

U.S. Small Business Administration

Agenda

- 1. Non-Monetary Assistance from the US SBA and our Partners
- 2. Financial Assistance from the US SBA for Small Businesses and Non-Profits
- 3. Additional Resources

These Slides are available to download at: www.sba.gov/tx/houston

Non-Monetary Assistance

Important Non-Monetary Assistance from SBA

SBA has three local Resource Partners

- Texas Gulf Coast Small Business Development Centers (SBDC)
- SCORE Mentors
- The WBEA Women's Business Center (WBC)

A range of help during the downturn, to include:

- Cash flow management / short term financial management
- Messaging / Social Media to stay engaged with customers
- Import/Export
- Supply Chain
- Strategic Planning and Financial Tune-Up; prepare to prosper after the disaster
- Planning for further disasters / Risk management / Insurance counseling



Contact Information

Small Business Development Center 713-752-8444

www.sbdc.uh.edu

Houston SCORE

713-487-6565

www.houston.score.org

Women's Business Center

713-681-9232

www.wbea-texas.org/womens-

business-center

U.S. Small Business Administration

713-773-6500

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www.sba.gov/tx/houston

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@SBA_Houston



Financial Assistance From the US SBA

Forbearance of Your Existing SBA Loan

7(a) Loans and Micro Loans

- For 7(a) loans, up to six
 (6) consecutive months
 - Unless guarantee has been sold, in which case 90 days
- For micro loans, up to six
 (6) consecutive months
 - Deferment may not cause the loan to extend beyond the maximum six (6) year maturity

504 Loans

 Up to six (6) consecutive months or 20% of the original loan amount, whichever is less

Existing Disaster Loans

- SBA will defer existing loan payments through December 31, 2020 automatically.
- Borrowers of home and business disaster loans do not have to contact SBA to request deferment.



The CARES Act

- Signed into law Friday, March 27, 2020
- SBA policy regarding the CARES Act is not yet complete
- You should read for yourself
- We can not offer legal interpretation of the Act
- We can not comment on portions of the Act unrelated to US SBA
- The complete CARES Act is located here:
- https://www.congress.gov/bill/116th-congress/house-bill/748/text



The CARES Act

DIVISION A—KEEPING WORKERS PAID AND EMPLOYED, HEALTH CARE SYSTEM ENHANCEMENTS, AND ECONOMIC STABILIZATION
TITLE I—KEEPING AMERICAN WORKERS PAID AND EMPLOYED ACT

Sec. 1101. Definitions.

Sec. 1102. Paycheck protection program.

Sec. 1103. Entrepreneurial development.

Sec. 1104. State trade expansion program.

Sec. 1105. Waiver of matching funds requirement under the women's business center program.

Sec. 1106. Loan forgiveness.

Sec. 1107. Direct appropriations.

Sec. 1108. Minority business development agency.

Sec. 1109. United States Treasury Program Management Authority.

Sec. 1110. Emergency EIDL grants.

Sec. 1111. Resources and services in languages other than English.

Sec. 1112. Subsidy for certain loan payments.

Sec. 1113. Bankruptcy.

Sec. 1114. Emergency rulemaking authority.



Changes Since Last Week

Passage of the

Coronavirus Aid, Relief, and Economic Security (CARES) Act Gives Businesses TWO Choices for Relief

Affected, Eligible Business?

1

Paycheck
Protection
Program (PPP)

Loan is from existing SBA
Lender

2

Economic Injury
Disaster Loan
(EIDL)

Loan is directly from the federal government (SBA)

EIDL Loans

Official Statement on SBA website

- Small Business Owners are eligible to apply for EIDL due to COVID-19;
 business must have started prior to Jan 31 2020
- The CARES Act provides additional assistance for small business owners, including the opportunity to receive up to a \$10,000 Advance on an EIDL
- The SBA is updating our system to implement this provision so small businesses can request an EIDL Advance when they apply for the loan. **This update will be available in the coming days**.
- In the interim you can still apply for a full EIDL, but will need to reapply for the Advance when the system is updated with a streamlined application.

Economic Injury Disaster Loans (EIDL)

- **Loans up to \$2 million; no payments for 12 months**
- 3.75% interest rate for small businesses; 2.75% for private non-profits.
- S Long-term repayments up to 30 years
- Small businesses, Small Ag cooperatives, and private non-profits are eligible
- May be used for fixed debts, payroll, accounts payable and other bills affected by the disaster
- ✓ May be approved solely on the applicant credit score.
- ✓ Shall not require tax return or tax return transcript for approval.
- ✓ May also use alternative methods to determine an applicant's ability to repay.



Additional EIDL Details

No cost to apply; No obligation to take the loan (if offered)

Amount is determined by SBA from your information

Existing SBA Disaster or Business loans do not make you ineligible

Personal guarantee requirements:

- None if loan is under \$200,000
- If over \$200,000 then guarantee from all 20% or greater owners

Credit Elsewhere – requirement is waived by CARES Act

Collateral:

- If over \$25,000 EIDLs require collateral
- SBA will not decline for lack of collateral, but requires the pledge of what is available
- Does not require primary residence in Texas



EIDL Emergency Grant

- Until Dec 31, 2020 affected small businesses may request an advance of not more than \$10,000
- Eligibility is determined by self-certification
 - under penalty of perjury pursuant to section 1746 of title 28 United States Code
- Payment should occur within 3 days
- Repayment is not required even if subsequently denied a loan
- Advance may be used to any purpose described in section 7(b)(2) of the Small Business Act (15 U.S.C. 636(b)(2)), including:
 - paid sick leave to employees unable to work due to the direct effect of the COVID-19
 - payroll to retain employees
 - increased costs to obtain materials unavailable due to interrupted supply chains
 - rent or mortgage payments
 - obligations that cannot be met due to revenue losses

NOTE: An applicant may receive an EIDL Loan and a PPP loan as long as the costs being paid with each are different (no "double-dipping").



How to Apply for EIDL

- Works on iPhone with Safari / Chrome on Android
- If PC; works best with Internet Explorer or Microsoft Edge
- For the COVID-19 disaster everything is online
- The website for applying for EIDL is <u>www.sba.gov/disaster</u>
- You may also contact the SBA disaster customer service center:
 - 1-800-659-2955
 - e-mail <u>disastercustomerservice@sba.gov</u>
 - TTY: 1-800-877-8339



Disaster Loan Assistance

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

COVID-19 ECONOMIC INJURY DISASTER LOAN APPLICATION



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 organization.



Review and Check All of the Following: Applicant must review and check all the following (If Applicant is unable to check all of the following, Applicant is not an Eligible Entity):
Applicant is not engaged in any illegal activity (as defined by Federal guidelines).
No principal of the Applicant with a 50 percent or greater ownership interest is more than sixty (60) days delinquent on child support obligations.
Applicant is not an agricultural enterprise (e.g., farm), other than an aquaculture enterprise, agricultural cooperative, or nursery.
Applicant does not present live performances of a prurient sexual nature or derive directly or indirectly more than de minimis gross revenue through the sale of products or services, or the presentation of any depictions or displays, of a prurient sexual nature.
Applicant does not derive more than one-third of gross annual revenue from legal gambling activities.
Applicant is not in the business of lobbying.
Applicant cannot be a state, local, or municipal government entity and cannot be a member of Congress.



The Form 5

Five pages
Only 2 for you to complete
Remaining 3 are instructions
This is Page 1

Physical Damage Indicate type of damage	Military Reservist EIDL (MREIDL)				
Real Property Business Contents	* Name of Essential Employee				
Economic Injury (EIDL)	* Employee's Social Security Number				
PLEASE PROVIDE ALL INFORMATION OR DOCUMENTATION					
* For information about these questions, see the attached Statements Required by Laws and Exe Apply online at https://disasterloan.sba.gov/ela/ OR send com					
	ement Center, 14925 Kingsport Road, Fort Worth, Texas 76155				
ORGANIZATION TYPE *Sole Proprietors should c	omplete form 5C				
Partnership Limited Partnership Limited Liability Entity					
Corporation Nonprofit Organization	Trust Other:				
. APPLICANT'S LEGAL NAME	4. FEDERAL E.I.N. (if applicable)				
, TRADE NAME (if different from legal name)	6, BUSINESS PHONE NUMBER (including area code)				
MAILING ADDRESS					
	ome Other County State IZip				
lumber, Street, and/or Post Office Box City	County State Zip				
DAMAGED PROPERTY ADDRESS(ES)	BUSINESS PROPERTY IS:				
(If you need more space, attach additional sheets.)	Same as mailing address Owned Leased				
lumber and Street Name City	County State Zip				
PROVIDE THE NAME (C) OF THE INDIVIDUAL (C) TO	A CONTACT FOR				
. PROVIDE THE NAME(S) OF THE INDIVIDUAL(S) TO					
Loss Verification Inspection	Information necessary to process the Application				
Name	Name				
Telephone Number	Telephone Number				
0. ALTERNATE WAY TO CONTACT YOU					
Cell Number	E-mail				
Fax Number	Other				
1. BUSINESS ACTIVITY:	12. NUMBER OF EMPLOYEES (pre-disaster):				
3. DATE BUSINESS ESTABLISHED:	14. CURRENT MANAGEMENT SINCE:				
AMOUNT OF ESTIMATED LOSS: If unknown, enter a question mark	Inventory				
Machinery & Equipment Leasehold Improvements					
6. INSURANCE COVERAGE (IF ANY)					
(If you need more space, attach additional sheets.) Coverage Type: ame of Insurance Company and Agent					
Phone Number of Insurance Agent	Policy Number				



The Form 5 Page 2

17. OWNERS (Individuals and businesses.) Complete for each: 1) proprietor, or 2) limited partner who owns 20% or more interest and each (if you need more space attach additional sheets.) general partner, or 3) stockholder or entity owning 20% or more voting stock.						erest and each		
Legal Name				Title/Office		E-mail A		
SSN/EIN*	Marital Status	Date of Birth*	Place of B	rth*	Telephone I	Number (area code)	US Citizen Yes No
Mailing Address	·		'	City	_		State	Zip
Legal Name				Title/Office	% Owned	E-mail A	Address	•
SSN/EIN*	Marital Status	Date of Birth*	Place of B	irth*	Telephone I	Number (area code)	US Citizen Yes No
Mailing Address	-			City			State	Zip
* For information about these question	s, see the attached Stateme	nts Required by Laws and Execu	tive Orders.					-
Business Entity Owner Name			EIN		Type of Bus	siness		% Ownership
Mailing Address			City			State	Zip (Code
E-mail Address					Phone			
 For the applicant business and each owner listed in item 17, please respond to the following questions, providing dates and details on any question answered YES (Attach an additional sheet for detailed responses). 								
a. Has the business or a listed owner ever been involved in a bankruptcy or insolvency proceeding? Yes No b. Does the business or a listed owner have any outstanding judgments, tax liens, or pending lawsuits against them? Yes No c. In the past year, has the business or a listed owner been convicted of a criminal offense committed during and in connection with a riot or civil disorder or other declared disaster, or ever been engaged in the production or distribution of any product or service that has been determined to be obscene by a court of competent jurisdiction? Yes No d. Has the business or a listed owner ever had or guaranteed a Federal loan or a Federally guaranteed loan? Yes No e. Is the business or a listed owner delinquent on any Federal taxes, direct or guaranteed Federal loans (SBA, FHA, VA, student, etc.), Federal contracts, Federal grants, or any child support payments? Yes No f. Does any owner, owner's spouse, or household member work for SBA or serve as a member of SBA's SCORE, ACE, or Advisory Council? Yes No g. Is the applicant or any listed owner currently suspended or debarred from contracting with the Federal government or receiving Federal grants or loans? Yes No 19. Regarding you or any joint applicant listed in Item 17: a) are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction; b) have you been arrested in the past six months for any criminal offense; c) for any criminal offense - other than a minor vehicle violation - have you ever: 1) been convicted, 2) plead guilty, 3) plead nolo contendere, 4) been placed on pretrial diversion, or 5) been placed on any form of parole or probation (including probation before judgement)? No If yes, Name:								
20. PHYSICAL DAMAGE LOANS ONLY. If your application is approved, you may be eligible for additional funds to cover the cost of mitigating measures (real property improvements or devices to minimize or protect against future damage from the same type of disaster event). It is not necessary for you to submit the description and cost estimates with the application. SBA must approve the mitigating measures before any loan increase. By checking this box, I am interested in having \$BA consider this increase.								
21. If anyone assisted you in completing this application, whether you pay a fee for this service or not, that person must print and sign their name in the space below.								
Name and A	ddress of Represent	ative (please include th	ne individua	I name and the	eir company)			
(Signature of Individual)				(Pr	int Individua	(Name)		



Supporting Info Form P-019

For expedited loan application processing, the business must have been operating for at least one year prior to the disaster. Eligibility for this disaster Loan must consider compensated from other sources to offset the economic injury. Other sources include but are not limited to: (1) grants or other reimbursement (including loans) from government agencies or private organizations, and (2) claims for civil liability against other individuals, organizations or governmental entities.						
Was the business in operation one year prior to the disaster?	Yes No					
Gross Revenues for the twelve (12) month period prior to the disaster:	\$					
Cost of Goods Sold for the twelve (12) month period prior to the disaster:	\$					
Rental properties (residential and commercial) only. Lost rents due to the disaster:	\$					
Compensation from other sources received as a result of the disaster (prov	ide a brief description below) :					
	\$					
	\$					
	\$					
SIZE STANDARD*:						
SBA's size standards define whether a business concern is small and, therefore, eligible for an Economic Injury Disaster Loan.						
I certify all above information provided and the size of the applicant business does not exceed the size standard for the industry in which the business is primarily engaged.						
	<u> </u>					
Signature and Title	Date					



After Applying

Loan Processing Decision

- Information verified; credit checked; you may be asked for more info
- Forecasts completed to determine the EIDL amount
- A loan officer contacts you; makes recommendations
- Decision normally takes up to 4 weeks

Loan Closes and Funds Disbursed

- Sign and Submit Loan Documents
- Initial disbursement of \$25K within 5 days
- Case Manager assigned that will help you with the rest



Important Final Notes About EIDL Applications

- If more funds are needed you can submit supporting documents and request an increase
- If less funds are needed you can request a reduction
- If denied you get six months to provide a written reconsideration request with new / supplemental information
 - If denied a second time, you get 30 days to appeal again
- Please complete and submit everything required



PPP Loans

PPP Loans Are From Existing SBA Lenders

- Who Are the Houston District SBA Lenders?
 - Over 150 SBA Lenders in the Houston District
 - (Houston district map)
 - They will be able to advise you as to the details of the PPP loans
 - A list of SBA lenders in the Houston District can be found at www.sba.gov/tx/houston under Coronavirus Resources





US Chamber PPP Summary

https://www.uschamber.com/sites/default/files/023595_comm_corona_virus_smallbiz_loan_final_revised.pdf

The Coronavirus Aid, Relief, and Economic Security (CARES)
Act allocated \$350 billion to help small businesses keep
workers employed amid the pandemic and economic
downturn. Known as the Paycheck Protection Program,
the initiative provides 100% federally guaranteed loans
to small businesses.

Importantly, these loans may be forgiven if borrowers maintain their payrolls during the crisis or restore their payrolls afterward.

The administration soon will release more details including the list of lenders offering loans under the program. In the meantime, the U.S. Chamber of Commerce has issued this guide to help small businesses and self-employed individuals prepare to file for a loan.



1

Am I ELIGIBLE?

You are eligible if you are:

- A small business with fewer than 500 employees
- A small business that otherwise meets the SBA's size standard
- A 501(c)(3) with fewer than 500 employees
- An individual who operates as a sole proprietor
- An individual who operates as an independent contractor
- An individual who is self-employed who regularly carries on any trade or business
- A Tribal business concern that meets the SBA size standard
- A 501(c)(19) Veterans Organization that meets the SBA size standard

In addition, some special rules may make you eligible:

- If you are in the accommodation and food services sector (NAICS 72), the 500-employee rule is applied on a per physical location basis
- If you are operating as a franchise or receive financial assistance from an approved Small Business Investment Company the normal affiliation rules do not apply

REMEMBER: The 500-employee threshold includes all employees: full-time, part-time, and any other status.



2

What will lenders be LOOKING FOR?

In evaluating eligibility, lenders are directed to consider whether the borrower was in operation before February 15, 2020 and had employees for whom they paid salaries and payroll taxes or paid independent contractors.

Lenders will also ask you for a good faith certification that:

- The uncertainty of current economic conditions makes the loan request necessary to support ongoing operations
- The borrower will use the loan proceeds to retain workers and maintain payroll or make mortgage, lease, and utility payments
- Borrower does not have an application pending for a loan duplicative of the purpose and amounts applied for here
- From Feb. 15, 2020 to Dec. 31, 2020, the borrower has not received a loan duplicative of the purpose and amounts applied for here

If you are an independent contractor, sole proprietor, or self-employed individual, lenders will also be looking for certain documents (final requirements will be announced by the government) such as payroll tax filings, Forms 1099-MISC, and income and expenses from the sole proprietorship.

What lenders will NOT LOOK FOR

- That the borrower sought and was unable to obtain credit elsewhere.
- A personal guarantee is not required for the loan.
- No collateral is required for the loan.



How much can I BORROW?

Loans can be up to 2.5 x the borrower's average monthly payroll costs, not to exceed **\$10 million**.

How do I calculate my average monthly

PAYROLL COSTS?





INCLUDED Payroll Cost

- For Employers: The sum of payments of any compensation with respect to employees that is a:
 - · salary, wage, commission, or similar compensation;
 - payment of cash tip or equivalent,
 - payment for vacation, parental, family, medical, or sick leave
 - allowance for dismissal or separation
 - payment required for the provisions of group health care benefits, including insurance premiums
 - payment of any retirement benefit
 - payment of state or local tax assessed on the compensation of the employee
- 2. For Sole Proprietors, Independent Contractors, and Self-Employed Individuals: The sum of payments of any compensation to or income of a sole proprietor or independent contractor that is a wage, commission, income, net earnings from self-employment, or similar compensation and that is in an amount that is not more than \$100,000 in one year, as pro-rated for the covered period.

EXCLUDED Payroll Cost:

- Compensation of an individual employee in excess of an annual salary of \$100,000, as prorated for the period February 15, to June 30, 2020
- 2. Payroll taxes, railroad retirement taxes, and income taxes
- Any compensation of an employee whose principal place of residence is outside of the United States
- Qualified sick leave wages for which a credit is allowed under section 7001 of the Families First Coronavirus Response Act (Public Law 116– 5 127); or qualified family leave wages for which a credit is allowed under section 7003 of the Families First Coronavirus Response Act

NON SEASONAL EMPLOYERS:

Maximum loan =

2.5 X Average total monthly payroll costs incurred during the year prior to the loan date

For businesses not operational in 2019:

2.5 X Average total monthly payroll costs incurred for January and February 2020

SEASONAL EMPLOYERS:

Maximum loan =

2.5 X Average total monthly payments for payroll costs for the 12-week period beginning February 15, 2019 or March 1, 2019 (decided by the loan recipient) and ending June 30, 2019



Will this loan be FORGIVEN?

Borrowers are eligible to have their loans forgiven.

How Much?

A borrower is eligible for loan forgiveness equal to the amount the borrower spent on the following items during the 8-week period beginning on the date of the origination of the loan:

- Payroll costs (using the same definition of payroll costs used to determine loan eligibility)
- Interest on the mortgage obligation incurred in the ordinary course of business
- Rent on a leasing agreement
- Payments on utilities (electricity, gas, water, transportation, telephone, or internet)
- For borrowers with tipped employees, additional wages paid to those employees

The loan forgiveness cannot exceed the principal.



How could the forgiveness be reduced?

The amount of loan forgiveness calculated above is reduced if there is a reduction in the number of employees or a reduction of greater than 25% in wages paid to employees. Specifically:

Reduction based on reduction of number of employees

PAYROLL COST Calculated on page 2



Average Number of Full-Time Equivalent Employees (FTEs) Per Month for the 8-Weeks Beginning on Loan Origination



Option 1:

Average number of FTEs per month from February 15, 2019 to June 30, 2019

Option 2:

Average number of FTEs per month from January 1, 2020 to February 29, 2020

For Seasonal Employers:

Average number of FTEs per month from February 15, 2019 to June 30, 2019

Reduction based on reduction in salaries

PAYROLL COST Calculated on page 2



For any employee who did not earn during any pay period in 2019 wages at an annualized rate more than \$100,000, the amount of any reduction in wages that is greater than 25% compared to their most recent full quarter.

What if I bring back employees or restore wages?

Reductions in employment or wages that occur during the period beginning on February 15, 2020, and ending 30 days after enactment of the CARES Act, (as compared to February 15, 2020) shall not reduce the amount of loan forgiveness **IF** by June 30, 2020 the borrower eliminates the reduction in employees or reduction in wages.



Non-SBA Additional Info

Additional Info / Resources

- JP Morgan Chase and Regions Bank programs
- Texas Restaurant Association Grant Program
- Galveston EDA Short-term Loan Program: https://bit.ly/2UrL001
- El Campo Chamber is starting a short-term loan program
- Your existing bank may do their own bridge loans
- More coming...

Contact Information

Small Business Development Center 713-752-8444

www.sbdc.uh.edu

Houston SCORE

713-487-6565

www.houston.score.org

Women's Business Center

713-681-9232

www.wbea-texas.org/womens-

business-center

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www.sba.gov/tx/houston

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