



April 1, 2020

Dear Valued Tenants,

As we reach the end of March, the world is dealing with an unprecedented event. In order to mitigate the spread of COVID-19, also known as the coronavirus, Federal, State and Local governments have implemented a range of restrictions, guidelines and programs to aid all of us in fighting the spread of the virus and working through the impacts those actions have had on the economy. Priorities continue to shift from immediate protection of one's self, family and business to what the future may hold as we endure and ultimately emerge from this new way of life.

Retail has a history of resilience, particularly necessity-based retail, and I am confident that retail will continue to overcome challenges of the global economy.

At WHLR, we appreciate all that you do and are here to help provide resources to your business. Our team is standing by to discuss all options available under your lease to assist you.

There are numerous resources and information available, and we wanted to share a few resources that you might find helpful and in a convenient location. Please find a flyer with multiple business resources and a guide enclosed from the U.S. Chamber of Commerce. This information can also be accessed via our website at [www.whlr.us](http://www.whlr.us).

Our future is being reshaped by the present. Working together will ultimately lead to better partnerships in the future and we look forward in continuing our long-term partnership with you.

Sincerely,

*M. Andrew Franklin*

M. Andrew Franklin  
Chief Operating Officer

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**FOR INFORMATIONAL PURPOSES ONLY  
CORONAVIRUS RELIEF FOR SMALL BUSINESSES**

Please monitor the availability of funding for programs below and continue to seek funding opportunities in your area.

**FIND THIS LETTER AND ADDITIONAL COVID-19 RESOURCES AT:**

<http://www.whlr.us/covid-19-resources-assistance/>

**CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT:**

On March 27, 2020, President Trump signed into law a relief bill called the Coronavirus Aid, Relief, and Economic Security Act "CARES Act" that is intended to help several groups, including small businesses, impacted by the Coronavirus pandemic. A portion of the bill called the Paycheck Protection Program is intended to keep workers paid and employed by helping businesses (including sole proprietors and nonprofits). The Paycheck Protection Program authorizes the U.S. Small Business Administration ("SBA") to provide forgivable loans to certain small businesses to use for the payment of expenses identified in the CARES Act. The CARES Act is also intended to offer limited payroll tax relief for certain small businesses. <https://home.treasury.gov/policy-issues/top-priorities/cares-act/assistance-for-small-businesses>

**ECONOMIC INJURY DISASTER LOANS FROM THE SBA:**

Recently, the SBA declared that Economic Injury Disaster Loans ("EIDLs") are available to small businesses impacted by the Coronavirus pandemic. EIDLs provide certain qualifying small businesses and nonprofits affected by coronavirus loans up to \$2 million to pay for certain expenses identified under the EIDL program. Additional information regarding EIDLs may be found at the following link: <https://disasterloan.sba.gov/apply-for-disaster-loan/index.html>

**ADDITIONAL RESOURCES:**

Additional resources may exist for businesses affected by the Coronavirus. Many state and local governments may have separate programs available to small businesses for assistance. Check with your local officials or Chamber of Commerce on additional information regarding any available programs.



We have included additional articles and resources summarizing the CARES Act, EIDLs, and other programs aimed at assisting businesses affected by COVID-19. Please find them below.

U.S. Chamber of Commerce:  
<https://www.uschamber.com/>

U.S. Chamber of Commerce: COVID Small Business Emergency Loan Guide:  
[https://www.uschamber.com/sites/default/files/023595\\_comm\\_corona\\_virus\\_smallbiz\\_loan\\_final.pdf](https://www.uschamber.com/sites/default/files/023595_comm_corona_virus_smallbiz_loan_final.pdf)

U.S. Small Business Administration: Coronavirus (COVID-19): Small Business Guidance & Loan Resources:  
<https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources>

The U.S. Small Business Administration Local Assistance Directory: for reaching a small business counselor or mentor:  
<https://www.sba.gov/local-assistance>

The National Law Review: Payroll Relief Under the CARES Act Softens the Financial Impact of COVID-19 for Employers:  
<https://www.natlawreview.com/article/payroll-relief-under-cares-act-softens-financial-impact-covid-19-employers>

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Prepared by the **U.S. CHAMBER OF COMMERCE**

# CORONAVIRUS EMERGENCY LOANS Small Business Guide and Checklist



The Coronavirus Aid, Relief, and Economic Security (CARES) Act allocated \$350 billion to help small businesses keep workers employed amid the pandemic and economic downturn. Known as the Paycheck Protection Program, the initiative provides 100% federally guaranteed loans to small businesses.

Importantly, these loans may be forgiven if borrowers maintain their payrolls during the crisis or restore their payrolls afterward.

The administration soon will release more details including the list of lenders offering loans under the program. In the meantime, the U.S. Chamber of Commerce has issued this guide to help small businesses and self-employed individuals prepare to file for a loan.

Here are the questions you may be asking—and what you need to know.

# 1 Am I ELIGIBLE?

You are eligible if you are:

- A small business with fewer than 500 employees
- A small business that otherwise meets the SBA's size standard
- A 501(c)(3) with fewer than 500 employees
- An individual who operates as a sole proprietor
- An individual who operates as an independent contractor
- An individual who is self-employed who regularly carries on any trade or business
- A Tribal business concern that meets the SBA size standard
- A 501(c)(19) Veterans Organization that meets the SBA size standard

In addition, some special rules may make you eligible:

- If you are in the accommodation and food services sector (NAICS 72), the 500-employee rule is applied on a per physical location basis
- If you are operating as a franchise or receive financial assistance from an approved Small Business Investment Company the normal affiliation rules do not apply

**REMEMBER:** The 500-employee threshold includes all employees: full-time, part-time, and any other status.

# 2 What will lenders be LOOKING FOR?

In evaluating eligibility, lenders are directed to consider whether the borrower was in operation before February 15, 2020 and had employees for whom they paid salaries and payroll taxes or paid independent contractors.

Lenders will also ask you for a good faith certification that:

1. The uncertainty of current economic conditions makes the loan request necessary to support ongoing operations
2. The borrower will use the loan proceeds to retain workers and maintain payroll or make mortgage, lease, and utility payments
3. Borrower does not have an application pending for a loan duplicative of the purpose and amounts applied for here
4. From Feb. 15, 2020 to Dec. 31, 2020, the borrower has not received a loan duplicative of the purpose and amounts applied for here (Note: There is an opportunity to fold emergency loans made between Jan. 31, 2020 and the date this loan program becomes available into a new loan)

If you are an independent contractor, sole proprietor, or self-employed individual, lenders will also be looking for certain documents (final requirements will be announced by the government) such as payroll tax filings, Forms 1099-MISC, and income and expenses from the sole proprietorship.



## What lenders will NOT LOOK FOR

- That the borrower sought and was unable to obtain credit elsewhere.
- A personal guarantee is not required for the loan.
- No collateral is required for the loan.

3

# How much can I BORROW?

Loans can be up to 2.5 x the borrower's average monthly payroll costs, not to exceed **\$10 million**.



## How do I calculate my average monthly PAYROLL COSTS?



sum of  
**INCLUDED**  
payroll costs

-

sum of  
**EXCLUDED**  
payroll costs

=

**PAYROLL  
COSTS**

### **INCLUDED** Payroll Cost:

- 1. For Employers:** The sum of payments of any compensation with respect to employees that is a:
  - salary, wage, commission, or similar compensation;
  - payment of cash tip or equivalent;
  - payment for vacation, parental, family, medical, or sick leave
  - allowance for dismissal or separation
  - payment required for the provisions of group health care benefits, including insurance premiums
  - payment of any retirement benefit
  - payment of state or local tax assessed on the compensation of the employee
- 2. For Sole Proprietors, Independent Contractors, and Self-Employed Individuals:** The sum of payments of any compensation to or income of a sole proprietor or independent contractor that is a wage, commission, income, net earnings from self-employment, or similar compensation and that is in an amount that is not more than \$100,000 in one year, as pro-rated for the covered period.

### **EXCLUDED** Payroll Cost:

1. Compensation of an individual employee in excess of an annual salary of \$100,000, as prorated for the period February 15, to June 30, 2020
2. Payroll taxes, railroad retirement taxes, and income taxes
3. Any compensation of an employee whose principal place of residence is outside of the United States
4. Qualified sick leave wages for which a credit is allowed under section 7001 of the Families First Coronavirus Response Act (Public Law 116–5 127); or qualified family leave wages for which a credit is allowed under section 7003 of the Families First Coronavirus Response Act

#### NON SEASONAL EMPLOYERS:

**Maximum loan =**

2.5 X Average total monthly payroll costs incurred during the year prior to the loan date

***For businesses not operational in 2019:***

2.5 X Average total monthly payroll costs incurred for January and February 2020

#### SEASONAL EMPLOYERS:

**Maximum loan =**

2.5 X Average total monthly payments for payroll costs for the 12-week period beginning February 15, 2019 or March 1, 2019 (decided by the loan recipient) and ending June 30, 2019

## 4

# Will this loan be FORGIVEN?

Borrowers are eligible to have their loans forgiven.

## How Much?

A borrower is eligible for loan forgiveness equal to the amount the borrower spent on the following items during the 8-week period beginning on the date of the origination of the loan:

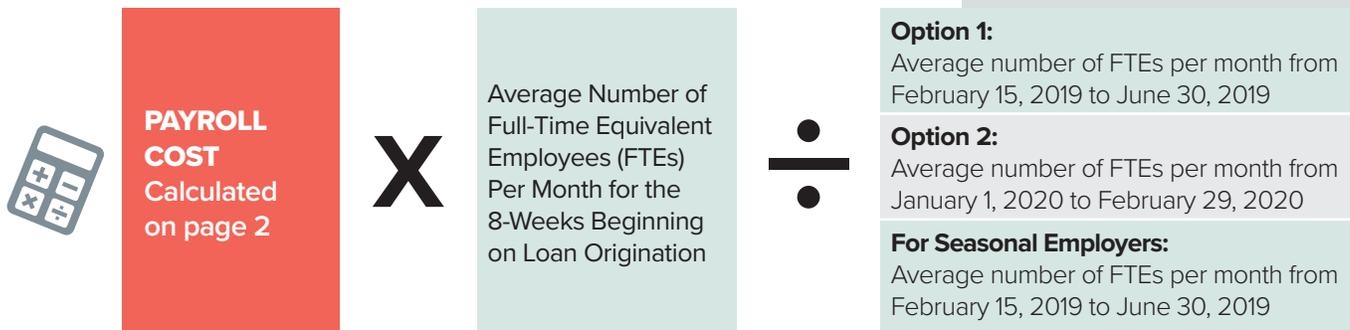
- Payroll costs (using the same definition of payroll costs used to determine loan eligibility)
- Interest on the mortgage obligation incurred in the ordinary course of business
- Rent on a leasing agreement
- Payments on utilities (electricity, gas, water, transportation, telephone, or internet)
- For borrowers with tipped employees, additional wages paid to those employees

The loan forgiveness cannot exceed the principal.

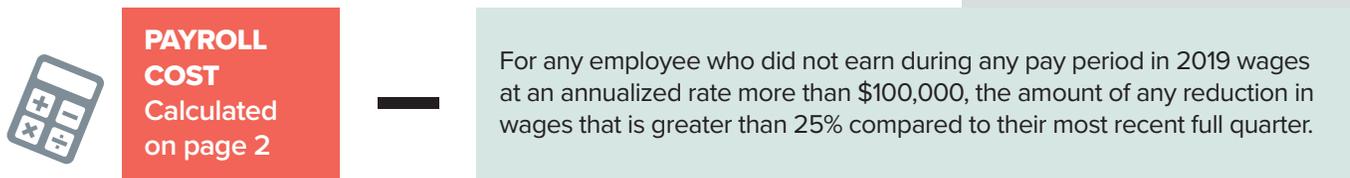
## How could the forgiveness be reduced?

The amount of loan forgiveness calculated above is reduced if there is a reduction in the number of employees or a reduction of greater than 25% in wages paid to employees. Specifically:

### Reduction based on reduction of number of employees



### Reduction based on reduction in salaries



## What if I bring back employees or restore wages?

Reductions in employment or wages that occur during the period beginning on February 15, 2020, and ending 30 days after enactment of the CARES Act, (as compared to February 15, 2020) shall not reduce the amount of loan forgiveness **IF** by June 30, 2020 the borrower eliminates the reduction in employees or reduction in wages.

# WHAT'S NEXT?

Look out for more information about eligible lenders and additional guidance from the SBA soon.

For more guidance and resources for small businesses, visit [uschamber.com/co](https://uschamber.com/co)