

## **Charter Transportation & Border Business Assistance Grant Program**

### **Frequently Asked Questions (FAQ's)**

#### **What is the Charter Transportation & Border Business Assistance (CTBBA) Program?**

The program's funding originates from the federal Coronavirus Relief Fund and will be awarded in the form of grants to provide direct assistance to a very targeted group of small businesses and organizations that have been, and continue to be, adversely and highly affected for an extended period of time by the disruption of operations due to the COVID-19 pandemic even as many restrictions have been lifted. The types of businesses and organizations that may apply are:

- Charter Transportation; Land & Sea Excursions/Sightseeing; and Port Harbor Operators (harbor pilots) statewide
- Customer-facing businesses and organizations that are open to the public and within 25 miles driving distance of a US-Canada border crossing including, but not limited to Retail Trade & Food Services

The businesses and organizations in these target industry classifications and geographic areas continue to experience hardship due to very specific market closures and conditions that still exist despite the progress towards full reopening; and, they may not have had access to prior pandemic relief grant programs. Some of these market conditions include: the extended closure of the US-Canada border which has severely restricted regular traffic of Canadian residents to businesses in communities along the border; a second season of cancelled cruise ship visits; and continued limitations on youth/student group travel for sports and field trips.

#### **When is the application due?**

- The grant application may be completed and submitted at any time.
- Applications must be submitted no later than 11:59PM ET Monday, September 13, 2021.

**We strongly urge applicants to begin the application process as soon as possible. Do not wait until the last day before the deadline to begin the application. Applicants sometimes have questions or technical issues and need time to resolve these issues in advance of the deadline. Applications will not be accepted after the deadline.**

## **ELIGIBILITY**

### **Who is eligible for the program?**

To qualify for a Charter Transportation & Border Business Assistance grant, the business/organization must:

- Be a business or organization that is still highly impacted by continued COVID-19 restrictions and adverse market conditions resulting from the pandemic, including Charter Transportation; Land & Sea Excursions/Sightseeing; Port Harbor Operators (harbor pilots) statewide; and customer-facing businesses and organizations that are open to the public and within 25 miles driving distance of a US-Canada border crossing including, but not limited to Retail Trade, and Food Services.
- Have experienced at least a 20% loss in gross revenues/receipts YOY 2019 to 2020 as reported on 2019 and 2020 Federal & State Income Tax returns;
- Have gross revenues between \$24,000 and \$12MM annually;
- Be domiciled/headquartered in Maine (as registered with the Maine Department of the Secretary of State);
- Be current and in good standing with all Maine State payroll taxes, sales taxes, and state income taxes (as applicable) through June 30, 2021;
- Be in good standing with the Maine Department of Labor;
- Not be in bankruptcy;
- Not have permanently ceased all operations;
- Be a going concern for the foreseeable future;
- Be in compliance with current State health and safety protocols established by the Moving Maine Forward Plan - <https://www.maine.gov/covid19/moving-maine-forward> and license to operate has not been suspended due to COVID-19 or other violations regarding public health and safety.

### **How do you define Charter Transportation?**

Charter Transportation service refers to a group of people who have contracted the use of a vehicle for a certain amount of time, with a detailed itinerary, at a fixed rate.

### **Is there any way to demonstrate business disruption and be considered for this grant by providing other types of financial information?**

No – this program requires information reported on 2019 and 2020 Federal & State Income Tax Returns.

### **What is a qualified business interruption?**

The business or organization must have suffered business interruption due to COVID-19 required closures, which may include but is not limited to:

- Reduced sales or suspended operations
- Limitations on customer capacity/reduced occupancy
- Restrictions on customer markets
- Increased costs related to COVID-19 prevention measures
- Disrupted supply network leading to shortage of critical inventory or materials

### **What's a NAICS code and how do I find mine?**

NAICS stands for the North American Industry Classification System, maintained by the United States Census Bureau. The codes provided by the NAICS identify the industry a business is engaged in. The NAICS code is also used when filing your business income tax returns to identify your industry. For information in determining your NAICS code, visit the [Census Bureau's website](#).

### **Why is eligibility limited to within a 25-mile driving distance of a US-Canada border crossing?**

This program focuses on the loss of neighboring Canadian residents who drive to the border communities in Maine for everyday purchases.

### **What if my business is just beyond the 25-mile driving distance, could I be eligible?**

Businesses/organizations must be located within 25 miles driving distance of a US-Canada border crossing. If you are located beyond the 25-mile driving distance, you would be ineligible to apply.

### **Am I eligible if my business is not in one of the industry classifications?**

No, this grant program is specifically targeting Charter Transportation; Land & Sea Excursions/Sightseeing; Port Harbor Operators (harbor pilots) statewide; and customer-facing businesses and organizations that are open to the public and within 25 miles driving distance of a US-Canada border crossing including, but not limited to Retail Trade, and Food Services.

## **AWARDS**

### **How will the final amount to qualified applicants be determined?**

#### **Award Calculation**

The Charter Transportation & Border Business Assistance Grant Program requires a minimum 20% loss in gross revenues/receipts YOY 2019 to 2020 as reported on 2019 and 2020 Federal and State Income Tax returns.

The difference between 2019 and 2020 gross revenues/receipts is calculated to determine total loss in gross revenues/receipts. Forgivable federal funding received must be subtracted from the total loss in gross revenues/receipts. The remaining amount will be considered qualified loss.

The maximum grant award is \$100,000. The business will receive an award equal to their qualified loss up to \$100,000. If the qualified loss is less than the maximum grant amount the full qualified loss will be covered. If the qualified loss exceeds the maximum grant amount, then the business will only receive the maximum grant amount of \$100,000.

#### **EXAMPLE:**

- Business/organization has a total loss in gross receipts from 2019 to 2020, totaling \$250,000.
- Received \$65,000 in forgivable PPP and \$100,000 from MERG.
- The qualified loss would be \$85,000.  $\$250,000 - (\$65,000 + \$100,000) = \$85,000$ . This award would be \$85,000.

All grant amounts are subject to review and adjustment pending applicant volume and magnitude of reported losses. If eligible awards exceed \$10 million, DECD will need to pro-rate the final award amounts.

**Please Note: For Transportation businesses that have applied to the CERTS program and received notification of approved status for the CERTS program, DECD will review applications to this CTBBA program for all eligibility criteria except qualified loss. DECD will not be able to calculate qualified loss to make a final determination of eligibility for this program until US Treasury notifies applicants of their CERTS award amounts, and those CERTS award amounts are included in the qualified loss calculations for this CTBBA program.**

### **How do federal grants and forgivable loans affect the final award calculation?**

Forgivable Federal funding received will be subtracted from the loss in gross revenues/receipts. The remaining amount will be considered qualified loss.

### **What is the maximum grant award for businesses/organizations?**

The maximum grant awarded to a business or organization is \$100,000. All grant amounts are subject to review and adjustment pending applicant volume and magnitude of reported losses.

### **What if there are more qualified applicants than available dollars?**

All grant amounts are subject to review and adjustment pending applicant volume and magnitude of reported losses. If eligible awards exceed \$10 million, DECD will need to pro-rate the final award amounts.

### **When will grants be awarded and when can I expect to receive awarded funds?**

Applications will be reviewed and final determinations made after the portal closing date of September 13, 2021.

If your business/organization is determined to be eligible and selected for a grant, notice of grant amount will be sent out via e-mail. A Commitment Letter will be sent to the approved applicants. Applicants will need to sign, date and return the letter to the regional Economic Development District (EDD). The signed and dated Commitment letter and a W-9 are required for issuance of the grant award.

### **How will funds be distributed?**

Funds will be distributed by regional Economic Development Districts (EDDs) by a check sent via the U.S. Postal Service to the address provided in the application.

**PLEASE BE SURE TO INCLUDE A VALID EMAIL ADDRESS AND BUSINESS MAILING ADDRESS ON YOUR APPLICATION.**

### **Are there restrictions on use of the grant funds?**

The Charter Transportation & Border Business Assistance Grant Program is intended to assist in covering losses incurred as a direct result of the COVID-19 pandemic and related public health response. Businesses/organizations will be liable for any misuse of funds. The grants are subject to audit.

## **If I receive a grant, what are eligible and ineligible expenses?**

- Suggested business/organization expenses may include but are not limited to:
  - Payroll costs and expenses;
  - Rent or mortgage payments for business facilities (unless otherwise waived by lessor/lender);
  - Utilities payments;
  - Purchase of personal protective equipment required by the business/organization;
  - Business related equipment and equipment payments;
  - Investments that will support the business's/organization's long-term sustainment;
  - Expenses incurred to replenish inventory or other necessary re-opening expenses; and
  - Necessary operating expenses.
- Examples of unallowable expenses include (list is not all-inclusive):
  - Depreciation expense;
  - Entertainment;
  - Lobbying;
  - Goods and Services for Personal Use;
  - Fines, Penalties, Damages and other Settlements; and,
  - Operations outside of Maine.

## **If my business/organization receives a grant, is the amount received taxable?**

This grant is considered reportable income; therefore, funds received from this grant must be included with reportable income in any applicable tax returns and forms and are subject to audit. For applicable businesses, a Form 1099 will accompany any awarded grant monies. Businesses/organizations will be solely liable for any misuse of funds.

## **APPLICATION INFORMATION**

### **When does the application portal open?**

The application portal opens Thursday, August 12, 2021 at 11:00AM.

### **Can I work on the application ahead of the portal opening?**

You can download the PDF of the application to see what information will be required.

### **Where can I find the application portal for the Maine Charter Transportation & Border Business Assistance Grant Program?**

<https://www.maine.gov/decd/economic-recovery-grants/charter-border>

### **What is the deadline for applications?**

The Grant Application may be completed and submitted at any time. Applications must be submitted no later than 11:59PM ET Monday, September 13, 2021.

### **Is the information I provide protected?**

The security of your sensitive information is important to us which is why all information is stored securely and only accessible by personnel designated by the Maine Department of Economic and Community Development. Information collected by this system will not be shared or disclosed for any other purposes besides grant selection and distribution unless required by law, including but not limited to, Maine's Freedom of Access Act, 1 M.R.S. sub-section 401 et seq. After submitting, you will receive a confirmation email with a copy of the submitted application excluding all sensitive Personally Identifiable Information (PII).

### **If my business operates in multiple states, how do I know if my principal place of business is in Maine?**

Your principal place of business is identified on your annual report filings with the Maine Department of the Secretary of State.

### **Can I save my application as I work on it, or do I have to complete it in one sitting?**

Applicants should complete the application in one sitting, but a PDF version is available on the website so you can preview and prepare your questions ahead of time.

### **What tax lines must I prepare, prior to filling out the application?**

2019 and 2020 Gross Receipts/Revenue:

- C Corporations: Line 11 on Form 1120
- S Corporations: Line 6 on Form 1120-S
- Partnerships: Line 8 on Form 1065
- Sole Proprietorships: Line 7 on Form 1040 Schedule C or Line 9 on Form 1040 Schedule F
- Non-Profits: Line 12 on Form 990 or Line 9 on Form 990EZ

### **What if I have not filed my 2020 Tax Returns, am I eligible?**

If you have not yet filed for Tax Years 2019 and 2020 you are not eligible to apply.

### **For the section on the application: “Provide the total amount of forgivable Federal & State Relief funding you have received or been notified of a pending award.”**

#### **Am I to list just one total figure for all funding received?**

The application is looking for the total amounts of any individual grants or forgiven loans (or expected to be forgiven) you have received, or been notified of an award, to date. Each total program award received would be listed separately.

### **I have several businesses in Maine. Can I file more than one application?**

Each business or group of affiliated entities must only submit one application. For purposes of this grant, a business/organization is considered affiliated with any other business/organization that:

1. Has the same Federal Taxpayer Identification Number (including Social Security Number)
2. Has the same corporate parent or grandparent
3. Is majority owned (more than 50%) by the same owner or group of owners  
(For example, if John and Jane each own 30% of business A and business B, those businesses are considered affiliated because John and Jane would be considered an ownership group owning more than 50% of more than 1 business.)

If you have submitted more than one application, please notify DECD at [BizAwards.DECD@maine.gov](mailto:BizAwards.DECD@maine.gov).

### **In the Affiliated Business section, I am trying to Add a Business, and am seeing an error of “Grid view must contain rows.” How do I fix this?**

To prevent receiving the error, “Grid view must contain rows,” please ensure that you have clicked “Add \_\_\_\_\_” in the amplifying information section in which you are working. The sections where this may appear are: “Individual Owners,” “Affiliated Businesses,” and the Maine Revenue Service section. By clicking “Add \_\_\_\_\_,” it ensures your information was recorded.



## What is the definition of “ceased all operations”?

This means the business/organization is no longer in business/operating in any capacity or location.

## What is a DUNS number?

The Dun & Bradstreet (DUNS) Number is a unique nine-digit identifier for businesses.

If you don't have a DUNS number, you can get one here:

<https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html> or by calling this number: 1-(800)-700-2733.

- Step 1: After clicking link, under How to Register for a DUNS Number, select the Visit the Dun & Bradstreet (DE&B) Website.
- Step 2: Select Click Here to request for D-U-N-S Number Via the Web.
- Step 3: Select United States of America from drop down menu. This is the first selection available. Click Continue.
- Step 4: Enter Business Name, Address and State. Enter Code shown to prove you are not a robot. This is NOT case sensitive, so all lower case is fine.
- Step 5: This will pull up search results, if you don't have a DUNS you will not find your business. Under Search Results, select Request a New D-U-N-S Number.
- Step 6: The following page will provide a list of acceptable documents you may provide in order to register for a DUNS Number. You will need TWO of these documents. The documents you submit must match the business name and address. If you do not have two of these documents, please call customer service to see if other acceptable documents can be provided. The two documents must be stored on your computer for upload. Once you have these documents available, hit Continue.
- Step 7: Select “Federal Government Contractors or Grantees DUNS Number Support”.
- Step 8: Select Create a New DUNS Number.
- Step 9: Select For Entities Within the United States.
- Step 10: Select Proceed.
- Step 11: Enter Company Information.
- Step 12: Upload acceptable documents.
- Once completed, this will create a case code showing you the submission has been accepted. If information is correct, you will receive an email typically within several days with your DUNS Number.

### **What if I applied for a DUNS number for a prior application, do I need to get another one?**

No – you would use the same DUNS number.

### **How do I get a W-9?**

A fillable form is available on the IRS website - <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

### **Why didn't I receive a confirmation email after I submitted my application?**

Please check your spam/junk email folder and your settings. A confirmation email will be from [noreply@maine.gov](mailto:noreply@maine.gov) with the subject line "Charter Transportation & Border Business Assistance Grant Program Application Submission".

If after doing so, you feel as though the application was not submitted, please resubmit the application. If we receive multiple submissions from the same applicant, ***only the most recent submission will be considered.***

### **My EIN/SSN is not being displayed in the review section and isn't being saved in the form. Is this an issue?**

The software is designed not to replicate your EIN/SSN for security reasons. If you entered it where asked and moved on to the next page, it was successfully recorded in your application.

## **ASSISTANCE**

### **If I am having trouble or concerns, who can I reach out to for assistance?**

Please call: 1-800-872-3838 and press 3

- Or email: [BizAwards.DECD@maine.gov](mailto:BizAwards.DECD@maine.gov)
  - Please allow up to three business days for someone to get back to you as DECD is experiencing a high volume of calls and emails.
- For Maine State Tax questions, please contact the Maine Revenue Service Taxpayer Contact Center:
  - Email: [taxpayerassist@maine.gov](mailto:taxpayerassist@maine.gov)
  - Phone: 207-624-9784
- For Federal Tax questions, please contact the Internal Revenue Service:

- **Individuals**  
800-829-1040  
7 a.m. to 7 p.m. local time
  
- **Businesses**  
800-829-4933  
7 a.m. to 7 p.m. local time
  
- **Non-profit taxes**  
877-829-5500  
8 a.m. to 5 p.m. local time
  
- Or please reach out to your local economic development or non-profit support organization for assistance.

DECD's Business Answers Program provides the Maine Resource Compass to connect businesses with available resources – you can find that living database available on [the Business Answers page](#) and search for technical assistance resources.

DECD also maintains a searchable database of COVID-19 Resources found here: <https://startupspace.app/maine-resource-compass/recovery>