



April 2020 Newsletter

676 Elm Street • Suite 300 • Concord, MA 01742
978-464-9003

“Time is going fast and slow at the same time.” A client colleague said this to me recently and I think she captured exactly a sense we may all be feeling. In a time of crisis, nonprofit organizations – particularly those in the frontline emergency response community - always kick into high gear. At the same time, uncertainty and worry can make each day feel interminable.

Workforce retention and emergency financial planning efforts are moving fast. Information is flying into inboxes and new law is being made by the hour. We hope the **Board Resource Materials** below will assist volunteer board members who need to get up to speed quickly in order to support organizational response efforts.

Paycheck Protection Program

- beginning April 3, 2020 for 501(c)(3) organizations.

Administered by the SBA through qualified banks and credit unions, this loan program is part of the **Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”)** enacted on March 27, 2020 and offers emergency workforce retention loans to qualifying entities, including 501(c)(3) organizations. Loan proceeds can be used to pay employee compensation and specific overhead expenses, including rent and mortgage interest payments.

Beneficial aspects of these loans include:

- No personal guarantee or collateral required
- No governmental recourse against the public charity’s individual directors or officers (unless the loan funds are used for an unauthorized purpose)

- No application fee
- Loan forgiveness in whole or in part, although interest will likely still need to be paid

Board Resource Material

- [Board Resource Informational Memorandum](#)
- [Sample CARES Board Resolution](#)
- [Model Loan Application](#)
- [U.S. SBA Guidance](#)

State and Federal Workforce Support

Additional workforce support is also evolving rapidly at the state and federal level. **The Massachusetts Unemployment Assistance program (DUA)** and federal **Families First Coronavirus Response Act (FFCRA)** program are two key governmental responses with changed unemployment, sick time and leave requirements even the smallest employers need to be aware of.

MA Unemployment Changes

DUA has enacted emergency regulations in response to the COVID-19 crisis, in order to make it easier for affected workers to apply for and obtain unemployment benefits. In addition, they permit DUA to excuse missed deadlines during the processing of a claim, such as responding to fact-finding questionnaires and requesting an appeal, if the reason for failing to meet the deadline is due to COVID-19. The regulations also permit DUA to grant employer requests for extensions for filing quarterly wage reports and paying contributions.

Federal Workforce Protection Expansion

The **Families First Coronavirus Response Act (FFCRA)**, went into effect on April 1, 2020, expanding the reach of a variety of workforce protections. This legislation has increased workforce eligibility for: Emergency Leave, Emergency Sick Leave, and Paid Family and Medical Leave.

Board Resource Material

- [Employment Law Update with links to state and federal websites](#)
- [Department of Labor FFCRA Fact Sheet for Employers](#)
- [FFCRA Poster](#)

We hope this information is helpful and thank you for your efforts.

Take good care,

Liz and Team