



COVID-19 LODGING PROPERTY GRANT PROGRAM QUESTIONS AND ANSWERS

October 28, 2020

Program Summary

Governor Tony Evers has authorized up to \$20 million in financial assistance to support eligible Lodging Properties impacted by the COVID-19 pandemic. Governor Evers' press release announcing the assistance is available [here](#). Funding for this assistance is provided to Wisconsin by the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. The program is administered by the Department of Administration (DOA). Additional details are available on the [Program Website](#).

Prior to contacting DOA please consult the Grant Announcement, Grant Application and this Question and Answer document available on the [Program Website](#).

U.S. Department of the Treasury CARES Act guidance can be found [here](#).

FOR ALL QUESTIONS RELATED TO ALLOWABLE EXPENSES

DOA will execute grant agreements with successful applicants only after DOA determines that expenses and lost revenues included in an application are reasonably consistent with CARES Act requirements and Program provisions. DOA's execution of grant agreements, however, is not dispositive as to whether any particular cost meets the criteria set forth in the CARES Act. Lodging organizations retain responsibility for demonstrating eligibility of expenses and are required to hold DOA harmless for any audit disallowance related to the eligibility of costs, including repayment of ineligible amounts.

FOR ALL QUESTIONS RELATED TO APPLICANT ELIGIBILITY

DOA will not respond to inquiries regarding an applicant's specific eligibility. Each applicant is required to determine its eligibility based on program requirements provided in the Grant Announcement. However, DOA will accept and answer questions seeking clarification of eligibility requirements. DOA will determine applicant eligibility only as a routine matter during the application review process after the application deadline has passed. Applicants should carefully review Section 4. Eligibility Requirements of the Grant Announcement prior to applying.

- 1. I completed the grant attachment A and B for lodging grant but there is no send button. How do I get these 2 documents sent in for the grant.**

Please send completed documents A and B in an email to DOACOVIDLodgingGrants@wisconsin.gov. See Section 2.3 of the Grant Announcement.

- 2. Can I resubmit an application if I made any error?**

Yes. If an error in the application submission is found prior to the application deadline, Wednesday, October 28, 2020 at 2:00 p.m. CST, the application may be resubmitted prior to that deadline. If your responses to the on-line survey tool are still available when you visit the survey link under the "Application Materials" dropdown in your browser when you discover an error in your submission, you may update the on-line survey tool and resubmit. If your responses are no longer available in the on-line survey tool in your browser, you will need to submit a new survey.

- 3. Our organization has received other coronavirus relief funding such as PPP loan, are we eligible to apply?**

Receiving other CARES funding is not considered in eligibility determinations. However, per the Grant Announcement, eligible expenses must not be reimbursed and are not under consideration for reimbursement of another program. Please note debt service is not an eligible expense.

- 4. How do I know if my organization is registered with the Wisconsin Department of Financial Institutions and/or is in good standing?**

Organizations may review registration status by visiting the WDFI webpage here: <https://www.wdfi.org/apps/CorpSearch/Advanced.aspx>.

- 5. Will we receive notice that our application has been received in full?**

DOA will supply email confirmation of application receipt upon request. Confirmation of application receipt is not a determination of application completeness nor applicant eligibility.

- 6. Does the Lodging Grant also help/include AirBnB's?**

No. Please see Section 4.0 in the Grant Announcement, Eligibility Requirements. Eligibility determinations by DOA are final. 4.1 Eligible Applicant Eligible lodging operator shall meet all of the requirements, including 4.1.4, eligible locations are limited to a hotel, motel, or bed and breakfast establishment in Wisconsin under a license issued by the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) or its local health department agent that operates for the benefit of public health and safety.

- 7. Should I have applied for all hotels we own and manage under one application even though they all have their own TIN?**

Please submit an application for each TIN/EIN. See Section 2.3 in the Grant Announcement.

- 8. What will happen if another grant comes thru that would cover the same things, and we already received this grant? Since we are applying to several different things at the same time, we can't wait for one to be approved and then apply for the next as the funds may not be there.**

Please see Section 8.1 of the Grant Announcement, Funds Reimbursement and Recordkeeping. Organizations are required to repay grant funds to the state in the event grant funds are supplanted by other funding sources or are not utilized in accordance with the Grant Announcement and resulting Grant Agreements. Additionally, applicants should notify the State as soon as it receives notice that all or a portion its request will be funded by another source.

- 9. Where does the completed grant application get submitted to?**

Please submit the application using the Survey Tool and send Attachments A and B to DOACovidLodgingGrants@wisconsin.gov.

- 10. Are Lodging Operators of facilities with substantial meetings and events space, who apply for the Lodging Grant Program, also eligible to apply for a grant under the Live Entertainment and Meetings Grant program?**

Yes, provided they also meet the eligibility requirements for the Live Entertainment program. However, the Department of Administration will consider any award provided through the Live Entertainment grant program when determining the maximum grant amount available to the applicant based on this program. Such consideration is necessary to ensure compliance with federal law and all program requirements.

- 11. Does a tax delinquency eliminate the hotel from consideration?**

Yes. The Department will make no exception to the requirement that an applicant may not have any current tax delinquency with the Wisconsin Department of Revenue at the time of application.

- 12. Is a management company that operates lodging properties owned by another entity eligible to apply, or may only the property owner apply?**

Only the property owner may apply. Management companies are not eligible.

- 13. Same owner/operator among multiple properties - The same people or group of people own and operate multiple properties - they would all be listed on one grant application. Is this correct?**

Yes, the owner must list all eligible properties in a single application.

- 14. If my motel operates from May 1st to October 31st am I eligible to apply for this?**

Yes, the program does not limit dates of operation.

- 15. I'm filling out the grant application now and noticed that the Principal Address for our hotels has not been updated after a move late last year. How would you like me to handle this? Put the address that matches DFI or the correct one?**

The correct one. Please also make every effort to correct your DFI information.

- 16. If a hotel was in operation prior to September 2019 but is now owned by a new entity, is it eligible?**

Yes, change of ownership does not disqualify a property that was owned and operated by another entity prior to September 1, 2019.

- 17. Question 7 on Schedule A talks about reimbursement of lost revenues and expenses. Please confirm that we can answer this “yes” on the application even if the hotel got PPP funds, as those funds only covered a portion of those expenses (but not all of them), and did not cover lost revenues.**

Yes. You must attest that the expenses and lost revenue requested for a Lodging Grant does not include amounts received through other programs.

- 18. We own multiple hotels and two resorts under different business entities. Each resort includes a hotel, restaurant, bar, banquet + events center for Live performances. The most recent resort was operational for 25+ years, but we purchased it in Dec-2019. Can we be eligible for the grant since the eligibility criteria question asks if we owned it in Sept-2019?**

Yes, change of ownership does not disqualify a property that was owned and operated by another entity prior to September 1, 2019. However, only hotels, motels and bed and breakfasts are eligible to apply.

- 19. Regarding #4 on attachment A, I am confused if I should answer yes, we do not have any current delinquency or no, we do not have any delinquency. Can you clarify? I have the same confusion on how to answer #7.**

Please answer yes to question 4 if your business does not have any current tax delinquency with the Wisconsin Department of Revenue at the time of application. Please answer yes to question 7 if all expenses and lost revenues that have been or will be incurred were not reimbursed and are not under consideration for reimbursement of another program.

- 20. Are resorts eligible to apply?**

Indeterminate without more information about the property. Please note the program is available only to licensed hotels, motels and bed and breakfasts.

- 21. We have multiple hotels in Wisconsin and understand we are to make only one application for all. However, the application seemed to direct us to only one FEIN number. Please clarify.**

Submit one application for all properties owned by an entity subject to a unique FEIN.

- 22. If we have multiple property with different entity name can I apply for them using different application using my name as application for all of them?**

Submit one application for all properties owned by an entity subject to a unique FEIN.

- 23. If our business has two separate parts--a home owner's association and a nonseasonal rental pool that is a corp, and the rental pool has a Wisconsin license(s) issued through the DATCP or the local health department, would the rental corp be eligible?**

Properties are eligible only if they are licensed as a hotel, motel or bed and breakfast.

- 24. We did receive PPP funds, and do not know if it is forgiven yet. Is this a duplicate request. PPP was only spent on payroll, may the WI grant be for COVID related supplies?**

Yes.

- 25. If we received Payroll Protection Program or SBA disaster loan are we eligible to apply this program?**

Possibly. You must certify that expenses and lost revenues that have been or will be incurred under the Lodging Program were not reimbursed and are not under consideration for reimbursement of another program.

- 26. If the company which operates a hotel is a different entity than the company that owns the hotel property, but both have 100% common ownership by the same individuals, which company should apply for this grant? The hotel operations or the hotel property owner?**

The hotel owner.

- 27. If a property is a resort do they qualify? I believe resorts have the same license as hotels/motel (as does any property with 5 or more rooms).**

See Answer 20 above.

- 28. If we choose ACH, what and how documents to be submitted?**

To be determined.

- 29. Can we apply for multiple property using same email and contact information but different organization name?**

No, each organization must apply.

- 30. Is there a maximum annual revenue for any specific hotel that disqualifies a hotel from receiving this?**

No, the program does not include revenue limits.

- 31. Can applicants print blank Attachment A, and W9 and fill them out manually and email these forms to the requested email? Or does Attachment A and the w9 need to be typed into the computer and submitted that way?**

The program prefers the typed forms. However, LEGIBLE manual scans are acceptable.

32. As a sole proprietor with just 1 property, I do not have a DFI #

A DFI number is not required for sole proprietors.

33. What documentation do we need to keep if we have lost 75% of room sales due to the Packers not allowing fans in the stands due to COVID-19 concerns? That loss alone would not be even covered by the amount of the grant.

Maintain financial records detailing 2020 losses compared to 2019 revenue for at least five years.

34. How will you contact me to get my social security number? If you call me, how will I know it is a legitimate person calling and asking for my SS#?

To be determined.

35. Can the person signing the Attachment A be different than the contact in the application?

Yes.

36. If the hotel has a management company does that make an owner ineligible?

No. However, only the property owner may apply.

37. Can you verify that TRH (tourism rooming houses) which are licensed under DATCP qualify for the Lodging grant or not?

Tourism rooming houses are not eligible.

38. Is Vacation Rental Properties included in the COVID-19 Lodging Grant?

Vacation rental properties are not eligible.

39. Are non-profits eligible for the lodging grants, or just for- profits?

Nonprofits are eligible.

40. Do small, family-owned and operated Northwoods Resorts (cabin lodging rentals) qualify to apply for this grant? We have 18 rooms total.

See Answer 20 above.

41. Would cottages owned by the corporation that are rented out nightly count in the room count?

No. Eligible properties are limited to hotels, motels and bed and breakfasts.

- 42. Would condominiums that are rented out by a management company for nightly rentals count? Condos are individually owned.**

No. Eligible properties are limited to hotels, motels and bed and breakfasts.

- 43. We have some rooms opening between the application deadline and 12/30/20, when losses/expenses can be incurred. Can we include these rooms when applying for this program?**

No. List only those rooms that were in operation on and before September 1, 2019.

- 44. We opened a brand-new Hotel in WI in August 2020. Are we not able to apply for grants since we are a newer hotel?**

Your property is not eligible because it was not in operation on or before September 1, 2019.

- 45. Our company has three properties which we are filing under the COVID-19 Lodging Grant Program. Unfortunately, I filed our first step of one of our properties under an incorrect DFI Entity ID. Would you like me to resubmit with the correct DFI Entity ID, or should we try to correct what was already submitted?**

See Answer 2 above.

- 46. I clicked on the link to the lodging grant program for Wisconsin and I was wondering what the eligibility requirements are for that.**

Please see the Grant Announcement located on the Lodging Grant website.

- 47. Are we an Organization or an Individual? We file our federal/state income taxes as 1040-SR. Schedule C is our individual name; line C is our business name as a LLC. Our accountant lists our business as a disregarded entity.**

Indeterminate. Please consult your financial advisor.

- 48. I sent in a grant application but did not receive a confirmation that the submittal was received. Attachments A and B were submitted. Should I refill out the Grant Application for these two hotels out again and re-submit.**

Please send an email to the program and request confirmation of receipt of the application and attachments.

- 49. Because we are a sole proprietor, we don't need/have the WI Dept of Financial Institutions registration number. The grant form will not let me proceed unless I input a number. Please advise.**

Please type "not applicable" in the DFI field.

- 50. I completed the grant application for lodging, the property information, and also a W-9. When I printed out the application, it appears that there is missing information, however I had entered the information.**

You should receive confirmation of your application answers via the email you provided in the survey.

- 51. During the webinar there was mention of a final report due sometime in February, what will all be required for the final report back?**

To be determined, but will include a report of grant uses.

- 52. I tried to fill out the room grant. I have a Bed and Breakfast. I seemed to have a problem getting it to go through. I did not get a confirmation. Please advise if you received my application.**

Please send an email to the program email address to request confirmation of receipt.

- 53. We are working to submit for properties and have no issue completing the fillable form until we go to print. When all answers are entered, we hit done and receive a message that the submission has been received. When we go to print so that we have a hard copy it states, "no answer entered." On one application we did receive follow up the next day and the answers were there. Are you hearing this from others? Can you confirm our information has properly been received? Do you have additional suggestions?**

Please send an email to the program email address to request confirmation of receipt. You should receive confirmation of your application answers via the email you provided in the survey.

- 54. We have three hotels in Wisconsin. Do I fill out one Attachment A for all 3 or one for each using the individual entity info? Each hotel / entity is a separate LLC and will have a WDFI ID.**

Please submit a separate application for each LLC.

- 55. For all grant proceeds that are paid, will the state of Wisconsin be issuing 1099s to the recipients?**

Yes.

- 56. How does this affect the eligibility of condominium hotels that the units are individually owned but operated as a resort.**

Please see Answer 20 above.

- 57. If you file federal/state income taxes as an individual, but you have a registered LLC filed as a disregarded entity do you file this application under the LLC name or the individual's name?**

Indeterminate. Please consult your financial advisor.

- 58. Which FEIN to use on the application and W-9 when the applicant is a LLC disregarded for tax purposes. Should we use the FEIN of the disregarded entity, or the FEIN of the reporting entity listed in box 1 of the W-9? If the latter, should the application still be in the name of the disregarded entity with the applicant entity listed in box 2 of the W-9?**

Indeterminate. Please consult your financial advisor.

- 59. We have a resort with 15 cabins... i.e. cabin #1 4-bedroom etc. and list each cabin separately or can I just list the resort with 42 rooms?**

Please see Answer 20 above.

- 60. We are a resort and have two licenses that each state our activity as "Hotel-Tourist Rooming House (LTR) (4 Rooms)." We are one corporation with two properties on the same street. The properties each have 4 housing units, but the capacity of those units vary from 1-20 persons. Our cottages are different sizes with different numbers of bedrooms. Do we fall under the hotel category for the grant application? Are we limited to 4 rooms each even though there are actually more bedrooms/ capacity than that?**

Please see Answer 20 above.

- 61. Can a hotel located in Wisconsin owned by a trust qualify? The trust would be the sole proprietor of the hotel. Is the answer different for a revocable trust (grantor trust) versus an irrevocable trust treated as a separate taxable entity for income tax purposes? If it does qualify on the application should the sole proprietor or organization box be checked?**

Indeterminate. Please consult your financial advisor.

- 62. When is the application deadline?**

Thursday, October 29, 2020 at 2:00 p.m.

- 63. I wish to apply for multiple lodging properties owned by separate LLCs with unique tax identification numbers (TINs). However, the LLCs are controlled by an umbrella company. May I make one application under the name of the umbrella company, or must I submit separate applications for each LLC?**

You must submit a separate application for each LLC based on its unique TIN. This is necessary so the State of Wisconsin may make payments directly to the principal owner of each property. Payments may not be made to management or umbrella companies for redistribution to subsidiary property owners.

- 64. My company has one tax identification number (TIN) and owns multiple properties. May I submit one application including all properties owned by my company?**

Yes. Please include the total number of all eligible rooms in the survey tool, and identify each property in Attachment A. The total number of rooms entered in the survey tool must equal the total number of rooms identified in Attachment A.