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## Welcome: Certifications for Catering Contractors That Received PSP1 Funding

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[OCIO: This would be the landing page]

This portal is for catering contractors that participated in the first Payroll Support Program (PSP1), under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). You must certify the amount of Payroll Support funds that you had remaining as of April 30, 2021. You must submit your response by **May 10, 2021**.

You are submitting this information and certifications on behalf of the Recipient: Signatory Entity - OCIO, please pre-populate and all of its Affiliates that participated in PSP1. All capitalized terms used in this portal have the meanings set forth in your Payroll Support Program Agreement.

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### USER INSTRUCTIONS

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#### PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB. The estimated burden associated with this collection of information is ten minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., NW, Washington, D.C. 20220. Do NOT send the form to this address.

OMB Control Number 1506-0263

#### User Instructions

Please complete each field and, if required, provide supporting explanations and documentation. The portal has several sections that are listed in the tabs to the left.

After completing a section, you must click the "Save" button to save information and the "Next" button at the bottom right corner of the screen to advance (when appropriate).

You may save a form in progress and return to it later to complete it or change it. To save your work in progress, you must click the "Save" button in the bottom right corner of the screen.

After the form is completed and submitted successfully, the primary contact person listed in the application will receive an automated confirmation email from Treasury.

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## DESCRIPTION OF PSP1 SPECIAL RULE REQUIREMENTS

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[Tab should be named "Description of PSP1 Special Rule Requirements."]

[Header above the text below should be "BACKGROUND"]

The statute that established the Payroll Support Program Extension (PSP2) in December 2020 included a "Special Rule" that applies to catering contractors that participated in PSP1.

Under section 4113(A)(i) of the CARES Act, a catering contractor is a person that performs catering functions under contract with a passenger air carrier conducting operations under 14 CFR part 121.

The Special Rule requires all catering contractors that participated in PSP1 to report to Treasury the amount of PSP1 funds they expended through March 31, 2021. Further, if a catering contractor that received PSP1 funds does not expend 100% of its total PSP1 funds by April 30, 2021, all remaining PSP1 funds must be repaid to Treasury.

These statutory requirements are set forth in section 412 of under Division N of the Consolidated Appropriations Act, 2021.

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## PSP1 SPECIAL RULE REPORT

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[OCIO: Show this tab to all Recipients]

[Tab should be "PSP1 Special Rule Report"]

[Header above the text below should be "Remaining PSP1 Funds"]

Of the total amount of funds that [Signatory Entity or Affiliate – OCIO, please pre-populate and have a separate line for each Signatory Entity or Affiliate that was identified in the email data collection due 04/05] received from Treasury in PSP1, the amount that had not been expended as of April 30, 2021 was:

\$0.00
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## CERTIFICATIONS

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[Tab should be "Certifications"]

[Header above the text below should be "AUTHORIZED SIGNATURES"]

[OCIO: All recipients should fill this out]

On behalf of [Signatory Entity- OCIO, please prepopulate] and all of its Affiliates participating in PSP1, I certify that the information the Recipient provided in the "PSP1 Special Rule Report" section of this portal is true and correct. I make this certification after reasonable inquiry of people, systems, and other information available to the Recipient. I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of material fact) in this submission may be the subject of criminal prosecution and also may subject the Recipient to civil penalties and/or administrative remedies for false claims or otherwise.

The undersigned are authorized representatives of the Recipient with authority to make the above certifications and representations on behalf of the Recipient.

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[Name of Signatory Entity – OCIO, please prepopulate]

First Authorized Representative of Recipient:

Name:

Title:

Date:

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[Name of Signatory Entity – OCIO, please prepopulate]

Second Authorized Representative of Recipient:

Name:

Title:

Date:

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**CONFIRMATION EMAILS**

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**[Email for Initial Submission]**

Subject: PSP1 Special Rule Report

[Body (below):]

Dear PSP1 Recipient,

We are seeking information regarding your PSP1 funding balance as of April 30, 2021.

The statute that established the Payroll Support Program Extension (PSP2) in December 2020 included a "Special Rule" that applies to catering contractors that participated in PSP1. If a catering contractor expended less than 100 percent of its total PSP1 funds as of April 30, 2021, all remaining PSP1 funds must be repaid to Treasury.

As a catering contractor that received PSP1 financial assistance, you are subject to the Special Rule. You MUST provide information regarding your remaining PSP1 balance as of April 30, 2021 at [\[OCIO to provide a link\]](#).

THE DEADLINE FOR YOU TO SUBMIT THE INFORMATION IS **5:00 P.M. EDT ON MAY 10, 2021.**

For information about PSP1 and other Treasury programs, please visit: <https://home.treasury.gov/cares>

Thank you.

U.S. Department of the Treasury

**[Email for Draft Submissions that are not yet completed]**

Subject: In Progress – PSP1 Special Rule Report

[Body (below):]

Dear PSP1 Recipient,

Thank you for starting your PSP1 Special Rule Report through the Treasury Department's online portal. Your form has not been submitted and remains in draft status. Please be sure to submit the form through the portal once you have completed all the answers. If you have any technical difficulties with the portal, please contact us at [Caresactcompliance@treasury.gov](mailto:Caresactcompliance@treasury.gov).

As a reminder, the deadline to submit the form is 5:00 p.m. EDT on May 10, 2021.

Thank you.

U.S. Department of the Treasury

**[Email for Successful Submission]**

Subject: Submitted – PSP1 Special Rule Report

[Body (below):]

Dear PSP1 Recipient,

Thank you for submitting your PSP1 Special Rule Report to the Treasury Department. This email confirms that your form was received. We will contact you if we need any further information.