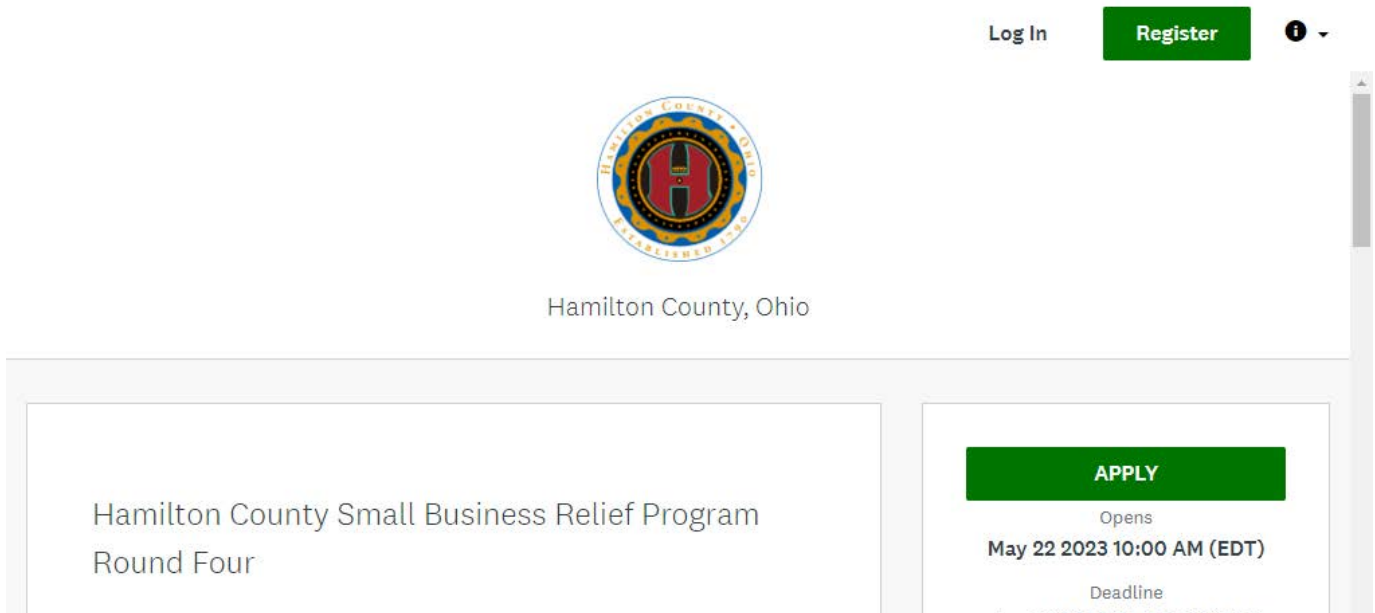


How-To Documentation

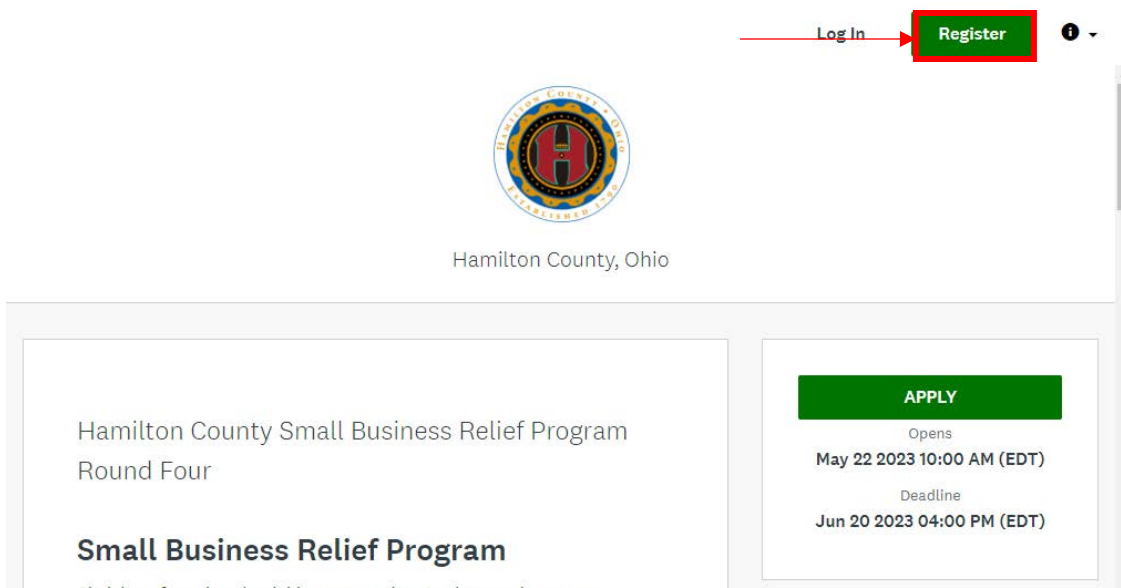
Register / Log In to website

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



CREATE ACCOUNT

Log In

Click the **Log In** button:

Log In

Register



Hamilton County, Ohio

Hamilton County Small Business Relief Program
Round Four

Small Business Relief Program

APPLY

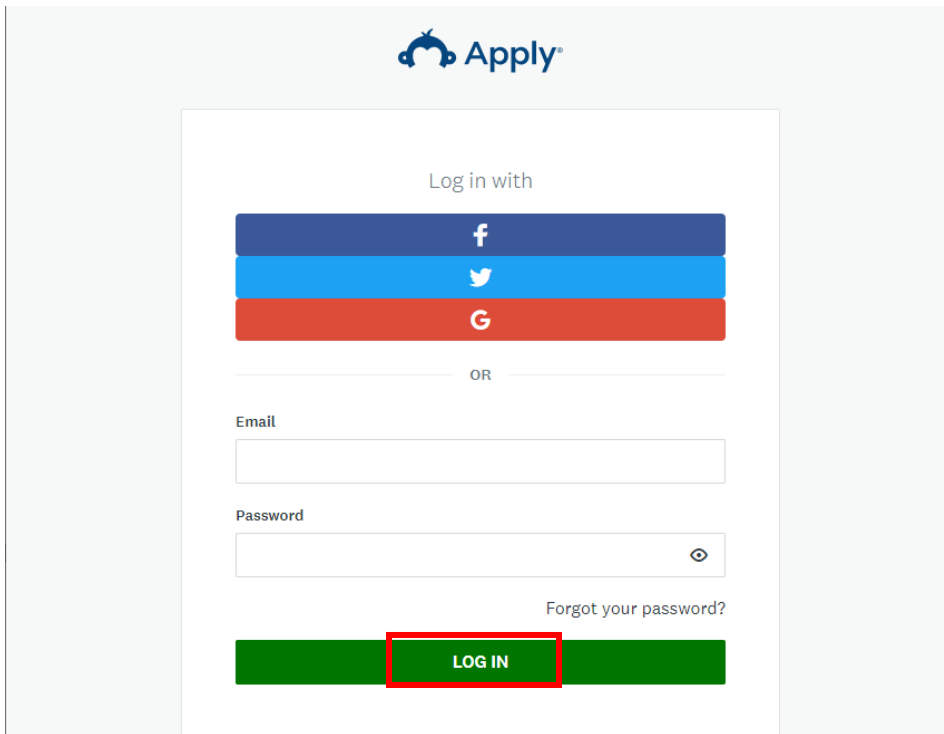
Opens

May 22 2023 10:00 AM (EDT)

Deadline

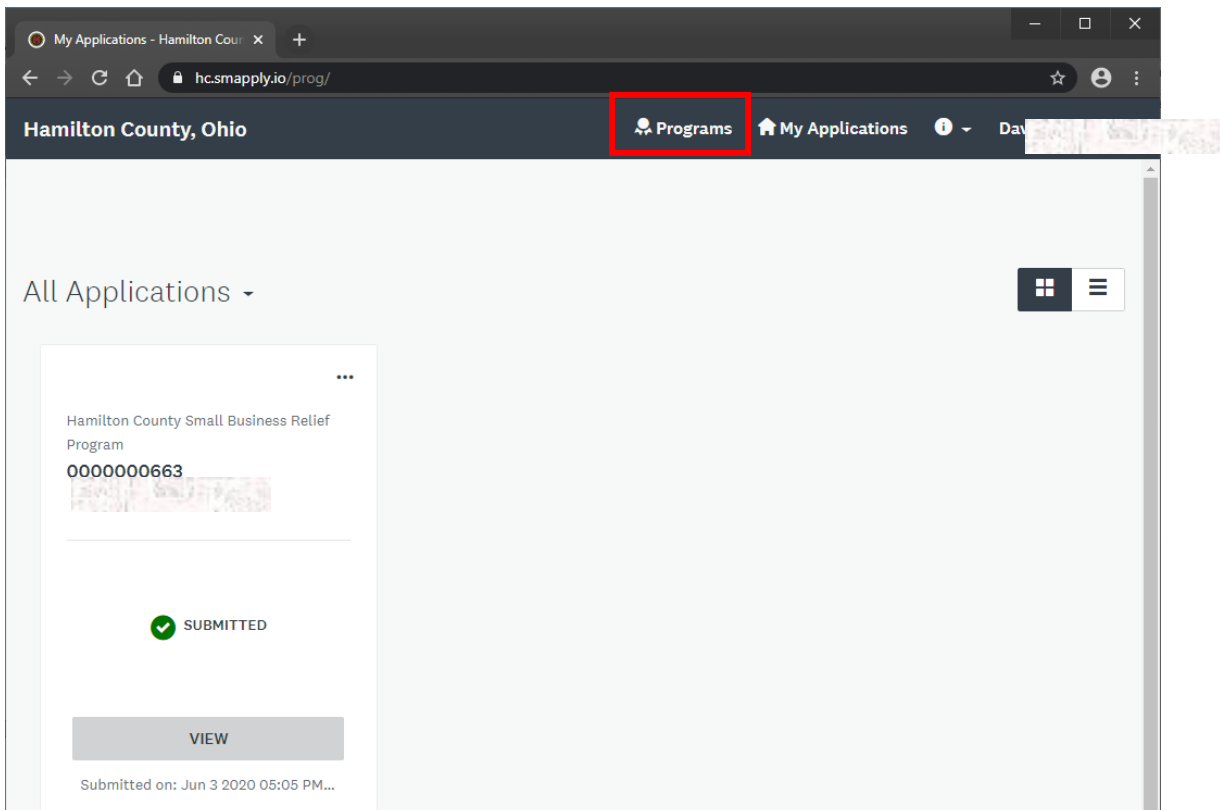
Jun 20 2023 04:00 PM (EDT)

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



Apply

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



If you did not apply for previous rounds, or you clicked **Programs** above, you will be taken directly to the program page. Click **More >** to access Round Four 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, Ohio

Hamilton County Small Business Relief Program Round Four

Small Business Relief Program

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

Overview

The Board of County Commissioners, Hamilton County, Ohio ("Board") has established the Hamilton County Small Business Relief Program to provide small businesses grant funds located in Hamilton County, Ohio that have been negatively impacted by the COVID-19 pandemic. Using American Rescue Plan Act State Local Fiscal Recovery Fund (ARPA-SLFRF) dollars eligible small businesses are able to apply for up to \$10,000 ("Grant") to be

APPLY

Opens
May 22 2023 10:00 AM (EDT)

Deadline
Jun 20 2023 04:00 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 shows a web interface for an application. It is divided into three main sections:

- Section A:** Located at the top left, it features a progress indicator showing "0 of 3 tasks complete" with a corresponding bar. Below this, it says "Last edited: Sep 13 2021 02:06 PM (EDT)". There are two buttons: "REVIEW" and "SUBMIT".
- Section B:** Located at the bottom left, it shows a user profile with the initials "DE" and a map image. Below this is a button labeled "Add collaborator".
- Section C:** Occupies the right half of the page. It has a title "Section C" and a link "Hamilton County Small Business..." with an external link icon. Below this is the text "Application ID" and two tabs: "APPLICATION" (selected) and "ACTIVITY". Underneath, there is a heading "Your tasks" followed by a list of three tasks:
 - Step 1: Application Questionnaire (Deadline: Oct 4 2021 05:00 PM (EDT))
 - 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 is similar to the one above, but with a red rectangular box highlighting the first task in the "Your tasks" list: "Step 1: Application Questionnaire" with a deadline of "Oct 4 2021 05:00 PM (EDT)".

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 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)

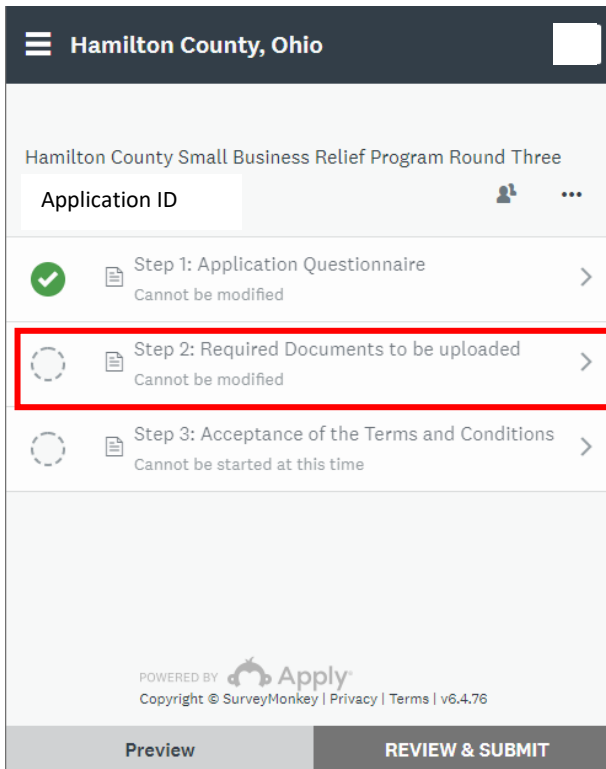
Application Form Round 3

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.

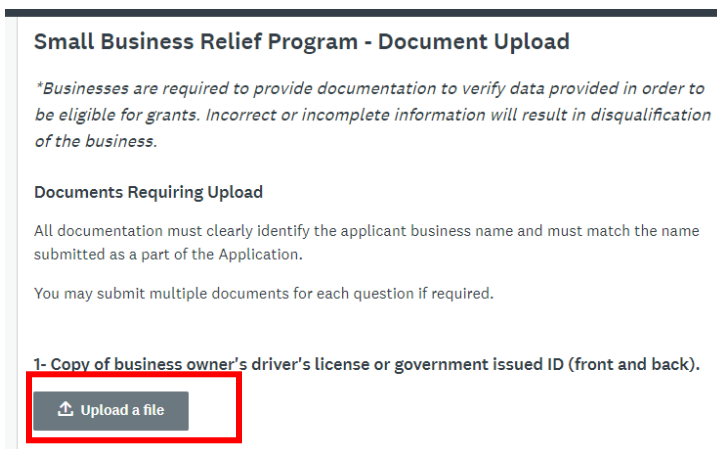
Name of Business:

Test Company 3

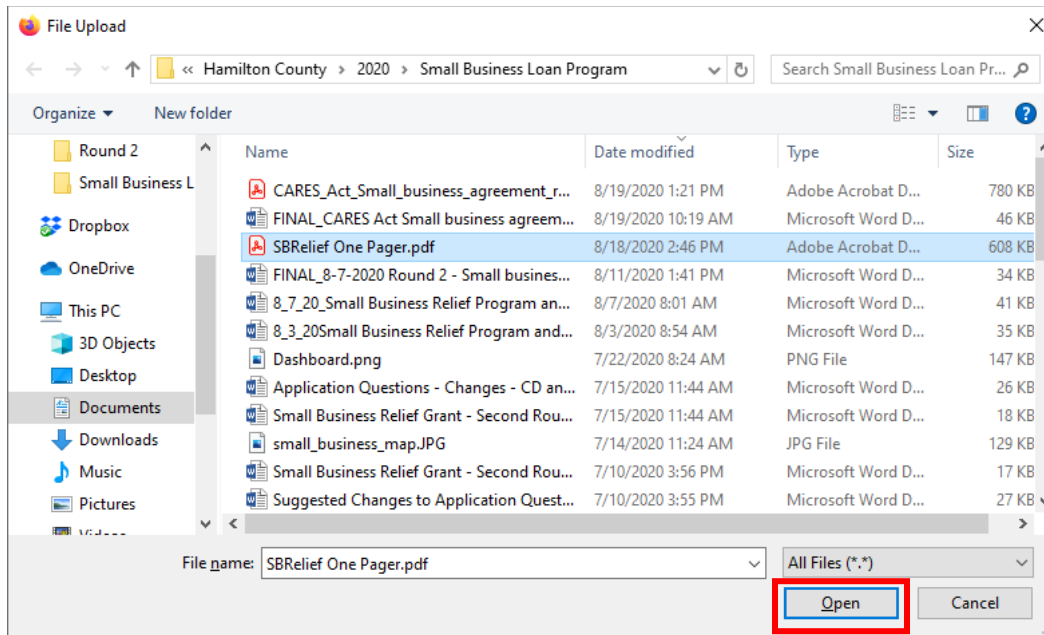


Documents Requiring Upload

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.



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**:

A screenshot of a web form for signing an application. The 'Signature' section has a note: 'NOTE: Please use your mouse or finger on a mobile device to add your signature on the line below.' A red handwritten signature 'Mr. Sample' is written over a horizontal line. To the right of the signature is the text '1- sign'. Below the signature is a 'Clear' button. Underneath is a 'Title' section with an empty text input field highlighted by a red box, with the text '2- add title' to its right. At the bottom of the form are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE', with the latter highlighted by a red box and the text '3- mark as complete' to its right. A paragraph of instructions is visible below the title field: '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

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:

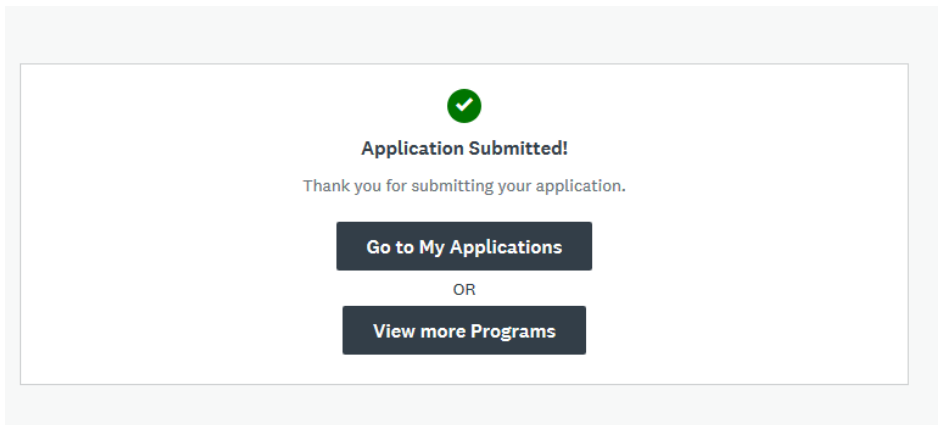
Submit application

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.



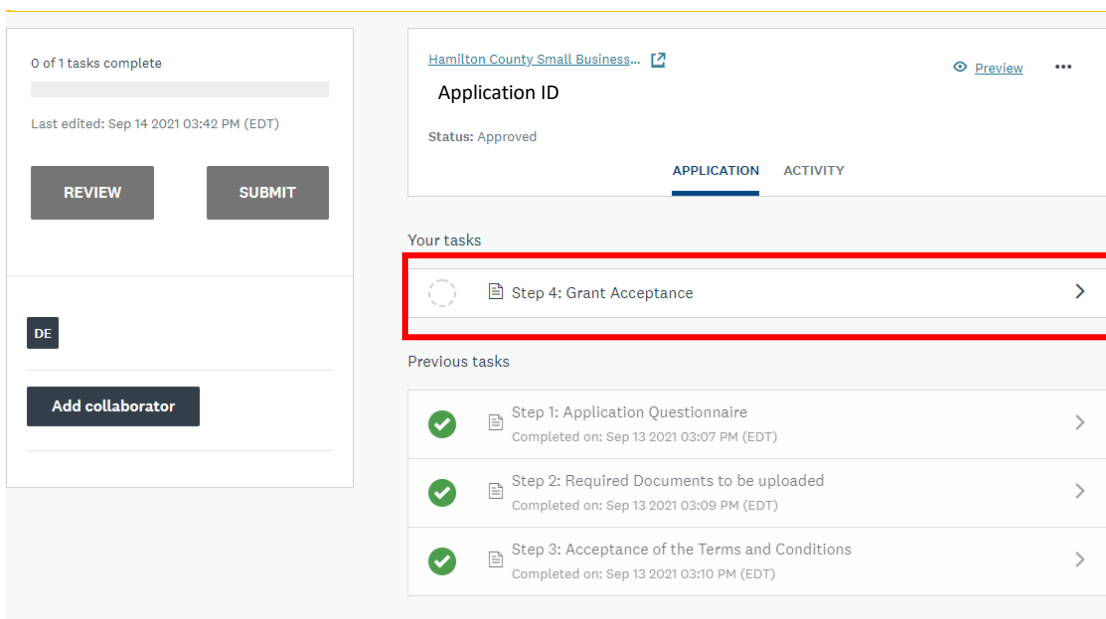
Next Steps

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.

Back to application

Hamilton County Small Business Reli...

Status: Approved

Step 4: Grant Acceptance

0 of 1 tasks complete

Last edited: Sep 14 2021 03:42 PM (EDT)

REVIEW SUBMIT

Step 4: Grant Acceptance

Grant Acceptance

Please review the terms and conditions, then sign below and Submit to accept the Grant.

You may review the [terms and conditions here](#), prior to signing.

Do you accept this grant for \$3000

Yes **1- check 'Yes' to accept**

No

Signature

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

Mr. Sample **2- sign**

Clear

Title

3- add title

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.

SAVE & CONTINUE EDITING **MARK AS COMPLETE** **4- mark as complete**

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.

Back to application

Hamilton County Small Business Reli...

Status: Grant Accepted

Step 5: Supply Bank Information **2- click 'Step 5: Supply Bank Information' task name**

0 of 1 tasks complete

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

REVIEW SUBMIT

Step 4: Grant Acceptance

Grant Acceptance

Please review the terms and conditions, then sign below and Submit to accept the Grant.

You may review the [terms and conditions here](#), prior to signing.

Do you accept this grant for \$3000

Yes

Signature

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

Owner

Title

Owner

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.

MARK AS COMPLETE **4- mark as complete**

1- click 'Back to Application' if needed (mobile device)

Click the link to go to the Bank Account Form.

← 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 Alloy Development Co. 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) *

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 Alloy Development Co. that you have accepted the Grant, and have provided them with everything needed to award your Grant funds.

This screenshot shows the application interface for 'Hamilton County Small Business Reli...'. The status is 'Grant Accepted'. The current step is 'Step 5: Supply Bank Information', which is 0 of 1 tasks complete. The last edited time is 'Sep 15 2021 09:05 AM (EDT)'. The main content area is titled 'Link to Secure Online Portal' and contains the text: 'Please follow the link below to supply you bank information in a secure online portal. Bank Account Form - <https://www.tfaforms.com/4930282>'. At the bottom, there are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE', with the latter highlighted by a red box.

This screenshot shows the application interface for 'Hamilton County Small Business Reli...'. The status is 'Grant Accepted'. The current step is 'Step 5: Supply Bank Information', which is 1 of 1 tasks complete. The last edited time is 'Sep 15 2021 09:06 AM (EDT)'. The main content area is titled 'Application ID' and contains the text: 'Status: Grant Accepted'. At the bottom, there are two buttons: 'REVIEW' and 'SUBMIT', with the latter highlighted by a red box.