

[ADVOS.]

COVID-19 BUSINESS RELIEF PROGRAMS FOR SMALL BUSINESS (<500 EMPLOYEES)

Summary as of 2020-0402 (updates in green)

This summary is for high-level informational purposes, based on the information currently available, and is not intended as legal counsel. The relief programs described here are subject to change, and the provisions of the programs are merely summarized here. Please reach out to your ADVOS lawyer for counsel specific to your situation. If you are not an ADVOS client, please reach out to Whitney Harper (whitney.harper@advoslegal.com or 904-567-5311) with questions.

Program	Eligibility	Benefits	Concerns and Risks
<p>Families First Coronavirus Relief Act (“FFCRA”):</p> <p>Emergency Family and Medical Leave Expansion Act</p> <p>and</p> <p>Emergency Paid Sick Leave Act</p>	<p>Applies to employers with fewer than 500 employees whose employees took leave under the EFMLEA or EPSLA</p> <p>Determination of # of employees is made at the time when the employee requests leave, and includes all employees (FT, PT, temp, on leave) in the US, and all employees of affiliated entities. Count of employees excludes employees who are laid off or furloughed and have not been rehired.</p>	<p>Tax Credit for Paid Sick/Family Leave</p> <p>If the employer has to pay sick leave or family leave under the Emergency Family and Medical Leave Expansion Act or the Emergency Paid Sick Leave Act (both are part of FFCRA), then the employer can take a tax credit for 100% of the sick/family leave wages paid plus health plan expenses.</p> <p>Excess tax credit is treated as a refund to employer.</p>	<p>Cannot double-dip with the PPP’s forgivable loan</p> <p>Employers that prefer the PPP’s forgivable loan can opt out of the tax credit.</p>

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<p>CARES Act: Paycheck Protection Program (“PPP”)</p> <p>Click here to download SBA/Treasury Application (Note that this is a sample application – you will apply for this program through your bank, and banks will likely develop their own applications.)</p>	<p>Business or nonprofit (includes self-employed, sole proprietors, and independent contractors) has no more than 500 employees (or the number set for its industry by the SBA, if greater). Note that affiliation rules apply unless the borrower is under NAICS code 72, is a franchise listed by the SBA, or receives financial assistance from a licensed Small Business Investment Company.</p> <p>[We anticipate that the SBA’s rules for determining the size of an entity will apply here – average number of employees for each pay period in the prior 12 months (presumably from the date of application), counting all FT, PT and temp employees, and all employees of any affiliates (using SBA’s affiliation rules).]</p> <p>Business in operation before February 15, 2020</p> <p>Business had employees for whom it paid salaries</p>	<p>Forgivable Loan (Forgiveness NOT counted as taxable income)</p> <p>Loan amount: 2.5x the average monthly payroll costs for calendar year 2019, plus the amount of any EIDL Loan the borrower already has if it was made after Jan 31, 2020 and before the PPP Loans became available (presumably, refinancing the EIDL into this PPPL), up to a maximum of \$10m</p> <p>Note: “payroll costs” are broad and include salary, wages, commissions, tips, PTO, severance pay, payroll taxes, and benefit costs and premiums, but EXCLUDE the following:</p> <ul style="list-style-type: none"> • compensation of individuals in excess of \$100k/year (include the first \$100k, exclude the excess) • compensation of individuals residing outside the US • certain taxes • sick and family leave wages if you take tax credit for them under FFCRA <p>Forgiveness amount: costs incurred and payments made during the 8 weeks after loan origination, for the following purposes:</p> <ul style="list-style-type: none"> • payroll costs (as defined above – the \$100k limitation applies here, so you can be forgiven for up to \$100k of comp to each individual, prorated for 8 weeks, as part of this component) 	<p>75% of Forgivable Amount Likely Required to be Payroll</p> <p>Because of the anticipated high demand, SBA anticipates it will require that at least 75% of the forgivable amount of the loan must be for payroll costs</p> <p>Reduction in Forgiveness</p> <p>If the employer reduces its headcount (# of full-time equivalent employees) or reduces the pay of individual employees by more than 25% during the period from Feb. 15 – June 30, 2020, the amount to be forgiven is reduced. However, reduction can be “cured” if employer brings the number of FTEs back up and eliminates any reduction of pay by June 30, 2020.</p> <p>Amount Not Forgiven Converts to Loan</p>

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	<p>and payroll taxes or independent contractors if paid and reported on Form 1099</p>	<ul style="list-style-type: none"> • rent or mortgage insurance payments of borrower (if incurred under an agreement in place prior to Feb. 15, 2020) • utilities of borrower (electricity, gas, water, transport, telephone, internet) if service began before Feb. 15, 2020 <p>Non-recourse Loan. No personal guarantee or collateral required, no recourse against business owners or officers in the event of nonpayment, as long as funds were used for permitted purposes.</p>	<p>The amount not forgiven converts to a loan with a 2 year maturity, interest at 0.5%, and all payments deferred for 6-12 months from the date on which the forgiveness amount is determined. The loan is non-recourse (see “Benefits”), and there is no prepayment penalty.</p> <p>Track Forgivable Costs</p> <p>Once you receive PPP loan proceeds, consider holding them in a separate account, and using that account to pay for the forgivable costs so the tracking is clear.</p>

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<p>CARES Act: Economic Injury Disaster Loan ("EIDL") and Grants</p> <p>Apply here</p>	<p>Business (includes self-employed, sole proprietors, cooperatives, ESOPs, Tribal businesses, and independent contractors) with no more than 500 employees</p> <p>Affiliation rules apply</p>	<p>EIDL Loans – Relaxed Requirements</p> <p>Loans are available up to \$2m, amount is dependent on proven impact.</p> <p>Waives personal guarantee on advances and loans not exceeding \$200k and requirement that business has been operating for 1 year (business just has to be in operation on Jan. 31, 2020), as well as requirement that applicant cannot obtain credit elsewhere.</p> <p>Approval can be granted based solely on credit score, without tax returns and transcripts.</p> <p>Emergency Grants Available (up to \$10k)</p> <p>Applicants for the EIDL Loan can request an "advance" of up to \$10k at the time of application. This amount is paid to the applicant within 3 days, and is NOT subject to repayment (even if the applicant does not ultimately take, or is denied, the EIDL Loan). Grant to be used for emergency purposes, including sick pay related to COVID, maintaining payroll during disruptions/slowdowns, meeting increased costs due to interrupted supply chain, making rent or mortgage payments, and repaying obligations that can't be met due to revenue losses.</p>	<p>Emergency Grants offset PPP Loan Forgiveness</p> <p>If the business receives both an Emergency Grant and a PPP loan, the amount of the Emergency Grant will reduce the amount of the PPP loan forgiveness.</p> <p>Emergency Grants end Dec. 31, 2020</p> <p>Emergency grants cannot be issued after Dec. 31, 2020.</p> <p>Personal Guarantees & Collateral</p> <p>Personal guarantees are required for loans in excess of \$200k, and collateral is required for loans in excess of \$25k.</p> <p>Term & Interest</p> <p>30 year amortization; 3.75% interest rate</p>

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<p>CARES Act: Subsidy for SBA 7(A) Loans (Debt Relief)</p>	<p>All businesses with existing SBA 7(A) loans (other than loans under the PPP), and SBA 7(A) loans made within 6 months of the enactment of the Act (enactment was March 27, 2020 – so loan must be made by Sept. 27, 2020)</p>	<p>SBA Makes 6 Months of Payments (Principal and Interest)</p> <p>The SBA will make the principal and interest payments on 7(A) loans for 6 months, beginning with the next payment due after enactment of the Act. If a loan is under deferment, the SBA’s 6 months of payments will begin on the first payment due after the end of deferment.</p> <p>The borrower does not have to repay this amount.</p>	<p>N/A</p>
<p>CARES Act: Employee Retention Credit for Employers Subject to Closure (or with Significant Decline)</p>	<p>Carrying on business during 2020, and experienced one of the following:</p> <ul style="list-style-type: none"> • a calendar quarter during which the operation of the business was suspended (fully or partially) due to government orders related to COVID-19 (a “Suspension Quarter”) • a period beginning with the first calendar quarter beginning after Dec. 31, 2019 during which the gross receipts of the business were less 	<p>Credit Against Employment Taxes for 50% of Eligible Wages</p> <p>Eligible wages for employers with more than 100 employees in 2019: wages paid by the employer for periods when the employee is not providing services due to the suspension or decline.</p> <p>Eligible wages for employers with 100 or fewer employees in 2019: all wages paid by the employer to employees during a Suspension Quarter or during a Decline Period (even if the employee provided services).</p> <p>Applies to wages paid after March 12, 2020 and before Jan. 1, 2021. Capped at \$10k per employee.</p> <p>Note: wages credited here cannot represent a raise vs the 30 days prior to the credit period.</p> <p>Credit can be taken as an advance payment.</p>	<p>Cannot combine with PPP Loan</p> <p>Business can elect not to take this credit.</p>

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	<p>than 50% of the gross receipts for the same quarter/prior year, and ending with the first calendar quarter following a calendar quarter for which gross receipts are greater than 80% of gross receipts for the same quarter/prior year (a "Decline Period")</p>		
<p>CARES Act: Delay of Payment of Employer Payroll Tax</p>	<p>All employers</p>	<p>Defer Payment of Employer-side Payroll Tax Defer payment of 50% of payroll taxes due for the period from March 27, 2020 through Dec. 31, 2020. Half the deferred amount is due on Dec. 31, 2021. Remainder is due on Dec. 31, 2022.</p>	<p>Cannot combine with PPP Loan If the employer took a loan (whether or not forgiven) under the PPP, it cannot use this deferral.</p>

Note regarding programs for larger enterprises:

There are additional programs available for "Severely Distressed Sectors" and for mid-sized businesses (500 to 10k employees). These programs allow for loans to the Severely Distressed Sectors and mid-sized businesses, and impose additional restrictions on executive compensation, restrict the ability of the business to pay dividends/distributions to owners, and restrict the ability to offshore jobs, in addition to other restrictions. These restrictions do NOT apply to the programs for small businesses listed above. If you have more than 500 employees and would like to discuss these programs, please contact us.