall be in the form of paid invoices AND canceled checks, bank statements, or similar documentation showing payment of Eligible Expenses; and 6) if the business cannot properly substantiate its eligible expenses, the business shall repay the undocumented grant funds.

---



SAVE & CONTINUE EDITING

MARK AS COMPLETE

Note: This will trigger the validation, and may tell you that all of the questions have not been answered (or answered correctly). The application has been saved however, and you can close the website, and return to your application at a later time where you left off.


## Review / Edit Application

You may review your application before submitting it. To make changes to the application prior to submission, click the **Ellipses** beside the program name on the right side, then click **Edit**:



Hamilton County Small Business Relief Program Round Two

Completed Aug 20 2020 04:01 PM (EDT) Deadline: Sep 4 2020 12:00 PM (EDT)



Application Form

Hamilton County Small Business Relief Program

*\*Businesses are required to provide documentation to verify data provided. Incorrect or incomplete information will result in disqualification of the business.*

Name of Business:

Test Business 3

Physical Address

Number:	138
Street:	E Court
Suffix:	St

Download

Reset

Edit

## Submit Application

After all information has been entered and documents have been uploaded, and the task has been marked as complete, you will need to submit the application:

[← Back to application](#)

[Hamilton County Small Business Reli...](#)

Application ID

✓

Step 1: Application Questionnaire

✓

Step 2: Required Documents to be uploaded

✓

Step 3: Acceptance of the Terms and Conditions

>

3 of 3 tasks complete

Last edited: Sep 13 2021 02:16 PM (EDT)

REVIEW

SUBMIT

Deadline: Oct 4 2021 05:00 PM (EDT)

✓

Step 3: Acceptance of the Terms and Conditions

Completed Sep 13 2021 02:16 PM (EDT) Deadline: Oct 4 2021 05:00 PM (EDT)

...

Terms and Signature Form

Small Business Relief Program - Terms and Conditions

Terms and conditions

By signing and submitting this Application, I certify I have the legal authority to submit this Application, bind the business to the requirements set forth herein, and accept the Grant Funding on behalf of business.

1. Business agrees, if awarded, it will only use Grant funding provided hereunder to reimburse for the Eligible Expenses, as identified on Application. If at any time, it is determined Grant Funding was used to reimburse business for any ineligible expenses all of the Grant Funding shall be immediately repaid to HCDC.
2. Business will not use Grant funding in place of or instead of federal, state, local government funds or private grants already designated for or anticipated to be used for necessary expenditures incurred due to the public health emergency with respect to the COVID-19 pandemic.
3. Business warrants and represents that at the time it submitted this Application it met the Eligibility Criteria of the Program. If at any time, it is determined Business did not meet the Eligibility Criteria at the time it submitted this Application, all of the Grant funding shall be immediately repaid to HCDC by Business.
4. Business warrants and represents that all statements, records and information submitted to Board in relation to this Application are true and accurate.
5. Business warrants and represents that it has a material financial need due to the COVID-19 public health emergency.
6. Business shall keep all records, financial or otherwise, related to use of Coronavirus Relief Funding received pursuant to this Application for at least five (5) calendar years following receipt of such funds. HCDC shall at any reasonable time have the right of access to and right to review or audit any and all such records pertinent to the reimbursement of the Eligible Expenses and said records shall be maintained in a manner to facilitate such reviews and audits.

Click **Submit** to complete the submission of the application:

×

Submit application

Please confirm submission of your application.

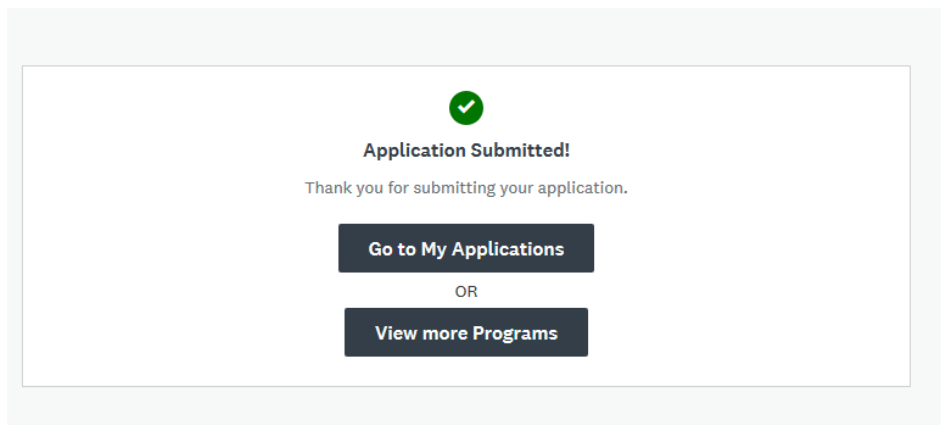
If you wish to take a look at the application before submitting, please **Review** it.

CANCEL

REVIEW

SUBMIT

You will see a verification message that your application has been submitted.



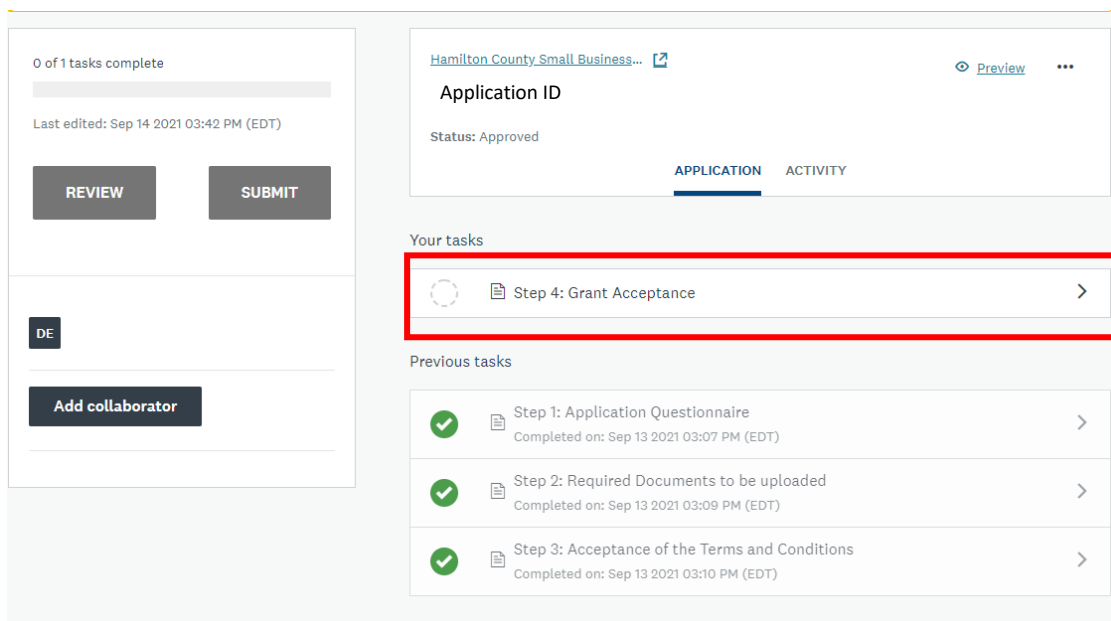
## Next Steps

You should be notified via email if you have passed the initial qualification check and awaiting the lottery to be moved to the Review stage.

Once approved for a grant, [the business must sign and return the Grant Agreement](#) and provide its bank routing number for grant fund payment.

## Accepting the Grant

You will be prompted to return to SurveyMonkey and accept the Grant award. You will need to use the same account to log back into SurveyMonkey and complete the Grant Acceptance task.



You will be asked if you accept the awarded amount, then you will need to sign, add your title, and “Mark as Complete”, just like in Stage 3: Acceptance of the Terms and Conditions.

The screenshot shows the 'Grant Acceptance' form. On the left sidebar, the task 'Step 4: Grant Acceptance' is highlighted. The main form area has the following elements:

- Grant Acceptance** header with instructions: 'Please review the terms and conditions, then sign below and Submit to accept the Grant.'
- Text: 'You may review the terms and conditions here, prior to signing.'
- Question: 'Do you accept this grant for \$3000' with radio buttons for 'Yes' (highlighted with a red box) and 'No'. An annotation '1- check 'Yes' to accept' points to the 'Yes' button.
- Signature** section with a note: 'NOTE: Please use your mouse or finger on a mobile device to add your signature on the line below.' A handwritten signature 'Mr. Sample' is shown. An annotation '2- sign' points to the signature line.
- Title** section with a text input field (highlighted with a red box). An annotation '3- add title' points to the input field.
- Instructions: 'Once you mark this task as completed, your screen will refresh. To continue, make sure you click "Back to Application." Then click on Step 5 to finish the process.'
- Buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE' (highlighted with a red box). An annotation '4- mark as complete' points to the 'MARK AS COMPLETE' button.

## Submitting Your Bank Information

If on a mobile device, you will need to click “Back to Application” to be able to move ahead to the next task, “Step 5: Supply Bank Information”. Select the task name to go to that task.

The screenshot shows the 'Grant Acceptance' form after completion. The status is 'Completed Sep 15 2021 09:05 AM (EDT)'. The form is in 'Read only' mode. The left sidebar shows the task list with 'Step 5: Supply Bank Information' highlighted (annotated with '2- click 'Step 5: Supply Bank Information' task name'). The main form area shows the completed 'Grant Acceptance' form with a signature and title 'Owner'. An annotation '1- click 'Back to Application' if needed (mobile device)' points to the 'Back to application' link in the top left corner.

Click the link to go to the Bank Account Form - <https://www.tfaforms.com/4930282>.

[← Back to application](#)

[Hamilton County Small Business Reli...](#)

| Status: Grant Accepted

Step 5: Supply Bank Information

0 of 1 tasks complete

Last edited: Sep 15 2021 09:05 AM (EDT)

REVIEW

SUBMIT

Step 5: Supply Bank Information

Link to Secure Online Portal

Please follow the link below to supply you bank information in a secure online portal.

Bank Account Form - <https://www.tfaforms.com/4930282>


SAVE & CONTINUE EDITING

MARK AS COMPLETE

Enter you Bank Account information and other business identification information in the secure form so that HCDC will be able to deposit the Grant funds into your account once processed.

## Hamilton County Grant Direct Deposit Form

By providing the below information Hamilton County thru HCDC will be able to deposit the grant funds into your account. Additionally the information will be used to provide a 1099 for the total amount of the awarded grant.



### Business Information

Business Name (as listed on Grant application) \*

XXX-XX-XXXX

Social Security Number of Owner \*

Do you have Business Federal Tax ID Number (EIN)? \*

☐ Yes ☐ No

Grant Application Email \*

Grant Application ID \*

### Bank Information

Name on Account \*

Bank Name \*

Bank Routing Number \* Bank Account Number \*

Account Type \*

☐ Checking ☐ Savings

Submit

Once that has been submitted, please mark this task as complete, then submit your acceptance. This notifies HCDC that you have accepted the Grant, and have provided them with everything needed to award your Grant funds.

[Back to application](#)

[Hamilton County Small Business Reli...](#)

| Status: Grant Accepted

Step 5: Supply Bank Information

0 of 1 tasks complete

Last edited: Sep 15 2021 09:05 AM (EDT)

REVIEW

SUBMIT

Step 5: Supply Bank Information

Link to Secure Online Portal

Please follow the link below to supply you bank information in a secure online portal.

Bank Account Form - <https://www.tfaforms.com/4930282>

SAVE & CONTINUE EDITING

MARK AS COMPLETE

[Back to application](#)

[Hamilton County Small Business Reli...](#)

Application ID

Status: Grant Accepted

Step 5: Supply Bank Information

1 of 1 tasks complete

Last edited: Sep 15 2021 09:06 AM (EDT)

REVIEW

SUBMIT