

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

 Resolution or Ordinance (Blue) _____ *Waiver of First Requested*
 X Recommendations of Boards, Commissions & Committees (Green)
 Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott Niehaus, Village Manager

DATE: November 22, 2022 (B of T) Date: December 1, 2022

TITLE: Local Hotel Relief Program Grant Recommendation
SureStay Plus Hotel by Best Western

SUBMITTED BY: Nicole Aranas, Assistant Village Manager

BACKGROUND/POLICY IMPLICATIONS:

Attached please find information regarding a recommendation from the Community Promotion and Tourism Committee for approval of funding to the SureStay Plus Hotel by Best Western towards hotel and security improvements. The Committee is recommending approval of a Local Hotel Relief Program grant in the amount of up to \$20,293.33.

Please place this item on the consent agenda for the December 1, 2022, Board of Trustees meeting.

Review (as necessary):

Village Attorney X _____ Date _____
Finance Director X _____ Date _____
Village Manager X W. Niehaus _____ Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



#220355

MEMORANDUM

TO: Scott Niehaus
Village Manager

FROM: Nicole P. Aranas *NPA*
Assistant Village Manager

DATE: November 22, 2022

SUBJECT: SureStay Plus Hotel by Best Western Local Hotel Relief Grant Application
Community Promotion & Tourism Committee Recommendation

The following is a recommendation from the Community Promotion & Tourism for funding through the Local Hotel Relief Grant Program in the amount of \$20,293.33 in connection with capital improvements and support for safety and security improvements.

The Local Hotel Relief Grant Program was approved by the Village Board of Trustees earlier this year to provide supportive funding and grants to support local tourism and local hotel relief.

GRANT REQUEST

SureStay Plus Hotel by Best Western has requested a grant in the amount of \$20,293.33 for use towards capital improvements and support for safety and security improvements. The hotel is seeking grant money to upgrade rooms, upgrade the CCTV system for safety and security, and purchasing equipment for laundry facilities and housekeeping. SureStay Plus Hotel has 127 rooms and the grant request amounts to \$159.79 per room.

GRANT REVIEW

The grant application materials are attached and include a copy of the DuPage County Hotel Relief Grant application which is being administered in tandem with the local Lombard program. The Community Promotion and Tourism Committee met to review the proposed grant application on November 2, 2022.

RECOMMENDATION

The Community Promotion & Tourism Committee recommended approval of a grant in the amount of \$20,293.33 to the SureStay Plus Hotel to be used towards hotel improvements. The grant program provides that recommendations from the Community Promotion & Tourism Committee are to be transmitted to the Village Board of Trustees for review and final approval.

If approved, the grant will be administered as a reimbursement grant. Local hotels will have until December 31, 2023 to complete improvements and seek reimbursement for grant qualified expenses.

Please place this item on the consent agenda of the December 1, 2022 Board of Trustees Meeting. If you have any questions, please feel free to contact me. Thank you.

Hotel Name:	SureStay Plus Hotel by Best Western	Hotel Ownership Group:	LombardGold Hospitality LLC
Contact Name:	Randy Cline	Title:	General Manager
Phone:	630-916-9000	Email:	Gm.surestaylombard@gmail.com
Number of Hotel Rooms:	127	Total Amount of Grant Request:	\$20293.33

My hotel is seeking grant funds for the following eligible grant expenses (check all that apply):

- Support for hotel promotions and marketing
- Support for capital improvements to the hotel
- Funds to incentivize group business through grant awards or rebates
- Support for safety and security improvements
- Funded promotions or incentives to provide hotel guests with incentive to stay (vouchers, cash rebates, gift cards, or tickets to attractions)
- Support for other improvements to hotel facilities or other services
- Funds to support industry memberships or attendance at trade show

Please provide a description of the expenses proposed to be covered by this grant and explain how one or more of the above criteria apply.

Upgrade rooms, invest in purchasing equipments for Housekeeping and laundry facilities. Upgrade CCTV system for safety and security.

Please confirm the following:

- I have completed an application for the DuPage County Hotel Relief Grant Program and the completed application form is attached.
- I understand that the Lombard Local Hotel Relief Grant Program is intended to be a reimbursement grant and that reimbursement from the Village will be made only upon proof of payment for the amount of actual expenses incurred. Any request for advance of grant funds must be made to the Village under separate cover.
- Upon approval of grant funds by the Village, eligible expenditures will be made by the hotel no later than December 31, 2023.

Please submit completed application form and copy of DuPage County Hotel Relief Grant Application to Nicole Aranas, Assistant Village Manager, aranasn@villageoflombard.org by January 31, 2023.

Hotel Ownership Group / Name: LOMBARD GOLD HOSPITALITY LLC
 (must match W9)

Eligible Property located in DuPage County, please list using hotel's full name:

Property Name Street Address City State Zip Code
SURESTAY PLUS HOTEL 222 E 22nd STREET LOMBARD IL 60148

Number of Hotel Rooms: 127

GRANT ATTESTATION

In accordance with applicable provisions of the Federal American Rescue Plan Act (ARPA) and grant announcement provisions, the applicant certifies the following:

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The applicant is a sole proprietorship, partnership, corporation, limited liability company or joint venture that owns and operates one or more lodging properties in DuPage County.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The applicant operates a hotel in DuPage County under a license issued by the Illinois Department of Revenue.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The applicant, if registered with the State of Illinois, is in good standing, organized, registers, or qualified by the date of the grant issuance.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The applicant does not have any current tax delinquency owed to the Illinois Department of Revenue, the Illinois Department of Commerce & Economic Opportunity, or the Illinois Office of Tourism at the time of application.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The applicant has been in operation on or before March 3, 2021.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The applicant has suffered lost revenue or incurred additional expenses at its eligible property within DuPage County due to the COVID-19 public health emergency between March 1, 2020 and June 11, 2021.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	All expenses and lost revenues that have been or will be incurred were not reimbursed and are not under consideration for reimbursement under another program, with the exception of the state Illinois Hotel & Lodging Association program earmarked for payroll, benefits and bonuses.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Funds received under this program will be used for qualified expenses at the property level to assist in recovering transient, business, group travel or guest experience.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Applicant agrees to maintain records for at least 7 years which indicate that the expenses to which the funds were applied were ARPA eligible expenses.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The information submitted is truthful and accurate to the best of the applicant's knowledge.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	In the event that the United States' Federal Government, or its designee, determines that the grant funds subject to this agreement were used for an ineligible purpose under ARPA, the grant recipient agrees to return the funds to the County of DuPage.

Applicant Authorized Representative

The signatory below certifies that, to the best of his/her knowledge and belief, the information contained in the DuPage County Hotel Relief Program application form, including all attestations, is true, accurate and complete. The undersigned has authority to make the above attestations and the intent and legal authorization to agree to them on the organization's behalf.

Applicant Signature: _____

Date: _____

Print Name: _____

Applicant Title: _____

Applicant Email: _____

Hotel Ownership Mailing Address:

Name: _____

Address: _____

City, State & Zip _____

Hotel Ownership Contact Information (if different than applicant information above):

Name: _____

Email: _____

All fields are required for application to be considered complete.

RETURN COMPLETED FORM ALONG WITH COMPLETED W9 BY SEPTEMBER 30, 2022 TO:
application@dupagehotelrelief.com

FOR QUESTIONS:

Please email application@dupagehotelrelief.com

Or call Noonie Aguilar
DCVB Director of Sales
(630) 575-8070 x207

Print or type. See specific instructions on page 3.

Surestay Plus Hotel by Best Western

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
222 E 22nd Street

6 City, state, and ZIP code
Lombard IL 60148

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

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OR

Employer identification number

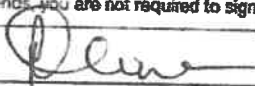
46	-	2199	791
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ 

Date ▶ 8-3-22

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Surestay Plus Hotel by Best Western

Print or type. See specific instructions on page 3.

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

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Social security number

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OR

Employer identification number

46	-	21997911
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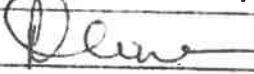
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