

PAYROLL PROTECTION PROGRAM (PPP) QUESTIONNAIRE

1. Company Name:			
2. Did the company receive loan proceeds via the Paycheck Protection Program either directly or through a parent company application?	YES <input type="checkbox"/> NO <input type="checkbox"/>		

INSTRUCTION: Skip to the certification and completion of this questionnaire **ONLY** if your response to item 2 is **NO**. Otherwise, please continue and complete the additional form items.

3. During which round(s) of the PPP program did the company receive loan proceeds?	FIRST ROUND <input type="checkbox"/> SECOND ROUND <input type="checkbox"/> BOTH <input type="checkbox"/>		
4. Total amount of PPP loan(s) received:	FIRST ROUND:		
	SECOND ROUND:		
	TOTAL LOAN AMOUNT:		
5. Covered Period:	FIRST ROUND:	TO	8 WEEKS <input type="checkbox"/> 24 WEEKS <input type="checkbox"/>
	SECOND ROUND	TO	24 WEEKS <input type="checkbox"/>

		FIRST ROUND:	SECOND ROUND:
6. Did the company request forgiveness for loan proceeds?	<input type="checkbox"/> No. If no , does the company plan in the future to request forgiveness for loan proceeds received during the first-round?	Yes <input type="checkbox"/> No <input type="checkbox"/> Undecided <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Undecided <input type="checkbox"/>
		If yes , for how much?	If yes , for how much?
		Anticipated Date of Request:	Anticipated Date of Request:
	<input type="checkbox"/> Yes. If yes , list:		
	■ Amount of loan forgiven:		
	■ Date of application for forgiveness:		
■ Date forgiveness was granted:			

INSTRUCTION: Skip to the certification and completion of this questionnaire **ONLY** if your response to item 6 for all periods during which your company received loan proceeds is **NO** and your company also answers **NO** to whether you plan in the future to request forgiveness for all applicable rounds. Otherwise, please complete items 7 and 8.

		FIRST ROUND:	SECOND ROUND:
7. PPP loan proceeds were used for: (Select all that apply.)	<input type="checkbox"/> Labor/Payroll:		
	<input type="checkbox"/> Rent:		
	<input type="checkbox"/> Interest on mortgage obligations:		
	<input type="checkbox"/> Utilities:		
	<input type="checkbox"/> Operations Expenditures ¹ :		
	<input type="checkbox"/> Covered Supplier Costs ² :		
	<input type="checkbox"/> Worker Protection Expenditures:		
	<input type="checkbox"/> Other:		
	<input type="checkbox"/> Other:		
TOTAL:			

¹These include payments for business software and cloud computer services that facilitate business operations, product or service delivery, the processing, payment, or tracking of payroll expenses, human resources, sales and billing functions, or accounting of tracking of supplies, inventory, records, and expenses.

²These include expenditures made to a supplier of goods for the supply of goods that are essential to the operations of the Borrower at the time at which the expenditure is made, and made pursuant to a contract, order, or purchase order in effect prior to the beginning of the Covered Period (for perishable goods, the contract, order, or purchase order may have been in effect before or at any time during the Covered Period).

8. Federal Acquisition Regulations (FAR), requires credits to be applied under certain circumstances:

- Per FAR 31.201-1, the composition of total cost of a contract is the sum of the direct and indirect costs allocable to the contract, less all allocable credits
- Per FAR 31.201-5, the applicable portion of any income, rebate, allowance, or other credit relating to any allowable cost and received by, or accruing to, the contractor shall be credited to the Government either as a cost reduction or by cash refund

If all or part of the company's loan was forgiven, confirm if the company applied a credit to indirect costs, include the credit amount and any reason(s) if only part of the forgiven loan was credited. If no credit was applied, state how the forgiveness amounts were accounted for and the reason(s) credits were not applied.

I hereby certify that I am an authorized representative of the above-named company, and I acknowledge that this questionnaire is a complete and accurate representation of the above-named organization's treatment of PPP loans.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Typed or Printed Name		
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Title	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date Completed