



CO L O R A D O

**Outdoor Recreation
Industry Office**

The State of Colorado
Office of Economic Development & International Trade
Outdoor Recreation Industry Office

Program Manual for the
Outdoor Recreation Industry Impact Fund (ORIIF)

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February 2023 - July 2024

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OVERVIEW OF THE PROGRAM

PROGRAM SUMMARY

The Outdoor Recreation Industry Impact Fund (ORIIF) is a \$1.8 million fund from the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program, a part of the American Rescue Plan Act (ARPA). This fund will support recovery efforts for outdoor industry small businesses and nonprofits that can demonstrate a negative economic impact due to the COVID-19 pandemic. The ORIIF will provide direct-to-organization grants for payroll needs not to exceed \$100,000 per organization. The goal of the ORIIF is to allow outdoor recreation industry businesses and nonprofits to hire new and/or retain existing employees. Full-time and part-time positions are eligible to receive payroll assistance. Grants are provided on a reimbursement basis.

Please note, awards provided through this fund are competitive and will go through a review committee. Applicants are not guaranteed funding or may not receive the full amount of their request if they are selected to receive funding.

How / Where to Apply?	ORIIF Application Form (link will go live on February 1)
Application Period	Application opens February 1, 2023 and closes February 28, 2023
Award Maximum	Not to exceed \$100,000; provided on a reimbursement basis
Grant Timeline	All funds need to be spent no later than July 31, 2024
Eligible Applicants	Outdoor recreation industry small businesses with no more than 500 full-time employee equivalents or outdoor recreation industry nonprofits, with documented revenue loss since March 2020 as a result of impacts of the COVID-19 pandemic.
Organization Status	Must be currently operating in Colorado. Must have employed at least 1 FTE (Full-Time Employee Equivalent (40 hours per week)). Colorado registered small businesses and nonprofits must be in good standing with the State of Colorado and have been negatively impacted by COVID-19 pandemic according to the eligibility criteria established by the program.
Secretary of State Certification of Good Standing	Required to submit
Eligible Areas	State of Colorado
Eligible Expenses	Payroll Expenses (salaries and benefits)
Financial Documentation Required	2019/2020 and/ or 2021 IRS tax returns; 2022 most recent year to date profit and loss statement; cost increase documentation
Dates of impact	March 2020 to date of application

LEGISLATION

Senate Bill 21-291:

https://leg.colorado.gov/sites/default/files/2021a_291_signed.pdf

Senate Bill 21-291 created the economic recovery and relief cash fund which consists of money from the "American Rescue Plan Act of 2021" fund. To respond to the public health emergency with respect to COVID-19 or its negative economic impacts, the act allowed the general assembly to appropriate or transfer money for specified uses. The Colorado Office of Economic Development & International Trade (OEDIT) received \$40 million to support various recovery efforts including to provide grants to small businesses and to undertake any other economic development activity in response to the negative economic impacts of the COVID-19 pandemic.

The Outdoor Recreation Industry Impact Fund (ORIIF) is \$1.8 million from the funding received by OEDIT via SB21-291. The ORIIF will support recovery efforts for outdoor industry small businesses and nonprofits that can demonstrate negative economic impacts due to the COVID-19 pandemic. The ORIIF will provide direct-to-organization grants for payroll needs not to exceed \$100,000 per organization. The goal of the Impact Fund is to allow outdoor recreation industry businesses and nonprofits to hire new and/or retain existing employees (timeline not exceed July 31, 2024). Full-time and part-time positions are eligible to receive payroll assistance. Grants are provided on a reimbursement basis.

APPLICATION AND PROCESS

HOW / WHERE DO I APPLY?

- Go to the [ORIIF Application Form](#) (link will go live on February 1)
- Select “Apply to this grant”

APPLICATION AND AWARD PERIOD

The application opens on February 1, 2023 at 9:00 AM MST. The deadline to apply is February 28, 2023 by 5:00 PM MST. All applicants will be notified of award no later than May 1, 2023 and all funds will need to be expended no later than July 31, 2024.

PROGRAM MANAGEMENT

The Outdoor Recreation Industry Impact Fund, also known as the ORIIF, is managed by the Colorado Outdoor Recreation Industry Office (OREC) a division of the Colorado Office of Economic Development and International Trade (OEDIT), a public agency organized pursuant to Colorado law and regulations promulgated by OEDIT for this purpose. Colorado Enterprise Fund (CEF) will operate the program as the fiscal administrator to service the grant application, provide grant disbursements, and collect necessary compliance documentation. All applicants eligible to receive funding will be reviewed by an independent review committee prior to final approval to CEF.

PROGRAM DOCUMENTS

CEF and OREC will prepare all program materials including program documentation guidance, forms, grant agreements, and other documents necessary to the implementation of the program. All program documents will be in compliance with all State and Federal requirements.

AWARDS

Grant awards are determined by an applicant’s need, not to exceed \$100,000. In determining the verified amount of need, factors including the following are assessed and compared during application review:

- Whether the organization has experienced negative economic impacts to the COVID-19 pandemic as verified by IRS tax returns and current profit and loss statements (see “Required Documentation” below).

- Other factors may be considered based on the organization’s self-attestation statement and application responses including the amount of time the organization has been in business; the number of employees the organization has; where the organization is located; and more.

MAXIMUM GRANT AWARD AMOUNT

The maximum grant award an applicant may receive is based on need and will not exceed \$100,000.

Please note, awards provided through this fund are competitive and will go through a review committee. Applicants are not guaranteed funding or may not receive the full amount of their request if they are selected to receive funding.

ELIGIBILITY FOR PARTICIPATION

The ORIF is available to outdoor recreation industry small businesses and nonprofits, located in Colorado with Colorado registered small businesses or nonprofits in good standing with the state and that comply with the following requirements:

- The business or nonprofit has been impacted by the COVID-19 pandemic. This status will be self certified by the applicants in the application form according to the following criteria:
 - The business or nonprofit experienced revenue declines and/or cost increases due to the negative economic effects of COVID compared to pre-COVID results or trends
- The business has no more than 500 full time employee equivalents (per State and Local Fiscal Recovery requirements)
- If the applicant is a nonprofit, the applicant must be a designated 501(c)(3) or 501(c)(19) tax-exempt organization
- The business or nonprofit serves the outdoor recreation industry:
 - For purposes of this grant, an outdoor recreation industry business or nonprofit is defined as an organization that supports recreational activities undertaken for pleasure that occur outdoors

OEDIT APPLICANT PRIORITY

All applications will be reviewed by Colorado Enterprise Fund (CEF) staff for completeness. Once reviewed by CEF staff, applications will be shared with an internal OEDIT review committee to determine final eligibility and award.

After reviewing the eligibility criteria of each applicant, and if the total amount of money exceeds the resources available in the grant program, priority will be given to applicants based on how many of the criteria for which they qualify. Priority may be further given by assessing applicants' relative organization income and comparative percentage decline in revenue costs. In the event of multiple applications appearing equal in the assessment of these criteria, preference will be given to businesses and nonprofits with fewer employees, that are located in traditionally under resourced communities (i.e. Opportunity Zones, Enterprise Zones, etc.), are located in rural communities (the following counties have previously been defined as **non-rural** by the Colorado Economic Development Commission: Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, El Paso, Jefferson, Larimer, Weld (**all other counties are considered rural**)) and/or meet additional criteria.

ORGANIZATION STATUS

OPERATION STATUS

All businesses and nonprofits receiving grant awards under this program must be open for business at the time a grant disbursement is issued.

ALLOWABLE ACTIVITIES AND USES

Awards provided to businesses under this program may be used for:

- Payroll (including salary and benefits)
 - *Please note that this funding cannot be used to provide pay raises to existing employees and pay ranges for new hires must be consistent with current organization pay ranges.*

PROHIBITED ACTIVITIES AND USES

The business or nonprofit is prohibited from using funds provided herein or by personnel employed in the administration of the program for: political activities; inherently religious activities prohibited by 24 CFR 570.200(j); gambling; lobbying; political patronage; and nepotism activities.

REQUIRED DOCUMENTATION

The following documents are required to apply:

- 2019, 2020, and/or 2021 tax returns (depending on time in business)
- Most recent year to date 2022 profit and loss statement
- Cost increase documentation
- Valid government-issued identification of the business owner or nonprofit director
- Certificate of Good Standing with the Colorado Secretary of State or Certificate of Fact of Trade Name
- Proof of [SAM.gov](https://sam.gov) registration and Unique Entity ID
- OEDIT/ARPA Attestation Form

IF approved for funding, organizations will be required to complete the following prior to receipt of award:

- An organization risk assessment form
- Completed and signed W-9
- Documentation of the last three months of payroll expenses (Payroll Registers, copies of distribution checks for sole proprietors, invoices and check copies for payments to Independent Contractors.)
- Attend at least one virtual training session that will cover CFR 200 and grant compliance requirements.
 - For information on CFR 200, please visit this [webpage](#).
- Time and effort documentation throughout the lifetime of the grant
 - Record(s) of employee(s) being funded through this grant working for the organization (to be signed by employee & supervisor)

CONTACT INFORMATION

All program questions can be directed to Samantha Albert, Deputy Director of Outdoor Recreation Industry for the Colorado Office of Economic Development & International Trade.

- Samantha.Albert@state.co.us
- 720-648-2593

All grant portal and invoicing questions can be directed to Colorado Enterprise Fund staff.

- orecgrant@coloradoenterprisefund.org