RE: CARES Act – Paycheck Protection Program Loan Forgiveness

Dear Archbishop Listecki,

\_\_\_\_\_\_[Parish]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is requesting a waiver and proxy for the conversion of the Paycheck Protection Program (PPP) Loan, administered through the Small Business Administration, to a forgivable grant. Below is a summary of our PPP Loan:

|  |  |
| --- | --- |
| 1. Total PPP Loan Amount Received | $ |
| 1. Forgiven Portion of the PPP Loan (Attach forgiveness confirmation from the Bank or SBA) | $ |
| 1. Unforgiven Portion of PPP Loan (A - B) | $ |

*If the parish has not received full forgiveness, complete the following schedule:*

|  |  |
| --- | --- |
| Date the Parish will pay off the loan |  |
| Reason for not receiving full forgiveness |  |

\*The parish recognizes that it will incur interest expense on the outstanding loan balance if not repaid promptly.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor/ Administrator / Parish Director Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trustee, Secretary Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trustee, Treasurer Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastoral Council Chair Date