



U.S. Department of Transportation

# Aviation Manufacturing Jobs Protection (AMJP) Program

## Webinar #2

Thursday, July 1, 2021



# Administrative matters

- We anticipate posting this presentation online.
- We anticipate posting a recording of the webinar online as well.
- We have structured this presentation around questions we have already received.
- We will try to answer as many additional questions as we can.



# Overview of this presentation

- Webinar #1 (May 26, 2021) is still available online for those looking for an overview of the program (purpose, structure, and high-level policies).
- Primary focus today is a deeper dive into the actual application process.
- Will also highlight three important clarifications and corrections made since the application process began on June 15.

# The application process involves three agencies

## General Services Administration

Operates the System for Award Management (SAM)  
*(government-wide system)*

### For assistance

Call (866) 606-8220 or go to  
<https://sam.gov/content/home>

**Contact with questions on status of SAM registration.**

## GrantSolutions.gov

Operates the GrantSolutions platform that the AMJP is using  
*(and that many other agencies use for their programs)*

### For assistance

Call (301) 818-5210 or email  
[dot.amjp@grantsolutions.gov](mailto:dot.amjp@grantsolutions.gov)

**Contact with technical or I.T. questions about submitting the application and supporting documentation.**

## Department of Transportation

Program office implementing the AMJP

### For assistance

Email [amjp@dot.gov](mailto:amjp@dot.gov)

**Contact with program- or policy-related questions, including substantive questions on eligibility or requirements.**

Email questions to [AMJP@dot.gov](mailto:AMJP@dot.gov)



U.S. Department of Transportation





U.S. Department of Transportation

# How to apply



## Basic steps to apply

1. Read the Federal Register notice, FAQs and other materials.
2. Complete the pre-screening tool (on the DOT website)
3. Link to create a user account on the GrantSolutions platform.
4. Download the fillable PDF file.
5. Input all required information.
6. Upload the completed PDF file into the GrantSolutions platform (along with all required documentation).

[How to Apply](#)[DUNS and SAM Registration](#)[AMJP Overview](#)[AMJP Background](#)[AMJP Eligible Companies](#)[Eligible Employee Groups](#)[AMJP Paperwork Reduction Act](#)[AMJP Webinar Resources](#)[Related Links](#)

- [Sign up for AMJP updates](#)
- [Webinar: Thursday, July 1 at 1:00 p.m. Eastern time \(no registration required\)](#)

## Aviation Manufacturing Jobs Protection Program



The Aviation Manufacturing Jobs Protection (AMJP) Program is a new program under the American Rescue Plan that can provide funding to [eligible businesses](#), to pay up to half of their compensation costs for certain [categories of employees](#), for up to six months.

In return, the business is required to make several commitments, including a commitment that the company will not involuntarily furlough or lay off employees with that group during the same six-month period.

### The AMJP application process is now open!

#### Key dates:

- Tuesday, June 15** at 8:00 a.m. prevailing Eastern time—application system goes live.
- Tuesday, June 22** at 5:00 p.m. prevailing Eastern time—any questions about the application process due to be submitted at [AMJP@dot.gov](mailto:AMJP@dot.gov).
- Tuesday, July 13** at 5:00 p.m. prevailing Eastern time—all applications must be submitted via the official application portal.

View the links and critical instructions on the [AMJP Application Process](#) page.

[How to Apply](#)[DUNS and SAM Registration](#)[AMJP Overview](#)[AMJP Background](#)[AMJP Eligible Companies](#)[Eligible Employee Groups](#)[AMJP Paperwork Reduction Act](#)[AMJP Webinar Resources](#)

## Related Links

- [Sign up for AMJP updates](#)

## AMJP Application Process

Find more information and key AMJP application resources below:

- Please review the [AMJP Application Process Overview steps](#) before you begin
- To begin the application process, please click to launch the [AMJP Eligibility Screening Tool](#)
- To return to the application process after you have already begun, [log in](#)

### IMPORTANT UPDATES

- [Corrected information on the Payroll Support Program \(PSP\)](#) (issued June 22, 2021)
- [Corrected information on use of calendar-year data rather than tax-year data](#) (issued June 24, 2021)
- [Corrected footnote on size of the Eligible Employee Group \(EEG\)](#) (issued June 28, 2021)

### Additional Resources:

- [Federal Register Notice](#) published June 14, 2021
- [Frequently Asked Questions \(FAQs\)](#) published June 17, 2021
- [Sample Application Form](#) (for information/reference only) (Corrected June 28, 2021)
- [Sample Supporting Documentation](#)

Last updated: Monday, June 28, 2021





## INTRODUCTION

This document is provided to help businesses applying for the AMJP examples of supporting documentation that may be sufficient to support part of the AMJP application. The documents identified in this document are responsible for identifying and submitting documentation application data. Applicants are encouraged to annotate their support highlight the relevant data elements.

In selecting supporting documentation, applicants should provide the of information available. The list below identifies types of supporting less authoritative. The more authoritative the documentation, the faster review the applications, and the lower the likelihood of requiring additional

| Level of Reliability | Type of Supporting Documents                 | Description   |
|----------------------|--|---|
| <p>Higher</p>        | Official business records                    | Include historical records that were signed and dated, audited, or filed with external oversight agencies (e.g., U.S. Department of the Treasury, U.S. Securities and Exchange Commission, Small Business Administration).            |
|                      | System-generated documents                   | Documents generated from the business's official systems of record. If the document does not include an automatic timestamp and system reference (i.e., name of system, title of report), applicant should annotate this information. |
|                      | Work papers and/or manually prepared reports | Include documents and/or manually prepared reports to support AMJP application data. <b>Applicant should sign and date any manually prepared work papers.</b>   |
| Lower                |  |   |

**REMINDER:** Applicants must redact any Personally Identifiable Information (PII), Social Security numbers, employee names or identification numbers, or prior to uploading supporting documentation to the AMJP application.

The subsequent pages provide additional examples of supporting documentation in three categories:

- Operating revenue;
- Eligible Employee Group and total compensation level data; and
- Corporate structure.

| Level of Reliability | Type of Supporting Documents                 | Description   | Examples   |
|----------------------|--|---|--|
| <p>Higher</p>        | Official business records                    | Include historical records that were signed and dated, audited, or filed with external oversight agencies (e.g., U.S. Department of the Treasury, U.S. Securities and Exchange Commission, Small Business Administration).            | Tax filings, audited financial statements, bank account statements, SEC filings, etc.      |
|                      | System-generated documents                   | Documents generated from the business's official systems of record. If the document does not include an automatic timestamp and system reference (i.e., name of system, title of report), applicant should annotate this information. | Reports generated from the applicant's financial/accounting, labor, and/or payroll systems |
|                      | Work papers and/or manually prepared reports | Include documents and/or manually prepared reports to support AMJP application data. <b><u>Applicant should sign and date any manually prepared work papers.</u></b>  | Custom reports prepared in support of the application                                      |
| Lower                |  |   |  |



[How to Apply](#)[DUNS and SAM Registration](#)[AMJP Overview](#)[AMJP Background](#)[AMJP Eligible Companies](#)[Eligible Employee Groups](#)[AMJP Paperwork Reduction Act](#)[AMJP Webinar Resources](#)**Related Links**

- [Sign up for AMJP updates](#)

## AMJP Application Process

Find more information and key AMJP application resources below:

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- [Sample Supporting Documentation](#)





U.S. Department of Transportation

# Pre-screening tool



# Aviation Manufacturing Jobs Protection (AMJP) Program: Eligibility Screening Tool

This questionnaire helps businesses assess whether their organizations meet the basic criteria to apply for funding under the Aviation Manufacturing Jobs Protection (AMJP) Program. For further detail, refer to the Department of Transportation's AMJP Program website at <https://www.transportation.gov/AMJP/companies-eligible-help-under-amjp>.

This is only a pre-screening template. It does not represent the actual application for AMJP funding. Responses to this questionnaire will have no direct bearing on applicant eligibility. Upon completion, applicants that appear to meet these initial criteria will receive a link to the actual AMJP application portal.

1. Review the following statements with respect to the business:

A) The company actively manufactures an aircraft, aircraft engine, propeller, or a component, part, or systems of an aircraft or aircraft engine under a Federal Aviation Administration (FAA) production approval. Note: The term "active" is defined in FAA Order 8120.23A, Sec. 3-3(b), and means that "FAA has issued a new production approval, or the PAH [production approval holder] has produced and/or shipped products or articles within the past 12 months." OR

B) The business holds a certificate issued under Title 14, Code of Federal Regulations (C.F.R.), part 145, for maintenance, repair, and overhaul of aircraft, aircraft engines, components, or propellers. OR

C) The business operates a process certified under SAE AS9100 (<https://www.sae.org/standards/content/as9100/>) related to the design, development, or provision of an aviation product or service, including a part, component, or assembly.

Please select "Yes" if any of the above statements are true or "No" if none of them apply to the business. \*

☐ Yes

☐ No

Next

## Aviation Manufacturing Jobs Protection (AMJP) Program: Eligibility Screening Tool

### Follow these instructions to apply

Based on your response, the business appears to satisfy at least one of the basic criteria to apply for AMJP funding. There are several other requirements as well.

To apply, access the application portal, GrantSolutions.

NEW GrantSolutions Users: Follow this link to request an account and email the completed form to [DOT.AMJP@GrantSolutions.gov](mailto:DOT.AMJP@GrantSolutions.gov) for priority processing. Once your account has been created, you will receive a link to log into GrantSolutions and can initiate an application.



<https://home.grantsolutions.gov/home/wp-content/uploads/2021/06/Grant-Recipient-User-Account-Request-Form-2021-1.pdf>

EXISTING GrantSolutions Users: Follow this link to log into GrantSolutions and initiate an application:

[https://www.grantsolutions.gov/auth/realms/Grantsolutions/protocol/openid-connect/auth?response\\_type=code&client\\_id=home&redirect\\_uri=https%3A%2F%2Fwww.grantsolutions.gov%2Fgshome%2Fhome&state=acf1cbd1-0b80-4f56-820f-a3ee34fc52ba&login=true&scope=openid](https://www.grantsolutions.gov/auth/realms/Grantsolutions/protocol/openid-connect/auth?response_type=code&client_id=home&redirect_uri=https%3A%2F%2Fwww.grantsolutions.gov%2Fgshome%2Fhome&state=acf1cbd1-0b80-4f56-820f-a3ee34fc52ba&login=true&scope=openid)

Back

Submit





U.S. Department of Transportation

# Username request form for GrantSolutions.gov



## Grant Recipient User Account Request Form

Please use this form to request the following GrantSolutions Grant Recipient user account actions:

- Create a new account at an existing Grant Recipient organization
- Update information pertaining to an existing Grant Recipient account
- Close an existing Grant Recipient account

### Create New User Account

The new user's Supervisor or Authorized Official must approve all account requests.

1. The user must complete the form
2. The user who is receiving access must:
  - a. Sign and date Part 1 of the form (Rules of Behavior)
3. The Supervisor or Authorized Official must verify and sign Part 2 of the User Account Request Form

### Update Existing User Account

Should any information regarding an existing Grant Recipient user account change, please select "Request Type: Account Change" and complete the form in its entirety. Changes to existing accounts may include:

- Change of user's role
- Update of user's contact information

### Close Existing User Account

Should a user's account need to be closed, the user's Supervisor or Authorized Official should select "Request Type: Account Closure" and complete Part 2 of the form in its entirety or send an email requesting closure to [help@grantsolutions.gov](mailto:help@grantsolutions.gov).

### Submission of the User Account Request Form

The Supervisor or Authorized Official must submit all forms to the GrantSolutions Support Center. Completed forms should be submitted to the **GrantSolutions Support Center** by email or fax:

- Email: [help@grantsolutions.gov](mailto:help@grantsolutions.gov)
- Fax: (301) 998-7272

The Support Center will verify all account requests. Request forms sent via email must be scanned to original signatures.

it address. Upon initial login, the



**Authorizing Official/Authorizing Representative:** The Grantee Authorizing Official (ADO) is responsible for the oversight of activities performed by the Grantee Security Monitor. Listed as the Authorizing Official on the Notice of Award.

**Financial Officer:** The Grantee Financial Official (FO) is responsible for the oversight of activities performed by the Grantee Financial Support Staff.

**Financial Officer Support:** The Grantee Financial Support Staff (FSS) role is to assist the Grantee Financial Official in the grantee organization.

**Program Director/Principal Investigator:** The Principal Investigator/Program Director (PI/PD) is responsible for the oversight of activities performed by Support Staff.

**Support Staff:** The Grantee Support Staff's role is to assist the Principal Investigator or Program Director in the grantee organization.





## Grant Recipient User Account Request Form: Part 1

### Rules of Behavior

As a User granted Grant Recipient access in GrantSolutions, I agree to abide by the following:

- I will not disclose data from the GrantSolutions system to any unauthorized users.
- I will not make any unencrypted electronic copies of data from the GrantSolutions system.
- I will take all reasonable steps to ensure I do not violate the privacy and confidentiality of all data from the GrantSolutions systems as per the Privacy Act of 1974.
- I will ensure the proper disposal of data (in any format) and printed reports.
- I will access the GrantSolutions system only to the extent that my duties require such access.
- I will report inappropriate or malicious use of the GrantSolutions system to the GrantSolutions Help Desk (at [help@grantsolutions.gov](mailto:help@grantsolutions.gov) or toll-free at (866) 577-0771) and to the GrantSolutions Information System Security Officer at [jacob.kuruvilla@grantsolutions.gov](mailto:jacob.kuruvilla@grantsolutions.gov).
- I will immediately notify the GrantSolutions Help Desk of any account changes, including the need to close my account.

User Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

User Signature \_\_\_\_\_

## Grant Recipient User Account Request Form: Part 2

**Request Type:** ☐ New Account ☐ Account Change ☐ Account Closure

**Partner Agency:**

**Department of Health & Human Services**

- ☐ Administration for Children and Families
- ☐ Administration for Community Living
- ☐ Centers for Disease Control and Prevention
- ☐ Centers for Medicare & Medicaid Services
- ☐ Health Resources & Services Administration
- ☐ Indian Health Service
- ☐ Office of Head Start
- ☐ Office of the Assistant Secretary for Health
- ☐ Office of the Assistant Secretary for Preparedness and Response
- ☐ Office of the National Coordinator for Health Information Technology

**Department of Homeland Security**

- ☐ Citizenship and Immigration Services

**Department of Transportation**

- ☐ Federal Motor Carrier Safety Administration
- ☐ Federal Railroad Administration
- ☐ Office of the Secretary (AMJP)

**Department of the Treasury**

- ☐ Internal Revenue Service
- ☐ Office of Grant Community Relations

**Other Agencies**

- ☐ Bureau of the Fiscal Service
- ☐ Consumer Product Safety Commission
- ☐ Denali Commission
- ☐ Department of Agriculture
- ☐ Department of Housing and Urban Development
- ☐ Department of the Interior
- ☐ Environmental Protection Agency
- ☐ Gulf Coast Ecosystem Restoration Council
- ☐ Public Health Service
- ☐ Small Business Administration
- ☐ Social Security Administration
- ☐ Treasury – RESTORE Act
- ☐ Other:

**Grant Recipient (Organization):**

**Address 1 (Organization):**

**Address 2 (Organization):**

**City:**

**Grant Number(s):**

**DUNS:**

**User First Name:**

**Title:**


**Phone:**

**Email:**

**State:**

**ZIP:**

**User Last Name:**

 PARTNERS IN INNOVATION

**Authority:**

- ☐ Authorizing Official/Authorizing Representative
- ☒ Financial Officer
- ☒ Financial Officer Support

**Supervisor or Authorized Official Name:**

**Title:**

**Signature:**

**Program Director/Principal Investigator**

☒ Support Staff


**Note: The Supervisor or Authorized Official should sign requests.**

**Please don't use these roles for this program**

### Follow these instructions to apply

Based on your response, the business appears to satisfy at least one of the basic criteria to apply for AMJP funding. There are several other requirements as well.

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<https://home.grantsolutions.gov/home/wp-content/uploads/2021/06/Grant-Recipient-User-Account-Request-Form-2021-1.pdf>

EXISTING GrantSolutions Users: Follow this link to log into GrantSolutions and initiate an application:

[https://www.grantsolutions.gov/auth/realms/Grantsolutions/protocol/openid-connect/auth?response\\_type=code&client\\_id=home&redirect\\_uri=https%3A%2F%2Fwww.grantsolutions.gov%2Fgshome%2Fhome&state=acf1cbd1-0b80-4f56-820f-a3ee34fc52ba&login=true&scope=openid](https://www.grantsolutions.gov/auth/realms/Grantsolutions/protocol/openid-connect/auth?response_type=code&client_id=home&redirect_uri=https%3A%2F%2Fwww.grantsolutions.gov%2Fgshome%2Fhome&state=acf1cbd1-0b80-4f56-820f-a3ee34fc52ba&login=true&scope=openid)

Back

Submit



U.S. Department of Transportation

**GrantSolutions.gov**







# GrantSolutions COVID-19 Support

GrantSolutions Partners and recipients are the top priority. GrantSolutions will continue to provide uninterrupted grants management support during this national emergency.

[INFORMATION ON COVID-19](#)







# Login

Login using any of the following services

GrantSolutions Username:

GrantSolutions Password:

Submit

OR

 **LOGIN.GOV**  
for Recipients & Grantors

 **AMS** for Grantors

[Forgot username or password?](#)

[Don't have a GrantSolutions account? Request new user account.](#)

## GrantSolutions Updates

Standard downtimes for security and system enhancements occur every Thursday from 9:00 pm ET until approximately 1:00 am ET on Friday.

Next Planned Downtime: April 1st, 20

## Current Issues

5 Known Issues

## My Applications List

| Application Number<br>Grant Number  | Title | Application Type | Fed Received Date | Project Period | Due Date | Status | Action |
|---|-------|------------------|-------------------|----------------|----------|--------|--------|
| You have not started to work on any applications. <a href="#">Begin an application.</a> |       |                  |                   |                |          |        |        |



[Return to Announcements](#)

## Competing Announcements - Application Kits

Click on the link provided in the announcement title to view details about the selected announcement. Click on the Apply link at the right to begin the application.

| Announcement Title  | Program Office  | Grant Program   | Due Date   | Announcement Type | Action                |
|---|---|---|------------|-------------------|-----------------------|
| <a href="#">PO Test Title</a>   | CMCS (Connecting Kids to Coverage (CKC HK AIAN)         | Connecting Kids to Coverage (CKC HK AIAN)                                       | 06/30/2021 | New               | <a href="#">Apply</a> |
| <a href="#">Mobile Crisis FY21</a>  | Center for Medicaid and CHIP Services                   | Section 9813 State Planning Grants for Qualifying Community-Based Mobile Crisis | 05/30/2025 | New               | <a href="#">Apply</a> |
| <a href="#">FY20 HOPWA Test NOFA</a>  | Housing Opportunities for Persons with AIDS             | Housing Opportunities for Persons with AIDS                                     | 09/30/2021 | New               | <a href="#">Apply</a> |
| <a href="#">Youth Homelessness Demonstration Program</a>                      | Youth Homelessness Demonstration Project                | Youth Homelessness Demonstration Project  | 10/01/2022 | New               | <a href="#">Apply</a> |
| <a href="#">regression test 01062021</a>                                      | National Resilient Disaster Recovery Competition        | National Resilient Disaster Recovery Competition                                | 08/20/2021 | New               | <a href="#">Apply</a> |
| <a href="#">regression test 01062021 prepop</a>                               | National Resilient Disaster Recovery Competition        | National Resilient Disaster Recovery Competition                                | 08/20/2021 | New               | <a href="#">Apply</a> |
| <a href="#">FPL 3b IAA Test</a>   | The Office of Gulf Coast Ecosystem Restoration Council  | FPL 3b IAA Program Activity   | 06/30/2021 | New               | <a href="#">Apply</a> |
| <a href="#">DHS - CWT Test</a>  | Cybersecurity and Infrastructure Security Agency (CISA) | Cybersecurity and Workforce Development and Training (CWT)                      | 08/31/2021 | New               | <a href="#">Apply</a> |
| <a href="#">Aviation Manufacturing Jobs Protection Program</a>                | AMJP PSO  | Aviation Manufacturing Jobs Protection  | 07/15/2021 | New               | <a href="#">Apply</a> |
| <a href="#">Test AMJ</a>  | AMJP PSO  | Aviation Manufacturing Jobs Protection  | 06/24/2022 | New               | <a href="#">Apply</a> |
| <a href="#">Fiscal Year 2021 OIA Capital Improvement Project (CIP) Grants</a> | Office of Insular Affairs - Program                     | Capital Improvement Project Program   | 09/30/2021 | New               | <a href="#">Apply</a> |
| <a href="#">UAT test</a>  | ASPR/Office of Emergency Operations                     | Hospital Preparedness Program   | 04/20/2022 | New               | <a href="#">Apply</a> |
| <a href="#">FY21 CX Replacement</a>   | ACF/FYSB - Division of Youth Services                   | CX - Transitional Living Program  | 09/30/2021 | New               | <a href="#">Apply</a> |
| <a href="#">bk-test-egf</a>   | ACF/FYSB - Family Violence Prevention                   | EV - Family Violence Prevention & Services                                      | 08/03/2021 | New               | <a href="#">Apply</a> |
| <a href="#">State Exchange Modernization 2021</a>                             | CCIIO (State Exchange Planning and Implementation)      | State Exchange Planning and Implementation                                      | 05/30/2024 | New               | <a href="#">Apply</a> |
| <a href="#">CK DOI DNP FST 05/03/21</a>                                       | AID TO TRIBAL GOVERNMENTS                               | AID TO TRIBAL GOVERNMENT  | 07/30/2021 | New               | <a href="#">Apply</a> |
| <a href="#">CK DOI PP FST 05/18/21</a>  | AID TO TRIBAL GOVERNMENTS                               | AID TO TRIBAL GOVERNMENT  | 07/30/2021 | New               | <a href="#">Apply</a> |
| <a href="#">Copy of DOI Full test report SA 6/7/2021 SA</a>                   | ENVIRONMENT   | DECRM - AGRICULTURE ON INDIAN LANDS   | 06/24/2021 | New               | <a href="#">Apply</a> |
| <a href="#">Copy of DOI Full test report SA 6/7/2021 SA</a>                   | ENVIRONMENT   | DECRM - AGRICULTURE ON INDIAN LANDS   | 06/24/2021 | New               | <a href="#">Apply</a> |
| <a href="#">DOI Full test report SA 6/7/2021</a>                              | ENVIRONMENT   | DECRM - AGRICULTURE ON INDIAN LANDS   | 06/24/2021 | New               | <a href="#">Apply</a> |

## GrantSolutions Application Control Checklist

### Work in Progress

This is your GrantSolutions Application Control Checklist (EACC). You will use the EACC to track the status of your application.

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Required items are noted by the exclamation point image. If an enclosure has not been verified, a red 'X' image is displayed.

To review the grant announcement and application kit details, including all guidance and requirements, please click [here](#).

### Print Application:

[Original Submission](#)

|                    |   |
|--------------------|---|
| Applicant          | Lone Star Aviation  |
| Application Number | (To be assigned)  |
| Program            | DOTOS - DOT Office of the Secretary   |
| Announcement       | <a href="#">Aviation Manufacturing Jobs Protection Program</a>                                      |
| Service Area       | HQ/HQ   |
| Project Title      | Aviation Manufacturing Jobs Protection Program  |
| Due Date           | 07/15/2021 05:00 PM (GMT - 05:00) Eastern Time (US & Canada)  |

### Information for the Applicant

\*\*\*IMPORTANT: READ CAREFULLY BEFORE PROCEEDING\*\*\* This section of the table provides links to the AMJP application, application instructions, and sample supporting documentation. Click "View Original Version" to download a fillable PDF application.

\*\*\*WARNING: Do NOT click "View PDF" as the form will not be fillable and will not be accepted.\*\*\*

| Enclosure(s) | Attachment(s) | Status |
|--------------|---------------|--------|
|--------------|---------------|--------|

|  |     |   |
|--|-----|---|
|  | N/A |  |
|--|-----|---|

|  |     |   |
|--|-----|---|
|  | N/A |  |
|--|-----|---|

## GrantSolutions Application Control Checklist

### Work in Progress

| Information for the Applicant          |  | Enclosure(s)  | Attachment(s)   | Status                   |
|--|--|---|---|--------------------------|
| ★                                      | ***IMPORTANT: READ CAREFULLY BEFORE PROCEEDING*** This section of the table provides links to the AMJP application, application instructions, and sample supporting documentation. Click "View Original Version" to download a fillable PDF application. |   | N/A   | <input type="checkbox"/> |
| ★                                      | ***WARNING: Do NOT click "View PDF" as the form will not be fillable and will not be accepted.***  |   | N/A   | <input type="checkbox"/> |
|  | AMJP Application and Instructions. Click "View Original Version" to download the instructions along with the application as a fillable PDF.  | <a href="#">View PDF</a><br><a href="#">View Original Version</a> | N/A   | <input type="checkbox"/> |
|  | Sample Supporting Documentation. This file provides supplemental information to help applicants identify and provide the requested supporting documentation.   | <a href="#">View PDF</a><br><a href="#">View Original Version</a> |   | <input type="checkbox"/> |
| Additional Information to be Submitted |  | Enclosure(s)  | Attachment(s)   | Status                   |
| ★                                      | ***IMPORTANT: READ CAREFULLY BEFORE PROCEEDING*** This section of the table provides placeholders for uploading the completed AMJP application and supporting documentation. ALWAYS upload files by clicking the "Uploaded Files" link.                  |   | N/A   | <input type="checkbox"/> |
| ★                                      | ***WARNING: DO NOT click "Mail-in Items". DOT is NOT accepting any AMJP documentation via mail-in.***  |   | N/A   | <input type="checkbox"/> |
|  | Completed AMJP Application (REQUIRED)  |   | 0 <a href="#">Uploaded Files</a><br>0 <a href="#">Mail-in Items</a> | <input type="checkbox"/> |
|  | Question 1 Attachments (AS APPLICABLE)   |   | 0 <a href="#">Uploaded Files</a><br>0 <a href="#">Mail-in Items</a> | <input type="checkbox"/> |
|  | Question 3 Attachments (REQUIRED)  |   | 0 <a href="#">Uploaded Files</a><br>0 <a href="#">Mail-in Items</a> | <input type="checkbox"/> |

ApplicantLone Star Aviation

Application Number(To be assigned)

of the Secretary

[Jobs Protection Program](#)

Jobs Protection Program

GMT - 05:00) Eastern Time (US & Canada)

|   | Enclosure(s)  | Attachment(s)   | Status                   |
|---|---|---|--------------------------|
| This section of the table provides links to the AMJP application, click "View Original Version" to download a fillable PDF application. |   | N/A   | <input type="checkbox"/> |
| File and will not be accepted.***   |   | N/A   | <input type="checkbox"/> |
| Download the instructions along with the application as a fillable  | <a href="#">View PDF</a><br><a href="#">View Original Version</a> | N/A   | <input type="checkbox"/> |
| information to help applicants identify and provide the requested   | <a href="#">View PDF</a><br><a href="#">View Original Version</a> | N/A   | <input type="checkbox"/> |
|   | Enclosure(s)  | Attachment(s)   | Status                   |
| This section of the table provides placeholders for uploading the   |   | N/A   | <input type="checkbox"/> |
| US upload files by clicking the "Uploaded Files" link.  |   | N/A   | <input type="checkbox"/> |
| any AMJP documentation via mail-in.***  |   | 0 <a href="#">Uploaded Files</a><br>0 <a href="#">Mail-in Items</a> | <input type="checkbox"/> |
|   |   | 0 <a href="#">Uploaded Files</a><br>0 <a href="#">Mail-in Items</a> | <input type="checkbox"/> |
|   |   | 0 <a href="#">Uploaded Files</a><br>0 <a href="#">Mail-in Items</a> | <input type="checkbox"/> |

Question 3 Attachments (REQUIRED)

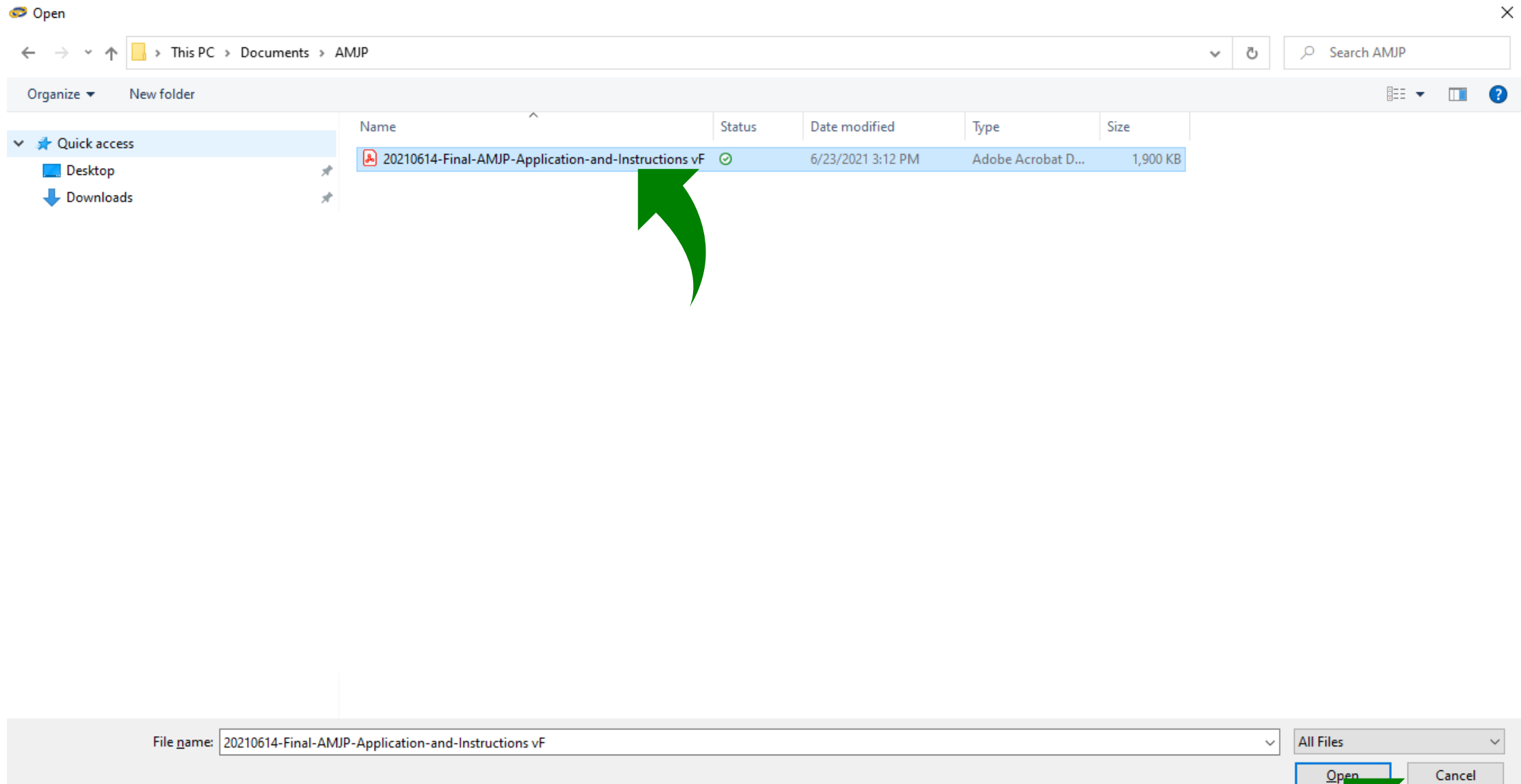
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20210614-Final-A....pdf

Show all





## Attachments

You may upload file attachments or specify mail-in items for the enclosure below:

Organization Name: Lone Star Aviation  
 Application Number: (To be assigned)  
 Project Title: Aviation Manufacturing Jobs Protection Program  
 Project Period: 09/01/2021 to 02/28/2022

Enclosure: Completed AMJP Application (REQUIRED)  
 Number of Attachments: 0

| Item Description | Type | Review | Action |
|------------------|------|--------|--------|
| (Empty)          |      |        |        |

Upload Attachment

Add Mail-in Item

Close



**Attachment - Upload**

Organization Name: Lone Star Aviation  
Application Number: (To be assigned)  
Project Title: Aviation Manufacturing Jobs Protection Program  
Project Period: 09/01/2021 to 02/28/2022

\*Description:

\*Step 1: Select a file  
 No file chosen

Step 2: Press the attach button to have GrantSolutions upload the file. Please allow sufficient time for the file upload to complete. Time will vary based upon your connection speed and the size of your file. If the file is successfully uploaded, you will be returned to the attachment list.

Action

**Attachment - Upload**

Organization Name: Lone Star Aviation  
Application Number: (To be assigned)  
Project Title: Aviation Manufacturing Jobs Protection Program  
Project Period: 09/01/2021 to 02/28/2022

\*Description: **Completed AMJP Application** ★

\*Step 1: Select a file  
 No file chosen

Step 2: Press the attach button to have GrantSolutions upload the file. Please allow sufficient time for the file upload to complete. This will vary based upon your connection speed and the size of your file. If the file is successfully uploaded, you will be returned to the attachment list.

s for the enclosure below:

Action

## Attachments

You may upload file attachments or specify mail-in items for the enclosure below:

Organization Name: Lone Star Aviation  
Application Number: (To be assigned)  
Project Title: Aviation Manufacturing Jobs Protection Program  
Project Period: 09/01/2021 to 02/28/2022

Enclosure: Completed AMJP Application (REQUIRED)  
Number of Attachments: 1

| ★ | Item Description           | Type   | Review  | Action                 |
|---|----------------------------|--------|---------|------------------------|
|   | Completed AMJP Application | Upload | Pending | <a href="#">Remove</a> |

[Upload Attachment](#)[Add Mail-in Item](#)[Close](#)



## GrantSolutions Application Control Checklist

### Work in Progress

|   |   |   |                                       |
|---|---|---|---------------------------------------|
| AMJP Application and Instructions. Click "View Original Version" to download the instructions along with the application as a fillable PDF.   | <a href="#">View PDF</a><br><a href="#">View Original Version</a> | N/A   | <input type="checkbox"/>              |
| Sample Supporting Documentation. This file provides supplemental information to help applicants identify and provide the requested supporting documentation.  | <a href="#">View PDF</a><br><a href="#">View Original Version</a> | N/A   | <input type="checkbox"/>              |
| <b>Additional Information to be Submitted</b>   | <b>Enclosure(s)</b>   | <b>Attachment(s)</b>  | <b>Status</b>                         |
| ***IMPORTANT: READ CAREFULLY BEFORE PROCEEDING*** This section of the table provides placeholders for uploading the completed AMJP application and supporting documentation. ALWAYS upload files by clicking the "Uploaded Files" link. |   | N/A   | <input type="checkbox"/>              |
| ***WARNING: DO NOT click "Mail-in Items". DOT is NOT accepting any AMJP documentation via mail-in.***   |   | N/A   | <input type="checkbox"/>              |
| ★ <b>Completed AMJP Application (REQUIRED)</b>  |   | 1 <a href="#">Uploaded Files</a><br>0 <a href="#">Mail-in Items</a> | ★ <input checked="" type="checkbox"/> |
| <b>Question 1 Attachments (AS APPLICABLE)</b>   |   | 0 <a href="#">Uploaded Files</a><br>0 <a href="#">Mail-in Items</a> | <input type="checkbox"/>              |
| <b>Question 3 Attachments (REQUIRED)</b>  |   | 0 <a href="#">Uploaded Files</a><br>0 <a href="#">Mail-in Items</a> | <input type="checkbox"/>              |
| <b>Question 4 Attachments (REQUIRED)</b>  |   | 0 <a href="#">Uploaded Files</a><br>0 <a href="#">Mail-in Items</a> | <input type="checkbox"/>              |
| <b>Question 5 Attachments (REQUIRED)</b>  |   | 0 <a href="#">Uploaded Files</a><br>0 <a href="#">Mail-in Items</a> | <input type="checkbox"/>              |
| <b>Question 8 Attachments (REQUIRED)</b>  |   | 0 <a href="#">Uploaded Files</a><br>0 <a href="#">Mail-in Items</a> | <input type="checkbox"/>              |
| <b>Question 9 Attachments (REQUIRED)</b>  |   | 0 <a href="#">Uploaded Files</a>                                    | <input type="checkbox"/>              |

## GrantSolutions Submission Verification

You are about to submit the following application:

|                    |  |
|--------------------|--|
| Applicant          | Lone Star Aviation   |
| Application Number | (To be assigned)   |
| Program            | DOTOS - DOT Office of the Secretary                            |
| Announcement       | <a href="#">Aviation Manufacturing Jobs Protection Program</a> |
| Region             | HQ/HQ  |
| Project Title      | Aviation Manufacturing Jobs Protection Program                 |
| Due Date           | 07/15/2021 05:00 PM (GMT - 05:00) Eastern Time (US & Canada)   |

### Additional Information to be Submitted

Completed AMJP Application (REQUIRED)

----- (Upload) Completed AMJP Application

Final Submission

Cancel





U.S. Department of Transportation

# Selected pages from the AMJP application form



**PLEASE NOTE:** This application must be completed and submitted as a digital, form fillable PDF document. The Department of Transportation will only accept applications submitted in this format through the GrantSolutions portal. Submitting this application in any other format will disqualify your application.

To complete this application, please download it from the GrantSolutions portal, save the PDF application on your desktop, enter the required information in the form fillable fields, and then upload the completed PDF document back into the GrantSolutions portal.

Do not print and re-scan pages, handwrite or type any information, add or delete pages, or insert comments. Do not alter, manipulate, or otherwise edit the structure or content of this application form. Any such revisions will invalidate and disqualify your application.

**PLEASE NOTE:** This application must be completed and submitted as a digital, form fillable PDF document. The Department of Transportation will only accept applications submitted in this format through the GrantSolutions portal. Submitting this application in any other format will disqualify your application.

To complete this application, please download it from the GrantSolutions portal, save the PDF application on your desktop, enter the required information in the form fillable fields, and then upload the completed PDF document back into the GrantSolutions portal.

Do not print and re-scan pages, handwrite or type any information, add or delete pages, or insert comments. Do not alter, manipulate, or otherwise edit the structure or content of this application form. Any such revisions will invalidate and disqualify your application.





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**TABLE OF CONTENTS**

|  |           |
|--|-----------|
| <b>GUIDELINES AND APPLICATION PROCEDURES.....</b>  | <b>2</b>  |
| INTRODUCTION.....  | 2         |
| DEFINITIONS.....   | 3         |
| ELIGIBILITY .....  | 7         |
| REQUIRED ASSURANCES AND OTHER CONDITIONS .....   | 9         |
| MAXIMUM PUBLIC CONTRIBUTION AND ESTIMATED PUBLIC CONTRIBUTION .....  | 10        |
| APPLICATION FORM AND DEADLINES.....  | 11        |
| APPLICATION EVALUATION .....   | 11        |
| DISBURSEMENTS.....   | 11        |
| <b>AVIATION MANUFACTURING JOBS PROTECTION (AMJP) PROGRAM APPLICATION AND INSTRUCTIONS .....</b>                    | <b>12</b> |
| QUESTION 1: Applicant business and legal information .....   | 13        |
| QUESTION 2: Applicant representative and contact information .....   | 15        |
| QUESTION 3: Initial eligibility determination.....   | 16        |
| QUESTION 4: Percentage of aviation manufacturing or maintenance, repair, and overhaul activities and services..... | 17        |
| QUESTION 5: Impacts of the pandemic .....  | 19        |
| QUESTION 6: Other federal financial assistance .....   | 21        |
| QUESTION 7: Reimbursements from other Federal or state funding sources .....                                       | 23        |
| QUESTION 8: Eligible Employee Group (EEG) .....  | 24        |
| QUESTION 9: Total compensation level and requested funding.....  | 26        |
| QUESTION 10: Legal or business proceedings.....  | 29        |
| QUESTION 11: Certifications .....  | 30        |





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## GUIDELINES AND APPLICATION PROCEDURES

Guidelines and Application Procedures for  
Aviation Manufacturing Jobs Protection (AMJP) Program  
under Title VII, Subtitle B, Sections 7201 and 7202 of the  
American Rescue Plan Act (ARPA) of 2021

Revised designated pages on June 27, 2021

## INTRODUCTION

On March 11, 2021, the "American Rescue Plan Act of 2021" (ARPA), Public Law (Pub. L.) 117-2, was enacted. Sections 7201 and 7202 establish the "Aviation Manufacturing Jobs Protection" (AMJP) Program. The stated purpose of the program is to provide public contributions to supplement compensation of an eligible employee group, by entering into agreements with qualifying business entities to pay up to half of the payroll costs for that group of employees for up to six months, in return for several commitments, including a commitment that the company will not involuntarily furlough or lay off employees within that group. Individual employees (including contract employees) are not eligible to apply for assistance under this program.

Application for assistance under the AMJP Program is voluntary. No business is required to apply. To be eligible, however, businesses must meet all the requirements set forth in the law. Therefore, the Department of Transportation (DOT) must collect certain information from applicants to determine eligibility. DOT must also verify the accuracy of specific payment requests from approved applicants, in accordance with other laws and regulations governing Federal financial assistance programs, including (but not limited to) the Anti-Deficiency Act, the Federal Funding Accountability and Transparency Act (FFATA), the Payment Integrity Information Act of 2019, and 2 C.F.R. part 200, among others.

The ARPA requires DOT to reduce funding on a pro rata basis if eligible requests exceed the available funds. Therefore, DOT will conduct a single-round, expedited application process to identify all eligible requests before beginning the award process.



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## DEFINITIONS

The following are definitions that the Department of Transportation will apply for purposes of these procedures. These definitions supplement and interpret certain terms in the Act.

**“Act”** means the American Rescue Plan Act (ARPA) of 2021, Public Law 117-2, Subtitle B, Sections 7201 and 7202.

**“Applicant”** refers to the corporation, firm, or other business entity that is seeking to apply to receive funds under the AMJP Program.

**“Authorized Certifying Representative”** means the applicant's internal representative authorized to provide sworn statements and certifications regarding the accuracy and completeness of the information provided in this application.

**“Eligible Business”** means a business that meets at least one of the following three criteria, as well as the other requirements that follow:

- Actively manufactures an aircraft, aircraft engine, propeller, or a component, part, or systems of an aircraft or aircraft engine under a Federal Aviation Administration (FAA) production approval. The term “active” is defined in FAA Order 8120.23A, Sec. 3-3(b), and means that “FAA has issued a new production approval, or the [production approval holder] PAH has produced and/or shipped products or articles within the past 12 months.”
- Holds a certificate issued under Title 14, Code of Federal Regulations (C.F.R.), part 145, for maintenance, repair, and overhaul of aircraft, aircraft engines, components, or propellers.
- Operates a process certified under SAE AS9100<sup>1</sup> related to the design, development, or provision of an aviation product or service, including a part, component, or assembly.<sup>2</sup>

There are several other requirements for eligibility. To be eligible, businesses must also meet all of the following:

- The business has been established, created, or organized in the United States or under the laws of the United States.
- The business generated at least 50 percent of its 2019 operating revenues from aviation manufacturing activities and services, or maintenance, repair, and overhaul activities and services based in the United States (including its territories or possessions).
- Of the employees engaged in aviation manufacturing activities and services, or maintenance, repair, and overhaul activities and services as of April 1, 2020, at least 50 percent were based in the United States (including its territories or possessions).

<sup>1</sup> For information about SAE AS9100, see <https://www.sae.org/standards/content/as9100/>.

<sup>2</sup> It is not sufficient simply to be in the aviation manufacturing business, even if the business meets other criteria such as ISO certification. To be eligible, the business must meet the criteria set forth in the statute as of the date the application is submitted.



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- The business must have involuntarily<sup>3</sup> furloughed or laid off at least 10 percent of its total workforce in 2020 as compared to 2019, or have experienced at least a 15 percent decline in 2020 total operating revenues compared to 2019. See additional information under Question 5.
- The business must identify an eligible employee group (EEG) and the "total compensation level" for the EEG. (See separate definitions, below.)
- The business must be able to commit to funding its share (the "Private Contribution") of the total compensation level for the EEG, for the duration of the agreement.
- The business must be able to commit to provide immediate notice and justification to the Secretary of any involuntary furloughs or layoffs exceeding 10 percent of the workforce that is not included in the EEG, for the duration of the agreement and receipt of Federal funds provided thereunder.
- The business cannot conduct involuntary furloughs or reduce pay rates or benefits for the EEG between the date of application and the date on which the applicant enters into an agreement with the Secretary.
- The business must commit that it will not conduct involuntary layoffs or furloughs, or reduce pay rates and benefits, for the EEG, from the date of agreement at least until the expiration date of the agreement.<sup>4</sup> This commitment does not impede the employer's right to discipline or terminate specific employees for reasons related to performance or conduct, in accordance with the employer's established policies.
- The business cannot have been allowed a credit against applicable employment taxes under section 2301 of the CARES Act (26 U.S.C. 3111 note) for the calendar quarter ending immediately before entering into an agreement with DOT. See additional information under Question 6.
- The business cannot have received financial assistance under section 4113 of the CARES Act (15 U.S.C. 9073). See additional information under Question 6.
- The business cannot be expending financial assistance under the paycheck protection program established under section 7(a)(36) of the Small Business Act (15 U.S.C. 636(a)(36)), as of the date the employer submits an application under the AMJP. See additional information under Question 6.

No entity (including any government agency or subdivision) may submit an application on behalf of another entity. There is no provision for sub-awards. Only eligible businesses (as defined above) may apply.

**"Eligible Employee Group" (EEG)** means the following for each applicant:

- (i) Includes only employees that were engaged in aviation manufacturing activities and services, or maintenance, repair, and overhaul activities and services as of April 1, 2020. The term "engaged in" means employees who spent at least 50 percent of their time actually conducting technical engineering design, design oversight, and/or

<sup>3</sup> The terms "involuntary" and "involuntarily" mean that the employer has made and implemented a unilateral decision to either lay off or furlough employees (as opposed to the employees offering to be laid off or furloughed).

<sup>4</sup> Or September 30, 2021, whichever is later.



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- the physical steps involved in creating aircraft parts or components, or conducting inspections, maintenance or repair work on aircraft or aircraft components;
- (ii) Cannot exceed 25 percent of the employer's total United States workforce as it existed on April 1, 2020; and
  - (iii) Can only include employees with a total compensation level<sup>5</sup> of \$200,000 or less per year as of April 1, 2020.

“Employee” has the meaning given that term in section 3 of the Fair Labor Standards Act of 1938 (29 U.S.C. 203). This refers to Title 29 United States Code, §203(e)(1), which states in pertinent part that “the term ‘employee’ means any individual employed by an employer.” There are other provisions contained in §203(e) that are not relevant in the context of this program. In addition, DOT has determined that a contract employee (i.e., any individual who provides services but is compensated through fees reported on IRS Form 1099 rather than through salary or wages reported on IRS Form W2) may not be counted as an “employee” for purposes of this program, unless they are themselves an established business entity that meets all of the eligibility criteria, in which case they may apply for the program directly.

“Significant Operations in Aviation Manufacturing” means “at least 50 percent of its 2019 operating revenues from aviation manufacturing activities and services, or maintenance, repair, and overhaul activities and services based in the United States (including its territories or possessions).”

“Private Contribution” means “the amount funded by the employer, to maintain at least 50 percent of the EEG’s total compensation level. If DOT has to pro-rate the Public Contribution, then the applicant must adjust the Private Contribution accordingly.”

“Public Contribution” means “the amount of funding available from the Federal Government under this program, to provide up to 50 percent of the EEG’s total compensation level.”

“Pro Rata” means “if DOT has to pro-rate the funds, then DOT will use the total compensation level for each eligible applicant’s EEG as the basis to calculate each eligible applicant’s resulting share.”

“Secretary” means “Secretary of Transportation.”

“Total Compensation Level” means “the level of total base compensation and benefits being provided to EEG employees, as of April 1, 2020, excluding overtime and premium pay, and excluding any Federal, State, or local payroll taxes paid by the employer.”

If an employee’s base salary was \$180,000 and their additional benefits equated to \$21,000, then that employee cannot be included in the “EEG” even though the employee may pay Federal, State, or local income tax on that compensation, and therefore the employee’s net compensation from the employer was less than \$200,000.

“Total Operating Revenue” means “total operating revenues for the calendar years ending 2019 and 2020.”

“United States Workforce” means “employees who are legal residents of the United States or

<sup>5</sup> “Total compensation level” is defined below.



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its territories (including U.S. citizens, lawful permanent residents, or others who were legally permitted to work in the United States as of April 1, 2020, and are still legally permitted to work in the United States as of the date the application is submitted), and whose primary duty location is physically located within the United States or its territories. It does not include employees whose primary duty location is physically located outside of the United States, even if they are employed by a U.S.-based employer.”





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## ELIGIBILITY

To be eligible, businesses must meet all the "Definitions" and "Key Definitions" and "Other Restrictions" and "Other Requirements" in this notice and the online application portal.

Only established business entities that meet the requirements and receive funding under the AMJP. Neither individuals nor sole proprietors (including contract employees) are eligible for the program. The checklist below outlines the eligibility requirements.

**Simplified Eligibility Checklist.** All applicants are strongly urged to review this checklist before proceeding. Please refer to more detailed definitions and terms elsewhere in this document:

- ☐ Must meet at least one of the following criteria:
  - ☐ Actively manufacture an aircraft, aircraft engine, propeller, or a component, part, or systems of an aircraft or aircraft engine under a Federal Aviation Administration (FAA) production approval; or
  - ☐ Hold a certificate issued under Title 14, Code of Federal Regulations (C.F.R.), part 145, for maintenance, repair, and overhaul of aircraft, aircraft engines, components, or propellers; or
  - ☐ Businesses that operate a process certified under SAE AS9100<sup>7</sup> related to the design, development, or provision of an aviation product or service, including a part, component, or assembly.
- ☐ Must have been established, created, or organized in the United States or under the laws of the United States.
- ☐ Must have generated at least 50 percent of its 2019 operating revenues from aviation manufacturing activities and services, or maintenance, repair, and overhaul activities and services based in the United States (including its territories or possessions).
- ☐ Of the employees engaged in aviation manufacturing activities and services, or maintenance, repair, and overhaul activities and services as of April 1, 2020, at least 50 percent were based in the United States (including its territories or possessions).
- ☐ Must have involuntarily furloughed or laid off at least 10 percent of its total workforce in 2020 as compared to 2019, or have experienced at least a 15 percent decline in 2020 total operating revenues compared to 2019.
- ☐ Must be able to commit to funding its share (the "Private Contribution") of the total compensation level for the EEG, for the duration of the agreement.
- ☐ Must be able to commit to provide immediate notice and justification to the Secretary of any involuntary furloughs or layoffs exceeding 10 percent of the workforce that is not included in the EEG, for the duration of the agreement and receipt of Federal funds provided thereunder.
- ☐ Cannot conduct involuntary furloughs or reduce pay rates or benefits for the EEG between the date of application and the date on which the applicant enters into an agreement with the Secretary.
- ☐ Must commit that it will not conduct involuntary furloughs or reduce pay rates and

<sup>6</sup> [www.transportation.gov/AMJP](https://www.transportation.gov/AMJP)

<sup>7</sup> For information about SAE AS9100, see <https://www.sae.org/standards/AS9100/>

**Simplified Eligibility Checklist.** All applicants are strongly urged to review this checklist before proceeding. Please refer to more detailed definitions and terms elsewhere in this document:

- ☐ Must meet at least one of the following three criteria:
  - ☐ Actively manufacture an aircraft, aircraft engine, propeller, or a component, part, or systems of an aircraft or aircraft engine under a Federal Aviation Administration (FAA) production approval; or
  - ☐ Hold a certificate issued under Title 14, Code of Federal Regulations (C.F.R.), part 145, for maintenance, repair, and overhaul of aircraft, aircraft engines, components, or propellers; or
  - ☐ Businesses that operate a process certified under SAE AS9100<sup>7</sup> related to the design, development, or provision of an aviation product or service, including a part, component, or assembly.
- ☐ Must have been established, created, or organized in the United States or under the laws of the United States.
- ☐ Must have generated at least 50 percent of its 2019 operating revenues from aviation manufacturing activities and services, or maintenance, repair, and overhaul activities and services based in the United States (including its territories or possessions).
- ☐ Of the employees engaged in aviation manufacturing activities and services, or maintenance, repair, and overhaul activities and services as of April 1, 2020, at least 50 percent were based in the United States (including its territories or possessions).
- ☐ Must have involuntarily furloughed or laid off at least 10 percent of its total workforce in 2020 as compared to 2019, or have experienced at least a 15 percent decline in 2020 total operating revenues compared to 2019.
- ☐ Must be able to commit to funding its share (the "Private Contribution") of the total compensation level for the EEG, for the duration of the agreement.
- ☐ Must be able to commit to provide immediate notice and justification to the Secretary of any involuntary furloughs or layoffs exceeding 10 percent of the workforce that is not included in the EEG, for the duration of the agreement and receipt of Federal funds provided thereunder.
- ☐ Cannot conduct involuntary furloughs or reduce pay rates or benefits for the EEG between the date of application and the date on which the applicant enters into an agreement with the Secretary.
- ☐ Must commit that it will not conduct involuntary layoffs or furloughs, or reduce pay rates and



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- benefits, for the EEG, from the date of agreement at least until the expiration date of the agreement.<sup>8</sup>
- ☐ Cannot have been allowed a credit against applicable employment taxes under section 2301 of the CARES Act (26 U.S.C. 3111 note) for the calendar quarter ending immediately before entering into an agreement with DOT.<sup>9</sup>
  - ☐ Cannot have received financial assistance under section 4113 of the CARES Act (15 U.S.C. 9073).
  - ☐ Cannot be expending financial assistance under the paycheck protection program established under section 7(a)(36) of the Small Business Act (15 U.S.C. 636(a)(36)), as of the date the employer submits an application under the AMJP.
  - ☐ No entity (including any government agency or subdivision) may submit an application on behalf of another entity. There is no provision for sub-awards. Only eligible businesses (as defined above) may apply.

<sup>8</sup> Or September 30, 2021, whichever is later.

<sup>9</sup> DOT anticipates awarding agreements under the AMJP by the end of September 2021, in which case this provision would mean the applicant cannot have received the referenced credits during the quarter ending June 30, 2021. If an applicant has received such credits during that quarter, then DOT may still be able to consider entering into an agreement after October 1, 2021.



**DOT will only accept applications submitted through the application portal.**

#### **REQUIRED ASSURANCES AND OTHER CONDITIONS**

To be eligible, applicants must certify that they can and will enter into a legal agreement with DOT, that will require the applicant to (1) provide the Private Contribution (which means the remainder of the total compensation costs associated with the EEG that is not funded by assistance under the AMJP); and (2) not conduct any involuntary layoffs, furloughs,<sup>10</sup> or reductions in pay rates or benefits for the EEG from the date of application and continuing until at least the expiration date of the agreement<sup>11</sup> and receipt of Federal funds provided thereunder.

Applicants must also provide sworn certification as to the complete and accurate nature of all information provided, including all supporting documentation and any information provided by other parties such as outside accountants, auditors or attorneys, subject to civil or criminal penalties.

Although DOT may verify the accuracy of these certifications, possibly using a risk-based approach to verification, applicants are legally responsible for ensuring the accuracy of these certifications.

After DOT determines eligibility and enters into an agreement with the applicant (referred to hereafter as "the recipient"), DOT may also require the recipient to provide updated information to DOT on the actual aggregate total cost of compensation for the EEG during the period of the agreement with DOT, if DOT determines it is necessary in order to review and approve actual disbursements pursuant to the agreement. Recipients will be required to provide supporting documentation in sufficient detail to substantiate the actual costs, specifically excluding any Personally Identifiable Information (PII) for any individual employees.

Recipients will also be required to provide additional supporting information and certifications in support of disbursement requests.

Other restrictions and requirements will apply as well, including a requirement to provide immediate notice and justification to the Secretary of involuntary furloughs or layoffs exceeding 10 percent of the workforce that is not included in the EEG.

<sup>10</sup> DOT interprets the term "furlough" to include reductions in working days or hours.

<sup>11</sup> Or September 30, 2021, whichever is later.





**DOT will only accept applications submitted through the application portal.**

## MAXIMUM PUBLIC CONTRIBUTION AND ESTIMATED PUBLIC CONTRIBUTION

Under Sections 7201 and 7202 of the Act, the stated purpose of the program is "to provide public contributions to supplement compensation of an eligible employee group" (which is defined in the statute), by entering into agreements with qualifying business entities to pay up to half of the payroll costs for that group of employees for up to six months.

The "Maximum Public Contribution" is equal to one quarter of the annualized Total Compensation Level for the EEG as of April 1, 2020. This is based on the statutory limitation of the AMJP assistance to a period of six months, and the Federal government providing half of the resulting figure.

The "Estimated Public Contribution" may be lower than the "Maximum Public Contribution" for two reasons:

1. Pro ration of funds, if necessary, if the total of all eligible requests exceeds the available funds; or
2. If the applicant requests a lower amount (e.g., because they have reduced their staffing level since April 1, 2020 and do not intend or expect to fully restore those staffing levels during the term of the AMJP agreement.)

Applicants will be required to provide the following supporting documentation in sufficient detail to substantiate the information provided in the application. Documents should specifically exclude any Personally Identifiable Information (PII) for any individual employees, such as Social Security numbers, financial institution information, etc.:

- Corporate organizational charts showing the relationship between entities;
- Copies of FAA and/or copies of SAE certification documents;
- Copies of tax returns substantiating cited operating revenue; and
- Copies of payroll reports substantiating cited total workforce, employees engaged in aviation, U.S. workforce, involuntary layoffs, involuntary furloughs, employees in the eligible employee group by job category, and total compensation level.

If the applicant is unable to incur legitimate compensation costs equal to the Estimated Public Contribution (for lawful purposes within the EEG during the term of the AMJP agreement), then DOT will further reduce the Estimated Public Contribution, prior to the final disbursement.



**DOT will only accept applications submitted through the application portal.**

## APPLICATION FORM AND DEADLINES

To be eligible to receive funding under the AMJP Program, an applicant must complete the AMJP Application Form. DOT may seek additional supporting documentation from any applicant at any time, either during the application review process or subsequently.

In order to receive fund disbursements, an applicant must also complete a AMJP Agreement, which will be provided by the Department of Transportation after an application is received and deemed eligible. The AMJP Agreement will include terms containing:

1. the assurances described above;
2. all necessary financial parameters;
3. certain other conditions and covenants; and
4. provisions for the recovery of payments upon the applicant's failure to satisfy its assurances, conditions, or agreements.

To be considered, applicants **MUST** submit their completed application materials not later than **5:00 p.m. prevailing Eastern time on Tuesday, July 13, 2021**. Applicants **MUST** submit their applications via GrantSolutions at [www.transportation.gov/AMJP/APPLY](http://www.transportation.gov/AMJP/APPLY). DOT will not consider any applications received after this deadline. Applicants are strongly urged to complete the application process at least 24 hours prior to the deadline and retain the official confirmation notification. Any problems related to telecommunications, connectivity, system compatibility, or any other technical issues will be the sole responsibility of the applicant, and DOT will not be able to accept or consider applications that are late, incomplete, or submitted through any other channels.

## APPLICATION EVALUATION

Applications determined to be complete will be reviewed and evaluated by the Department of Transportation. The Department of Transportation will consider the eligibility of the applicant, the applicant's willingness to be bound by the AMJP Agreement, and the purposes of the Act in determining whether to approve an application.

## DISBURSEMENTS

DOT anticipates disbursing at least 50 percent of the Estimated Public Contribution shortly after receiving the fully executed AMJP Agreement, subject to certain limitations. The amounts and timing of subsequent disbursements will be addressed in the AMJP Agreement, and will depend upon reports and supporting documentation of allowable costs incurred during the term of the Agreement.





**DOT will only accept applications submitted through the application portal.**

## **AVIATION MANUFACTURING JOBS PROTECTION (AMJP) PROGRAM APPLICATION AND INSTRUCTIONS**

All applications and supporting materials must be submitted to DOT via the online application portal for application submissions, to be available at [www.transportation.gov/AMJP/APPLY](http://www.transportation.gov/AMJP/APPLY).

Applicants must submit completed applications and supporting documentation by **5:00 p.m. prevailing Eastern time on Tuesday, July 13, 2021**. Applications received after this date and time (or through any other mechanism) will not be considered.

Applicants can direct any questions to [AMJP@dot.gov](mailto:AMJP@dot.gov).



**DOT will only accept applications submitted through the application portal.**

#### QUESTION 1: Applicant business and legal information

Provide the following applicant information. The term "applicant" refers to the corporation, firm, or other business entity that is seeking to apply to receive funds under the AMJP Program. No entity (including any government agency or subdivision) may submit an application on behalf of another entity. There is no provision for sub-awards. Only eligible businesses (as defined above) may apply.

##### Special considerations for applicants whose business structures include multiple legal entities

Applicants are eligible parts of strongly advised criteria (with clear that there is no

The business entity responsible to e

An applicant business each unit, but th

If the application there will be increased risk of delay DOT may need

The applicant may one business entity separate business

If any part of the outlined in the s

(form continued)

### Special considerations for applicants whose business structures include multiple legal entities

Applicants are encouraged to submit a single, consolidated application that includes all eligible parts of the business structure (including separate business locations). Applicants are strongly advised to apply at a level that clearly demonstrates their eligibility based on all criteria (with clear and complete supporting documentation), and that clearly demonstrates that there is no risk of redundant costs.

The business entity that applies must be authorized to make all legal commitments and is responsible to ensure that it meets the eligibility criteria.

An applicant business with separate business entities may submit separate applications for each unit, but there can be only one application for a given DUNS number.

If the application relies upon different parts of their business structure to meet the criteria, there will be increased risk of delay in processing the application, and increased risk that DOT may need additional information or may have to deny eligibility.

The applicant may have to provide additional information if the applicant involves more than one business entity (with different DUNS numbers, or separate SAM registrations, or separate business tax returns, etc.).

If any part of the applicant's business received financial support from the prohibited sources outlined in the statute, then the applicant would not be eligible.



**DOT will only accept applications submitted through the application portal.**

| Description   |   |
|---|---|
| A.  | Applicant's Legal Name<br><i>The business name of the legal entity</i>                                |
| B.  | Other Business Name(s)<br><i>"Doing Business As" or other tradename(s)</i>                            |
| C.  | Holding company(ies) or other corporate ownership above the applicant level<br><i>(if applicable)</i> |
| D.  | List all subsidiaries included in the scope of the application<br><i>(if applicable)</i>              |
| <p><b>ATTENTION:</b> If applicant provides any information in Lines C or D, upload organizational charts and/or information to identify the legal relationship between the entities in the GrantSolutions portal.</p> |   |
| E.  | Taxpayer ID (TIN/EIN) Number  |
| F.  | DUNS Number Or  |
| G.  | Unique Entity Identifier (SAM-UEI)  |
| H.  | Primary Business Address  |
|   | Street 1  |
|   | Street 2  |
|   | City  |
|   | State   |
|   | Zip Code  |
| I.  | Country of Incorporation/Organization   |
| J.  | State of Incorporation/Organization   |
| K.  | Year of Incorporation/Organization  |
| L.  | Legal form of business (applicant's business structure)   |
|   | Select a business structure   |
|   | If "Other" was selected, please specify:  |



**DOT will only accept applications submitted through the application portal.**

**QUESTION 2: Applicant representative and contact information**

Provide the following contact information for the representatives completing and certifying to the accuracy of the information included in this application.

**IMPORTANT:** The authorized representative must have the full legal authority to make all of the certifications required herein and to commit the business to fulfilling all legal commitments associated with financial assistance under this program. The authorized representative will ultimately sign a formal agreement with the United States Government, if the business is deemed eligible for financial assistance under this program.

**IMPORTANT:** DOT anticipates transmitting official notices regarding the AMJP Program primarily via email.

| Description  |                 |  |
|--|-----------------|--|
| A. Primary Representative<br><i>Authorized representative completing the application</i> | Full Legal Name |  |
|  | Title           |  |

**IMPORTANT:** The authorized representative must have the full legal authority to make all of the certifications required herein and to commit the business to fulfilling all legal commitments associated with financial assistance under this program. The authorized representative will ultimately sign a formal agreement with the United States Government, if the business is deemed eligible for financial assistance under this program.

|  |  |              |  |
|--|--|--------------|--|
|  |  | Email        |  |
| C. Authorized Certifying Representative<br><i>Applicant's senior internal officer who is legally authorized to provide sworn statements and certifications regarding the accuracy and completeness of the information provided in this application</i> |  | Name         |  |
|  |  | Title        |  |
|  |  | Office Phone |  |
|  |  | Mobile Phone |  |
|  |  | Email        |  |



**DOT will only accept applications submitted through the application portal.**

## QUESTION 2: Applicant representative and contact information

Provide the following contact information for the representatives completing and certifying to the accuracy of the information included in this application.

**IMPORTANT:** The authorized representative must have the full legal authority to make all of the certifications required herein and to commit the business to fulfilling all legal commitments associated with financial assistance under this program. The authorized representative will ultimately sign a formal agreement with the United States Government, if the business is deemed eligible for financial assistance under this program.

**IMPORTANT:** DOT anticipates transmitting official notices regarding the AMJP Program primarily via email.

| Description   |                 |  |  |
|---|-----------------|--|--|
| A. <b>Primary Representative</b><br><i>Authorized representative completing the application</i>   | Full Legal Name |  |  |
|   | Title           |  |  |
|   | Office Phone    |  |  |
|   | Mobile Phone    |  |  |
|   | Email           |  |  |
| B. <b>Secondary Representative</b><br><i>Secondary contact in the event the primary authorized representative is unavailable</i>                                      | Name            |  |  |
|   | Title           |  |  |
|   | Office Phone    |  |  |
|   | Mobile Phone    |  |  |
|   | Email           |  |  |
| C. <b>Authorized Certifying Representative</b><br><i>Applicant's senior internal officer who is legally authorized to provide sworn statements and certifications</i> | Name            |  |  |
|   | Title           |  |  |
|   | Office Phone    |  |  |
|   | Mobile Phone    |  |  |

**IMPORTANT:** DOT anticipates transmitting official notices regarding the AMJP Program primarily via email.





**DOT will only accept applications submitted through the application portal.**

### QUESTION 3: Initial eligibility determination

The statute establishes three categories of businesses that are eligible to receive payroll assistance under this program. To be eligible, a business must meet at least one of the following three criteria.

Select the eligible business type that applies to the applicant (select all that apply). For each category selected, please also provide and upload the required supporting documentation, to include certification numbers and copies of the applicant's certification where applicable.

| Applicable?  | Description  |
|--|--|
| A. <input type="checkbox"/> Yes  | Business that actively manufactures an aircraft, aircraft engine, propeller, or a component, part, or systems of an aircraft or aircraft engine under a Federal Aviation Administration (FAA) production approval. The term "active" is defined in FAA Order 8120.23A, Sec. 3-3(b), and means that "FAA has issued a new production approval, or the [production approval holder] PAH has produced and/or shipped products or articles within the past 12 months." |
| <b>ATTENTION:</b> Upload copies of FAA certification documents in the GrantSolutions portal. |  |
| B. <input type="checkbox"/> Yes  | Business that holds a certificate issued under Title 14, Code of Federal Regulations (C.F.R.), part 145, for maintenance, repair, and overhaul of aircraft, aircraft engines, components, or propellers.   |
| If Yes, provide FAA certification number:  |  |
| <b>ATTENTION:</b> Upload copies of FAA certification documents in the GrantSolutions portal. |  |
| C. <input type="checkbox"/> Yes  | Business that operates a process certified under SAE AS9100 related to the design, development, or provision of an aviation product or service, including a part, component, or assembly. <sup>12</sup>  |
| If Yes, provide SAE certification number:  |  |
| <b>ATTENTION:</b> Upload copies of SAE certification documents in the GrantSolutions portal. |  |
| D. <input type="checkbox"/> Yes  | None of the above<br><b>IMPORTANT: If this box is checked, the applicant does not appear to be eligible for assistance under the AMJP Program.</b>   |

<sup>12</sup> It is not sufficient simply to be in the aviation manufacturing business, even if the business meets other criteria such as ISO certification. To be eligible, the business must meet the criteria set forth in the statute as of the date the application is submitted.



**DOT will only accept applications submitted through the application portal.**

**QUESTION 4: Percentage of aviation manufacturing or maintenance, repair, and overhaul activities and services**

To be eligible, applicant must meet the following criteria:

- The business generated at least 50 percent of its 2019 operating revenues from aviation manufacturing activities and services, or maintenance, repair, and overhaul activities and services based in the United States (including its territories or possessions).
- Of the employees engaged in aviation manufacturing activities and services, or maintenance, repair, and overhaul activities and services as of April 1, 2020, at least 50 percent were based in the United States (including its territories or possessions).

Provide the following data to support the applicant's operating revenues and workforce.

|   |   |    |
|---|---|----|
| A.  | <b>Total 2019 Operating Revenue</b><br><i>Calendar Year (CY) 2019 operating revenues (all businesses and air operations)</i>  |    |
| B.  | <b>2019 U.S. Operating Revenue from aviation activities</b><br><i>CY2019 operating revenues from aviation manufacturing activities and services, or maintenance, repair, and overhaul activities and services based in the United States (including its territories or possessions)</i> |    |
| C.  | <b>% Revenue from U.S. aviation manufacturing or repair activities (calculated)</b> <b>WARNING: Must be at least 50%</b>  | 0% |
| <b>ATTENTION:</b> Upload copies of tax returns, official SEC filings, or audited financial statements substantiating the figures above (excluding or redacting any Personally Identifiable Information, such as Social Security numbers, financial institution information, etc.) in the GrantSolutions portal. |   |    |

(form continued next page)



**DOT will only accept applications submitted through the application portal.**

|    |   | As of April 1, 2020 | As of March 31, 2021 |
|----|---|---------------------|----------------------|
| D. | Total employees engaged in aviation manufacturing and/or repair<br><i>Number of employees who spend at least 50% of their time on aviation manufacturing and repair (all locations)</i> |                     |                      |
| E. | Subset of employees in Line D that represent the applicant's United States workforce <sup>13</sup>  |                     |                      |
| F. | % U.S. workforce in aviation (calculated)<br><b>WARNING: Must be at least 50% as of April 1, 2020</b>   | 0%                  | 0%                   |

**ATTENTION:** Upload copies of payroll reports or other documentation substantiating the figures above (excluding or redacting any Personally Identifiable Information for any individual employees) in the GrantSolutions portal.

<sup>13</sup> For purposes of this program, DOT defines "United States workforce" to include employees who are legal residents of the United States or its territories (including U.S. citizens, lawful permanent residents, or others who were legally permitted to work in the United States as of April 1, 2020, and are still legally permitted to work in the United States as of the date the application is submitted), and whose primary duty location is physically located within the United States or its territories. It does not include employees whose primary duty location is physically located outside of the United States, even if they are employed by a U.S.-based employer.



**DOT will only accept applications submitted through the application portal.**

#### QUESTION 5: Impacts of the pandemic

To be eligible, applicant must have involuntarily<sup>14</sup> furloughed or laid off at least 10 percent of its total workforce in 2020 as compared to 2019, or have experienced at least a 15 percent decline in 2020 total operating revenues compared to 2019.

Provide either aggregate numbers of personnel as of December 31, 2019 and December 31, 2020, OR data demonstrating the aggregate number of furlough days imposed between those dates, OR total operating revenues for the calendar years ending 2019 and 2020. Indicate below which of the data categories applicant will be providing and fill in the supporting data for that criteria. Either exclude or redact any Personally Identifiable Information for any individual employees in the supporting documentation.

Indicate which of the circumstances apply to the applicant (select all that apply). Applicants who believe they meet both the personnel and revenue change criteria are strongly encouraged to provide supporting documentation for both categories.

For each category selected, please then go to the corresponding section and fill in the supporting data (and provide the required documentation).

| Applicable?              | Description   | If applicable, complete section indicated below |
|--------------------------|---|---|
| <input type="checkbox"/> | Experienced at least a 15 percent decline in CY2020 total operating revenues compared to CY2019.  | 5.A   |
| <input type="checkbox"/> | Involuntarily laid off or furloughed at least 10 percent of its total workforce in CY2020 as compared to CY2019.  | 5.B   |
| <input type="checkbox"/> | None of the above.<br><b>WARNING: If none of the above conditions are applicable, then the applicant business is not eligible under the AMJP Program.</b> |   |

*(form continued next page)*

<sup>14</sup> The terms "involuntary" and "involuntarily" mean that the employer has made and implemented a unilateral decision to either lay off or furlough employees (as opposed to the employees offering to be laid off or furloughed).



**DOT will only accept applications submitted through the application portal.**

**Section 5.A (reduction in operating revenues)**

For most businesses, "total operating revenues" will equate to "Gross receipts and sales" as reported on either their income tax returns -- e.g., IRS Forms 1120, 1120-S, 1065, or (for unincorporated sole proprietorships) on IRS Form 1040, Schedule C.

|    |   |     |
|----|---|-----|
| A. | Total Operating Revenues for Calendar Year 2019 |     |
| B. | Total Operating Revenues for Calendar Year 2020 |     |
| C. | Net change (calculated)                         | \$0 |
| D. | Percentage change (calculated)                  | 0%  |

**WARNING: If the percentage change is less than 15%, then this criterion is not met.**

**ATTENTION:** Upload copies of tax returns, official SEC filings, or audited financial statements substantiating the figures above (excluding or redacting any Personally Identifiable Information, such as Social Security numbers, financial institution information, etc.) in the GrantSolutions portal.

If the company files taxes on a fiscal year that is different from the Calendar Year, then the company may submit the quarterly tax filings for each of the four quarters leading up to Dec. 31 and calculate the total revenues for that 12-month period. However, simply demonstrating a year-over-year decline for a particular quarter is not sufficient.

**Section 5.B (involuntary layoffs or furloughs)**

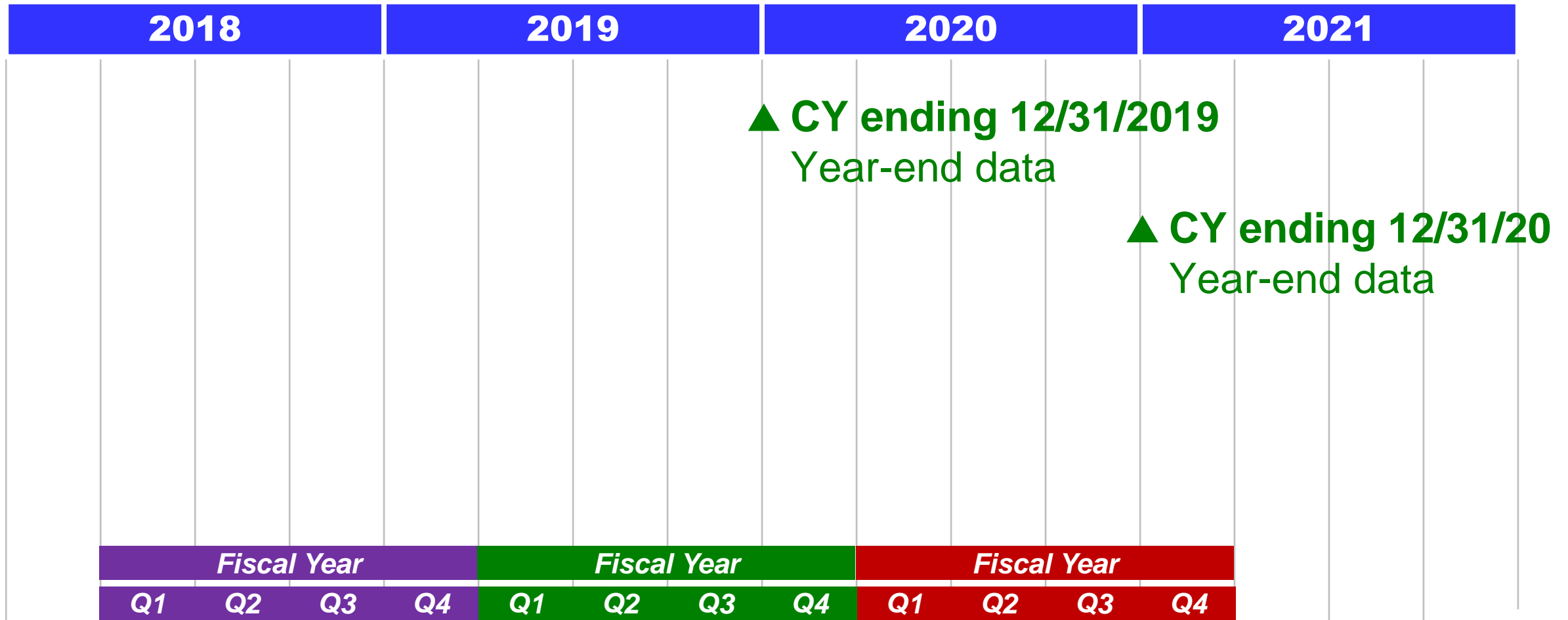
|    |                                     | Total paid employee hours | Total workforce |
|----|-------------------------------------|---------------------------|-----------------|
| A. | Year ending December 31, 2019       |                           |                 |
| B. | Year ending December 31, 2020       |                           |                 |
| C. | Net change (calculated)             | 0                         | 0               |
| D. | Reduction in hours due to furloughs |                           |                 |
| E. | Workforce reduction due to layoffs  |                           |                 |
| F. | Percent change (calculated)         | 0%                        | 0%              |

**WARNING: The combined percentage changes on Line F must equate to at least 10% for this criterion to be met.**

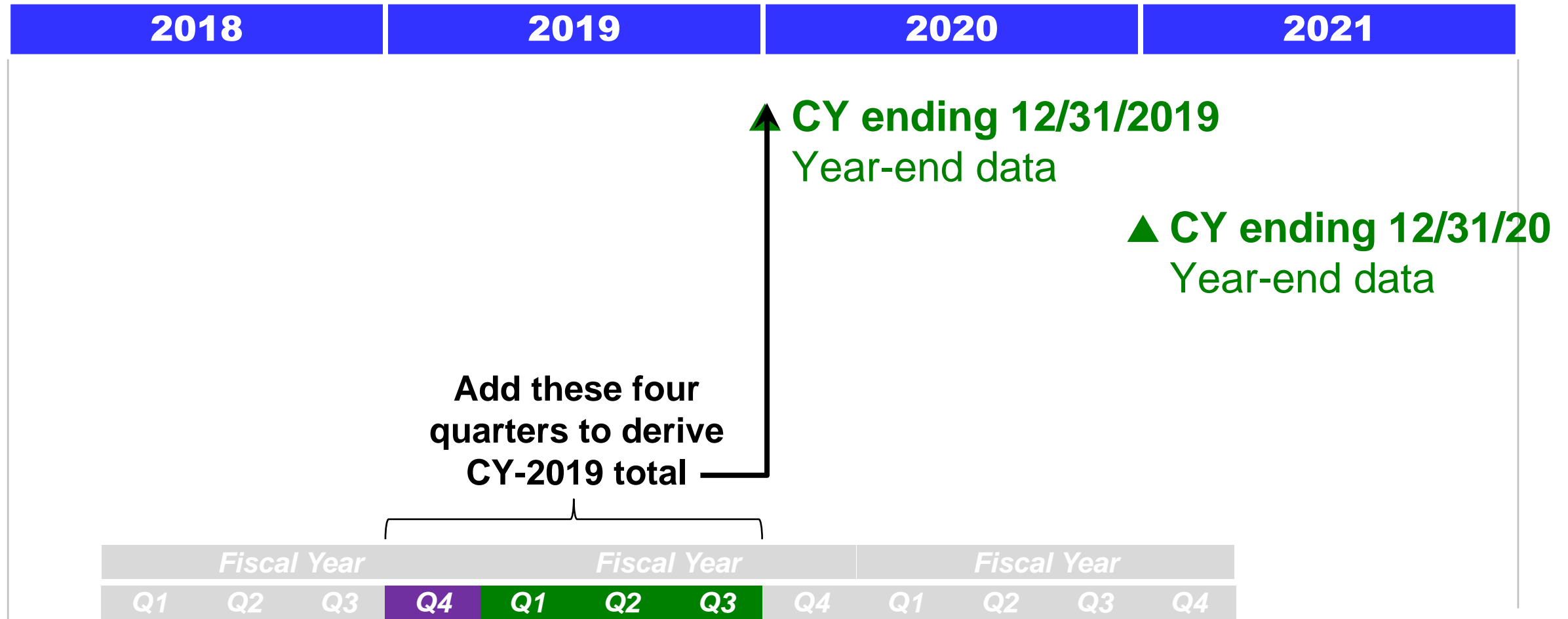
**ATTENTION:** Upload copies of payroll reports substantiating the figures above (excluding or redacting Personally Identifiable Information for any individual employees) in the GrantSolutions portal.



# How quarterly tax filings could help

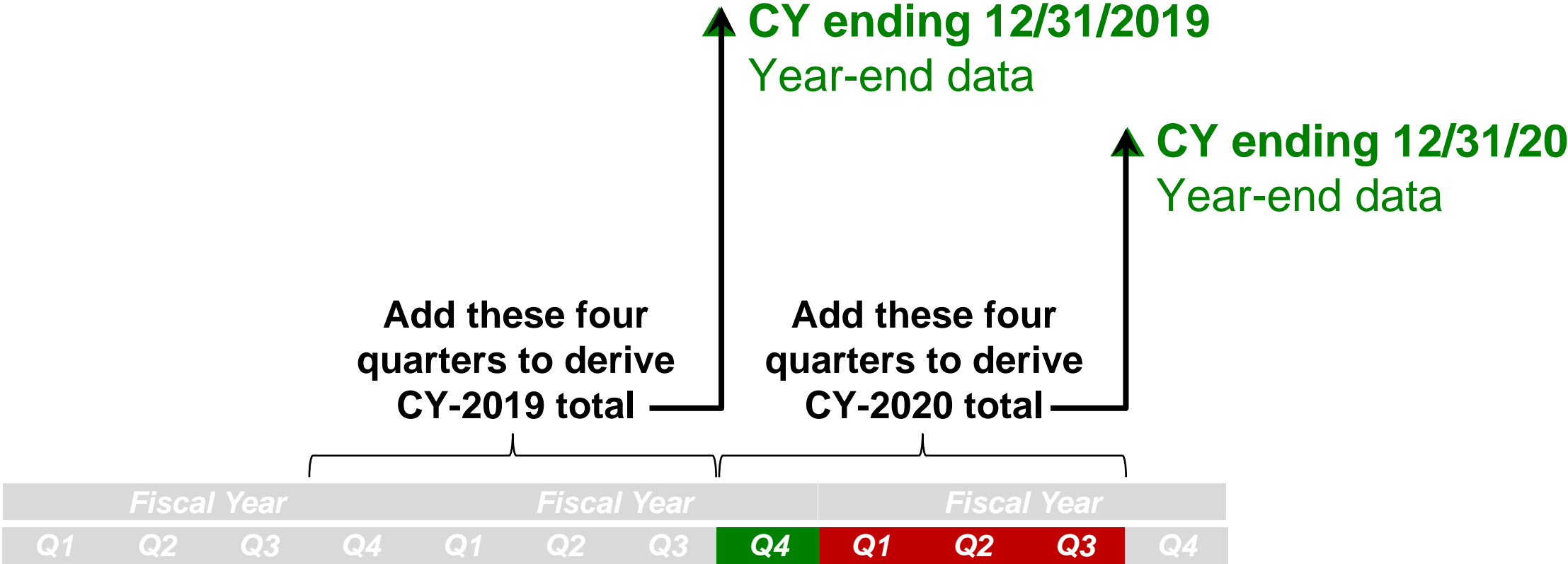


# How quarterly tax filings could help



# How quarterly tax filings could help

| 2018 | 2019 | 2020 | 2021 |
|------|------|------|------|
|------|------|------|------|

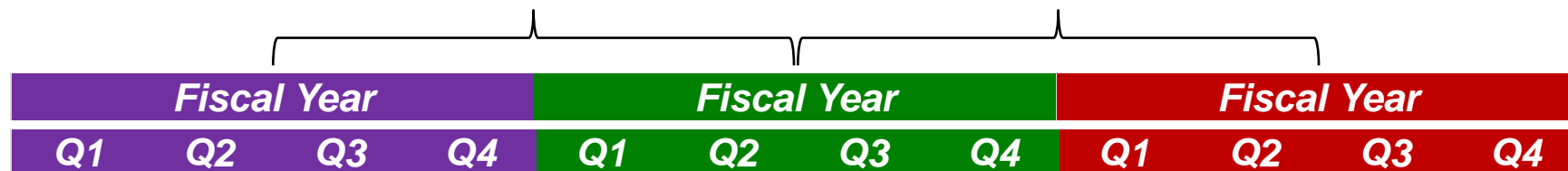


# How quarterly tax filings could help

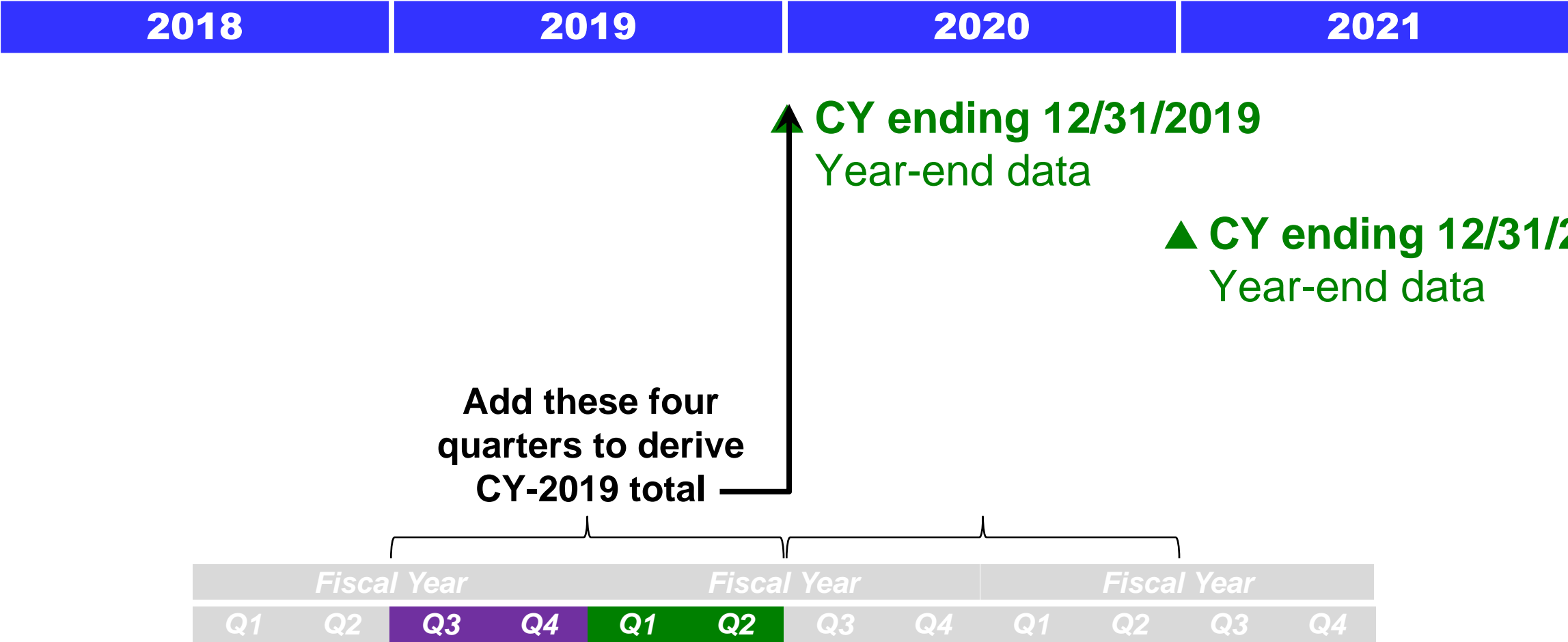
| 2018 | 2019 | 2020 | 2021 |
|------|------|------|------|
|------|------|------|------|

▲ **CY ending 12/31/2019**  
Year-end data

▲ **CY ending 12/31/20**  
Year-end data

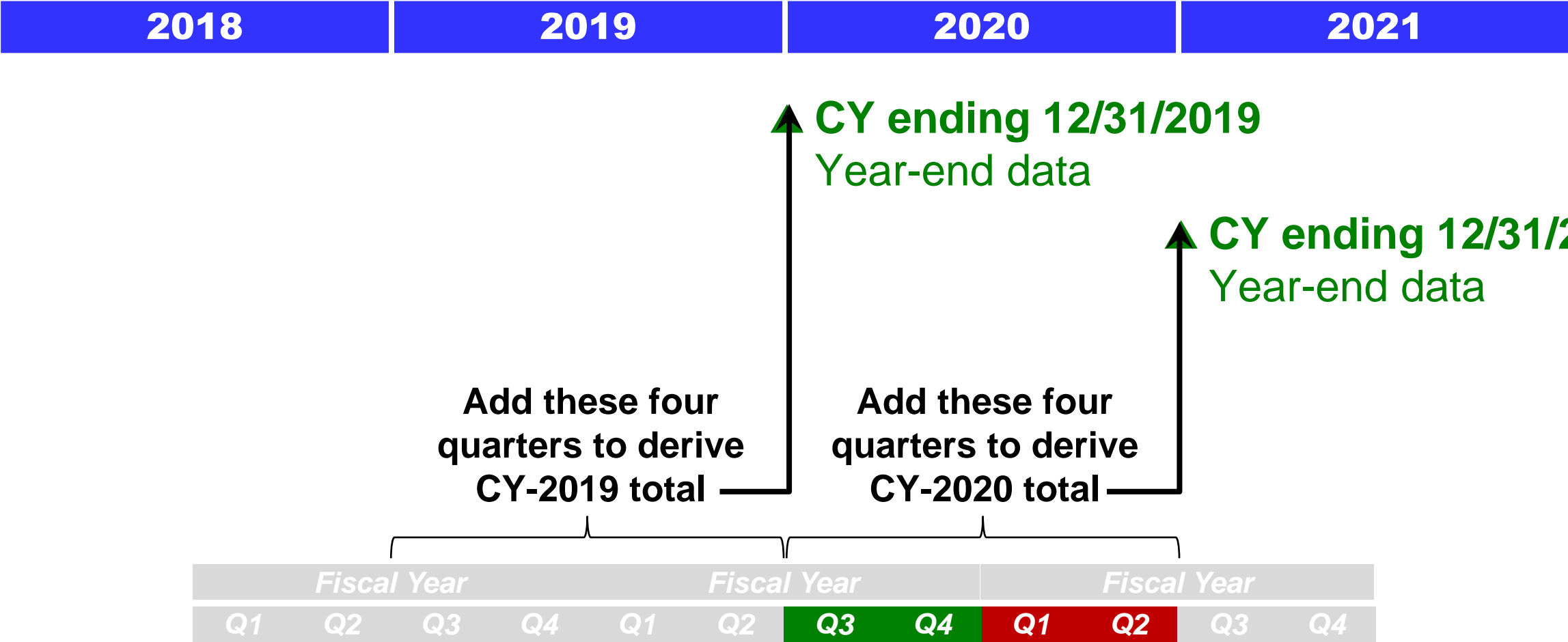


# How quarterly tax filings could help





# How quarterly tax filings could help





**DOT will only accept applications submitted through the application portal.**

**Section 5.A (reduction in operating revenues)**

For most businesses, "total operating revenues" will equate to "Gross receipts and sales" as reported on either their income tax returns -- e.g., IRS Forms 1120, 1120-S, 1065, or (for unincorporated sole proprietorships) on IRS Form 1040, Schedule C.

|    |   |     |
|----|---|-----|
| A. | Total Operating Revenues for Calendar Year 2019 |     |
| B. | Total Operating Revenues for Calendar Year 2020 |     |
| C. | Net change (calculated)                         | \$0 |
| D. | Percentage change (calculated)                  | 0%  |

**WARNING: If the percentage change is less than 15%, then this criterion is not met.**

**ATTENTION:** Upload copies of tax returns, official SEC filings, or audited financial statements substantiating the figures above (excluding or redacting any Personally Identifiable Information, such as Social Security numbers, financial institution information, etc.) in the GrantSolutions portal.

If the company files taxes on a fiscal year that is different from the Calendar Year, then the company may submit the quarterly tax filings for each of the four quarters leading up to Dec. 31 and calculate the total revenues for that 12-month period. However, simply demonstrating a year-over-year decline for a particular quarter is not sufficient.

**Section 5.B (involuntary layoffs or furloughs)**

|    | Total paid employee hours           | Total workforce |
|----|-------------------------------------|-----------------|
| A. | Year ending December 31, 2019       |                 |
| B. | Year ending December 31, 2020       |                 |
| C. | Net change (calculated)             | 0               |
| D. | Reduction in hours due to furloughs | 0               |
| E. | Workforce reduction due to layoffs  |                 |
| F. | Percent change (calculated)         | 0%              |

**WARNING: The combined percentage changes on Line F must equate to at least 10% for this criterion to be met.**

**ATTENTION:** Upload copies of payroll reports substantiating the figures above (excluding or redacting Personally Identifiable Information for any individual employees) in the GrantSolutions portal.



**DOT will only accept applications submitted through the application portal.**

**Section 5.A (reduction in operating revenues)**

For most businesses, "total operating revenues" will equate to "Gross receipts and sales" as reported on either their income tax returns -- e.g., IRS Forms 1120, 1120-S, 1065, or (for unincorporated sole proprietorships) on IRS Form 1040, Schedule C.

|    |   |     |
|----|---|-----|
| A. | Total Operating Revenues for Calendar Year 2019 |     |
| B. | Total Operating Revenues for Calendar Year 2020 |     |
| C. | Net change (calculated)                         | \$0 |
| D. | Percentage change (calculated)                  | 0%  |

**WARNING:** If the percentage change is less than 15%, then this criterion is not met.

**ATTENTION:** Upload copies of tax returns, official SEC filings, or audited financial statements substantiating the figures above (excluding or redacting any Personally Identifiable Information, such as Social Security numbers, financial institution information, etc.) in the GrantSolutions portal.

## Section 5.B (involuntary layoffs or furloughs)

|    |                                     | Total paid employee hours |
|----|-------------------------------------|---------------------------|
| A. | Year ending December 31, 2019       |                           |
| B. | Year ending December 31, 2020       |                           |
| C. | Net change (calculated)             | 0                         |
| D. | Reduction in hours due to furloughs |                           |
| E. | Workforce reduction due to layoffs  |                           |
| F. | Percent change (calculated)         | 0%                        |



**DOT will only accept applications submitted through the application portal.**

#### QUESTION 6: Other federal financial assistance

To be eligible for funds under the AMJP Program, the applicant must not have received any of the following:

- The business cannot have been allowed a credit against applicable employment taxes under section 2301 of the CARES Act (26 U.S.C. 3111 note) for the calendar quarter ending immediately before entering into an agreement with DOT. Because DOT anticipates establishing these agreements during the quarter ending September 30, 2021, this means the business cannot have been allowed such credits for the quarter ending June 30, 2021.
- The business cannot have received financial assistance under section 4113 of the CARES Act (15 U.S.C. 9073).
- The business cannot be expending financial assistance under the paycheck protection program established under section 7(a)(36) of the Small Business Act (15 U.S.C. 636(a)(36)), as of the date the employer submits an application under the AMJP.

Indicate below if the applicant has received any of the following financial assistance:

|    |  |   |
|----|--|---|
| A. | <p>Has the applicant accrued (earned) an Employee Retention Tax Credit (pursuant to Sec. 2301 of the CARES Act) during the calendar quarter ending June 30, 2021? Or has the applicant requested (or does the applicant plan to request) such a credit during the calendar quarter ending June 30, 2021?</p> <p>If the answer to <u>any</u> of these questions is "Yes," then you must indicate "Yes" in the column at the right.</p>  | <input type="radio"/> Yes<br><input type="radio"/> No |
| B. | <p>Even if you answered "Yes" on Line A, DOT may still be able to award an AMJP agreement, sometime after October 1, 2021. Please indicate whether you would like to be considered for such a delayed award.</p>   | <input type="radio"/> Yes<br><input type="radio"/> No |
| C. | <p>Did the applicant receive financial assistance under section 4113 of the CARES Act (15 U.S.C. 9073), or will the applicant receive such financial assistance within the six-month duration of an AMJP agreement, if awarded?</p> <p>This program is also referred to as the Payroll Support Program (PSP or PSP1). If the applicant received financial support under this program, then you must indicate "Yes" in the column at the right and the applicant is not eligible for assistance under the AMJP.</p> <p>Please note this does not include funding received from two later, similar programs, the Payroll Support Program Extension (PSP2) and the Payroll Support Program Extension (PSP3), which were established in the Consolidated Appropriations Act, 2021, and the American Rescue Plan Act of 2021. Indicate "Yes" only if the applicant received funds under PSP1, established in the CARES Act.</p> | <input type="radio"/> Yes<br><input type="radio"/> No |

(form continued next page)





**DOT will only accept applications submitted through the application portal.**

|  |  |   |
|--|--|---|
| D.   | Is the applicant currently using (spending) or retaining any funds received from the Paycheck Protection Program (PPP) to pay for employee compensation costs, as of the date the applicant submits this application for the AMJP? | <input type="radio"/> Yes<br><input type="radio"/> No |
| If so, then you must indicate "Yes" in the column at the right, and the applicant is not eligible for assistance under the AMJP. This is the case even if the applicant received a loan under the PPP, but requested (and received) official forgiveness of that loan. |  |   |

|  |   |   |
|--|---|---|
| D.   | Is the applicant currently <u>using (spending) or retaining any funds received from the Paycheck Protection Program (PPP) to pay for employee compensation costs, as of the date the applicant submits this application for the AMJP?</u> | <input type="radio"/> Yes<br><input type="radio"/> No |
| If so, then you must indicate "Yes" in the column at the right, and the applicant is not eligible for assistance under the AMJP. This is the case even if the applicant received a loan under the PPP, but requested (and received) official forgiveness of that loan. |   |   |





**DOT will only accept applications submitted through the application portal.**

**QUESTION 7: Reimbursements from other Federal or state funding sources**

Indicate below if the applicant will receive reimbursements for employee compensation costs under any other Federal or state financial assistance program, including but not limited to Section 3610 of the CARES Act, during the term of the AMJP Agreement.

**IMPORTANT:** Answering “Yes” to this question will not affect an applicant’s eligibility. However, it may impact the level of funding the applicant can receive if such funding supports compensation costs during the term of the AMJP Agreement.

|    |  |  |
|----|--|--|
| A. | Will applicant receive financial assistance from any other Federal or state program for employee compensation costs during the term of the AMJP Agreement? | <input type="radio"/> Yes<br><input type="radio"/> No  |
| B. | If yes, please explain the source, amount, and purpose of the funds.   | <b>For example, if you’re pursuing additional ERTC’s, you must disclose that information here.</b> |

**No longer applicable**



**DOT will only accept applications submitted through the application portal.**

### QUESTION 8: Eligible Employee Group (EEG)

The EEG is the group of employees whose associated compensation would be paid in part with the Public Contribution during the term of the AMJP Agreement. The parameters of the EEG are strictly defined:

- Includes only employees that were engaged in aviation manufacturing activities and services, or maintenance, repair, and overhaul activities and services as of April 1, 2020. The term “engaged in” means employees who spent at least 50 percent of their time actually conducting technical engineering design, design oversight, and/or the physical steps involved in creating aircraft parts or components, or conducting inspections, maintenance or repair work on aircraft or aircraft components;
- Cannot exceed 25 percent of the employer’s total United States workforce as it existed on April 1, 2020; and
- Can only include employees with a total compensation level<sup>15</sup> of \$200,000 or less per year as of April 1, 2020. (Note that this level is based on gross compensation. If an employee’s base salary was \$180,000 and their additional benefits equated to \$21,000, then that employee cannot be included in the “EEG” even though the employee may pay Federal, State, or local income tax on that compensation, and therefore the employee’s net compensation from the employer was less than \$200,000.)

*(form begins next page)*

<sup>15</sup> The term “total compensation level” means the level of total base compensation and benefits being provided to EEG employees, as of April 1, 2020, excluding overtime and premium pay, and excluding any Federal, State, or local payroll taxes paid by the employer (P.L. 117-2, §7201(8)).



DOT will only accept applications submitted through the application portal.

As of April 1, 2020 As of March 31, 2021

| Determining Size of EEG |  |   |
|-------------------------|--|---|
| A.                      | Total U.S. Workforce <sup>16</sup>                                     |   |
| B.                      | Maximum Size of EEG (calculated, based on 25% of Line A) <sup>17</sup> | 0 |

gory)

As of April 1, 2020

As of March 31, 2021

| Determining Size of EEG  |  |   |   |
|--|--|---|---|
| A.   | Total U.S. Workforce <sup>16</sup>   |   |   |
| B.   | Maximum Size of EEG (calculated, based on 25% of Line A) <sup>17</sup>   | 0 | 0 |
| Number of employees included in the applicant's designated EEG (by category) |  |   |   |
| C.   | Engineering Design   |   |   |
| D.   | Regulatory Review and Compliance   |   |   |
| E.   | Procurement  |   |   |
| F.   | Fabrication or assembly  |   |   |
| G.   | Inspection   |   |   |
| H.   | Maintenance, Repair and Overhaul   |   |   |
| I.   | Aircraft, System or Quality Testing  |   |   |
| J.   | Other positions directly engaged in aviation manufacturing and/or repair. <b>NOTE:</b> If more than <u>five (5) percent of the total EEG</u> is classified as "Other," then the applicant must provide a detailed listing of the specific positions included. It may also cause a delay in application review. See <u>additional cautions in footnote.</u> <sup>18</sup> |   |   |

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June 27, 2021



**DOT will only accept applications submitted through the application portal.**

**QUESTION 9: Total compensation level and requested funding**

Applicant must identify the "Total Compensation Level" for the designated EEG. Applicant must also identify how much funding the applicant is requesting, and indicate how the applicant plans to use the requested funds.

"Total Compensation Level" means the level of total base compensation and benefits being provided to EEG employees, as of April 1, 2020, excluding overtime and premium pay, and excluding any Federal, State, or local payroll taxes paid by the employer.

The form below will guide the applicant through the calculations. It is crucial to note that **the applicant must keep complete, detailed records that identify the specific employees** included in the EEG. The applicant **must not** include Personally Identifiable Information to DOT as part of its application. However, the applicant must be prepared to present all supporting details and documentation to either DOT or any authorized oversight agency, in their conduct of either compliance or program evaluations.

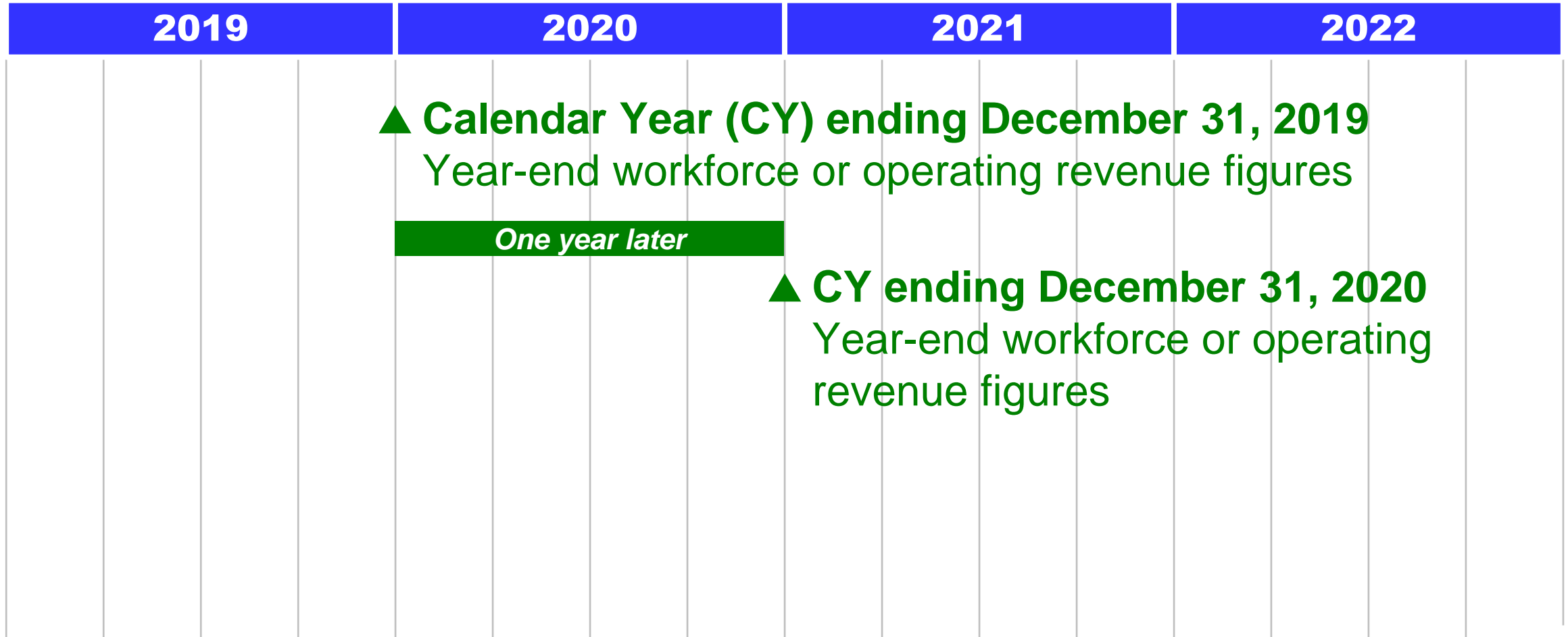
*(form continued next page)*

# Key milestones and data-points





# Key milestones and data-points



# Total Compensation Level as of April 1, 2020

2020

▼ Wednesday, April 1, 2020

Monthly pay periods

| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|

Semi-Monthly pay periods

|   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|

Bi-Weekly pay periods

|   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 13 | 12 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|

Weekly pay periods

|   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 13 | 12 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|

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U.S. Department of Transportation

# Total Compensation Level as of April 1, 2020

2020

▼ Wednesday, April 1, 2020

Monthly pay periods

| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|

Semi-Monthly pay periods

|   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|

Bi-Weekly pay periods

|   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 13 | 12 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|

Weekly pay periods

|   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 13 | 12 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|

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U.S. Department of Transportation

# Total Compensation Level as of April 1, 2020

2020

▼ Wednesday, April 1, 2020

Monthly pay periods

**Apr**

Semi-Monthly pay periods

7

Bi-Weekly pay periods

7

Weekly pay periods

14

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U.S. Department of Transportation

# Total Compensation Level as of April 1, 2020

2020

▼ Wednesday, April 1, 2020

Monthly pay periods

**Apr**  $\$189,083 \times 12 = \$2,269,000$

Semi-Monthly pay periods

**7**  $\$94,541 \times 24 = \$2,269,000$

Bi-Weekly pay periods

**7**  $\$87,269 \times 26 = \$2,269,000$

Weekly pay periods

**14**  $\$43,634 \times 52 = \$2,269,000$

Email questions to [AMJP@dot.gov](mailto:AMJP@dot.gov)



U.S. Department of Transportation





DOT will only accept applications submitted through the application portal.

|    |  | As of April 1, 2020 | As of March 31, 2021 |
|----|--|---------------------|----------------------|
| A. | Complete compensation cost for the specific employees included in the EEG, <u>for the pay period that included the date indicated at the top of each column.</u> | \$ 87,269           | \$ 56,738            |
| B. | Indicate the duration of the pay period.   | Bi-Weekly           | Bi-Weekly            |
| C. | Factor by which to multiply Line A in order to calculate an annualized figure.   | 26                  | 26                   |
| D. | Preliminary annualized Total Compensation Level for the EEG (Line A times Line C) (calculated)   | \$ 2,268,994        | \$ 1,475,188         |
| E. | If any benefit costs for the EEG are not already reflected in Line A (and therefore not reflected in Line D), insert that figure (annualized) here.              | \$ 84,000           | \$ 62,000            |
| F. | Final annualized Total Compensation Level for the EEG (Line D + Line E) (calculated)   | \$ 2,352,994        | \$ 1,537,188         |
| G. | Divided in half (to calculate six months' worth) (calculated)  | \$ 1,176,497        | \$ 768,594           |
| H. | Maximum Request (50% of Line G) (calculated)   | \$ 588,249          | \$384,297            |

# What if my business has different pay periods?

- If the business has multiple different pay frequencies for different units (or for different types of employees), no problem.
- Calculate the Total Compensation Level (annualized) for the EEG.
- Divide it by 12 to calculate a monthly rate.
- Enter that figure in Question 9 (page 27 of the application) and indicate that it is a monthly rate.
- Upload a copy of the analysis you prepared, along with the copies of the payroll reports.



DOT will only accept applications submitted through the application portal.

|    |   |  |
|----|---|--|
| I. | Funding Request. Amount cannot exceed Line H, as of April 1, 2020 (previous page).          |  |
| J. | If requesting less than the amount in Line H, please indicate the reason for the reduction: | <input type="checkbox"/> Permanent reduction in staff size within<br><input type="checkbox"/> Inability to rehire or recall staff within six months<br><input type="checkbox"/> Other (please explain) |

|   |   |   |
|---|---|---|
| I.  | Funding Request. Amount cannot exceed Line H, as of April 1, 2020 (previous page).              |   |
| J.  | If requesting less than the amount in Line H, please indicate the reason for the reduction:     | <input type="checkbox"/> Permanent reduction in staff size<br><input type="checkbox"/> Inability to rehire or recall staff within six months<br><input type="checkbox"/> Other (please explain) |
| <b>WARNING: Amount in Line H must be less than or equal to 50% of the Total Compensation Level for the EEG, as shown in line G.</b>   |   |   |
| K.  | <b>Funding Use</b><br><i>How the applicant plans to use the funding received under the AMJP</i> | <input type="radio"/> Retention of employees within EEG<br><input type="radio"/> Rehire or recall employees within EEG<br><input type="radio"/> Both of the above                               |
| <b>WARNING: Funding can only be used for compensation costs incurred during the term of the AMJP Agreement, for the purposes defined in the law. Funding cannot be used for backpay of returning, rehired, or recalled employees.</b> |   |   |



**DOT will only accept applications submitted through the application portal.**

**QUESTION 10: Legal or business proceedings**

Applicant must provide information on legal or business proceedings or indebtedness that may impact the applicant's ability to fulfill its legal commitments under the AMJP. Indicate below if any of the following apply to the applicant and provide the required description.

Note that such circumstances would not necessarily, on their own, render an applicant ineligible; however, DOT would consider such circumstances in a risk-based approach to oversight, and may include additional conditions in the agreement, including but not limited to continuing disclosure and supplemental reporting requirements.

| Description |  |   |  |
|-------------|--|---|--|
| A.          | Is the applicant business entity currently engaged in any legal or business proceedings that could jeopardize its ability to fulfill the legal commitments required in statute as conditions for receiving funds under the AMJP?<br><i>Examples of such proceedings could include (but are not limited to) any process related to the United States Bankruptcy Code, potential merger or acquisition discussions, or current litigation against the applicant.</i> | <input type="radio"/> Yes<br><input type="radio"/> No | If selected yes, provide a brief description of the proceedings: |
| B.          | Is the applicant delinquent on any debt to any Federal agency?<br><i>DOT may be required to coordinate with other Federal agencies to ensure resolution of these circumstances before processing disbursements under the AMJP. This might also result in reduction of disbursements to recoup legitimate debt.</i>   | <input type="radio"/> Yes<br><input type="radio"/> No | If selected yes, provide a brief description:                    |





**DOT will only accept applications submitted through the application portal.**

#### QUESTION 11: Certifications

Applicant must attest to the following certifications. DOT retains the right to require supporting documentation during compliance reviews to confirm the accuracy of the information provided by the applicant throughout this application.

| Description  |   |
|--|---|
| A. Applicant agrees to provide private contributions and maintain the total compensation level for the eligible employee group for the duration of an agreement under this subtitle.   | <input type="radio"/> Yes<br><input type="radio"/> No |
| B. Applicant agrees to provide immediate notice and justification to DOT of involuntary furloughs or layoffs exceeding 10 percent of the workforce that is not included in an eligible employee group for the duration of an agreement and receipt of public contributions under the AMJP.                       | <input type="radio"/> Yes<br><input type="radio"/> No |
| C. Applicant commits to refrain from conducting any involuntary layoffs, furloughs <sup>19</sup> , or reductions in pay or benefits for the EEG, from the date of application and continuing until at least the expiration date of the agreement <sup>20</sup> and receipt of Federal funds provided thereunder. | <input type="radio"/> Yes<br><input type="radio"/> No |

F. I certify under penalty of perjury that the information and certifications provided in the application and its attachments are true and correct.

**WARNING:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil penalties. (18 U.S.C. 287, 1001; 31 U.S.C. 3729, 3802).

☐ Yes  
☐ No

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil penalties. (18 U.S.C. 287, 1001; 31 U.S.C. 3729, 3802).

<sup>19</sup> DOT interprets the term "furlough" to include reductions in working days or hours.

<sup>20</sup> Or September 30, 2021, whichever is later.





U.S. Department of Transportation

# Guidance for large, complex business structures

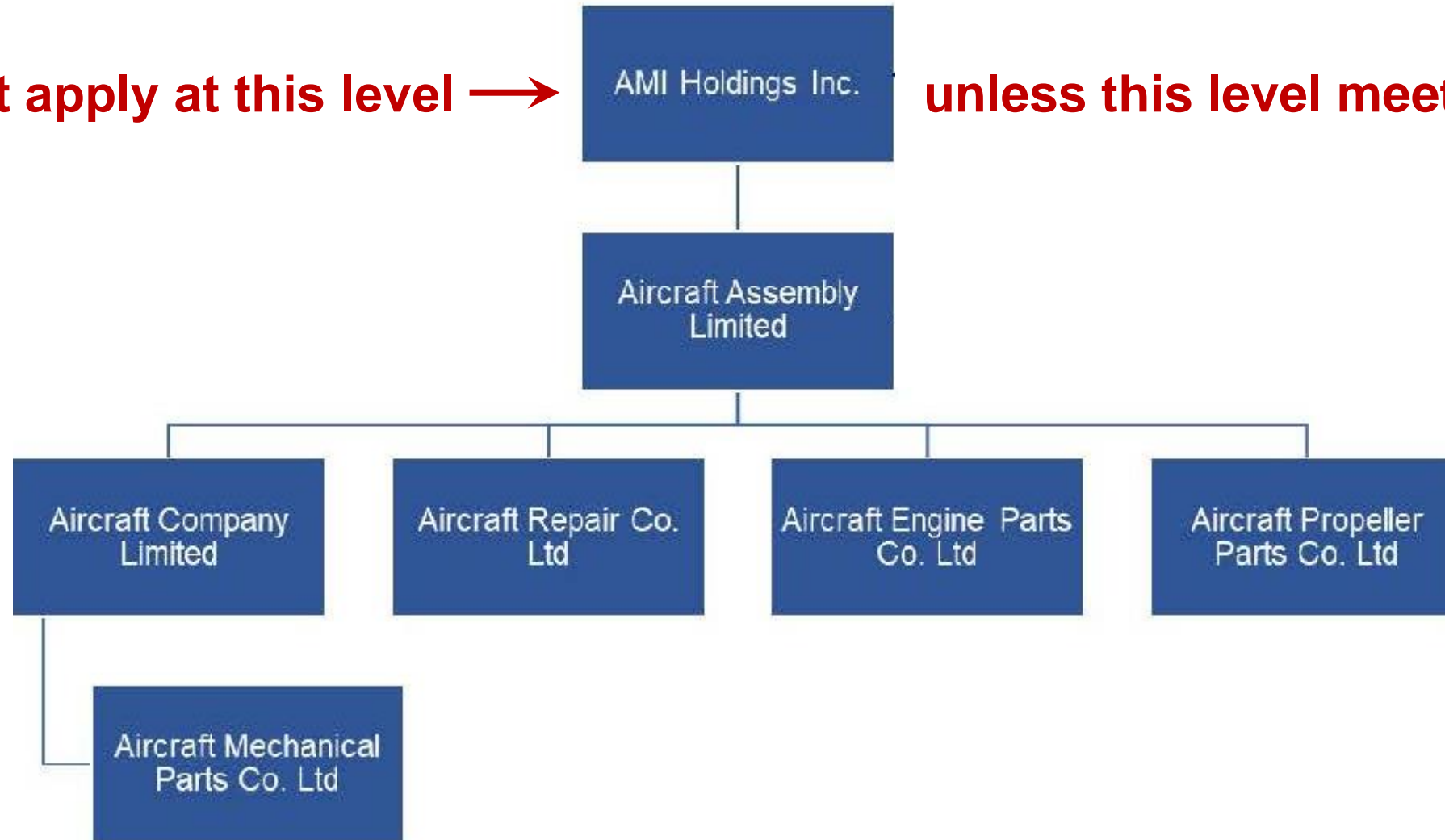


# Questions about large, complex businesses

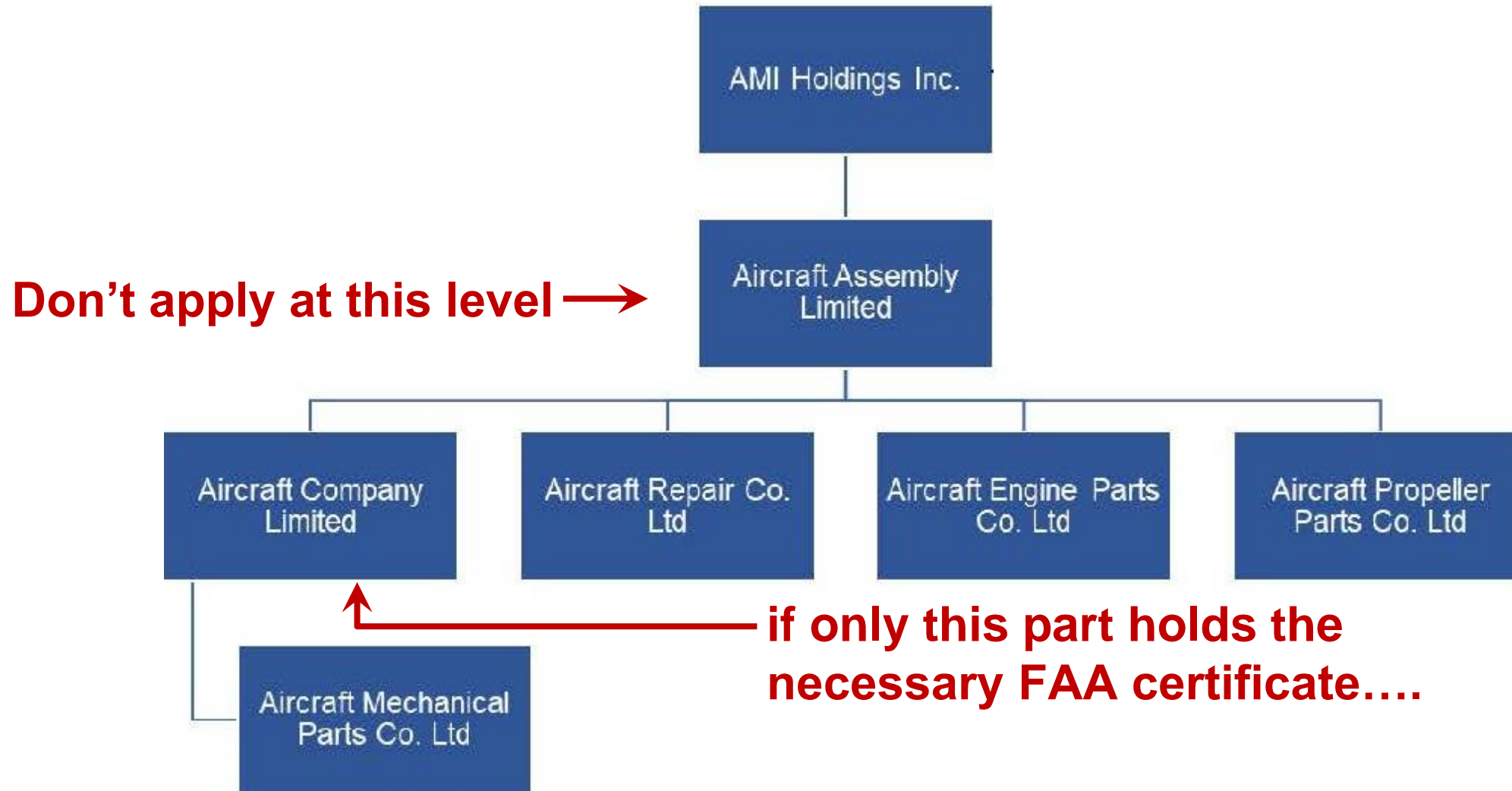
**Don't apply at this level →**

AMI Holdings Inc.

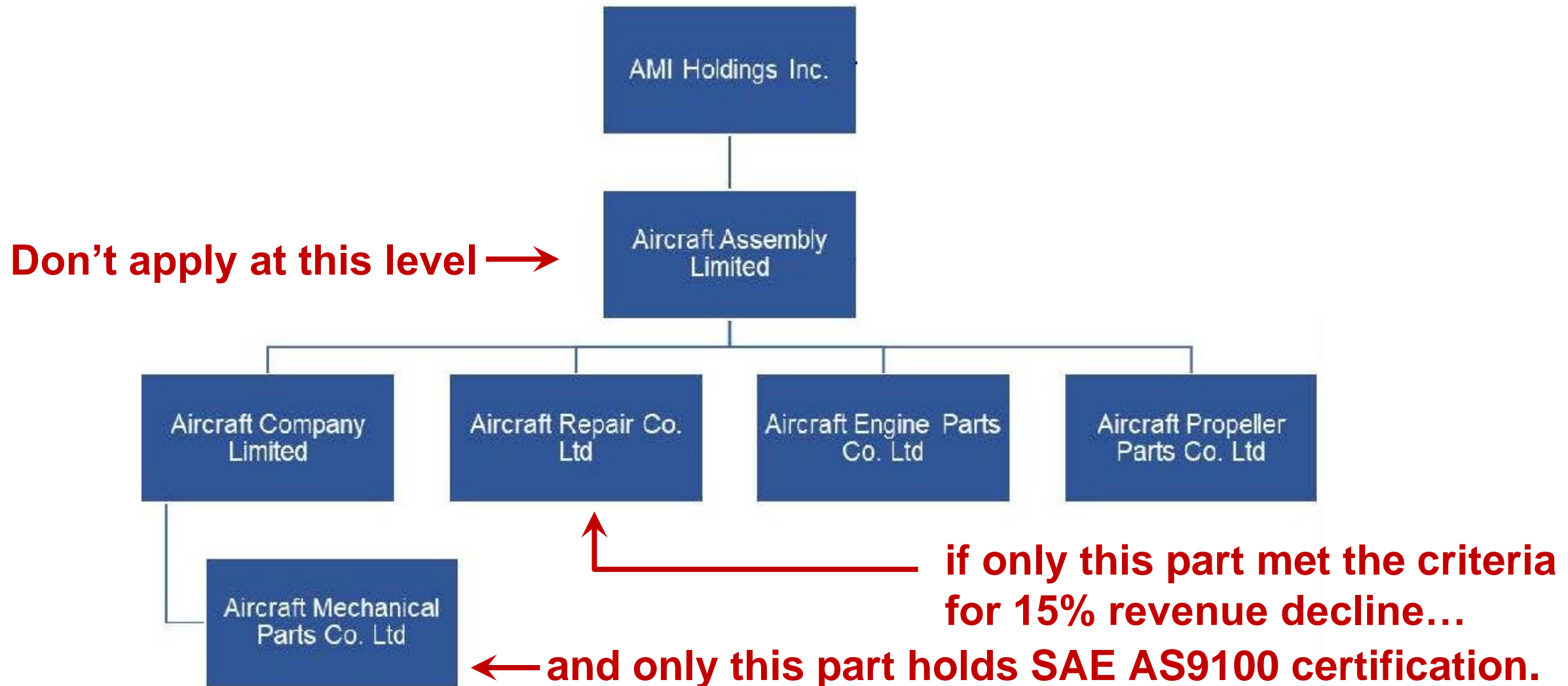
**unless this level meets all criteria**



# Questions about large, complex businesses



# Questions about large, complex businesses



# Questions about large, complex businesses







U.S. Department of Transportation

# What happens next?



# What will happen after the application process?

- DOT will review and validate the requests (including supporting documentation).
- DOT will verify eligibility (and establish the Public Contribution) for each applicant.
- DOT will tabulate the results and notify applicants.
- DOT will send each eligible applicant a financial assistance agreement—a legal document that will outline all of the financial parameters, terms and conditions, reporting and documentation requirements.

## And then what?

- After the recipient business signs that agreement, DOT will make an initial disbursement.
- Recipient businesses will then need to submit requests and supporting documentation before receiving subsequent disbursements.
- Eventually, each recipient business will have to complete a closeout package.
- All recipient businesses will be subject to audit review.

# Questions?

Email [amjp@dot.gov](mailto:amjp@dot.gov)





# Thank you!

