

# ORLP Manual

OUTDOOR RECREATION LEGACY PARTNERSHIP INFORMATION



## GUIDELINES

New applicants  
Ongoing stewardship for  
successful projects in Colorado

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## Introduction

Established in 2014, the Outdoor Recreation Legacy Partnership (ORLP) program is a separate grant program administered under the authority of the Land and Water Conservation Fund (LWCF) Act and almost entirely managed by the National Park Service (NPS). Its purpose is to provide new or significantly improved recreation opportunities for economically disadvantaged communities that lack public outdoor recreation spaces. Intended outcomes include creating new or reinvigorating existing parks, improving equitable access and forming connections between people and the outdoors.

## Funding source

ORLP is funded through LWCF. Funds are derived primarily from federal oil and gas leases on the Outer Continental Shelf through the Gulf of Mexico Energy Security Act, Public Law 109-432 105 (a)(2)(B).

## Program snapshot

|   |  |
|---|--|
| Purpose                                 | Providing new or significantly improving outdoor recreation opportunities for economically disadvantaged communities   |
| Project types                           | Land acquisition (for immediate or delayed development)<br>Development or major renovation of an existing site or facility<br>Combination land acquisition and development   |
| Applicants                              | Local, County, State, or Tribal government agencies in Colorado  |
| Grant request                           | \$300,000 - \$15,000,000   |
| Match                                   | 1:1 with a minimum of 10% cash   |
| ORLP specific requirements <sup>1</sup> | The project must be located in an incorporated city or town within Colorado, with a population of at least 30,000 <sup>2</sup><br>The project must be located in a disadvantaged area <sup>3</sup><br>The project cannot be within a park or site that has received LWCF or ORLP funding within the last seven years   |
| Other requirements                      | Ownership and management of the land where the project is situated<br>Must be a self-supporting (standalone) outdoor recreation facility<br>Alignment with at least one priority in Colorado's Statewide Comprehensive Outdoor Recreation Plan (SCORP)<br>Compliance with applicable federal and state laws, regulations, and polices (including Civil Rights and Build America, Buy America)<br>All permits and clearances in hand before grant award<br>No ground disturbing work until grant award and CPW contract is finalized<br>Project completion within three years of grant award<br>Perpetual protection and maintenance of the land for outdoor recreation |
| Funding cycle                           | Approximately 18 months from NPS application deadline to award if the project is successful in the national competition  |

## Before applying

Applicants are encouraged to reach out to CPW to discuss any potential projects before commencing an application. This will provide the applicant with the opportunity to ask project specific questions as they relate to ORLP and eligibility requirements.

## Application documents

ORLP applications require completion of the same documents as LWCF applications. The only differences are the inclusion of a screenshot showing that the park or site is considered disadvantaged as per the CEJST tool with the letter of intent, and an ORLP specific application form, which will be made available on the CPW ORLP webpage during open grant rounds.

Applicants should refer to the LWCF Manual on the CPW LWCF webpage for instructions on how to complete the documents listed below.

<sup>1</sup> Requirements may change in future grant rounds.

<sup>2</sup> According to the 2020 Census.

<sup>3</sup> According to the [Climate and Environmental Justice Screening Tool](#) (CEJST).



| Pre-application submission<br>Generally due 4 weeks before full application   | Full application submission   |
|---|---|
| <ul style="list-style-type: none"> <li>• Letter of intent (including a screenshot showing that the park or site is considered disadvantaged as per the CEJST tool)</li> <li>• Basic area map</li> <li>• Information for Planning and Consultation (IPaC) resource list</li> </ul> | <ul style="list-style-type: none"> <li>• Application form (ORLP specific)</li> <li>• Certification</li> <li>• Boundary map</li> <li>• A&amp;R form (Environmental Resources Survey only)</li> <li>• Timeline</li> <li>• Budget</li> <li>• Site plan</li> <li>• Photographs</li> <li>• Letters of support</li> <li>• Resolution</li> <li>• Proof of ownership</li> </ul> |

## Deadlines

The NPS requires all states to evaluate applications before forwarding selected ones to the national competition. As a result, states must set application deadlines months ahead of the NPS deadline. This process results in three deadlines to consider when submitting an ORLP application in Colorado (listed in order of submission):

1. CPW pre-application submission
2. CPW full application submission
3. NPS application deadline

Exact dates will be listed on the CPW ORLP webpage as grant rounds are announced by the NPS.

## Application submission

Applicants should send the pre-application and full submission by email to the CPW Federal Grants Administrator and LWCF Alternate State Liaison Officer, whose contact details are listed below. If file sizes are too large to email, contact CPW for a file sharing link.

## Application selection

As noted in the deadlines section, CPW conducts initial eligibility screening and selection at the state level. If selected at this stage, CPW submits the application to the NPS for consideration in the national competition. While LWCF is a state competition managed by CPW, ORLP is a national competition managed by the NPS. Consequently, applications forwarded to the NPS must await the outcome of the national competition. If selected at this stage, CPW will work with applicants to fulfil additional documentation required by the NPS before grant award. This documentation includes pre-award requirements listed in the LWCF Manual on CPW's LWCF webpage. Importantly, all permitting and clearances for the project must be in hand before grant award. As such, applicants are strongly encouraged to start the permitting process early.

## Timeline

The timeline for funding is approximately 18 months from NPS application deadline to award if the project is selected in the national competition.

## Post award

If selected in the national competition, ORLP grantees must follow the same post-award requirements as LWCF (project start and end dates, reimbursement etc). Grantees should refer to the LWCF Manual on the CPW LWCF webpage for more information.

## Ongoing stewardship

ORLP grantees are required to commit to the same perpetual responsibilities as LWCF properties (maintenance, periodic inspections, protection of the land etc.) and should refer to the LWCF Manual on the CPW LWCF webpage for more information.

## Additional information

Applicants or grantees can refer to the [NPS ORLP webpage](#) for more information. As the program is administered under the authority of the LWCF Act, the [LWCF State Assistance Program Federal Financial Assistance Manual](#) is also relevant.

## Contacts

For assistance with a new ORLP application or stewardship query for an existing project, contact:

- Chrystal Read | CPW Federal Grants Administrator | 303-791-1957 x4150 | [chrystal.read@state.co.us](mailto:chrystal.read@state.co.us)
- Fletcher Jacobs | CPW LWCF Alternate State Liaison Officer | 303-791-1957 x4129 | [fletcher.jacobs@state.co.us](mailto:fletcher.jacobs@state.co.us)