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COVID-19 RESOURCE GUIDE for Small Business

At MichBusiness, our mission is to serve companies. Through these trying times, we have created a COVID-19 resource guide to service your small business needs. Please feel free to reach out to us and let us know how to better service you and your teams.

COVID-19 RESOURCE GUIDE for Small Business

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Federal

CARES Act

Paycheck Protection Program – SBA



U.S. Small Business
Administration



President Trump signed the second tranche of Paycheck Protection Program loans into law April 24, 2020.

Michigan has received 43,400 PPP loans worth about \$10.4 billion. There are 5,000 PPP lenders from large banks to credit unions to community banks at work.

The Paycheck Protection Program, as part of the CARES Act, and administered by the SBA, will provide a loan up to \$10 million for payroll and other expenses. The program will provide funding to qualified small businesses as well as certain non-profit organizations. Applications are expected to go live today. However, there have been some updated guidelines. Please continue to work with your existing local bank representative to understand their lending process.

The loan amounts will be forgiven as long as:

- The loan proceeds are used to cover payroll costs, and most mortgage interest, rent, and utility costs over the 8-week period after the loan is made
- Employee and compensation levels are maintained

Payroll costs are capped at \$100,000 on an annualized basis for each employee. Due to likely high subscription, it is anticipated that not more than 25% of the forgiven amount may be for non-payroll costs. Loan payments will be deferred for 6 months.

The loan can be used on the following:

- Payroll costs, including benefits
- Interest on mortgage obligations, incurred before February 15, 2020
- Rent, under lease agreements in force before February 15, 2020
- Utilities, for which service began before February 15, 2020.

Apply through any existing SBA lender. It is recommended to check with your current financial institution first.

Application for Borrower:

<https://www.sba.gov/sites/default/files/2020-04/PPP%20Borrower%20Application%20Form.pdf>

Fact Sheet:

<https://home.treasury.gov/system/files/136/PPP--Fact-Sheet.pdf>

Full Details:

<https://home.treasury.gov/policy-issues/top-priorities/cares-act/assistance-for-small-businesses>

CARES Act

Families First Coronavirus Response Act – FFCRA



DEPARTMENT OF LABOR: PAID LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

FFCRA helps the United States combat the workplace effects of COVID-19 by reimbursing American private employers that have fewer than 500 employees with tax credits for the cost of providing employees with paid leave taken for specified reasons related to COVID-19. The law enables employers to keep their workers on their payrolls, while at the same time ensuring that workers are not forced to choose between their paychecks and the public health measures needed to combat the virus. The Department's Wage and Hour Division administers the paid leave portions of the FFCRA.

- The employee or someone the employee is caring for is subject to a government quarantine or has been advised by a health care provider to self quarantine
- The employee is experiencing COVID-19 symptoms and is seeking medical attention; or
- The employee is caring for his or her son or daughter whose school or place of care is closed or whose child care provider is unavailable for reasons related to COVID 19.
- Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and

continued ->

Federal

CARES Act

Families First Coronavirus Response Act – FFCRA



- Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Covered Employers: The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees.

Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a growing concern.

Eligible Employees: All employees of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. Employees employed for at least 30 days are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19.

Full details:

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>

Poster:

https://michbusiness.com/wp-content/uploads/2020/03/FFCRA_Poster_WH1422_Non-Federal.pdf

Michigan

CARES Act

UIA – Unemployment

The Coronavirus Aid, Relief, and Economic Security (CARES) Act expands Michigan's benefits to self-employed, 1099-independent contractors, and low wage workers as well as an increase in weekly pay to all who receive benefits.

Find application, details on the program, and more details from LEO:

https://www.michigan.gov/leo/0,5863,7-336-78421_97241---,00.html

Unemployment Information for Employers

https://www.michigan.gov/leo/0,5863,7-336-78421_97241_98677---,00.html

File your claim by Last Name, click on the graphic at right.

UNEMPLOYMENT INSURANCE
File Your Claim By Last Name

ONLINE SCHEDULE: michigan.gov/ui WEBSITE IS 24/7		CALL CENTER SCHEDULE: 1-866-500-0017 8AM-6PM MON-FRI, 7AM-2PM SAT	
A-L FILE CLAIMS Monday Wednesday Friday	M-Z FILE CLAIMS Sunday Tuesday Thursday	A-L CALL ON Monday & Wednesday	M-Z CALL ON Tuesday & Thursday
Saturday if you missed your days		Friday and Saturday if you missed your days	

The day or time of day in which a claim is filed will not impact whether you receive benefits or your benefit amount. Additionally, your claim can be backdated to reflect the date you were laid off or let go due to COVID-19.

Financial Grants and Loans

SBA

Small Business Administration



ECONOMIC INJURY DISASTER LOANS AND LOAN ADVANCE



This loan advance will provide up to \$10,000 of economic relief to businesses that are currently experiencing temporary difficulties.

<https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/economic-injury-disaster-loan-emergency-advance>

SBA 7(a) LOAN



The 7(a) Loan Program is the SBA's primary program for helping start-up and existing small businesses with financing guaranteed for a variety of general business purposes. SBA does not make loans itself, but rather guarantees loans made by participating lending institutions. In this way, taxpayer funds are only used in the event of borrower default. This reduces the risk to the lender but not to the borrower, who remains obligated for the full debt, even in the event of default.

<https://www.growmichigan.com/7a-loan-packaging/>

SBA EXPRESS BRIDGE LOAN PROGRAM



Short-term, expedited funding up to \$25,000 for eligible small businesses while they apply for and await long-term financing.

<https://www.sba.gov/sites/default/files/2020-03/Express-Bridge-Loan-Pilot-Program-Guide-FINAL-3.25.20.pdf>

SBA MICROLOAN



SBA Microloans between \$500 and \$50,000 are available to for-profit businesses in need of small-scale financing for items such as working capital, inventory, machinery or equipment.

<https://www.cornerstonewbc.com/services/access-to-capital>

Financial Grants and Loans

Section 4003 of the CARES Act Loan Programs for Larger Businesses



Loans available to industry-specific businesses: passenger air carriers, cargo air carriers, businesses certified by the Department of Transportation, air ticket agents, businesses critical to maintaining national security.

<https://home.treasury.gov/system/files/136/Procedures%20and%20Minimum%20Requirements%20for%20Loans.pdf>

Small Business Programs



SAVE SMALL BUSINESS FUND

The Save Small Business Fund is a grantmaking initiative offering short-term relief for small employers in the United States and its territories.

<https://savesmallbusiness.com/>

MSF AWARDEE RELIEF INITIATIVE

The MSF Awardee Relief Initiative program authorizes emergency relief to businesses and community projects that have previously received grants, loans, or other forms of economic assistance from the Michigan Strategic Fund.

<https://www.michiganbusiness.org/about-medc/covid19/msf-awardee-relief-initiative/>

MEDC'S ENTREPRENEURIAL & INNOVATION INITIATIVE

Early stage funding is critical to the success of startup companies and entrepreneurs. Through a number of programs, MEDC's Entrepreneurial & Innovation initiative is here to help you find the early stage funding needed.

<https://www.michiganbusiness.org/services/entrepreneurial-opportunity/early-stage-funding/>

VERIZON SMALL BUSINESS RECOVERY FUND

<https://www.lisc.org/covid-19/verizon-small-business-recovery-fund/>

MICHIGAN WOMEN FORWARD MICRO LOANS

<https://miwf.org/grow-your-business/apply-for-a-loan/>

MBDA BUSINESS CENTER: ENTERPRISING WOMEN OF COLOR

<https://michbusiness.com/mbda-business-center-enterprising-women-of-color/>

Financial Grants and Loans

Michigan Economic Development Corp.

PMBC COVID-19 Emergency Access & Retooling Grants



PBMC to provide up to \$1 million in grants for Michigan businesses looking to retool and manufacture critical supplies.

<https://www.michiganbusiness.org/services/pure-michigan-business-connect/retooling-grants/>

To qualify, companies must submit an application at:

<https://pmbc.connect.space/covid19/forms>

While the program does not guarantee sales channels, the Pure Michigan Business Connect team will assist grantees by connecting them with demand identified through the COVID-19 Virtual Procurement and Donation Assistance portal.

<https://www.michiganbusiness.org/services/pure-michigan-business-connect/virtual-procurement/>

Bank Loans

TCF Bank



TCF Bank and Wayne County are working together to provide fast relief through micro-loans, to help small businesses with the effects of COVID-19. They are committing at least \$3 million each to a new low-interest loan fund for small businesses in Wayne County to borrow money as soon as next week to sustain their operations during the coronavirus shutdowns.

<https://www.tcfbank.com/waynecounty>

The Employee Retention Credit is a fully refundable tax credit for employers equal to 50 percent of qualified wages (including allocable qualified health plan expenses) that Eligible Employers pay their employees. This Employee Retention Credit applies to qualified wages paid after March 12, 2020, and before January 1, 2021. The maximum amount of qualified wages taken into account with respect to each employee for all calendar quarters is \$10,000, so that the maximum credit for an Eligible Employer for qualified wages paid to any employee is \$5,000.

Taxpayers can also defer federal income tax payments due on April 15, 2020, to July 15, 2020, without penalties and interest, regardless of the amount owed. This deferment applies to all taxpayers, including individuals, trusts and estates, corporations and other non-corporate tax filers as well as those who pay self-employment tax.

<https://www.irs.gov/newsroom/covid-19-related-tax-credits-for-required-paid-leave-provided-by-small-and-midsize-businesses-faqs>

Healthcare and Compliance

COBRA

Employers with 20 or more employees in the previous year who sponsor group health plans must comply with federal COBRA regulations.

<https://www.basiconline.com/blog/how-does-cobra-coverage-work-during-a-pandemic/>

BCBSM AND COMPLIANCE

Blue Cross expands telehealth services and coverage for COVID-19 treatment

They're extending no-cost telehealth services to members with existing benefits through at least June 30.

Also, working with other Blue plans, Blue Cross and BCN will waive member cost-sharing for physician authorized COVID-19 testing through June 30, 2020.

<https://michbusiness.com/wp-content/uploads/2020/04/Fully-insured-customers-telehealth-and-treatment.pdf>

OSHA COVID-19 Guidance Components



This guideline contains recommendations as well as descriptions of mandatory safety and health standards. It is an outline and guide to educate employees on protective actions the organization is taking against COVID-19 in the workplace and to help organizations develop protocol for the workplace.

Symptoms: cough, fever, body aches, loss of smell

The Spread - The virus is thought to spread from person-to-person, including: Between people who are in close contact with one another (within about 6 feet). Through respiratory droplets produced when an infected person coughs or sneezes.

How a COVID-19 Outbreak Could Affect Workplaces:

- Absenteeism – Workers could be absent because they are sick or caregiving
- Change in patterns of commerce – Consumer demand for items related to infection prevention
- Interrupted supply/delivery

Steps all Employers Can Take to Reduce Workers' Risk of Exposure

- Develop an Infectious Disease Preparedness and Response Plan:
 - Stay abreast of guidance from federal, state, and health agencies. Plans should address levels of risk associated with various worksites and non-occupational risk factors at home and in community settings. Individual worker risk factors (age, chronic medical conditions, immunocompromised, pregnancy).
- Contingency plans for an outbreak:
 - Increased rate of absenteeism
 - Social distancing, staggered work shifts, downsizing operations, delivering services remotely, and other exposure-reducing measures.
 - Options for conducting essential operations with a reduced workforce, including cross-training workers across different jobs to continue operations
 - Interrupted supply chains or delayed deliveries

Prepare to Implement Basic Infection Measures

- Promote frequent and thorough hand washing, encouraging employees to stay home when they are sick, flexible work hours and staggered shifts to include physical distance, maintain regular housekeeping practices
- Develop Policies & Procedures for Prompt Identification and Isolation of Sick People, if Appropriate
- Develop, Implement, and Communicate about Workplace, Flexibilities, and Protections
- Implement Workplace Controls –“Hierarchy of controls” to select ways of controlling workplace hazards.

continued on page 11

OSHA COVID-19

Guidance Components *continued*



- Engineering controls – isolating employees from work-related hazards (high-efficiency air filters)
- Administrative Controls – require action by the worker or employee (minimizing contact among workers, clients, virtual meetings)
- Safe Work Practices – providing resources to promote personal hygiene- provide tissues and no-touch trash cans

Overview Of:

- PPE – based on worker (healthcare, office)
- Follow OSHA Standards
- Classifying Worker Exposure
- Workers Living Abroad

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/guidance-small-business.pdf>

No-Cost On-Site Safety and Health Consultation Services for Small Business, OSHA's On-Site Consultation Program.

For more information or to find the local On-Site Consultation office in your state, visit www.osha.gov/consultation, or call 1-800-321-OSHA (6742)

CDC - Prepare your Business

1. Identify a Workplace coordinator
2. Examine policies for leave, telework, and employee compensation
3. Review your leave policies with all employees
4. Identify essential employees and business functions
5. Prepare business continuity plans
6. Establish an emergency communications plan
7. Share your response plans with employees and clearly communicate expectations

Top 10 Tips to Protect Employees' Health

1. Actively encourage sick employees to stay home.
2. Develop other flexible policies for scheduling and telework or create leave policies
3. Promote etiquette for coughing, sneezing, and handwashing
4. Provide education and training materials
5. Have conversations with employees about their concerns
6. Talk with companies that provide your business with contract or temporary employees about their plan
7. Plan to implement practices to minimize face-to-face contact
8. Consider the need for travel and explore alternatives
9. If an employee becomes sick while at work follow CDC guidelines

Business Champions

MichBusiness Champions support a variety of business initiatives to enhance and promote Michigan businesses statewide. These companies provide valuable resources to assist in sustaining and fostering Michigan as a great place to work and live.



BLUE CROSS BLUE SHIELD OF MICHIGAN

<https://www.bcbsm.com/index/common/important-information/covid-19.html?spiff=coronavirus&location=Homepage-1>



<https://newlook.dteenergy.com/wps/wcm/connect/dte-web/quicklinks/footer/covid19-response>



DKSS CPAS + ADVISORS

<https://tips.resourcesforclients.com/QLk629x3RDh6>



<https://www.pnc.com/en/customer-service/coronavirus-update.html?lnksrc=homepage-alert>



FRANKENMUTH INSURANCE

<https://www.fmins.com/coronavirus-covid19-response/>



FLAGSTAR BANK

<https://www.flagstar.com/personal/mortgage-information-center/facing-financial-hardships.html>



<https://business.comcast.com/response>



BUTZEL LONG

<https://www.butzel.com/coronavirus-covid-19-resource-page.html>