

# **A Guide to the Civitas Strategies**

## **PAYCHECK PROTECTION PROGRAM TECHNICAL ASSISTANCE PROCESS™**

**June 2020**



# Introduction

In April 2020, the US government launched a novel program with the objective of mitigating the economic impact of the Coronavirus pandemic. The Paycheck Protection Program (PPP) would provide much-needed funding to small businesses (defined as those with 1 to 500 employees) through a forgivable loan mechanism. The program allowed small businesses to borrow up to 2.5 times their average payroll from the US government at a 1% interest rate. In the eight weeks after the loan was given, businesses could have their payroll and up to 25% of their rent, utilities, and mortgage interest forgiven (therefore coming off the balance of the loan). Any remaining debt could be repaid at any time without penalty.

The PPP application involved a streamlined application process, but still required a number of calculations that were in and of themselves complicated and further compounded by vague and often evolving guidance from the US Government. Further, applications were made through banks, which were able to have their own processes that varied in difficulty.

The result was a program that could have great impact on small business dominated fields (such as early learning) but would require support for those lacking business acumen. Civitas Strategies recognized the potential of the PPP to leverage federal funds to keep small businesses such as child cares afloat and ready to serve children when the economy reopens. The team also realized that child care providers needed help accessing this funding support and so the Civitas Strategies Paycheck Protection Program Technical Assistance Process was developed.

The entire Technical Assistance program was first designed and deployed from April 5, 2020 to May 14, 2020 in three counties in New Jersey (Essex, Passaic, and Mercer). **By the end of May 2020, the TA process had resulted in a total of \$2.26 million in secured loans for child care providers across these three counties.**

Given the tremendous success of the TA process, Civitas Strategies created this step-by-step guide to help other organizations connect with providers who need help to access remaining PPP funds. Throughout the guide you will find sections called, "Notes from the Field." These are meant to provide tips and information based on the practical application of the process in the field. To read the full report about the PPP TA process that was implemented in Maher, Passaic, and Mercer counties in the state of New Jersey, [click here](#).

## Civitas Strategies PPP TA Process Steps



## Step 1. Get Trained

If you are planning on working with providers to help them apply for PPP loans, the first place to begin is the training webinar produced by Civitas Strategies that presents the elements of the PPP and also introduces the TA process covered in this manual. Visit [Home Grown Child Care's website](#) to view this video. If you have already viewed the webinar, please proceed to **STEP 2**.

## Step 2: Share Information

Once you have been trained and have been introduced to the TA process, it is time to reach out to providers and share information about the PPP and how they can initiate the TA process. This is done by sharing an information webinar produced by Civitas Strategies specifically tailored for child care providers discussing the PPP and how the TA process can help them. This webinar can be found on [Home Grown Child Care's website](#). Simple email communication in both English and Spanish as appropriate has proven to be an effective way to reach providers and engage them in the webinar. This sample communication is presented in the *Resources* section at the end of the guide and can also be downloaded as an editable word document. Click [here](#) for the English version and [here](#) for the Spanish version.

Once providers have viewed the webinar, they should be prompted to complete an online intake questionnaire in order to enter the TA workflow. You may want to consider emailing providers with a follow up message, similar to the initial outreach email once they have viewed the webinar reminding them of the link to online questionnaire. You are now ready to move onto **STEP 3** for details on the questionnaire and entering providers into the workflow.

## Step 3: Providers Complete TA Intake Questionnaire

The TA Intake Questionnaire serves two purposes. First, it helps providers prepare for their technical assistance call, second, it provides the consultant with key information needed to give the PPP applicant the best recommendations possible during the live consultation. The questionnaire also includes hold harmless clauses that are important for TA participants to acknowledge so that the consultant is protected should future legal action occur. The Spanish translation of the questionnaire also offers another point of access for providers. When the Civitas Strategies team executed this TA process, they found that Survey Monkey was an ideal platform for use in collecting and keeping record of intake questionnaires. However, other options could be utilized such as Google forms. Be sure that whatever collection platform that you are using, all questions are marked as mandatory or must be completed in order to successfully finish the questionnaire. Please see the Resource section of this guide for the English and Spanish intake questionnaire or download the editable word document [here](#) for English and [here](#) for Spanish.

You should check periodically throughout each day that the PPP TA process is open for new submissions. Once a submission is received you should enter the information into a PPP tracking sheet. This tracking sheet is important because it allows you to record all submissions, keep track of where providers are in the TA process, and also keep any information regarding loan submission and approval as you follow up. (For information about the follow up process, please refer to **STEP 5**).

Click [here](#) for a downloadable version of the PPP TA Tracking sheet in Excel.

The information that should be added to the tracking sheet as soon as the provider enters the workflow by completing the intake questionnaire includes:

- Contact Name
- Business Name
- Email
- Phone
- Provider Type
- Initials of Assigned Consultant (This is who on your team will be responsible for handling the case and next steps if there is more than one consultant.)
- Status of Acknowledgement Questions Complete (Make sure these questions are answered before engaging in advisement with providers.)

Next you are ready to move onto **STEP 4** which involves scheduling advisement calls with providers and preparing the documentation necessary for a successful call.

## Step 4: Review Data, Prepare Documents, and Schedule Advisement Call

Next, review the information in the intake questionnaire and plug it into the PPP Calculation for Providers excel worksheet available for download [here](#). For the vast majority of cases, you will likely have entry data for item #1 (Allowable Salaries, Wages, & Commissions) and Items 6, 7, and 8 under Benefits (#6 payments for provision of group health (company part), #7 payment of retirement benefits (company part), #8 State unemployment taxes. The sheet will then automatically calculate #9 the Total Annual Payroll Costs for the Paycheck Protection Program, #10 the Average Monthly Payroll costs for 2019, and #11 the Maximum Loan Amount (based on allowable payroll expenses). Item #11 is the loan amount that the provider is eligible for.

Next, you will use this maximum loan amount to begin the Small Business Administration PPP loan application form which you will go over with the provider during the advisement call. You can download the application form [here](#). Use the information from the questionnaire to complete as much of the form as possible, including the type of business, contact

information, average monthly payroll and loan request (from the PPP Calculation for Providers worksheet) and the Number of Employees (from the questionnaire). Plan to review all other information on the application form with the providers during the advisement call.

Once the document is prepared for the provider, reach out to schedule a 1:1 advisement call with them. You can email them to set a time, but some providers are more responsive to a phone call where you are either working with them during that initial reach out or you set a time over the next 24 hours to go through the application with them. Once the call is scheduled, you are ready to conduct the advisement call and can move onto **STEP 5**.

### Notes from the Field

Using the data collected, a TA team member prepared the application and it was quality checked by a separate member of the team. Additional questions often arose about data during this process. For example, a payroll amount that was exactly \$70,000 — not a penny more or less — could be indicative of an estimation rather than the correct number, creating trouble if the provider was audited. Each question on data was noted for the live call. Additionally, clarification was also needed as to who was an employee (and therefore eligible to be included in the loan) versus contractors or those paid in cash.

## Step 5: Conduct Advisement Call

Once you have gone through the provider data and created their application form you are ready for the advisement call. Plan on this call lasting anywhere from 20-45 minutes. Here are some tips and talking points for before, during, and after the call.

- Before the call, you should review the provider's entry in the tracking sheet, review the PDF application, and finally gather any outstanding questions that you will need to ask during the call and have them ready.
- During the call, you can use a three-point agenda to keep the conversation on track. The agenda and accompanying talking points are as follows:

### Advisement Call Agenda

We are going to cover three points:

- 1 A quick overview of the program
- 2 Reviewing the entries on your application
- 3 Discussing next steps

## 1. Overview

The Paycheck Protection Program is intended to keep people employed through the COVID-19 crisis.

It is from the federal government, but the loan is made through your local bank. (Your local bank may have other requirements but not many — they can't use your credit or other loans as a consideration.)

You can get up to 2.5 times your average monthly compensation.

After you receive the loan you will have eight weeks to track:

- Number of employees
- Payroll and benefits paid
- Rent and utilities (up to 25% of loan forgiveness).

This money will be forgiven from your loan — you will no longer owe it.

The remaining amount will be a two-year loan with 1% interest that will need to be paid back. You can pay it back immediately or any time without penalty.

The forgiveness process is still in development.

## 2. Reviewing the entries on your application

Remember — all of the information you gave us must align with what you have sent in the past to the federal government on your W-2s, tax returns and other documents.

- Confirm organization, address, etc.
- Confirm the numbers and calculation for the loan.
- Ask each question and enter their answer on the form.

### Notes from the Field

During the call, TA team members reviewed the overall PPP process with providers. They then went through the application, confirming data points with providers. Finally, questions were answered and then a strategy was charted for the bank application process (including where to apply and what to expect). About half of the providers needed only one call. The other half needed two to five calls to help them collect data or help build their confidence about applying (such as answering additional questions the provider may have). In some cases, there were four to five calls with providers to reach the point where they applied.

### 3. Next steps

We will provide one more review of the application.

You will then get the application and instructions for lender options — what they require and the place to apply (typically an online link). Remember, you may apply to more than one financial institution, but you must only accept the loan from one of them.

Please confirm with us when you have applied.

We are also asking that you confirm when you receive the loan.

### Any questions?

By the end of the call, you should have entered all of the information in the application form that is possible. Some of the information should be left for the provider to fill in themselves. This includes the Business TIN (EIN, SSN), the certifications, and the signatures at the end of the form. You can email the provider this form along with the “Next Steps on Your PPP Application” document that you referenced during the advisement call. You can download the word version of this document in English [here](#) and in Spanish [here](#). Be sure to update the tracking sheet so that information is current, which will make follow up easier. You are now ready to move onto **STEP 6**.

## Step 6: Follow Up

Once the application form and the next steps document has been sent to the provider, they are now ready to submit their application to the bank. Consider following up via email or phone with them every 2–3 days to ask them if they have submitted an application to a bank and add a date in the “Date Bank Application was Confirmed” column. You may find that providers need additional support with their bank application. This need varies based on complexity of individual bank processes and provider comfortability with financial applications. Once they have submitted their application, follow up again every 2–3 days asking them about the status of their loan and if they have received funding yet. If the provider application was denied, indicate that in the “Notes” column. Again, be sure to update the tracking sheet with the date that this information was confirmed. Finally, once you have confirmation that a provider has received PPP funding, share the “PPP Loan Forgiveness Tip Sheet” with them. (Click [here](#) for the English version and [here](#) for the Spanish version.) Please note that at the time this PPP guide was created (May 2020), the loan forgiveness process has evolved as the landscape and forgiveness requirements continues to shift. Be sure to check for ongoing developments with forgiveness policies and requirements as you follow up with providers.

### Notes from the Field

In roughly three out of every four cases, providers needed additional support with the bank application process. Providers’ questions ranged from those needed to assure confidence to ones where bank systems appeared not to be working or were asking questionable information. Support ranged from answering a quick question via email or text to using Zoom and FaceTime to guide providers through the on-line application in real-time. Often up to three or four contacts were needed to support providers’ applications.

## Conclusion

Congratulations on completing the steps in the Civitas Strategies PPP TA Process. We hope that this guide has helped you as well as the providers you serve access much needed relief funding during these difficult and unprecedented times. If you have questions for feedback on this guide, please don’t hesitate to contact the Civitas Strategies team at [PPP@civstrat.com](mailto:PPP@civstrat.com).

## Resources

[Sample Information Sharing Email to Providers](#) (English)

[Sample Information Sharing Email to Providers](#) (Spanish)

[Provider Intake Questionnaire](#) (English)

[Provider Intake Questionnaire](#) (Spanish)

[PPP TA Tracking Sheet \(Excel\)](#)

[Small Business Administration PPP Loan Application Form](#)

[Next Steps on Your PPP Application](#) (English)

[Next Steps on Your PPP Application](#) (Spanish)

[PPP Forgiveness Steps](#) (English)

[PPP Forgiveness Steps](#) (Spanish)

# Sample Information Sharing Email to Providers (English)

Good morning,

I am excited to announce that we are offering technical assistance for child care providers who would like to apply for the **Paycheck Protection Program**, a \$175 billion federal program that helps small businesses apply for and secure funds to keep employees on the payroll and survive the pandemic.

The applications are supported FREE OF CHARGE through [name of organization offering TA] which is guiding family care and center leaders step-by-step through the process.

Almost any provider can apply:

- Nonprofit
- Corporation
- LLC
- Partnership
- Sole proprietor
- Self-employed

Free technical assistance and the federal funds for the program are limited so please **act today** before they run out.

If you would like to find out more about participating in the Paycheck Protection Program as well as the technical assistance process, please view this webinar recording: [add link for Paycheck Protection Program webinar].

Once you have viewed the webinar, and are ready to begin the technical assistance process, you should complete this online questionnaire [add questionnaire link].

Once you have completed this questionnaire, the technical assistance team will reach out to make an appointment to review your application.

As a reminder, this technical assistance program is offered on a first come, first serve basis, so the clock is ticking.

If you have any questions regarding this process, please email [add point of contact email address].

Sincerely,

[add point of contact's name]

# Sample Information Sharing Email to Providers (Spanish)

Buenos días,

Es un placer anunciar que estamos ofreciendo asistencia técnica para los proveedores de cuidado infantil que desean solicitar el **Programa de Protección de Cheques de Pago**, un programa federal de \$175 mil millones. Este programa ayuda a las pequeñas empresas a solicitar y asegurar fondos para mantener a los empleados en la nómina y sobrevivir a la pandemia.

Ayuda con las aplicaciones son GRATIS a través de [name of organization offering TA] que está guiando a los líderes de cuidado infantil, paso a paso del proceso.

Casi cualquier proveedor puede aplicar:

- Sin fines de lucro
- Corporación
- LLC
- Asociación
- Propietario único
- Autónomos

La asistencia técnica gratuita y los fondos federales para el programa son limitados, así que por favor **actúe hoy** antes de que se ejecuten.

Si desea obtener más información sobre cómo participar en el Programa de Protección de Cheques de Pago, así como el proceso de asistencia técnica, consulte esta grabación de seminarios web: [add link for Paycheck Protection Program webinar].

Si he revisado el seminario en línea y estas listo para comenzar el proceso de asistencia técnica, por favor completa este cuestionario en línea [add questionnaire link].

Cuando haya completado este cuestionario, el equipo de asistencia técnica se pondrá en contacto con usted para revisar su solicitud. Es importante que complete la aplicación lo mas pronto posible, los fondos se acaban rápido.

Si tiene alguna pregunta con respecto a este proceso, envíe un correo electrónico a [add point of contact email address].

Sinceramente,

[añadir el nombre del punto de contacto]



# Provider Intake Questionnaire (English)

## Instructions

Welcome to the Paycheck Protection Program Technical Assistance Program intake questionnaire. Please answer the following questions and a TA team member will review your answers and contact you within 24 hours with next steps in the process. If you have any questions about this process, please reach out to [\[email for point of contact\]](#).

## Disclaimers

Please read and agree to the following to proceed with the technical assistance process.

- 1 I agree to indemnify, defend, and hold [\[name of the consulting organization\]](#) and its successors, officers, directors, agents and employees harmless from any and all actions, causes of action, claims, demands, cost, liabilities, expenses and damages (including attorneys' fees) regarding services performed or materials prepared in connection with this project.

- ☐ I agree.  
☐ I do not agree.

- 2 I acknowledge that the advice and consultation I receive under this does not constitute legal advice. If you have specific legal questions, it is recommended you consult with your attorney.

- ☐ I acknowledge.  
☐ I do not acknowledge.

- 3 I acknowledge that the information I provide is truthful and accurate.

- ☐ I acknowledge.  
☐ I do not acknowledge.

- 4 I acknowledge that [\[name of the consulting organization\]](#) does not guarantee loan eligibility and is not responsible for decisions related to the loan, including provisions related to loan forgiveness.

- ☐ I acknowledge.  
☐ I do not acknowledge.

## Contact Information

- 5 Please enter the following contact information about your organization.

- ☐ Name of Person Completing the Loan Application  
☐ Company  
☐ Address  
☐ City/Town  
☐ State  
☐ ZIP/Postal Code  
☐ Email Address  
☐ Phone Number

- 6 What kind of entity is your organization?

- ☐ Sole Proprietor  
☐ Partnership  
☐ C-Corp  
☐ S-Corp  
☐ LLC  
☐ Independent Contractor  
☐ Eligible Self-employed Individual  
☐ 501 (c)(3) nonprofit  
☐ 501 (c)(19) veterans organization  
☐ Tribal business (sec. 31 (b)(2)(c) of Small Business)

## Access to Financial Information

- 7 Do you have any of the following documentation available? Please check all that apply.

- ☐ 2019 taxes and your Schedule C  
☐ 1099 forms  
☐ W-2 forms for yourself and anyone you paid  
☐ I'm not sure.

- 8 If you are an LLC, corporation, nonprofit, veterans organization, or tribal business, what is the total of all the W-2s including yourself?

- ☐ \$ \_\_\_\_\_  
☐ I did not issue W-2s.

- 9 If you are an LLC, corporation, nonprofit, veterans organization, or tribal business what is the total number of employees last year including yourself that you issued a W-2 for?

- ☐ Number of Employees: \_\_\_\_\_  
☐ I did not have any employees.



- 10** If you are a sole proprietor, independent contractor, or an eligible self-employed individual, how much did you make last year based on your Schedule C or the sum total of your 1099s that you received from others?

Your annual salary is most easily determined by looking at the income listed on your Schedule C. If you have already filed your 2019 taxes, or prepared a 2019 return, this will be reported on line 31 of the Schedule C.

If you have not filed your 2019 taxes, but have accurate bookkeeping completed for all of 2019, this will be the income line on your Income Statement A.

If you have not filed your tax return or do not have up to date accounting, you will need all your 1099-Misc for 2019, gather a total, and divide by 12.

- ☐ \$ \_\_\_\_\_
- ☐ I am not a sole proprietor, independent contractor, or an eligible self-employed individual.

- 11** Did you pay for health care or retirement benefits through your business or company for 2019? If so, what was the total?

- ☐ Health Care: \$ \_\_\_\_\_
- ☐ Retirement: \$ \_\_\_\_\_
- ☐ I did not pay health care benefits.
- ☐ I did not pay retirement benefits.

## Thank you for your responses.

The [enter the name of the consulting organization] will contact you regarding your payroll information and next steps.

# Provider Intake Questionnaire (Spanish)

## Instrucciones

Bienvenido al cuestionario de admisión para Asistencia Técnica del Programa de Protección de Cheques de Pago. Por favor, responda a las siguientes preguntas y un miembro de el equipo de Asistencia Técnica revisarán sus respuestas y se pondrán en contacto con usted dentro de 24 horas con los siguientes pasos en el proceso. Si tiene alguna pregunta sobre este proceso, póngase en contacto con [email for point of contact].

## Renuncias

Por favor, lea y acepte lo siguiente para continuar con el proceso de asistencia técnica.

- 1 Acepto indemnizar, defender y eximir de responsabilidad de [name of the consulting organization] y a sus sucesores, funcionarios, directores, agentes y empleados de todas y cada una de las acciones, causas de acción, reclamaciones, demandas, costo, responsabilidades, gastos y daños (incluidos los honorarios de abogados) con respecto a los servicios realizados o materiales preparados en relación con este proyecto.  
☐ Estoy de acuerdo.  
☐ No estoy de acuerdo.
- 2 Reconozco que el asesoramiento y la consulta que recibo en virtud de esto no constituyen asesoramiento jurídico. Si tiene preguntas legales específicas, se recomienda que consulte con su abogado.  
☐ Reconozco.  
☐ No lo reconozco.
- 3 Reconozco que la información que proporciono es verdad y precisa.  
☐ Reconozco.  
☐ No lo reconozco.
- 4 Reconozco que [name of the consulting organization] no garantiza la elegibilidad del préstamo y no es responsable de las decisiones relacionadas con el préstamo, incluidas las disposiciones relacionadas con la condonación del préstamo.  
☐ Reconozco.  
☐ No lo reconozco.

## Información de contacto

- 5 Complete la siguiente información de su organización.  
☐ Nombre de la persona que completo la solicitud del préstamo  
☐ Nombre de la Empresa  
☐ Dirección  
☐ Ciudad/Ciudad  
☐ Estado  
☐ Código postal  
☐ Dirección de correo electrónico  
☐ Número de teléfono
- 6 ¿Qué tipo de entidad es su organización?  
☐ Propietario único  
☐ Asociación  
☐ C-Corp  
☐ S-Corp  
☐ LLC  
☐ Contratista independiente  
☐ Individuo autónomo elegible  
☐ 501 (c)(3) sin fines de lucro  
☐ 501 (c)(19) organización de veteranos  
☐ Negocios tribales (sección 31 b)(2)(c) de la pequeña empresa)

## Acceso a la información financiera

- 7 ¿Tiene alguna de la siguiente documentación disponible? Por favor, marque todo lo que corresponda.  
☐ Impuestos 2019 y su Lista C  
☐ 1099 formularios  
☐ Formularios W-2 para usted y cualquier persona que pagó  
☐ No estoy seguro.
- 8 Si usted es una LLC, corporación, organización sin fines de lucro, organización de veteranos o negocio tribal, ¿cuál es el total de todos los W-2 incluyendo a usted mismo?  
☐ \$ \_\_\_\_\_  
☐ No emití W-2

- 9 Si usted es una LLC, corporación, organización sin fines de lucro, organización de veteranos, o negocio tribal, ¿cuál es el número total de empleados el año pasado, incluyendo usted mismo para el que emitió un W-2?

- ☐ Número de empleados: \_\_\_\_\_
- ☐ No tenía empleados.

- 10 Si usted es un propietario único, contratista independiente o un trabajador por cuenta propia elegible, cuánto hizo el año pasado basado en su Lista C o la suma total de sus 1099s que recibió de otros.

Su salario anual se determina más fácilmente mirando los ingresos enumerados en su Lista C. Si ya ha presentado sus impuestos de 2019, o ha preparado una declaración de 2019, esta se informará en la línea 31 de la Lista C.

Si no ha presentado sus impuestos de 2019, pero tiene una contabilidad precisa completada para todo 2019, esta será la línea de ingresos en su Declaración de Ingresos A.

Si no ha presentado su declaración de impuestos o no tiene una contabilidad actualizada, necesitará todos sus 1099-Misc para 2019, reunir un total y dividir por 12.

- ☐ \$ \_\_\_\_\_
- ☐ No soy un propietario único, contratista independiente o un trabajador por cuenta propia elegible.

- 11 ¿Pagó por atención médica o beneficios de jubilación a través de su negocio o empresa para 2019? Si es así, ¿cuál fue el total?

- ☐ Cuidado de la salud: \$ \_\_\_\_\_
- ☐ Jubilación: \$ \_\_\_\_\_
- ☐ No pagué beneficios de atención médica.
- ☐ No pagué beneficios de jubilación.

## Gracias por sus respuestas.

El [enter the name of the consulting organization] se pondrá en contacto con usted con respecto a su información de nómina y los siguientes pasos.

# PPP Technical Assistance Program – Next Steps (English)

We have sent your application to you based on the data you provided and your technical assistance call.

## Here are your next steps:

- 1 Add your Primary TIN, which is your Employer Identification Number or social security number in the box on the top right of the form.
- 2 Apply at a bank accepting non-account holders:
  - [Fundera](#)
  - [LoanBuilder](#)
  - [Funding Circle](#)
- 3 Your bank may have additional questions for you. Answer them, if possible or email us at [\[insert point of contact email\]](#).
- 4 Once your application is in, please let us know at [\[insert point of contact email\]](#).
- 5 When you receive your funds also please let us know, again at [\[insert point of contact email\]](#).
- 6 Keep in mind, once you receive your money, the 8-week forgiveness period will begin. The number of employees you employ or bring back on the payroll will be important as will your spending on salary and wages, benefits, and utilities and rent. You will also receive instructions from your bank on how to apply for loan forgiveness. It is critical that you follow their instructions to receive forgiveness.
- 7 Keep in mind remaining loan funds that are not forgiven will need to be re-paid within two years per the terms set with your bank. There is no penalty for early payment if you want to return the funds.

# Programa de Asistencia Técnica de Financiamiento Federal – Los Próximos Pasos (Spanish)

Le hemos enviado su aplicación en función de los datos que proporcionó en su llamada de asistencia técnica.

## Estos son sus siguientes pasos:

- 1 Agregue su TIN principal, que es su número de identificación del empleador o número de seguro social en el cuadro en la parte superior derecha del formulario.
- 2 Puede presentar una aplicación a estos bancos que aceptan solicitudes y que actualmente están aceptando solicitudes en anticipación de más fondos:
  - [Fundera](#)
  - [LoanBuilder](#)
  - [Funding Circle](#)
- 3 Su banco puede tener preguntas adicionales para usted. Responda, si es posible o envíenos un correo electrónico [\[insert point of contact email\]](#).
- 4 Una vez que su solicitud está aprobada, por favor háganoslo saber y envíenos un mensaje por correo electrónico a [\[insert point of contact email\]](#).
- 5 Cuando reciba sus fondos también por favor háganoslo saber, de nuevo en [\[insert point of contact email\]](#).
- 6 Tenga en cuenta que, una vez que reciba su dinero, comenzará el período de perdón de 8 semanas. El número de empleados que usted emplea o trae de vuelta en la nómina será importante, al igual que su gasto en salarios, beneficios y servicios públicos y alquiler. También recibirá instrucciones de su banco sobre cómo solicitar el perdón del préstamo. Es fundamental que sigas sus instrucciones para recibir el perdón.
- 7 Tenga en cuenta que los fondos restantes del préstamo que no son perdonados tendrán que ser repagados dentro de los dos años según los términos establecidos con su banco. No hay penalización por pago anticipado si desea devolver los fondos.

# Paycheck Protection Program (PPP)

## LOAN FORGIVENESS TIP SHEET

Presented by:



The Paycheck Protection Program (PPP) is a loan program through the Small Business Administration (SBA). If certain conditions are met, the loan **may** be forgiven, meaning the borrower would not have to pay back all or a portion of the loan.

The process and specific requirements for loan forgiveness are still being finalized by the SBA and Department of the Treasury.

Below are frequently asked questions and tips based on the best available information on the guidelines for forgiveness as they exist today. Borrowers are encouraged to visit the following link for updated guidance: [home.treasury.gov/policy-issues/cares/assistance-for-small-businesses](https://home.treasury.gov/policy-issues/cares/assistance-for-small-businesses)

### ? What Loan Uses Will Be Forgiven?

If you use the loan for any of the following purposes, the loan may be forgiven:

- Payroll
- Mortgage interest
- Rent
- Utilities

In order to qualify for 100% forgiveness of the loan, you must spend at least 75% of the loan on payroll.

For self-employed individuals, the SBA and Treasury have released guidance that indicates that it is appropriate to limit loan forgiveness to a proportionate eight-week share of 2019 net profit because many self-employed individuals have few of the overhead expenses that would typically qualify for forgiveness under the PPP.

### ? How Will I Request My Loan Be Forgiven?

While the SBA oversees this program and gives final approval on loans, your PPP loan comes through your lender. You will want to speak with your lender to understand their process for requesting forgiveness.

### ? What Could Cause My Loan Forgiveness to Be Reduced?

- Using more than 25% of the loan amount for non-payroll costs
- Changes to number of employees or reductions in total salary
  - In order to qualify for 100% forgiveness, you must keep payroll as it was before February 15, 2020 **or** hire back employees and undo pay reductions by June 30, 2020.
  - If you retain some employees and layoff others, the amount of loan forgiveness will be reduced by the percentage decrease in the number of employees.
  - If your total payroll expenses for employees making less than \$100,000 annually decrease by more than 25%, loan forgiveness will be reduced.

### ? What Documents Will I Need to Apply for Loan Forgiveness?

It is expected that maintaining proper and accurate documentation will be extremely important when the time comes to request loan forgiveness.

You must certify that the documents are true and that you used the forgiveness amount to keep employees and make eligible mortgage interest, rent, and utility payments.

**If you are a small business or nonprofit**, you should be prepared with the following documentation (if applicable):

- Payroll reports from your bookkeeping system or a payroll provider
- Payroll tax filings
- Income/payroll/unemployment insurance filings from your state
- Paperwork that verifies retirement and health insurance contributions

**If you are self-employed, a sole proprietor, or an independent contractor**, you should be prepared with the following documentation (if applicable):

- 2019 Schedule C, Form 1099, or similar statement of income
- Copies of checks or payment receipts demonstrating payment of all or portion of the loan amount to yourself as paycheck replacement

**For all borrowers**, if any portion of the loan amount is used for non-payroll costs such as rent, mortgage interest, or utilities, you should be prepared with the following documentation (if applicable):

- Canceled checks
- Receipts
- Copies of account statements

## ? What Happens If All or a Portion of My Loan Is Not Forgiven?

Any portion of a PPP loan that is not forgiven will (i) accrue interest at an annual 1% rate, and (ii) mature in two years with a 6-month initial deferment of all payments of principal and interest.

If any portion of your loan is not forgiven, you may pay back the principal amount *within* the first 6 months interest-free or *following* the initial 6 months according to a schedule of principal plus interest.

## ? What Are the Key Dates I Should Be Aware Of?

The amount of forgiveness of a PPP loan depends on the borrower's payroll costs over an eight-week period which begins on the date the lender makes the first disbursement of the PPP loan proceeds to the borrower.

If you have already laid off some employees, you may still be forgiven for your payroll costs during the eight-week covered period if you rehire your employees by June 30, 2020.

Once you have requested forgiveness of all or a portion of your loan, the lender must make a decision on the forgiveness within 60 days.

### Presented by:



### Disclaimer:

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# el Programa de Protección de Cheques de Pago (PPP)

Hoja de consejos de condonación de préstamos

Presentado por:



**El Programa de Protección de Cheques de Pago (PPP) es un programa de préstamos a través de la Administración de Pequeñas Empresas (SBA).** Si se cumplen ciertas condiciones, el préstamo **puede** ser perdonado, lo que significa que el prestatario no tendría que devolver la totalidad o una parte del préstamo.

El proceso y los requisitos específicos para la condonación de préstamos todavía están siendo finalizados por la SBA y el Departamento del Tesoro.

continuación, se presentan preguntas frecuentes y consejos basados en la mejor información disponible sobre el perdón *tal como existen hoy en día*. Se alienta a los prestatarios a visitar el siguiente enlace para obtener orientación actualizada: [home.treasury.gov/policy-issues/cares/assistance-for-small-businesses](https://home.treasury.gov/policy-issues/cares/assistance-for-small-businesses)

## ¿Qué usos de préstamos serán perdonados?

Si utiliza el préstamo para cualquiera de los siguientes propósitos, el préstamo puede ser perdonado:

- Nómina
- Intereses hipotecarios
- Alquiler/Renta
- Utilidades

Para calificar para la condonación del 100% del préstamo, debe gastar al menos el 75% del préstamo en nómina.

Para los trabajadores por cuenta propia, la SBA y el Tesoro han publicado una guía que indica que es apropiado limitar la condonación de préstamos a una participación proporcional de ocho semanas de ganancias netas del 2019 porque muchos trabajadores por cuenta propia tienen pocos de los gastos generales que normalmente calificarían para la condonación bajo la PPP.

## ¿Cómo solicitaré que me perdonen mi préstamo?

Mientras que la SBA supervisa este programa y da la aprobación final de los préstamos, su préstamo PPP viene a través de su prestamista/banco. Usted tiene que hablar con su prestamista para entender su proceso para solicitar el perdón.

## ¿Qué podría hacer que mi perdón de préstamo se reduzca?

- Usar más del 25% del monto del préstamo para los costos y no las nóminas
- Cambios en el número de empleados o reducciones en el salario total
  - Para calificar para la condonación del 100%, debe mantener la nómina como estaba antes del 15 de Febrero de 2020 o contratar empleados atrasados y deshacer las reducciones salariales antes del 30 de Junio de 2020.
  - Si retiene a algunos empleados y despedir a otros, la cantidad de condonación de préstamos se reducirá por la disminución porcentual en el número de empleados.
  - Si sus gastos totales de nómina para empleados que hacen menos de \$100,000 anuales disminuyen en más del 25%, la condonación de préstamos se reducirá.

## ¿Qué documentos necesitare para solicitar la condonación de préstamos?

Mantener la documentación adecuada y precisa será extremadamente importante cuando llegue el momento de solicitar la condonación del préstamo.

Debe certificar que los documentos son verdaderos y que usó el monto de la condonación para mantener a los empleados y hacer pagos elegibles de hipoteca, alquiler, renta y servicios públicos.

**Si usted es una pequeña empresa o una organización sin fines de lucro**, debe estar preparado con la siguiente documentación (si corresponde):

- Informes de nómina de su sistema de contabilidad o de un proveedor de nóminas
- Presentaciones de impuestos sobre nóminas
- Presentaciones de seguro de beneficios
- Ingresos/nóminas/desempleo de su estado
- Papeleo que verifica las contribuciones a la jubilación y al seguro de salud

Si usted es un trabajador por cuenta propia, un propietario único o un contratista independiente, debe estar preparado con la siguiente documentación (si corresponde):

- 2019 Schedule C, Forme 1099, o una declaración de ingresos similar
- Copias de cheques o recibos de pago que demuestren pago de la totalidad o parte del monto del préstamo a sí mismo como reemplazo de cheque de pago

Para todos los prestatarios, si alguna parte del monto del préstamo se utiliza para costos no nómina como alquiler, intereses hipotecarios o servicios públicos, debe estar preparado con la siguiente documentación (si corresponde):

- Cheques cancelados
- Copias de la cuenta declaraciones
- Recibos

### ? ¿Qué sucede si no se perdona todo o una parte de mi préstamo?

Cualquier porción de un préstamo PPP que no sea perdonada (i) acumulará intereses a una tasa anual del 1%, y (ii) madurará en dos años con un aplazamiento inicial de 6 meses de todos los pagos de capital e intereses.

Si alguna parte de su préstamo no es perdonada, usted puede devolver el monto principal dentro de los primeros 6 meses sin intereses o *después* de los 6 meses iniciales de acuerdo con un cronograma de principal más intereses.

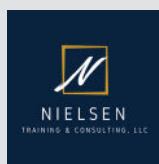
### ? ¿Cuáles son las fechas clave que debo tener en cuenta?

El monto de la condonación de un préstamo PPP depende de los costos de nómina del prestatario durante un período de ocho semanas que comienza en la fecha en que el prestamista hace el primer desembolso del préstamo PPP procede al prestatario.

Si ya ha despedido a algunos empleados, es posible que se le perdonen los costos de nómina durante el período cubierto de ocho semanas si vuelve a contratar a sus empleados antes del 30 de Junio de 2020.

Una vez que haya solicitado la condonación de la totalidad o una parte de su préstamo, el prestamista debe tomar una decisión sobre la condonación dentro de los 60 días.

Presentado por:



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# The Technical Assistance Team

## Gary Romano

Gary Romano is an award-winning strategist and experienced adviser for nonprofit leaders and entrepreneurs, driven by the vision that no child will grow up in poverty. In 2009, Gary founded Civitas Strategies to provide mission-driven organizations with the high-quality, cost-effective consulting services needed to improve outcomes for families and children.



Gary personally oversees the design and execution of every engagement. He also leads Civitas Strategies innovation projects, including the three hallmarks of our work: Lean Recruitment, Finding Your North Star, and Luminary Evaluation Group, Civitas Strategies' program evaluation spin-off. Gary designed and led the Our City project, a civic planning and engagement effort in a rapidly growing and changing city north of Boston. This project received the 2014 Kenneth E. Pickard Municipal Innovation Award from the Massachusetts Municipal Association as the most innovative approach in the state. Gary continually strives to increase the impact of mission-driven organizations' work, without increasing their costs.

Gary is a frequent speaker on the topics of nonprofit strategy, talent recruitment, and program evaluation. He is the author of two books, *Small But Mighty*, on creating and growing nonprofit consultancies, and *Lean Recruitment*, which shares Civitas Strategies' research-driven approach to recruitment.

Prior to founding Civitas Strategies and Luminary Evaluation Group, Gary was a Senior Consultant at the global collective impact consultancy, DCA, Inc.; engaged in government relations and planning for science and engineering firms Battelle and Shaw E&I; and founded a resource development consultancy and two nonprofit organizations.

Gary holds a bachelor's degree in Political Science from Stony Brook University and a master's degree in Urban Affairs and Planning with a concentration in Nonprofit and Government Financial Management from Virginia Tech. He is also a Senior Certified Professional with the Society for Human Resources Managers.

Gary spends his spare time studying and writing on classical history and numismatics and spending time with his two incredible boys, who teach him more about being a better human being every day.

## Alison LaRocca

Alison LaRocca is a Senior Advisor at Civitas Strategies and Managing Director for the firm's spin-off program evaluation firm, Luminary Evaluation Group. Alison, who joined the firm in 2011, advises on the design of most organizational engagements, leads select strategic planning projects, and coaches C-level leaders to increase their effectiveness. She also excels at helping organizations to codify their innovations, creating products that make replication and model scaling possible.



Alison has been instrumental in the development of Civitas Strategies' most successful innovations and co-authored the book *Lean Recruitment* with Gary, which has sold in over 20 countries. Alison received the Kenneth E. Pickard Municipal Innovation Award from the Massachusetts Municipal Association in 2014.

In 2017, Alison led the effort to spin off Civitas Strategies' rapidly growing evaluation services division into a new firm, Luminary Evaluation Group, which provides high-quality, high-impact, affordable program evaluation for organizations of all sizes. As the firm's Managing Director, Alison heads all of Luminary's engagements.

Prior to joining Civitas Strategies, Alison was a front-line educator at the Community Day Charter School in Lawrence, MA. She has also consulted with multiple schools on using performance data to improve student progress and crafting new, cost-effective learning tools and techniques that continue to be used today.

Alison holds a bachelor's degree from Williams College, where she also received the Hubbard A. Hutchinson fellowship in dance. She also holds a master's degree in Elementary Education from Merrimack College.

Alison enjoys the cultural surroundings of her native Berkshires in Western Massachusetts and is a board member of the Albany Berkshire Ballet. She is the mother of two beautiful children and enjoys spending time with her family among the natural beauty of the local landscape.

## Gregory Nielsen

Gregory Nielsen is President and CEO of Nielsen Training & Consulting, LLC. He is an experienced nonprofit CEO and consultant committed to helping leaders and organizations excel. Gregory has earned the prestigious BoardSource Certificate in Nonprofit Board Consulting. He is also a frequent public speaker on nonprofit leadership and governance.



Gregory previously served as CEO of the Center of Nonprofit Excellence (CNPE), expanding the reach of the organization to serve more than 500 nonprofit organizations through consulting and professional development. During this time, Gregory also helped launch Destination: Excellence, a 6-month leadership development program for nonprofit executives and Circles of Excellence, a peer-to-peer learning program for nonprofit leaders. The growth and accomplishments of CNPE under his leadership were recognized locally and nationally, and the organization was honored with awards from the Better Business Bureau for Ethics and the Louisville Urban League for championing diversity.

Gregory joined CNPE with more than a decade of experience in the public, private, and nonprofit sectors. Prior to joining CNPE, he was the Executive Director for Green Hill Therapy, a nonprofit specializing in rehabilitative care for children with special needs and a Vice President with Bank of America.

Gregory is a military veteran, having previously served as an officer and attorney in the United States Army Judge Advocate General's Corps. He holds a Bachelor of Arts Degree in Government and International Relations from the University of Notre Dame and a Juris Doctorate from Notre Dame Law School.

In 2016, Gregory was named a "40 Under 40" honoree by Louisville Business First publication.

## Nayibe Capellan

Ms. Nayibe Capellan most recently joined Project Ready as the Chief of Staff. In this role, she serves as a staunch advocate for education and social justice. She previously served as Special Assistant for Newark Public Schools (NPS), Office of Early Childhood. Some of her accomplishments include increasing preschool enrollment by 10% and serving on the team that aided in securing \$7 million in Head Start grant funding for Newark Public Schools. Prior to joining the Newark Public Schools, she served as the Assistant Director and Adjunct Professor for Public Policy at Saint Peter's University. With over 15 years of professional experience, she has also held various roles in the private and non-profit sectors which include



serving as a Family Worker, Family Worker Coordinator, Trainer, Probation Officer, Early Childhood Specialist and Assistant Director of a preschool program.

Her educational accomplishments include a Bachelor's Degree in Psychology with a minor in African-American Studies from Montclair State University, a Master's Degree in Administrative Science with a Certificate in Non-Profit Organizational Development from Fairleigh Dickinson University, and a Master's Degree in Education with a concentration in School Counseling from Saint Peter's University.

## Kelly Turner

Kelly Turner is a Civitas Strategies Consultant who provides crucial support for projects including writing, conducting research, and ensuring all our work stays on track. An accomplished grant writer, Kelly also leads the development of fund requests by clients.



Prior to joining Civitas Strategies, Kelly was a professional dancer and educator with the Alabama Ballet. During this time, she enjoyed coordinating and leading various outreach programs for under-resourced youth with curriculum reaching thousands of students throughout the state. After retiring from dance, she was able to continue her passion of bringing the arts to children through development and arts education work at the Albany Berkshire Ballet. Kelly enjoys continuing to make a difference through her work at Civitas Strategies by providing support to organizations that serve vulnerable families and children on a national scale.

Kelly holds her Bachelor of Liberal Arts degree with concentrations in psychology and legal studies from the University of Massachusetts Lowell. Kelly loves acquiring new skills and information and as such, she is an avid "do-it-yourselfer." She holds a diploma in the Culinary Arts from Virginia College and enjoys creating recipes for her online food blog. She spends as much time as possible outdoors, especially hiking with her husband and two young boys throughout Western Massachusetts.

## Erin Murphy

Erin Murphy is a Consulting Associate with Civitas Strategies, leading all product design efforts. Erin's superpower is making the team's analyses and client reports even more accessible through the use of highly effective, user-friendly structure and design. Her comprehensive understanding of copywriting, copy-editing, and design skills are showcased in numerous complex projects for a range of clients in all sectors. Erin holds a Bachelor of Fine Arts in Communication Design from the Massachusetts College of Art and Design.





**civstrat.com**  
ppp@civstrat.com  
(617) 858-0006

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