



Maria Su, Psy.D.
Executive Director



London N. Breed
Mayor

MEMO

April 2, 2020

To: DCYF Grantees and Staff

From: Maria Su

Re: **Apply Today for the Federal Payment Protection Program**

Cc:

Dear Grantees:

The U.S. Small Business Administration has launched the **Paycheck Protection Program** (PPP) to assist nonprofits during the COVID-19 crisis. In brief, the PPP will provide *forgivable*, low-interest loans to support staff salaries, rent, utilities, and other core operating expenses. Nonprofits are eligible for funds up to 2.5 times their monthly payroll amount. Again, these loans may be forgiven as long as certain conditions are met, including nonprofits maintain their employees for eight weeks.

The most important thing you can do is reach out to your banker* **today** in order to begin the application process. The funds are available on a first come, first served basis, and we expect demand will be very high. The best thing you can do to secure these funds is to begin the process immediately, and that means you need to have an appointment scheduled with your banker, and as soon as possible.

The application will go live tomorrow on Friday, April 3, 2020.

Additional resources:



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- [Small Business Administration Paycheck Protection Program Website](#)
- [Paycheck Protection Program Fact Sheet](#)
- [Sample Application](#)
- [Office of Economic and Workforce Development Resources for Nonprofits](#)
- [National Council of Nonprofits COVID-19 Information Website](#)

We strongly encourage you to make every attempt to access these PPP funds to support your staff and basic operations during this emergency. We will keep you informed of other resources as we learn of them.

In Community,

Maria Su, Psy.D.

*Currently, these applications can only be filed by SBA lenders. Your banker can let you know whether they are eligible to file these applications, and if not, what other options you can take. Again, we strongly recommend you call **today** to find out what steps you need to take.

Department of Children, Youth and Their Families

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