



U.S. Small Business
Administration

U.S. SMALL BUSINESS ADMINISTRATION

COVID-19
DISASTER ASSISTANCE

Man-Li Lin

Economic Development Specialist
U.S. Small Business Administration

Man-li.lin@sba.gov

SBA's Programs and Services

- **Counseling** - Business Training & Education
 - SCORE, SBDC & WBC
 - <https://www.sba.gov/local-assistance>
- **Capital** - Access to Government Guaranties
 - Microloans/Community Advantage
 - 7(a)/Express, 504 Loan Programs
 - Surety Bond Guaranty Program
- **Contracting** - Selling to the U.S. Government
 - 8(a) Business Development & HUBZone Certification
- **Disaster Assistance**
 - Physical Damage & Economic Injury Loans

SBA's COVID-19 Disaster Assistance Program (1-2)

On March 27, 2020, Congress passed and the President signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act - a landmark \$2 trillion stimulus package addressing the impact of COVID-19. The package includes substantial relief for small business, including:

- **Economic Injury Disaster Loans and Advance (forgiven):** An additional \$10 billion in funding for SBA Economic Injury Disaster Loans (EIDL), with emergency grants of up to \$10,000 to provide immediate relief for small business operating costs. [Apply on SBA website.](#)
- **Paycheck Protection Program (may forgiven in part) :** A \$349 billion loan program for small businesses and nonprofits to maintain existing workforce and help pay for other expenses like rent, mortgage, and utilities. [Apply on lenders' websites.](#)

SBA's COVID-19 Disaster Assistance (2-2)

- **Small Business Debt Relief:**

\$17 billion for the Small Business Administration (SBA) to cover 6 months of payments for small businesses with existing SBA loans, including 7(a), Community Advantage, 504, and Microloan programs. **For businesses with SBA guarantee Loans**

- **SBA Express Bridge Loan:**

Only can be made by SBA Express Lenders with a valid SBA Form 2424 in effect as of March 13, 2020. Loan amount up to \$25,000.

Paycheck Protection Program (PPP)

- Maximum loan amount: the lesser of \$10MM or 2.5 times the average monthly small business payroll based on the prior year's payroll
- Interest rate of 1%
- Maturity of 2 years
- First payment deferred for six months
- 100% guarantee by SBA
- No collateral
- No personal guarantees
- No borrower or lender fees payable to SBA

Who can Apply

Eligible businesses: You were in operation on 2/15/2020

- Small businesses
- Non-profits 501(c)(3)
- Veterans organizations 501(c)(19)
- Tribal concerns 31(b)(2)(c)
- Sole proprietorships
- Self-employed individuals
- Independent contractors

with 500 or fewer employees

Small businesses in the hospitality and food industries, including restaurants, hotels, etc., with more than one location are also be eligible if each location employs less than 500 workers.

Small Business Definition

<https://www.sba.gov/partners/contracting-officials/small-business-procurement/small-business-size-standards>

- General Requirements
 - Federal Small Business
 - Federal standard – **NAICS** (North American Industry Classification System)
 - Independently owned and operated
 - Franchises-www.franchiseregistry.com
- Maximum Size Restrictions Examples
 - Manufacturing- ≤ 500 Employees
 - Wholesaling- ≤ 100 Employees
 - Retail/Service- Avg. Sales \$4.5M to \$32.5M
 - Construction- \$14M to \$33.5M

Who can apply

- For this program, the SBA's affiliation standards are waived for small businesses
- (1) in the hotel and food services industries (NAICS code 72);
- (2) that are franchises in the SBA's Franchise Directory;
- (3) that receive financial assistance from small business investment companies (SBIC) licensed by the SBA. Additional guidance may be released as appropriate.

Who can Apply

- You are also eligible for a PPP loan if you are an individual who operates under a **sole proprietorship** or as an **independent contractor** or eligible **self-employed individual**
- you were in operation on February 15, 2020.
- You must also submit such documentation as is necessary to establish eligibility **such as payroll processor records, payroll tax filings, or Form 1099- MISC, or income and expenses from a sole proprietorship.**
- For borrowers that do not have any such documentation, the borrower must provide other supporting documentation, such as **bank records**, sufficient to demonstrate the qualifying payroll amount.

When to Apply

- Starting **April 3**, 2020, **small businesses** and **sole proprietorships** can apply for and receive loans to cover their payroll and other certain expenses through existing SBA lenders.
- Starting **April 10**, 2020, **independent contractors and self-employed individuals** can apply for and receive loans to cover their payroll and other certain expenses through existing SBA lenders
- Many lenders are not ready to accept applications. Please give them time to set up their systems.

Where to apply? Lender List

<https://www.sba.gov/paycheckprotection/find>

- For loans made under the PPP, SBA will not require the lenders to comply with section 120.150 “What are SBA’s lending criteria?.”
- SBA will **allow lenders to rely on certifications** of the borrower in order to determine eligibility of the borrower and use of loan proceeds and to **rely on specified documents provided by the borrower** to determine qualifying loan amount and eligibility for loan forgiveness.

Paycheck Protection Program (PPP)

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

Loan Forgiveness

- **IF** proceeds used for payroll costs and other designated business operating expenses
- in the 8 weeks following the date of loan origination
- (due to likely high subscription, it is anticipated that not more than 25% of the forgiven amount may be for non-payroll costs)(at least 75% of the forgiven amount must have been used for payroll)
- The new loan program will be available retroactive from Feb. 15, 2020, so employers can rehire their recently laid-off employees through June 30, 2020.

Lender Submit Form 2483 with instructions

p. 14 – p. 21

Business Payroll Costs

Employee whose principal place of residence is the United States

- Wages
- Commissions or similar compensation
- Cash tips (based on employer records of past tips or a reasonable, good-faith employer estimate of such tips)
- Payment for vacation, parental, family, medical or sick leave
- Allowance for separation for separation or dismissal
- Employee benefits consisting of group health care coverage, including insurance premiums, retirement
- State and local taxes assessed on compensation of employees

Sole Proprietor and Independent Contractor

Payroll Costs

- Wage
- Commissions
- Income
- Net earning from self-employment or similar compensation

Monthly Payroll

- Use the average monthly payroll for 2019
- Excluding costs over &100,000 on an annualized basis for each employee
- For **seasonal business**, use average monthly payroll between February 15, 2019 and June 30, 2019, excluding costs over \$100,000 on an annualized basis for each employee
- For **new business**, using the time period from January 1, 2020 to February 29, 2020, excluding costs over \$100,000 on an annualized basis for each employee

If receiving Economic Injury Disaster Loan (EIDL)

Loan Request

1. Average monthly payroll for 2019 times (x) 2.5
2. Add (+) the outstanding amount of an EIDL made between January 31, 2020 and April 3, 2020
3. Less (-) the amount of any “Advance” (forgiven)
4. = Loan Request

Definition of Owners/Principals

- For a sole proprietorship, the sole proprietor
- For a partnership, all general partners, and all limited partners owning 20% or more of the equity of the firm
- For a corporation, all owners of 20% or more of the company
- Any Trustors (if the applicant is owned by a trust)

Certifications (1)

- The Applicant was **in operation on February 15, 2020** and had employees for whom it paid salaries and payroll taxes or paid independent contracts, as reported on form 1099-MISC.
- Current economic uncertainty makes this loan request necessary to support the ongoing operations of the applicant
- The funds will be used to retain workers and maintain payroll or make mortgage interest payments, lease payments, and utility payments; I understand that if the funds are knowingly used for unauthorized purposes, the federal government may hold me legally liable, such as for charges of fraud

Certifications (2)

- Applicant will provide to the Lender documentation verifying the **number of full-time** equivalent on the applicant's payroll and dollar **amounts of payroll costs**, covered **mortgage interest** payments, covered **rent** payment, and covered **utilities** for the **8 week period** following this loan
- I understand that loan **forgiveness** will be provided for **the sum of documented payroll costs**, covered **mortgage interest** payments, covered **rent** payment, and covered **utilities**, and not more than 25% of the forgiven amount may be for non-payroll costs
- From February 15, 2020 to December 31, 2020, the applicant has not and will not receive another loan under the PPP.

Certifications (3)

- Certify that the information provided is true and accurate in all material respects.
- I acknowledge that the lender will confirm the eligible loan amount using required documents submitted,
- and agree lender can share any tax information with SBA including SBA office of Inspector General.

Form 2484

Borrower Application Form



Paycheck Protection Program Borrower Application Form

OMB Control No.: 3245-0407
Expiration Date: 09/30/2020

Check One: <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> C-Corp <input type="checkbox"/> S-Corp <input type="checkbox"/> LLC <input type="checkbox"/> Independent contractor <input type="checkbox"/> Eligible self-employed individual <input type="checkbox"/> 501(c)(3) nonprofit <input type="checkbox"/> 501(c)(19) veterans organization <input type="checkbox"/> Tribal business (sec. 31(b)(2)(C) of Small Business Act) <input type="checkbox"/> Other	DBA or Tradename if Applicable	
Business Legal Name		
Business Address	Business TIN (EIN, SSN)	Business Phone () -
	Primary Contact	Email Address

Average Monthly Payroll:	\$	x 2.5 + EIDL, Net of Advance (if Applicable) Equals Loan Request:	\$	Number of Employees:
Purpose of the loan (select more than one): <input type="checkbox"/> Payroll <input type="checkbox"/> Lease / Mortgage Interest <input type="checkbox"/> Utilities <input type="checkbox"/> Other (explain): _____				

Applicant Ownership

List all owners of 20% or more of the equity of the Applicant. Attach a separate sheet if necessary.

Owner Name	Title	Ownership %	TIN (EIN, SSN)	Address

If questions (1) or (2) below are answered "Yes," the loan will not be approved.

Check One

- Sole Proprietor
- Partnership
- C-Corp
- S-Corp
- LLC
- Independent Contractor
- Eligible self-employed Individual
- 501 (c) (3) Non profit
- 501 (c) (19) Veterans organization
- Tribal business (sec.31 (b)(2)© of Small Business Act)
- Other

Business Information

- Business Legal Name
- Business Address
- DBA or Trade name if Applicable
- Business TIN/ SSN for sole proprietor
- Business Phone
- Primary Contact
- E-mail

Loan Request

1. Average monthly payroll for 2019 times (x)2.5
2. **Add (+)** the outstanding amount of an **EIDL** made between January, 31, 2020 and April 3, 2020
3. **Less (-)** the amount of any “**Advance**” (forgiven)
4. = Loan Request

USE OF FUNDS (1)

Payroll Costs including Benefits

- Salary
- Commissions
- Wages payment of cash tips (up to an annual rate of pay of \$100,000)
- Employee group health care benefits, including insurance premiums
- Retirement contributions
- Employee Benefits including costs for vacation, parental, family, medical, or sick leave

Payroll Costs for a Sole Proprietor or Independent Contractor

- Wages
- Commissions
- Income or net earnings from self-employment
- capped at \$100,000 on an annualized basis for each employee.

USE OF FUNDS (2)

Business Operating Expenses

- Interest payments on mortgage obligations, incurred before 2/15/2020
- Rent, under lease agreements in force before 2/15/2020
- Utilities, for which service began before 2/15/2020
- Interest on other debt obligations previously incurred

Purpose of the loan (select more than one)

- Payroll
- Lease / Mortgage Interest
- Utilities
- Other (explain)

Applicant Ownership

- List all owners of 20% or more of the equity of the Applicant. Attach a separate sheet if necessary.
- Name
- Title
- Ownership %
- TIN (EIN, SSN)
- Address

If questions (1) or (2) below are answered "Yes," the loan will not be approved.

Question	Yes	No
1. Is the Applicant or any owner of the Applicant presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal department or agency, or presently involved in any bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the Applicant, any owner of the Applicant, or any business owned or controlled by any of them, ever obtained a direct or guaranteed loan from SBA or any other Federal agency that is currently delinquent or has defaulted in the last 7 years and caused a loss to the government?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the Applicant or any owner of the Applicant an owner of any other business, or have common management with, any other business? If yes, list all such businesses and describe the relationship on a separate sheet identified as addendum A.	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the Applicant 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.	<input type="checkbox"/>	<input type="checkbox"/>

If questions (5) or (6) are answered "Yes," the loan will not be approved.

Question	Yes	No
5. Is the Applicant (if an individual) or any individual owning 20% or more of the equity of the Applicant subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction, or presently incarcerated, or on probation or parole? Initial here to confirm your response to question 5 → _____	<input type="checkbox"/>	<input type="checkbox"/>
6. Within the last 5 years, for any felony, has the Applicant (if an individual) or any owner of the Applicant 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment)? Initial here to confirm your response to question 6 → _____	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the United States the principal place of residence for all employees of the Applicant included in the Applicant's payroll calculation above?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the Applicant a franchise that is listed in the SBA's Franchise Directory?	<input type="checkbox"/>	<input type="checkbox"/>

Questions Part 1

(1-2)

If (1) or (2) are answered “Yes” the loan will not be approved.

1. Is the Applicant or any owner of the Applicant presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal or agency, or presently involved in any bankruptcy
2. Is the Applicant or any owner of the Applicant, or any business owned controlled by any of them, ever obtained a direct or guaranteed loan from SBA or any other Federal agency that is currently delinquent or had defaulted in the last 7 years and caused a loss to the government?

Question Part 1

(2-2)

3. Is the Applicant or any owner of the Applicant an owner of any other business, or have common management with, any other business? List all such business and describe the relationship on a separate sheet identified as Addendum A.

4. Has the Applicant 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.

Questions Part 1

(1-2)

If (5) or (6) are answered “Yes”, the loan will not be approved

5. Is the Applicant (if an individual) or any individual owning 20% or more of the equity of the Applicant subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction, or presently incarcerated, or probation or parole?

6. Within the last 5 years, for any felony, has the Applicant (if an individual) or any owner of the Applicant

- Been convicted
- Pleaded guilty
- Pleaded nolo contendere
- Been placed on pretrial diversion
- Been placed on any form of parole or probation (including probation before judgment)?

7. Is the United States the principal place of residence **for all employees** of the Applicant included in the Applicant's payroll calculation above?

8. Is the Applicant a franchise that is listed in the SBA's Franchise Directory?

PPP Q&A: Ineligible

1. You are engaged in any activity that **is illegal** under federal, state, or local law;
2. You are a **household employer** (individuals who employ household employees such as nannies or housekeepers);
3. An owner of 20 percent or more of the equity of the applicant is incarcerated, on probation, on parole; presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction; or has been convicted of a felony within the last five years;
4. You, or any business owned or controlled by you or any of your owners, has ever obtained a direct or guaranteed loan from SBA or any other Federal agency that is **currently delinquent or has defaulted** within the last **7 years** and caused a loss to the government.

How do I calculate the maximum amount I can borrow?

- The following methodology, which is one of the methodologies contained in the Act, will be most useful for many applicants.
- **Step 1:** Aggregate payroll costs from the last twelve months for employees whose principal place of residence is the United States.
- **Step 2:** Subtract any compensation paid to an employee in excess of an annual salary of \$100,000 and/or any amounts paid to an independent contractor or sole proprietor in excess of \$100,000 per year.
- **Step 3:** Calculate **average monthly** payroll costs (divide the amount from Step 2 by 12).

- **Step 4:** Multiply the average monthly payroll costs by 2.5
- **+** the outstanding amount of an **Economic Injury Disaster Loan (EIDL)** made between January 31, 2020 and April 3, 2020,
- **-** The amount of any **“advance”** under an EIDL COVID-19 loan (because it does not have to be repaid).

- Example 1 – No employees make more than \$100,000
- Annual payroll: \$120,000
- Average monthly payroll: \$10,000 (120,000 divided by 12)
- Multiply by 2.5 = \$25,000
- Maximum loan amount is \$25,000

Is there anything that is expressly excluded from the definition of payroll costs? (1)

- Yes. The Act expressly excludes the following:
 - i. Any compensation of an employee whose principal place of residence is outside of the United States;
 - ii. The compensation of an individual employee in excess of an annual salary of \$100,000, prorated as necessary;

Is there anything that is expressly excluded from the definition of payroll costs? (2)

iii. **Federal employment taxes imposed or withheld between February 15, 2020 and June 30, 2020**, including the employee's and employer's share of FICA (Federal Insurance Contributions Act) and Railroad Retirement Act taxes, and income taxes required to be withheld from employees;

iv. **Qualified sick and family leave wages for which a credit** is allowed under sections 7001 and 7003 of the Families First Coronavirus Response Act (Public Law 116-127).

Can I use e-signatures or e-consents if a borrower has multiple owners?

1. Can I use e-signatures or e-consents if a borrower has multiple owners?

- Yes, **e-signature or e-consents can be used** regardless of the number of owners.

2. Is the PPP “**first-come, first-served?**”

- Yes.

3. When will I have to begin paying principal and interest on my PPP loan?

- You will not have to make any payments for six months following the date of disbursement of the loan. However, **interest will continue to accrue on PPP loans during this six-month deferment.**

Can my PPP loan be forgiven in whole or in part?

- Yes. The borrower will not be responsible for any loan payment if the borrower uses all of the loan proceeds for forgivable purposes described below and employee and compensation levels are maintained.
- The **actual amount of loan forgiveness will depend**, in part, on the total amount of payroll costs, payments of interest on mortgage obligations incurred before February 15, 2020, rent payments on leases dated before February 15, 2020, and utility payments under service agreements dated before February 15, 2020, over the eight-week period following the date of the loan.

Can my PPP loan be forgiven in whole or in part?

- However, not more than 25 % of the loan forgiveness amount may be attributable to nonpayroll costs.
- The Administrator and the Secretary believe that applying this threshold to loan forgiveness is consistent with the structure of the Act, which provides a loan amount 75 percent of which is equivalent to eight weeks of payroll
- (8 weeks / 2.5 months = 56 days / 76 days = 74 % rounded up to 75 %).

1. Do **independent contractors count as employees** for purposes of PPP loan forgiveness

- **No**, independent contractors have the ability to apply for a PPP loan on their own so they do not count for purposes of a borrower's PPP loan forgiveness.

2. **What forms** do I need and how do I submit an application?

- The **applicant** must submit SBA **Form 2483** (Paycheck Protection Program Application Form) and payroll documentation, as described above.
- The **lender** must submit SBA **Form 2484** (Paycheck Protection Program Lender's Application for 7(a) Loan Guaranty) electronically in accordance with program requirements and maintain the forms and supporting documentation in its files.

Forgiven will be reduced

- **You will also owe money if you do not maintain your staff and payroll.**
- **Number of Staff**: Your loan forgiveness will be reduced if you decrease your full-time employee headcount.
- **Level of Payroll**: Your loan forgiveness will also be reduced if you decrease salaries and wages by more than 25% for any employee that made less than \$100,000 annualized in 2019.
- **Re-Hiring**: You have until June 30, 2020 to restore your full-time employment and salary levels for any changes made between February 15, 2020 and April 26, 2020.

How can I request loan forgiveness?

- You can **submit a request** to the lender that is servicing the loan.
- The request will include documents that verify the number of full-time equivalent employees and pay rates
- as well as the payments on eligible mortgage, lease, and utility obligations.
- You must certify that the documents are true and that you used the forgiveness amount to keep employees and make eligible mortgage interest, rent, and utility payments.
- The lender must make a decision on the forgiveness within 60 days.

BEWARE OF SCAMS AND FRAUD

The Office of Inspector General

- The SBA **does not initiate contact** on either 7(a) or Disaster loans. If you are proactively contacted by someone claiming to be from the SBA, suspect fraud.
- The SBA **does not provide grants** to small businesses. The SBA provides guarantees to lenders to encourage them to make loans to small businesses. If you are contacted via social media about an SBA grant program for small businesses, suspect fraud.
- If you are contacted by someone promising to get approval of an SBA loan but requires any **payment up front** or **offers a high interest bridge loan** in the interim, suspect fraud.

BEWARE OF SCAMS AND FRAUD

The Office of Inspector General

- Look out for phishing attacks/scams utilizing the SBA logo. These may be attempts to obtain your **personally identifiable information** (PII) to obtain personal banking access, or to install ransomware/malware on your computer.
- If you are in the process of applying for an **SBA loan** and receive **email correspondence asking for PII**, ensure that the referenced application number is consistent with the actual application number.
- The SBA limits the fees a **broker** can charge a borrower **to 3%** for loans \$50,000 or less and 2% for loans \$50,000 to \$1,000,000 with an additional .25% on amounts over \$1,000,000. Any attempt to charge more than these fees is inappropriate.

BEWARE OF SCAMS AND FRAUD

The Office of Inspector General

- Any email communication from the SBA will come from accounts ending with **.gov**.
- The presence of **an SBA logo** on a webpage **does not** guaranty the information is accurate or endorsed by the SBA. Please cross-reference any information you receive with information available at [sba.gov](https://www.sba.gov).
- If you have a question about getting an **SBA disaster loan**, call **800-659-2955** or send an email to disastercustomerservice@sba.gov.
- If you have questions about other SBA lending products, call the SBA's Answer Desk at 800-827-5722 or send an email to answerdesk@sba.gov.
- **Report Fraud**
- Report any suspected fraud to OIG's Hotline at 800-767-0385 or online at, <https://www.sba.gov/about-sba/oversight-advocacy/office-inspector-general/office-inspector-general-hotline>.

SBA COVID-19 Assistance

Small Business Debt Relief

- This program will provide immediate relief to small businesses with non-disaster **SBA loans, 7(a), 504, and microloans**.
- Under it, SBA will cover all loan payments on these SBA loans, including principal, interest, and fees, for **six months**.
- This relief will also be available to new borrowers who take out loans within six months of the President signing the bill into law.

SBA COVID-19 Assistance

SBA Express Bridge Loan

- **Only SBA Express Lenders** with a valid SBA Form 2424 in effect as of March 13, 2020 can make this EBL Loan
- Up to \$25,000
- Used to support the survival and/or reopening of the small business
- Lender may charge **up to 6.5% over the Prime** rate
- Time for approval: 24-48 hours
- Term: 7 years

Applying SBA Disaster Loan (EIDL)

New York District Office (NYDO)

Everyone Should Apply!!

NO cost to apply

You have **NO obligation to accept it** when it is approved.

1-Year deferment payment

We don't know when this disaster will end

SBA Economic Injury Disaster Loan (EIDL)

Loan Amount and Use

- Up to **\$2 million** to help meet financial obligations and operating expenses which could have been met without the disaster
- May be used to pay
 - **Fixed Debts**
 - **Payroll**
 - **Accounts Payable**
 - **Other bills** can't be paid because of the disaster's impact
- Amount should reflect 6 months operating expenses
- There is no obligation to take the loan if offered. ✓

SBA Economic Injury Disaster Loan (EIDL)

Interest Rate

- 3.75% for small businesses
- 2.75% for private non-profit organizations

Term

Long term repayment up to a maximum of 30 years

Collateral

EIDL over \$25,000 require collateral

SBA will not decline a loan for lack of collateral, but requires borrowers to pledge of what is available

Who is Ineligible?

- Businesses with more than 1/3 of annual gross revenue is gambling
- Casinos & Racetracks where their purpose for being is gambling
- Businesses of a prurient sexual nature
- Investment or Lending companies
- Charitable Organizations (Private non-profits organizations is eligible)
- Religious Organizations

Apply on SBA Disaster Center website

Economic Injury Disaster Loan (EIDL) (Disaster Loan)

- On March 6, the U.S. Congress passed a COVID-19 preparedness and response supplemental funding bill that designated COVID-19 as a disaster under the Small Business Administration (SBA) and provided \$20 billion to support the SBA's administration of loan subsidies to small businesses of up to \$2 million per loan.

Advance (Will be Forgiven)

- On March 27, Congress passed the CARES Act, adding \$10 billion to the loan program and waiving or relaxing several loan eligibility requirements.

If you applied EIDL on this original Website You need to **Re-Apply** on the new website

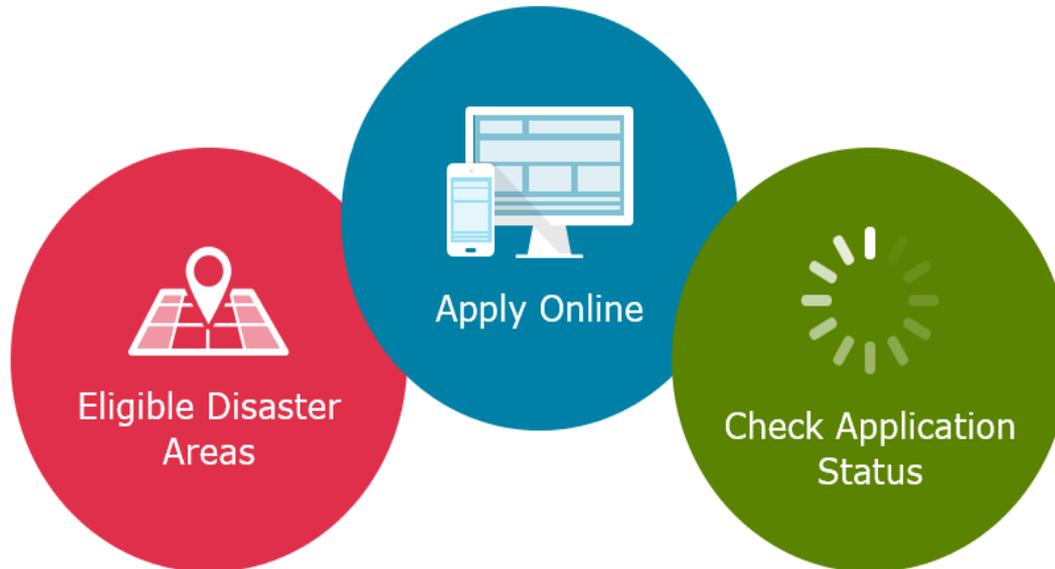


[FAQs](#) [Help](#) [Contact Us](#) [Register](#) [Login](#) [Home](#)

[Loan Information](#) [Search Declarations](#) [Apply Online](#)

Disaster Loan Assistance

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



STREAMLINED PROCESS REQUIREMENTS

New Website/No documents needed until requested

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

Disaster Loan Assistance

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

COVID-19 ECONOMIC INJURY DISASTER LOAN APPLICATION



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

Apply for **both** EIDL & Advance on New website

- If you wish to apply for the Advance on your EIDL, please visit www.SBA.gov/Disaster as soon as possible to fill out a new, streamlined application.
- In order to qualify for the Advance, you need to submit this new application even if you previously submitted an EIDL application.
- Applying for the Advance will not impact the status or slow your existing application.

www.sba.gov

Click “LEARN MORE”

The screenshot shows a web browser window with the URL sba.gov. A yellow notification bar at the top reads "Coronavirus (COVID-19): Small Business Loan Information. LEARN MORE". The SBA logo and "U.S. Small Business Administration" are visible in the top left. A "MENU" button is in the top right. The main content area features a large image of a coronavirus particle. On the left side of this image, the text "Coronavirus (COVID-19): Small Business Guidance & Loan Resources" is displayed in white. A red arrow points from the left edge of the slide to a red button labeled "LEARN MORE" located at the bottom left of the coronavirus image.

Click on Economic Injury Disaster Loan Program

Click on “Economic Injury Loan Program”

The screenshot shows a web browser window with the URL sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources#section-header-0. A yellow banner at the top reads "Coronavirus (COVID-19): Small Business Loan Information. LEARN MORE". Below the banner is the SBA logo and a "MENU" button. A "Content" section is visible, with a red arrow pointing to the "Economic Injury Disaster Loan Program" link. Other links in the list include "SBA Express Bridge Loans", "Guidance for Businesses and Employers", "SBA Products and Resources", "Government Contracting", and "Local Assistance". Below the list, the heading "Economic Injury Disaster Loan Program" is displayed, followed by the text: "Small business owners in all U.S. states and territories are currently eligible to apply for a low-interest loan due to Coronavirus (COVID-19). [Click here to apply.](#)"

Click “APPLY FOR ASSISTANCE”

The screenshot shows a web browser window with the URL sba.gov/funding-programs/disaster-assistance. A yellow banner at the top contains a warning icon and the text "Coronavirus (COVID-19): Small Business Loan Information. [LEARN MORE](#)". The SBA logo and "U.S. Small Business Administration" are in the top left, and a "MENU" button is in the top right. The main content area features the heading "Disaster assistance" and the text "The SBA provides low-interest disaster loans to help businesses and homeowners recover from declared disasters." Below this text is a red button labeled "APPLY FOR ASSISTANCE", which is pointed to by a red arrow.

Disaster assistance

The SBA provides low-interest disaster loans to help businesses and homeowners recover from declared disasters.

APPLY FOR ASSISTANCE

Click on “click here”

The screenshot shows a web browser window with the URL sba.gov/page/disaster-loan-applications. A yellow banner at the top contains the text "Coronavirus (COVID-19): Apply for an Economic Injury Disaster Loan" and a "CLICK HERE" link. The SBA logo and "U.S. Small Business Administration" are in the top left, and a "MENU" button is in the top right. The main heading is "Disaster Loan Applications" with the subtext "Find out how to apply for SBA Disaster loans". Under the "Content" section, there are several blue links: "Economic Injury Disaster Loans", "Home Loans or Sole Proprietor Loans", "Mailing instructions", "Useful links", and "Get help". Below this, the heading "Economic Injury Disaster Loans" is repeated. A red arrow points from the "Economic Injury Disaster Loans" heading down to the "click here" link in the text "To apply for a COVID-19 Economic Injury Disaster Loan, [click here.](#)".

STREAMLINED PROCESS REQUIREMENTS

**New Website/Procedure/No form/No documents needed
will be contacted if documents needed**

Disaster Loan Assistance

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

COVID-19 ECONOMIC INJURY DISASTER LOAN APPLICATION



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

STREAMLINED PROCESS REQUIREMENTS

5 STEPS



1. Disclosures
2. Business Information
3. Business Owners Information
4. Additional Information
5. Summary

Step 1 - Disclosures

- 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.

Eligible Entity Verification **Check One**

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.

Choose One

(1-2)

- 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), 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.

Choose One

(2-2)

- 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.

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.

If you have questions about this application or problems providing the required information, please contact our Customer Service Center at 1-800-659-2955 or (TTY: 1-800-877-8339) DisasterCustomerService@sba.gov.

Continue >

Review and Check All of the Following: (1-2)

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.

Review and Check All of the Following: (2-2)

- 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.

Step 2 - Business Information



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

Business Description *

Step 2 - Business Information

- Business legal Name
- Trade Name
- EIN/SSN for Sole Proprietorship
-
- Organization Type
- Is the applicant a Non-profit organization?
- Is the applicant a Franchise?

- **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)
- Rental Properties (Residential and Commercial) Only – Loss Rents Due to the Disaster
- Non-Profit Cost of Operation for the Twelve (12) Month Prior to the Date of the Disaster (January 31, 2020)

- Combined Annual Operating Expenses for the Twelve (12) Month Prior to the Date of the Disaster (January 31, 2020) for All Secular Social Services Provided by the **Faith Base Entity**
- **Compensation** From Other Sources Received as a Result of the Disaster
- Provide Brief Description of Other Compensation Sources.

- Primary Business Address (Cannot be P.O. Box)
- City
- State
- County
- Zip
- Business Phone
- Business Fax
- Business Email

- Date Business Established
- Current Ownership Since
- Business Activity
- Detailed Business Activity
- Number of Employees (As of January 31, 2020)

Next

Step 3: Business Owners Information

- First name
- Last name
- Mobile Phone
- Title/Office
- Ownership Percent
- Email
- SSN
- Birth Date
- Place of Birth
- U.S. Citizen?
- Residential Street Address
- City
- State
- Zip

Next

Additional Information (1-2)

- 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?
- Is the applicant or any listed owner currently suspended or debarred from contracting with the Federal government or receiving Federal grants or loans?

Additional Information (2-2)

- Are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction?
- 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 been convicted, plead guilty, plead nolo contendere, been placed on pretrial diversion, or been placed on any form of parole or probation (including probation before judgment)?

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

- **Where to Send Funds**

- Bank Name *

- Account Number *

- Routing Number *

If Anyone Helps you in completing this application

- If anyone assisted you in completing this application, whether you pay a fee for this service or not, that person must enter their information below.
- Individual Name
- Name of Company
- Phone Number
- Street Address, City, State, Zip
- Fee Charged or Agreed Upon

I give permission for SBA to discuss any portion of this application with the representative listed above.

(1-3)

- On behalf of the individual owners identified in this application and for the business applying for the loan:

I/We authorize my/our insurance company, bank, financial institution, or other creditors to release to SBA all records and information necessary to process this application and for the SBA to obtain credit information about the individuals completing this application.

- If my/our loan is approved, additional information may be required prior to loan closing. I/We will be advised in writing what information will be required to obtain my/our loan funds.

(2-3)

- I/We hereby authorize the SBA to verify my/our past and present employment information and salary history as needed to process and service a disaster loan.
- I/We authorize SBA, as required by the Privacy Act, to release any information collected in connection with this application to Federal, state, local, tribal or nonprofit organizations (e.g. Red Cross Salvation Army, Mennonite Disaster Services, SBA Resource Partners) for the purpose of assisting me with my/our SBA application, evaluating eligibility for additional assistance, or notifying me of the availability of such assistance.

(3-3)

I/We will not exclude from participating in or deny the benefits of, or otherwise subject to discrimination under any program or activity for which I/we receive Federal financial assistance from SBA, any person on grounds of age, color, handicap, marital status, national origin, race, religion, or sex.

I/We will report to the SBA Office of the Inspector General, Washington, DC 20416, any Federal employee who offers, in return for compensation of any kind, to help get this loan approved. I/We have not paid anyone connected with the Federal government for help in getting this loan.

CERTIFICATION AS TO TRUTHFUL INFORMATION: By signing this application, you certify that all information in your application and submitted with your application is true and correct to the best of your knowledge, and that you will submit truthful information in the future.

- **WARNING:** Whoever wrongfully misapplies the proceeds of an SBA disaster loan shall be civilly liable to the Administrator in an amount equal to one-and-one half times the original principal amount of the loan under 15 U.S.C. 636(b). In addition, any false statement or misrepresentation to SBA may result in criminal, civil or administrative sanctions including, but not limited to: 1) fines and imprisonment, or both, under 15 U.S.C. 645, 18 U.S.C. 1001, 18 U.S.C. 1014, 18 U.S.C. 1040, 18 U.S.C. 3571, and any other applicable laws; 2) treble damages and civil penalties under the False Claims Act, 31 U.S.C. 3729; 3) double damages and civil penalties under the Program Fraud Civil Remedies Act, 31 U.S.C. 3802; and 4) suspension and/or debarment from all Federal procurement and non-procurement transactions. Statutory fines may increase if amended by the Federal Civil Penalties Inflation Adjustment Act Improvements Act of 2015.
- **I hereby certify UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE UNITED STATES that the above is true and correct.**
- [Click for additional statements required by laws and executive orders](#)

Important Notes About Your Application

- 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 will be given up to **six months** to provide new information and a **written reconsideration request**

Business- The following items may be required 1-2

1. (SBA Form 5) – 2 pages of application
2. (IRS Form 4506) Completed and signed Tax Information Authorization completed and signed by the following
 - each applicant, each principal owning 20 % or more of the applicant business
 - each general partner or managing member
 - any owner who has greater than 50 percent ownership in an affiliate business. Affiliates include, but are not limited to, business parents, subsidiaries, and/or other businesses with common ownership or management

Business- The following items may be required 2-2

3. Complete copies, including all schedules, of the **most recent Federal income tax returns** for the applicant business; an explanation if not available
4. **(SBA Form 413) Personal Financial Statement completed**, signed, and dated by the applicant, each principal owning 20 percent or more of the applicant business, and each general partner or managing member.
5. **(SBA Form 2202) Schedule of Liabilities** listing all fixed debts

Non-profit Org.- The following items may be requested

Private Non-profit organizations (except Religious/Charitable organization)

- (SBA Form 5) completed and signed
- A complete copy of the organization's **most recent tax return** OR a copy of the organization's **IRS tax-exempt certification** and complete copies of the organization's **three most recent years' "Statement of Activities"**
- (SBA Form 2202) Schedule of Liabilities
- (IRS Form 4506-T) Tax Information Authorization completed and signed for each applicant and for any affiliated entity. Affiliates include, but are not limited to, business parents, subsidiaries, and/or other businesses with common ownership or management.

You may be requested to provide additional information

Provide within **7 days** of the information request

- Complete copy, including all schedules, of the **most recent Federal income tax return** for
 - each principal owning 20 percent or more,
 - each general partner or managing member,
 - and each affiliate when any owner has more than 50 percent ownership in the affiliate business.
- Affiliates include, but are not limited to, business parents, subsidiaries, and/or other businesses with common ownership or management
- If the most recent Federal income tax return has not been filed, a **year-end profit-and-loss statement** and **balance sheet** for that tax year
- Additional Filing Requirements (**SBA Form 1368**) providing monthly sales figures for will generally be required when requesting an increase in the amount of economic injury. (This is especially important for Economic Injury Disaster Loans).

The Three Step Disaster Loan Process

Apply online per previous slides

Loan Processing Decision

- Information is verified and credit checked; you may be asked for more info
- Forecasts are completed to determine the EIDL amount
- A loan officer contacts you to make recommendation and discuss next steps
- Decision normally takes up to 4 weeks

Loan Closes and Funds Disbursed

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

SBA and Resource Partners' Assistance

- Free assistance with reconstructing financial records, preparing Financial Statement and submitting the loan application is available from any of SBA's partners: Small Business Development Centers (SBDC), SCORE, Women's Business Centers (WBC), and Veteran's Business Outreach Centers.
- For **the local assistance**, visit <https://www.sba.gov/local-assistance>
- For SBA **affiliate definition** and rules:
- http://www.sba.gov/sites/default/files/articles/affiliatio_ver_03.pdf
- For SBA **Small Business** Standard <https://www.sba.gov/partners/contracting-officials/small-business-procurement/small-business-size-standards>

Questions and Assistance for your Application

Please contact the right organization

For Economic Injury Disaster Loan (EIDL) and Advance

SBA Disaster Center 1-800-659-2955 or
disastercustomerservice@sba.gov

For **application assistance (one-on-one counseling)**

LaGuardia Community College SBDC
sbdc@lagcc.cuny.edu

For Paycheck Protection Program

Contact your bank/lender

THANK YOU THANK YOU THANK YOU THANK YOU THANK YOU

Man-li.lin@sba.gov



U.S. Small Business
Administration

We are here to help YOU