

## **DOCUMENTS FOR PREPARING A CERTS GRANT APPLICATION**

In order to demonstrate eligibility as a “*Qualifying Transportation Service Provider*” for purposes of submitting a CERTS grant application, it will be useful to gather in advance the following documentation in preparation of the opening of the Treasury Department’s grant application web-based portal.

### **CORPORATE INFORMATION NEEDED TO VALIDATE IDENTITY AND ELIGIBILITY:**

- Name, address, and contact person details
- TIN/EIN
- Type of company (i.e. corporation, sole proprietorship, etc.)
- IRS Principal Business or Professional Activity codes or NAICS codes
- Socioeconomic status (i.e. minority-owned, women-owned, veteran-owned)
- Name and TIN/EIN of parent, subsidiary, or affiliated companies (if any)

### **FINANCIAL INSTITUTION/BANK INFORMATION NEEDED TO DELIVER GRANT PAYMENTS:**

- Financial institution routing and transit number
- Bank account number
- Financial institution address and contact information

### **CORPORATE FINANCIAL INFORMATION NEEDED TO ENABLE TREASURY TO DETERMINE CERTS GRANT SIZE:**

- Total revenues from 2019 and 2020E, as reported to the IRS
- Debt owed on major equipment as of 01/01/2021
  - Major equipment means motorcoach or over-the-road bus

### **EMPLOYEE INFORMATION NEEDED TO VALIDATE ELIGIBILITY AND DETERMINE CERTS GRANT SIZE:**

- Total number of employees in the U.S. who received wages, tips, or other compensation in Q4-2019, Q1-2020, Q4-2020, and Q1-2021, as reported on IRS Form 941 “*Employers Quarterly Federal Tax Return*”.
- Number of non-seasonal employees laid-off, furloughed, or terminated after March 27, 2020.
- Number of seasonal employees laid-off, furloughed, terminated or not offered re-hire in calendar year 2020.
- Number of employees in Q4-2020 of parent, subsidiary, or affiliated companies (if any)

### **MOTORCOACH COMPANY VALIDATION:**

- Current USDOT registration number
- Total number of commercial passenger motor vehicles operated, by type (i.e. motorcoach or over-the-road bus, sprinter van, cars)

**FUNDS RECEIVED OR REQUESTED UNDER OTHER COVID-19 FEDERAL FINANCIAL ASSISTANCE PROGRAMS (i.e. PPP, EIDL etc) TO DETERMINE CERTS GRANT SIZE:**

- PPP loan amounts and identification numbers
- EIDL and related Bridge Loan amounts and identification numbers
- Amounts of tax credits claimed as an eligible employer under the Employee Retention Tax Credit due to COVID-19
- For sole proprietors, amounts of Federally funded unemployment benefits under the CARES Act, as amended, such as the Federal Pandemic Unemployment Compensation (FPUC) and Pandemic Unemployment Assistance (PUA) programs

**FUNDS RECEIVED FROM GOVERNMENTAL ENTITIES THROUGH CONTRACTS, SUBCONTRACTS OR AGREEMENTS SUPPORTED BY EMERGENCY APPROPRIATIONS FOR CORONAVIRUS HEALTH RESPONSE AND AGENCY OPERATIONS (CHROA) (if applicable), AS NEEDED TO COMPLY WITH STATUTORY LIMITS ON GRANT SIZES:**

- Information on the contract or agreement, including the maximum amount of funds to be paid to the applicant under the contract or agreement.

**SUPPORTING DOCUMENTS NEEDED TO VERIFY OTHER INFORMATION SUBMITTED IN THE APPLICATION:**

- Annual corporate tax returns from 2019 and 2020 (e.g. IRS Form 2210, Schedule C 1040, etc., depending on type of incorporation)
- Employer's quarterly tax returns from Q4-2019, Q1-2020, Q4-2020, and Q1-2021 (i.e. IRS Form 941)

**BANKRUPTCY INFORMATION (IF APPLICANT IS IN A PENDING BANKRUPTCY CASE FILED ON OR AFTER MARCH 1, 2020).**

- Date of bankruptcy filing
- Bankruptcy court
- Case number
- Type (chapter) of bankruptcy filing