



The Small Business Administration has published the [loan forgiveness application](#) for organizations that received a loan through the Paycheck Protection Program (PPP). The application is available on the COVID-19 microsite at [ConcordiaPlans.org](#).

The application is accompanied by instructions, which provide information on documents to submit with the application and documents to retain, additional information on how to calculate payroll costs and more. As a reminder, at least 75% of loan proceeds must be used for eligible payroll costs to qualify for loan forgiveness. Additional information about payroll costs is below.

- Previous guidance indicated that all loan proceeds must be spent during the eight-week period beginning the date the loan proceeds were disbursed. **The updated instructions indicate that for payroll purposes only, the eight-week period can begin on the first day of the first pay period following the disbursement of the PPP loan.**
- Eligible payroll costs include both those paid and incurred during the eight-week period. Payroll costs incurred but not paid during the eight-week period are eligible for forgiveness if paid on or before the next regular pay date.

Non-payroll costs must be paid or incurred during the eight-week period beginning on the date of loan disbursement, which could create two separate eight-week periods for organizations to track. These costs can include payments on mortgage interest, business rent or lease payments of real or personal property and utility payments. If utility costs are incurred but not paid during the eight-week period, they must be paid on or before the next regular billing date.

When your ministry's eight-week period is complete and you have completed the application for loan forgiveness, the application should be shared with the lender for your loan. If additional guidance is issued by the Small Business Administration we will post that to our [website](#).