

Aviation Manufacturing Jobs Protection (AMP) Program
Post-Award Reporting Requirements

AMJP Recipients must submit various forms to the U.S. Department of Transportation via GrantSolutions. The following summary guidance is for the convenience of AMJP Recipients. For complete details, please refer to your AMJP Agreement (Attachment A).

| Form | Purpose | Timing |
|---|---|--|
| AMJP-1A.2.2 Employment Action Affecting the Eligible Employee Group | Documents the involuntary termination, furlough, and/or reduction in pay of an EEG member, within the narrow limitations set forth in Section 2.2(b) of the AMJP agreement. | Submit within five business days following date of employment action. Also submit revised AMJP-1A.6.5 within 10 business days following date of employment action. |
| AMJP-1A.2.3 Replacement in the Eligible Employee Group | Documents the replacement of EEG member that was separated from the company (voluntary or involuntary separation). | Submit within three business days following date of employee replacement. Also submit revised AMJP-1A.6.5 within 10 business days following replacement date. |
| AMJP-1A.2.4 Employment Action Not Affecting the Eligible Employee Group | Documents involuntary layoff or furlough of more than 10% of the non-EEG workforce. | Submit within one business day of making furlough or layoffs exceeding 10% of the Recipient's non-EEG workforce. |
| AMJP-1A.6.4 Request for Interim Payment | Documents an optional request for an interim payment. | Submit no earlier than 60 calendar days after executing agreement. See additional guidance transmitted via GrantSolutions. |
| AMJP-1A.6.5 EEG Composition EEG Composition (Optional Supplement in Excel) | Documents the composition of a Recipient's designated EEG. | Submit initial form within 10 business days following date of agreement, and again anytime there is a subsequent change to the EEG. |
| AMJP-1A.6.6 Interim Financial Report | Documents actual Recipient allowable cost (per pay period). Use EEG reference identifiers from Form AMJP-1A.6.5 (EEG Composition). | Submit within 10 business days following each payment of wages to EEG members. |
| AMJP-1A.6.7 Final Financial Report | Documents all allowable costs incurred by the Recipient during their period of performance. | Submit within 120 calendar days following the end of the Project Performance Period shown on the cover page of the AMJP Agreement. |