

Oregon Outdoor Recreation Outfitter and Guide Relief Grant Program

Pursuant to Oregon Laws 2021, chapter 4, section 30 (Second Special Session), the Oregon Legislature, appropriated \$10,000,000 from the General Fund to the Oregon Business Development Department for distribution to the Oregon Tourism Commission (“Travel Oregon”) to support a one-time program. The program will provide grants to registered outdoor recreation Oregon resident Outfitter and Guides financially impacted by restrictions related to the COVID-19 pandemic or by service disruptions related to drought or wildfire.

The Oregon Outdoor Recreation Outfitter and Guide Relief Grant Program (the “Program”) is designed for Oregon domiciled persons registered as an Outfitter and Guide with the Oregon State Marine Board prior to March 1, 2020, that can attest to Oregon guiding business financial losses due to restrictions imposed by the COVID-19 pandemic or service disruption related to drought or wildfire. Qualifying Oregon guiding business financial losses are evidenced by at least one of the following (each a “Revenue Loss Period”):

1. A loss of year-over-year Oregon gross revenue greater than 25% between calendar year 2019 and calendar year 2020; or
2. A loss of year-over-year Oregon gross revenue greater than 25% between calendar year 2020 and calendar year 2021; or
3. A loss of year-over-year Oregon gross revenue greater than 25% between calendar year 2019 and calendar year 2021.

Outfitter and Guides must select a Revenue Loss Period in which their guiding business was registered with the Oregon State Marine Board and operated during both calendar years of the Revenue Loss Period.

For Outfitter and Guides that have qualifying financial losses for multiple Revenue Loss Periods, the Revenue Loss Period with **greater losses** should be used in the grant application, as only one Revenue Loss Period will be used to determine grant award.

It is the intent of the Program to fund as many Outfitter and Guides impacted by losses as possible, with preference given to smaller, more economically vulnerable guides and guiding businesses.

Applicants will be required to list the amount(s) received of any other relief funding or operational cost assistance due to COVID-19, wildfire or drought that were used to support the guiding business.

Applications for the Oregon Outdoor Recreation Outfitter and Guide Relief Grant will be accepted beginning April 29, 2022, until May 13, 2022, at 5 p.m. Awards will be announced on June 8, 2022. Program information is available at: <https://industry.traveloregon.com/opportunities/grants/senate-bill-5561-funding-for-outfitters-and-guides/>

SECTION 1: PROGRAM DETAILS

Application Overview:

Step 1: Review the Program details in this Section and the Program Eligibility Rules in Section 2. If you believe that you are eligible to apply, proceed to Step 2.

Step 2: **To be eligible for a grant under the Program, an applicant must have been registered as an Oregon resident Outfitter and Guide with the Oregon State Marine Board prior to March 1, 2020.** Applicant must also hold a current (2022) Oregon resident Outfitter and Guide registration or have applied to the Oregon State Marine Board to renew registration by April 30, 2022. To apply for a grant from the Program, an applicant must complete an application through Travel Oregon's online portal and submit a completed, signed IRS Form W-9. **Only one application per guiding business will be accepted.** For guiding businesses with multiple owners: Owners must determine which registered Outfitter and Guide among them will submit the application on behalf of the business. **If multiple applications are submitted for a single business, the guiding business will be disqualified from receiving a grant award.**

Step 3: Travel Oregon will review the application information for accuracy and compliance with Program requirements.

Step 4: Upon completion of a successful compliance review and determination of level of funding, Travel Oregon will contact the applicant via email to request signature of the grant agreement. Once the grant agreement is signed, Travel Oregon will mail a check in the amount of the grant award to the address on the IRS Form W-9 submitted as part of this process – no exceptions to the address.

Definitions:

- **“Employee”** means an individual who, in exchange for compensation or other monetary gain, physically provides, or directly assists in physically providing, outfitting and guiding services under the direction, supervision and control of an Outfitter and Guide.
- **“Form W-9”** means an Internal Revenue Service (IRS) tax form that is used to confirm a person's name, address, and taxpayer identification number (TIN) for employment or other income-generating purposes. A Form W-9 is also known as a Request for Taxpayer Identification Number and Certification form.
- **“Resident”** is an individual who has physically resided in the State of Oregon for a period of not less than six consecutive months immediately prior to the date of submitting an application to be registered as an Outfitter and Guide in the State of Oregon. Mere ownership of real property or payment of property taxes in the State of Oregon does not establish residency. A “resident” shall not hold or claim any resident privileges in any other state or country for any purpose. Resident privileges include, but are not limited to:
 - (a) A valid state driver's license
 - (b) A state voter registration; or
 - (c) Filing of resident state income taxes.

Grant Award Details:

Timeline:

- Application period opens: April 29, 2022
- Application period closes: May 13, 2022 (5 p.m. PDT)
- Application review starts: May 16, 2022
- Award announcement: June 8, 2022
- Award checks mailed: Mid-July 2022

Award Caps and Distribution:

1. No eligible Outfitter and Guide will be awarded more than 80% of their total Oregon guiding business revenue loss for one Revenue Loss Period (the "Individual Grant Cap").
2. If the aggregate funding requests from eligible applicants exceed available Program award funds, then the Individual Grant Cap will be reduced as follows:
 - a. Applicant will be awarded 75% of total revenue loss if a maximum of 0 to 2 employees are on record with the Oregon State Marine Board for the calendar year with financial loss in the selected Revenue Loss Period.
 - b. Applicant will be awarded 60% of total revenue loss if 3 or more employees are on record with the Oregon State Marine Board for the calendar year with financial loss in the selected Revenue Loss Period.
 - c. If funding requests exceed total available funds even after application of the Individual Grant Cap reductions in (a) and (b) above, then the Individual Grant Cap reductions in (a) and (b) will continue to reduce by 10% intervals until each eligible applicant receives an award of no less than \$5,000 or 10% of their Oregon guiding business revenue loss, whichever is less.

SECTION 2: Program Eligibility Rules

1. Applicants must meet ALL of the following eligibility requirements to receive an award under the Program:
 - a. The applicant is an Oregon resident registered as an Outfitter and Guide with the Oregon State Marine Board prior to March 1, 2020, and maintains its principal operations in Oregon.
 - b. The applicant holds a 2022 Oregon resident Outfitter and Guide registration with the Oregon State Marine Board or has proof of a renewal application having been submitted by April 30, 2022. The Oregon State Marine Board will provide Travel Oregon an updated list of 2022 Oregon resident Outfitter and Guide registrations and those in process for renewal as of April 30, 2022.
 - c. The applicant is **not** a publicly traded company.
 - d. The applicant is **not** a governmentally owned business.
 - e. If required by Oregon law to be registered with the Oregon Secretary of State to do business in Oregon, the applicant's guiding business is so registered.
 - f. Applicant can provide required business information and documentation, ownership information and optional demographic information, as applicable. Information and documentation include, but is not limited to:
 - i. Name of company

- ii. Address of company
- iii. IRS Form W-9 and Employer Identification Number (EIN) (As taken from the W-9)
- iv. Maximum number of employees on file with the Oregon State Marine Board for the loss period

2. Additionally, to receive an award, Applicant must execute a grant agreement with Travel Oregon that includes the following certifications and agreements:

- a. That the applicant meets ALL the eligibility requirements listed in Section 2, 1.a. through 1.f.
- b. That the applicant acknowledges that it has had the opportunity to seek advice from its tax and financial advisors as to the potential financial and tax implications of this grant award.
- c. That any misrepresentation or fraud may result in full legal action by the State and collection of any repayments will be handled by the Oregon Department of Revenue or other third-party collection agencies.
- d. That the applicant understands and agrees that Travel Oregon will retain the right to request copies of supporting documents, or to request any other additional information that is determined necessary to prevent or determine fraud, waste and abuse.