

**Congress of the United States**  
**Washington, DC 20515**

April 17, 2020

The Honorable Steve Mnuchin  
Secretary  
U.S. Department of Treasury  
1500 Pennsylvania Ave. NW  
Washington, DC 20220

The Honorable Jovita Carranza  
Administrator  
Small Business Administration  
409 3<sup>rd</sup> St. SW  
Washington, DC 20416

Dear Secretary Mnuchin and Administrator Carranza:

We write to urge you to allow small colleges and universities to use full-time equivalent (FTE) instead of headcount as it pertains to eligibility for the Paycheck Protection Program (PPP). During these unprecedented times, small colleges and universities, especially those in rural areas, have been hurt, and PPP could act as a lifeline. However, since many of these institutions hire part-time workers and have more flexible work schedules, they would only qualify for PPP if FTE is used for eligibility.

Colleges and universities are the bedrock of a number of communities across the United States. They not only educate the next generation, they also offer employment opportunities for many in these communities. These institutions act as economic drivers in small towns and cities, and if they have to lay off their workforce, local economies will suffer even more. The Coronavirus Aid, Relief, and Economic Security (CARES) Act established the Paycheck Protection Program (PPP) to help community institutions, like small colleges and universities, survive these hard times and thrive once the COVID-19 pandemic is defeated. Without an exemption to using headcount, and instead allowing the use of FTE, these institutions will likely not be able to keep those in their communities employed.

We strongly urge you to allow for small colleges and universities to use FTE when applying for the Paycheck Protection Program. Communities across the country will benefit from these institutions being able to continue to pay their employees.

We appreciate your consideration of our request and look forward to your response.

Sincerely,



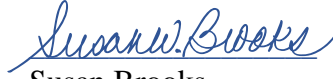
Steve Womack  
Member of Congress



Ron Kind  
Member of Congress



Troy Balderson  
Member of Congress



Susan Brooks  
Member of Congress



Larry Bucshon, M.D.  
Member of Congress



Steve Cohen  
Member of Congress



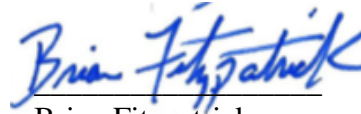
Rick Crawford  
Member of Congress



Charlie Crist  
Member of Congress



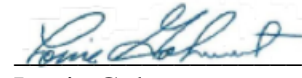
Sharice L. Davids  
Member of Congress



Brian Fitzpatrick  
Member of Congress



Bill Flores  
Member of Congress



Louie Gohmert  
Member of Congress



French Hill  
Member of Congress



Dan Meuser  
Member of Congress



Joseph D. Morelle  
Member of Congress



Glenn "GT" Thompson  
Member of Congress



Bruce Westerman  
Member of Congress



Chris Stewart  
Member of Congress

*Rob Woodall*

Rob Woodall  
Member of Congress