



Have you applied for grants or loans yet?

Dear Poquoson Businesses:

Over the past 2-3 weeks, the Economic Development Office has sent you information for Small Business Loan opportunities through governmental funding. We've learned that there has been a very strong response from the business community seeking these funds. If you are interested in these funding opportunities we urge you to take action now. There are webinars available to guide you through this process and individuals at the Chambers and Small Business Development Centers to answer your questions. One of the best places to start is at the bank that handles your day-to-day business and finances. If you have not taken advantage of these applications due to uncertainty, please let us know how we can help. If you have applied, we would like to know that as well.

There has been such a strong response in applications, that there is some concern about scarcity of funds moving forward. Please take some time to evaluate your options and gather your documentation if you believe this could help your business.

The Poquoson Economic Development Office
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1. Who is eligible?

You are eligible if you are:
A small business with fewer than 500 employees
A small business that was in operation before February 15, 2020.
A small business that had employees on or before February 15, 2020.

2. What amount am I eligible for?

Loans can be up to 2.5x the borrower's average monthly payroll costs, not to exceed \$5 million.

How do I calculate my average monthly PAYROLL COSTS?

INCLUDED (Average monthly payroll costs) - **EXCLUDED** (Average monthly payroll costs) = **PAYROLL COSTS**

INCLUSIONS

Salary, wage, commission, or similar compensation

Payment for vacation, parental, family, medical, or sick leave

State health benefit payments

Payment of State or local tax assessed on compensation

EXCLUSIONS

Contribution to an individual retirement account or an individual

Contractual retirement or annuity of \$10,000

IRA, 401(k), and 408(a) plans

State or local tax under the Federal First

Contractual Response Act

3. What can the proceeds be used for?

Loan funds can be used to cover:

- payroll costs
- employee salaries/commissions
- health benefits
- rent
- utilities
- payments of mortgage interest

75% of loan proceeds must be used for payroll costs to be considered for forgiveness.

Evaluate your options with this helpful resource!

Click on image to left to open full document.