CITY OF HAGERSTOWN
Department of Community & Economic Development

COVID-19 INFORMATION FOR BUSINESSES

FIND FUNDING GUIDE

Last Updated 05/08/20
The City of Hagerstown Department of Community & Economic Development (DCED) will be updating this “Find Funding” Guide frequently as information changes and as new information becomes available.

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**SECTION 5:** Websites & Additional Guidance Documents

**SCHEDULE A VIRTUAL MEETING**

Please contact DCED staff if you would like schedule a meeting or talk through program options.

Doug Reaser, Business Development Specialist, dreaser@hagerstownmd.org, 301-797-6409

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**SECTION 1 - TIME-SENSITIVE FINANCIAL RESOURCES!!**

**Save Small Business Fund – U.S. Chamber of Commerce Foundation**

**Quick Facts:**

- The online grant application will go live on Monday, April 20 at 3:00 pm Eastern – www.savesmallbusiness.com
- Be ready with your business W-9 Form and basic supporting information to complete a 10-minute, online application.
- You can sign up for an email notice when the application is live.
- Provides $5,000 one-time cash grants for businesses with 3 to 20 employees (not including independent contractors) who have been financially harmed by the COVID-19 pandemic.
- For businesses located in an economically vulnerable community.
- City DCED staff checked Zipcodes 21740, 21742 – “Your zip code qualifies.”

[Learn more and apply.](#)
Restaurant Employee Relief Fund – Guy Fieri and The National Restaurant Association
(Website states: As of April 10, the fund is not currently accepting new applications, but they are aggressively fundraising to assist additional individuals in the future.)
Quick Facts:
• Provides $500 grants to restaurant workers affected by COVID-19.
• Can be used toward housing, medical bills, student loans, groceries.
Learn more, apply, donate.

SECTION 2: CITY OF HAGERSTOWN

Spring Sprouts Grant Program
Quick Facts:
• Open to for-profit businesses in the City Center Mixed Use Zoning (CC-MU) Zoning District.
• Provides fast grants up to $750 subject to funding availability.
• Operating expenses eligible.
Learn more and apply.

All City Incentive Programs
Learn more about all City programs including Invest Hagerstown, Partners in Economic Progress (PEP), the Hagerstown Revolving Loan Fund, the Opportunity Zone Program, the Enterprise Zone Program, and more. Learn more.

SECTION 3: U.S. CARES ACT PROGRAMS

U.S. SMALL BUSINESS ADMINISTRATION

U.S. Small Business Administration COVID-19 Website
(From SBA Website: Lapse in Appropriations Notice: SBA is unable to accept new applications at this time for the Paycheck Protection Program (PPP) or the Economic Injury Disaster Loan (EIDL)-COVID-19 related assistance program (including EIDL Advances) based on available appropriations funding. EIDL applicants who have already submitted their applications will continue to be processed on a first-come, first-served basis.)

Economic Injury Disaster Loan (EIDL) & Emergency Economic Injury Grants
Quick Facts:
• The new eligibility is made possible as a result of the latest round of funds appropriated by Congress in response to the COVID-19 pandemic.
• Agricultural businesses include those businesses engaged in the production of food and fiber, ranching, and raising of livestock, aquaculture, and all other farming and agricultural related industries (as defined by section 18(b) of the Small Business Act (15 U.S.C. 647(b)).

• SBA is encouraging all eligible agricultural businesses with 500 or fewer employees wishing to apply to begin preparing their business financial information needed for their application.

• Other applications are not accepting at this time. The SBA is using new SBA has not reopened the funding to first process already submitted applications. Businesses apply through the SBA website for this program. Applications may be accepted again in the future.

• Apply directly to SBA for the EIDL program.

• Open to businesses with less than 500 employees (including sole proprietorships, independent contractors and self-employed persons), private non-profits organizations or 501(c)(19) veterans organizations affected by COVID-19.

• Provides to a loan advance up to $10,000 within days of a successful application. The advance will not have to be repaid.

• Low interest loans of up to $2 million available to pay expenses that could have been met had the disaster not occurred, including payroll and other operating expenses.

• Interest rates: Small Businesses 3.75%; Most private, non-profits 2.75%. Terms up to 30 years. Principal and interest deferments available. No collateral required for loans under $25,000. No cost to apply. No obligation to take loan, if offered.

• May also apply separately for a Paycheck Protection Program (PPP) loan. If receive a PPP loan or refinance an EIDL into a PPP Loan, any advance amount would be subtracted from the amount forgiven in the PPP Loan.

Learn More.
Application Portal.

Resources to help:
Step by Step Guide to EIDL Application Portal (Slide Presentation)

Checking the Status of your Economic Injury Disaster Loan (EIDL) Application
According to the SBA:
• There will not be a system set up to check status of an application.
• The confirmation email with the confirmation number is the only item a business will receive until they hear from back the SBA.
• Response has been taking between 15 -21 days after the business submitted its application.

Paycheck Protection Program (PPP)
Quick Facts:
• On 4/27/20, SBA resumed accepting Paycheck Protection Program applications from participating lenders.
• Apply through an SBA lender. Contact your bank to start.
• Provides forgivable loan to pay up to 8 weeks of payroll including benefits. Also can be used to pay interest on mortgages, rent and utilities.
• Forgiveness with employer maintaining or quickly rehiring employees and maintaining salary levels. (Rehire by 6/30/20 to full headcount. Not reduce salaries and wages by more than 25%). At least 75% of the forgiven amount must have been used for payroll.
• Loans up to 2x average monthly payroll costs from the last year plus 25% additional. Rate of 1%; term of 2 years; payments deferred for six months; no collateral; no personal guarantees; no fees.
• Opened 4/3/20 for small businesses, sole proprietors and non-profits.
• Opened 4/10/20 to independent contractors and self-employed individuals.
• Open to businesses with fewer than 500 employees; and more than 500 employees in certain industries.

Weblinks:
- U.S. Treasury Department
  - Overview
  - Information Sheet for Borrowers
  - Borrower Application
  - Frequently Asked Questions
  - Find a Lender

Checking the Status of your Paycheck Protection Program (PPP) Application
• Communicate directly with your bank for status updates.

ADDITIONAL SBA PROGRAMS - Ask your SBA Lender about these additional programs:

SBA Express Bridge Loan
Enables small businesses who currently have a business relationship with an SBA Express Lender to access up to $25,000 quickly. Learn More.

SBA Debt Relief
Debt relief for businesses with current 7(a), 504, and microloans. Learn More.

U.S. INTERNAL REVENUE SERVICE (IRS)

IRS Deferral of Employment Tax Deposits and Payments through 12/31/20
The CARES Act allows employers to defer the deposit and payment of the employer’s share of social security taxes and allows self-employed individuals to defer payments of certain self-employment taxes. Learn More.

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SECTION 4: STATE OF MARYLAND PROGRAMS

MARYLAND COMMERCE DEPARTMENT

Maryland Business Express COVID-19 Website
businessexpress.maryland.gov/coronavirus
Businesses can ask any question to email: Secretary.Commerce@maryland.gov
Maryland Business Relief Wizard
The Maryland Business Relief Wizard is a tool that helps connect businesses with resources for which they are eligible. Learn More.

Maryland Small Business COVID-19 Emergency Relief Loan Fund
[As of 5 pm on April 6, Commerce is no longer accepting new applications]
Offers no interest or principal payments due for the first 12 months, then converts to a 36-month term loan of principal and interest payments, with an interest rate at 2% per annum. Learn More.

Maryland Small Business COVID-19 Emergency Relief Grant Fund
[As of 5 pm on April 6, Commerce is no longer accepting new applications]
Offers grant amounts up to $10,000, not to exceed 3 months of demonstrated cash operating expenses for the first quarter of 2020. Learn More.

Maryland COVID-19 Emergency Relief Manufacturing Fund
[As of April 21, Commerce is no longer accepting new applications]
Helps Maryland manufacturers to produce personal protective equipment (PPE) that is urgently needed by hospitals and health-care workers across the country. Learn More.

MARYLAND COMMERCE DEPARTMENT: TIPS FOR CHECKING THE STATUS OF YOUR APPLICATION

For those looking for an update on an application that was already submitted:
• If you haven’t already, create an account with Maryland OneStop.
• Please make sure to use the same email address that was used in your original application.
• Once your application is linked up to your account, you will be notified. Then, you will be able to see the status of your application in your dashboard and receive updates.
• Due to the overabundance of applicants, we cannot provide a definitive timeline for review.
• Applications are currently being reviewed in the order they were received.

For those asking to make updates or attach additional information to an application that was already submitted:
• We are unable to make alterations to applications that have already been submitted.
• If our review team requires an edit or additional information for your application, they will be in touch.

If you have already received approval for a loan or grant:
• Please keep an eye on your email for the next steps in the process.

For questions about the COVID-19 Relief Grant and Loan Programs
• Please contact covid-19.application@maryland.gov

MARYLAND DEPARTMENT OF LABOR
Maryland COVID-19 Layoff Aversion Fund
[Department of Labor is no longer accepting applications.]
Grant up to $50,000 to assist in avoiding layoffs at your business. Learn More.

Work Sharing Unemployment Insurance Program
Work Sharing is a voluntary program that provides an alternative to layoffs. Qualified employers can retain an entire employee group by reducing the group’s hours of work by a percentage. Benefits include maintaining an intact work force and avoiding time/expense of rehiring and retraining. Employees receive partial Unemployment Insurance benefits to supplement lost wages. Learn More.

MARYLAND STATE ARTS COUNCIL

MSAC Emergency Grant Program
Emergency grant funding to arts organizations and artists in Maryland. Learn More.

MARYLAND HISTORIC TRUST

The Maryland Heritage Area Authority (MHAA) COVID-19 Emergency Operating Grants
MHAA is offering grants up to $20,000 to non-profit heritage tourism organizations located in a Certified Heritage Area for operating costs associated with the COVID-19 State of Emergency from March 5, 2020 until 90 days after the end of the State of Emergency. Operating costs may include staff salaries, utilities, insurance, contractor services, rent and mortgage payments. 1:1 match requirement. Learn More: Website, Guidelines Document, Application Portal

MARYLAND AGRICULTURAL & RESOURCE-BASED INDUSTRY DEVELOPMENT CORPORATION (MARBIDCO)

Pandemic Adjustment Loan Fund Program (PALFP)
Quick Facts:
• Application deadline: 5/31/20
• Fast, low interest loans to help Maryland’s food and fiber producers, harvesters and primary processors adjust to the business disruptions caused by COVID-19.
• Loans up to $3,000 for working capital and up to $10,000 for equipment purchases for eligible farms and rural businesses.
• Interest only repayments for 5 months, followed by payments for 12 to 36 months at 3.75%
• Borrowers who make all payments receive 10% grant back (or the original amount borrowed) at the end of the loan term.
Learn More.
Small Business Development Center – Western Region (serving Washington, Allegany & Garrett Counties) – a program of the U.S. Small Business Administration. See SBA programs below.

Weblinks:
- SBDC Western Region Website
- SBDC Small Business Survival Guide
- SBDC COVID-19 Request an Appointment/Consulting Services
  For Existing Businesses. See “Start Here” near the bottom.
  Then Home Page Then New Client Sign Up

Hagerstown/Washington County Contact:
(Please use link above to Request an Appointment.)
Herb Melrath, SBDC at Frostburg State University, himelrath@frostburg.edu, 100 W. Washington Street, Suite 1401, Hagerstown, MD, 888-237-9007 ext. 4

Maryland Commerce Department
Weblinks:
- Maryland Business Express COVID-19 Website
  businessexpress.maryland.gov/coronavirus
- Businesses can ask any question to email: Secretary.Commerce@maryland.gov

Congressman David Trone
Weblinks:
- Congressman Trone COVID-19 Website
- Congressman Trone: Small Business Owners Guide to CARES Act
- Congressman Trone: 4/1/20 “Business Resources” Webinar Replay
  (Download Webinar Slides from Website)

U.S. Senate Committee on Small Business & Entrepreneurship
Weblinks:
- U.S. Senate Committee on Small Business & Entrepreneurship Website
  Guide to the CARES Act

National Federation of Independent Business (NFIB)
Weblinks:
- All Webinar Replays
  Recent Webinar Topics – NFIB COVID-19 Series:
  Part 2: (3/20/20) Congressional and Legal Update for Small Business
  Part 3: (3/30/20) Financial Resources and Updates for Small Business
  Part 4: (4/3/20) How to Apply for a Coronavirus Small Business Loan
  Part 5: (4/10/20) Update – SBA EIDL and PPP Loan Programs

Washington County Department of Business Development
- Home Page
- Incentive Programs
Staff Contacts