



# Small Business Administration (SBA)

## Guidance on Applying for Business & Financial Relief Under the Paycheck Protection Program

During the turbulent and disruptive times caused by the coronavirus (COVID-19) disease, a growing number of families and businesses find themselves in a position in which they do not know what the future has in store for them, including several TIA members.

As a result of the COVID-19 crisis and its impact on America's small businesses, the SBA is currently offering **disaster relief loans**. Please review this carefully and use this guidance to position and protect your business for the short-term future.

TIA wants you to know that we're here to help, with this guidance being just one of the [resources](#) we have put together to assist our members navigate these uncertain times. This guidance is intended to provide you with information on how you can inject cash relief into your business.

### ABOUT SBA 7(a) PAYCHECK PROTECTION PROGRAM LOANS

- As a small business, small agricultural cooperative, or private non-profit organization (500 or fewer employees) you may borrow 250% of your average payroll expenses up to \$10 million for Economic Injury;
  - Rate of loan will be 0.5%.
- Confirm that your state is [still a disaster zone](#) and eligible for this relief program.
- Apply at any lending institution that is approved to participate in the [Paycheck Protection Program](#).
- Important: Loan will be **forgiven after eight (8) weeks of maintaining your employee workforce**; loan forgiveness will be deducted if payroll is reduced (*they are directly proportional*).
- Loan payments will also be **deferred for a period of six (6) months**.
- **No collateral or personal guarantees are required**, and neither the government nor lenders will charge small businesses any fees.
- Application Open Date: Friday, April 3, 2020
- Application Deadline: Tuesday, June 30, 2020
- **Reminder:** Employers that **participate in the PPP are not permitted to defer employer Social Security taxes** under the CARES Act. [Learn more](#).

## WHAT YOU NEED TO APPLY

- Please review this [sample application](#) to determine what information you will need for your application.
- **Reminder:** Application period opens Friday, April 3, 2020.

## AFTER YOU APPLY

- A loan officer will work with you to provide all necessary information needed to reach a loan determination.
- A loan officer will contact you to discuss loan recommendations and your next steps.
- You will be advised in writing of all loan decisions.

## AFTER YOU HAVE BEEN APPROVED

- SBA will prepare and send Loan Closing Documents to the Applicant for signature.
- A case manager will be assigned to work with Applicant to help meet all loan conditions. Case manager will also schedule subsequent disbursements until Applicant receives the full loan amount.
- Applicant's loan may be adjusted after closing due to Applicant's changing circumstances (e.g. increasing the loan for unexpected repair costs or reducing the loan due to additional insurance proceeds).

## LINKS & SBA INFORMATION

- [SBA Paycheck Protection Program](#)
- [SBA Most Active Approved Lenders](#)
- [SBA Approved Financial Institutions](#)
- [SBA Small Business Development Center](#)

## MISCELLANEOUS & THINGS TO REMEMBER

- Applications have skyrocketed, so please be patient with the process.
- It will not hurt to advise your Members of Congress that you have applied and hope to be approved soon.
- Ask the constituent caseworkers, "Is there anything you can do to speed up my application?"
- Take the time to complete the form **correctly**, as this will speed up the approval process.
- Do the research – there are a lot of resources online about the process, knowledge is key. Center.

## QUESTIONS?

- Please contact TIA's Government Affairs Department at [advocacy@tinet.org](mailto:advocacy@tinet.org).
- For additional resources, guidance, information, updates, and news, please visit TIA's [COVID-19 Response Center](#).