



# REVEREND DANIEL B. CARSON

VICAR GENERAL AND MODERATOR OF THE CURIA

Dear Brother Priest,

Please see today's update below and know we shall continue to keep you informed.

## Resources for Holy Week

The Archdiocesan website has been updated to include a special page dedicated to **Holy Week**. On this website, you will find pastoral resources for Holy Week as well as live stream information on Archbishop Gregory's Holy Week liturgies including worship aids for each liturgy. Additionally, linked **here** is a resource created to help promote the Holy Week liturgies. Please share the Holy Week web page and graphic on your website, social media, or email communication to parishioners.

Also linked **here** in English and linked **here** in Spanish is a resource on the Triduum from the Office of Catechesis.

## SBA Paycheck Protection Program (Repeat from April 6)

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](mailto:ppp@adw.org), and we will respond as quickly as we can.

### **FEMA Grant Deadline Extended -- Updated Information**

Please note that the deadline for filing the FEMA relief applications has been suspended in Maryland and in the District of Columbia, so applications are no longer due by this Friday, April 10.

FEMA is offering grant assistance to support non-profits with certain COVID-19 related costs. Pursuant to FEMA guidelines, our schools are eligible as critical service facilities, and our churches and day care centers are eligible as non-critical but essential service facilities. FEMA will provide assistance for at least 75% of the costs of work required to address an emergency. Lost income and budgeted employee salary are **not** covered but eligible costs may include (1) deep-cleaning and disinfecting costs; (2) schools' costs to accommodate remote

learning, and (3) churches' costs to set up remote worship (possibly including enhanced IT capabilities). Eligible organizations must apply to the respective Maryland and DC emergency management agencies. The state will make an initial eligibility determination for our separate facilities. If approved, the state will work with us to create a project plan for assistance with eligible costs. Please see the form linked **here** that you may fill out and send back to the Office of General Counsel (**debettencourtc@adw.org**). If you have any specific questions in completing the form, please contact Chris deBettencourt directly at 301-853-5343 or **debettencourtc@adw.org**.

### **Information on the Website**

The archdiocesan website in response to the coronavirus is updated regularly with information, in English and Spanish, for you and the faithful. I encourage you to continue to share the website **adw.org/coronavirus/** which includes a **link** to find a listing of live stream Masses and prayers.

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 gratitude for your priestly ministry, I am

Sincerely in Christ,

Reverend Daniel B. Carson

Vicar General and Moderator of the Curia