

Mesa CARES Technical Assistance Application

City of Mesa Business can apply for assistance through the Mesa CARES Technical Assistance Program. Interested business applicants will complete an on-line application to request assistance. The [Mesa CARES web site](#) will have a link the application, as well as an information page with things applicants should know/have/do before they begin the application process.

The application period opens on June 8th. The application process consists of 5 easy steps:

1. Get your personalized link - enter name/email receive your personalized form link. This link will automatically save your form progress, so if you are interrupted and need to return later progress will not be lost.
2. Fill out the application – complete form fields
3. Review application information and attach supporting documents
4. Certify and sign the application and submit for consideration
5. Note your **Application ID** and **Mesa CARES PIN** so you can check that status of your application on MesaAZ.gov/CARESBizTechAssist.

Step 1: Get Your Personalized Application Link

1. Open a web browser and visit <http://mesaaz.gov/CARESBizTechAssist>.
2. Click the link to begin your application.
3. Type your name in the box below **Name**.
4. Type your email address in the box below **Email**.
5. Click the **Submit** button. Your personalized link will be emailed to you. **Keep this email** – it will allow you to access the application any time before you submit and pick up where you left off.

Applicant

Name

Email

Submit

Step 2: Fill Out the Application

1. Access the email account you used in Step 1, open the email from **City of Mesa – Mesa CARES**, and click the **Review and Sign** button to begin the application.

Hello Erin,

The City of Mesa – Mesa CARES team has sent you a link to begin your **Small Business Technical Assistance Program Application**. Please click below to start the application process. Additional information about the Small Business Technical Assistance Program Application is available at Mesaaz.gov/CARESBizTechAssist.

Review and Sign

City of Mesa – Mesa CARES

MesaCARESBusiness@Mesaaz.gov +14806442273

2. Click the **Continue** button at the top of the screen to agree to the terms and conditions.

I agree to Blueink's [Terms of Use](#) and [Privacy Policy](#) and consent to sign electronically with the Blueink service.

Continue

Criteria for Eligibility

Click the drop-down menu to the right of each **Criteria for Eligibility** question and select **True** or **False**.

Criteria for Eligibility

Please enter True or False for the following questions. If you answer False to any of these questions, your business is ineligible at this time. Please check the FAQ's located at Mesaaz.gov/CARESBizgrant to discover other resources that may be available through the City of Mesa.

Business must be an eligible business type located at a residential or physical, commercial address in the city of Mesa.

*Publicly traded companies and businesses in Maricopa County islands are not eligible at this time. Please reference the FAQ located at Mesaaz.gov/CARESBizgrant for a list of all ineligible businesses.

True

Business must have suffered negative financial impacts due to the Governor's executive orders that mandated closure or limited service options for the purpose of stemming the spread of COVID-19.

True

Personal Information

1. Type your **First Name** and **Last Name** in the appropriate boxes. You may include **Middle Name** if you choose, but it is not required.
2. Click the drop-down menu to the right of **Owner of Business?** and select **Yes** or **No** as appropriate.
3. Type your title in the box to the right of **Applicant's Job Title**. **NOTE:** This is only required if you are NOT the owner of the business.
4. Type the name of the business owner in the box to the right of **Owner Name** if it is different from the applicant.
5. Type your **Contact Phone Number**, **Contact Email**, and **Confirm Email** in the appropriate boxes.

Personal Information

First Name	Mickey
Middle Name	M
Last Name	Mouse
Owner of Business?	No
Applicant's Job Title (if not Owner)	Star
Owner Name (if different than applicant)	Walt Disney
Contact Phone Number	480-555-8686
Contact Email	mickey.mouse@email.com
Confirm Email	mickey.mouse@email.com

Business Information

1. If you previously applied for City of Mesa Mesa CARES funding, enter your **Application ID**. If you are a new applicant, **skip to step 2**.
2. Type your EIN/Tax ID in the box to the right of **Employer Identification Number (EIN)/Tax ID**.
3. Type your **Business Name** and **Business Phone Number** in the appropriate boxes.
4. Type your Mesa business address in the box to the right **Physical Address Line 1**. Addresses should be entered without punctuation (like **20 E MAIN ST**) and should not include any suite, unit or building numbers.

NOTE: To ensure your address is as accurate as possible we recommend entering it at <https://gis.mesaaz.gov/verifyaddress> and copying the displayed result from the Address line.

Address Successfully Verified



20 E MAIN ST is a verified City of Mesa address
Copy and paste the values below when submitting the address

Address	20 E MAIN ST
City	MESA
ZIP	85201
Zoning	DC DE
Council District	4

Start Over

5. Type additional address details in the box to the right of **Physical Address Line 2** if needed.
6. Click the drop-down menu to the right of the **Zip Code** field and select the correct option for your Mesa address.
7. Type the date your business first opened in **MM/DD/YYYY format**, like 01/01/1999 in the box to the right of **Date Business First Opened in Mesa**.
8. Type the **Number of full-time equivalent employees prior to March 1, 2020** in the appropriate box. This should be a whole number and contain no special characters.
9. Type the **Number of full-time equivalent employees currently** in the appropriate box. This should be a whole number and contain no special characters.
10. Click the drop-down menu to the right of **Have you received any additional grants related to COVID-19** and select **Yes** or **No** as appropriate.
11. If you selected **Yes** in step 9, describe the grant in box to the right of **If yes, please describe:**. If you selected **No**, continue to step 12.
12. Click the drop-down menu to the right of **Is this a home-based business?** and select **Yes** or **No** as appropriate.
13. Click the drop down to the right of **Business Structure** and **Industry** and select the appropriate options.

Business Information

If you previously applied for City of Mesa CARES funding, please enter your Application ID	<input type="text"/>
Employer Identification Number (EIN)/Tax ID	<input type="text" value="555-666-8778"/>
Business Name	<input type="text" value="Disney Pictures"/>
Business Phone Number	<input type="text" value="480-858-6595"/>
Physical Address Line 1	<input type="text" value="200 S Center St"/>
Physical Address Line 2	<input type="text" value="Building 2"/>
Zip Code	<input type="text" value="85201"/>
Date Business First Opened in Mesa (MM/DD/YYYY)	<input type="text" value="01/01/1999"/>
Number of full-time equivalent employees prior to March 1, 2020	<input type="text" value="55"/>
Number of full-time equivalent employees currently	<input type="text" value="25"/>
Has the business received any additional grants or assistance related to COVID-19?	<input type="text" value="No"/>
If yes, please describe:	<input type="text"/>
Is this a home-based business?	<input type="text" value="Yes"/>
Business Structure	<input type="text" value="Partnership"/>
Industry (what best describes your business)	<input type="text" value="Pet Services"/>

Technical Assistance

Technical Assistance opportunities are divided into 6 major categories - General Business, Marketing, Human Resources, Financial Counseling, Organizational Development, and Information Technology.

1. Click the drop-down menu to the right of the desired assistance items and rank them in priority order. Applicants should only select and rank the items being requested.

Type of Technical Assistance

Rank in order from your highest to lowest priority, 1 being the highest and 33 the lowest, and only rank items being requested.

General Business

Business Plan/Coaching

1

Sales

Interior Update and Redesign for
Social Distancing

Signage - New and Required

Disaster Preparedness/Emergency
Planning

Marketing

Digital Media

2

Advertising

3

Design

Database Marketing

2. Click the **Continue** button.

Continue

NOTE: You will be alerted if you neglected to complete any required fields or entered incorrect data.

Continue

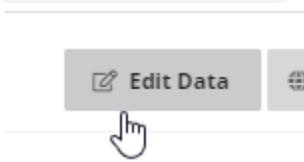
Error. See above for details.

• is a required property

• should be number

Step 3: Review and Continue the Application

1. Scroll through the application information entered so far and ensure there are no errors. If you need to correct something, press the **Edit Data** button near the upper right corner of the screen to go back.



2. If everything looks good, press the **Next** button near the lower left corner of the screen.



3. Describe your greatest need by typing in the box below **Please describe your greatest need** near the lower center of your application.
4. Click the **Save and Next** button.

A screenshot of a text input field with the placeholder text "Please describe your greatest need". The field contains the text "I need assistance building a web site."

5. Click the **Upload a File** button OR the **Take a Photo** button to include a copy of your W9 and follow the on-screen prompts. **A W-9 is required.**
6. Click the **Save and Next** button when you are done uploading.

A screenshot of a section titled "Please attach W9:". It features a file upload area with a button labeled "Upload 1 BusinessF...". Below this is a "Clear All" button. At the bottom, there are two buttons: "Upload a File" and "Take a Photo", separated by the word "OR".

7. Click the **Upload a File** button OR the **Take a Photo** button and attach **at least 1 item as proof of a Mesa-based business address** and follow the on-screen prompts. You can upload multiple attachments.
8. Click the **Save and Next** button when you are done uploading.

Attach at least 1 of the following for proof of Mesa Address:

Mesa CARES

Upload 1

Clear All

Upload a File OR Take a Photo

Save and Next Skip

Step 4: Certify and Sign

1. Read the **APPLICANT CERTIFICATION** section and click the box to the left of **Applicant Certification – Please Check** near the bottom center of the screen to check it.
2. Click the **Save and Next** button.

Applicant Certification - Please Check

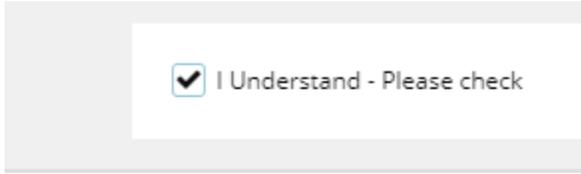
Save and Next Skip

3. Read the **PERMISSION TO VERIFY INFORMATION** section and click the box to the left of **Permission to Verify Information – Please Check** near the bottom center of the screen to check it.
4. Click the **Save and Next** button.

Permission to Verify Information - Please Check

Save and Next Skip

5. Read the **I UNDERSTAND** section and click the box to the left of **I Understand – Please Check** near the bottom center of the screen to check it.
6. Click the **Save and Next** button.

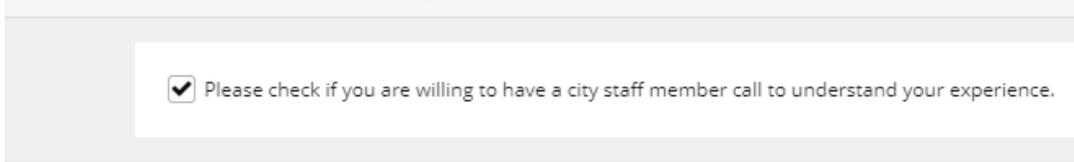


I Understand - Please check



Save and Next Skip

7. Read the final section and decide if you would like to have a City staff member follow up regarding your experience. If **Yes**, click the box to the left of **Please check if you are willing...** near the bottom center of the screen to check it.
8. Click **Save and Next**. If **No**, click **Skip**.



Please check if you are willing to have a city staff member call to understand your experience.



Save and Next Skip

9. Click the **Choose Signature** button near lower center of the screen.



Signature
Choose signature

10. Draw or type your signature and click the **Save Signature** button.



Draw Type your signature in the box below

Type

Mickey Mouse

Save Signature

11. Scroll up and review the document one more time. Once it is submitted content on the application cannot be modified.
12. When ready, click the **Submit Document** button near the lower right corner of the screen.



Submit Document

13. You will receive an email with your **Application ID** and **Mesa CARES PIN**. **Keep this information** as it will be used to check your application status at <http://mesaaz.gov/CARESBizTechAssist>. The email also has link to download a copy of your completed application.

Hello Erin,

Your Small Business Technical Assistance Program Application has been submitted. Please click the link below to download a copy of the application for your records.

Your Application ID is: WtW9QrPwD

Your Mesa CARES PIN is: 694573

You can use the Application ID and PIN to check the status of your application by visiting <http://mesaaz.gov/CARESBizTechAssist>

[Download Documents](#)

City of Mesa – Mesa CARES

MesaCARESBusiness@Mesaaz.gov +14806442273