



RESOURCE GUIDE FOR BUSINESSES IN THE TIME OF COVID-19

Dear Friend, please find enclosed a list of comprehensive resources for you to consider accessing or applying for during this time. This document has been updated since the passage of the Coronavirus Aid, Relief, and Economic Security (CARES) Act on March 27, 2020. The CARES Act allocates more than \$375 billion for small business support and \$260 billion for unemployment. My staff is always here to help you navigate federal agencies and resources. If you run into any roadblocks, please contact my district team at 734-853-3040. Information around this outbreak is changing rapidly. The latest information is available at Michigan.gov/Coronavirus and CDC.gov/Coronavirus.

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BUSINESS LOANS & ASSISTANCE

U.S. SMALL BUSINESS ADMINISTRATION - ECONOMIC INJURY DISASTER LOANS (EIDL) & PAYMENT PROTECTION PROGRAM (PPP)

As of March 19, 2020, the SBA has declared Michigan an eligible disaster area and **Economic Injury Disaster Loans (EIDL)** are available. In addition to the loan provisions, the CARES Act provides \$10 billion in immediate disaster grants. Using the current economic injury disaster loan program, SBA can provide up to \$10,000 to applicants within 3 days of applicants self-certifying they are eligible.

The SBA **is now accepting applications for the EIDL Loans**. You may apply here:

<https://covid19relief.sba.gov/#/>

For additional information or to obtain help preparing the loan application please contact the Michigan SBA Offices in Detroit at 313.226.6075 or by visiting their website:

<https://www.sba.gov/offices/district/mi/detroit>

See *FAQ on SBA Disaster Loans* on page 8.

The **Paycheck Protection Program** is designed to provide direct incentive for small business to keep their workers on payroll. Up to 100 percent of the loan is forgivable. For more information, please visit:

<https://www.sba.gov/funding-programs/loans/paycheck-protection-program>

See *FAQ on PPP Loans* on Page 7.

NATIONAL RESOURCES:

The U.S. Chamber of Commerce has information on resources and ways individuals, or businesses, can seek assistance. For more information, please visit: <https://www.uschamber.com/coronavirus> or contact: 1-800-638-6582.

The U.S. Chamber of Commerce has a small business resource guide that features technology tools, employer guidance, business strategies and more as you navigate through this challenging time. For more information, please visit: <https://www.uschamber.com/co/small-business-coronavirus>.

The National Main Street program has resources for small business and offers community support for those impacted by COVID-19. For more information, please visit:

<https://www.mainstreet.org/howwecanhelp/resourcecenter/covid19resources> or contact 312-610-5613.

STATE AND LOCAL RESOURCES:

The Michigan Payment Protection Program was launched on April 3, 2020. It is a coalition to assist small businesses in Michigan as they consider applying for the SBA's Payment Protection Program. Their website offers a streamlined explanation of the application process and guidelines on how to apply. For more information please visit: <https://www.paycheckprotectionprogrammichigan.com/> or email caresresources@micpa.org if you need assistance in completing the application.

The Michigan Small Business Relief Program will provide up to \$10 million in grant funding and \$10 million in low-interest loans to provide emergency relief to businesses directly impacted by the COVID-19 virus. **The program is now accepting applications** at www.michiganbusiness.org/covid19. For more information please visit their website or call 888.522.0103.

The Small Business Association of Michigan (SBAM) offers information on loan opportunities, unemployment resources and more. For more information, please visit: <https://www.sbam.org/>. The SBAM has also developed a comprehensive COVID-19 resource guide which can be found here: <https://www.sbam.org/Resources/COVID-19-Resources>.

The Michigan Restaurant and Lodging Association (MRLA) offers COVID-19 support, videos, tax information and other useful tools to navigate business plans. Please visit: <https://www.mrla.org/coronavirus.html> or contact 800-968-9668.

The Michigan Economic Development Corporation's (MEDC) Access to Capital program provides greater availability of working capital during times of growth, change or economic uncertainty. For more information, please visit: <https://www.michiganbusiness.org/services/access-capital/> or contact 888-522-0103.

The Michigan Small Business Development Center can also provide resources, webinars, and FAQs for small businesses impacted by COVID-19. For more information, please visit: <https://sbdc-michigan.org/small-business-covid19/>.

The Women's Business Centers (WBC's) are a national network of more than 100 centers that offer one-on-one counseling, training, networking, workshops, technical assistance and mentoring to women and minority small business owners. **Great Lakes Women's Business Council** is Michigan's 11th District regional center. To contact them, please call (734) 677-1400 or email info@greatlakeswbc.org.

The Michigan Manufacturing Technology Center works with small and mid-sized manufacturers to develop creative strategies for business growth during times of transition. Recently, Congress temporarily lifted the cost-share requirements for manufacturers as they deal with COVID-19 pandemic impacts, allowing these services to be accessible for small businesses who may not have the funds to pay for services. For more information please visit: <https://www.the-center.org/>

BANK ASSISTANCE INFORMATION

Several Banks have set-up contact lines to work with individuals impacted by COVID-19. If a bank is not listed below, reach-out to them to find out what they are doing to assist those affected by COVID-19. The Federal Deposit Insurance Corporation (FDIC) and the (National Credit Union Administration (NCUA) have also put out information for bankers and consumers.

FDIC: <https://www.fdic.gov/coronavirus/index.html>

NCUA: <https://www.ncua.gov/>

Other banks assisting during COVID-19:

- Bank of America: <https://about.bankofamerica.com/promo/assistance/latest-updates-from-bank-of-america-coronavirus>
- Capitol One: <https://www.capitalone.com/coronavirus/>
- Chase: <https://www.chase.com/digital/resources/coronavirus>
- CitiBank: <https://online.citi.com/US/JRS/pands/detail.do?ID=covid19>
- Discover: <https://www.discover.com/coronavirus/>
- Fifth Third Bank: <https://www.53.com/content/fifth-third/en/alerts/covid-support.html>
- Marcus by Goldman Sachs: 844-627-2876
- PNC: <https://www.pnc.com/en/customer-service/coronavirus-update.html>
- TCF Bank: <https://www.tcfbank.com/about-tcf/covid19>
- Truist: <https://www.truist.com/coronavirus-information>
- US Bank: <https://www.usbank.com/splash/covid-19.html>
- Wellls Fargo: <https://newsroom.wf.com/press-release/corporate-social-responsibility/wells-fargo-donates-625-million-aid-coronavirus>

DOES YOUR BUSINESS QUALIFY FOR ASSISTANCE?

The U.S. Senate Committee on Small Business and Entrepreneurship has created a comprehensive guide to provide information about the major programs and initiatives that will soon be available from the Small Business Administration (SBA) to address these needs, as well as some additional tax provisions that are outside the scope of SBA. It includes information on eligibility, what types of loans are available and are best for your business, as well as other frequently asked questions. The guide can be found here: [Small Business Owner's Guide](#).

In order to better understand which type of funding is best for you, the Committee on Small Business has also created a flow chart to determine eligibility, application process, and funding need for the **Paycheck Protection Program (PPP)** and the **Economic Injury Disaster Loan (EIDL)**. You can find the chart here: [PPP VS EIDL Flow Chart](#)

The U.S. Chamber of Commerce developed a step-by-step outline to help small businesses navigate one of the provisions of the CARES Act called the **Paycheck Protection Program**. The guide includes information on eligibility, how much businesses can borrow, loan forgiveness and more. The guide can be found here: [COVID-19 Emergency Loans Guide and Checklist](#).

The Michigan Small Business Relief Program will provide up to \$10 million in grant funding and \$10 million in low-interest loans to provide emergency relief to businesses directly impacted by the COVID-19 virus. Grants are administered by 15 local and nonprofit economic development organizations (EDOs). For information on eligibility, funding, and applications, choose the EDO below that represents the county in which your business is located.

- Oakland County (Applications are now open) – for information on eligibility and application process, please visit: <https://www.oakgov.com/covid/businessrelief/Pages/medcstabilizationgrant.aspx>
- Wayne County business owners will apply through the Detroit Economic Growth Corporation (Applications will be released first week of April) – for information on eligibility, updates on applications and more, please visit: <http://www.degc.org/local-business-support-for-covid-19/>.

FAQ: PAYMENT PROTECTION PROGRAM

What is this program?

The CARES Act establishes this new guaranteed loan program at SBA for small businesses to cover payroll during the immediate crisis. The Paycheck Protection Program would: support \$349 billion in 100 percent guaranteed, low interest, no fee loans of up to \$10 million with repayment deferred for at least six months; and forgive up to 100% of the loan if the borrower has retained the same number of employees as when they received the loan.

Who is eligible?

Small and Medium sized businesses up to 500 employees, non-profits, independent contractors and the self-employed. This includes churches but only to cover payroll costs of an associated business, like a thrift store.

What about franchises and hotels?

The program temporarily waives SBA "affiliation rules" to allow businesses with multiple locations the normally are not considered small, to qualify. This is especially important for our restaurant and lodging sector. They are still limited to the same maximum loan size - \$10 million - as a business with one location.

How are loans made?

The SBA's network of 2,500 7(a) lenders will be used to process these loans. There is also authority to fast track additional lenders to process and disburse these loans to reach as many small businesses as quickly as possible.

Are these grants?

Yes and No. The amount of the loan forgiven at the end of the year will be determined by how many employees were retained on the company's payroll, up to 100 percent for full retention. There are safeguards built in to protect against employers gaming the program, as well as recognizing some employers will be forced to do temporary furloughs but bring their employees back on.

What is covered?

This bill allows firms to get a loan to cover up to 2.5 months of payroll and any new EIDL loan balances incurred because of Coronavirus but cannot exceed \$10 million.

How long does the program last?

The program is open until June 30, 2020, as it is intended for immediate payroll relief to ensure businesses do not do mass layoffs during this crisis.

FAQ: SMALL BUSINESS ADMINISTRATION (SBA) ECONOMIC INJURY DISASTER LOANS (EIDL)

What are Economic Injury Disaster Loans (EIDL)?

The Small Business Administration (SBA) is providing low-interest loans to small businesses and non-profits in Michigan who have been severely impacted by the Coronavirus (COVID-19). The program provides small businesses with working capital loans of up to \$2 million that can provide vital economic support to small businesses to help overcome the temporary loss of revenue they are experiencing. These loans may be used to pay fixed debts, payroll, accounts payable and other bills that cannot be paid because of the disaster's impact. The interest rate is 3.75% for small businesses and 2.75% for non-profits. The maximum term is 30 years.

Who is eligible?

A small business is defined by the SBA's size standards and is based on the North American Industrial Classification (NAIC) System. More information can be found here:

<https://www.sba.gov/document/support-table-size-standards>

How long does this process take?

While approval timeline depends on volume and is subject to change, the typical time frame for adjudication is 2-3 weeks and disbursement can take up to five days once approved. Borrowers are assigned individual loan officers for the servicing of the loan.

Where can I find more information?

Businesses may contact the SBA Disaster Customer Service Center at 1-800-659-2955 or e-mail them at disastercustomerservice@sba.gov. Additionally, they may reach-out to the SBA Michigan District Office by calling 313-226-6075 or by visiting: <https://www.sba.gov/offices/district/mi/detroit>.

A broader overview of this program may be found here: [HERE](#)

Are there any additional resources to help me complete my application?

You may reach-out to the Small Business Development Center at Schoolcraft College by calling 734-462-4438. You may also visit: <https://www.schoolcraft.edu/bdc/about/small-business-development-center>

UNEMPLOYMENT FOR INDIVIDUALS AND BUSINESSES

INFORMATION ON CLAIMING UNEMPLOYMENT

The Michigan Unemployment Insurance Agency is assisting those applying for unemployment benefits. For guidelines on when to apply, applicable forms, FAQ's for employees and employers, and more, please visit www.michigan.gov/UIA or give them a call at 1-866-500-0017.

Please note: Website load times will be slow due to increased inquiries. Click a link once, and if necessary, wait for the response without clicking again.

New Filing Schedule:

Online Filing Schedule – at www.michigan.gov/UIA. Workers are encouraged to go online during off-peak times between 8PM-8AM

- **Last names beginning with letters A-L** are asked to file claims on Mondays, Wednesdays, Fridays.
- **Last names beginning with letters M-Z** are asked to file claims on Sundays, Tuesdays, or Thursdays.
- Saturdays will be available for anyone to accommodate those who could not file during their allotted window.

Call Center Filing Schedule - 866-500-0017:

- **Last names beginning with letters A-L** are asked to call on Mondays and Wednesdays between 8:00am – 6:00pm.
- **Last names beginning with letters M-Z** are asked to call on Tuesdays and Thursdays between 8:00am – 6:00pm.
- Fridays between 8 a.m. – 6 p.m and Saturdays between 7 a.m. – 2 p.m. are open for anyone who could not file during their allotted days.

Michigan's Unemployment Insurance Agency (UIA) also created a shareable two-page fact sheet that outlines information needed to file claim, where to file a claim, how to receive benefits and bi-weekly certification requirements. The guide be found here: [Claiming UI Benefits in Michigan](#).

As of March 30, 2020 – Under the Pandemic Unemployment Assistance provision, unemployment benefits have been extended to self-employed workers, 1099-independent contractors, gig workers and low-wage workers, temporary or seasonal workers, and workers who have just started or were about to start a job. The Michigan Unemployment Insurance Agency (UIA) will provide additional guidance regarding eligibility and application details in the coming days as it implements these new programs.

STATE GUIDANCE TO EMPLOYERS CONTEMPLATING POTENTIAL LAYOFFS

The Michigan Department of Labor and Economic Opportunity (LEO) has provided guidance to Michigan employers on how to avoid potential layoffs related to COVID-19. "We are also strongly urging job providers facing work shortages to place their employees on temporary leave as opposed to termination, so that they may remain eligible for potential federal assistance."

Work Share

Work share program support: Work sharing or "cost-sharing" programs allow employers to reduce hours for their employees in order to keep more workers on payroll. Employees receive unemployment benefits to help make up for reduced paycheck. For states with work sharing program options, like Michigan, the federal government will reimburse the state 100 percent for this program. Through executive order, Governor Whitmer expanded the Michigan's Work Share Program. The federal stimulus package will help support our state carry out this option for businesses and employees. For more information, please visit: www.michigan.gov/workshare.

Temporary Leave vs. Termination

Due to the uncertainty regarding potential congressional action regarding whether and how furloughed workers will be able to access federal paid sick, family and medical leave resources, **employers are strongly urged to place employees on temporary leave and advise the worker that they expect to have work available within 120-days as opposed to termination.** There is no additional cost to employers, employees remain eligible for unemployment insurance benefits through the state, and employees may remain eligible for potential federal assistance.

Steps for employers placing employees on temporary unpaid leave:

- Do not terminate the employee – specify a temporary/indefinite leave with return to work expected that is within 120 days.
- Do not create a contractual obligation to bring the employee back to work – let the employee know that the situation is fluid and subject to change.
- Provide the employee with a formal Unemployment Compensation Notice which can be found here: https://www.michigan.gov/documents/uia_UC1710_76109_7.pdf
Employers will need to provide their Employer Account Number and Federal Identification Number.

- Communicate to the employee about their rights. Under Governor Whitmer's recent Executive Order 2020-10, workers who are placed on leave or are unable to work because they are sick, quarantined, immunocompromised or have an unanticipated family care responsibility, are eligible for unemployment insurance benefits.
- Ensure employers are provided information on how to obtain unemployment insurance benefits.
- Get each employee's up-to-date contact information.
- Let employees know if you will be putting updated information on the entity's website or intranet, if applicable.
- Appoint a single individual (or limited number of individuals) who will field questions and communicate that information to your employees.
- Keep a tally of all questions and answers. Periodically share with employees.

The state is monitoring issues related to continued medical insurance coverage and will update accordingly.

Elimination of Certain Unemployment Costs to Employers

Under the governor's order, an employer or employing unit must not be charged for unemployment benefits if their employees become unemployed because of an executive order requiring them to close or limit operations.

EMERGENCY PAID LEAVE

Many workers in America currently have no paid leave and are being forced to choose between their paycheck, their health, and the health of the people around them. The emergency paid leave provisions passed by Congress and signed into law by the President are a critical step toward protecting families' financial security and mitigating the spread of the coronavirus.

Below is information on eligibility for emergency paid sick leave and paid family leave.

Committee on Education and Labor Fact Sheet: [Eligibility for Emergency Paid Sick Leave](#)

U.S. Department of Labor [Fact Sheet for Employers](#)

U.S. Department of Labor [Questions and Answers](#)

U.S. Department of Labor poster for [Federal Workers](#) and one for all [other employees](#)

Treasury, IRS & Department of Labor [press release](#) to recover the costs for providing coronavirus-related leave.

Paid Sick and Family Leave Tax Credit: Employers who provide required leave to their employees and who employ less than 500 employees are eligible for a tax credit to offset the costs of such leave. This tax relief will be provided against quarterly payroll taxes (those paid in connection the Form 941). **For additional guidance, please refer to the [IRS's website](#).**

DIRECT CASH PAYMENTS TO AMERICANS

The IRS has established a special section focused on steps to help taxpayers, businesses and others affected by the coronavirus. This page will be updated as new information is available. **As of April 6, 2020**, the distribution of economic impact payments will begin in the next three weeks and will be distributed automatically, with no action required for most people. The IRS requests that individuals do not call to ask about this but instead check their website for updates. For information on tax help, FAQ's during COVID-19, and updates on economic impact payment checks, please visit:

<https://www.irs.gov/coronavirus>.

FAQ: ECONOMIC IMPACT PAYMENT CHECKS

Who is eligible for the economic impact payment?

Tax filers with adjusted gross income up to \$75,000 for individuals and up to \$150,000 for married couples filing joint returns will receive the full payment. For filers with income above those amounts, the payment amount is reduced by \$5 for each \$100 above the \$75,000/\$150,000 thresholds. Single filers with income exceeding \$99,000 and \$198,000 for joint filers with no children are not eligible. Social Security recipients and railroad retirees who are otherwise not required to file a tax return are also eligible and will not be required to file a return.

Eligible taxpayers who filed tax returns for either 2019 or 2018 will automatically receive an economic impact payment of up to \$1,200 for individuals or \$2,400 for married couples and up to \$500 for each qualifying child under 17 years of age.

How will the IRS know where to send my payment?

Most people do not need to take any action. The IRS will calculate and automatically send the economic impact payment to those eligible.

For people who have already filed their 2019 tax returns, the IRS will use this information to calculate the payment amount. For those who have not yet filed their return for 2019, the IRS will use information from their 2018 tax filing to calculate the payment. The economic impact payment will be deposited directly into the same banking account reflected on the return filed.

The IRS does not have my direct deposit information. What can I do?

In the coming weeks, Treasury plans to develop a web-based portal for individuals to provide their banking information to the IRS online, so that individuals can receive payments immediately as opposed to checks in the mail.

I am not typically required to file a tax return. Can I still receive my payment?

Yes. The IRS will use the information on the Form SSA-1099 or Form RRB-1099 to generate Economic Impact Payments to recipients of benefits reflected in the Form SSA-1099 or Form RRB-1099 who are not required to file a tax return and did not file a return for 2018 or 2019. This includes senior citizens, Social Security recipients and railroad retirees who are not otherwise required to file a tax return. Payments will be automatically deposited into their bank accounts. However, some people who typically do not file returns will need to submit a simple tax return to receive the economic impact payment.

Since the IRS would not have information regarding any dependents for these people, each person would receive \$1,200 per person, without the additional amount for any dependents at this time.

I have a tax filing obligation but have not filed my tax return for 2018 or 2019. Can I still receive an economic impact payment?

Yes. The IRS urges anyone with a tax filing obligation who has not yet filed a tax return for 2018 or 2019 to file as soon as they can to receive an economic impact payment. Taxpayers should include direct deposit banking information on the return.

I need to file a tax return. How long are the economic impact payments available?

For those concerned about visiting a tax professional or local community organization in person to get help with a tax return, these economic impact payments will be available throughout the rest of 2020.

Where can I get more information?

The IRS will post all key information on <https://www.irs.gov/coronavirus> as soon as it becomes available.

The IRS has a reduced staff in many of its offices but remains committed to helping eligible individuals receive their payments expeditiously. Check for updated information on <https://www.irs.gov/coronavirus> rather than calling IRS assistors who are helping process 2019 returns.