U.S. Small Business Administration

COVID-19 Relief for Small Business

West Virginia District Office

wvinfo@sba.gov

www.sba.gov/wv

Email Updates sba.gov/updates

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

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
- In Business on Feb 15
- Fewer than 500 employees and
  - Small business
  - Non-profits (501c3)
  - Veterans organizations (501c19)
  - Tribal businesses (31b2C)
  - Sole proprietorships/Self-employed/Independent contractors

- 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

*See application for full list.

Payroll Costs (75%)

8 Weeks

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

<u>How to Calculate</u>

- 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/other debt obligations

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 ÷ 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 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

How Do I Apply?

Finding An Approved Lender

- Contact your local bank and ask if they're participating.
- Find at sba.gov https://www.sba.gov/paycheckprotection/find
- Find at www.sba.gov/wv Business Resource Guide on pages 27-32.
- Each District Office has a state Resource Guide with similar information.
- There are some online lenders as well.

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

Economic Injury Disaster Loans

SBA Disaster Customer Service Center
(800) 659-2955

Deaf or hard-of-hearing
(800) 877-8339

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 = $1K/employee up to $10K
- Available to existing disaster loan borrowers
- Plus automatic 12- month deferment on all 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? Working Capital

- 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 Tool

Ineligible

Who Cannot Apply

- Illegal activity
- Delinquent on child support
- Agricultural enterprise (unless otherwise approved)
- Displays of a prurient sexual nature
- More than 1/3 of gross annual revenue from *legal* gambling activities
- Marijuana businesses
- 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?

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.

COVID-19 ECONOMIC INJURY DISASTER LOAN APPLICATION

DISCLOSURES | BUSINESS INFORMATION | BUSINESS OWNERS INFORMATION | ADDITIONAL INFORMATION | SUMMARY

Step 1 of 3

Business Information

Business Legal Name *

Trade Name *

EIN/SSN for Sole Proprietorship *

Organization Type*

Is the Applicant a Non-Profit Organization? *

Yes No

Is the Applicant a Franchise? *

Yes No

Gross Revenues for the Twelve(12) Month Prior to the Date of the Disaster (January 31, 2020) *

Cost of Goods Sold for the Twelve(12) Month Prior to the Date of the Disaster (January 31, 2020) *

Other Information Required

- **Gross Revenues**
- **Number of employees**
  - Sole Proprietors/Partners– Count yourselves as *Employees*
- Cost of Goods Sold (retail)
- 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.

The Advance will show up with no fanfare.

May Be Requested

By Your Loan Processor

- Personal Financial Statement (SBA Form 413)
- Schedule of Liabilities (SBA Form 2202)
- **Federal income tax returns**
- **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!

Print out this page

VZW Wi-Fi 8:00 PM

AA covid19relief.sba.gov

SBA U.S. Small Business Administration

OMB Control #3245-0406

Expiration Date: 09/30/2020

Disaster Loan Assistance

Federal Disaster Loans for Businesses, Private Non-profits, Homeowners and Renters

COVID-19 ECONOMIC INJURY DISASTER LOAN APPLICATION

Application Submitted

Your application number is

You will not receive an email confirmation of your application submission. You will be notified through the email address you submitted (@ **.com**) when we are processing your application. We expect this to take about a week.

Please write down your application number or print this

In a few weeks, you will get an email like this…

U.S. Small Business Administration

Subject: **SBA Application No. <%APPLICATION NUMBER%> - Submitted Confirmation**

Create your SBA Economic Injury Disaster Loan Portal Account

Your SBA Application No. <application number> is ready for the next step. Create your SBA Economic Injury Disaster Loan Portal account to provide additional details or requested documents.

Create Account

Questions? We're here to help. Call us at 1-800-659-2955 | TTY/TDD: 1-800-877-8339

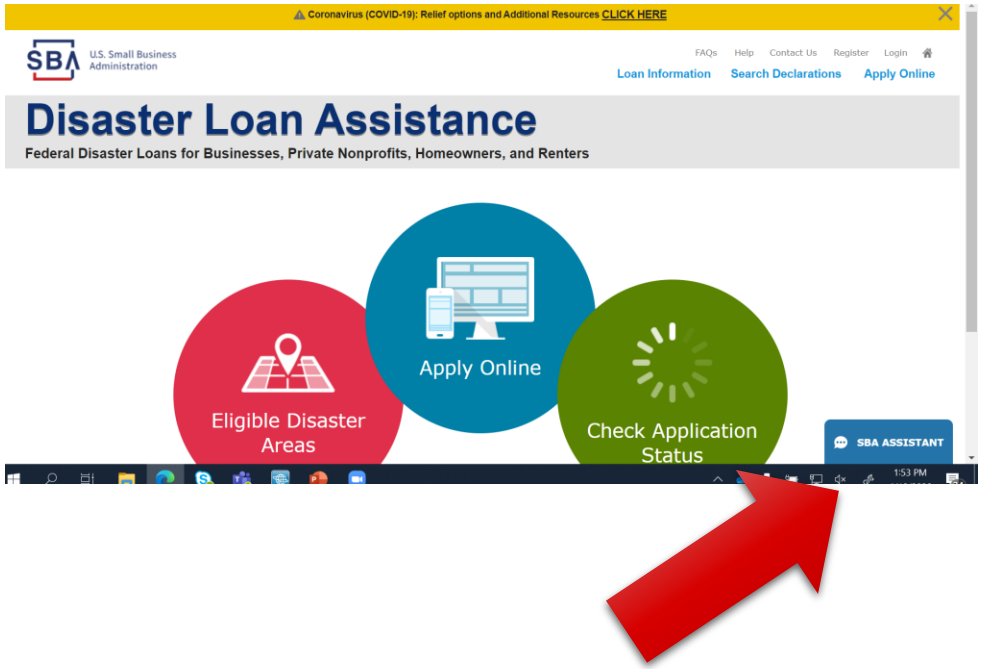
Office of Disaster Assistance
U.S. Small Business Administration
disastercustomerservice@sba.gov

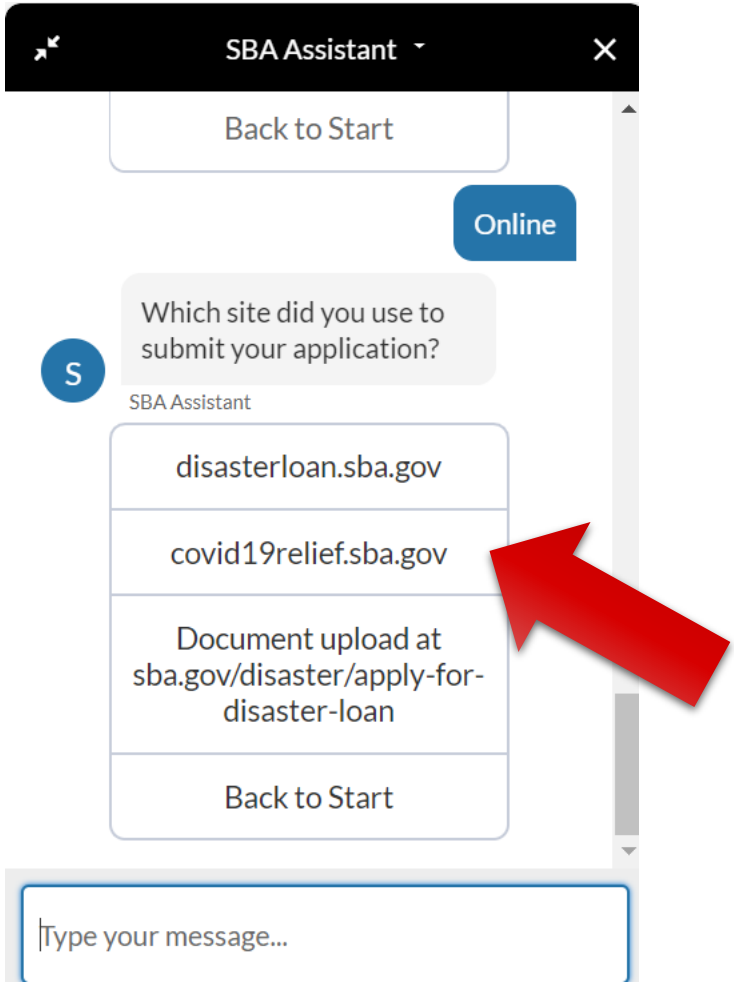
EIDL FAQs

How can I check on my loan status?

- Check in with the **SBA Assistant** at https://disasterloanassistance.sba.gov/s/
- Streamlined COVID-19 portal? SBA will contact you.
- Customer Service: 1-800-659-2955 and ask for **Tier 2**.

Find the SBA Assistant
https://disasterloanassistance.sba.gov/s/





https://covid19relief1.sba.gov/

U.S. Small Business Administration

Sign in to Your Account

Access your SBA Economic Injury Disaster Loan Portal Account to review your application and track your loan status.

Username or email

username or email

Password

password

Remember username/email

Forgot your password?

Sign in

Questions? Call 1-800-659-2955 | TTY/TDD: 1-800-877-8339

Monday - Sunday, 8 a.m. - 8 p.m. ET

This is the WRONG place…

⚠ Coronavirus (COVID-19): Relief options and Additional Resources CLI

U.S. Small Business Administration

Loan

Disaster Loan Assistance

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

Login | Register | Password Reset

Disaster Loan Assistance - Login

*User Name

User Name

*Password

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

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administrative action. By continuing to use this system,
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Phishing Scams

- Attempts to obtain your personally identifiable information (PII),to obtain personal banking access, or to install ransomware/malware on your computer.
- If you receive email correspondence asking for PII, ensure that the referenced application number is consistent with the actual application number.
- Any email communication from SBA will come from accounts ending with **@sba.gov**.
- The presence of an SBA logo does not guaranty the information is from SBA. Please cross-reference at www.sba.gov

Question	Economic Injury Disaster Loan	Payroll Protection Program
Application	covid19relief.sba.gov/#/	Contact your lender
Eligibility	Under 500 employee and a: • 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	Under 500 employers and a: • Small Business • 501c3 Nonprofit • 501c19 Veteran's Organization • 31b2C Tribal Business • Sole proprietorship • Self-employed • Independent contractor • Faith-based organization
Approved Uses	Working Capital, which includes: • Fixed debts (rent, utilities, etc.) • Payroll • Accounts payable • Some bills that could have been paid had the disaster not occurred	• 8-Weeks of payroll costs • Rent, Utilities, Interest on Debts
Terms	• 3.75% • Up to 30 years	• 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)

SBA

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**

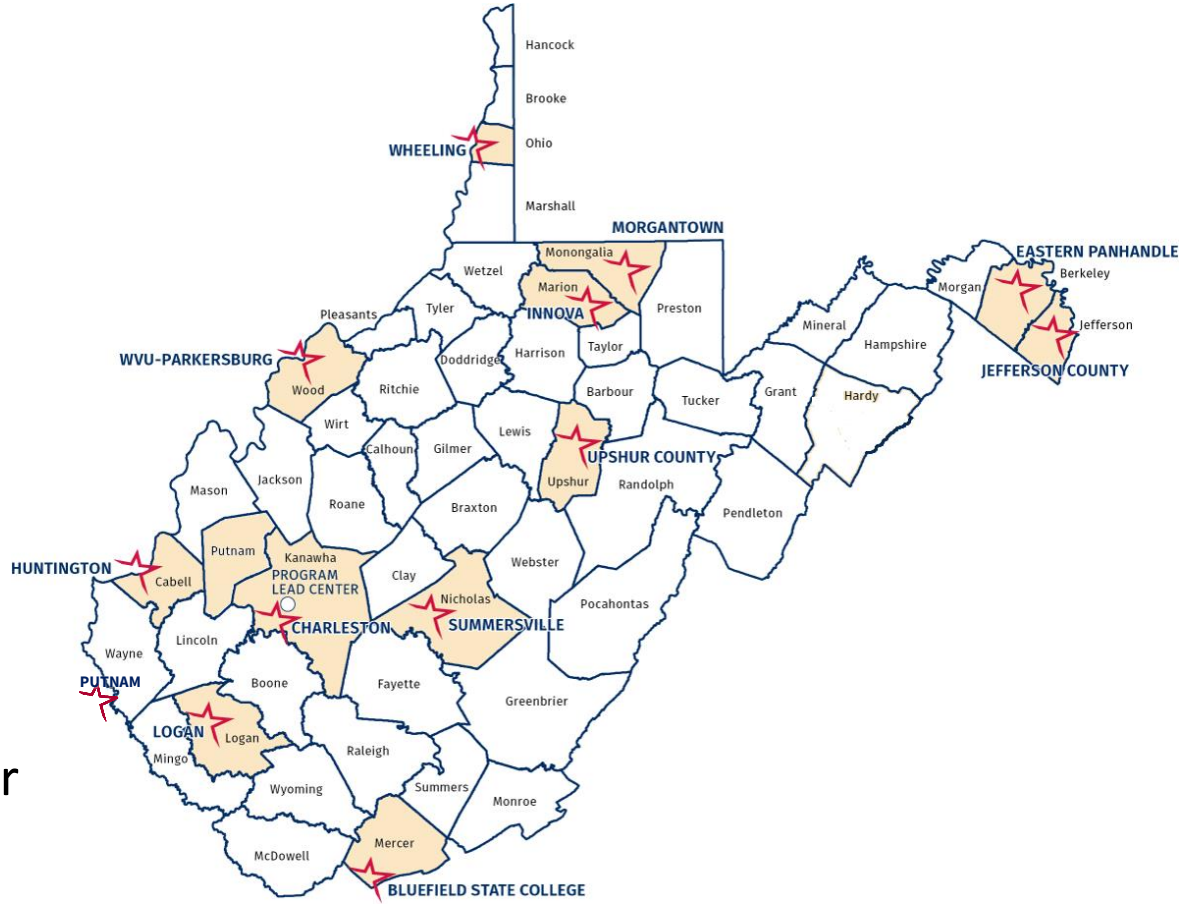
Contact your lender to get in line.

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

WVSBDC.com/Coaches

West Virginia District Office

WEST VIRGINIA DISTRICT OFFICE

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

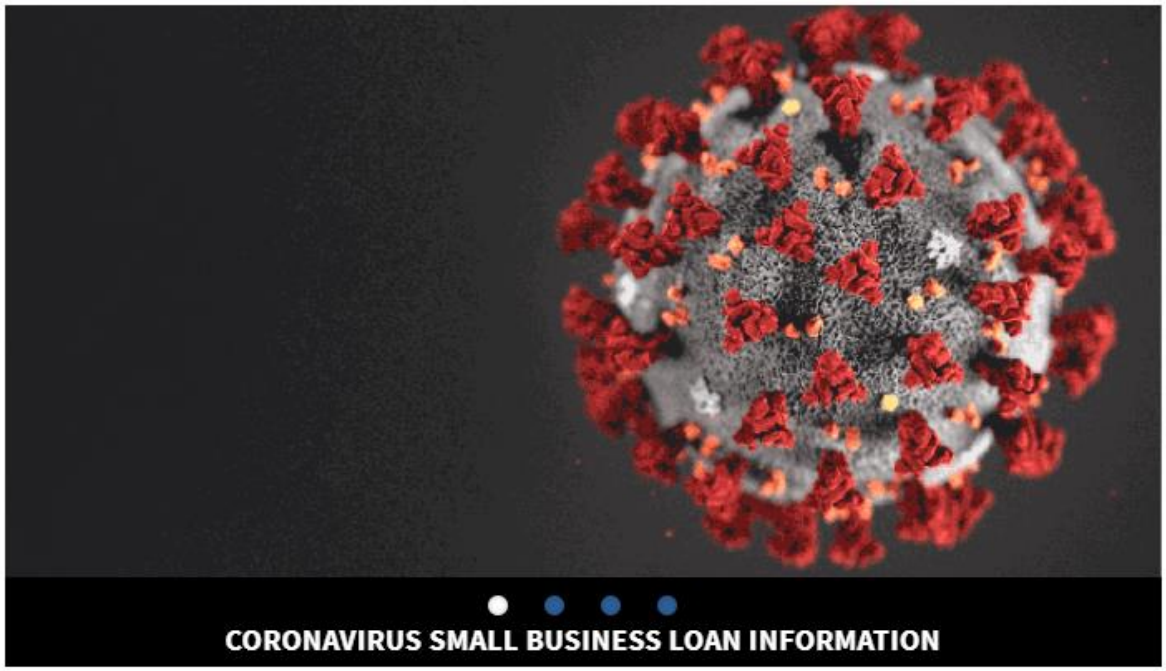
West Virginia District Office
320 West Pike Street Suite 330
Clarksburg, WV
Phone: 304-623-5631

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)



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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