



Presented by:



PRESTAMOS CDFI
a division of **CHICANOS POR LA CAUSA**

Small Business Bootcamp & Resource Collective - Paycheck Protection Program Update

As an SBA Microlender and mission driven lender, Prestamos provides small business loans and quality bilingual business education to empower the small business community and create opportunities for economic growth and advancement

Housekeeping Items

Q&A

- Please ask questions via the Q&A feature – we will answer questions at the end of presentation

Copy of Webinar

- A copy of the presentation will be available on the ACA website tomorrow

Copy of Documents

- Please email forgiveness.prestamos@cplc.org for a copy of the PowerPoint/for questions

For Today's Discussion

Basic Overview of PPP Forgiveness Requirements

- Overview of PPP, acceptable use of funds, FTE, and basics on documentation

The New SBA Direct Forgiveness Portal

- Overview of the new SBA Direct Forgiveness Portal and walkthrough of the process

The New COVID Revenue Reduction Score

- New scoring on Second Draw Loans that eliminates documentation requirements for certain borrowers

PPP in a Nutshell

Is my PPP forgivable?

- Yes – The PPP is an actual SBA loan that is *potentially forgivable* up to 100% if used correctly over an 8-24 week period. **You must apply for forgiveness.**

How can I use my PPP funds?

- For W2 payroll, state unemployment tax, owner's compensation replacement, and other eligible expenses like rent, utilities, PPE, and supplier costs

What are the terms?

- Each PPP draw is an 8-24 week covered period
- Any non-forgiven portion is repaid over a 5-year term at 1% directly to your lender, not the SBA

How Can I Use The PPP Loan?

60% For Payroll/40% For Other Eligible Expenses

Payroll Expenses Include: Wages, Tips, Commissions, Vacation Time, Sick Time, Company Paid Health or Retirement Benefits and State Unemployment Tax

Operations Expenditures:

Business Rent/Lease, Utilities, Mortgage or Fixed Loan Interest Only

Operations Expenditures:

Software, cloud computing, human resource, and accounting needs

Property Damage Costs:

Costs related to property damage during 2020 public disturbances not covered by insurance

Worker Protection:

PPE and adaptive instruments necessary for health/safety compliance

Other Qualified Expenses – Up to 40%

Mortgage Obligations

- Payment of mortgage interest (no prepayment or principal payments) on real/personal property incurred before February 15, 2020

Rent Obligations

- Payment on rent or lease for agreements in force before February 15, 2020

Utility Payments

- Utility payments for electric, gas, water, telephone, transportation, or internet access for which service began prior to February 15, 2020

Other Qualified Expenses – Up to 40%

Operations Expenditures

- Business software or cloud computing that facilitates business operations such as payment processing, accounting, HR, inventory, payroll, billing

Supplier Costs

- Costs for the supply of goods that are essential to business operations

Covered Worker Protection

- Operating or capital expenditures to comply with health guidance for sanitation, social distancing, or other worker or customer safety due to COVID19

Forgiveness for Self Employed Individuals

Owner Compensation Replacement

- Self Employed Individuals are eligible to use up to \$20,833 total across all businesses

Covered Period Requirements

- In order to be eligible for full 100% forgiveness, borrowers must use the funds over an 11-week period

Documentation

- Borrowers with owner compensation replacement should make weekly or monthly draws by transfer, withdrawal, or checks to justify forgiveness
- Schedule C may be sufficient for some Lenders

Forgiveness for Self Employed Individuals

8-Weeks

- capped at eight weeks' worth (8/52) of 2019 or 2020 compensation (i.e., approximately 15.38 percent of 2019 or 2020 compensation) or \$15,385 per individual, whichever is less, in total across all businesses.

10-Weeks

- Capped at ten weeks' worth (10/52) of 2019 or 2020 compensation (approximately 19.23 percent) or \$19,231 per individual, whichever is less, in total across all businesses.

11-24 Weeks

- For a covered period longer than 2.5 months, the amount of loan forgiveness requested for owner-employees and self-employed individuals' payroll compensation is capped at 2.5 months' worth (2.5/12) of 2019 or 2020 compensation (up to \$20,833) in total across all businesses

Businesses looking to apply for a second draw must use their first draw PPP funds over at least an 8-week covered period, however, to be eligible for full PPP forgiveness the borrower must use the funds over at least an 11-week covered period before they receive their second draw

Forgiveness for W2 Employers

Payroll Requirements

- W2 Employers must use AT LEAST 60% of their PPP for qualified payroll expenses. You can use all 100% for payroll. 8-24 week covered period.
- The other 40% can be used towards other qualified expenses

Qualified Payroll Expenses

- Gross Wages, salary, tips, PTO, bonuses, etc up to the equivalent of \$100,000/emp
- Company sponsored (paid-for) health and retirement benefits
- State unemployment taxes only (no federal unemployment/workers comp ins)

Documentation

- Payroll Reports for the covered period, by employee
- Bank statements showing payroll deductions
- Quarterly 941 Reports

Applying for Forgiveness

When do I apply?

- You have 10 months from the end of your covered period to apply for full forgiveness (8-24 weeks after your deposit PLUS 10 months)
- If you miss the deadline, you can still apply for partial forgiveness

What order do I apply?

- You must apply for your 1st draw before, or concurrently, with the 2nd draw

What Documents Are Required?

- Form 3508, 3508ez, or 3508s
- 2nd Draw Borrowers – Evidence of 25% reduction (Covid Reduction Score)
- Use of funds Documentation

Applying for Forgiveness

How do I apply?

- Through the SBA Direct Portal if your lender is participating and your PPP is under \$150,000
- Directly through your lender

Can I use one application for all my PPP's?

- Each PPP loan must use a separate loan forgiveness application (each draw and for each business)

How long does the process take?

- Your Lender has 60 Days to make a recommendation
- The SBA has an additional 90-days to make a final determination on forgiveness



U.S. Small Business
Administration

<https://directforgiveness.sba.gov>

Direct Forgiveness Portal

Registration

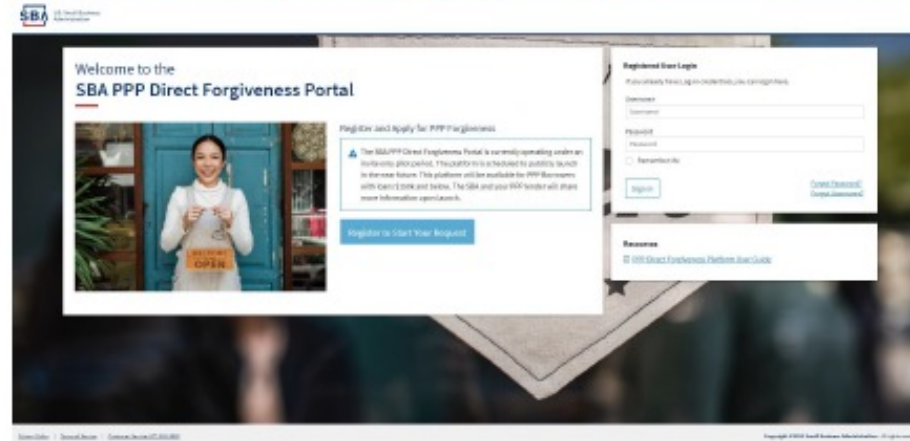
Direct Forgiveness Portal







- The PPP Direct Forgiveness Portal can be accessed at <https://directforgiveness.sba.gov>
- The Direct Forgiveness Portal allows PPP borrowers whose loans are \$150,000 or less to apply for forgiveness directly to the SBA by submitting a simple pre-filled application.
- Using **MS Edge** or **Google Chrome** browsers is recommended for an optimal experience.
- New Registration will be required to utilize this portal.

The screenshot shows the homepage of the SBA PPP Direct Forgiveness Portal. At the top left is the SBA logo and the text "U.S. Small Business Administration". The main heading reads "Welcome to the SBA PPP Direct Forgiveness Portal". Below this is a photo of a woman in a white apron holding a sign that says "WELCOME OPEN". To the right of the photo is a text box titled "Register and Apply for PPP Forgiveness" with a warning icon and the text: "The SBA PPP Direct Forgiveness Portal is currently operating under an invite-only pilot period. The platform is scheduled to publicly launch in the near future. This platform will be available for PPP Borrowers with loans \$150k and below. The SBA and your PPP lender will share more information upon launch." Below this text is a blue button that says "Register to Start Your Request". On the right side of the page is a "Registered User Login" section with the text "If you already have log-in credentials, you can login here." It includes input fields for "Username" (containing "username") and "Password" (containing "password"), a "Remember Me" checkbox, and a "Sign In" button. There are also links for "Forgot Password?" and "Forgot Username?". Below the login section is a "Resources" section with a link for "PPP Direct Forgiveness Platform User Guide". At the bottom left of the page, there are links for "Privacy Policy", "Terms of Service", and "Customer Service 1-800-828-2882". At the bottom right, there is a copyright notice: "Copyright ©2021 Small Business Administration. All rights reserved."

Direct Forgiveness Portal – New Registration

To begin,  **Select - Register to Start your Application**



1.  **Enter** - Create a unique username
2.  **Enter** - Use your email address
 - Business should have access to this email at any given time
 - Email addresses CANNOT be changed once registration is created
3.  **Enter** - a password
 - Passwords **MUST** meet security criteria
4.  **Re-enter** – your password
5.  **Enter** - Captcha Characters
6.  **Select** - Sign Up

Direct Forgiveness Portal – Registration Emails

Registrants will receive two emails to complete registration and grant access to the portal. Complete each step to gain access to the application portal.

1 Verify Your E-mail Address

We have sent an e-mail to you for verification. Follow the link provided to finalize the signup process. Please contact us if you do not receive it within a few minutes.

3 Confirm E-mail Address

Please confirm that [redacted] is an e-mail address for user [redacted].

Confirm



2

Greetings from the SBA PPP Forgiveness Fund

You're receiving this e-mail because user [redacted] has given yours as an e-mail address to connect their account. You can confirm your account by going to the link below.

[redacted]

Click this link to continue registration

[Privacy Policy](#) | [Terms of Use](#)

Copyright © SBA PPP Forgiveness Portal. All rights reserved.



4

Greetings from the SBA PPP Forgiveness Fund

You are receiving this email because you have successfully registered on the SBA PPP Forgiveness Platform. You may now continue with your application process and submission.




[Privacy Policy](#) | [Terms of Use](#)

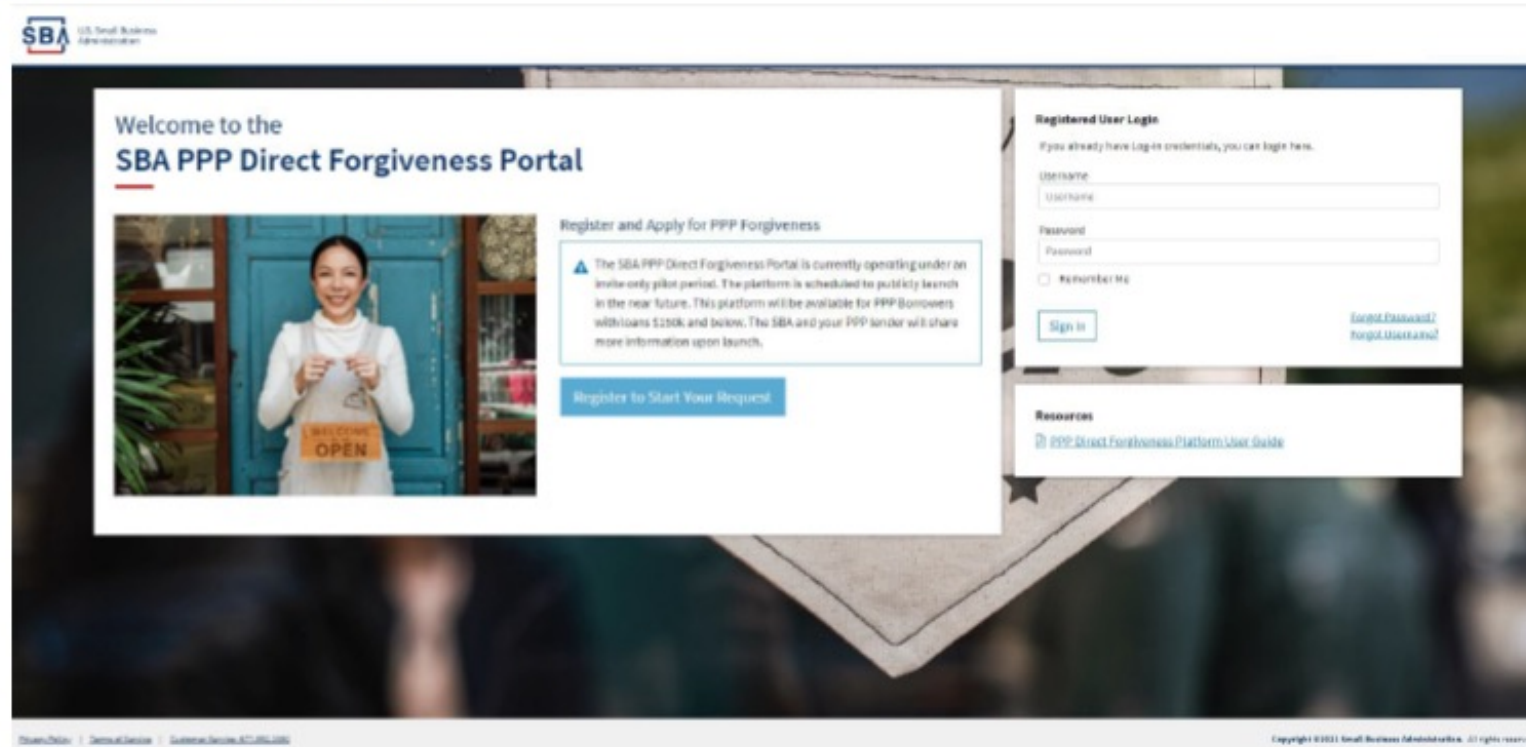
Copyright © SBA PPP Forgiveness Portal. All rights reserved.

Once you provide and verify your e-mail address, it **CANNOT** be changed.

Direct Forgiveness Portal – Sign In

Once registration is complete and confirmation emails have been acknowledged, applicants can access the PPP Direct Forgiveness Portal.

1.  **Enter** - the Username created
2.  **Enter** - the Password created
3.  **Select** - Sign In



Password reset and forgot password links are available.

SMS Two-Factor Authentication

All Platform users will encounter two-factor authentication upon login. A US based mobile number must be used. The provider must not be a VOIP (Voice Over IP) phone carrier.

SBA U.S. Small Business Administration

Setup SMS Two-Factor Authentication

Please enter a United States based mobile phone number (in order to protect your account. Business Phone solutions such as Google Voice or related VOIP services may not work properly.)

Phone Number

Verify

Privacy Policy | Terms of Service

Copyright © 2021 Small Business Administration. All rights reserved.

A text message will be sent to the mobile phone provided.

SBA U.S. Small Business Administration

Enter your SMS Token

Please provide the SMS token you received for validation

Token via SMS

Verify

[Didn't receive a text? Click here to resend.](#)

Your SBA PPP Forgiveness
Production security code is
2642409

Privacy Policy | Terms of Service

Copyright © 2021 Small Business Administration. All rights reserved.



U.S. Small Business
Administration

Direct Forgiveness Portal

Application Submission

Direct Forgiveness Portal – Home Page

The Portal has many tools to help simplify the submission process.

1. Start New Forgiveness Request
2. Access previously started/submitted Forgiveness Requests
3. View and Edit Profile
4. View Inbox (Messages to/from SBA)
5. Help – Review FAQs and tips for Application submission
6. Take a Guided Tour – This provides step by step instructions to the application.

The screenshot displays the SBA PPP Forgiveness Requests portal. At the top left is the SBA logo and the text 'SBA Small Business Administration'. To the right of the logo are navigation links: 'All Requests' (with a callout '2') and 'Start New Forgiveness Request' (with a callout '1'). In the top right corner, there is a 'Sign Out' button and two user profile icons (with callouts '4' and '3').

The main content area is titled 'SBA PPP Forgiveness Requests'. On the left, there is a message: 'Your request can be finished in 10 minutes or less.' Below this is an 'Important' note: 'Before you begin, please ensure you will be the authorized signer on this Forgiveness request and have the authority to act on behalf of the PPP Borrower.' Underneath, it lists 'To complete this request you will need:' followed by two bullet points: 'Your PPP Loan Number that was originally assigned by the SBA. This should have been provided by your lender when you originally received the PPP proceeds.' and 'Your TIN (Tax Identification Number (SSN or EIN or ITIN)) that was used to apply for the PPP loan.'

On the right side of the main content area, there is a table with columns for 'Business Name', 'PPP Loan Draw', and 'Status'. Below the table are two buttons: 'Start New Forgiveness Request' (with callout '1') and 'Take a Guided Tour' (with callout '6').

At the bottom right of the page, there is a 'Need Help?' link with a question mark icon (with callout '5').

At the bottom left, there is a footer with the SBA logo and the text 'SBA Small Business Administration | Contact Us | Customer Service (877-828-1345)'. At the bottom right, there is a footer with the text 'Copyright ©2021 Small Business Administration'.

Direct Forgiveness Portal – Start New Request

Select - Start New Forgiveness Request

The screenshot shows the SBA Direct Forgiveness Portal interface. At the top, there is a navigation bar with the SBA logo, 'All Requests', and 'Start New Forgiveness Request'. A 'Sign Out' button is in the top right. Below the navigation bar, there is a message: 'Your request can be finished in 10 minutes or less.' To the left, an 'Important' note states: 'Before you begin, please ensure you will be the authorized signer on this Forgiveness request and have the authority to act on behalf of the PPP Borrower.' Below this, it lists requirements: 'To complete this request you will need: • Your PPP Loan Number that was originally assigned by the SBA. This should have been provided by your lender when you originally received the PPP proceeds. • Your TIN (Tax Identification Number [SSN or EIN or ITIN]) that was used to apply for the PPP loan.' On the right, a table titled 'SBA PPP Forgiveness Requests' has columns for 'Business Name', 'SBA Number', 'PPP Loan Draw', and 'Status'. Below the table are two buttons: '+ Start New Forgiveness Request' and 'Take a Guided Tour'.

1. **Enter** - EIN, SSN, or ITIN
2. **Enter** - SBA Loan Amount
3. **Select** - Find your loan

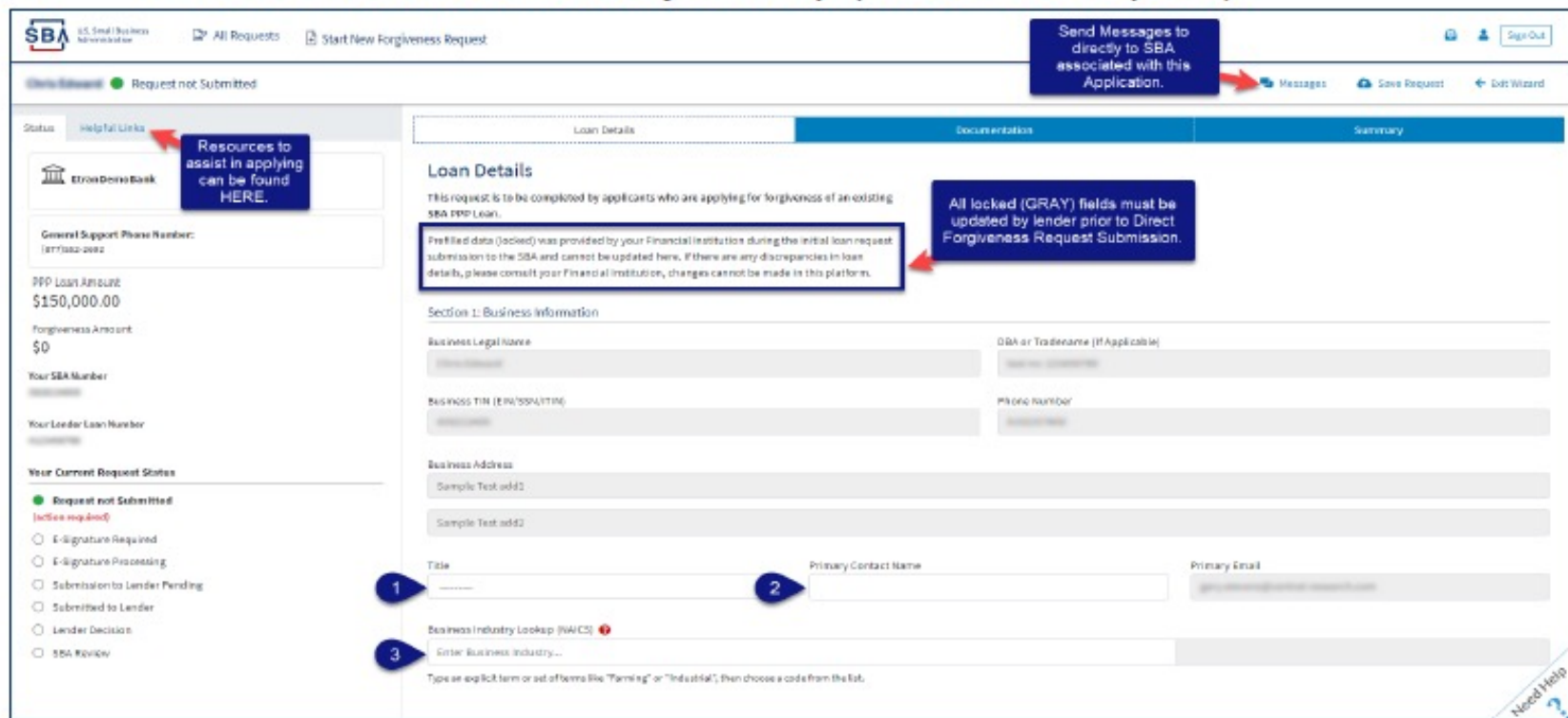
The screenshot shows the 'Start Your Forgiveness Request' page. It includes the same navigation bar and 'Sign Out' button as the previous screenshot. The message 'Your request can be finished in 10 minutes or less.' is present. The 'Important' note is repeated. The requirements list is also repeated. The main content area is titled 'Start Your Forgiveness Request' and contains the instruction: 'In order to start the SBA PPP Loan Forgiveness process, please provide your EIN or SSN or ITIN (associated with your original PPP loan request) and SBA Loan amount.' Below this, there are two input fields: 'EIN or SSN or ITIN' and 'PPP Loan Amount'. The 'EIN or SSN or ITIN' field has a blue circle with the number '1' next to it. The 'PPP Loan Amount' field has a blue circle with the number '2' next to it. Below the 'EIN or SSN or ITIN' field, there is a blue button with a magnifying glass icon and the text 'Find your loan', with a blue circle with the number '3' next to it. A link is provided: 'Don't know your loan amount? [Click here to look up a SBA loan number instead.](#)'

Security measures are in place that will prevent duplicate applications.

Direct Forgiveness Portal – Loan Details (Section 1)

Most loan information will populate and be locked for edit. Any incorrect information must be updated through PPP Lender prior to Forgiveness request submission.

1.  **Select** - Appropriate **Title** from Drop-Down.
2.  **Enter** - Primary Contact (First/Last) Name.
3.  **Enter** - Business Industry Lookup (*Select Best Option*).




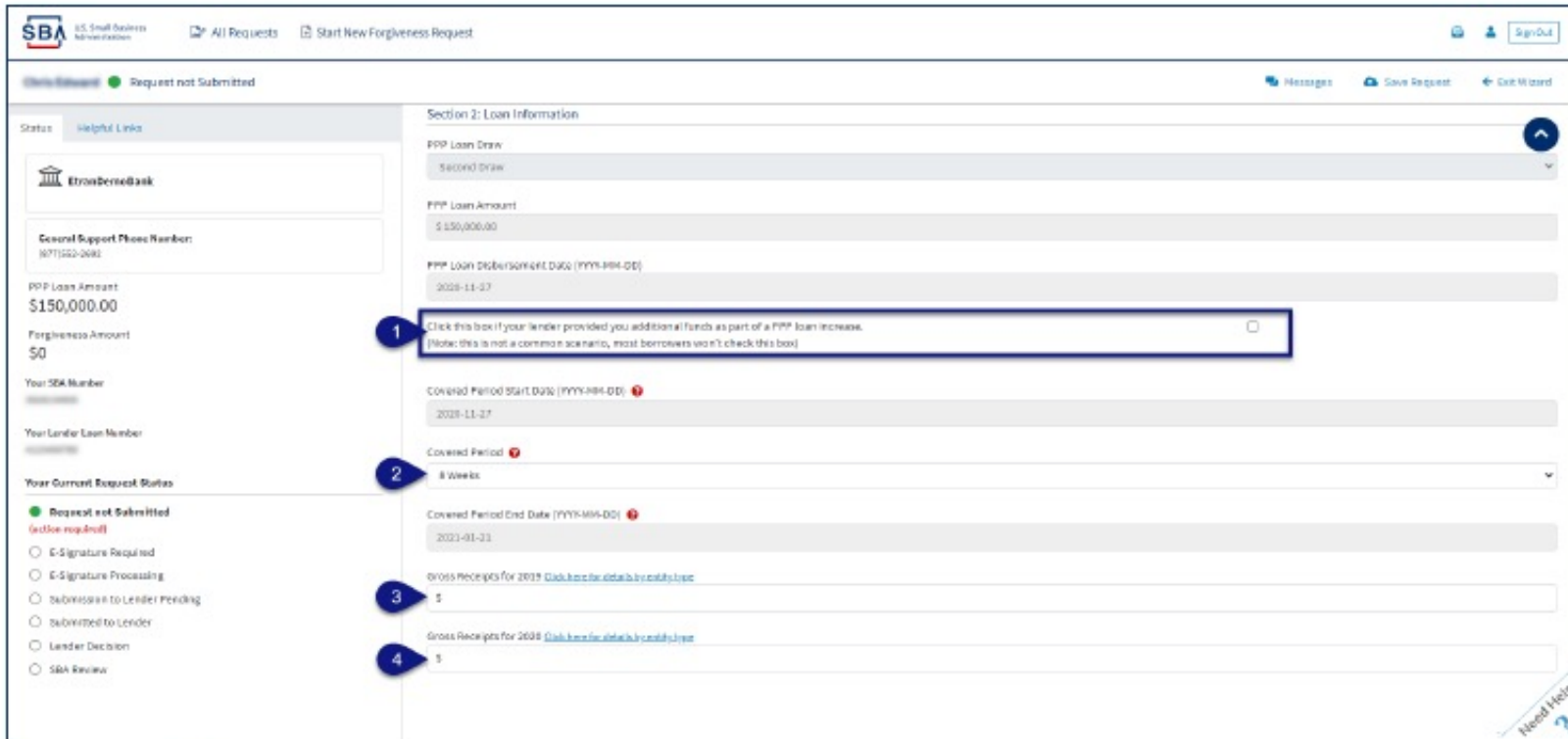
The screenshot displays the SBA Direct Forgiveness Portal interface. At the top, there are navigation links for 'All Requests' and 'Start New Forgiveness Request', along with a 'Sign Out' button. The main content area is titled 'Loan Details' and includes a status indicator 'Request not Submitted'. A sidebar on the left provides 'Helpful Links' and 'General Support Phone Number: (877)850-2022'. The main form section is divided into 'Section 1: Business Information' and contains several fields: Business Legal Name, DBA or Tradename (if applicable), Business TIN (EIN/SSA/TIN), Phone Number, Business Address (with two lines for address), Title, Primary Contact Name, Primary Email, and Business Industry Lookup (with a dropdown menu). A blue box highlights a note: 'All locked (GRAY) fields must be updated by lender prior to Direct Forgiveness Request Submission.' Another blue box points to a 'Helpful Links' section with the text 'Resources to assist in applying can be found HERE.' A third blue box points to a 'Send Messages to directly to SBA associated with this Application.' button. The form also includes a 'Need Help?' link in the bottom right corner.

 **Select** - Question Marks for details relevant to those fields

Direct Forgiveness Portal – Loan Details (Section 2)

1. **Check** - If lender provided additional funds as part of a PPP loan increase after initial disbursement. *(Not Common)*
2.  **Select** - Covered Period from Drop-Down *(8 Weeks, 24 Weeks, or Between 8 and 24 Weeks)*
3.  **Enter** - Gross Receipts amount for 2019.
4.  **Enter** - Gross Receipts amount for 2020.









 **May not be required based on your Covid Reduction Score (2nd Draws Only)**



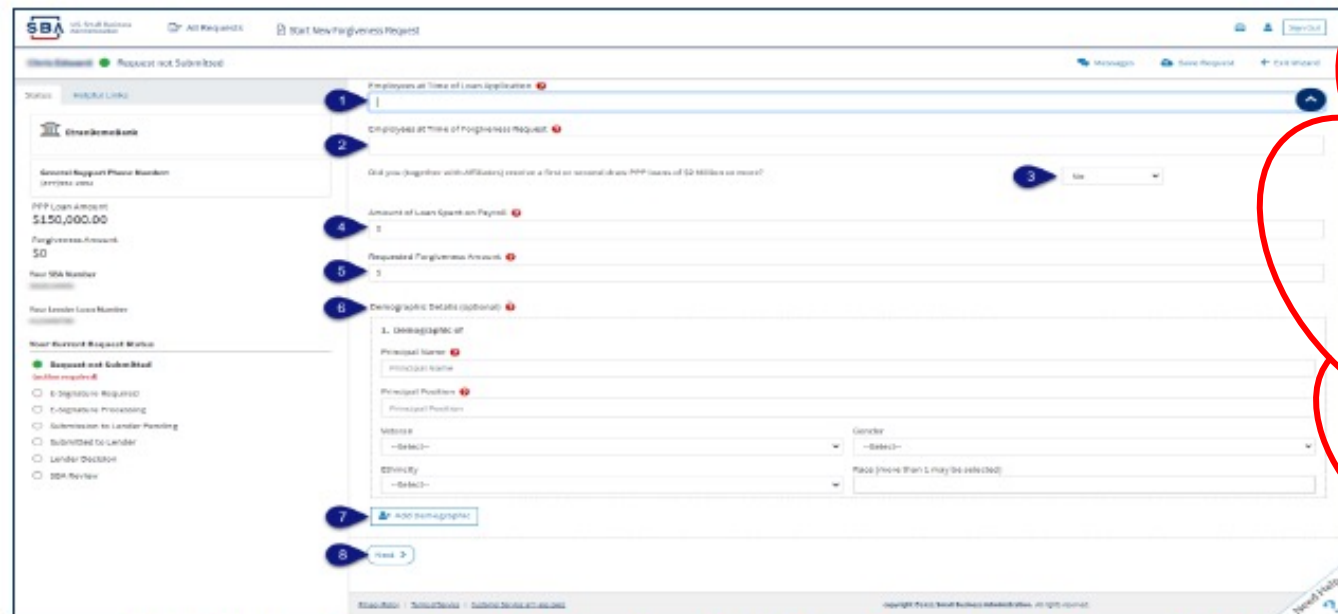
The screenshot displays the SBA Direct Forgiveness Portal interface. The top navigation bar includes the SBA logo, 'All Requests', and 'Start New Forgiveness Request'. The main content area is titled 'Section 2: Loan Information'. On the left, there is a sidebar with 'Status: Request not Submitted' and a list of 'Your Current Request Statuses'. The main form fields are: 'PPP Loan Draw' (Second Draw), 'PPP Loan Amount' (\$150,000.00), 'PPP Loan Disbursement Date (YYYY-MM-DD)' (2020-11-27), 'Covered Period Start Date (YYYY-MM-DD)' (2020-11-27), 'Covered Period' (8 Weeks), 'Covered Period End Date (YYYY-MM-DD)' (2021-01-23), 'Gross Receipts for 2019' (\$), and 'Gross Receipts for 2020' (\$). A red box highlights the 'Check' field with a '1' callout. A '2' callout points to the 'Covered Period' dropdown. A '3' callout points to the 'Gross Receipts for 2019' field. A '4' callout points to the 'Gross Receipts for 2020' field. The status is 'Request not Submitted'.

 **Select** - Question Marks for details relevant to those fields

Direct Forgiveness Portal – Loan Details (Section 2-cont)


1.  **Enter** - Number of Employees at time of PPP Loan Application
2.  **Enter** - Number of Employees at Time of Loan Forgiveness Request (*Today*).
3.  **Select** - Yes/No from Drop-Down.
4.  **Enter** - Amount of PPP spent on Payroll.
5.  **Enter** - Requested Forgiveness Amount.
6.  **Enter** - Demographic Details (*Optional & WILL NOT impact Forgiveness request*).
7.  **Select** - Add Demographic (If Necessary)
8.  **Select** - Next.

 **If you are self employed, enter 0 Employees**







Make sure that the amount you enter in the “Requested Forgiveness Amount” is the exact amount of your PPP loan unless you are NOT requesting full forgiveness.

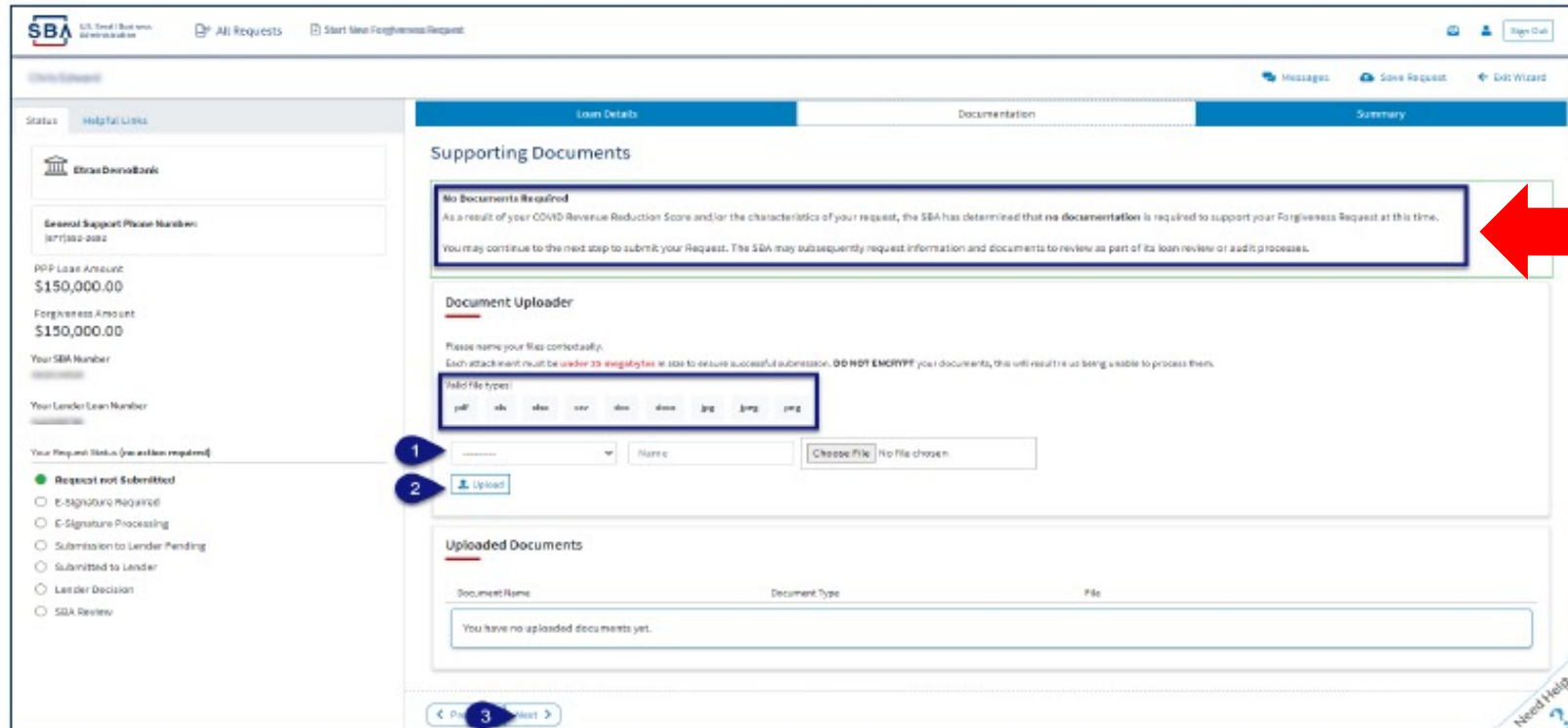
Double Check!!!

 **Select** - Question Marks for details relevant to those fields

Direct Forgiveness Portal – No Documentation

Required documents will be shown on the screen below (if applicable).

1.  **Select** - type of document from Drop-Down, Name Document, and  **Select** - Choose file. Locate and select file from your device. (Acceptable file types are listed)
2.  **Select** - Upload.
 - Repeat steps 1-2 until all necessary documents have been uploaded.
3.  **Select** - Next







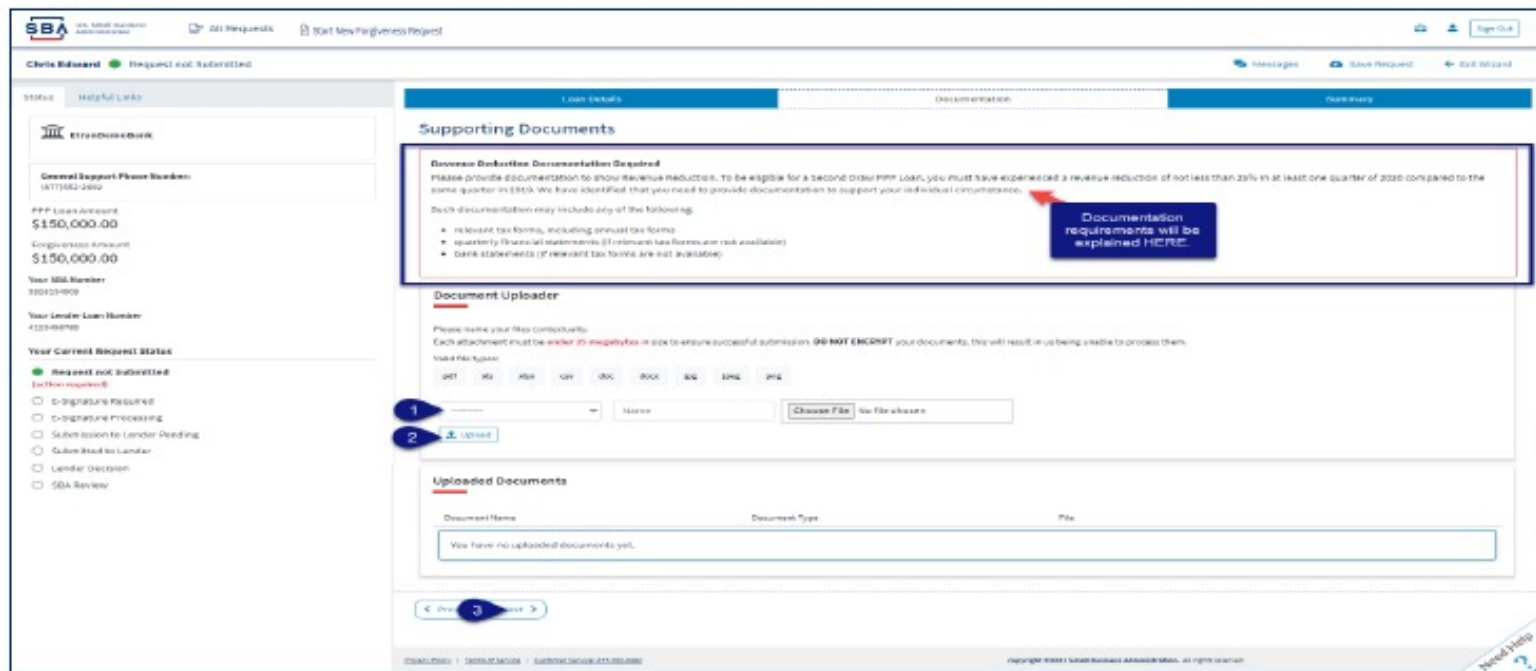
The screenshot shows the SBA Direct Forgiveness Portal interface. The main content area is titled 'Supporting Documents' and contains a message box stating 'No Documents Required'. Below this is a 'Document Uploader' section with a list of valid file types (pdf, xls, xlsx, rar, zip, jpeg, png) and an 'Upload' button. The 'Uploaded Documents' section is currently empty. A red arrow points to the 'No Documents Required' message box.

Documentation May Not Be Required! Check your Portal first!

Direct Forgiveness Portal – Documentation Needed

Required documents will be shown on the screen below (if applicable).


1.  **Select** - type of document from Drop-Down, Name Document, and  **Select** - Choose file. Locate and select file from your device. (Acceptable file types are listed)
2.  **Select** - Upload.
 - Repeat steps 1-2 until all necessary documents have been uploaded.
3.  **Select** - Next.

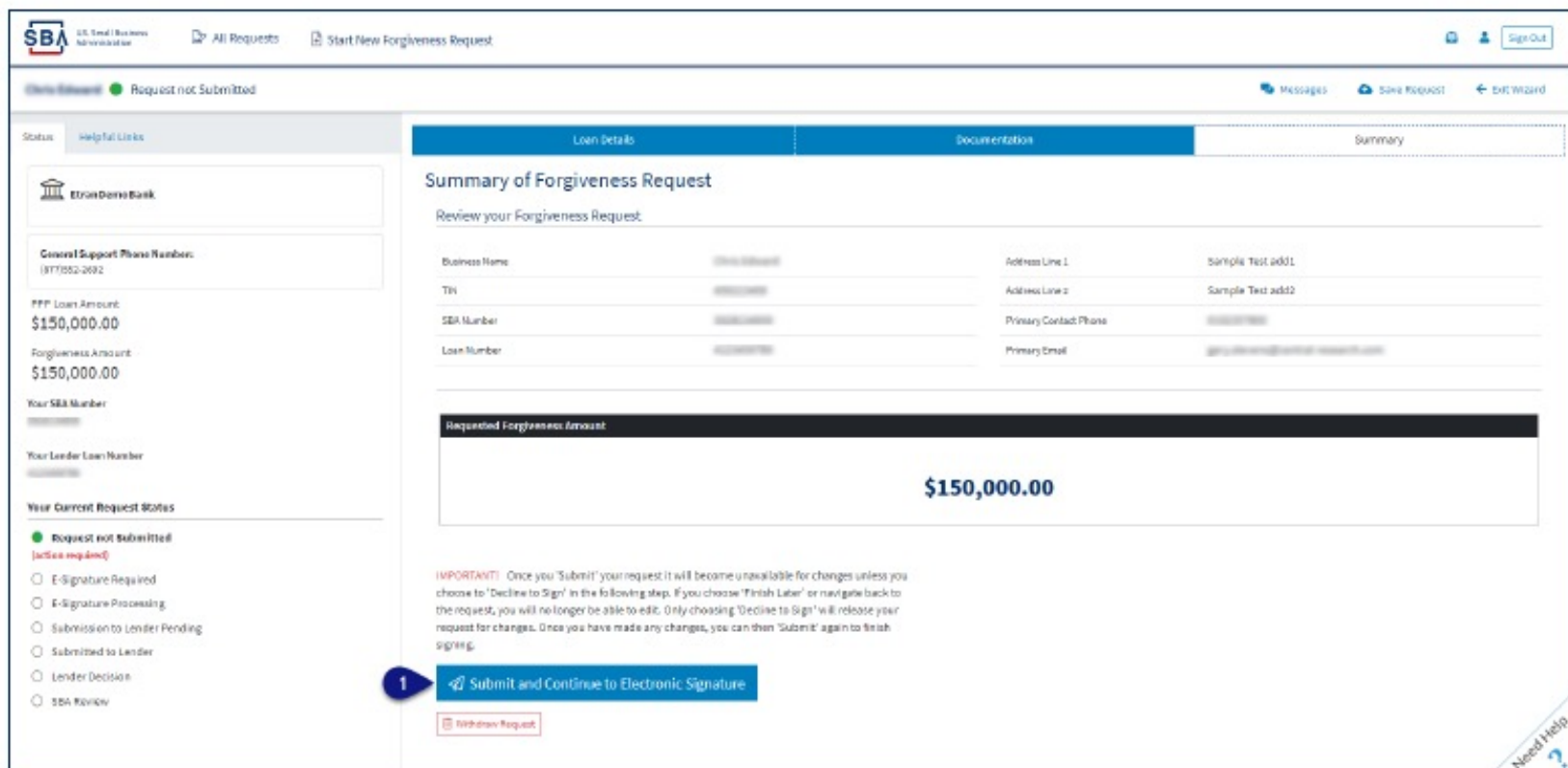


The screenshot shows the SBA Direct Forgiveness Portal interface. The main heading is "Supporting Documents". Below this, there is a section titled "Document Uploader" with instructions: "Please name your files consistently. Each attachment must be under 25 megabytes in size to ensure successful submission. DO NOT ENCRYPT your documents, this will result in us being unable to process them." Below the instructions is a file type dropdown menu with options: PDF, XLS, XLSX, CSV, DOC, DOCX, RTF, PNG, JPG. A "Choose File" button is next to the dropdown. Below the file type selection is an "Upload" button. A blue callout box with a red arrow points to the "Upload" button, containing the text "Documentation requirements will be explained HERE." The page also shows a "Document Uploader" section with a table for "Uploaded Documents" and a "Next" button at the bottom.

Direct Forgiveness Portal – Complete Summary

Review all relevant information for accuracy, once signed and submitted, edits can not be made to the application.

1.  **Select** - Submit and Continue to Electronic Signature
 - *Withdraw Request* will delete submission
 - *Previous* will go back in unsubmitted application to allow edits.



The screenshot displays the SBA Direct Forgiveness Portal interface. At the top, the SBA logo and navigation links like 'All Requests' and 'Start New Forgiveness Request' are visible. The user is logged in, as indicated by a 'Sign Out' button. The main content area is titled 'Summary of Forgiveness Request' and includes a 'Review your Forgiveness Request' section. This section contains a table with fields for Business Name, TIN, SBA Number, Loan Number, Address Line 1, Address Line 2, Primary Contact Phone, and Primary Email. Below this table, a large box displays the 'Requested Forgiveness Amount' as \$150,000.00. A sidebar on the left provides contact information for EtronDentBank, including a general support phone number (877)552-2692, and the loan amount and forgiveness amount, both listed as \$150,000.00. The sidebar also shows the user's SBA Number and Lender Loan Number. At the bottom of the sidebar, there is a 'Your Current Request Status' section with a list of steps: Request not Submitted (selected), E-Signature Required, E-Signature Processing, Submission to Lender Pending, Submitted to Lender, Lender Decision, and SBA Review. A blue button labeled '1 Submit and Continue to Electronic Signature' is prominently displayed at the bottom of the main content area, with a 'Withdraw Request' link below it. An 'IMPORTANT!' notice explains that once the request is submitted, it becomes unavailable for changes unless the user chooses 'Decline to Sign' or 'Finish Later'. A 'Need Help?' link is located in the bottom right corner of the page.

Direct Forgiveness Portal – Missing Items Summary



Missing Items will be outlined prior to submission. The Submit button will be inactive until all Missing Items have been corrected.

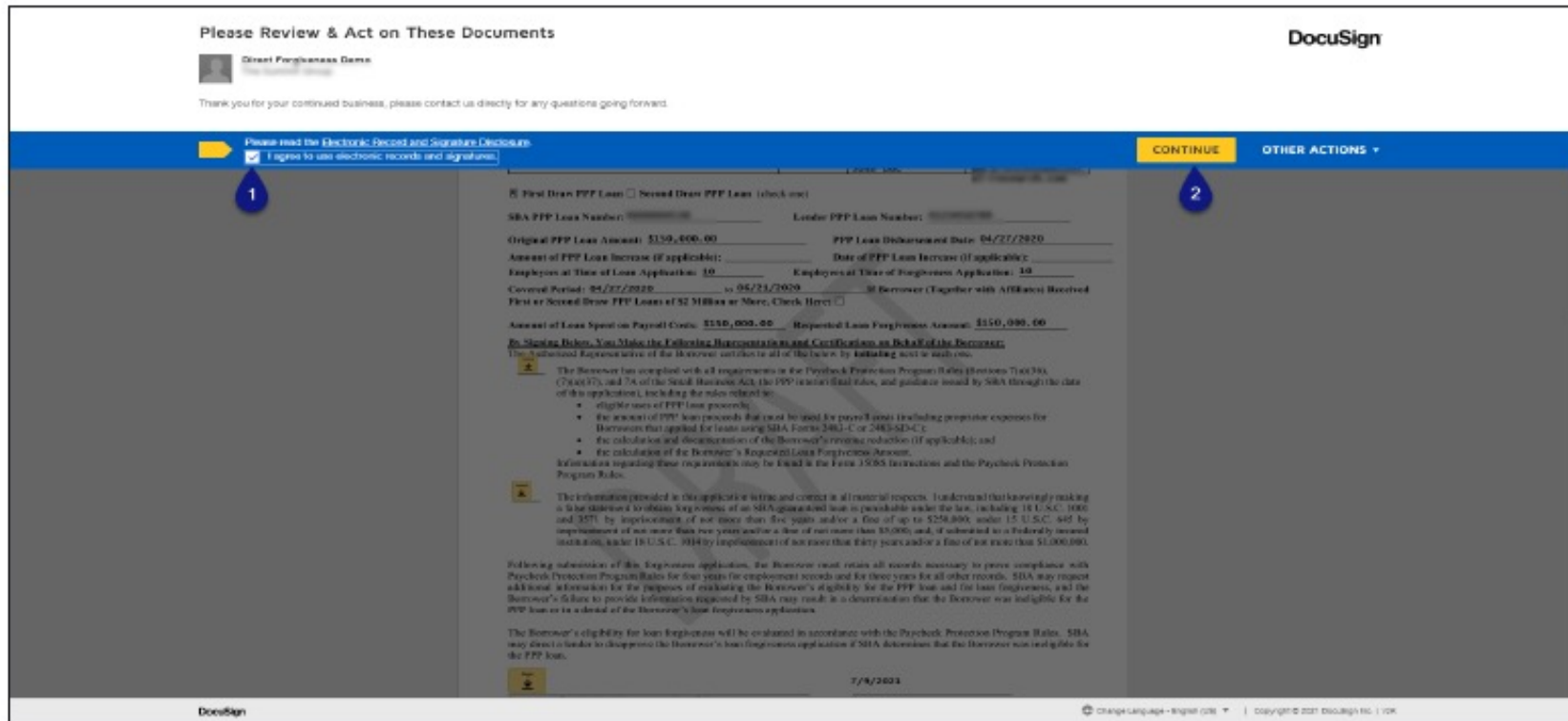
1. Review the specific Missing Item details and then *select* - The Missing Item link to update the appropriate field. **NOTE:** This step may need to be complete multiple times.

The screenshot displays the SBA Direct Forgiveness Portal interface. The page title is "Summary of Forgiveness Request". A prominent red banner at the top indicates "Missing Items" and states: "Your Request cannot be submitted because you are missing important information. Please follow the prompts below back to the fields in question. Once you have provided all necessary data, you will be able to submit this request." Below this, there is a "Loan Details" section with a link to "View Loan Details". The "Review your Forgiveness Request" section contains a form with fields for Business Name, Address Line 1, Address Line 2, SBA Number, Loan Number, Primary Contact Name, and Primary Email. A "Requested Forgiveness Amount" of \$150,000.00 is displayed. At the bottom, there is a "Submit and Continue to Electronic Signature" button, which is currently inactive. A blue callout box points to this button with the text: "The Submit button will become ACTIVE once all Missing Items are resolved." The left sidebar shows the user's profile and the current request status, which is "Request and Submit Step" (in blue), with other steps like "Signatures Required" and "Submission to Lender" marked as "Not Started".

Direct Forgiveness Portal – DocuSign

Applications will be signed electronically via DocuSign.

1.  **Select** - I agree to use electronic records and signature.
2.  **Select** - Continue.



Please Review & Act on These Documents

DocuSign

Direct Forgiveness Demo

Thank you for your continued business, please contact us directly for any questions going forward.

Please read the Electronic Record and Signature Disclosure

I agree to use electronic records and signatures

CONTINUE OTHER ACTIONS

1

2

First Draw PPP Loan Second Draw PPP Loan (check one)

SBA PPP Loan Number: _____ Lender PPP Loan Number: _____

Original PPP Loan Amount: \$150,000.00 PPP Loan Disbursement Date: 04/27/2020

Amount of PPP Loan Increase (if applicable): _____ Date of PPP Loan Increase (if applicable): _____

Employees at Time of Loan Application: 10 Employees at Time of Forgiveness Application: 10

Covered Period: 04/27/2020 to 06/30/2020 If Borrower (Together with Affiliates) Received First or Second Draw PPP Loans of \$2 Million or More, Check Here:

Amount of Loan Spent on Payroll Costs: \$150,000.00 Requested Loan Forgiveness Amount: \$150,000.00

Do Signing Rules. You Make the Following Representations and Certifications on Behalf of the Borrower:
The Authorized Representative of the Borrower certifies to all of the facts by **initiating** next to each one.

- 1. The Borrower has complied with all requirements in the Paycheck Protection Program Rules (Sections 7(a)(3)(A), (7)(A)(3)(C), and 7A of the Small Business Act, the PPP (interim) final rules, and guidance issued by SBA through the date of this application), including the rules relating to:
 - eligible uses of PPP loan proceeds;
 - the amount of PPP loan proceeds that need to be used for payroll costs (including prospective expenses for borrowers that applied for loans using SBA Forms 2403-C or 2403-SD-C); and
 - the calculation and documentation of the borrower's payroll reduction (if applicable); and
 - the calculation of the borrower's Requested Loan Forgiveness Amount.Information regarding these requirements may be found in the Form 15005 Instructions and the Paycheck Protection Program Rules.
- 2. The information provided in this application is true and correct in all material respects. I understand that knowingly making a false statement to obtain forgiveness of an SBA guaranteed loan is punishable under the law, including 18 U.S.C. 1001 and 3571, by imprisonment of not more than five years and/or a fine of up to \$250,000, under 15 U.S.C. 405 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a Federal by insured institution, under 18 U.S.C. 3544 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.

Following submission of this forgiveness application, the Borrower must retain all records necessary to prove compliance with Paycheck Protection Program Rules for five years for employment records and for three years for all other records. SBA may request additional information for the purposes of evaluating the Borrower's eligibility for the PPP loan and for loan forgiveness, and the Borrower's failure to provide information requested by SBA may result in a determination that the Borrower was ineligible for the PPP loan or a denial of the Borrower's loan forgiveness application.






The Borrower's eligibility for loan forgiveness will be evaluated in accordance with the Paycheck Protection Program Rules. SBA may direct a lender to disapprove the Borrower's loan forgiveness application if SBA determines that the Borrower was ineligible for the PPP loan.

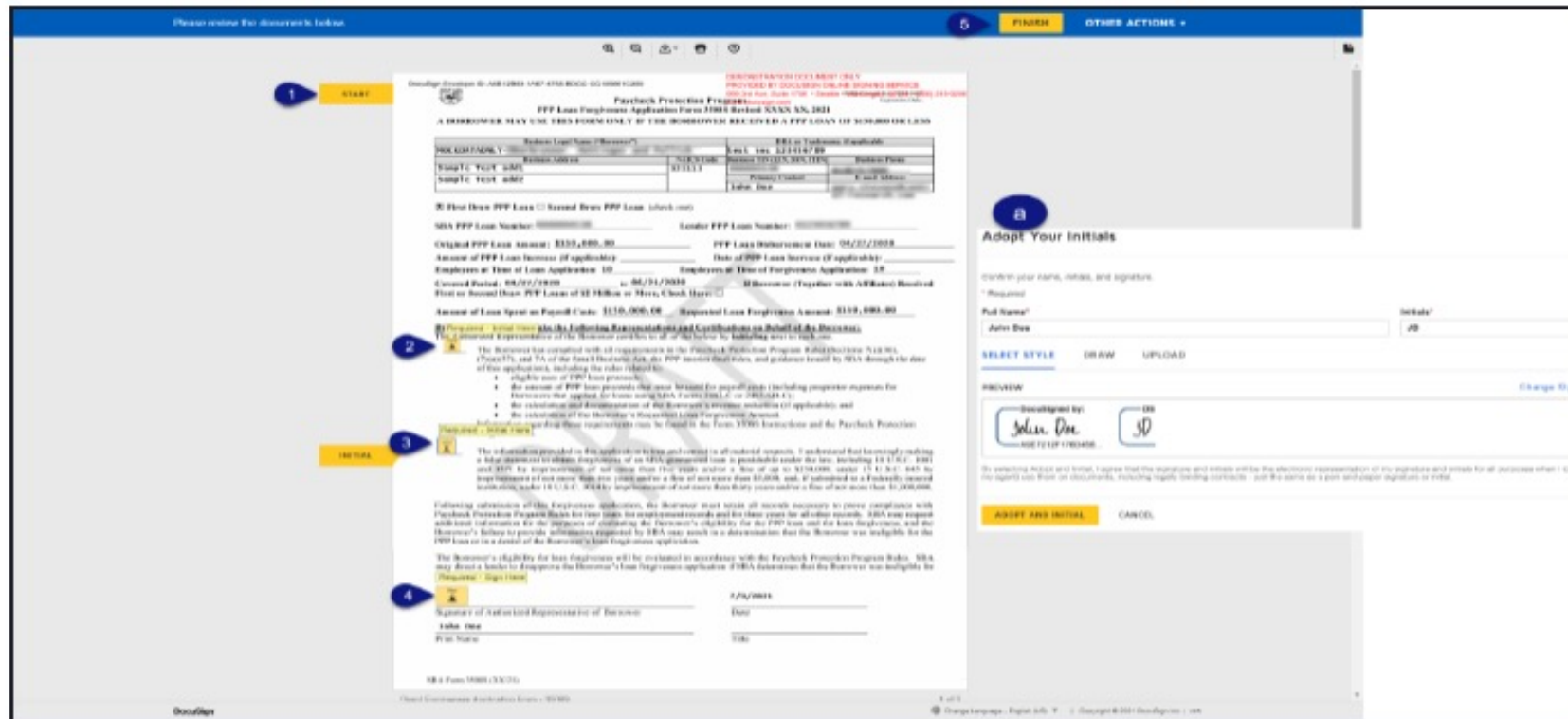
7/9/2021

DocuSign

© 2021 DocuSign, Inc. All rights reserved. | Copyright 2021 DocuSign, Inc. | DocuSign

Direct Forgiveness Portal – DocuSign - Signing

1.  **Select** - Start.
2.  **Select** - Initial.
 - Pop-Up will allow systematic, drawn, or uploaded signatures to be applied.
3.  **Select** - Initial.
4.  **Select** - Sign.
5.  **Select** - Finish.



The screenshot displays the DocuSign interface for a Paycheck Protection Program (PPP) loan forgiveness application. The document is titled "Paycheck Protection Program" and includes a table for borrower information, loan details, and a section for the borrower's signature and date. A pop-up window titled "Adopt Your Initials" is overlaid on the right side, allowing the user to select, draw, or upload their initials. The pop-up includes a signature preview and a "SELECT YOUR INITIALS" button.

Business Name (Borrower)	FEI or Taxpayer ID Number
XXXXXXXXXX	XXXXXXXXXX

Original PPP Loan Amount: \$150,000.00
PPP Loan Disbursement Date: 04/22/2020
Amount of PPP Loan Amount of Application: \$150,000.00
Employees at Time of Loan Application: 10
Employees at Time of Forgiveness Application: 10
Covered Period: 04/22/2020 to 06/30/2020
Amount of Loan Spent on Payroll Costs: \$150,000.00
Requested Loan Forgiveness Amount: \$150,000.00

Adopt Your Initials

Confirm your name, initials, and signature.

Full Name*
John Doe

Initials*
JD

SELECT STYLE DRAW UPLOAD

PREVIEW

Documented by: JD
John Doe
408-712-123456

By selecting Adopt and Initial, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I or the agent use them on documents, including legally binding contracts. Just the same as a pen and paper signature or initial.

ADOPT AND INITIAL CANCEL

COVID REDUCTION SCORE

Streamlines the forgiveness process for 2nd draw PPP loans of \$150,000 or less to minimize burden of the current process and prevent borrowers unnecessarily having to make principal and interest payments on loans that should be forgiven.

An independent third-party SBA contractor has developed a COVID Revenue Reduction Score (score) based on a variety of inputs including industry, geography, and business size. The score uses current data on economic recovery and return of businesses to operational status.

If your automatic score meets the required minimum value, you do not have to provide any additional revenue deduction documentation. If your score does not meet the required minimum value, you must show that you had a reduction of at least 25% in one calendar quarter of 2020 vs same 2019 quarter or year-over-year gross sales.

COVID REDUCTION SCORE

The independent third-party contractor will use a Consumer Demand Recovery Index that combines multiple data sources of the consumption of products and/or services (foot traffic, third party data, credit card spending, etc.) provided by businesses. Further, using the Business Operations Response Index, the score will measure the businesses' return to operational status, which includes employment and unemployment data, business to business payment transactions, mobility and foot traffic on workplace and visitor frequency at physical locations. The resulting score will reflect declines in revenue.

The contractor has advised SBA that this methodology will result in a score that will adequately document that the borrower met the revenue reduction standard as required by section 7(a)(37)(I)(i)(II) of the Small Business Act.

Things to consider

If you are not required to submit documentation, you should not submit documentation
-If you provide documentation that overrides the Score, the documentation must be used by the lender even if it means forgiveness is denied

Your lender is still responsible for making the loan forgiveness decision and passing on the recommendation to The SBA. The Portal is just a user-friendly platform to help expedite the forgiveness process and reduce lender burden

If there is a mistake within the pre-filled data on the forgiveness portal, contact your PPP Lender to make corrections

Frequently Asked Questions – FAQ's

How long will this process take?

- The Direct Portal takes about 10 minutes per application
- Your Lender then has 60-Days to make a recommendation
- The SBA then has 90-Days to issue final decision

What if my lender is not participating?

- You will need to work directly with your lender to complete the forgiveness application using their process. The forgiveness portal is an opt-in for your Lender.

What if my loan is more than \$150,000

- You will need to work directly with your lender to complete the forgiveness application. The portal is only available for loans under \$150,000

Frequently Asked Questions – FAQ's

What if I have an EIDL advance?

- EIDL Advances are no longer withheld from PPP Forgiveness Amounts

Can I pay 1099 contractors?

- No, 1099 contractors are not considered W2 employees and are not an eligible expense

What if I have additional questions?

- (877) 552-2692 SBA's Direct Forgiveness Hotline
- Inbox message The SBA from your forgiveness portal
- Email us at forgiveness.Prestamos@cplc.org

Additional Free Resources from CPLC Prestamos

Prestamos PRIME Program

- No-Cost Assistance for eligible micro-businesses
 - Accounting, Marketing, Social Media, Coaching, Website. Etc
- <https://www.prestamosloans.org/sba-prime-program/>

Prestamos Events Page

- Webinars with PPP updates, business planning, financials, etc
- <https://www.prestamosloans.org/events/>

CPLC Prestamos Women's Business Center

- In-person and Virtual Coaching & Business Assistance Coming Soon (*Buckeye Commerce Center – 11th Street & Buckeye*)
- www.Phoenixwbc.org

Additional Funding Resources



PRESTAMOS CDFI
a division of **CHICANOS POR LA CAUSA**

MINI
MICROLOAN

\$1,500-\$5,000

LOAN TERMS

- 12-36 Months Term
- Application Fee Waived
- Interest Rate as low as 7%
- Minimum 600+ FICO
- Minimum 1+ Year in Business
- No-Cost Business Coaching

MID
MICROLOAN

\$5,001-\$15,000

LOAN TERMS

- Up to 48 Month Term
- 3 Months Interest Only
- Interest Rates as low as 6.75%
- Minimum 600+ FICO
- Minimum 3+ Years in Business
- No-Cost Business Coaching

MEGA
MICROLOAN

\$15,001-\$50,000+

LOAN TERMS

- Up to 5 Years
- 3 Months Interest Only
- Interest Rates as low as 6.50%
- Minimum 600+ FICO
- Minimum 3+ Years in Business
- No-Cost Business Coaching

Additional funding opportunities through Prestamos include:

- Mini Microloan
- Mid Microloan
- Mega Microloan
- Small Business Loans up to \$1MM
- Community Advantage
- Social Enterprise

Visit us at www.prestamosloans.org for more information or to apply

Thank you for watching!

Presented by:



PRESTAMOS CDFI
a division of **CHICANOS POR LA CAUSA**

Email Forgiveness.prestamos@cplc.org for 1:1 assistance/copy of powerpoint
www.prestamosloans.org for loans, info on events/business assistance programs



-
- **Live Multilingual SBA Direct Forgiveness Portal Customer Service** [877-552-2692](tel:877-552-2692)
 - **SBA Direct Forgiveness Portal:** <https://directforgiveness.sba.gov>
 - **Portal User Guide:** <https://sba-forgiveness-docs.s3-us-gov-west-1.amazonaws.com/SBA-PPP-DF-User-Guide.pdf>
 - **Portal FAQ's:** <https://dfussbaforgiveness.zendesk.com/hc/en-us/sections/4404338726811-Borrower-FAQs-on-Direct-Forgiveness>