

Understand Your Federal COVID-19 Assistance Options*

	What is it?	How do I use it?	Do I qualify?	How much do I get?	Do I need to repay?	How long does it last?	What are the restrictions?
CARES Paycheck Protection Loan (PPP)	<p>Loan on favorable terms to cover payroll costs and certain non-payroll costs.</p> <p>Must apply by December 31, 2020</p> <p>100% federal guarantee</p> <p>Maturity date of 5 years</p>	<p>Use for payroll costs and certain non-payroll costs for the 24-week period or December 31, 2020, whichever is earlier following loan disbursement</p>	<p>Employer with 500 or fewer employees</p>	<p>250% of qualifying average monthly payroll up to \$10M</p>	<p>Loan can be forgiven if funds used for payroll and certain non-payroll costs during the 24-week period or December 31, 2020 whichever is earlier, and borrower maintains headcount and wages. No more than 40% may be used for non-payroll costs</p>	<p>Loan for February 15, 2020 to December 31, 2020</p>	<p>Cannot use CARES credits unless you repay loan by applicable SBA deadlines</p>
SBA Economic Injury Disaster Loan (EIDL)	<p>Disaster relief SBA loan</p> <p>Grant of \$10,000 possible</p> <p>Low interest rates (3.75% for businesses, 2.75% for nonprofits)</p> <p>Automatic one-year deferral on repayment</p>	<p>EIDL loan amount determined by SBA</p> <p>\$10,000 grant for working capital does not need to be repaid even if EIDL loan is ultimately rejected</p> <p>Timing for grant remains subject to change by SBA</p>	<p>Employer with 500 or fewer employees</p>	<p>Up to \$2million for working capital needs such as fixed debt and payroll.</p>	<p>\$10,000 grant does not need to be repaid</p> <p>The loan must be repaid, but an automatic payment deferral is available</p>	<p>Loan for January 31, 2020 to December 31, 2020</p>	<p>Cannot use a PPP loan and EIDL loan for the same expenses</p>
SBA Express Bridge Loans (EBL)	<p>Disaster relief SBA loan</p> <p>If you have an existing relationship with an SBA Express Lender, you can access up to \$25,000 quickly. Loan term is 7 years max.</p>	<p>Used in conjunction with an EIDL. Must be used exclusively to support survival and/or reopening. Is distributed as working capital.</p>	<p>Employers with 500 or fewer employees. Underwriting guidelines apply.</p>	<p>Up to \$25,000</p>	<p>Yes</p>	<p>Can be approved through March 13, 2021</p>	<p>None</p>
SBA Debt Relief	<p>Provides relief to small businesses with SBA 7(a), 504 and microloans.</p>	<p>SBA will cover loan payments including principal and interest for 6 months.</p>	<p>Employers with 500 or fewer employees with current 7(a), 504 or microloan or received one within six months of CARES Act</p>	<p>N/A</p>	<p>N/A</p>	<p>6 months</p>	<p>None</p>

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CARES Social Security Tax Deferral	Defer payment of ER Social Security taxes	You elect to defer through TriNet and tell us the date on which your deferral should begin	Any employer can elect to defer these taxes	ER portion of Social Security taxes per employee (6.2% of wages up to \$137,700)	Yes, 50% end of 2021 with remainder at end of 2022	ER portion of Social Security between March 27, 2020 and December 31, 2020	None. Note that PPP loan restrictions were removed by PPP Flexibility Act on June 4, 2020
CARES Employee Retention Tax Credits	Reduce ER Social Security taxes and/or obtain IRS refund for 50% of wage payments to certain active and furloughed employees	You elect to participate in the program and provide TriNet with eligibility and qualifying employee wage information TriNet reduces your payroll taxes (federal withholdings and ER and EE portion of Social Security and Medicare) If you have more credits than payroll taxes to reduce, you can file a Form 7200 with the IRS for a refund of the excess	Full or partial business suspension due to COVID-19, or Decline of 50% or more in gross receipts in a 2020 quarter (ends when back over 80%)	Up to \$5K credit per qualifying employee Applies against 50% of wages up to \$10K in wages per employee	No	Wage payments between March 13, 2020 and December 31, 2020	Cannot obtain PPP loan More than 100 FTE employees means you can only use the credit for wages paid to fully furloughed employees
Families First (FFCRA) Tax Credits	Reduce payroll taxes by the amount of qualifying FFCRA leave paid to your employees	You elect to participate in the program and provide TriNet with information about your employees that use approved and qualified leave – see next chart TriNet reduces your payroll taxes (federal withholdings and ER and EE portion of Social Security and Medicare) If you have more credits than payroll taxes to reduce, you can file a Form 7200 with the IRS for a refund of the excess	Employers with fewer than 500 employees at the time of the leave request with covered employees	Tax credit equal to the amount of qualifying leave paid	No	Qualifying leave payments between April 1, 2020 and December 31, 2020	FFCRA credits do not restrict you from any CARES programs above

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FFCRA emergency paid sick leave (ePSL) and emergency family medical leave (eFML)

Eligible Reason for Leave <i>Employee is unable to work or telework due to:</i>		Leave Type & Pay Rate	Caps Per Employee	Length of Leave
1.	Employee is subject to a Federal, State or local quarantine or isolation order related to COVID-19.	ePSL Full pay rate	\$511 per day \$5,110 aggregate	2 weeks of leave <ul style="list-style-type: none"> • 80 hours full time • Average hours part-time
2.	Employee advised by a health care provider to self-quarantine due to concerns related to COVID-19.	ePSL Full pay rate	\$511 per day \$5,110 aggregate	2 weeks of leave <ul style="list-style-type: none"> • 80 hours full time • Average hours part-time
3.	Employee is experiencing symptoms of COVID-19 and is seeking medical diagnosis.	ePSL Full pay rate	\$511 per day \$5,110 aggregate	2 weeks of leave <ul style="list-style-type: none"> • 80 hours full time Average hours part-time
4.	Employee is caring for an individual who is subject to an order or quarantine under reasons (1) or (2) above.	ePSL 2/3 regular rate	\$200 per day \$2,000 aggregate	2 weeks of leave <ul style="list-style-type: none"> • 80 hours full time • Average hours part-time
5.	Employee is caring for a child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons.	eFMLEA and/or ePSL* 2/3 regular rate	\$200 per day \$10,000 aggregate for eFMLEA only or \$12,000 aggregate for eFMLEA + ePSL*	Up to 80 hours of leave for ePSL Up to 12 weeks for eFMLEA* <ul style="list-style-type: none"> • Weeks 1-2 unpaid eFMLEA* • Weeks 3-12 paid eFMLEA
6.	Employee is experiencing any other substantially similar condition permitted by Secretary of Health and Human Services guidelines.	ePSL 2/3 regular rate	\$200 per day \$2,000 aggregate	2 weeks of leave <ul style="list-style-type: none"> • 80 hours full time • Average hours part-time

* **Two Types of Leave:** Employees are entitled to a total of up to 12 weeks of eFMLEA and FMLA leave combined; LOA will determine eligibility for eFMLEA leave. eFMLEA leave must be unpaid during weeks 1 and 2. Employees can use ePSL, PTO or any other paid leave to cover all or part of the unpaid eFMLEA 2-week period. For example, employees could use ePSL for Reason 5 to be paid for weeks 1 and 2 (with ePSL and eFMLEA leave running concurrently) and then use eFMLEA to be paid for weeks 3 to 12.