## K&K Covid-19 CARES ACT Application Assistance Program*

**Phase One - Flat fee of $2,500 includes:**

- Initial consult with one of our qualified attorneys
    - o Determine eligibility
    - o Expected amount of loan
    - o How loan funds should be utilized
    - o Whether you will qualify for forgiveness
- Provide SBA Compliance Package questionnaire
- Review client's compliance package in anticipation of submission to SBA
- Review all relevant financial documentation including monthly operating expenses and tax returns
- Confirm loan qualifications, amount and forgiveness eligibility
- Expert review of your loan submission to avoid delay
- Assist in follow up requests for information and documentation by SBA

**Phase Two - Flat Fee of $2,500 includes:**

Ongoing services include:

- Monitoring during the loan period to assist you in staying compliant for loan forgiveness purposes
- Kirschenbaum & Kirschenbaum will work closely with your accountant to monitor your finances, particularly those related to the loan proceeds to keep you advised of your continued compliance
- Kirschenbaum & Kirschenbaum's goal is to ensure that your loan will be forgiven in part or in full
- Ongoing consultations with you, your accountant and CFO to set up appropriate financial monitoring program
- Provide monthly operating report form
- Review monthly operating report
- Provide notice of current loan compliance or departure issues
- Assisting with the application for loan forgiveness

To participate in **K&K's Covid-19 CARES ACT Application Assistance Program** contact Stacy Spector, Esq. by email at SSpector@Kirschenbaumesq.com or by phone at 516-747-6700 x. 304. Participation requires agreement and execution by you and our firm to our retainer agreement.

** Be advised that participation in K&K's Covid-19 CARES ACT Application Assistance Program does not guaranty you will receive loan proceeds, or that any loan proceeds received will be forgiven.*