

Paycheck Protection Program (PPP) Loan Questionnaire & Certification
Revised 04/07/2022

GENERAL INFORMATION

Firm Name:

Has your firm as a prime or as a sub on a contract been awarded a contract with Caltrans for 2021?

Contract Amount: Prime or Sub:

Total Amount Paid to your firm – Funding for all Caltrans Contracts in FY 2020:

(Note – This includes contract work as prime and as sub-consultant)

Total Amount Paid to your firm – By Local Agencies (City/County) in FY 2020:

(Note – This includes contract work as prime and as sub-consultant in California State)

Did your firm receive a loan through the Paycheck Protection Program (PPP)?

If yes, see additional questions below related to PPP.

POINT OF CONTACT INFORMATION

Contact Person:

Contact Position:

Contact Phone:

Contact Email:

FINANCIAL INFORMATION

1. What was the amount of your firm's PPP Loan(s)?
2. When were funds received, and how was it accounted for? Describe each Chart of Accounts line-item description and number.
3. Was any portion of the PPP loan proceeds used to pay for the direct costs on a Federal-aid or Federal lands highway program funded contracts?
4. Did your firm bill direct costs and use PPP loan proceeds to fund the compensation costs of direct labor and other direct costs dedicated to federally funded contracts? Indicate total dollar amounts used to pay for the direct costs.
5. Did your firm submit a timely claim for reimbursement to the contracting agency and complete the proper and necessary adjustments to their accounting records once the reimbursement is received?
6. Did your firm apply for forgiveness of its PPP Loan?
7. If so, please provide copies of forms you provided to the Small Business Administration (SBA) to request forgiveness.
8. What is the status of your firm's PPP Loan Forgiveness?

9. If your firm's PPP loan was already forgiven, when did that occur (what accounting period was affected)? Please provide subsequent approval documentation from SBA of said forgiveness.
10. Also, if your firm's PPP loan was already forgiven, how much was forgiven?
11. In the previous fiscal period what was the firm's percentage of governmental work?
12. Do your indirect cost rate schedules reflect the applicable credit for PPP loan forgiveness on the face of the indirect cost rate schedule either as: (1) a single line item or (2) separate amounts, distributed among a number of line items, based on the categories of costs credits? Describe each Chart of Accounts line-item description and number.
13. Please describe the method used to track the loan expenditures in your firm's accounting system.
14. Is the firm planning on tracking all applied credits (loan recovery) based on adjusted indirect cost rate until the forgiven loan was fully recovered?

CERTIFICATION

Highlight the applicable box below and provide details regarding the certifying official.

- I am an authorized representative of the above-named company, which received proceeds from a PPP loan. I acknowledge the following:
- The Government may be entitled to a credit to the extent that my Company has received forgiveness of PPP loan proceeds (if applicable) while working on contracts/projects subject to Part 31 of the Federal Acquisition Regulation (FAR).
 - Per FAR 31.201-1, the composition of the total cost of a contract is the sum of the direct and indirect costs allocable to the contract, less all allocable credits.
 - Per FAR 31.201-5, the applicable portion of any income, rebate, allowance, or other credit relating to any allowable cost and received by, or accruing to, the contractor shall be credited to the Government either as a cost reduction or by cash refund.
- I am an authorized representative of the above-named company, which received no PPP loan proceeds.

Signature of Name and Title Certifying Official and date.