



U.S. Small Business
Administration

COVID-19 Relief for Small Business

West Virginia District Office – April 15, 2020

wvinfo@sba.gov

www.sba.gov/wv

Email Updates: sba.gov/updates

SBA Customer Service (24/7) : 800 - 659 - 2955

Economic Injury Disaster Loans

SBA Disaster Customer Service Center

(800) 659-2955

Deaf or hard-of-hearing

(800) 877-8339

sba.gov/updates

SBA's Working Capital Disaster Loans

Brief Overview

- Apply covid19relief.sba.gov/#/
- There is no cost to apply
- There is no obligation to take the loan
- 1st payment deferred for 12 months
- Advance = \$10K = 10+ employees or \$1K/employee
- Available to existing disaster loan borrowers
- Plus automatic 12- month deferment for existing disaster loans

SBA's Economic Injury Disaster Loan Terms

What are the interest rates?

- Interest rates
 - Small Businesses 3.75%
 - Most Private, Non-Profits 2.75%
- Terms up to 30 years
- Repayment based on individual business' ability to repay

How can I use the loan funds?

- Fixed debts (rent, utilities, etc.)
- Payroll
- Accounts payable

Based on...

- 2-6 months working capital requirements

Eligible

Who Can Apply

Under 500 Employees and

- Small Business (all forms)
- Cooperatives
- Employee Stock Ownership Plan (ESOP)
- Tribal Small Business
- Aquaculture and Nursery businesses
- Private non-profit organization with IRS designation 501(c),(d), or (e)
- Private non-profit doing business under State law
- Faith-based organizations
- Under SBA Size Standards

[SBA Small Business Size Standards](#)

Ineligible

Who Cannot Apply

- Illegal activity (as defined by Federal guidelines)
- Principal with a 50% + more than 60 days delinquent on child support
- Agricultural enterprise (unless otherwise approved)
- Displays of a prurient sexual nature (directly or indirectly)
- More than 1/3 of gross annual revenue from *legal* gambling activities
- Is in the business of lobbying
- Is a state, local, or municipal government or a member of Congress

Primary Criteria for Approval

- Acceptable credit history
 - Will accept Credit Score of...
- Ability to repay the SBA loan
 - Determined on a case-by-case basis
 - Can your business, with your current debts, also repay this loan?

Ineligible Uses of Loan

- Dividends or bonuses
- Payment to owners, unless for performance of services
- Repayment of stockholder/principal loans (with exceptions)
- Expansion of facilities, acquisition of fixed assets
- Repair or replacement of physical damages
- Refinancing long term debt
- Payment of federal debt except IRS
- Relocation

Other ineligible uses available [online](#)

covid19relief.sba.gov/#/



DISCLOSURES



BUSINESS INFORMATION



BUSINESS OWNERS INFORMATION



ADDITIONAL INFORMATION



SUMMARY

STREAMLINED PROCESS REQUIREMENTS

SBA is collecting the requested information in order to make a loan under SBA's Economic Injury Disaster Loan Program to the qualified entities listed in this application that are impacted by the Coronavirus (COVID-19). The information will be used in determining whether the applicant is eligible for an economic injury loan. If you do not submit all the information requested, your loan cannot be fully processed.

The Applicant understands that the SBA is relying upon the self-certifications contained in this application to verify that the Applicant is an eligible entity to receive the advance, and that the Applicant is providing this self-certification under penalty of perjury pursuant to 28 U.S.C. 1746 for verification purposes.

The estimated time for completing this entire application is two hours and ten minutes, although you may not need to complete all parts. You are not required to respond to this collection of information unless it displays a currently valid OMB approval number.

ELIGIBLE ENTITY VERIFICATION

Choose One:

- Applicant is a business with not more than 500 employees.
- Applicant is an individual who operates under a sole proprietorship, with or without employees, or as an independent contractor.
- Applicant is a cooperative with not more than 500 employees.
- Applicant is an Employee Stock Ownership Plan (ESOP), as defined in 15 U.S.C. 632, with not more than 500 employees.
- Applicant is a tribal small business concern, as described in 15 U.S.C. 657a(b)(2)(C), with not more than 500 employees.
- Applicant is a business, including an agricultural cooperative, aquaculture enterprise, nursery, or producer cooperative, that is small under SBA Size Standards found at <https://www.sba.gov/size-standards>.
- Applicant is a business with more than 500 employees that is small under SBA Size Standards found at <https://www.sba.gov/size-standards>.
- Applicant is a private non-profit organization that is a non-governmental agency or entity that currently has an effective ruling letter from the IRS granting tax exemption under sections 501(c),(d), or (e) of the Internal Revenue Code of 1954, or satisfactory evidence from the State that the non-revenue producing organization or entity is a non-profit one organized or doing business under State law, or a faith-based organization.

Other Information Required

- Gross Revenues
- Number of employees
- Cost of Goods Sold
- Lost Rents (for rental property owners)
- Cost of Operating Expenses (for nonprofits)
- Other reimbursement (business interruption insurance)

If not applicable to your business, enter \$0.

Advance

Depends on Number of Employees

I would like to be considered for an advance of up to \$10,000.

Where to Send Funds

Bank Name *

Account Number *

Routing Number *

This loan advance is not repaid.

May Be Requested

By Your Loan Processor

- Personal Financial Statement (SBA Form 413)
- Schedule of Liabilities (SBA Form 2202)
- Federal income tax returns
- Year-end profit-and-loss statements and balance sheets
- Current year-to-date profit-and-loss statement
- Monthly sales figures

General Information

- Need more? Ask for increase.
- Need less? Request reduction.
- Denied? 6 months for reconsideration.
- Based on 2-6 months of working capital requirements.

When in doubt, apply!

EIDL FAQs

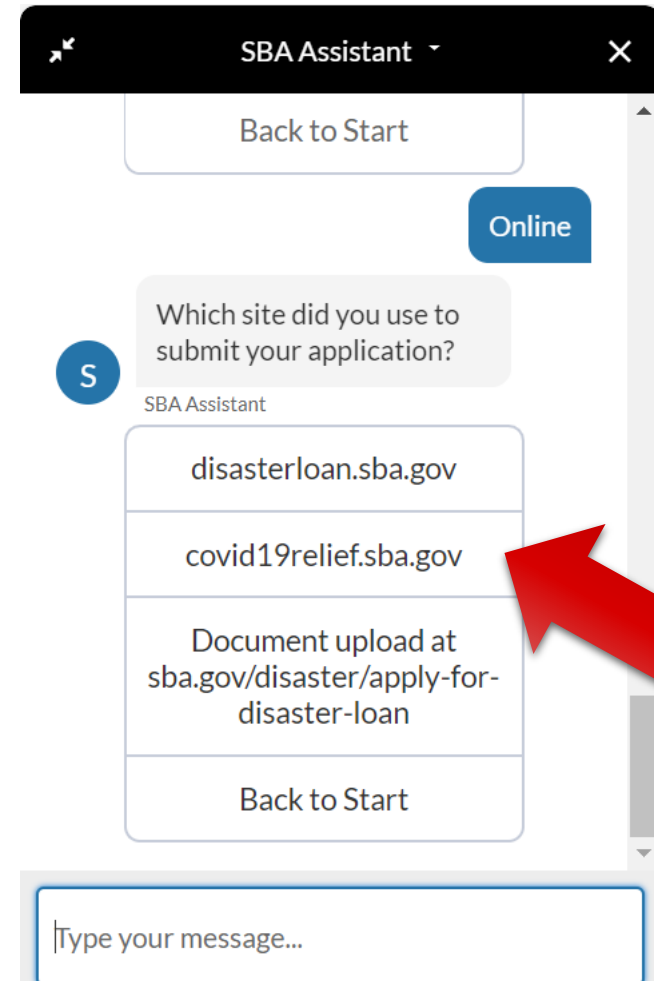
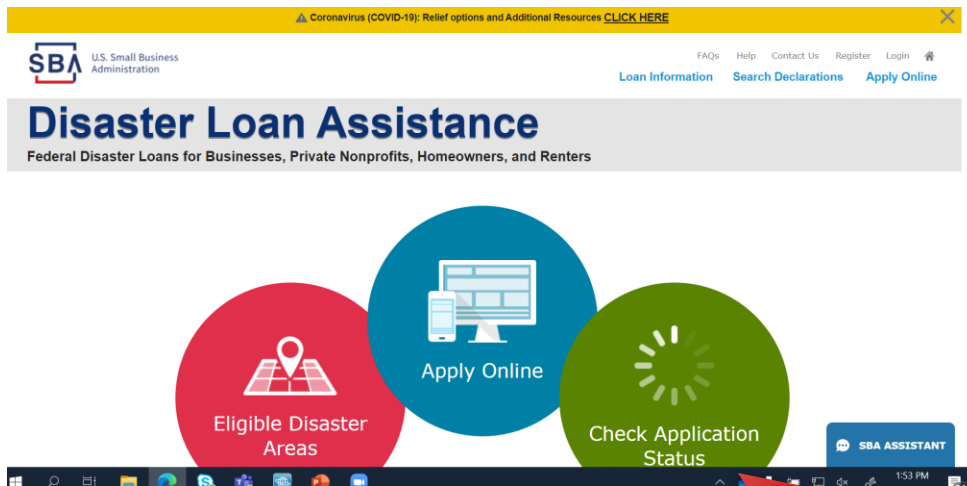
How can I check on my loan status?

- Check in with the **SBA Assistant** at <https://disasterloanassistance.sba.gov/s/>
- Mailed Application? SBA Customer Service 1-800-659-2955.
- Emailed Application? **Re-apply** at covid19relief.sba.gov
- Old portal & no communication? **Re-apply** covid19relief.sba.gov
- Streamlined COVID-19 portal? SBA will contact you.

Otherwise, call Customer Service: 1-800-659-2955

Find the SBA Assistant

<https://disasterloanassistance.sba.gov/s/>



You are in the wrong place...

▲ Coronavirus (COVID-19): Relief options and Additional Resources [CLI](#)



Loan |

Disaster Loan Assistance

Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters

[Login](#) [Register](#) [Password Reset](#)

Disaster Loan Assistance - Login

*User Name

*Password

Login ▶

System Requirements

The recommended browser is Internet Explorer 10 or later.

- If you have dial-up Internet service, you may experience delays.
- You must have cookies and JavaScript enabled.
- You should allow pop-up messages.
- You must have Adobe Reader installed.

Notice - T

This is a Federal computer system and is the property of (authorized or unauthorized) have no explicit or implicit e stored on this system, including e-mail, Internet, and int devices and output media) and all files on this system m copied, audited, and/or inspected by authorized Small I General (OIG), and/or other law enforcement personnel, a foreign.

Access or use of this computer system by any person, interception, monitoring, reading, capturing, recording, d authorized SBA personnel, law enforcement personnel (both domestic and foreign. Unauthorized use of, or ex constitute a violation of 18 U.S.C. § 1030 or other Fede administrative action. By continuing to use this system, conditions and acknowledge that there is no reasonable e

Paycheck Protection Program

PPP

Brief Overview

- The Paycheck Protection Program provides small businesses with funds to pay up to 8 weeks of payroll costs including benefits
- Funds can also be used to pay interest on mortgages, rent, and utilities
- Entire loan amount may be forgiven

Important Details

- Up to \$10M
- Fewer than 500 employees and
 - Small business
 - Non-profits (501c3)
 - Veterans organizations (501c19)
 - Tribal businesses (31b2C)
 - Sole proprietorships/Self-employed/Independent contractors
- Available until June 30
- Apply through Lenders

[SBA Size Standards](#)

Ineligible

- Engaged in any illegal activity
- Engaged in bankruptcy
- An owner with more than 20% is subject to formal criminal charges or presently incarcerated or on probation or parole
- Currently delinquent or defaulted within the last 7 years, on a direct or guaranteed loan from SBA or any other federal agency
- Suspended or Debarred
- Otherwise ineligible in SBA Standard Operating Procedure 50 10 5(K)

Payroll Costs (75%)

8 Weeks

1. Salary, wages, commissions, tips
2. Employee benefits
3. State and local taxes

How to Calculate

- Most? Average monthly-- 2019
- Sole proprietor? Wages, commissions, income, or net earnings
- Seasonal? Average monthly-- Feb 15 and Jun 30
- New Business? Average monthly Payroll Costs-- Jan 1 to Feb 29
- All must be under \$100K
- Do not include employer's share of payroll tax.

Other Eligible Costs (25%)

Obligated Before February 15

- Rent
- Utilities (electricity, water, gas, telephone, or internet)
- Interest on mortgage and “any other debt obligations that were incurred before Feb 15” [see page 15 of interim rule]

Lenders Will Verify

Documentation

1. Your business was in operation on February 15
2. Your business had employees
3. You had average monthly “payroll costs”

Other Requirements

- Collateral required? NO
- Personal Guaranty? NO
- SBA Fees? NO
- Agent fees? NO

Forgivable

3 Conditions

1. Loan proceeds covered approved costs
2. Employee numbers maintained
3. Compensation levels are maintained

How to Request Loan Forgiveness

- Submit a written request to your lender.
- Request should include documents verifying:
 - Full Time equivalent employees
 - Employee pay rates,
 - Interest Payments on eligible mortgages & other debts
 - Payments on lease
 - Payments on utilities
- Lender has 60 days to reply

If Your Loan Is Not Forgiven

- 2-year repayment term
- 1% interest rate
- 6 months deferral
- Interest will accrue 6-month period
- No prepayment penalties

Other Questions

Will NOT Make Ineligible

- Business or any owner have common management with any other business?
 - If yes, attach a listing of all Affiliates and describe the relationship as Addendum A.
- Has the Business received an SBA Economic Injury Disaster Loan between January 31, 2020 and April 3, 2020?
 - If yes, provide details on a separate sheet identified as Addendum B.

How Much Can I Request?

1. Aggregate payroll costs from the past 12 months or calendar year 2019
2. Subtract cash compensation in excess of an annual salary of \$100K
3. Calculate average monthly payroll costs \div 12
4. Multiply average payroll costs by 2.5

Annual Payroll = \$120,000

Average Mo. Payroll = \$10,000

Multiply by 2.5 = \$25,000

Maximum Loan = \$25,000

If you received an EIDL loan between January 31 and April 3 and used it for Payroll Costs...

Your PPP loan must be used to refinance your EIDL loan.

Example with EIDL Loan

Annual Payroll = \$120,000

Average Mo. Payroll = \$10,000

Multiply by 2.5 = \$25,000

Add EIDL Loan = \$10,000

Maximum Loan = \$35,000

EIDL Advance is NOT included.

How Do I Apply?

Finding An Approved Lender

- Contact your local bank and ask if they're participating.
- If they are not, go to www.sba.gov/wv and click on [WV Resource Guide](#) and identify another lender who may be accepting application from new customers.
- See a full list of SBA lenders are listed on pages 27-32.
- Each District Office has a state Resource Guide with similar information.

FAQs

Do I have to choose one or the other?

No. You can apply for both. You just cannot hold funds from both programs for the same purpose.

PPP available through June 30, 2020

EIDL available through December 2020

FAQs

What rules can I and my lender rely on, as the Final Rules have not been published?

“The U.S. Government will not challenge any lender PPP actions that conform to this guidance [i.e. the April 8 **FAQ**] and to the **PPP Interim Final Rules...**”

How much calculating does my lender have to do when I submit my request?

“Providing an accurate calculation of payroll costs is the responsibility of the borrower, and the borrower must attest to the accuracy of those calculations. Lenders are expected to perform a good faith review, in a reasonable time, of the borrower’s calculations and supporting documents. The level of diligence by a lender should be informed by the quality of the supporting documents supplied by the borrower.”

[Treasury FAQs for Lenders](#)

SBA Debt Relief

Current Debt Relief

The SBA Debt Relief program will provide a reprieve to small businesses as they overcome the challenges created by this health crisis.

The SBA will pay 6 months principal and interest of

- 1. Current 7(a) loans**
- 2. New 7(a) loans** issued prior to Sep 27, 2020
- 3. 504 loans** (lender portion)
- 4. SBA microloans**

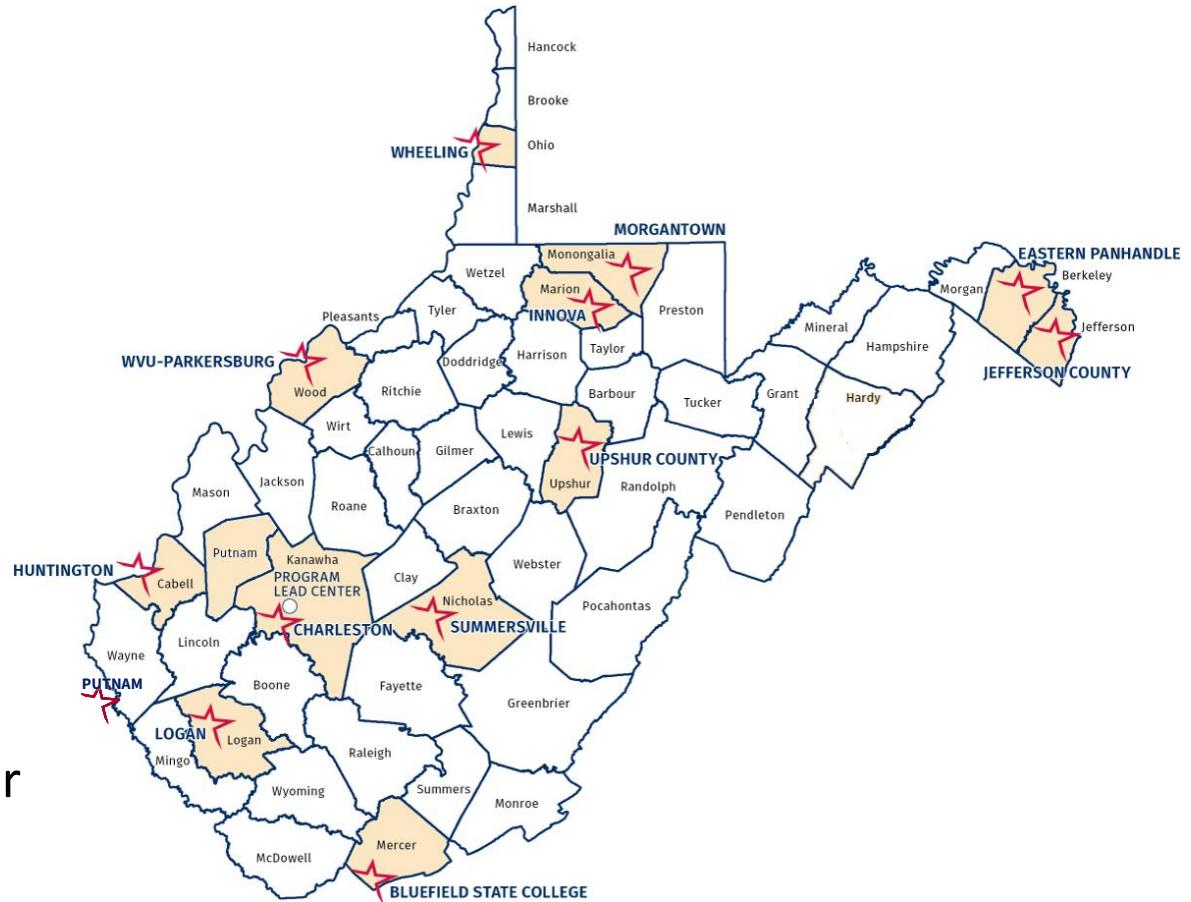
Contact your lender to get in line.

Assistance From SBA Partners

- Small Business Development Centers (SBDCs)
- Women's Business Centers (WBC)
- Veteran's Business Outreach Centers
- SCORE

For the nearest office, visit: <https://www.sba.gov/local-assistance>

West Virginia Small Business Development Center



- Assistance in calculations needed for application
- Advice for business continuity
- Marketing advice during the pandemic

WWSBDC.com/Coaches

West Virginia District Office

WEST VIRGINIA DISTRICT OFFICE

SBA.gov » Local Assistance » District Office List » West Virginia

West Virginia District Office


320 West Pike Street Suite 330
Clarksburg, WV
Phone: 304-623-5631

Locations:

Clarksburg | Charleston

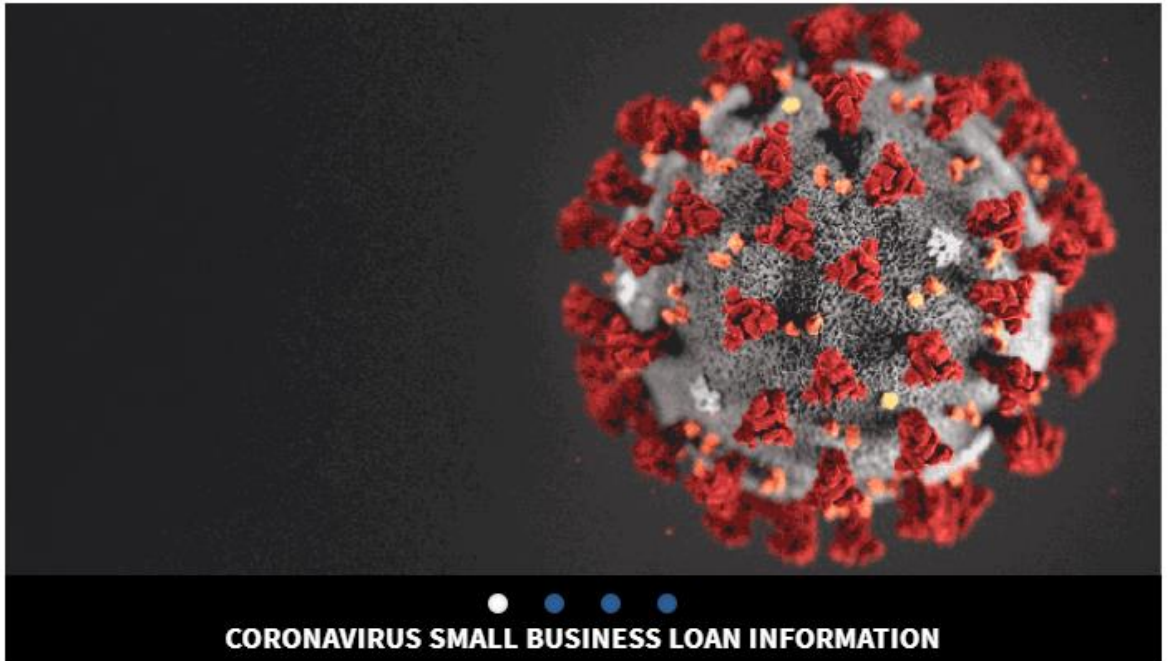
About Us

The West Virginia District Office is located at 320 West Pike Street, Suite... MORE >>

District Director: Karen Friel
Office Directory 

Resource Guide

[West Virginia District Office Resource Guide](#) 
[National Resource Guide \(En Español\)](#) 



Question	Economic Injury Disaster Loan	Payroll Protection Program
Application	covid19relief.sba.gov/#/	Contact your lender
Eligibility	<p>Under 500 employee and a:</p> <ul style="list-style-type: none"> • Small Business • Sole Proprietor • Cooperatives includes agricultural cooperative • Employee Stock Ownership Plan (ESOP) • Tribal small business • Aquaculture and nursery business • 501(c), (d), or (e) nonprofits • State-based private non-profit • Faith-based organization • Business under SBA Size Standards 	<p>Under 500 employers and a:</p> <ul style="list-style-type: none"> • Small Business • 501c3 Nonprofit • 501c19 Veteran’s Organization • 31b2C Tribal Business • Sole proprietorship • Self-employed • Independent contractor • Faith-based organization
Approved Uses	<p>Working Capital, which includes:</p> <ul style="list-style-type: none"> • Fixed debts (rent, utilities, etc.) • Payroll • Accounts payable • Some bills that could have been paid had the disaster not occurred 	<ul style="list-style-type: none"> • 8-Weeks of payroll costs • Rent, Utilities, Interest on Debts
Terms	<ul style="list-style-type: none"> • 3.75% • Up to 30 years 	<ul style="list-style-type: none"> • Forgivable if used for 75% payroll costs and 25% for rent, utilities, interest costs • If not forgiven, 1% interest for 2 years
Payments Begin	In 12 months	In 6 months (if not forgiven)

Quick Links

- [Economic Injury Disaster Loan & Advance Information](#)
- [EIDL Application](#)
- [WV Resource Guide Lender List \(Pages 27-32\)](#)
- [Faith Based Information](#)

QUICK LINKS

Where to Find the Latest Information

- [Find an Eligible Lender](#)
- [P3 Borrower Information](#)
- [P3 Lender Information](#)
- [P3 Borrower Application](#)
- [P3 Interim Rules](#)



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