

## Commuter and Transit Bus Private Carrier Pandemic Relief and Jobs Program FAQs:

### 1. What is the deadline for application submission?

The application portal will be open on March 8<sup>th</sup>, 2022 at 10am and will close three weeks later on March 29<sup>th</sup>, 2022 at 3pm.

### 2. Who do I reach out to if I have questions before I apply?

[burelief@njeda.com](mailto:burelief@njeda.com)

### 3. How many years of tax returns am I expected to provide?

The program needs to see demonstrated revenue loss between 2019 and 2020.

### 4. What is a tax clearance certificate? How can I download mine?

A tax clearance certificate is a document created by the Department of Taxation that demonstrates you are in good standing with Taxation and are registered to do business in NJ. It is a mandatory document for your application.

You can download your tax clearance certificate here:

[https://www16.state.nj.us/NJ\\_PREMIER\\_EBIZ/jsp/home.jsp](https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp)

NOTE: Please select the correct entity in the drop-down menu when you print your certificate, "New Jersey Economic Development Authority". Do not select just the first option.

### 5. Is there an application fee?

Yes. There is a \$1,000 non-refundable application fee. The NJEDA will **not** begin review of your application until the application fee has been received. The fee should be paid by check upon submission of the online application.

Check details:

- Payable to: New Jersey Economic Development Authority
- Amount: \$1000 (One thousand dollars and no cents)
- Notes field: [Entity Name], COVID Bus Grant Fee
- Mail to:  
New Jersey Economic Development Authority (NJ ZIP)  
36 West State St  
PO Box 990  
Trenton, NJ 08625-0990

### 6. Is my organization eligible?

To be eligible, an applicant must, demonstrated in a manner acceptable to the Authority:

- Have been in business prior to February 15, 2020;

- Be a for-profit business (non-profits are excluded from the Program based on other required criteria); public agencies, authorities, or government entities are not eligible;
- Be registered to do business in and operating in the state of New Jersey, as evidenced by a current New Jersey Tax Clearance Certificate;
- Provide fixed route bus service (MB) or commuter bus (CB) service as defined in the Federal Transit Administration's December 22, 2021, *National Transit Database (NTD) Glossary*. Other services, including but not limited to those provided by charter buses, school buses, municipal shuttles, vanpool, and on-demand bus services, are not eligible;
- Have reported Vehicle Revenue Miles for fixed route bus service (MB) or commuter bus service (CB) greater than 0 in New Jersey directly to the NTD, as recorded in Annual Data Tables 2020 Service, or through NJ Transit as a private carrier in 2020;
- Demonstrate revenue losses in the state of New Jersey in 2020 due to the pandemic (calculated as the difference between each applicant company's 2020 revenues reported in New Jersey and 2019 revenues reported in New Jersey) that has not been fully addressed by other public or private relief funding sources;
- Self-certify best effort not to furlough or lay off any individual from the time of application through six months after the end of the declared state of emergency. Applicants that have already furloughed or laid off workers from the time of application must make a best-effort pledge to re-hire those workers as soon as possible. Any material breach of its best effort certification may result in the NJEDA seeking repayment of the grant;
- Satisfy the Authority's debarment/disqualification review and not have any defaults or outstanding obligations to the Authority; and
- Be in good standing with the following sister agencies: New Jersey Department of Labor, New Jersey Department of Environmental Protection, New Jersey Division of Taxation, and New Jersey Transit.

## **7. What is a Fixed Route service?**

Services provided on a repetitive, fixed schedule basis along a specific route with vehicles stopping to pick up and deliver passengers to specific locations; each fixed route trip serves the same origins and destinations, such as rail and bus (MB); unlike demand responsive (DR) and vanpool (VP) services.

## **8. What is a Commuter Bus Service?**

Local fixed-route bus transportation primarily connecting outlying areas with a central city. Characterized by a motorcoach (aka over-the-road bus), multiple trip tickets, multiple stops

in outlying areas, limited stops in the central city, and at least five miles of closed-door service.

**9. What is a charter service?**

A vehicle hired for exclusive use that does not operate over a regular route, on a regular schedule and is not available to the general public.

**10. What are vehicle revenue miles?**

The miles that vehicles are scheduled to or actually travel while in revenue service.

- Vehicle revenue miles include:
  1. Layover / recovery time.
- Vehicle revenue miles exclude:
  1. Deadhead;
  2. Operator training;
  3. Vehicle maintenance testing; and
  4. Other non-revenue uses of vehicles

For the purposes of this program, these are the miles reported to the NTD.

**11. Are governments or other public entities eligible to apply?**

No.

**12. Are certain regions of the state prioritized for funding? Can I receive a bonus for operating in an Opportunity Zone?**

All entities that meet eligibility criteria can receive Commuter and Transit Bus Private Carrier Pandemic Relief and Jobs Program funding. There is no regional prioritization or bonus structure for this program.

**13. How will the awards be calculated?**

Grants will be allocated to eligible applicants using a predefined formula, consisting of a flat award amount and a share of the remaining program funds proportional to the applicant's total vehicle revenue miles (VRM), capped at unmet need. The basic formula is shown below.

$$\text{Award amount} = \text{Base award} + \left( \frac{\text{Applicant VRM}}{\text{Total VRM}} \right) * (\text{Total grant pool} - \text{total base awards})$$

Base award = \$500,000 (unless capped by unmet need)

Total grant pool = \$25,000,000

Applicant VRM = Vehicle Revenue Miles submitted to NTD for NJ in 2020

Total VRM = Sum of Vehicle Revenue Miles submitted to NTD for NJ in 2020 for all eligible applicants

Total base awards = Sum of base awards for all applicants

Below is a sample calculation of awards based on three (3) illustrative eligible applicants.

	<b>Base Award</b>	<b>2020 Vehicle Revenue Mileage</b>	<b>Weighted % Share</b>	<b>Projected Allocated Amount</b>
Bus Company 1	\$500,000.00	100,000	6.250%	\$1,968,750.00
Bus Company 2	\$500,000.00	500,000	31.250%	\$7,843,750.00
Bus Company 3	\$500,000.00	1,000,000	62.500%	\$15,187,500.00
Sums:	\$1,500,000.00	1,600,000	100%	\$25,000,000

Total Grant Pool:	Total grant minus total base awards
\$25,000,000	23,500,000

**14. What is the maximum grant amount I can receive?**

The maximum award will not exceed the applicant’s unmet need. For this Program, as aligned with duplication of benefits requirements, unmet need is defined as 2020 New Jersey revenue losses (calculated as the difference between each applicant company’s 2020 revenues reported in New Jersey and 2019 revenues reported in New Jersey), less any other public or private COVID-19 relief funds that a company received for 2020.

Below is a sample calculation of cap award calculations based on three (3) illustrative eligible applicants. In this case, based on the sample above, Bus Company 2’s Award would be capped. The remaining funds will be distributed back into the Total Grant Pool and distributed proportionally to Bust Company 1 & 3.

	<b>Rev Loss (2020-2019)</b>	<b>Other 2020 COVID Relief Funding</b>	<b>Cap Award Amount</b>
Bus Company 1	\$5,000,000.00	\$1,000,000.00	\$4,000,000.00
Bus Company 2	\$10,000,000.00	\$3,000,000.00	\$7,000,000.00
Bus Company 3	\$20,000,000.00	\$3,000,000.00	\$17,000,000.00

**15. Will responses be reviewed on a rolling basis? Is the application first/come first/served?**

This is **not** first come, first served. All applications will be reviewed after the close of the fixed application period, starting on March 30, 2022.

**16. What are the Required Documentation and Necessary Information for the application?**

1. Completed and signed online application
2. Documentation of 2020 NJ revenue and 2019 NJ revenue. Typically, this is demonstrated through submission of 2020 and 2019 NJ tax documentation. Alternative documentation will be assessed on a case by case basis. If your tax returns do not show revenue, please reach out to [busrelief@njeda.com](mailto:busrelief@njeda.com) to determine appropriate documentation.
3. Reporting on vehicle revenue miles traveled in New Jersey to the National Transit database or to NJ Transit as a private carrier in 2020. This can be found here: <https://www.transit.dot.gov/ntd/data-product/2020-service>
4. Current New Jersey Tax Clearance Certificate listing New Jersey Economic Development Authority. All certificates listing another State agency will be rejected.

**17. What is a NAICS code? Where do I find my NAICS code?**

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. For help, please visit <https://www.census.gov/naics/> For example, the category “Bus and Other Motor Vehicle transportation system” NAICS code is 485113.

**18. What should I be putting for description of business?**

This can be pulled directly from your website “About Us” page, or simply be a brief description of your services (e.g. We are a commuter bus company).

**19. How can I access the application?**

You can access the application through the link on the webpage, <http://www.njeda.com/bus-relief> using the “Apply Here” button.

**20. Who can submit applications?**

An applicant may input whatever contact is most appropriate - either within their own organization, or within a third-party organization that is managing their application, if desired by the applicant.

However, the legal debarment questionnaire, application, and final agreement must be signed by an authorized buyer signatory.

- For a corporation, by a principal executive officer, at least the level of VP;
- For a partnership, by a general partner
- For a sole proprietorship, by the proprietor;

- For a gov't entity, by contact person (administrator, manager, mayor, etc.);
- For other than above, the person with legal responsibility for the application

