

NFIB UPDATE

Weekly Briefing for Small Business

Bridget Weston, CEO, SCORE

Beth Milito and Holly Wade, NFIB

July 29, 2020 – SCORE, FFCRA Paid Leave Reimbursement, and Q&A



DISCLAIMER

- The materials and information provided in this webinar and on NFIB's website are for informational purposes only and not for the purpose of providing legal or tax advice. You should contact your attorney and/or tax professional to obtain advice with respect to any particular issue or problem.
- This is based on information available by 7/28/20.

Agenda

1. Resources
2. Families First Coronavirus Response Act (FFCRA)
3. SCORE – Bridget Weston, CEO
4. Q&A

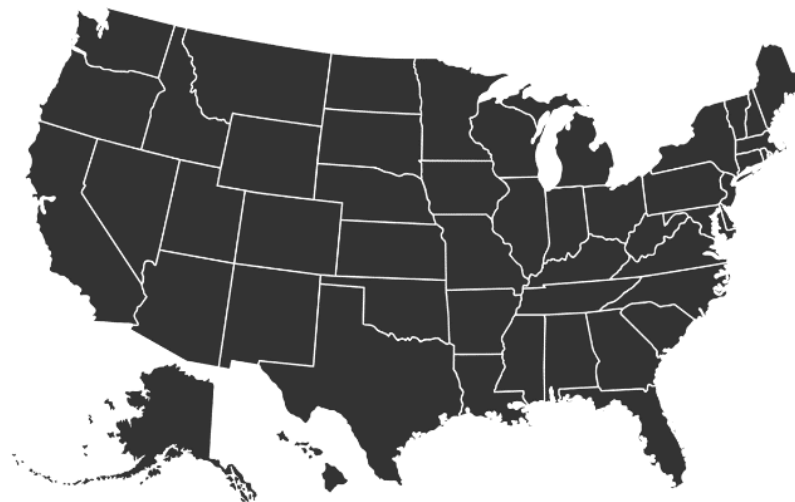
2020 NFIB Fly-In

New Dates | New Place | New Format

Coming to **YOUR HOMETOWN** this August.

- Join us August 17th, **18th**, and 19th for an interactive, informative, and influential experience with NFIB and your legislators. ***Holly and Beth Tuesday Webinar!!!**
- Register (FREE!) at NFIBFlyIn.com

All welcome Aug. 17-18th!
(Aug. 19th for NFIB members only)



Have a question now? Contact us at flyin@NFIB.org

Upcoming NFIB Webinars

August 5 – all PPP and EIDL Q&A

August 12 – TBD (hopefully update on next economic relief package)

August 18 – (Tuesday!) Fly-In Special, answering more of your questions



COVID-19 Resources

[PPP Loan Forgiveness EZ Application Instructions](#)

[PPP Loan Forgiveness EZ Application](#)

[AICPA PPP Loan Forgiveness Calculator](#)

[NFIB Coronavirus Resources](#)

[NFIB PPP Loan Forgiveness Tip Sheet](#) **PPP Loans Still Available!**

[NFIB FFCRA Tax Credit Tip Sheet](#)

[NFIB EIDL Tip Sheet](#) **EIDL Still Available!**

info@nfib.org - submit your questions!



FAMILIES FIRST CORONAVIRUS RESPONSE ACT FFCRA REIMBURSEMENT



FFCRA in a Nutshell

- The “Families First Coronavirus Response Act,” (FFCRA) requires businesses with fewer than 500 employees to provide emergency paid sick leave and family leave.
- Employers receive a dollar for dollar credit for wages paid.



Types of FFCRA Leave

- 1. Self Care Sick Leave:** required to pay up to 80 hours to an employee who is unable to work because they are under quarantine order from the feds, state, or local government; or are under a quarantine order from a doctor; or are having COVID-19 symptoms and are seeking a medical diagnosis. A credit of 100% of wages paid, up to \$511 per day (\$5,110 total credit) is available. Required for all employees regardless of how long they have worked for you.
- 2. Family Care Sick Leave:** required to pay up to 80 hours to an employee who is unable to work because they are **caring for quarantined individuals** or **caring for children who are home due to school or child care closures due to COVID-19**. Employer can claim a credit of up to 2/3 of the employee's pay, maximum of \$200 per day (\$2,000 total) is available.
- 3. Family Leave due to employee not having child care due to school or child care closures due to COVID-19:** credit available is up to 2/3 of employee's regular pay, maximum of \$200 per day for up to 10 weeks (so \$10,000 total). Only required for employees who have worked for you for at least 30 days.

FFCRA Poster (MANDATORY!!)



The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

<ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);	<ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
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▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

FFCRA – Summary

	What employers does this apply to?	What is the required duration of leave?	What are qualifying reasons for taking leave?	What is the required wage replacement?*
<p>Paid sick leave (PSL)</p> <p>Takes effect: April 1, 2020</p> <p>Expires: December 31, 2020</p>	<ul style="list-style-type: none"> Private sector employers that have fewer than 500 employees An employer of an employee who is a health care provider or an emergency responder may elect to exclude such employee <i>Small businesses with less than 50 employees may be exempted from providing paid leave for child care, if leave requirements would burden the business too much*</i> 	<ul style="list-style-type: none"> Two weeks of paid sick leave for full-time employees that meet leave eligibility requirements Part-time employee leave is based on the average hours they work 	<ol style="list-style-type: none"> Government mandated COVID-19 quarantine or isolation order Health care provider advised self quarantine Experiencing symptoms & seeking diagnosis Caring for quarantined individuals Caring for children who are at home due to COVID-19* Experiencing a similar condition as defined by HHS 	<ul style="list-style-type: none"> If home due to reasons 1-3: Regular rate of pay, capped at \$511 daily and \$5,110 in the aggregate If home due to reasons 4-6: 2/3 of regular rate of pay, capped at \$200 daily and \$2,000 in the aggregate per employee
<p>Emergency Family and medical leave (EFML)</p> <p>Takes effect: April 1, 2020</p> <p>Expires: December 31, 2020</p>	<ul style="list-style-type: none"> Private sector employers that have fewer than 500 employees An employer of an employee who is a health care provider or an emergency responder may elect to exclude such employee <i>Small businesses with less than 50 employees may be exempted if leave requirements would burden the business too much</i> 	<ul style="list-style-type: none"> Ten weeks of paid family and medical leave for full-time employees that have been with the company for at least a month Part-time employees are “eligible for leave for the number of hours that the employee is normally scheduled to work over that period” 	<ul style="list-style-type: none"> Unable to work or telework because caring for child under 18 at home due to COVID-19 school/child-care closure 	<ul style="list-style-type: none"> At least 2/3 of regular rate of pay, capped at \$200 daily and \$10,000 in the aggregate per employee

FFCRA Small Business Exemption*

1. 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 due to COVID-19 if the leave requirements would **jeopardize the viability of the business as a going concern**.
2. This exemption is **NOT** automatic; businesses that think they qualify need to document their hardship. The regulations explain that this exception applies when:
 - such leave would cause the small employer's expenses and financial obligations to exceed available business revenue and cause the small employer to cease operating at a minimal capacity;
 - the absence of the employee or employees requesting such leave would pose a substantial risk to the financial health or operational capacity of the small employer because of their specialized skills, knowledge of the business, or responsibilities; **OR**
 - the small employer cannot find enough other workers who are able, willing, and qualified, and who will be available at the time and place needed, to perform the labor or services the employee or employees requesting leave provide, and the labor or services are needed for the small employer to operate at a minimal capacity.

FFCRA and PPP

- Can take the credit under the FFCRA and get a PPP loan, but cannot count the same wages for both programs.
- If employee is on FFCRA leave, the FFCRA tax credit should be claimed, but make sure wage paid under the FFCRA are not claimed PPP loan forgiveness.
- The FFCRA credit reduces the amount of payroll taxes owed by the business.

How to Claim FFCRA Credit

- Employers that pay FFCRA leave wages can retain an amount of all federal employment taxes equal to the amount of the FFCRA leave wages paid, plus the qualified health plan expenses and the amount of the employer's share of Medicare tax imposed on those wages, rather than depositing them with the IRS.
- Employers can retain: federal income taxes withheld from employees, the employees' share of social security and Medicare taxes, and the employer's share of social security and Medicare taxes with respect to all employees.
- If the federal employment taxes yet to be deposited are not sufficient to cover the cost of qualified FFCRA leave wages, plus the qualified health plan expenses and the amount of the employer's share of Medicare tax imposed on those wages, the employer will be able file a request for an advance payment from the IRS using form 7200, Advance of Employer Credits due to COVID-19.
- Employers must retain records and documentation related to and supporting each employee's leave to substantiate the claim for the credits, as well retaining the [Forms 941, Employer's Quarterly Federal Tax Return](#), and [7200, Advance of Employer Credits Due To COVID-19](#), and any other applicable filings made to the IRS requesting the credit.
- For more detail on the refundable tax credits and the procedures to receive payment of the advance credit, see [How to Claim the Credits](#).

Form 7200 – Claiming Advance FFCRA Credit

- Employers should first reduce federal employment tax deposits for wages paid in the same quarter to zero (reconciliation on quarterly Form 941).
- If the permitted reduction in deposits does not equal the qualified leave wages (and qualified health plan expenses and the Eligible Employer’s share of Medicare tax on the FFCRA leave wages), the employer can file a Form 7200, Advance Payment of Employer Credits Due to COVID-19, to claim an advance credit for the remaining FFCRA leave wages (and any health plan expenses and the Eligible Employer’s share of Medicare tax on the qualified leave wages) it has paid for the quarter for which it did not have sufficient federal employment tax deposits.

FFCRA Tax Credit Example

The FFCRA credit reduces the amount of payroll taxes owed by the business, including employee income tax withholdings.

Example: Holly's Auto Shop pays \$5,000 of FFCRA sick leave to an employee. That business receives a \$5,000 tax credit for those wages paid.

- Employer has \$6,000 payroll tax deposit requirement. The business is only required to deposit \$1,000.
- Employer has \$4,000 payroll tax deposit requirement. The business can apply for a fast refund on IRS Form 7200 of \$1,000

Form 941

Use new Form 941 for quarterly payroll filings, to account for FFCRA deferrals and credits

Holly's Auto Shop FFCR Q2	Wage Credit	Health Plan Expense (\$50/day)
Mechanics (2 @ \$200/day x 10 days each) (FFCRA Sick - self)	\$4,000	\$1,000
Manager (\$400/day) (FFCRA Sick (child) = 2/3 max \$200/day x 10 days)	\$2,000	\$500
Q2 TOTAL FFCRA SICK	\$6,000	\$1,500
Manger (\$400/day) (FFCRA Family = 2/3 to max \$200/day x 10 weeks)	\$10,000	\$2,500
Mechanic (\$200/day) (FFCRA Family = 2/3 x 10 weeks)	\$6,660	\$2,500
Q2 TOTAL FFCRA FAMILY	\$16,660	\$5,000

941 for 2020: Employer's QUARTERLY Federal Tax Return 950120
OMB No. 1545-0029

Form (Rev. April 2020) Department of the Treasury - Internal Revenue Service

Employer identification number (EIN)

Name (not your trade name)

Trade name (if any)

Address

City State ZIP code

Foreign country name Foreign province/county Foreign postal code

Report for this Quarter of 2020 (check one.)

1: January, February, March

2: April, May, June

3: July, August, September

4: October, November, December

Go to www.irs.gov/form941 for instructions and the latest information.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1. Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including: June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4) 1

2 Wages, tips, and other compensation 2

3 Federal income tax withheld from wages, tips, and other compensation 3

4 If no wages, tips, and other compensation are subject to social security or Medicare tax Check and go to line 6.

Column 1		Column 2	
5a Taxable social security wages	<input type="text" value="56,676.00"/> × 0.124 =	<input type="text" value="7,028.00"/>	
5a (i) Qualified sick leave wages	<input type="text" value="6,000.00"/> × 0.062 =	<input type="text" value="372.00"/>	
5a (ii) Qualified family leave wages	<input type="text" value="16,660.00"/> × 0.062 =	<input type="text" value="1,033.00"/>	
5b Taxable social security tips	<input type="text" value="0.00"/> × 0.124 =	<input type="text" value="0.00"/>	
5c Taxable Medicare wages & tips	<input type="text" value="80,000.00"/> × 0.029 =	<input type="text" value="2,320.00"/>	
5d Taxable wages & tips subject to Additional Medicare Tax withholding <input type="text" value="0.00"/> × 0.009 =	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	

5e Total social security and Medicare taxes. Add Column 2 from lines 5a, 5a(i), 5a(ii), 5b, 5c, and 5d

5f Section 3121(g) Notice and Demand—Tax due on unreported tips (see instructions) 5f

6 Total taxes before adjustments. Add lines 5, 5e, and 5f 6

7 Current quarter's adjustment for fractions of cents 7

8 Current quarter's adjustment for sick pay 8

9 Current quarter's adjustments for tips and group-term life insurance 9

10 Total taxes after adjustments. Combine lines 6 through 9 10

11a Qualified small business payroll tax credit for increasing research activities. Attach Form 8974

11b Nonrefundable portion of credit for qualified sick and family leave wages from Worksheet 1

11c Nonrefundable portion of employee retention credit from Worksheet 1 11c



Form
(Rev. April 2020)

941 for 2020: Employer's QUARTERLY Federal Tax Return

Department of the Treasury — Internal Revenue Service

950120

OMB No. 1545-0029

Employer identification number (EIN)	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Name (not your trade name)	Holly's Auto Repair Shop										
Trade name (if any)	<input type="text"/>										
Address	123 NFIB Boulevard										
	Number	Street							Suite or room number		
	Anytown							US	12345		
	City							State		ZIP code	
	<input type="text"/>				<input type="text"/>			<input type="text"/>			
	Foreign country name				Foreign province/county			Foreign postal code			

Report for this Quarter of 2020 (Check one.)

- 1: January, February, March
- 2: April, May, June
- 3: July, August, September
- 4: October, November, December

Go to www.irs.gov/Form941 for instructions and the latest information.

Part 1: Answer these questions for this quarter.

1	Number of employees who received wages, tips, or other compensation for the pay period including: <i>June 12</i> (Quarter 2), <i>Sept. 12</i> (Quarter 3), or <i>Dec. 12</i> (Quarter 4)	1	10
2	Wages, tips, and other compensation	2	80,000 . 00
3	Federal income tax withheld from wages, tips, and other compensation	3	20,000 . 00
4	If no wages, tips, and other compensation are subject to social security or Medicare tax	<input type="checkbox"/> Check and go to line 6.	
		Column 1	Column 2
5a	Taxable social security wages	56,676 . 00	$\times 0.124 = 7,028 . 00$
5a (i)	Qualified sick leave wages	6,000 . 00	$\times 0.062 = 372 . 00$
5a (ii)	Qualified family leave wages	16,660 . 00	$\times 0.062 = 1,033 . 00$
5b	Taxable social security tips	0 . 0	$\times 0.124 = 0 . 0$
5c	Taxable Medicare wages & tips	80,000 . 00	$\times 0.029 = 2,320 . 00$
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	0 . 0	$\times 0.009 = 0 . 0$
5e	Total social security and Medicare taxes. Add Column 2 from lines 5a, 5a(i), 5a(ii), 5b, 5c, and 5d	5e	10,753 . 00
5f	Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions)	5f	0 . 0
6	Total taxes before adjustments. Add lines 3, 5e, and 5f	6	30,753 . 00
7	Current quarter's adjustment for fractions of cents	7	0 . 00
8	Current quarter's adjustment for sick pay	8	0 . 00
9	Current quarter's adjustments for tips and group-term life insurance	9	0 . 00
10	Total taxes after adjustments. Combine lines 6 through 9	10	30,753 . 00
11a	Qualified small business payroll tax credit for increasing research activities. Attach Form 8974	11a	0 . 00
11b	Nonrefundable portion of credit for qualified sick and family leave wages from Worksheet 1	11b	3,514 . 00
11c	Nonrefundable portion of employee retention credit from Worksheet 1	11c	0 . 00

▶ You MUST complete all three pages of Form 941 and SIGN it.

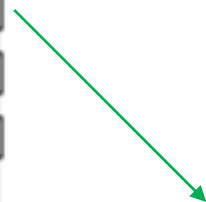
Next ▶



Name (not your trade name)	Employer identification number (EIN)
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Part 1: Answer these questions for this quarter. (continued)

11d	Total nonrefundable credits. Add lines 11a, 11b, and 11c	11d	3,514 . 00
12	Total taxes after adjustments and nonrefundable credits. Subtract line 11d from line 10	12	27,239 . 00
13a	Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, or 944-X (SP) filed in the current quarter	13a	0 . 00
13b	Deferred amount of the employer share of social security tax	13b	0 . 00
13c	Refundable portion of credit for qualified sick and family leave wages from Worksheet 1	13c	29,812 . 00
13d	Refundable portion of employee retention credit from Worksheet 1	13d	0 . 00
13e	Total deposits, deferrals, and refundable credits. Add lines 13a, 13b, 13c, and 13d	13e	29,812 . 00
13f	Total advances received from filing Form(s) 7200 for the quarter	13f	0 . 00
13g	Total deposits, deferrals, and refundable credits less advances. Subtract line 13f from line 13e	13g	29,812 . 00
14	Balance due. If line 12 is more than line 13g, enter the difference and see instructions	14	
15	Overpayment. If line 13g is more than line 12, enter the difference	2,573 . 00	Check one: <input type="checkbox"/> Apply to next return. <input checked="" type="checkbox"/> Send a refund.



Form 7200

FFCRA Resources

- [DOL FFCRA Poster](#)
- [DOL FFCRA Questions and Answers](#)
- [IRS FFCRA Webpage](#)
- [IRS Form 7200 and 7200 Instructions](#)
- [IRS Form 941 and 941 Instructions](#)
- [NFIB FFCRA Tax Credit Tip Sheet](#)
- [FFCRA Employee Request for Leave \(Template\)](#)

For the Life of Your Business

SCORE Mentoring and Resources to Support You from Idea to Exit



About SCORE

Mission, Vision, Goals,
and Services



The SCORE Story

SCORE was formed in 1964 as a resource partner of the U.S. Small Business Administration whose mission is to help aspiring and existing businesses succeed.

Since then, we've helped over 11 million people in pursuit of their business goals.

- **Our Mission** is to foster vibrant small business communities through mentoring and education.
- **Our Vision** is that every person has the support necessary to thrive as a small business owner.
- One of our **Core Values** is that our clients' success is our success.

The SCORE Story

We help small businesses by:



Providing free
business advice and
mentoring



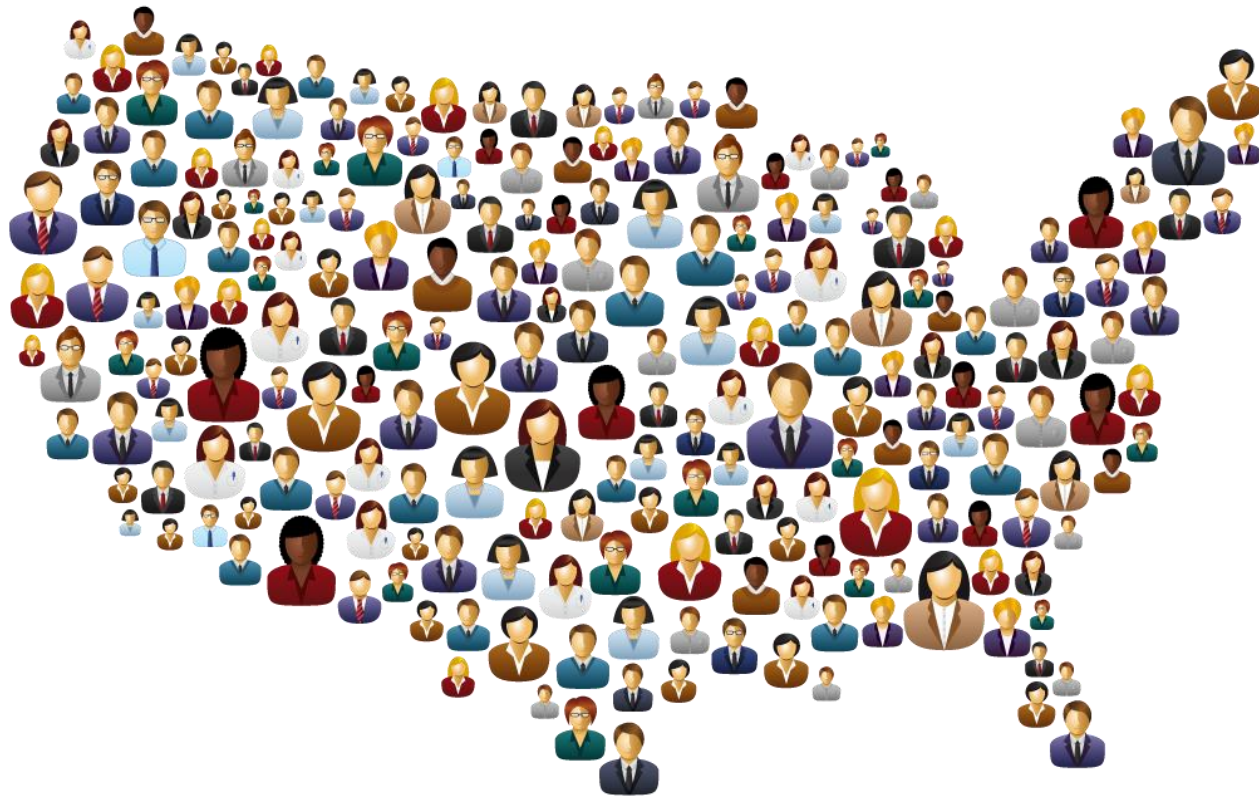
Offering low or
no-cost business
training



Sharing free business
templates and
resources

The SCORE Story

This is possible through the effort of our volunteers nationwide.



Who We Are:
Over 10,000
Volunteers
serving clients in over
1,500 communities

The SCORE Story

Thanks to our volunteers, last year SCORE helped:



Create 29,681
new businesses



Create 97,387
new jobs



58,422 clients
increase revenue

The SCORE Story

SCORE is committed to helping every person succeed in their small business endeavors. We are dedicated to serving clients in diverse industries and at every stage of business.

- **Early stage entrepreneurs**, who are considering starting a business but need help defining their ideas, building their plan and obtaining financing
- **Start-up businesses**, who are seeking to establish their business and manage their finances
- **Established businesses**, who are seeking to grow their business and increase their revenue or customers
- **Transitioning businesses** who are planning to close, sell, or otherwise transition out of owning the business

In 2019, we helped clients in these industries:

Industry	% of SCORE Clients
Accommodation, Travel, Restaurant, Food Services	6%
Accounting, Tax, Bookkeeping, Payroll	2%
Advertising, Public Relations, Marketing	4%
Agriculture, Farming, Ranching	2%
Architectural, Engineering	2%
Arts, Entertainment, and Recreation	8%
Computer System Design	1%
Construction/Manufacturing	7%
Educational Services	7%
Finance and Insurance	2%
Health Care and Social Assistance	9%
Information Systems	2%

Industry	% of SCORE Clients
Legal Service	1%
Management/ IT Consulting	3%
Mining, Quarrying, and Oil and Gas Extraction	0%
Other Professional Services	17%
Public Administration/ Utilities	0%
Real Estate, Rental, Leasing	3%
Retail Sale/ Trade	11%
Special Design Service	2%
Transportation and Warehousing	1%
Waste Management and Housekeeping Services	1%
Wholesale Sales/ Trade	3%
Not Applicable	8%

How SCORE Can Help You

Learn About Our
Services and Resources



How SCORE Can Help You

Free Mentoring

- Aspiring and existing entrepreneurs can get FREE, confidential, business advice from expert advisors committed to helping them succeed.
- Every SCORE chapter offers expertise face-to-face in a local office or online using email or video conferencing.
- Whether you're just starting out, in business, or ready to sell or retire, SCORE can help – providing guidance and resources to help with your decisions. Turn to SCORE for assistance with 1 question - or 1,000.

We're here to help you succeed.

We're here - ***for the life of your business.***

How SCORE Can Help You

Benefits of Mentoring

- SCORE mentors provide the specific resources you need through personalized, 1-on-1 mentoring.
- Avoid timely and costly mistakes by learning from someone who's "been there, done that".
- Feel confident knowing you have an experienced resource available for simple questions or more complicated strategy development.
- SCORE is proven to help businesses start & succeed. In 2019, we helped create over 29,681 new businesses. The next success can be yours.

Small Business Clients who Receive 3+ hours of Mentoring Report Higher Revenues and Increased Business Growth.

Data provided by SBA

How SCORE Can Help You

Local Business Workshops & Events

A facilitated event led by a SCORE volunteer, national partner or subject matter expert. These events provide local business owners and future business owners with relevant business information and provide value through access to SCORE resources and services.

They also:

- Provide access to the collective wisdom of entrepreneurs in the local community
- Offers perspectives from a variety of business owners and experts
- Helps emerging firms overcome obstacles and seize opportunities
- Presents an opportunity for attendees to grow their business network
- Can be customized for participants as needed

How SCORE Can Help You

Tools for Business Success Available 24/7

Get access to thousands of free business templates & tools, blog posts, and online courses to help you start and grow your business.

- **Resource Library** - Articles, assessments, outlines, templates, and other resources that you can use to learn and implement new strategies
- **SCORE LIVE Webinars** – Live presentations by mentors and partners on a variety of small business topics and trends
- **Recorded Webinars & Courses on Demand** – Business training modules archived on score.org.
- **Blogs & Articles** - Business experts in a number of industries share information on emerging trends and topics facing today's small business owner
- **Data Reports & Infographics** - Provide information on emerging trends that affect the small business landscape. Includes data on entrepreneur sentiment, the U.S. economy, and more.
- **SCORE Newsletters** - Subscribe to get the latest business information, tips and resources delivered to your inbox

Why SCORE Works

You Don't Have to Go It Alone

Leveraging SCORE's full range of services and resources provides the best chance for success. It equips you with the information you need to make sound decisions for your business and you have a partner that's invested in helping you reach your goals.

- **Mentoring** helps minimize risk and provides improved chances for startup and success through one-on-one business coaching.
- **Workshops** provide training on critical topics in an environment where you can learn from experts and like-minded entrepreneurs.
- **Online Resources** can be your playbook to provide step-by-step outlines for small business strategies.

We're here *for the life of your business* – providing free advice for as long as you own your business.



SCORE COVID-19 Program

SUPPORTING SMALL BUSINESS
OWNERS THROUGH THE PANDEMIC

**SMALL BUSINESS
RESILIENCE**

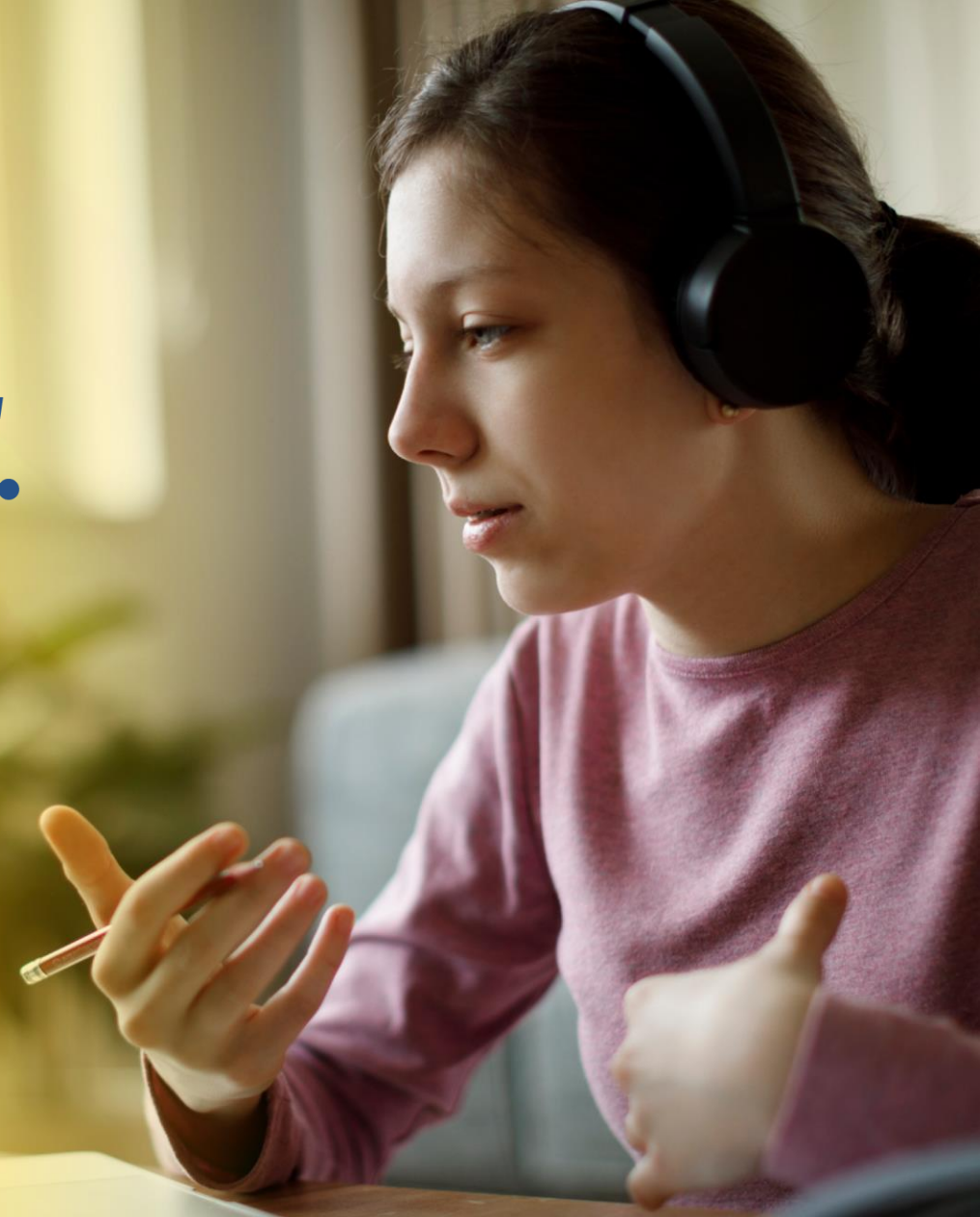
COVID-19

Presented
By:



Courage to adapt. Strength to succeed.

You built your business to last. We built the Small Business Resilience program to help you adapt to change, and position your business to thrive.



Courage to adapt. Strength to succeed.

 **SMALL BUSINESS RESILIENCE**

Now, more than ever, critical leadership skills are needed in a world transformed, and SCORE Resilience prepares leaders like you to succeed.

SCORE Small Business Resilience has the mentoring, education, and resources you need to answer your most difficult questions and solve your most complex business challenges.

Small Business Resilience Program



**REMOTE
MENTORING**



**RESILIENCE
TRAINING**



**RESOURCE
PORTAL**

Remote Mentoring

- **SCORE's mentors are trusted business leaders who have the knowledge and experience to guide you through every step to success.**
- Our mentors will help you create solutions and find answers to your most urgent questions.
- Meet with a mentor using phone, video, or email.
- New **Real-Time Mentoring** gives you a way to chat with a mentor in a live, virtual environment.

Real-Time Mentoring

Using our virtual conference platform, we connect you with experts in your field, LIVE.

Get help across business topics, including:

- **Funding & Finance** - Gain clear direction on government relief aid and private sector funding. Learn how to launch your new business post-pandemic with guidance on small business funding options.
- **Recovery & Growth** - SCORE mentors are here to help you recover lost revenue, rebuild your resources, and pivot your business to emerge in new markets. So no matter where you are right now, you'll have a plan to position your brand for future growth.
- **Ecommerce & Technology** - Live mentoring helps you find technical and infrastructure options that work best for your business. Deliver unique and effective user experiences that keep your customers coming back.
- **Startup & Business Plans** - Whether you've already launched your startup, or you're still developing your plan for an exciting new venture, SCORE Small Business Resilience will match you with a mentor who has been where you are, to help you overcome your unique startup challenges and find hidden opportunities for growth.

Real-Time Mentoring

Using our virtual conference platform, we connect you with experts in your field, LIVE.

Get help across business topics, including:

- **Marketing & Sales** - In a rapidly changing business climate, it's even more difficult to build strong connections between your brand and your customers. Our coaches will help you create or revise clear marketing and sales plans to reach and convert the right customers at the right time, to build relationships, revenue, and impact.
- **HR & Operations** - You want to protect your people and your business. Live mentoring will help you with challenges like unemployment and payment protection, disruptions to day-to-day operations, safeguarding your facilities, adapting procedures, and empowering your employees with the tools they need to overcome obstacles as a team.

Real-Time Mentoring

- SCORE's live mentoring will help you accelerate your business at every stage of development. But sometimes, you just want to connect and talk with other small business owners who are in the trenches with you. That's why we created the **Peer Networking Lounge**, a virtual meeting place where you can discuss real-time issues—like COVID-19 recovery, startup obstacles, and the unique challenges facing women and minority business owners.
- Presented by Constant Contact, SCORE's Small Business Resilience Real-Time Mentoring Program also includes a virtual **Exhibit Hall** where our partners provide information and solutions to propel your business forward. Partners include FedEx, Progressive Commercial Insurance, Advance Your Reach, Nav, and Trend Micro.

Resilience Training

Your small business is unique, and so are the challenges you're facing. You don't have time to explore all the one-size-fits-all solutions and education that might not apply to your situation.

SCORE's Small Business Resilience Program provides industry-specific training to help you survive the current challenge and thrive in the future.

Each training is designed to help you access effective information you need to be ready for anything, lead confidently, and create powerful solutions to your most complex challenges.



How can I get funding and financial assistance?

Financial stability is on every small business owner's mind. From small business loans and funding options to cash flow management, we have resources to help you fortify and rebuild your financial stability during this difficult time.

[Get Financial Assistance ▶](#)



How should I adapt my business?

Today's changes can be challenging, but they can also open new opportunities. Pivoting your business might be a door to lasting growth beyond managing through the current crisis.

[Adapt Your Business ▶](#)



How can I stay connected with customers?

Your customers are stuck at home, so maintaining contact with customers can be difficult, to say the least. Ramping up online marketing and sales strategies can help keep your business top of mind and even attract new customers.

[Connect with Customers ▶](#)



What changes do I need to make for my line of business?

The coronavirus has affected industries in different ways. Restaurants and retail businesses have had to shutter locations or reduce their offerings, while everyone has shifted to more online operations.

[Browse Industry Resources ▶](#)

Resilience Training

Resilience training includes:

- Expert-designed webinars that help you anticipate and transform industry-specific challenges into opportunities for growth.
- Checklists that identify the steps you can take to increase funding, adapt your business model, and modify your current practices to be more effective and efficient.
- E-guides, blogs and articles that help you improve leadership and communication through the current crisis and empower your employees with tools for success.



The Action Plan for Manufacturing Businesses

Manufacturing businesses are facing many challenges during the pandemic. This guide offers steps on how to adapt and protect your business. [Read more >](#)



The Action Plan for Repair & Maintenance Service Businesses

Download this guide for steps on how to adapt and protect your repair or maintenance business. [Read more >](#)



The Action Plan for Professional Service Businesses

This guide provides step-by-step directions to help you manage your professional service business through difficult times and keep you moving forward. [Read more >](#)



The Action Plan for Pet Care Services

Pet care professionals have found themselves scrambling to adapt during COVID-19. This guide offers steps on how to protect your business. [Read more >](#)



The Action Plan for Entertainment, Arts & Culture Businesses

The coronavirus has hit the entertainment and arts industries hard, but this guide provides detailed steps to help protect your business and minimize losses. [Read more >](#)



The Action Plan for Travel and Tourism Businesses

COVID-19 has shut down the travel and tourism industry almost completely. This guide provides detailed steps on how these businesses can survive. [Read more >](#)



The Action Plan for Child Daycare Services

Child care professionals are struggling to save their business while keeping children in their care safe. This guide offers detailed steps on how to do both. [Read more >](#)



The Action Plan for Non-Emergency Health Professionals

For health professionals in non-emergency fields, COVID-19 brings uncertainty in how to offer your services and how to protect your small business. [Read more >](#)




The Action Plan for Salon, Spa and Barber Services

Salons, spas and barbers have struggled to keep their businesses afloat due to COVID-19. Read these steps on how to save your business. [Read more >](#)

Resource Portal

There's a lot of support out there to help your small business, including loans, grants, and other support services to help small business owners adapt to the current crisis. It can feel overwhelming to navigate so many options and decide which ones are right for you.

We created a comprehensive-yet-clear resource portal to help you find the specific information, government resources and financial support you need, organized by location and type.




Find the programs that are available to help your business survive and recover from the coronavirus pandemic.

Browse a best-in-class, comprehensive portal for all the support resources available for small businesses. Search and filter by topic or location to find the programs that can help you.

Narrow by Business Stage Topic Format Entrepreneur Type Industry


Search within results: Date



U.S. Small Business Administration

SBA Loans and Coronavirus Resources Local Business


SBA provides Economic Injury Disaster Loans (EIDL) to support your business. [Read more >](#)



AMERICA'S SBDC
IN PARTNERSHIP WITH SBA
CELEBRATING 40 YEARS!


SBDC Coronavirus Resources Local Business

Build a plan for your business to ensure your survival and success. [Read more >](#)



Nav's Small Business Grant Local Business

\$10,000 to take your business to the next level. Submit entries between February 24th and May 30th for your chance to win! [Read more >](#)



FedEx #SupportSmall Grants Local Business

FedEx is providing \$1 million in grants for small businesses in the U.S. [Read more >](#)



Volunteer with SCORE

Help Make a Difference
in Our Community

Join SCORE and Help Make a Difference

As a SCORE Volunteer You Can:

- Provide video, email, or telephone mentoring directly from your home or office
- Lead local or national workshops, seminars, and events
- Become a leader in our organization, driving economic growth in your community
- Serve in an chapter support role to build skills and experience in marketing, tech, finance, fundraising, and more!

Benefits of volunteering include:

- Become a recognized leader in your local business community
- Feel good knowing you helped someone achieve their goals
- Make new friends and network with SCORE volunteers and business leaders in your area
- Grow personally and professionally with SCORE's Lifelong Learning training programs

Volunteer Roles

- **Mentor** - an advisor who provides free business advice to aspiring and existing business owners to help them achieve their business goals.
- **Subject Matter Expert (SME)** - assists clients in your specific skill and expertise. Co-mentor alongside one of SCORE's certified mentors.
- **Workshop facilitator** - teaches classes on a business topic and help our clients network and share best practices with each other.
- **Chapter support** - provides invaluable skills in support roles including finance, marketing, technology, fundraising, and reception work.
- **Leader** – After at least 1 year with SCORE, there are many opportunities for those who possess leadership skills and enjoy the thrill of casting vision, rallying individuals toward it, and helping people leverage their unique strengths to fulfill our mission.

Ethics and Training

In order to protect our clients, SCORE has a code of ethics that all volunteers will need to agree to and sign annually.

Our code of ethics states:

- SCORE members are unable to make money in any way from SCORE clients.
- Volunteers may not use our client or member database for commercial reasons.

We also ask you to commit to training around your specific volunteer role that will help you:

- Learn about SCORE policies and best practices, as well as tips for achieving success within your role.
- Enhance your knowledge and skills in our Lifelong Learning educational offerings.

Steps to Become a Volunteer

- Decide which role(s) you want to fill and make sure you agree to SCORE's Code of Ethics.
- Fill out the volunteer application form located at: www.score.org/volunteer.
- You will be contacted by a member of our recruiting team who will conduct an interview to determine if there is a mutual fit.
- Once accepted, you will be asked to complete an orientation and training program.
- Additionally, if you are selected to mentor clients, you will be assigned a mentor and will go through a provisional period to help you get comfortable.

Get Started Today

Don't Wait.

Contact us today to

- Start or grow your business
- Become a SCORE volunteer

Call or visit us online:

- 800-634-0245
- www.score.org



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All opinions, conclusions, and/or recommendations expressed herein are those of the author(s) and do not necessarily reflect the views of the SBA.

Forgiveness Amount Calculation:

Payroll and Nonpayroll Costs

Line 1. Payroll Costs:

Line 2. Business Mortgage Interest Payments:

Line 3. Business Rent or Lease Payments:

Line 4. Business Utility Payments:

Potential Forgiveness Amounts

Line 5. Add the amounts on lines 1, 2, 3, and 4:

Line 6. PPP Loan Amount:



Line 7. Payroll Cost 60% Requirement (divide Line 1 by 0.60):

Forgiveness Amount

Line 8. Forgiveness Amount (enter the smallest of Lines 5, 6, and 7):

****Line 7 is a “test” calculation to see whether the applicant complied with the 60/40 rule. The number you get from dividing Line 1 by .60 is the maximum loan amount that still complies with spending at least 60% or more on payroll. If the number on Line 7 is lower than Line 5 and 6, then the borrower did not spend at least 60% on payroll.****

