



REVEREND DANIEL B. CARSON
VICAR GENERAL AND MODERATOR OF THE CURIA

Dear Brother Priest,

On this day that we would have been together to celebrate the Chrism Mass, Archbishop Gregory wanted to share a letter to you, linked [here](#).

We are very pleased to inform you that the Small Business Administration (SBA) has now opened up the Paycheck Protection Program (PPP) to our parishes (and their parish schools). The PPP loans are intended to cover the costs of 2 months' payroll, plus certain additional business costs, for small businesses and non-profits. The loan amount is calculated based upon 2.5 times the amount of your average monthly payroll, and the loans are on a 100% forgivable basis provided the parish uses the funds for payroll and other eligible expenses over the 8 weeks following loan approval. One of the requirements is maintaining the same payroll in June as the parish had in February—a parish can accomplish this by keeping employees on the payroll or, in the case of any workers that have been furloughed, rehiring them [after receiving loan approval](#).

This program is offered on a "first come, first served" basis and has a deadline of this Friday, April 10. Thus, although it is Holy Week, [parishes should complete the application as soon as possible](#). Parishes that have schools would need to include the school as part of the parish's application. [Our goal is to have as many parishes as possible apply in the next two days, and our Finance, HR, and Legal teams are available to assist you](#). To that end, we have included several attachments that will guide you through the PPP application process (it is recommended that you print each of the documents for ease of review):

1. An information document that explains the program; linked [here](#)
2. Detailed instructions to guide you in submitting the application, including how to calculate the average monthly payroll; linked [here](#)
3. A blank application form linked [here](#) is mostly completed for you; you simply need to fill in the top section and initial and sign on page two.
4. A sample application that shows you exactly how to complete each section of the application; linked [here](#)
5. An addendum that you will need to print and submit to your lender with the application linked [here](#)

The application itself is relatively easy to complete, and much of the information will come directly from CHRIS.

Please contact your local bank today to determine how they are accepting applications (e.g., email, website portal, etc.) and what additional supporting documentation will be required for the lender's review. The parish/school

bookkeeper should be able to obtain the necessary payroll data to calculate the loan amount requested.

Any Questions? For questions regarding eligibility or completing the form, please contact Kim Fiorentino (fiorentinok@adw.org) or Chris Anzidei (anzideic@adw.org) in the Office of General Counsel. For questions regarding how to calculate payroll costs, please contact Angela Ossinger at ossingera@adw.org.

Please be reminded that the Moderator of the Curia must review and approve any loan, grant, or other relief applications (under the PPP or any other program). Please submit your draft application by email to the following address: ppp@adw.org, and we will respond as quickly as we can.

To further assist you, **we have scheduled a telephone conference for tomorrow, Tuesday morning at 10:00 a.m.**, where we can provide additional information and be available to answer any questions that you may have. I suggest that you invite your bookkeeper and principal (if you have a school) to be a part of this call as well.

The call-in information is as follows:

Dedicated Dial-in: 1 301-298-1561 (*toll-free in US*)

Conference Code: 690225

As ever, should you have questions or need assistance from my office and the Pastoral Center, please let us know. Please be assured of my prayers for you.

With deep appreciation for your priestly ministry, I am
Sincerely in Christ,
Reverend Daniel B. Carson
Vicar General and Moderator of the Curia