

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

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

The application portal will be open on March 5<sup>th</sup>, 2024 and will close three weeks later on March 28<sup>th</sup>, 2024

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

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

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

The program needs to see demonstrated revenue loss between 2019 and 2022.

### 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?

No application fee will be charged because EDA is using part of the funds for EDA's administrative costs.

### 6. Is my organization eligible?

To be eligible, an applicant must demonstrate the following 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 *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 the current Annual Data Tables Service, or through NJ Transit as a private carrier;

- Demonstrate systemic decrease in revenues (losses) in the state of New Jersey in 2022 due to the new realities in working habits (calculated as the difference between each applicant company's 2022 NJ-generated revenues and 2019 NJ-generated revenues as reported in the respective NJ CBT-100 or CBT-100S tax returns, Schedule J) that has not been fully addressed by other public or private relief funding sources
- Certify bus service, through peak vehicle requirements or notice of service changes, has not voluntarily reduced since 2021, from time of application, at milestone stages, and through the end of the grant compliance period.
- 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 Relief and Jobs Program funding. There is no regional prioritization or bonus structure for this program.

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

Grant amounts will allocate funds based on each eligible applicant's proportional share of the total eligible applicant's vehicle revenue miles (VRM) in New Jersey for 2022, Any leftover funds would be reallocated proportionally based on VRM. The basic formula is shown below. .

$$Award\ amount = \left( \frac{Applicant\ VRM}{Total\ VRM} \right) * Total\ Grant\ Pool$$

Total grant pool = \$11,400,000

Applicant VRM = Vehicle Revenue Miles submitted to NTD for NJ in 2022

Total VRM = Sum of Vehicle Revenue Miles submitted to NTD for NJ in 2022 for all eligible applicants

Total base awards = Sum of base awards for all applicants

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

The maximum award will not exceed the applicant's unmet need. For this Program, unmet need is defined as 2022 New Jersey revenue losses (calculated as the difference between each applicant company's 2022 revenues reported in New Jersey and 2019 revenues reported in New Jersey), less any other public or private funds that a company received for 2022.

**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 5<sup>th</sup>, 2024.

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

1. Completed and signed online application
2. Formal Corporate name
3. D/B/A or trade name
4. Business Address
5. Business Formation Date and Formation Documents
6. Date Business Operations started
7. Business Ownership structure ( ex: Sole Proprietor, C-Corporation, S-Corporation)

8. Voluntary disclosures on about applicant company demographic data
9. Voluntary uploads of diversity, equity, and inclusion plan, policy, or statement for their organization
10. Business EIN
11. NJ Tax ID
12. NAICS Code
13. Documentation demonstrating reported revenue in 2019 and 2022 through complete NJ tax returns.
14. Current New Jersey Tax Clearance Certificate with NJEDA
15. Reporting on vehicle revenue miles traveled in New Jersey to the National Transit database or to NJ Transit as a private carrier in 2022.
16. Reported NJ Transit peak vehicle requirements for 2021 and 2022
17. Information about any other public or private relief funds received in 2022

The information and documentation required for the application will help to ensure that funds go to the most impacted businesses while also helping the EDA staff to better process the applications and awards.

**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, [www.njeda.gov/busreliefphase2](http://www.njeda.gov/busreliefphase2) 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

