



Maria Su, Psy.D.  
Executive Director



London N. Breed  
Mayor

## MEMO

April 3, 2020

To: DCYF Grantees and Staff  
From: Maria Su  
RE: COVID-19 Memo from the Director: FMA Application Support

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Dear Grantees:

Following up on yesterday's memo, you can receive one-on-one Payroll Protection Program application support from Fiscal Management Associates (FMA) on a first come, first serve basis.

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.

Nonprofit organizations have been included in a federal stimulus package for the first time, and we have partnered with FMA to ensure nonprofits like you have tools to complete the loan application.

We believe the loans offered by the Paycheck Protection Program offer an efficient and substantive way to invest in the nonprofit workforce and cover operational costs in the short term. We also believe most 501(c)(3) nonprofits with 500 or fewer employees will be eligible – with the possibility of in part or whole loan forgiveness.



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However, as these loans are being offered on a first come, first served, basis starting Friday April 3rd. As we shared with you yesterday, we encourage you to begin contacting your bank or other approved SBA lenders immediately to submit your application as soon as possible. Our goal is to make sure you do not miss this opportunity due to lack of information or staff capacity. The goal of FMA is to make sure you do not miss this opportunity due to a lack of information or staff capacity, so FMA's services are also available to support you in thinking through the details, implications, and calculations once you've held your place in line with an application or to guide you through the application form itself.

By submitting an FMA interest form, your organization will be eligible to receive one-on-one support related to the Payroll Protection Program loan. To qualify, please take the following steps today:

1. Contact your bank and SBA approved lenders and start or submit your application. If you can move forward without talking with FMA – do so and get in line with lenders!
2. Review tools and guidance posted here: <https://fmaonline.net/ppptoolbox/>
3. Submit an interest form for one-on-one sessions [https://fmaonline.formstack.com/forms/payroll\\_protection\\_program\\_application](https://fmaonline.formstack.com/forms/payroll_protection_program_application)
4. One of FMA consultants will schedule an initial one-on-one 45-minute session at one of your indicated time slots as spots remain available.
5. FMA will post clinic hour times on their webpage as they are available.

In Community,

Maria Su, Psy.D.

**Department of Children, Youth and Their Families**

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### DCYF recommends gathering the following documentation →

- 2019 IRS quarterly 940, 941 or 944 payroll tax reports.
- Last 12 months of payroll reports beginning with your last payroll date, including the following:
  - Gross wages for each employee, including the officer(s) if paid W-2 wages
  - Paid time off for each employee
  - Vacation pay for each employee
  - Family medical leave pay for each employee
  - State and local taxes assessed on the employee's compensation for each employee
  - 2019 1099s for any independent contractors that would otherwise be an employee of your business (excluding 1099s for services rendered)
  - Documentation showing the total of all health insurance premiums paid by the company owner under a group health plan for all employees and owners
  - Documentation of the sum of all retirement plan funding paid by the company owner (excluding monies that came from the employees' paycheck contributions). This includes 401K plans, Simple IRAs, and SEP IRAs.

### Additional Resources →

- [Small Business Administration Paycheck Protection Program Website](#)
- [Paycheck Protection Program Fact Sheet](#)
- [Sample Application](#)
- [Paycheck Protection Program Borrower Application Form](#)
- [Office of Economic and Workforce Development Resources for Nonprofits](#)
- [National Council of Nonprofits COVID-19 Information Website](#)
- [US Treasury Paycheck Protection Website](#)
- [Washington Post Frequently Asked Questions](#)