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**Date:** September 6, 2021

**To:** Pastors, business managers and principals

**From:** Michael Warren, director of financial services, Office of Finance

**Re:** PPP Loans – Round 2 Forgiveness

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The Office of Finance has worked with 44 of the parishes and schools in applying for, and obtaining Payroll Protection Program (PPP) Round 2 Loans. We are currently working with various banks in gathering payroll information to prepare the Application for Forgiveness for all Round 2 PPP loans.

Once the application has been completed here, it will be forwarded to each location for signature by your pastor or principal. Along with the forgiveness application we will include a D&L Transfer form to initiate the transfer of PPP funds to your organization. We expect all of this activity to happen in the month of September, as each of the banks opens their window for allowing the forgiveness process to begin.

The process will be fully complete when the Small Business Administration grants final forgiveness of the loan, later this year.