



U.S. DEPARTMENT OF TRANSPORTATION: AVIATION MANUFACTURING JOBS PROTECTION (AMJP) PROGRAM APPLICATION INSTRUCTIONS

November 2021

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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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

Originally Dated: June 15, 2021

Subsequently updated as indicated by a date in the lower right corner of revised pages.

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. (On July 26, 2021, DOT announced that the application process would be reopened; DOT subsequently completed a second round of AMJP awards. On November 8, 2021, DOT announced that the application process would be reopened for a final round.)



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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 AS9100¹ related to the design, development, or provision of an aviation product or service, including a part, component, or assembly.²

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).

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

² 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 involuntarily³ 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.⁴ 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. [Although Congress continued the ERTC beyond June 30, 2021, it did so through a separate legislative provision, and therefore this provision is no longer relevant for applications submitted after October 1, 2021.]~~
- 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 or retaining 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.

³ 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).

⁴ Or September 30, 2021, whichever is later.



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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 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 level⁵ 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.”

⁵ “Total compensation level” is defined below.



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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 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 requirements set forth in “Eligibility Requirements and Key Definitions” and “Other Restrictions” in the Federal Register Notice.⁶ Eligible businesses that wish to be considered for this program must comply with the deadlines and requirements in this notice and the online application system.

Only established business entities that meet the eligibility requirements are eligible to apply for and receive funding under the AMJP. Neither any other type of organization nor individual employees (including contract employees) are eligible to apply for assistance under this 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 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 AS9100⁷ 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

⁶ www.transportation.gov/AMJP

⁷ For information about SAE AS9100, see <https://www.sae.org/standards/content/as9100/>.



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benefits, for the EEG, from the date of agreement at least until the expiration date of the agreement.⁸

- ☐ ~~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.⁹ [No longer relevant for applications submitted after Oct. 1, 2021.]~~
- ☐ Cannot have received financial assistance under section 4113 of the CARES Act (15 U.S.C. 9073).
- ☐ Cannot be expending or retaining 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.

⁸ Or September 30, 2021, whichever is later.

⁹ ~~For eligible applications received by September 1, 2021, DOT anticipates awarding AMJP agreements during the quarter ending December 31, 2021 (in which case the applicant cannot have accrued the referenced credits during the quarter ending September 30, 2021). However, DOT may be able to award an AMJP agreement during a later quarter. Please see Questions #6.A and 6.B on page 21 for further information. [No longer relevant for applications submitted after Oct. 1, 2021.]~~



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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,¹⁰ 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 agreement¹¹ 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.

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

¹¹ Or September 30, 2021, whichever is later.



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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.



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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, DOT **MUST** receive an applicant's completed application materials no later than **7:59 p.m. prevailing Eastern time** on **Monday, December 13, 2021**. Applicants **MUST** submit their applications via GrantSolutions at 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.



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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.

To be considered, DOT **MUST** receive an applicant's completed application materials no later than **7:59 p.m. prevailing Eastern time** on **Monday, December 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.



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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 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.

(form continued next page)



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Description												
A.	Applicant's Legal Name <i>The business name of the legal entity</i>											
B.	Other Business Name(s) <i>"Doing Business As" or other tradename(s)</i>											
C.	Holding company(ies) or other corporate ownership above the applicant level <i>(if applicable)</i>											
D.	List all subsidiaries included in the scope of the application <i>(if applicable)</i>											
ATTENTION: 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.												
E.	Taxpayer ID (TIN/EIN) Number											
F.	DUNS Number Or											
G.	Unique Entity Identifier (SAM-UEI)											
H.	<table border="1"> <tr> <td rowspan="5">Primary Business Address</td> <td>Street 1</td> <td></td> </tr> <tr> <td>Street 2</td> <td></td> </tr> <tr> <td>City</td> <td></td> </tr> <tr> <td>State</td> <td></td> </tr> <tr> <td>Zip Code</td> <td></td> </tr> </table>	Primary Business Address	Street 1		Street 2		City		State		Zip Code	
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)											
If "Other" was selected, please specify:												



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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 <i>Authorized representative completing the application</i>	Full Legal Name	
		Title	
		Office Phone	
		Mobile Phone	
		Email	
B.	Secondary Representative <i>Secondary contact in the event the primary authorized representative is unavailable</i>	Name	
		Title	
		Office Phone	
		Mobile Phone	
		Email	
C.	Authorized Certifying Representative <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	



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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."
ATTENTION: 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: <input type="text"/>
ATTENTION: 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. ¹²
	If Yes, provide SAE certification number: <input type="text"/>
ATTENTION: Upload copies of SAE certification documents in the GrantSolutions portal.	
D. <input type="checkbox"/> Yes	None of the above IMPORTANT: If this box is checked, the applicant does not appear to be eligible for assistance under the AMJP Program.

¹² 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.	Total 2019 Operating Revenue <i>Calendar Year (CY) 2019 operating revenues (all businesses and all locations)</i>	
B.	2019 U.S. Operating Revenue from aviation activities <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.	% Revenue from U.S. aviation manufacturing or repair activities (calculated) WARNING: Must be at least 50%	
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.		

(form continued next page)



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		As of April 1, 2020	As of March 31, 2021
D.	Total employees engaged in aviation manufacturing and/or repair <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 ¹³		
F.	% U.S. workforce in aviation (calculated) WARNING: Must be at least 50% as of April 1, 2020		
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.			

¹³ 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.



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QUESTION 5: Impacts of the pandemic

To be eligible, applicant must have involuntarily¹⁴ 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. WARNING: If none of the above conditions are applicable, then the applicant business is not eligible under the AMJP Program.	

(form continued next page)

¹⁴ 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).



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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)	
D.	Percentage change (calculated)	
WARNING: If the percentage change is less than 15%, then this criterion is not met.		
<p>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.</p> <p>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.</p>		

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)		
D.	Reduction in hours due to furloughs		
E.	Workforce reduction due to layoffs		
F.	Percent change (calculated)		
WARNING: The combined percentage changes on Line F must equate to at least 10% for this criterion to be met.			
<p>ATTENTION: Upload copies of payroll reports substantiating the figures above (excluding or redacting Personally Identifiable Information for any individual employees) in the GrantSolutions portal.</p>			



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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. [Although Congress continued the ERTC beyond June 30, 2021, it did so through a separate legislative provision, and therefore this provision is no longer relevant for applications submitted after Oct. 1, 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.	Item no longer applicable. Please proceed to item C.	N/A
B.	Item no longer applicable. Please proceed to item C.	N/A
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="checkbox"/> Yes <input type="checkbox"/> No

(form continued next page)



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D.	<p>Is the applicant currently using (spending) or retaining any funds received from the Paycheck Protection Program (PPP) as of the date the applicant submits this application for the AMJP?</p> <p>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.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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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="checkbox"/> Yes <input type="checkbox"/> No
B.	If yes, please explain the source, amount, and purpose of the funds.	



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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 level¹⁵ 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)

¹⁵ 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)).



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		As of April 1, 2020	As of March 31, 2021
Determining Size of EEG			
A.	Total U.S. Workforce ¹⁶		
B.	Maximum Size of EEG (calculated, based on 25% of Line A) ¹⁷		
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. NOTE: If more than five (5) percent of the total EEG 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 additional cautions in footnote. ¹⁸		
K.	Totals (calculated)		
WARNING: The totals in line K must be less than or equal to the maximum size of the EEG allowed by law in line B. Adjust lines C through J as necessary.			
ATTENTION: Upload copies of payroll reports substantiating the figures above (excluding or redacting any Personally Identifiable Information (PII) for any individual employees) in the GrantSolutions portal.			
ATTENTION: If more than five (5) percent of the total EEG is classified as "Other," then upload a detailed listing of the specific positions included in the "Other" category in the GrantSolutions portal.			

¹⁶ For many applicants, this figure may match the figure on page 18, Line E. However, in some cases it may not, because page 18 focuses solely on employees who are engaged in aviation manufacturing and repair. By contrast, this line (on page 25, Line A) relates to overall "United States workforce," regardless of whether it includes other types of business. Also see footnote #13 on page 18, defining "United States workforce."

¹⁷ In the case of an applicant with fewer than four (4) members in their U.S. workforce, DOT will permit the EEG to include a single individual. However, the Public Contribution would be limited to no more than 25% of one-half of the Total Compensation Level of the EEG.

¹⁸ In addition to delaying application review, this may also result in DOT requiring additional information, or a reduction in the size of the EEG.



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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)



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		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>		
B.	Indicate the duration of the pay period.		
C.	Factor by which to multiply Line A in order to calculate an annualized figure.		
D.	Preliminary annualized Total Compensation Level for the EEG (Line A times Line C) (calculated)		
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.		
F.	Final annualized Total Compensation Level for the EEG (Line D + Line E) (calculated)		
G.	Divided in half (to calculate six months' worth) (calculated)		
H.	Maximum Request (50% of Line G) (calculated)		
<p>ATTENTION: Upload copies of payroll reports substantiating the figures above (excluding or redacting Personally Identifiable Information (PII) for any individual employees) in the GrantSolutions portal.</p>			

(form continued next page)



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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 <input type="checkbox"/> Inability to rehire or recall staff within six months <input type="checkbox"/> Other (please explain)
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.		
K.	Funding Use <i>How the applicant plans to use the funding received under the AMJP</i>	<input type="checkbox"/> Retention of employees within EEG <input type="checkbox"/> Rehire or recall employees within EEG <input type="checkbox"/> Both of the above
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.		



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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? <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="checkbox"/> Yes <input type="checkbox"/> No	If selected yes, provide a brief description of the proceedings:	
B.	Is the applicant delinquent on any debt to any Federal agency? <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="checkbox"/> Yes <input type="checkbox"/> No	If selected yes, provide a brief description:	



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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="checkbox"/> Yes <input type="checkbox"/> 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="checkbox"/> Yes <input type="checkbox"/> No
C.	Applicant commits to refrain from conducting any involuntary layoffs, furloughs ¹⁹ , 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 ²⁰ and receipt of Federal funds provided thereunder.	<input type="checkbox"/> Yes <input type="checkbox"/> No
D.	Applicant agrees to use the funds received under the agreement exclusively for the continuation of employee wages, salaries, and benefits, to maintain the total compensation level for the eligible employee group as of April 1, 2020 for the duration of the agreement, and to facilitate the retention, rehire, or recall of employees of the employer, except that such funds may not be used for back pay of returning rehired or recalled employees.	<input type="checkbox"/> Yes <input type="checkbox"/> No
E.	I have the legal authority to make the commitments in paragraphs A-D on behalf of the applicant, and I acknowledge that, to make an award, DOT is relying on my representation of apparent authority to bind the applicant as a material representation of fact.	<input type="checkbox"/> Yes <input type="checkbox"/> 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).	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

²⁰ Or September 30, 2021, whichever is later.