



[\(/nPortal Portal\)](#)

Save & [Sign Off \(/secur/logout.jsp\)](#)

Exit

[Initi...](#) [Your Loan](#) [Electronic...](#) [Overview](#) [Applicatio...](#) [Request D...](#) [Calculator](#) [Business I...](#) [Controllin...](#) [Demogra...](#) [Review &](#)

Review & Submit

Please verify details of your request. After confirming the details, click on Submit

Electronic Consent

[Edit](#)

Overview

[Edit](#)

PPP Loan Amount

USD 1,058,700.00

Loan/Obligation Number

2442027105

SBA #

24420271-05

Funded Date

4/21/2020

Eligibility For SBA Form 3508S

If you received a PPP Loan of \$150,000 or less, you may qualify for streamlined processing. Choose "Yes" to use Form 3508S for streamlined forgiveness processing. Otherwise, choose "No" to use Form 3508 or 3508EZ

No

Eligibility for Full Time Equivalency / Salary Reduction Exemption

Did you maintain 75% salary per employee

Yes

Did you maintain the number of employees

No

Did Business Operate At Reduced Level

Yes

Eligibility Information

Did the Borrower (together with affiliates, if applicable) receive PPP loans of \$2MM or more?

No

Number of Employees at the time of Forgiveness Application (Please indicate Total Number of Employees, not Average

FTE)

129

Application Type

Edit

EZ Form Selected



Certification 1 - Required

The Borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent during the Covered Period compared to the most recent full quarter before the Covered Period. (For purposes of this statement, "employees" means only those employees that did not receive, during any single period during 2019, wages or salary at an annualized rate of pay in an amount more than \$100,000).

Q1 I certify the item above -

Yes

Certification 2 - At least one of either Certification 2 or 3 required

The Borrower did not reduce the number of employees or the average paid hours of employees between January 1, 2020 and the end of the Covered Period. Ignore reductions that arose from an inability to rehire individuals who were employees on February 15, 2020 if the Borrower was unable to hire similarly qualified employees for unfilled positions on or before December 31, 2020 (or, for a PPP loan made after December 27, 2020, the last day of the Covered Period). Also ignore reductions in an employee's hours that the Borrower offered to restore and the employee refused. See 85 FR 33004, 33007 (June 1, 2020) for more details.

Q2 I certify the item above -
No

Certification 3 - At least one of either Certification 2 or 3 required

The Borrower was unable to operate during the Covered Period at the same level of business activity as before February 15, 2020, due to compliance with requirements established or guidance issued between March 1, 2020 and December 31, 2020 (or, for a PPP loan made after December 27, 2020, requirements established or guidance issued between March 1, 2020 and the last day of the Covered Period) by the Secretary of Health and Human Services, the Director of the Centers for Disease Control and Prevention, or the Occupational Safety and Health Administration, related to the maintenance of standards of sanitation, social distancing, or any other work or customer safety requirement related to COVID-19

Q3 I certify the item above -
Yes

Request Details

Edit

Please use the Covered Period noted below when providing Payroll and Non-Payroll expenses. The start date is the date of the loan disbursement.

Covered Period Start Date
4/21/2020

Covered Period End Date
10/3/2020

In the section below, please enter your Total Payroll Costs and Non-Payroll Payments (related to business agreements dated before February 15, 2020) that are paid and/or incurred over the duration of the Covered Period

Total Payroll Costs EZ
USD 2,180,816.95

Mortgage Interest Payments
USD 0.00

Rent Payments
USD 0.00

Utility Payments
USD 0.00

Covered Operations Expenditures. Input 0 if not applicable
USD 0.00

Covered Property Damage Costs. Input 0 if not applicable
USD 0.00

Covered Supplier Costs. Input 0 if not applicable
USD 0.00

Covered Worker Protection Expenditures. Input 0 if not applicable
USD 0.00

Calculator

Edit

Loan Details

Account
HEATHER GARDENS ASSOCIATION

PPP Loan Amount
USD 1,058,700.00

SBA #
24420271-05

Funded Date
4/21/2020

Payroll and Nonpayroll Costs

Total Payroll Costs

USD 2,180,816.95

Mortgage Interest

Payments

USD 0.00

Rent Payments

USD 0.00

Utility Payments

USD 0.00

Covered Operations Expenditures. Input 0 if not applicable

USD 0.00

Covered Property Damage Costs. Input 0 if not applicable

USD 0.00

Covered Supplier Costs. Input 0 if not applicable

USD 0.00

Covered Worker Protection Expenditures. Input 0 if not applicable

USD 0.00

Potential Forgiveness Amounts

Modified Total Forgiveness Amount

USD 2,180,816.95

PPP Loan Amount

USD 1,058,700.00

Payroll Cost 60% Requirement

USD 3,634,694.92

Forgiveness Amount

Estimated Forgiveness Amount

USD 1,058,700.00

Documentation

List of Documentation Needed

Based on your input, the following list of documentation is needed. You can upload these documents after submitting the application: Non-Payroll Worksheet, Other Entity / Organizational Documents, Payroll Tax Filings, Forgiveness Payroll Cost Calculation, Proof of Payroll Spend

Business Info

[Edit](#)

Draw Type
First Draw

Business Name
THE HEATHER GARDENS
ASSOCIATION

DBA or Tradename, if applicable

Business TIN (EIN, SSN)
840660207

Billing Address (Street)
2888 S Heather Gardens Way,

Billing Address (City, State, Zip)
Aurora CO, 80014,US

Loan Application No of Employees
136

Legal Name
Jill Bacon

Preferred Email Address
jvbacon@gmail.com

Business Phone
(303) 929-7870

Original PPP Loan Amount
USD 1,058,700.00

NAICS Code
813990

Authorized Signer First Name
Jill

Authorized Signer Last Name
Bacon

Authorized Signer Email
jvbacon@gmail.com

Authorized Signer Title
President

Controlling Interest Disclosure

Edit

Borrowers Disclosure
No

Submit

Save & Exit Application

© 2021 KeyCorp. All Rights Reserved

[Diversity Statement \(https://www.key.com/about/diversity/diversity-and-inclusion.jsp\)](https://www.key.com/about/diversity/diversity-and-inclusion.jsp)

[Disclosures \(https://www.key.com/about/misc/user-agreement.jsp\)](https://www.key.com/about/misc/user-agreement.jsp)

[Privacy Statement \(https://www.key.com/about/misc/online-privacy-statement.jsp\)](https://www.key.com/about/misc/online-privacy-statement.jsp)

[Key.com \(https://keynet.keybank.com/\)](https://keynet.keybank.com/)





Paycheck Protection Program Loan Forgiveness

For Borrowers

Paycheck Protection Program (PPP) borrowers may be eligible for loan forgiveness if the funds were used for eligible payroll costs, payments on business mortgage interest payments, rent, or utilities during either the 8- or 24-week period after disbursement. A borrower can apply for forgiveness once it has used all loan proceeds for which the borrower is requesting forgiveness. Borrowers can apply for forgiveness any time up to the maturity date of the loan. If borrowers do not apply for forgiveness within 10 months after the last day of the covered period, then PPP loan payments are no longer deferred and borrowers will begin making loan payments to their PPP lender.

How to Apply for Loan Forgiveness

1. Contact your PPP Lender and complete the correct form

Your Lender can provide you with either the SBA Form 3508, SBA Form 3508EZ, SBA Form 3508S, or a Lender equivalent.

The 3508EZ and the 3508S are shortened versions of the application for borrowers who meet specific requirements. Your Lender can provide further guidance on how to submit the application.



2. Compile your documentation

Payroll (provide documentation for all payroll periods that overlapped with the Covered Period or the Alternative Payroll Covered Period):

- Bank account statements or third-party payroll service provider reports documenting the amount of cash compensation paid to employees.
- Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the Covered Period or the Alternative Payroll Covered Period:
 - Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941); and
 - State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state.
- Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee health insurance and retirement plans that the borrower included in the forgiveness amount.



Non-payroll (for expenses that were incurred or paid during the covered period and showing that obligations or services existed prior to February 15, 2020):

- Business mortgage interest payments: Copy of lender amortization schedule and receipts verifying payments, or lender account statements.
- Business rent or lease payments: Copy of current lease agreement and receipts or cancelled checks verifying eligible payments.
- Business utility payments: Copies of invoices and receipts, cancelled checks or account statements.

This list of documents required to be submitted to the Lender is not all-inclusive. Please refer to www.sba.gov/ppp for a complete list of requirements, instructions and forms.

3. Submit the forgiveness form and documentation to your PPP Lender



Complete your loan forgiveness application and submit it to your Lender with the required supporting documents and follow up with your Lender to submit additional documentation as requested. Consult your Lender for additional guidance and provide requested documentation in a timely manner.

4. Continue to communicate with your Lender throughout the process



If SBA undertakes a loan review of your loan, your Lender will notify you of the review and the SBA loan review decision. You have the right to appeal certain SBA loan review decisions. Your Lender is responsible for notifying you of the forgiveness amount paid by SBA and the date on which your first payment will be due, if applicable.

Please Note:

If applicable, SBA will deduct any EIDL advance amount you have received from the forgiveness amount remitted to the Lender, as required by section 1110(e)(6) of the CARES Act. Borrowers are required to retain certain documents for six years after the date the loan is forgiven or repaid in full.

Questions? Contact your PPP Lender or find more information at www.sba.gov/ppp



U.S. Small Business
Administration

All SBA programs and services are extended to the public on a non-discriminatory basis. (10/2020)