



PAYCHECK PROTECTION PROGRAM

MAXIMIZING PPP LOAN FORGIVENESS

REQUIREMENTS AND OPTIONS

COLORADO.GOV



YOU'VE RECEIVED YOUR PPP LOAN, NOW WHAT?

SHOULD YOU:

1 **DEPLOY**
Use the funds and maximize forgiveness

If you cannot rehire your employees and deploy 8 weeks of payroll at pre-COVID weekly levels, **the amount of loan forgiveness decreases substantially.**

Businesses in these situations should consider other options.

2 **HOLD**
Hold the funds and convert to a 1%, 24 mo. loan

3 **RETURN**
Return loan without deploying

TO EVALUATE YOUR OPTIONS, ASK THE FOLLOWING VITAL QUESTIONS:

Do you have revenues?

Can you rehire all or most of your employees?

Is your business sustainable today?



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REMEMBER, BUSINESSES SEEKING MAXIMUM LOAN FORGIVENESS (**OPTION 1**) MUST BE ABLE TO:



Spend → 75%
of the loan
for payroll*



Restore
FTEs and
pay rates



Deploy 8 weeks of
payroll at pre-COVID
weekly levels

If a business cannot meet the conditions above, the amount of loan forgiveness decreases substantially.

Businesses should consider options including converting the forgivable loan to a low-interest loan (**OPTION 2**) or returning the funds (**OPTION 3**).

* Document all rent, utilities, and interest on mortgages for eligible forgiveness of the remaining 25% of your loan payments

