

**Coronavirus 2019/COVID-19**  
**Small Business**  
**Relief Resources**

As of April 3, 2020



# *COVID-19 Response*

First National Bank is your community bank. The COVID-19 situation is trying on every aspect of our community... as citizens, families, employees and employers, our health, well-being and livelihood are all impacted. Let's remember, thank, and provide special respect and appreciation for first responders and everyone involved with health care and helping those who are unable to help themselves, plus those essential workers keeping us all going during this unique time.

***First National is here for you... as a depositor, as a borrower, as a community!***

The following resources were collected and put together in this presentation especially for First National's small business communities.

Please reach out and utilize the expertise of your local community bank and the experience, wisdom and business acumen of our staff.

Together we are stronger and together we will prosper.

**[First National's COVID-19 Response Site](#)**



# *COVID-19 Response*

## **First National Bank's Hardship Assistance and Relief Programs**

# *COVID-19 Hardship Assistance*

First National Bank has established special programs to help address **coronavirus-related hardship** relative to consumer installment loans, mortgages and commercial loans.

**You will need to contact First National Bank to participate in these relief efforts.**

*To request coronavirus-related hardship assistance, call your First National Banker, Lender or our loan operations customer service line, at 517-545-2224, Monday-Friday 8 am – 4:30 pm.*

## **Commercial Loans:**

*First National Bank recognizes the unique demands on business owners. If you or your business are experiencing undue financial stress as a result of current economic conditions, reach out to your lender directly and immediately. First National is working diligently with business owners to work through these trying times. If your First National bank Lender is unavailable due to the heavy demand for assistance, please also feel free to contact Marty Smith directly at 517.545.2209.*



# COVID-19 Hardship Assistance

## Payment Assistance

- *Consumer installment loans (vehicles, RV's, boats) – payment deferral of up to 90 days\**
- *Mortgage Loans – payment deferral of up to 90 days\**
- *Credit card balances - for concerns about your credit card payment or balance, there is contact information on the back of your card or your monthly statement.*

*\*Such deferrals are typically structured to suspend payment requirements for one or more months, adding the same number of months to the loan maturity to allow for eventual payment in full.*

## Fee Waivers

*First National is providing fee waivers for up to 90 days on a range of consumer and commercial accounts/ products/services. Because of the variety and nature – please contact your banker or lender to discuss your specific situation and potential COVID-19 relief.*

## Suspension of Repossession:

*First National has suspended initiating new repossession actions for vehicles, RVs, or marine craft. This suspension is effective through the end of April 2020, and we will continue to evaluate considerations to extend this program.*

# COVID-19 Hardship Assistance

## **Suspension of Foreclosure:**

*First National has suspended initiating new residential property foreclosure actions unless required by federal or government agencies. This suspension is effective through the end of April 2020, and we will continue to evaluate considerations to extend this program.*

## **Remember...**

- *Whether you are having coronavirus-related financial issues from being out of work, reduced hours or income, resulting in your inability to make a vehicle, mortgage, home equity or other loan payment – Or, maybe it is your business finances that are of concern, we want to hear from you.*
- *Talk to us and let's discuss the tools we have available to help alleviate your concern and help you through this unprecedented time. Call us at 517.546.3150 or [Contact Us](#) using our online form.*
- *The sooner you contact us, or any of your other financial providers, the better. The earlier we can begin to work with you, the more options, flexibility, tools and resources that will be available to help.*

[First National's COVID-19 Response Site](#)



# *COVID-19 Response*

## **Local, State and Federal Assistance Programs for Small Business Available Through First National**

*Paycheck Protection Program (PPP)  
Economic Injury Disaster Loan (EIDL)  
SBA Express Bridge Loan  
Michigan Small Business Relief Program\**

*\*Deadline for applications has passed*



# *Small Business Administration (SBA) Paycheck Protection Program (PPP)*

The Paycheck Protection Program is part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. This is a nearly \$350-billion program intended to provide American small businesses with eight weeks of cash-flow assistance through 100 percent federally guaranteed loans.

## **Program highlights**

- *There is no cost to apply.*
- *The funding is meant to help retain workers, maintain payroll, and cover mortgage/rent/utility expenses*
- *The loan covers expenses dating back to February 15, to June 30 2020*
- *The loan can be forgiven and essentially turn into a non-taxable grant.*

[First National's PPP Site](#)





# *Small Business Administration (SBA) Paycheck Protection Program (PPP)*

## **Do I qualify for the program?**

Likely! The PPP is more extensive than the SBA disaster loan. Small businesses, sole proprietorships, independent contractors, and self-employed individuals may all be eligible and qualify

- ***Sole proprietorships** will need to submit schedules from their tax return filed (or to be filed) showing income and expenses from the sole proprietorship.*
- ***Independent contractors** will need to submit Form 1099-MISC.*
- ***Self-employed individuals** will need to submit payroll tax filings reported to the Internal Revenue Service.*

# *Small Business Administration (SBA) Paycheck Protection Program (PPP)*

## **How does PPP differ from the SBA disaster loan?**

- ***No personal or business collateral is required for PPP. The SBA Disaster Loan (EIDL) may require collateral for loan amounts over \$25,000.***
- ***It's ok if you also have access to credit elsewhere and still get PPP. To receive the SBA disaster loan you generally need to have no other source of credit.***
- ***PPP funding covers a more restrictive set of purposes (details below). The SBA disaster loan can cover most operating expenses.***
- ***Your PPP loan can be forgiven if you follow the terms. The SBA disaster loan requires repayment.***

# *Small Business Administration (SBA) Paycheck Protection Program (PPP)*

## **How is the PPP similar to the SBA disaster loan?**

- *You need to demonstrate your business was economically affected by COVID-19.*
- *It's free to apply.*
- *Your loan is long-term (maximum 10 years) and low-interest (maximum 4%).*
- *You have an extended deferment period (6-12 months, depending on your lender) before you begin repayment.*
- *There is no prepayment penalty.*

# *Small Business Administration (SBA) Paycheck Protection Program (PPP)*

## **What can I use PPP funds for?**

You must acknowledge that the funds will be used to retain workers and maintain payroll or make mortgage payments, lease payments, and utility payments. Funds you use for other purposes will not be eligible for forgiveness.

- *The funds can be used for:*
  - *Payroll and commission payments*
  - *Group health care benefits/insurance premiums;*
  - *Mortgage, rent, and lease payments*
  - *Utilities*
  - *Interest on any other debt obligations that were incurred before the covered period.*

# *Small Business Administration (SBA) Paycheck Protection Program (PPP)*

## **How much funding can I receive?**

- *The SBA will ask you to provide documentation on your business's payroll, mortgage, rent, and utility payments over the previous 12-month period. They will calculate the monthly average cost of those expenses. The maximum amount they can offer is 2.5 times that monthly average cost, but no more than \$10 million.*
- *If you are a seasonal employer, the monthly average cost will be calculated differently. The SBA will use a 12-week period beginning either February 15, 2019 or March 1, 2019, and ending June 30, 2019.*
- *If your business did not exist before June 30, 2019, the SBA will look at your costs in January and February 2020.*
- *Note that if you receive a loan under the Paycheck Protection Program, you may no longer be eligible for an EIDL SBA loan for the same purpose of covering payroll*

# *Small Business Administration (SBA) Paycheck Protection Program (PPP)*

## **How can I get my PPP loan forgiven?**

In the 8 weeks following your loan signing date, all expenses related to the following can be forgiven:

- ***Payroll***—salary, wage, vacation, parental, family, medical, or sick leave, health benefits
- ***Mortgage interest***—as long as the mortgage was signed before February 15, 2020
- ***Rent***—as long as the lease agreement was in effect before February 15, 2020
- ***Utilities***—as long as service began before February 15, 2020

# *Small Business Administration (SBA) Paycheck Protection Program (PPP)*

**When submitting your application for PPP loan forgiveness, you must provide:**

1. *documentation verifying the number of full-time equivalent employees on payroll and pay rates for the periods described in subsection (d), including:*
  - a) *payroll tax filings reported to the IRS*
  - b) *State income, payroll, and unemployment insurance filings*
2. *documentation to prove your mortgage, lease, or utility payments*
  - a) *cancelled checks*
  - b) *payment receipts*
  - c) *account statements*
3. *a certification from a representative of the eligible recipient authorized to make such certifications that:*
  - a) *the documentation presented is true and correct; and*
  - b) *the amount for which forgiveness is requested was used to retain employees, make interest payments on a covered mortgage obligation, make payments on a covered rent obligation, or make covered utility payments; and*
4. *any other documentation the Administrator determines necessary.*

The lender must make a decision within 60 days of your forgiveness application submission

# *Small Business Administration (SBA) Paycheck Protection Program (PPP)*

## **What are the conditions for loan forgiveness?**

The purpose of the Paycheck Protection Program is to, well, protect paychecks. You must commit to maintaining an average monthly number of full-time equivalent employees equal or above the average monthly number of full-time equivalent employees during the previous 1-year period.

## **The amount that can be forgiven will be reduced...**

- *In proportion to any reduction in the number of employees retained.*
- *If any wages were reduced by more than 25%.*

If you rehire employees that were previously laid off at the beginning of the period, or restore any decreases in wage or salary that were made at the beginning of the period, you will not be penalized for having a reduction in employees or wages, as long as you do this by June 30, 2020.

[\*First National Bank PPP Application Package and Details\*](#)



# *Small Business Administration (SBA) Economic Injury Disaster Loan (EIDL)*

## **Is my business eligible to apply for the EIDL?**

*The EIDL provides up to \$2 million of financial assistance to small businesses or private, non-profit organizations that suffer substantial economic injury as a **direct result** of the declared disaster. This includes:*

- *Businesses directly affected by the disaster*
- *Businesses that offer services directly related to the businesses in the declaration*
- *Other businesses indirectly related to the industry that are likely to be harmed by losses in their community (Example: Manufacturer of widgets may be eligible as well as the wholesaler and retailer of the product.*

*Depending on your industry, a small business could be defined as business with a maximum of 250 employees or a maximum of 1,500 employees. The business can be a sole proprietorship, LLC, corporation, or private non-profit. To see if your business qualifies, see the [SBA's definition of a small business here](#).*

*Organizations that are not eligible include religious and charitable organizations, gambling concerns (Ex: Concerns that derive more than 1/3 of their annual gross revenue from legal gambling activities), and casinos and racetracks (Ex: Businesses whose purpose for being is gambling (e.g., casinos, racetracks, poker parlors, etc.) are not eligible for EIDL assistance regardless of 1/3 criteria above.*

# *Small Business Administration (SBA) Economic Injury Disaster Loan (EIDL)*

## **What can the funds be used for?**

*These working capital loans may be used to pay:*

- *fixed debts*
- *payroll*
- *accounts payable and*
- *other bills that can't be paid because of the disaster's impact.*

*The working capital loan may not be used for refinancing, expansion, growth of any kind, or infrastructure improvements.*

## **What is the lending criteria?**

**Repayment** – *As with all loans, you will need to prove that you have the ability to repay the loan.*

**Collateral** – *When applying for loans greater than \$25,000, the business must provide collateral. The SBA requires borrowers to pledge what is available including real estate. Loans under \$25,000 can be unsecured.*

# *Small Business Administration (SBA) Economic Injury Disaster Loan (EIDL)*

## **What are the terms?**

*The interest rate is 3.75% for small businesses without credit available elsewhere; businesses with credit available elsewhere are not eligible.*

*SBA offers loans with long-term repayments in order to keep payments affordable, up to a maximum of 30 years. Terms are determined on a case-by-case basis, based upon each borrower's ability to repay.*

## **When can I apply?**

*Applications for Economic Injury Disaster Loans are now open in Michigan.*

*[Click here to access the loan application.](#)*

## **How do I navigate the application system?**

- *Download the necessary forms from the SBA's EIDL application site.*
- *Fill out the forms & save on your computer.*
- *Upload the forms to the application site.*
- *A Disaster Loan Assistance Officer may ask you to fill out additional forms, located on the application website.*

# *Small Business Administration (SBA) Economic Injury Disaster Loan (EIDL)*

## **Here's what you can do to prepare**

- *Gather the following information:*
- *Most recent Federal Tax Return*
- *Year-End Profit & Loss Statement*
- *A current year to date Profit & Loss Statement*
- *Monthly break down of sales figures*
- *Get Familiar with the Necessary SBA Forms:*

### [Business Loan Application \(Form 5\) \(en Español\)](#)

*Note: You do NOT need to put an amount in Box 15 on Form 5. Box 15 only applies in cases of property loss. This is an Economic Injury application and therefore that should be left blank.*

### [Home or Sole Proprietor Loan Application \(SBA Form 5C\) \(en Español\)](#)

### [Economic Injury Disaster Loan Supporting Information \(Form P-019\)](#)

### [SBA Personal Financial Statement \(Form 413 7a-504\)](#)

# *Small Business Administration (SBA) Economic Injury Disaster Loan (EIDL)*

## **Tips for Applying**

- *Include the disaster in your application – specifically name “COVID-19” or “Coronavirus”*
- *In addition to website instructions, most recent tax returns are still required (P&L statement for 2019 if tax returns not available yet)*
- *If a business is new and has had little or no sales yet, include a business plan with owner investment and projected sales*
- *If a business is seasonal, include an explanation in your narrative*
- *If a business owner has multiple businesses, submit ONE application PER COUNTY*
- *Do not rush through the application. Check and recheck the filing requirements to ensure that all the needed information is completed prior to submission. The biggest reason for delays in processing is due to missing information.*
- *Be sure to use the same contact information (business name and the name of all owners) that you use on your federal tax returns. Double-check that they match.*
- *If your tax returns reference other businesses that you own, you must also submit those tax returns in order to avoid a processing delay.*

*If more funds are needed, applicants can submit supporting documents and a request for an increase.*

*If less funds are needed, applicants can request a reduction in the loan amount.*

*If the loan request is denied, the applicant will be given up to six months in which to provide new information and submit a written request for reconsideration.*

# *Small Business Administration (SBA) Economic Injury Disaster Loan (EIDL)*

## **Tips for Applying**

### **Remember:**

- *Applications are available online on the [SBA's Disaster Loan Assistance site](#).*
- *There is no cost to apply for the loan.*
- *If your loan is approved you are not obligated to accept the funds*
- *The EIDL is not your only option. The Michigan SBDC team can help you determine the best course of action for your business.*
- *First National Bank and the Michigan SBDC is here to assist you through these unprecedented times. Please contact us if you need help determining if the EIDL is right for your business, need assistance in completing the application, or have questions regarding the economic recovery process.*

# *Small Business Administration (SBA)*

## *Express Bridge Loan*

The Express Bridge Loan program allows SBA Express lenders to provide expedited financing to small businesses located in declared disaster areas. Express Bridge loans are intended to be interim loans. Businesses use these fund for disaster-related purposes while they apply for and await long-term financing.

### **Loan Details**

- *The Express Bridge program follows the policies and procedures in place for the SBA Express program, with the following key points.*
  - **Maximum Loan Amount: \$25,000**
  - **SBA Guarantee: 50%**
  - **Maximum Maturity: 7 years**
  - **Program Expiration: September 20, 2020**
- *Only lenders that were already participating in the SBA Express program at the time of the disaster can issue Express Bridge loans. These lenders may issue Express Bridge loans only to eligible small businesses that had an existing banking relationship with the lender at the time of the disaster.*
- *Lenders can issue Express Bridge loans up to six months after the disaster declaration. Lenders may require a borrower to pay down or pay off the Express Bridge loan if the borrower is approved for long-term disaster financing that may be used to reimburse the Express Bridge loan.*



# *Small Business Administration (SBA) Bridge Loan*

## **Underwriting**

- The SBA has simplified the underwriting process for the Express Bridge program. When underwriting an Express Bridge loan, lenders have to consider only the following:
  - *A minimum acceptable credit score of 140 for the applicant issued by E-Tran upon submission of the loan application for screening*
  - *A personal credit score for each guarantor*
  - *Lenders must obtain a signed IRS Form 4506-T and an IRS tax transcript. For businesses in operation prior to the disaster but not long enough to have been required to file a tax return, lenders must provide an alternative to verify existence of the business.*

## **What businesses are eligible?**

*To be eligible for an Express Bridge loan, a small business must be located, at the time of the disaster, in a county that's been declared as a disaster area, or any contiguous county. The loan must be used to support the survival and/or reopening of the small business within the affected county.*



# Michigan Small Business Relief Program

- Michigan's small businesses impacted by the COVID-19 virus can now apply for grants and loans through the Michigan Small Business Relief Program.
- The program will provide up to \$20 million in grants and loans to provide economic assistance to Michigan's small businesses that have been negatively impacted by the COVID-19 virus, and in turn help support workers and their families facing economic uncertainty during the outbreak.
- Information on how to apply, as well as eligibility criteria, is available from your local economic development organization (EDO).

[Find Your EDO Here](#)

- Ann Arbor SPARK is administering the Small Business Relief Program for **Livingston** (and Washtenaw) counties.

[SPARK Loan/Grant Application](#)

*\*Deadline for applications has passed*



# Michigan Small Business Relief Program

## Key information about the application process...

- *There is one application, regardless of whether a business is applying for a grant or a loan.*
- *A business may receive a grant or a loan, but not both.*
- *Businesses who do not receive grants may still be considered for loans.*
- *The grants will be administrated by 15 regional economic development organizations (EDO's) throughout the state, which combined cover all 83 counties in Michigan.*
- *All applications or recommendations for Michigan Small Business Relief Program loans will be referred from the partner EDOs to the MEDC for evaluation and disbursement.*
- *Businesses should go to <https://www.michiganbusiness.org/covid19/> to learn more.*

# Michigan Small Business Relief **GRANTS**

- **Goal:**
  - *Provide immediate grant support for businesses hardest hit by COVID-19.*
- **Funding:**
  - *Michigan Small Business Relief Program Funding Amount \$10 million*
- **Funding Availability:**
  - *On or about April 1, 2020*
- **Overview:**
  - *Provide up to **\$10 million in grant funding** to one or more local economic development organizations or nonprofit economic development organizations **to provide grants up to \$10,000** to support certain small businesses statewide that have realized a significant financial hardship as a result of the COVID-19 outbreak. Amount per lead local economic development partner will be determined based on potential impact per region.*

# Michigan Small Business Relief **GRANTS**

- Eligible Businesses

- The company is in an industry outlined in Executive Order 2020-9, or any subsequent Executive Order of similar intent (“EO”), or demonstrates it is otherwise affected by the COVID-19 outbreak, that meets one or more of the following:
  - *provides support to impacted employees,*
  - *is located in a downtown district or high impact corridor or has 50 employees or less, or is a company that provides services to companies outlined in the EO and requires additional employees to support to companies or employees impacted by EO;*
  - *The company has 50 employees or less;*
  - *The company needs working capital to support payroll expenses, rent, mortgage payments, utility expenses, or other similar expenses that occur in the ordinary course of business; and*
  - *The company is able to demonstrate an income loss as a result of the EO, or the COVID-19 outbreak. Eligible Uses Grants may be used for working capital to support payroll expenses, rent, mortgage payments, utility expenses, or other similar expenses that occur in the ordinary course of business*

# Michigan Small Business Relief **GRANTS**

- How the Michigan Small Business Relief **Grant** Process Works
  - *The Michigan Small Business Relief Program grants will be administered by 15 local and nonprofit economic development organizations (EDOs) around Michigan, covering all 83 counties in the state.*
  - *These EDOs are responsible for reviewing applications of small businesses in their region and entering into agreements with eligible small businesses.*
  - *Each EDO will establish a review committee that may include representatives from local workforce agencies, local SBDC representatives, business and non-profit leaders, among others.*
  - *Grant funds will be disbursed by the EDO.*
- *Funding will be available for disbursement no later than April 1, 2020*
  - *However, specific criteria for funding, evaluations of need and timing will vary based on the process of each local EDO. Visit your local EDO website for additional details.*
- *You can find your EDO here*  
<https://www.michiganbusiness.org/about-medc/covid19/small-business-relief-program/>
  - Ann Arbor SPARK is administering the Small Business Relief Program for **Livingston** (and Washtenaw) county. You can find the grant application here:  
<https://annarborusa.org/michigan-small-business-relief-program/>

# Michigan Small Business Relief **LOANS**

- **Goal:**
  - *Provide immediate small business loans to businesses immediately impacted by COVID-19.*
- **Funding:**
  - *Michigan Small Business Relief Program Funding Amount \$10 million Funding*
- **Availability:**
  - *On or about April 1, 2020*
- **Overview**
  - *The MSF, in coordination with Local EDO's, will provide up to **\$10 million in small business loans** to support certain small businesses statewide that have realized a significant financial hardship as a result of the COVID-19 outbreak. Loans to eligible borrowers must be **\$50,000 or more and are capped at \$200,000.***

# Michigan Small Business Relief **LOANS**

- **Eligible Businesses**

- *The company is in an industry outlined in Executive Order 2020-9 (“EO”), or demonstrates it is otherwise affected by the COVID-19 outbreak, or is a company that provides goods and services to companies to the aforementioned;*
- *The company has fewer than 100 employees;*
- *The company needs working capital to support payroll expenses, rent, mortgage payments, utility expenses, or other similar expenses that occur in the ordinary course of business;*
- *The company can demonstrate that it is unable to access credit through alternative sources;*
- *The company can demonstrate an income loss of as a result of Executive Order 2020-9.*

- **Eligible Uses**

- *Loans may be used for working capital to support payroll expenses, rent, mortgage payments, utility expenses, or other similar expenses that occur in the ordinary course of business.*

# Michigan Small Business Relief **LOANS**

- Interest Rate
  - *.25% per annum*
- Term
  - *Interest only for 60 months following loan closing followed by a fully amortizing 60 month term*
- Repayment
  - *Repayment terms will be determined based on business need and are anticipated to be monthly interest only payments for the first 60 months following closing. Payments made in excess of interest due will be applied to principal. Once principal is repaid, it may not be redrawn. Payments of principal and interest will begin at 61 months following closing and will be paid monthly with all principal due to be repaid no later than 120 months following closing.*



# Michigan Small Business Relief **LOANS**

- How the Michigan Small Business Relief **Loan** Process Works:
  - *The Michigan Small Business Relief Program loans will be referred to the MEDC from the local EDO partners where it will be reviewed by a loan review committee including the Chief Business Development Officer and Senior Vice President of Business Development Projects.*
  - *All loans made through the Michigan Small Business Relief Program will be approved through Michigan Strategic Fund delegated authority.*
  - *Loans will be disbursed by the MEDC.*

# Michigan Small Business Relief Program

## Frequently Asked Questions

### Where do I apply?

*You must apply through the EDO that covers your county. [Find your local EDO here](#). Ann Arbor SPARK is administering the Small Business Relief Program for **Livingston** (and Washtenaw) counties. [SPARK Loan/Grant Application](#)*

### How much funding is available for the grants?

*\$10 million in total has been allocated for the grant program. Each eligible business may receive up to \$10,000 in grant funding through the program.*

### How much funding is available for loans?

*\$10 million in total has been allocated for the loan program. Loans to eligible borrowers must be no less than \$50,000 and are capped at \$200,000, per borrower.*

### Can I apply for both a grant & and loan?

*No, businesses that qualify for a grant would not also be eligible for a loan. If a business requires both, it is advised that they apply directly for the loan.*

# Michigan Small Business Relief Program

## Frequently Asked Questions

### **Do I have to apply separately for a grant & loan?**

*No – there is one application. Businesses that are not selected by their local EDO for a grant may be referred on to the MEDC for consideration of a loan.*

### **Is there a deadline to apply?**

*It may vary slightly by EDO – please contact your local EDO for a specific timeline.*

### **How long will I have to wait to know if I am awarded funding?**

*It may vary slightly by EDO – please [contact your local EDO](#) for a specific timeline.*

### **How quickly will I receive funding if I'm awarded a grant/loan?**

*It may vary slightly by EDO – please [contact your local EDO](#) for a specific timeline.*

# Michigan Small Business Relief Program

## Frequently Asked Questions

### **If my application is denied, may I resubmit?**

*If the local EDO denies the grant request, you may be referred to the MEDC for consideration of a loan.*

### **What expenses are eligible for these grants or loans?**

*Funds can be used for working capital to support payroll expenses, rent, mortgage payments, utility expenses, or other similar expenses that occur in the ordinary course of business.*

# Michigan Small Business Relief Program

## Frequently Asked Questions

### What are the eligibility criteria for grants?

Eligible Business means a business that:

- The company is in an industry outlined in Executive Order 2020-21, or any subsequent Executive Order of similar intent (“EO”), or demonstrates it is otherwise affected by the COVID-19 outbreak, that meets one or more of the following:
  - *provides support to impacted employees,*
  - *is located in a downtown district or high impact corridor or has 50 employees or less*
  - *or is a company that provides services to companies outlined in the EO and requires additional employees to support companies or employees impacted by EO;*
- The company has 50 employees or less;
- The company needs working capital to support payroll expenses, rent, mortgage payments, utility expenses, or other similar expenses that occur in the ordinary course of business; and
- The company is able to demonstrate an income loss as a result of the EO, or the COVID-19 outbreak.

# *Michigan Small Business Relief Program*

## Frequently Asked Questions

### **What are the eligibility criteria for loans?**

Eligible Business means a business that:

- The company is in an industry outlined in Executive Order 2020-21 (“EO”), or demonstrates it is otherwise affected by the COVID-19 outbreak or is a company that provides goods and services to companies to the aforementioned;
- The company has fewer than 100 employees;
- The company needs working capital to support payroll expenses, rent, mortgage payments, utility expenses, or other similar expenses that occur in the ordinary course of business;
- The company can demonstrate that it is unable to access credit through alternative sources;
- The company can demonstrate an income loss as a result of Executive Order 2020-9.

# *Michigan Small Business Relief Program*

*Additional information on Michigan Small Business Relief Grants and Loans...*

<https://www.michiganbusiness.org/about-medc/covid19/small-business-relief-program/>

<https://www.michiganbusiness.org/496012/contentassets/12a42c4de57a4340b45906c94bd96adc/mi-small-business-relief-200326c.pdf>



# COVID-19 Fraud Prevention

Unfortunately, fraudsters are finding ways to take advantage of fears related to the coronavirus. Learn about the common scams and what you can do to protect yourself. These tips from the Federal Trade Commission (FTC) and American Bankers Association (ABA) are wise at any time, especially during these uncertain times:

- **Watch out for phishing scams.** *Phishing scams use fraudulent emails, texts, phone calls and websites to trick users into disclosing private account or login information. Do not click on links or open any attachments or pop-up screens from sources you are not familiar with, and NEVER give your password, account number or PIN to anyone.*
- **Ignore offers for a COVID-19 vaccine, cure or treatment.** *Rely on information from your local, state and federal health agencies for the most credible information. If there is a medical breakthrough, it will not be reported through unsolicited emails or online ads.*
- **Rely on official sources for the most up-to-date information on COVID-19.** *Visit the Centers for Disease Control and Prevention, World Health Organization and your state's health department websites to keep track of the latest developments.*
- **Remember that the safest place for your money is in the bank**—it's physically secure and it's federally insured. *When you deposit your money at a bank, you get the comfort of knowing that your funds are secure and insured by the government. You don't have the same level of protection when your money is outside the banking system.*



# COVID-19 Fraud Prevention

- **Do some research before making a donation.** Be wary of any business, charity or individual requesting COVID-19-related payments or donations in cash, by wire transfer, gift card or through the mail.
- **Keep your computers and mobile devices up to date.** Having the latest security software, web browser, and operating system are the best defenses against viruses, malware and other online threats. Turn on automatic updates so you receive the newest fixes as they become available.
- **Recognize and avoid bogus website links.** Cybercriminals embed malicious links to download malware onto devices or route users to bogus websites. Hover over suspicious links to view the actual URL that you are being routed to. Fraudulent links are often disguised by simple changes in the URL. For example: [www.ABC-Bank.com](http://www.ABC-Bank.com) vs [ABC\\_Bank.com](http://ABC_Bank.com).
- **Change your security settings to enable multi-factor authentication for accounts that support it.** Multi-factor authentication—or MFA—is a second step to verify who you are, like a text with a code.
- **Before making any investment,** remember that there is a high potential for fraud right now. You should be wary of any company claiming the ability to prevent, detect or cure coronavirus. For information on how to avoid investment fraud, visit the U.S. Securities and Exchange Commission website.
- **Never click on links within emails or sites unfamiliar to you.** Doing so, could result in having a virus downloaded onto your computer or device.
- **Remain alert and vigilant with emails** from what appears to be the Center for Disease Control (CDC), the World Health Organization (WHO) and even your local health agencies. Instead of using a link within or relying on information from an email, visit the Center for Disease Control and Prevention official website as well as the World Health Organization (WHO) website or your state or local health department web site for the most credible information.

# COVID-19 Fraud Prevention

- **Always remember that First National, nor any other reputable financial provider, will never call or email you, unsolicited, to ask for information about your accounts.** If you even suspect you have been the victim of fraud, please contact us immediately. We're here to help.
- **Help others by reporting coronavirus scams.** Visit the FBI's Internet Crime Complaint Center at [www.ic3.gov](http://www.ic3.gov) to report suspected or confirmed scams. You can also stay up-to-date on the latest scams by visiting the FTC's coronavirus page at [ftc.gov/coronavirus](http://ftc.gov/coronavirus).

[First National's COVID-19 Response Site](#)

# COVID-19 Response

During Michigan's '**Stay Home, Stay Safe**' directive issued by Governor Whitmer, First National Bank is considered part of the '**Critical Infrastructure Sector**'. This means First National will stand ready to ensure that our customers and community may continue to access crucial financial services during the COVID-19 emergency.

***You can expect First National to be here for you. We will continue to operate in the following manner:***

- ***Drive-Thru access at all offices remains open and will provide expanded service.***
  - **You can now do most anything in the drive-thru that you previously did in the branch lobby.**
- ***Branch lobby access is by appointment only.***
  - **To make an appointment for an in-branch visit, please call 517.546.3150.**
  - **We will work with you to determine the safest, most convenient and efficient means to serve you.**
- ***The Howell VG's branch is closed until further notice.***

# COVID-19 Response

*Please take even greater advantage of these convenient, remote access services during this time:*

- [First National Mobile](#)
  - Don't have the First National Mobile app? [Download it here.](#)
- [e-Deposits](#)
- [Online Banking](#)
- [Online Bill Pay](#)
- [Text Banking](#)
- [Phone Banking](#)

*Just need cash...?*

Consider using an ATM or getting cash back when making a purchase using your Debit Card and PIN.

# Who We Are

- ✓ Voted Among Best Banks in Livingston County 14 consecutive years  
*(Livingston County Press and Argus online reader survey)*
- ✓ All (OK, most) of the bells and whistles of the big banks with the personalized service you expect from your hometown bank
- ✓ Staff annually provides over 1,500 volunteer hours making a difference across the community – Plus, bank financial support annually exceeds \$135,000 for events, causes and projects that improve the quality of life across Livingston County
- ✓ Only bank headquartered in Livingston County – here for 125+ years
- ✓ You are banking with a locally focused partner!

## **First National Bank Offices**

### **Brighton**

Michelle Williams, Branch Manager  
9911 E Grand River  
West of Old US-23

Laurie Marshall, Branch Manager  
8080 Challis Road  
South of Grand River

### **Fowlerville**

Mary Tumbarella, Branch Manager  
760 S Grand Avenue  
North of I-96

### **Genoa**

Laura Carpenter, Branch Manager  
4299 E Grand River  
East of Latson Road

### **Hartland**

Steve Jacob, Branch Manager  
10700 E Highland Road  
East of US 23

### **Howell**

Carrie Newstead, Branch Manager  
101 E. Grand River  
Downtown Howell HQ's

Carrie Conine, Branch Manager  
2400 W Grand River  
Inside Howell VG's

### **Whitmore Lake**

Angie McFarland, Branch Manager  
9775 M-36  
West of US-23

# Who's Who & Where

## **Executive Leadership**

**Ron Long**  
President/CEO  
**Marty Smith**  
SVP Senior Lender  
**Rick James**  
SVP Chief Risk Officer  
**Mark Huber**  
SVP Chief Financial Officer

## **Commercial Lending Team**

**Marty Smith, Senior Lender**  
Dorothy Harrison  
Jim Johnston  
George King  
Paul Michon  
Mark Nowacki  
Maureen O'Donohue  
Joe Petrucci  
Rob Rose  
Vivianne Rousseau

## **First National Bank**

PO Box 800  
Howell, MI 48844-0800  
**517.546.3150 | FNBH.com**

## **Board of Directors**

**Philip C. Utter**, Chairman  
*Retired/Owner Specialty Contract Carriers, Inc.*

**Stanley B. Dickson Jr.**, Vice Chairman  
*Attorney, Trowbridge Law Firm, P.C.*

**Robert Clemente**  
*Managing Director, Behavior Care Solutions*

**Timothy H. Corrigan**  
*Vice President, Corrigan Oil*

**William R. Dickson**  
*Accountant, Dickson & Associates, P.C.*

**Ronald L. Long**  
*President/CEO, First National Bank*

**Kenneth Marblestone**  
*Managing Director, Cascade Partners*

**R. Michael Yost**  
*Retired CEO, MPY Group, LLC*  
*Retired, Managing Director,*  
*The Auto Club Group*

