



Congresswoman  
**Robin Kelly**  
working for Illinois families

## COVID-19 RESOURCE GUIDE FOR LOCAL BUSINESS OWNERS & LEADERS

As your congressional representative, my focus is on supporting families and small businesses during this crisis and ensuring that you can strive after this storm. Hopefully, the Coronavirus Aid, Relief, and Economic Security (CARES) Act, passed on March 27, 2020, will offer assistance.

Through the CARES Act, we made major investments in resources for our nation's small business owners and employees who are strongly impacted by the COVID-19 pandemic. The CARES Act allocates over \$375 billion for small business support and \$260 billion for unemployment.

This guide provides a comprehensive list of resources for you to consider accessing or applying for 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 office at 708-679-0078. As new information is released, we will post them on our website at: <https://robinkelly.house.gov/resources/for-businesses>.

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## Business Loans & Assistance

### U.S. SMALL BUSINESS ADMINISTRATION – ECONOMIC INJURY DISASTER LOANS (EIDL) & PAYMENT PROTECTION PROGRAM (PPP)

As of March 19, 2020, the SBA has declared Illinois an eligible disaster area and Economic Injury Disaster Loans (EIDL) are available. In addition to the loan provisions, the CARES Act provides \$10 billion in immediate disaster grants. Using the current economic injury disaster loan program, SBA can provide up to \$10,000 to applicants within 3 days of applicants self-certifying they are eligible.

See FAQ on SBA Disaster Loans on page 11.

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-resourcesinformation>, please visit: <https://www.sba.gov/funding-programs/loans/paycheck-protection-program>.

The Paycheck Protection Program is designed to provide direct incentive for small business to keep their workers on payroll. Up to 100 percent of the loan is forgivable. The SBA is now accepting applications for the PPP Loans. You may apply here: <https://covid19relief.sba.gov/#/>.

For additional information or to obtain help preparing the loan application please contact the Illinois SBA Offices in Chicago at 312-353-4528 or by visiting their website:

<https://www.sba.gov/offices/district/il/chicago>.

See FAQ on PPP Loans on Page 9.

### 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 Illinois Small Business Emergency Loan Fund** was established to offer small businesses located outside of the City of Chicago with low interest loans of up to \$50,000. Successful applicants will owe nothing for six months and will then begin making fixed payments at a below market interest rate for the remainder of a five-year loan term.

Illinois Department of Commerce and Economic Opportunity (DCEO) is partnering with Accion Serving Illinois and Indiana to provide access to the Small Business Emergency Loan Fund in your area. You can initiate an application with Accion at <https://us.accion.org/get-a-loan/chicago-prequal/>.

For assistance with additional questions, please email [CEO.Support@Illinois.gov](mailto:CEO.Support@Illinois.gov).

**The Chicago Small Business Resiliency Fund** provides \$100 million to small businesses and non-profits with emergency cash flow during the COVID-19 crisis. Funds will be provided to eligible businesses as low-interest loans up to \$50,000.

All loan applications will be administered through lending partners, including Accion Serving Illinois and Indiana and the Community Reinvestment Fund, USA (CRF). You may apply here: [Chicago Small Business Resiliency Fund Application](#)

**The Downstate Small Business Stabilization Program** has been established to provide small businesses in downstate and rural counties across Illinois, DCEO is repurposing \$20 million in CDBG funds to stand up the Downstate Small Business Stabilization Program. This Fund will offer small businesses with up to 50 employees the opportunity to partner with their local governments to obtain grants of up to \$25,000 in working capital. These grants will be offered on a rolling basis.

Communities can learn more about the Notice of Funding Opportunity (NOFO) and eligibility requirements: [Downstate Small Business Stabilization Program Requirements](#)

**The Illinois Restaurant Association** offers COVID-19 support, videos, tax information and other useful tools to navigate business plans. Please visit: [www.illinoisrestaurants.org/page/COVID19Resources](http://www.illinoisrestaurants.org/page/COVID19Resources).

**The Illinois Hotel & Lodging Association (IHLA)** offers COVID-19 support, videos, tax information and other useful tools to navigate business plans. Please visit: <https://www.illinois-hotels.org>.

**Illinois Small Business Development Centers (SBDC)** can also provide resources, webinars, and FAQs for small businesses impacted by COVID-19. For more information and to find SBDC's in your area, please visit: <http://ienconnect.com/directory>

## 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-frombank-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>
- US Bank: <https://www.usbank.com/splash/covid-19.html>
- Wells Fargo: <https://newsroom.wf.com/press-release/corporate-social-responsibility/wellsfargo-donates-625-million-aid-coronavirus>.

## DOES YOUR BUSINESS QUALIFY FOR ASSISTANCE?

**The U.S. Senate Committee on Small Business and Entrepreneurship** has created a comprehensive guide to provide information about the major programs and initiatives that will soon be available from the Small Business Administration (SBA) to address these needs, as well as some additional tax provisions that are outside the scope of SBA. It includes information on eligibility, what types of loans are available and are best for your business, as well as other frequently asked questions. The guide can be found here: [Small Business Owner's Guide](#).

In order to better understand which type of funding is best for you, the Committee on Small Business has also created a flow chart to determine eligibility, application process, and funding need for the **Paycheck Protection Program (PPP)** and the **Economic Injury Disaster Loan (EIDL)**. You can find the chart here: [PPP VS EIDL Flow Chart](#).

**The U.S. Chamber of Commerce** developed a step-by-step outline to help small businesses navigate the Paycheck Protection Program. The guide includes information on eligibility, how much businesses can borrow, loan forgiveness and more. The guide can be found here: [COVID-19 Emergency Loans Guide and Checklist](#).

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### **What is this program?**

The CARES Act establishes this new guaranteed loan program at SBA for small businesses to cover payroll during the immediate crisis. The Paycheck Protection Program would: support \$349 billion in 100 percent guaranteed, low interest, no fee loans of up to \$10 million with repayment deferred for at least six months; and forgivable up to 100% of the loan if the borrower has retained the same number of employees as when they received the loan, and used at least 75% of the loan for payroll expenses.

### **Who is eligible?**

Small and Medium sized businesses up to 500 employees, non-profits, independent contractors and the self-employed. Churches and nonprofits are included.

### **What about franchises and hotels?**

The program temporarily waives SBA “affiliation rules” to allow businesses with multiple locations that normally are not considered small, to qualify. This is especially important for our restaurant and lodging sector. They are still limited to the same maximum loan size - \$10 million - as a business with one location.

### **How are loans made?**

The SBA’s network of 2,500 7(a) lenders will be used to process these loans. There is also authority to fast track additional lenders to process and disburse these loans to reach as many small businesses as quickly as possible.

### **Are these grants?**

Yes and No. The amount of the loan forgiven at the end of the year will be determined by how many employees were retained on the company’s payroll, up to 100 percent for full retention. There are safeguards built in to protect against employers gaming the program, as well as recognizing some employers will be forced to do temporary furloughs but bring their employees back on.

## **What is covered?**

This bill allows firms to get a loan to cover up to 2.5 months of payroll and any new EIDL loan balances incurred because of Coronavirus but cannot exceed \$10 million.

## **How long does the program last?**

The program is open until June 30, 2020, as it is intended for immediate payroll relief to ensure businesses do not do mass layoffs during this crisis.

## What are Economic Injury Disaster Loans (EIDL)?

The Small Business Administration (SBA) is providing low-interest loans to small businesses and nonprofits in Illinois that 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.

## Who is eligible?

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>.

How long does this process take?

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 servicing of the loan.

## Where can I find more information?

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 Illinois District Office by calling 312-353-4528 or by visiting:

<https://www.sba.gov/offices/district/il/chicago>.

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

## Are there any additional resources to help me complete my application?

- You may reach out to the Chatham Business Association Small Business Development Inc., Monday through Friday from 10am – 3pm by calling 773-994-5006.

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## Unemployment For Individuals and Businesses

### INFORMATION ON CLAIMING UNEMPLOYMENT

The Illinois Department of Employment Security (IDES) is assisting those applying for unemployment benefits. For guidelines on when to apply, applicable forms, FAQ's for employees and employers, and more, please visit the [IDES website](#) or call 1-800-244-5631. Please note: Website load times will be slow due to increased inquiries. Click a link once and, if necessary, wait for the response without clicking again.

In order to process the extremely high volume of unemployment benefit claims due to COVID-19m(?) IDES has implemented the following schedule for those filing claims online and by phone:

#### **Online Filing Schedule:**

- Those with last names beginning with the letters A-M will be asked to file their claims on Sundays, Tuesdays, or Thursdays.
- Those with last names beginning with letter N-Z will be asked to file their claims on Mondays, Wednesdays, or Fridays.
- Saturdays will be available for anyone to accommodate those who could not file during their allotted window.

#### **Call Center Filing Schedule: 312-338-4337**

- Those with last name beginning with letters A-M will be asked to call on Tuesdays and Thursdays between 7:30am – 6pm.
- Those with last names beginning with letter N-Z will be asked to call on Mondays and Wednesdays between 7:30am – 6pm.
- Fridays (7:30am – 6pm) will be available for anyone to accommodate those who could not file during their allotted window.

IDES recently adopted emergency rules to try to make the unemployment insurance system responsive to the COVID-19 pandemic. Below are FAQs regarding unemployment benefits.

- [FAQ COVID-19 and Unemployment Benefits](#)
- [Federal Stimulus and Unemployment FAQ](#)

**As of March 30, 2020** - Under the Pandemic Unemployment Assistance provision, unemployment benefits have been extended to self-employed workers, 1099-independent contractors, gig workers and low-wage workers, temporary or seasonal workers, and workers who have just started or were about to start a job. The Illinois Department of Employment Security (IDES) will provide additional guidance regarding eligibility and application details in the coming days as it implements these new programs.

## EMERGENCY PAID LEAVE

Many workers in America currently have no paid leave and are being forced to choose between their paycheck, their health, and the health of the people around them. The emergency paid leave provisions passed by Congress and signed into law by the President are a critical step toward protecting families' financial security and mitigating the spread of the coronavirus.

Below is information on eligibility for emergency paid sick leave and paid family leave.

Committee on Education and Labor Fact Sheet: [Eligibility for Emergency Paid Sick Leave](#)

U.S. Department of Labor [Fact Sheet for Employers](#)

U.S. Department of [Labor Questions and Answers](#)

U.S. Department of Labor poster for [Federal Workers](#) and one for all [other employees](#)

Treasury, IRS & Department of Labor [press release](#) to recover the costs for providing coronavirus related leave.

**Paid Sick and Family Leave Tax Credit:** Employers who provide required leave to their employees and who employ less than 500 employees are eligible for a tax credit to offset the costs of such leave. This tax relief will be provided against quarterly payroll taxes (those paid in connection the Form 941). For additional guidance, please refer to the [IRS's website](#).

## Direct Cash Payments To Americans

The IRS has established a special website focused on steps to help taxpayers, businesses and others affected by the coronavirus. This page will be updated as new information is available. **As of March 31, 2020, there is no information available on the timeline for the economic impact payment checks. Information will be released in the coming days.** The IRS requests that individuals do not call but check their website for updates. For information on tax help, FAQ's during COVID-19, and updates on economic impact payment checks, please visit: <https://www.irs.gov/coronavirus>.

### FAQ: ECONOMIC IMPACT PAYMENT CHECKS

#### Who qualifies to receive a check and how much will an individual receive?

Anyone who filed a tax return this year or last year. Individuals receive up to \$1,200, married couples receive up to \$2,400, and child dependents (under 17) receive \$500.

#### What are qualified income levels based off of?

There is no qualified income threshold or requirement to receive the rebate. However, the rebate phases out at a 5 percent rate above adjusted gross incomes of \$75,000 for single filers, \$112,500 for heads of household, and \$150,000 for joint filers.

#### Can those collecting Social Security or disability receive a check?

Yes, if they filed a tax return this year or last year or received a form SSA-1099.

#### Will SSA administer the funds to my EBT/Debit card that I receive my SSA benefits through?

The IRS will be sending out the rebates (via direct deposit or checks).

#### How does an individual claim their check?

They do not need to claim their checks (unless they have not either filed a tax return this year or last year) – the IRS will send out rebates automatically to their direct deposit or to the address provided on the last tax return submitted.



## **How long will it take for this check to be delivered?**

Rebates sent via direct deposit will take a few weeks. Rebates sent via checks may take a few months.

## **Will I be taxed on this check?**

No. Rebates are not taxable.

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No. Rebates are not taxable.

## **Will I be eligible if I haven't finished filing my 2018 taxes?**

You need to have filed either a 2018 tax return or a 2019 tax return. If you have not filed either, you will not be eligible. You can file a 2019 tax return now to claim the rebate.

## **I withdrew my retirement in 2018 – so my income that year was inflated. Is there any waiver for one-time sources of income?**

In this case, the taxpayer should file a 2019 tax return.