



SCC ARPA Client Forgivable Loan Approval  
For Projects Proposed By Forgivable Loan Recipients  
(excluding CPLC, SCC Schools or WIOA)

Instructions for Forgivable Loan Recipient: please complete the information below

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

1. What do you propose to secure your loan forgiveness?
  
  
  
  
  
  
  
  
  
  
2. How will you demonstrate the 10% valuation required for forgiveness (include how you calculate the cost per hour of your time, receipts, and to whom that valuation will be contributed)

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**Your proposed forgiveness must be pre-approved before you begin your work. Once you have completed this form and it has been reviewed, you will receive a notification of approval via email.**

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Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Next steps in the process:**

1. In January/February CPLC will conduct a short interview (phone or virtual) with you as to your organizational/ business needs
2. When you have completed what you would like to do for forgiveness, we will ask you to email the following to CPLC (contact [mark.mckenna@cplc.org](mailto:mark.mckenna@cplc.org) ) to show work was completed:
  - 1) Secure a letter of commitment from your partner (and dated) verifying it was completed
  - 2) Write a short letter describing your work (and dated) on this project that includes
    - For whom the project was completed and what it accomplished
    - Valuation
    - A few sentences or a paragraph reflecting on your experience
3. CPLC and/or county staff will sign off on your project forgiveness using the documentation on this page below
4. Your letter will be incorporated in a media/press release where the county will feature your work and how forgivable loan recipients are contributing to the community



SCC ARPA Client Forgivable Loan Completion

Instructions for Staff

Please certify that the client completed the following for loan forgiveness:

Letter of project completed/verified date: \_\_\_\_\_

Valuation met for forgiveness (10% of loan value): \$\_\_\_\_\_

Approved by:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_