



**Division of Small Business  
& Technology Development**

# **The Paycheck Protection Program (PPP): Guide for Nonprofits**

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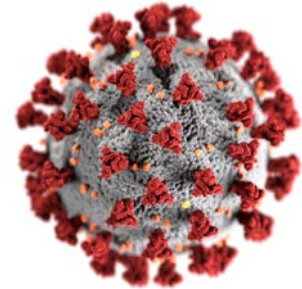
# CARES Act Paycheck Protection Program (PPP) loan funds available to nonprofits and small businesses impacted by COVID-19

Eligible nonprofits include organizations exempt under section 501(c)(3) and 501(c)(19) of the Internal Revenue Code.

Loan proceeds can be used to pay workers, interest on mortgage obligations and other preexisting debt, rent, health insurance premiums, paid sick or medical leave, utilities, and payroll related costs incurred from February 15, 2020 – June 30, 2020.

Maximum loan value is \$10 million.

***Up to eight weeks of eligible expenses paid from the date of the loan can be forgiven from loan principal if the nonprofit maintains previous staff levels during this emergency.***



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# PPP - BASICS

- The Paycheck Protection Program **will provide nonprofits with loans that may be partially or fully forgiven** and are 100% federally guaranteed.
- Relies on existing SBA loan programs and lenders and increases funds available for loans, improves loan terms, streamlines borrower requirements, and expands eligible lenders of SBA PPP Loans.
- Loans do not require **collateral or personal guarantees**.
- SBA “**credit elsewhere**” test does not apply to these loans.
- Lenders will be accepting **applications on Friday, April 3**.
- The application form can be accessed here: <https://home.treasury.gov/system/files/136/Paycheck-Protection-Program-Application-3-30-2020-v3.pdf>



# PPP – Loan Terms

- Applicants can apply for a loan up to a **maximum of \$10 million**, from participating lenders. **Loan amounts are based on previous payroll and covered cost amounts.** *(2.5x average total monthly “payroll costs” up to \$10 million)*
- **Interest rate is 1%** per annum with term of 2 years.
- There are **no fees for borrowers to apply**, and **no prepayment fees**.
- **Loan repayments will be deferred for six months.**
- Entities **must have been operational by February 15, 2020**, had payroll and paid taxes.
- The **covered loan period** is from **February 15, 2020 to June 30, 2020**.
- If the business has already received an SBA Economic Injury Disaster Loan (EIDL) and chooses to refinance that loan with a PPP Loan, **the outstanding EIDL loan amount can be added to the loan amount**, subject to the \$10 million cap.
- Applicants are eligible to apply until June 30th, 2020.



# PPP – Uses

Borrowers will be **required to make a good faith certification** that the loan proceeds will be used for:

- **Payroll costs.**
- Costs related to the **continuation of group health care benefits** during periods of paid sick, medical, or family leave, and insurance premiums.
- **Business related mortgage interest** payments (not principal), **rent payments, utility payments.**
- **Interest on any other business debt obligations** that were incurred prior to February 15, 2020.



# PPP – Eligible Nonprofits

- A nonprofit organization exempt under section 501(c)(3) or 501(c)(19) of the Internal Revenue Code that has **500 employees or less**.
  - Includes full-time and part-time staff
  - Organizations whose staff is seasonal can calculate their number of employees based on a February – June 2019 time period
- **Nonprofit organizations** subject to SBA's affiliation standards.



# PPP – Payroll Cost Calculations

- Payroll costs for businesses include **salaries, wages, cash tips, payments for vacation, parental, family, medical, or sick leave, and group health care benefits**, as well as certain other employment-related expenses.
- Compensation for an individual employee above \$100,000 annually (pro-rated for the period) is **excluded**.
- The **average payroll will be calculated over** (i) **12 months prior to the loan origination**, (ii) for seasonal employers, the period between February 15, 2019 through June 30, 2019 or, at the election of the borrower, March 1, 2019 through June 30, 2019, or (iii) the period between January 1, 2020 and February 29, 2020 for businesses not in operation during the period between February 15, 2019 and June 30, 2019



# PPP – Loan Forgiveness

The Act establishes that the borrower is eligible for loan forgiveness equal to the amount spent by the borrower during an 8-week period after the origination date of the PPP loan.

What can be included in the PPP loan forgiveness amount?

- **Actual Payroll costs.**
- **Interest payment on a mortgage** that originated prior to February 15, 2020.
- **Interest payment on a debt** that originated prior to February 15, 2020.
- Payment of **rent** on lease that began prior to February 15, 2020.
- Payment on any utility for which service began before February 15, 2020.



***Amounts forgiven may not exceed the principal amount of the loan and accrued interest.***

***Loan proceeds used for any other purposes will NOT be forgiven.***

***Any cancelled indebtedness will not be included in the borrower's taxable income.***

***No more than 25% of non-payroll costs can be forgiven.***

***SBA and U.S. Department of the Treasury will be providing more guidance on loan forgiveness.***



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# PPP – Loan Forgiveness (continued)

**Primary purpose of PPP is to retain employees, at their current base pay.**

- **If you keep all of your employees, up to 8 weeks of actual payroll related expenses will be forgiven.**
- If you still lay off employees, the forgiveness will be reduced by the percent decrease in the number of employees.
- If your total payroll expenses on workers making less than \$100,000 annually decreases by more than 25 percent, loan forgiveness will be reduced by the same amount.
- **If you have already laid off some employees, you can still be forgiven for the full amount of your payroll cost if you rehire your employees by June 30, 2020.**
- If the full principal of the PPP loan is forgiven, the borrower is not responsible for the interest accrued in the 8-week covered period. Any remainder of the loan that is not forgiven will operate according to the loan terms agreed upon by you and the lender.



# PPP and SBA EIDL Loans

**If I have applied for or received an Economic Injury Disaster Loan (EIDL) related to COVID-19 before the Paycheck Protection Program became available, you be able to refinance into a PPP loan.**

- **If you received an EIDL loan related to COVID-19 between January 31, 2020 to April 3, you would be able to refinance the EIDL into the PPP for loan forgiveness purposes.**
- **You cannot take out EIDL and a PPP loans for the same purposes. Remaining portions of the EIDL, for purposes other than those laid out in loan forgiveness terms for a PPP loan, would remain a loan.**
- **If you took advantage of an emergency EIDL grant award of up to \$10,000, that amount would be subtracted from the amount forgiven under the Paycheck Protection Program.**



## Start preparing – Collecting Data

Gather documents that provide proof of payment for allowable expenses under Paycheck Protection Program and be ready to make related certifications for the application:

For Employers with employees on payroll:

**Your previous 12 months of payroll and related expenses. All eligible expenses to be accounted for:**

- Wages
- Cash tips or equivalent
- Commissions
- Other forms of compensation (note what they are along with amounts)
- Health care benefits
- Insurance
- Payment for vacation, parental, family, medical, or sick leave
- Payment of any retirement benefit
- Payment of state or local tax assessed on the compensation of the employee

For employers with tipped employees, additional wages paid to those employees:

- A full list of Employee Names and wages paid



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## Start preparing – Collecting Data (continued)

### EXCLUDED Payroll Costs:

- Compensation of an individual employee in excess of an annual salary of \$100,000, as prorated for the period February 15, to June 30, 2020
- Payroll taxes, railroad retirement taxes, and income taxes
- Any compensation of an employee whose principal place of residence is outside of the United States
- Qualified sick leave wages for which a credit is allowed under section 7001 of the Families First Coronavirus Response Act (Public Law 116– 5 127); or qualified family leave wages for which a credit is allowed under section 7003 of the Families First Coronavirus Response Act

### Other eligible expenses:

**Interest on the mortgage obligation incurred in the ordinary course of business.**

**Interest on other debt obligations incurred before Feb. 15, 2020.**

**Rent on a leasing agreement.**

- Copy of a current lease
- Proof of rent paid

**Payments on utilities: Include bills and payments made for:**

- Electricity
- Gas
- Water
- Transportation
- Telephone
- Internet



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## Start preparing – Collecting Data (continued)

Be ready to commit to a good faith certification upon application:

1. The uncertainty of current economic conditions makes the loan request necessary to support ongoing operations
2. The borrower will use the loan proceeds to retain workers and maintain payroll or make mortgage, lease, and utility payments
3. Borrower does not have an application pending for a loan duplicative of the purpose and amounts applied for here
4. From Feb. 15, 2020 to Dec. 31, 2020, the borrower has not received a loan duplicative of the purpose and amounts applied for here (Note: There is an opportunity to fold emergency loans made between Jan. 31, 2020 and the date this loan program becomes available into a new loan).



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# PPP Considerations for Nonprofits

The Paycheck Protection Program will provide critical financial support for many New York nonprofits during this emergency. However, a number of considerations should be taken into account before applying:

- If a reimbursement-based government contract covers a percentage of your payroll expense you may not be able to both receive reimbursement under your contract and loan forgiveness for same payroll expense. Foundation grant agreements may contain similar restrictions.
- Consider only applying for loans to fund uncovered staff or percentage of a staff person's salary, or contact your contract or grant administrator, or foundation representative, and ask for modification.
- Whether to apply for a loan, and the loan amount requested, must be based on the particular circumstances of each organization, including the organization's updated revenue and expense projections and the organization's capacity to repay the loan in the event it is not forgiven.
- Review bylaws and governance practices to see if Board or Board committee authorization is required.
- Review pre-existing loan agreements to see if lender approval is required.
- There is a funding cap on this program. So if you believe PPP is right for your organization, consider applying early.



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# Sample Application – subject to change

**Paycheck Protection Program  
Application Form**

OMB Control No.: 3245-  
Expiration Date: 06/30/2020

<input type="checkbox"/> Non-Profit <input type="checkbox"/> Vet Org <input type="checkbox"/> Tribal <input type="checkbox"/> Ind. Cont. <input type="checkbox"/> Self Employed <input type="checkbox"/>		DBA or Tradename if Applicable	
Business Legal Name			
Business Primary Address		Business TIN (EIN/SSN)	Business Phone
		Primary Contact	Email Address

Average Monthly Payroll: \$	X 2.5 equals Loan Amount: \$	Number of Jobs:
Purpose of the loan (select more than one): <input type="checkbox"/> Payroll <input type="checkbox"/> Rent / Mortgage Interest <input type="checkbox"/> Utilities <input type="checkbox"/> Other (explain):		

**Applicant Ownership**

List all owners of Applicant with greater than 20% ownership stakes. Attach a separate sheet if necessary.

Owner Name	Title	Ownership %	TIN (EIN/SSN)	Address

*If questions (1) or (2) below are answered "Yes," the loan will not be approved.*

Question	Yes	No
1. Is the Business or any owner presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal department or agency, or presently involved in any bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the Business, any of its owners, or any business owned or controlled by any of them, ever obtained a direct or guaranteed loan from SBA or any other Federal agency that is currently delinquent or has defaulted in the last 7 years and caused a loss to the government?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the Business or any owner an owner of any other business or have common management with any other business? If yes, attach a listing of all Affiliates and describe the relationship as addendum A.	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the Business received an SBA Economic Injury Disaster Loan between January 31, 2020 and April 3, 2020? If yes, provide details on a separate sheet identified as addendum B.	<input type="checkbox"/>	<input type="checkbox"/>

*Applicants who are individuals and all 20% or greater owners of the business must answer the following questions. If questions (5) or (6) below are answered "Yes," the loan will not be approved.*

Question	Yes	No
5. Are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction, or presently incarcerated, on probation or parole?	<input type="checkbox"/>	<input type="checkbox"/>
Initial here to confirm your response to question 5 --		
6. Within the last 7 years, for any felony or misdemeanor for a crime against a minor, have you: 1) been convicted; 2) pleaded guilty; 3) pleaded into conviction; 4) been placed on criminal diversion; or 5) been placed on any form of parole or probation (including probation before judgment)?	<input type="checkbox"/>	<input type="checkbox"/>
Initial here to confirm your response to question 6 --		
7. <input type="checkbox"/> I am a U.S. Citizen OR <input type="checkbox"/> I have Lawful Permanent Resident status <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>
Initial here to confirm your response to question 7 --		

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**Paycheck Protection Program  
Application Form**

OMB Control No.: 3245-  
Expiration Date: 06/30/2020

**By Signing Below, You Make the Following Representations, Authorizations, and Certifications**

**REPRESENTATIONS AND AUTHORIZATIONS**

I represent that:

- I have read the Statements Required by Law and Executive Order included in this form, and I understand them.
- I will comply, whenever applicable, with the civil rights and other limitations in this form.
- All SBA loan proceeds will be used only for business related purposes as specified in the loan application.
- To the extent feasible, I will purchase only American-made equipment and products.
- The Applicant is not engaged in any activity that is illegal under federal, state or local law.

For Applicants who are individuals and all Associates: I authorize the SBA to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for programs authorized by the Small Business Act, as amended.

**CERTIFICATIONS**

The Business and each 20% or greater owner must certify in good faith to all of the below by **initialing** next to each one:

\_\_\_ Current economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant.

\_\_\_ The funds will be used to retain workers and maintain payroll or make mortgage payments, lease payments, and utility payments; I understand that if the funds are used for unauthorized purposes, the federal government may pursue criminal fraud charges.

\_\_\_ Documentation verifying the number of full-time equivalent employees on payroll as well as the dollar amounts of payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities for the eight week period following this loan will be provided to the lender.

\_\_\_ Loan forgiveness will be provided for the sum of documented payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities. Due to likely high subscription, it is anticipated that not more than twenty-five percent (25%) of the forgiven amount may be for non-payroll costs.

\_\_\_ During the period beginning on February 15, 2020 and ending on December 31, 2020, the Applicant has not and will not receive another loan under this program.

\_\_\_ I further certify that the information provided in this application and the information that I have provided in all supporting documents and forms is true and accurate. I realize that knowingly making a false statement to obtain a guaranteed loan from SBA is punishable under 18 USC 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 18 USC 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a Federally insured institution, under 18 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.

\_\_\_ I acknowledge that the lender will calculate the eligible loan amount using tax documents I have submitted. I affirm that these tax documents are identical to those I submitted to the IRS. I also understand, acknowledge and agree that the Lender can share the tax information with SBA's authorized representatives, including authorized representatives of the SBA Office of Inspector General, for the purpose of compliance with SBA Loan Program Requirements and all SBA reviews.

Signature of Authorized Representative of Business	Date
Print Name	Title
Signature of Owner of Applicant Business	Date
Print Name	Title

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