



# RESOURCE GUIDE FOR BUSINESSES IN THE TIME OF COVID-19

Dear Friend, please find enclosed a list of comprehensive resources for you to consider accessing or applying during this time. My staff is always here to help you navigate federal agencies and resources. If you run into any roadblocks, please contact my district team at 734-853-3040. Information around this outbreak is changing rapidly. The latest information is available at [Michigan.gov/Coronavirus](https://Michigan.gov/Coronavirus) and [CDC.gov/Coronavirus](https://CDC.gov/Coronavirus).

## U.S. SMALL BUSINESS ADMINISTRATION ECONOMIC INJURY DISASTER LOANS

Governor Gretchen Whitmer formally requested the U.S. Small Business Administration (SBA) to issue an Economic Injury Disaster declaration for the state. As of March 19, 2020, the SBA has declared Michigan an eligible disaster area and Economic Injury Disaster Loans (EIDL) are available.

You may apply for an EIDL loan here: <https://disasterloan.sba.gov/ela/>

Applicants may also call SBA's Customer Service Center at (800) 659-2955 or email [disastercustomerservice@sba.gov](mailto:disastercustomerservice@sba.gov) for more information on SBA disaster assistance.

For additional information or to obtain help preparing the loan application please contact the Michigan SBA Offices in Detroit at 313.226.6075 or by visiting their website:

<https://www.sba.gov/offices/district/mi/detroit>

More information regarding the Economic Injury Disaster Loan program can be found here:

<https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources>

See FAQ on SBA Disaster Loans on page 7.

## NATIONAL RESOURCES:

The U.S. Chamber of Commerce has information on resources and ways individuals, or businesses, can seek assistance. For more information, please visit:

<https://www.uschamber.com/coronavirus> or contact: 1-800-638-6582.

The U.S. Chamber of Commerce has a small business resource guide that features technology tools, employer guidance, business strategies and more as you navigate through this challenging time. For more information, please visit:

<https://www.uschamber.com/co/small-business-coronavirus>.

The National Main Street program has resources for small business and offers community support for those impacted by COVID-19. For more information, please visit:

<https://www.mainstreet.org/howwecanhelp/resourcecenter/covid19resources> or contact 312-610-5613.

## STATE AND LOCAL RESOURCES:

The Small Business Association of Michigan (SBAM) offers information on loan opportunities, unemployment resources and more. For more information, please visit:

<https://www.sbam.org/>.

SBAM has also developed a comprehensive COVID-19 resource guide:

<https://www.sbam.org/Resources/COVID-19-Resources>.

The Michigan Restaurant and Lodging Association (MRLA) offers COVID-19 support, videos, tax information and other useful tools to navigate business plans. Please visit:

<https://www.mrla.org/coronavirus.html> or contact 800-968-9668.

The Michigan Economic Development Corporation's (MEDC) Access to Capital program provides greater availability of working capital during times of growth, change or economic uncertainty. For more information, please visit:

<https://www.michiganbusiness.org/services/access-capital/> or contact 888-522-0103.

MEDC Resources for Michigan Businesses during COVID-19 includes the Michigan Small Business Relief Program which will provide up to \$20 million in grants and loans to provide support for small businesses negatively impacted by COVID-19. Funds for the program are expected to be available no later than April 1, 2020. For more information please visit:

<https://www.michiganbusiness.org/about-medc/covid19/> or call 888.522.0103.

Contact your MEDC Business Development Manager for personalized support and to get connected to additional resources. You may call a Region 10 representative at 517-420-1614.

The Michigan Small Business Development Center can also provide resources, webinars, and FAQs for small businesses impacted by COVID-19. For more information, please visit:

<https://sbdcmichigan.org/small-business-covid19/>.

# STATE GUIDANCE TO EMPLOYERS CONTEMPLATING POTENTIAL LAYOFFS

The Michigan Department of Labor and Economic Opportunity (LEO) has provided guidance to Michigan employers on how to avoid potential layoffs related to COVID-19. "We are also strongly urging job providers facing work shortages to place their employees on temporary leave as opposed to termination, so that they may remain eligible for potential federal assistance."

## Work Share

If employers are financially distressed but hope to continue operations by cutting back hours, they are encouraged to use the Unemployment Insurance Agency's (UIA) Work Share Program that allows employers to maintain employment levels and business operations during declines in regular business activity rather than laying off workers. More information about the program can be found at [www.michigan.gov/workshare](http://www.michigan.gov/workshare).

## Temporary Leave vs. Termination

Due to the uncertainty regarding potential congressional action regarding whether and how furloughed workers will be able to access federal paid sick, family and medical leave resources, **employers are strongly urged to place employees on temporary leave and advise the worker that they expect to have work available within 120-days as opposed to termination.** There is no additional cost to employers, employees remain eligible for unemployment insurance benefits through the state, and employees may remain eligible for potential federal assistance.

Steps for employers placing employees on temporary unpaid leave:

- Do not terminate the employee – specify a temporary/indefinite leave with return to work expected that is within 120 days.
- Do not create a contractual obligation to bring the employee back to work – let the employee know that the situation is fluid and subject to change.
- Provide the employee with a formal Unemployment Compensation Notice which can be found here: [https://www.michigan.gov/documents/ui\\_a\\_UC1710\\_76109\\_7.pdf](https://www.michigan.gov/documents/ui_a_UC1710_76109_7.pdf) Employers will need to provide their Employer Account Number and Federal Identification Number.
- Communicate to the employee about their rights. Under Governor Whitmer's recent Executive Order 2020-10, workers who are placed on leave or are unable to work because they are sick, quarantined, immunocompromised or have an

unanticipated family care responsibility, are eligible for unemployment insurance benefits.

- Ensure employers are provided information on how to obtain unemployment insurance benefits.
- Get each employee's up-to-date contact information.
- Let employees know if you will be putting updated information on the entity's website or intranet, if applicable.
- Appoint a single individual (or limited number of individuals) who will field questions and communicate that information to your employees.
- Keep a tally of all questions and answers. Periodically share with employees.

The state is monitoring issues related to continued medical insurance coverage and will update accordingly.

## Elimination of Certain Unemployment Costs to Employers

Under the governor's order, an employer or employing unit must not be charged for unemployment benefits if their employees become unemployed because of an executive order requiring them to close or limit operations.

## BANK ASSISTANCE INFORMATION

Several Banks have set-up contact lines to work with individuals impacted by COVID-19. If a bank is not listed below, reach-out to them to find out what they are doing to assist those affected by COVID-19. The Federal Deposit Insurance Corporation (FDIC) and the (National Credit Union Administration (NCUA) have also put out information for bankers and consumers.

FDIC: <https://www.fdic.gov/coronavirus/index.html>

NCUA: <https://www.ncua.gov/>

Other banks assisting during COVID-19:

- Bank of America: <https://about.bankofamerica.com/promo/assistance/latest-updates-from-bank-of-america-coronavirus>
- Capitol One: <https://www.capitalone.com/coronavirus/>
- Chase: <https://www.chase.com/digital/resources/coronavirus>
- CitiBank: <https://online.citi.com/US/JRS/pands/detail.do?ID=covid19>
- Discover: <https://www.discover.com/coronavirus/>
- Fifth Third Bank: <https://www.53.com/content/fifth-third/en/alerts/covid-support.html>
- Marcus by Goldman Sachs: 844-627-2876
- PNC: <https://www.pnc.com/en/customer-service/coronavirus-update.html>
- TCF Bank: <https://www.tcfbank.com/about-tcf/covid19>
- Truist: <https://www.truist.com/coronavirus-information>
- US Bank: <https://www.usbank.com/splash/covid-19.html>
- Wells Fargo: <https://newsroom.wf.com/press-release/corporate-social-responsibility/wells-fargo-donates-625-million-aid-coronavirus>

# FAQ: SMALL BUSINESS ADMINISTRATION (SBA) ECONOMIC INJURY DISASTER LOANS (EIDL)

**Question:** *What are Economic Injury Disaster Loans (EIDL)?*

**Answer:** The Small Business Administration (SBA) is providing low-interest loans to small businesses and non-profits in Michigan who have been severely impacted by the Coronavirus (COVID-19). The program provides small businesses with working capital loans of up to \$2 million that can provide vital economic support to small businesses to help overcome the temporary loss of revenue they are experiencing. These loans may be used to pay fixed debts, payroll, accounts payable and other bills that cannot be paid because of the disaster's impact. The interest rate is 3.75% for small businesses and 2.75% for non-profits. The maximum term is 30 years.

**Question:** *Who is eligible?*

**Answer:** A small business is defined by the SBA's size standards and is based on the North American Industrial Classification (NAIC) System. More information can be found here: <https://www.sba.gov/document/support-table-size-standards>

**Question:** *How long does this process take?*

**Answer:** While approval timeline depends on volume and is subject to change, the typical time frame for adjudication is 2-3 weeks and disbursement can take up to five days once approved. Borrowers are assigned individual loan officers for the servicing of the loan.

**Question:** *Where can I find more information?*

**Answer:** Businesses may contact the SBA Disaster Customer Service Center at 1-800-659-2955 or e-mail them at [disastercustomerservice@sba.gov](mailto:disastercustomerservice@sba.gov). Additionally, they may reach-out to the SBA Michigan District Office by calling 313-226-6075 or by visiting: <https://www.sba.gov/offices/district/mi/detroit>.

A broader overview of this program may be found here: [HERE](#)

**Question:** *Are there any additional resources to help me complete my application?*

**Answer:** You may reach-out to the Small Business Development Center at Schoolcraft College by calling 734-462-4438. You may also visit: <https://www.schoolcraft.edu/bdc/about/small-business-development-center>