User Guide

Treasury's Portal for Recipient Reporting

Coronavirus Economic Relief for Transportation Services (CERTS) Program

January 9, 2022

Version 1.0

Revision History

Version	Date	Updates
V1.0	01/09/2022	Original

Table of Contents

List of Figures

Section I. Quarterly Reporting Basics

a) Portal URL

The link to the CERTS Reporting Portal is https://portal.treasury.gov/cares/s/certs

b) Overview

This document provides information on using Treasury's portal to submit required quarterly reports under the Coronavirus Economic Relief for Transportation Services (CERTS) Program.

Please visit Treasury's CERTS webpage for answers to frequently asked questions and any updates regarding reporting timing and guidance with respect to CERTS reporting and related issues.

https://home.treasury.gov/policy-issues/coronavirus/assistance-for-american-industry/coronavirus-economic-relief-for-transportation-services

Each CERTS Grantee is required to submit quarterly reports with information on the use of grant funds to help Treasury determine whether the Grantee is in compliance with CERTS requirements.

c) What is Covered in this User Guide?

This user guide contains detailed guidance and instructions for CERTS Grantees in using Treasury's Portal for submitting the required CERTS quarterly reports. All Grantees must submit the required reports via Treasury's portal. The user guide is broken up into the following five sections:

Section I. Reporting Basics
Section II. Navigation and Logistics
Section III. Completing the Quarterly Report
Section IV. Project Overview
Section V. Report Processing Information

d) Questions?

If you have any questions about the CERTS program's reporting requirements, please contact us by email at **CERTS@Treasury.gov** or by phone at **(877) 398 – 5862**.

Section II. Navigation and Logistics

a) Login into Landing Page and Portal Navigation

Once logged into the Treasury COVID-19 Relief Hub, click “View the program” on the CERTS Program box in the Program Areas section (see Figure 1).

Figure 1 – Program Areas Page

The following “Applications & Compliance forms” page should show three sections; (1) Applications, (2) More Information Needed, and (3) Compliance Requests.

Under the “Compliance Requests” section, Grantees should see any previously completed quarterly reports in “Submitted” status and any unsubmitted quarterly reports in “New” or “In-progress” status (see Figure 2)

Compliance Reports

Compliance Report	Status	Deadline	Form	PDF	Edit
Grantee Name Initial Report 2021	In-progress	2022-02-15	Provide Information		
Grantee Name Report for Period Ending Dec 2021	New	2022-02-15	Provide Information		

Figure 2 – Quarterly Report Selection

Click “Provide Information” on one of the compliance requests to enter the form.

Grantees will first be brought to the “Summary & Instructions” tab, which will contain information on what is expected in the following form. Users will see a navigation bar with all sections of the form listed on the left side of the screen (see Figure 3).

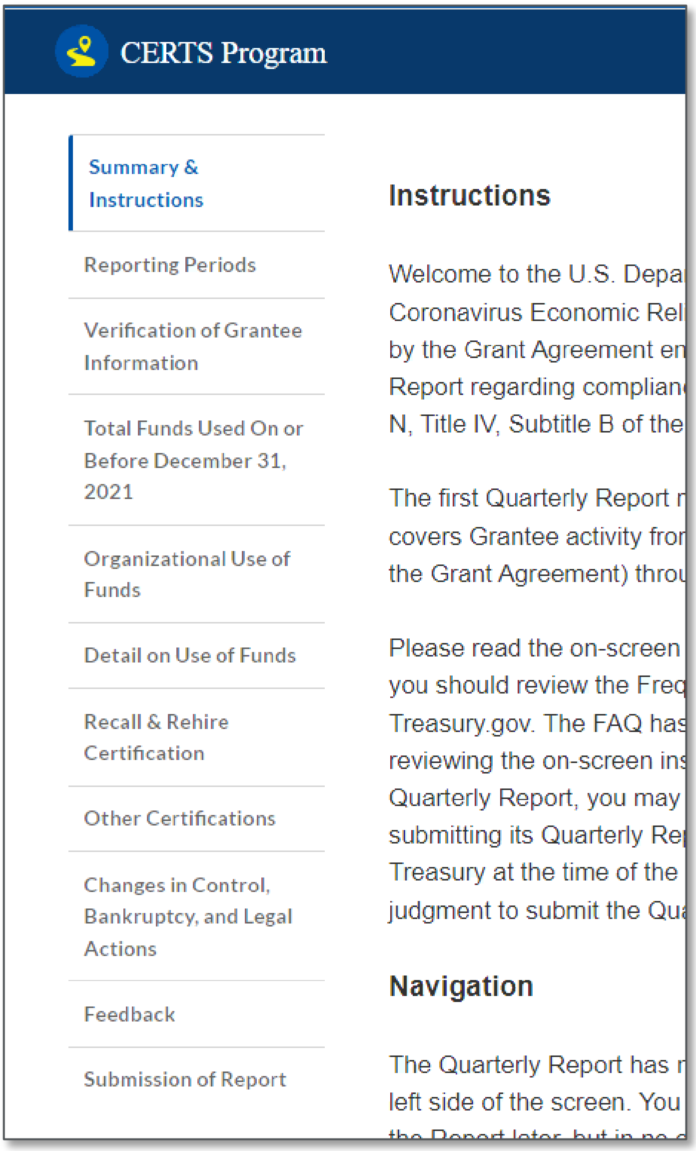


Figure 3 – Navigation Bar

Following the “Summary and Instructions” tab, the “Reporting Periods” tab contains some additional information on future reporting due dates for the CERTS program. No action from the Grantee is required on this tab.

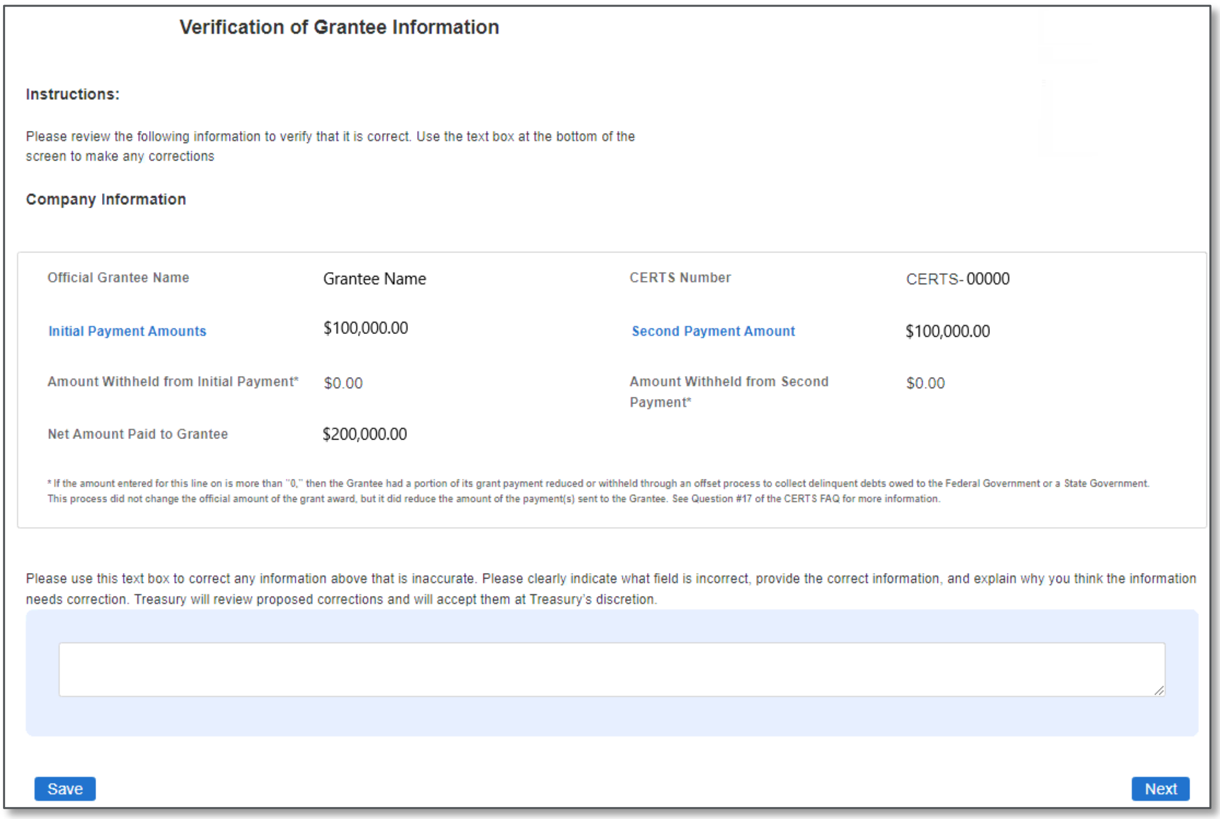
Section III. Completing the Quarterly Report

Treasury’s Portal leads you through a series of online forms that, when completed, will complete your quarterly reporting obligations. At the end of the process, the Grantee’s authorized representative will digitally certify to the completeness and accuracy of the information provided. If you have additional questions, please contact Treasury by email at CERTS@Treasury.gov.

a) Section 1: Verification of Grantee Information

In the "Verification of Grantee Information" section the Grantee is asked to verify the accuracy of basic information about their organization. If the Grantee spots an error; they should use the text box at the bottom of the page to request a change.

Change requests must include the field title with the incorrect or dated value (for example, "CERTS Number"), a thorough explanation of the error or discrepancy, and the correct value. Changes will be accepted or rejected at Treasury's discretion. If the information is accurate and no change is needed, please do not enter anything in the text box.



Verification of Grantee Information

Instructions:

Please review the following information to verify that it is correct. Use the text box at the bottom of the screen to make any corrections

Company Information

Official Grantee Name	Grantee Name	CERTS Number	CERTS-00000
Initial Payment Amounts	$100,000.00	Second Payment Amount	$100,000.00
Amount Withheld from Initial Payment*	$0.00	Amount Withheld from Second Payment*	$0.00
Net Amount Paid to Grantee	$200,000.00		

* If the amount entered for this line on is more than "0," then the Grantee had a portion of its grant payment reduced or withheld through an offset process to collect delinquent debts owed to the Federal Government or a State Government. This process did not change the official amount of the grant award, but it did reduce the amount of the payment(s) sent to the Grantee. See Question #17 of the CERTS FAQ for more information.

Please use this text box to correct any information above that is inaccurate. Please clearly indicate what field is incorrect, provide the correct information, and explain why you think the information needs correction. Treasury will review proposed corrections and will accept them at Treasury's discretion.

Save

Next

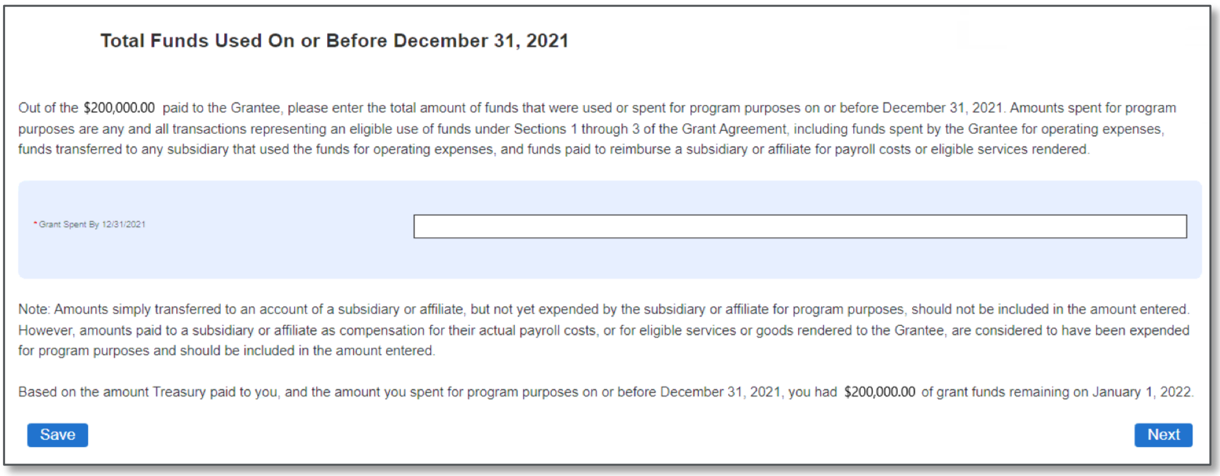
Figure 4 – Section 1: Verification of Grantee Information

The Grantee should click the "Next" button in the bottom right-hand corner when they believe the basic information is accurate or a request for an update has been entered in the provided text box.

b) Section 2: Total Funds Used on or Before December 31, 2021

In the "Total Funds Used On or Before December 31, 2021" section, the Grantee must enter the total amount of the funds paid to the grantee that have been expended by the Grantee and any Subsidiaries or Affiliates on or before December 31st, 2021. Amounts spent for program purposes are all transactions representing an eligible use of funds under Sections 1 through 3 of the Grant Agreement, including funds spent by the Grantee for operating expenses, funds transferred to any subsidiary that used the funds for operating expenses, and funds paid to reimburse a subsidiary or affiliate for payroll costs or eligible services rendered.

Grantees must NOT include any funds transferred to a subsidiary of affiliate that have not been expended by that subsidiary or affiliate. However, amounts paid to a subsidiary or affiliate as compensation for their actual payroll costs, or for eligible services or goods rendered to the Grantee, are considered to have been expended for program purposes and should be included in the amount entered.


Total Funds Used On or Before December 31, 2021

Out of the $200,000.00 paid to the Grantee, please enter the total amount of funds that were used or spent for program purposes on or before December 31, 2021. Amounts spent for program purposes are any and all transactions representing an eligible use of funds under Sections 1 through 3 of the Grant Agreement, including funds spent by the Grantee for operating expenses, funds transferred to any subsidiary that used the funds for operating expenses, and funds paid to reimburse a subsidiary or affiliate for payroll costs or eligible services rendered.

* Grant Spent By 12/31/2021

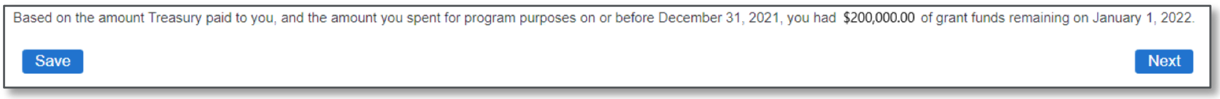
Note: Amounts simply transferred to an account of a subsidiary or affiliate, but not yet expended by the subsidiary or affiliate for program purposes, should not be included in the amount entered. However, amounts paid to a subsidiary or affiliate as compensation for their actual payroll costs, or for eligible services or goods rendered to the Grantee, are considered to have been expended for program purposes and should be included in the amount entered.

Based on the amount Treasury paid to you, and the amount you spent for program purposes on or before December 31, 2021, you had $200,000.00 of grant funds remaining on January 1, 2022.

Save Next

Figure 5 – Section 2: Total Funds Used On or Before December 31, 2021

Once a dollar amount is entered. The system will calculate the amount of the grant remaining and present that to the Grantee.


Based on the amount Treasury paid to you, and the amount you spent for program purposes on or before December 31, 2021, you had $200,000.00 of grant funds remaining on January 1, 2022.

Save Next

Figure 6 – Section 2: Amount of Grant Remaining

The Grantee should click the “Save” button in the bottom left-hand corner of the form to save their progress. They should then click the “Next” button in the bottom right-hand corner when they feel they have provided an accurate answer.

c) Section 3: Organizational Use of Funds

The “Organizational Use of Funds” page requires Grantees to disclose if they have transferred or paid any subsidiaries or affiliates and list those Entities Names and TINs.

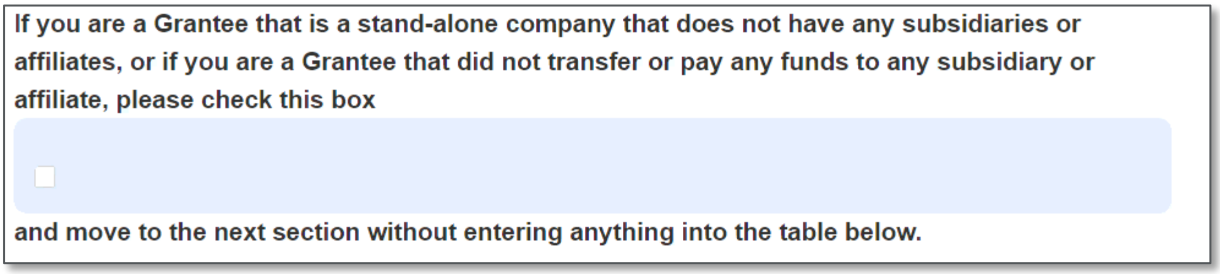


Figure 7 – Section 3: Subsidiary and Affiliate Question

If the Grantee does not indicate they do not have or have not paid any subsidiaries or affiliates, then they must provide at least one entity name and TIN in the below table.

The Grantee can add a new row to the table by providing the Entity Name and TIN in their respective fields and clicking the blue “ADD” button. This action will clear the fields above and allow for a new entry to be added to the table via those fields.

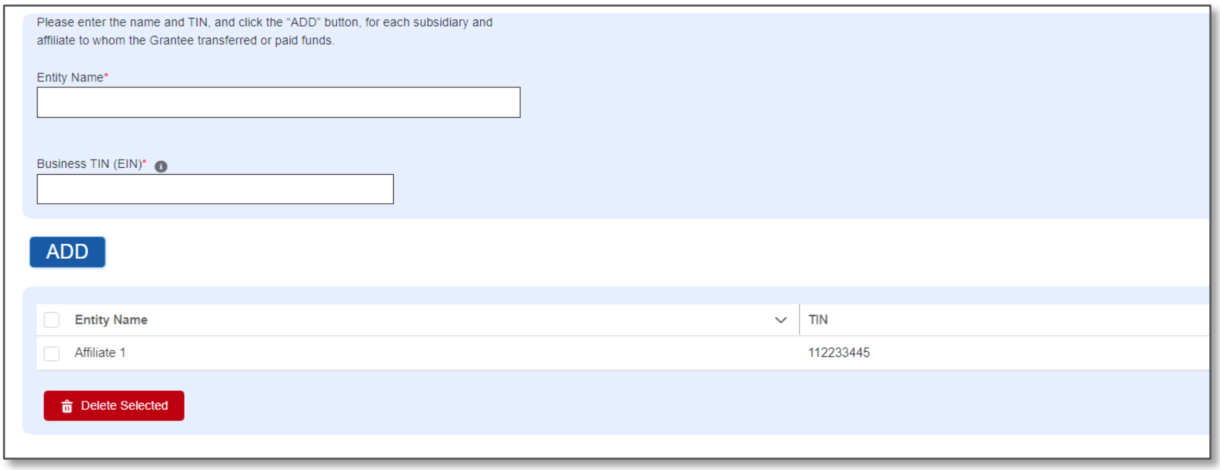


Figure 8 – Section 3: Subsidiary and Affiliate Table

A record can be deleted by checking the checkbox on the far left of the table next to the row the user wishes to delete and clicking the red “Delete Selected” box.

Figure 9 – Section 3: Use of Funds Table

The “Detail Use of Funds” section requires Grantees to provide a breakdown of all grant funds expended in the below 7 categories:

1. Employee Payroll

2. Independent Contractor Payroll

3. Sole Proprietor Payroll

4. Repayment of Debt Accrued to Maintain Payroll During the Pandemic

5. Services and Equipment to Protect Workers and Customers from COVID-19

6. Operations and Maintenance of Existing Facilities and Equipment

7. Restored Compensation of Lost Pay and Benefits for Rehired Employees

Additional information on eligible uses of CERTS funds is available in the CERTS FAQ.

The Grantee will be asked to provide this breakdown of funds spent by each reported entity (Grantee, subsidiaries, and affiliates) as separate rows in the detail use of funds table. Make sure you do not “double count” any amounts by entering the same dollars under both the Grantee and a subsidiary or affiliate. If the Grantee transferred or paid funds to a subsidiary or affiliate, those funds should be reported by the name of the subsidiary or affiliate and should not be reported by the name of the Grantee. Amounts listed for the Grantee should include only operating expenses that did not involve a payment or transfer to a subsidiary or affiliate.

Further, amounts simply transferred to an account of a subsidiary or affiliate, but not yet expended by the subsidiary or affiliate for program purposes by December 31, 2021, should not be included in any amounts entered, since the funds were not spent. However, amounts paid as compensation to a subsidiary or affiliate for its actual payroll costs or for services or goods rendered to the Grantee are considered to have been expended for program purposes and should be included in the amounts entered.

The Grantee can add a new row to the table by filling out the seven requested fields and clicking the blue “ADD” button. This action will clear the fields above and allow for a new entry to be added to the table via those fields. If the Grantee does not have fund expenditures to report under a category, please leave it blank or add a “0”.

The form will display the total amount of expended funds entered in Section 2 (“Funds Used On or Before December 31, 2021”).

> The grand total for all amounts in the table should equal $100000, which you entered in response to the first question in Section 1 “Funds Used On or Before December 31, 2021.”

Figure 10 – Section 4: Total Expenditures Display

The Grantee should see a row listed for each entity listed in the “Organizational Use of Funds” section along with the Grantee itself. The grantee will be able to edit the columns in each row by clicking the “Edit” button to the left of the “Entity” column and filling out the fields that appear in the pop-up form. Each column and row will be automatically summed up and displayed in the respective “Total” row or column.

Please enter the details on the amount of funds used for each entity by clicking "Edit" next to the entity name and then entering the appropriate amount in each category / column.

	Entity	Employee Payroll	Independent Co...	Sole Proprietor ...	Debt Accrued fo...	COVID-19 Prote...	Operations & M...	Restored Comp...	Total
Edit	Grantee Name	$50,000.00	$0.00	$20,000.00	$0.00	$0.00	$0.00	$0.00	$70,000.00
Edit	Affiliate 1	$0.00	$0.00	$30,000.00	$0.00	$0.00	$0.00	$0.00	$30,000.00
Edit	TOTAL:	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$0.00	$0.00	$100,000.00

Figure 11 – Section 4: Expenditures Detail Table

The "Payroll Cost Ratio" below the "Delete Selected" box provides the Total Payroll Costs in the table above divided by the total amount of the grant that has been expended. If this ratio is showing less than 60% an additional payroll cost certification will be required in the "Certifications & Doc uploads" section.

Based on the information you entered in the table above, payroll costs represent 100% of the total amount spent through December 31, 2021.

Next

Figure 12 - Section 4: Payroll Cost Ratio

Once the Grantee is satisfied with their entries to the Use of Funds table, they can click the "Next" button in the bottom right-hand corner to move to the next section.

e) Section 5: Recalls & Rehires Certification

In the "Recalls and Rehires" section, the Grantee must certify (choose "yes") to one of the 4 options provided. The other 3 certifications should be marked as "no".

1) My company did not involuntarily terminate or furlough employees after March 27, 2020.*

--None--

Complete this field.

2) My company involuntarily terminated or furloughed employees after March 27, 2020, but we rehired employees before we received CERTS funds.*

--None--

Complete this field.

3) After receiving CERTS funds, my company deemed that its service levels did not warrant the recall of any employees involuntarily terminated or furloughed after March 27, 2020.*

--None--

Complete this field.

4) After receiving CERTS funds, my company deemed that its service levels warranted the recall of some or all the employees it involuntarily terminated or furloughed.*

--None--

Complete this field.

Figure 13 – Section 5: Recalls & Rehires

If the Grantee answers yes to option four, they will be required to provide the total number of employees they rehired and the total number of employees to received recall notices.

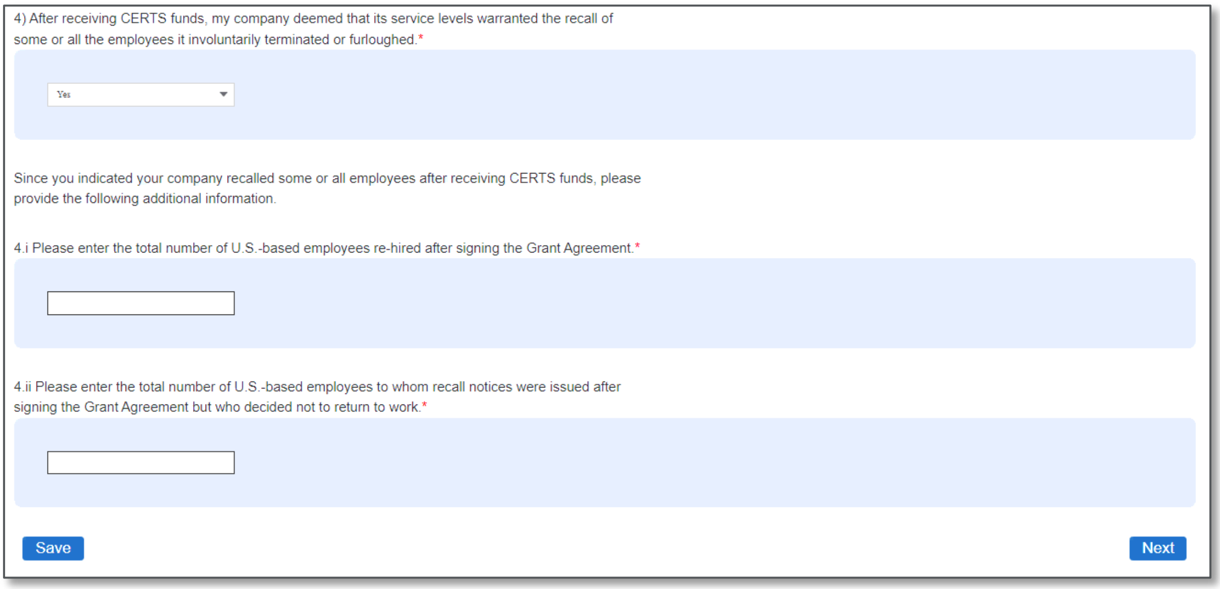


Figure 14 – Section 5: Additional Questions

Once the Grantee is satisfied with their entries, they can click the “Next” button in the bottom right-hand corner to move to the next section.

f) Section 6: Other Certifications

The “Other Certifications” section of the quarterly report requires the Grantee to certify to additional requirements laid out in the Grant Agreement. For each certification, the grantee will be presented with the option to either certify to the certification, or not certify.

All grantees will be asked to certify to the following three certifications:

- **Only Eligible Use of Funds**: The Grantee will be asked to certify that all CERTS funds were used for eligible purposes only and were NOT used for ineligible expenses including, but not limited to, capital expenditures, any Federal payroll taxes, compensation to any individual in excess of annual rate of $100,000, any bonuses, and raises above the rate of inflation.
- **Adherence to Grant Agreement:** The Grantee will be asked to certify that the that they are in compliance with the terms and conditions of the Grant Agreement from the effective date of the Grant Agreement (the date of Treasury’s signature on the Grant Agreement) through and including December 31, 2021.

Grantees who reported in section 4 (Detail Use of Funds) that they have used CERTS funding to compensate employees for lost pay and benefits during the COVID-19 pandemic will be asked to certify to the following certification:

- **Restored Pay (Offset):** The Grantee will certify that, in using CERTS funds to compensate returning employees for lost pay and benefits during the COVID-19 pandemic, the Grantee or its Covered Subsidiary, as applicable, offset the compensation provided to the returning employees for lost pay and benefits by (1) any amounts Grantee or its Covered Subsidiary paid the employee furlough pay, severance pay, or separation pay as a result of the layoff, furlough, or termination of the employee or any failure to hire the employee for seasonal employment during calendar year 2020, and (2) and any amounts the employee received from unemployment insurance.

Grantees who reported transferring grant funds to one or more affiliates or covered subsidiaries will be prompted to certify to the following certification:

- **Compliance by Affiliates that Received Funds:** The Grantee will certify that each Affiliate of the Grantee that has received funds as payment or reimbursement for its payroll costs in support of the Grantee has agreed with the Grantee that the Affiliate will (a) comply with the provisions of paragraphs 9 through 11 of the Grant Agreement with respect to employees whose payroll costs were covered using the funds, (b) provide the Grantee with the information necessary to complete the Grantee's quarterly reports to Treasury, (c) maintain records as required by the Grant Agreement, and (d) provide the Grantee with such other information as necessary for the Grantee to comply with the terms of the Grant Agreement.

Grantees who reported total Payroll Costs of less than 60% of their eligible expenditures will be prompted to certify to the following certification:

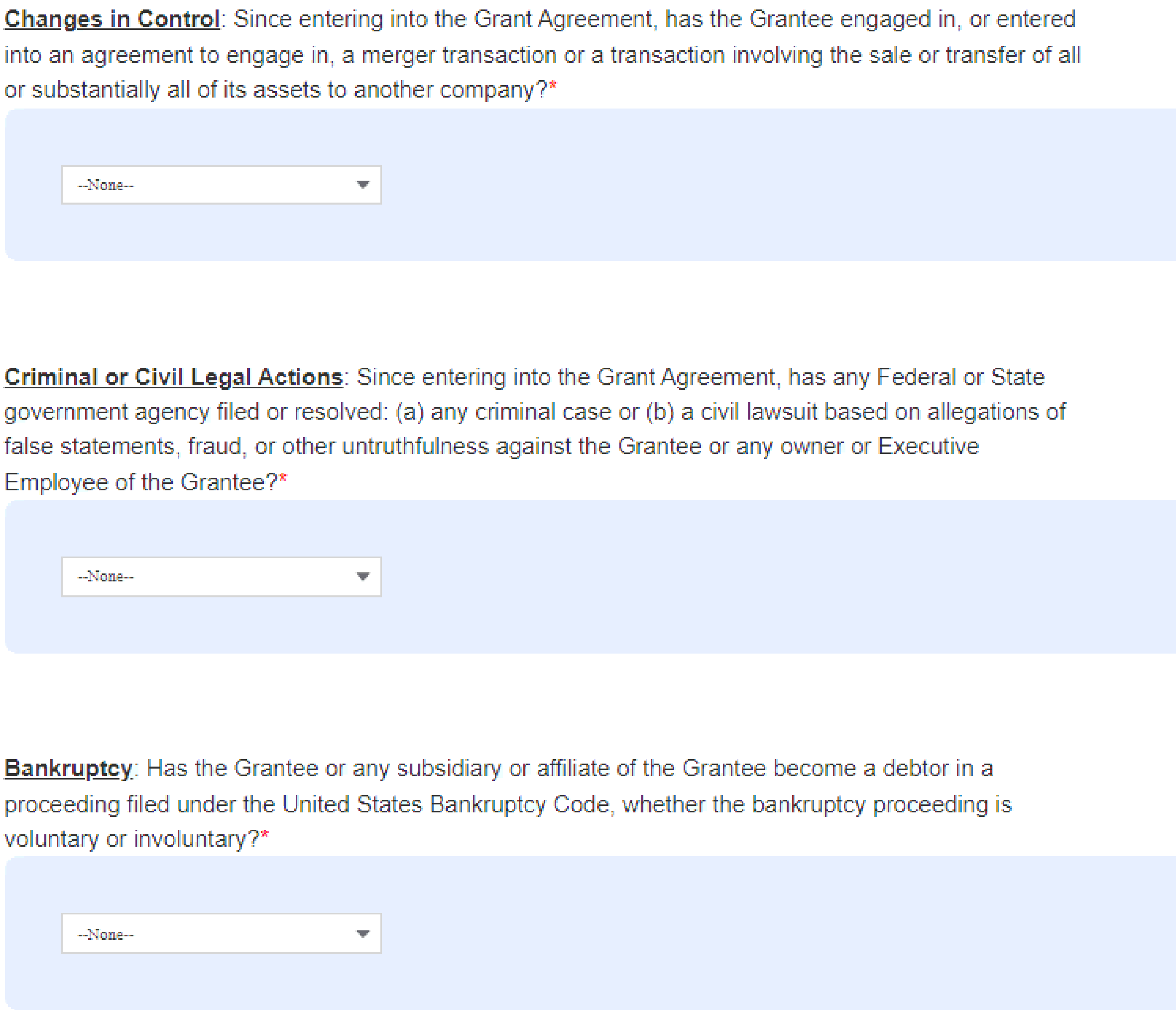
- **Priority Use of Funds for Payroll**: The Grantee will certify that, after making any adjustments required for retirement or voluntary employee separation, the Grantee and its Covered Subsidiaries:
  - Have rehired, or offered to rehire, any nonseasonal employee on the payroll on January 1, 2020, that was laid off, furloughed, or terminated after March 27, 2020, at no less than 100 percent of the employee's previous salary; and
  - Have re-established, at no less than 100 percent of the previous salary, the salary of any employee that was first laid off, furloughed, or terminated after March 27, 2020, and subsequently rehired at a reduced salary before the date on which the Grantee first receives Funds from Treasury under this Grant Agreement; and
  - Are staffed at a level of full-time equivalent, seasonal employees, on a monthly basis, that is equal to or greater than the level at which the Grantee and its Covered Subsidiaries were staffed with full-time equivalent, seasonal employees on a monthly basis during calendar year 2019; and
  - Have offered priority in rehiring to any seasonal employee that was laid off, furloughed, terminated, or not offered rehire in calendar year 2020, as the Grantee achieves staffing that is equal to greater than the level of fulltime equivalent, seasonal employees, on a monthly basis during calendar year 2019; and

- Have offered no less than 100 percent of previous salary to any seasonal employee (a) that is rehired after being laid off, furloughed, terminated, or not offered rehire in calendar year 2020, or (b) that was subject to a reduction in salary before the date on which the Grantee first receives Funds from Treasury under this Grant Agreement; and
- Will fully pay, until all CERTS funds have been expended, all Payroll Costs associated with any seasonal and nonseasonal employees described in this certification.

Once the user is satisfied with their entries, they can click the “Next” button in the bottom right-hand corner to move to the next section.

g) Section 7: Changes in Control, Bankruptcy, and Legal Actions

In the “Changes in Control, Bankruptcy, and Legal Actions” section; The Grantee will be prompted to disclose certain organizational changes, bankruptcy actions and relevant legal actions that have occurred since the signing of the Grant Agreement.. The Grantee will also be asked to provide additional supporting documentation or a description for each of these potential changes if the Grantee has indicated that a change occurred. If no change occurred in a presented category, the Grantee should select the “No” option in the Yes/No selection.



Changes in Control: Since entering into the Grant Agreement, has the Grantee engaged in, or entered into an agreement to engage in, a merger transaction or a transaction involving the sale or transfer of all or substantially all of its assets to another company?*

--None--

Criminal or Civil Legal Actions: Since entering into the Grant Agreement, has any Federal or State government agency filed or resolved: (a) any criminal case or (b) a civil lawsuit based on allegations of false statements, fraud, or other untruthfulness against the Grantee or any owner or Executive Employee of the Grantee?*

--None--

Bankruptcy: Has the Grantee or any subsidiary or affiliate of the Grantee become a debtor in a proceeding filed under the United States Bankruptcy Code, whether the bankruptcy proceeding is voluntary or involuntary?*

--None--

Figure 15 – Section 7: Changes in Control, Bankruptcy, and Legal Actions

Once the Grantee is satisfied with their entries, they can click the “Next” button in the bottom right-hand corner to move to the next section.

h) Section 8: Feedback

In the “Feedback” section the Grantee will be prompted to answer three questions about their experience with the CERTS program and its effect on their organization. Three of the questions will contain multiple answers that can be selected from a dropdown, while the fourth will be a text box available for additional comments and feedback.


Overall, how effective was the CERTS program in helping the Grantee's organization to restore services reduced due to COVID-19, including, where applicable, covering payroll and operational expenses?*

--None--

How was the Grantee organization's overall experience using the CERTS on-line portal?*

--None--

Using your pre-pandemic levels of service activity in 2019 as the baseline, what was the peak level of transportation service activity that your company achieved in Q3/Q4 of calendar year 2021? In assessing your levels of activity, please use an appropriate measure of service activity, such as passenger counts or miles operated, rather than financial results, such as cash receipts or net income.*

--None--

Please use the space below to provide any other feedback or comments to Treasury about the CERTS program and your experience as a Grantee.

Save

Next

Figure 16 - Section 8: Feedback

Once the Grantee is satisfied with their entries, they can click the "Next" button in the bottom right-hand corner to move to the next section.

Section IV. Official Submission

a) The Grantee's designated Authorized Company Official will be required to attest that the information entered is true and correct upon final submission of the Quarterly Reports (see Figure 17). The Grantee will be prompted to enter the Authorized Company Official's Name, Company Title, and Email Address.

Submission of report

Consistent with and pursuant to your Grant Agreement, submission of this Quarterly Report constitutes a certification by the Grantee that the Grantee is in compliance with the Grant Agreement and that all data and information included in the Report are true and correct and do not contain any materially false, fictitious, or fraudulent statements.

Any materially false, fictitious, or fraudulent statement (or concealment or omission of material fact) in this Quarterly Report may be the subject of criminal prosecution and also may subject the Grantee to civil penalties and/or administrative remedies for false claims or otherwise.

Please enter the name, title, and email address of the Grantee's authorized company official who signed the Grant Agreement, to confirm that person's role for the Treasury records, then click the Button to Submit Report. If your authorized company official has changed since the signing of the Grant Agreement, please enter the updated information, then click the Button to Submit Report.

Name*

Title*

Email*

Save

Submit

Figure 17 – Form Submission Company Official Information

b) If there are any errors at the time of your submission, error message(s) will appear (see Figure 18).

Submission of report

Recalls & Rehires Section: please provide the information for the the companies involuntarily termination or furlough of employees
Recalls & Rehires Section: please provide the information for the companies recall of involuntarily terminated or furloughed employees
Recalls & Rehires Section: please provide the information for recalled employees that the company involuntarily terminated or furloughed
Other certification section: please provide the information for the Adherance to agreement
Other certification section: please provide the information for the Eligible Use of Funds
Other certification section: please provide the information for the Prohibited Practices
Other certification section: please provide the information for the compliance by affiliates that received funds
Changes in Control, Bankruptcy, and Legal Actions Section: please provide the information for the changes in structure/mergers
Changes in Control, Bankruptcy, and Legal Actions Section: please provide the information for the changes in Criminal or Civil Legal Actions
Changes in Control, Bankruptcy, and Legal Actions Section: please provide the information for the changes in Bankruptcy
Feedback Section: please provide the information how effective was the CERTS program in helping the organization
Feedback Data Section: please provide the information on overall experience using the CARES Administration Hub
Feedback Data Section: please provide the information on pre-pandemic levels of service activity

Figure 18 - Submittal Errors

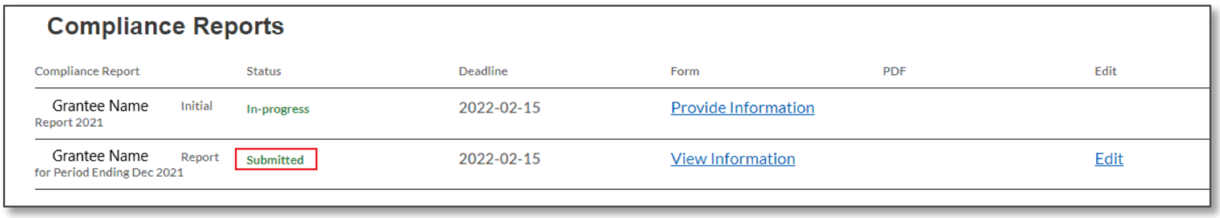
c) Address all errors and certify to successfully complete the Quarterly Reporting process.

Section V. Report Processing Information

The following section describes helpful practices for when you are prepared to submit your report. It also includes information on editing your reports before and after submission is completed.

1. Editing reports that have not been submitted

The Grantee will be able to log back into Treasury's Portal and edit your quarterly report any time before final submission.



Compliance Reports

Compliance Report	Status	Deadline	Form	PDF	Edit
Grantee Name Initial Report 2021	In-progress	2022-02-15	Provide Information		
Grantee Name Report for Period Ending Dec 2021	Submitted	2022-02-15	View Information		Edit

Figure 19 - Image of Submitted Report

If you are the authorized representative for reporting, you should be able to certify and submit even if another party in your organization entered the data.

2. Editing reports that have been submitted

Once your report has been submitted, you will no longer be able to edit in the same location. If you need to change information in a previously submitted quarterly report, please email CERTS@Treasury.gov for assistance.

THE DEPARTMENT OF THE TREASURY

1789