

OC COMMUNITY Resilience Fund

CRF APPLICATION FOR PAYCHECK PROTECTION PROGRAM

The Weingart Foundation has made us aware of a time-limited opportunity to apply for forgivable loans through SBA's Paycheck Protection Program (PPP) through Community Reinvestment Fund (CRF), a nonprofit community development financial institution and SBA-approved lender. [Ballmer Group](#) has partnered with CRF to help expand their capacity to make PPP loans to eligible nonprofits, and they've extended this opportunity to nonprofits in Weingart's five-county region. CRF is also partnering with Apparatus Solutions, who will provide support through the application process and work with applicants directly once they have submitted their initial inquiries.

Please take a few moments to read the description below and consider whether your organization might benefit from this opportunity. If you believe your organization could benefit, instructions for beginning the application process are included below. If you have any critical questions prior to starting the process, you can contact Joy DeFrance at JoyD@ApparatusSolutionsInc.com or Paul Trulik at PaulT@ApparatusSolutionInc.com. Additional information about the PPP can also be found on the application page through the link below.

Please note that funds are limited, so we encourage you to act immediately if you are interested. If you have any questions, please feel free to contact Apparatus Solutions.

If you decide to apply for this opportunity, please let Weingart know by sending an email to info@weingartfnd.org.

[CRF Application for Paycheck Protection Program](#)

Loans will be made pursuant to the Paycheck Protection Program ("PPP") under the CARES Act. This program provides urgent cash flow assistances to small businesses and nonprofits that have been negatively impacted by COVID-19. These loans can be partially or wholly forgiven for organizations that maintain or rehire their workforce and can be used for:

- Payroll costs;
- Interest on mortgages;
- Rent; and,
- Utilities.

No collateral or personal guarantees are required. Neither the government, nor lenders, will charge organizations any fees.

More information on PPP Frequently Asked Questions and Program Requirements can be found in the link in Step 1 under Resources.

Get Started: Submit your PPP Application

Step 1: Complete Paycheck Protection Program questionnaire: <https://crfusa.com/ppp/ballmer-la-ppp-application/>

This is the first step of your application. Once you submit your questionnaire, we'll review your information and invite you to join our secure customer portal to complete your application. A representative from Apparatus Solutions will reach out to you about next steps and application assistance.

Step 2: Prepare for Application

Please begin gathering the following information to help you complete your PPP loan application:

- General Business Information (legal name, legal structure, Tax-ID, date of formation, address)
- Business Ownership structure (for-profit organization)
- Names, percent owned, address, home, email and SSN for all owners.
- Articles of Incorporation/Organization
- By Laws/Operating Agreement
- All owners Driver's Licenses (front and back)
- Business and personal tax returns for 2018 or 2019
- Trailing twelve-month profit and loss statements (as of the month before your application)
- Payroll Reports; Tax forms or journals for 2019 and 2020, such as:
 - 2019 or other 12-month Payroll Journals (some services have a PPP Payroll report that you can download - check with your payroll service.
 - 2019 and 2020 Forms 941 (Employers Quarterly Federal Tax Return)
 - 2019 W-3 (Transmittal of Wage and Tax Statements)
 - List of employees and their pay if any received more than \$100,000 in the last 12 months.
 - Recent payroll report that shows the number of employees as of February 15, 2020 (one that includes that date).
- Accounting records and documents for 2019 and 2020 Year to Date. You will need to summarize other eligible 'payroll costs'
 - Group Health Benefits and Insurance
 - Retirement Benefit expense
 - State and Local Taxes on Compensation (like unemployment taxes)
 - 1099-Misc payments in the last 12 months to Ind. Contractors, if any.
- Last 3 months bank statements showing payroll and related expenses being paid.
- Use one of our calculators to estimate your Average Monthly Payroll Costs and Requested PPP Loan Amount.

All loans subject to credit approval and final guidance from the SBA on the Paycheck Protection Program. Funds are limited and subject to availability.

The characteristics of the SBA Paycheck Protection Program are from the Coronavirus Aid, Relief and Economic Security (CARES) Act, which was signed into law by President Trump on March 27, 2020. The

terms and information outlined in this email are subject to change upon further guidance from the U.S. Small Business Administration and the U.S. government.