



DESCRIPTION AND NOTIFICATION FORM
Land and Water Conservation Fund



State	Grant #	Amend #	Date Received	Date Approved	Start Date	End Date
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Grant Name			
Sub-Grantee Agency			
Sub-grantee Address	Email Address:		
Co-Sponsor Agency			
Co-Sponsor Address			

Type	Select One	A = Acquisition D = New Development R = Renovation Development	P = Planning C = Combination M = Administration S = Stewardship	Sponsor	Select One	L = Local C = County S = State	Number of Parks *
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Acreage Acquired	Donated Acres	Federal Acquisition \$ Share	Federal Acquisition % Share	Source of Match ☐ Fed ☐ State ☐
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PARK INFORMATION				
Park Name	County Name	City Name	Zip Code	+4 Zip Code
Park Address	Congressional District		Prior LWCF Assistance? ☐ Yes ☐ No	
New 6(f) Acres at Park	Existing 6(f) Acres at Park	Total 6(f) Acres at Park	Latitude	Longitude

SPECIAL INDICES			
☐ A. Leased land – non-federal	☐ G. Transferred to federal agency	☐ N. National Historic Landmarks	☐ U. Utility R.O.W.
☐ B. Leased land - federal	☐ I. Sponsored by Tribe	☐ O. National Heritage Areas	☐ V. American Heritage Rivers
☐ C. Coastal	☐ J. National Historic Register	☐ Q. Railroad R.O.W.	☐ W. Wetlands
☐ D. Leased land - expired	☐ K. National Natural Landmark	☐ R. National river	☐ X. Involved conversion
☐ E. Former federal surplus property	☐ L. Less than fee acquisition	☐ S. School park	☐ Y. Endangered Species
☐ F. Flood plain	☐ M. Mined land	☐ T. National trail	☐ Z. Contingency Reserve

FACILITY CODES			
☐ A. 00. CAMPGROUNDS ☐ 01. Tent Sites ☐ 02. RV sites ☐ 03. Group campground ☐ 04. Day camp	☐ D. 00. GOLF COURSE ☐ 01. 18 hole ☐ 02. Par 3 ☐ 03. Driving range ☐ 04. 9 hole ☐ 05. Miniature golf ☐ 06. Pitch and putt	☐ H. 00. TRAILS ☐ 01. Hiking ☐ 02. Horse ☐ 03. Bicycle ☐ 04. Motorized ☐ 05. Nature ☐ 06. Fitness	☐ N. 00. NATURAL AREA ☐ P. 00. PASSIVE PARKS ☐ Q. 00. SUPPORT FACILITY ☐ 01. Walkways ☐ 02. Landscaping ☐ 03. Utilities ☐ 04. Equipment ☐ 05. Roads ☐ 06. Parking ☐ 07. Lighting ☐ 08. Signs ☐ 09. Restrooms/showers bldg. ☐ 10. Concession building ☐ 11. Maintenance building
☐ B. 00. PICNIC AREAS ☐ 01. Individual table sites ☐ 02. Group shelter/pavilion	☐ E. 00. SWIMMING FACILITIES ☐ 01. Pool ☐ 02. Wading pool ☐ 03. Spray playground/ splash pad ☐ 04. Swimming beach ☐ 05. Bathhouse	☐ J. 00. WINTER SPORTS FACILITIES ☐ 01. Ski lift ☐ 02. Ski slope ☐ 03. Ski jump ☐ 04. Sled/toboggan run ☐ 05. Skating rink ☐ 06. Ski trails ☐ 07. Snowmobile trails	☐ R. 00. AMPHITHEATER
☐ C. 00. SPORTS PLAYFIELDS ☐ 01. General purpose playfields ☐ 02. Baseball/softball ☐ 03. Football/soccer ☐ 04. Tot lot/playground ☐ 05. Tennis courts ☐ 06. Basketball/other courts	☐ F. 00. BOATING FACILITIES ☐ 01. Launch ramp		

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(Continuation Sheet)

☐ 07. Rifle/pistol range	☐ 02. Berths	☐ 08. Warming huts	
☐ 08. Trap/skeet field	☐ 03. Boat lift	☐ K. 00. ENCLOSED SHELTER	☐ S. 00. LAKE IMPOUNDMENT
☐ 09. Archery range	☐ G. 00. FISHING FACILITIES	☐ 01. Pool	☐ T. 00. VISITOR CENTER
☐ 10. Rodeo arena	☐ 01. Pier	☐ 02. Courts	☐ U. 00. INTERPRETIVE CENTER
☐ 11. Track facility	☐ 02. Stream improvement	☐ 03. Picnic	☐ V. 00. OTHER:
☐ 12. Skateboard park	☐ 03. Fishing access	☐ 04. Ice rink	
		☐ M. 00. HUNTING	

NOTICES

Paperwork Reduction Act Statement

In accordance with the Paperwork Reduction Act (44 U.S.C. 3501), please note the following. This information collection is authorized by the Land and Water Conservation Fund Act of 1965 (16 U.S.C. 4601-4 et seq.). Your response is required to obtain or retain a benefit. We use this information to record and track grant projects and to analyze program trends. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget control number. OMB has assigned control number 1024-0031 to this collection.

Estimated Burden Statement

Public reporting burden for this form is estimated to average 1 hour per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate, or any aspects of this form, to the Information Collection Clearance Officer, National Park Service, 12201 Sunrise Valley Drive, Mail Stop 242, Reston, VA 20192. Please do not send your form to this address.

DESCRIPTION AND NOTIFICATION FORM

Land and Water Conservation Fund

(Continuation Sheet)

Site #		Grant #	
PARK INFORMATION			
Park Name		County Name	City Name
Park Address		Zip Code	4-Digit Zip
Park Address		Congressional District	Prior LWCF Assistance? ☐ Yes ☐ No
New 6(f) Acres at Park	Existing 6(f) Acres at Park	Total 6(f) Acres at Park	Latitude
		Longitude	
SPECIAL INDICES			
A. 00. CAMPGROUNDS ☐ 01. Tent Sites ☐ 02. RV sites ☐ 03. Group campground ☐ 04. Day camp		D. 00. GOLF COURSE ☐ 01. 18 hole ☐ 02. Par 3 ☐ 03. Driving range ☐ 04. 9 hole ☐ 05. Miniature golf ☐ 06. Pitch and putt	
B. 00. PICNIC AREAS ☐ 01. Individual table sites ☐ 02. Group shelter/pavilion		H. 00. TRAILS ☐ 01. Hiking ☐ 02. Horse ☐ 03. Bicycle ☐ 04. Motorized ☐ 05. Nature ☐ 06. Fitness	
C. 00. SPORTS PLAYFIELDS ☐ 01. General purpose playfields ☐ 02. Baseball/softball ☐ 03. Football/soccer ☐ 04. Tot lot/playground ☐ 05. Tennis courts ☐ 06. Basketball/other courts ☐ 07. Rifle/pistol range ☐ 08. Trap/skeet field ☐ 09. Archery range ☐ 10. Rodeo arena ☐ 11. Track facility ☐ 12. Skateboard park		E. 00. SWIMMING FACILITIES ☐ 01. Pool ☐ 02. Wading pool ☐ 03. Spray playground/Splash pad ☐ 04. Swimming beach ☐ 05. Bathhouse	
		F. 00. BOATING FACILITIES ☐ 01. Launch ramp ☐ 02. Berths ☐ 03. Boat lift	
		G. 00. FISHING FACILITIES ☐ 01. Pier ☐ 02. Stream improvement ☐ 03. Fishing access	
		J. 00. WINTER SPORTS FACILITIES ☐ 01. Ski lift ☐ 02. Ski slope ☐ 03. Ski jump ☐ 04. Sled/toboggan run ☐ 05. Skating rink ☐ 06. Ski trails ☐ 07. Snowmobile trails ☐ 08. Warming huts	
		K. 00. ENCLOSED SHELTER ☐ 01. Pool ☐ 02. Courts ☐ 03. Picnic ☐ 04. Ice rink	
		M. 00. HUNTING	
		N. 00. NATURAL AREA P. 00. PASSIVE PARKS Q. 00. SUPPORT FACILITY ☐ 01. Walkways ☐ 02. Landscaping ☐ 03. Utilities ☐ 04. Equipment ☐ 05. Roads ☐ 06. Parking ☐ 07. Lighting ☐ 08. Signs ☐ 09. Restrooms/showers bldg. ☐ 10. Concession building ☐ 11. Maintenance building	
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INSTRUCTIONS FOR DESCRIPTION AND NOTIFICATION FORM Land and Water Conservation Fund

The Description and Notification Form (DNF) captures information about LWCF grants and the parks and recreation areas assisted through approval of a new grant, an amendment, to an existing grant, or a Conversion of Use provisions request. This information is used to aid in reporting the performance of the program to Members of Congress and the American people. The following directions are provided to assist you. For amendments only relevant portions are to be completed or as noted below.

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GRANT INFORMATION	Summary information for the entire grant or amendment regardless of number of specific park areas or parcels involved.
State	Enter the appropriate two-digit FIPS State Code (e.g., California = 06)
Grant No.	Enter the five digit number for the Grant, e.g., 00456 (to be verified by NPS)
Amendment No.	Enter the sequential Amendment Number (to be verified by NPS).
Date Received	Enter the date on which an <u>actionable</u> project or amendment is received in the regional office. If the information received is returned to the State as incomplete and subsequently resubmitted, the date the resubmitted project was received shall be entered (to be completed by NPS).
Approval Date	Enter the date the project or amendment was approved as shown on the project agreement or amendment form (to be completed by NPS).
Expiration Date	Enter the grant expiration date as shown on the project agreement or amendment form (to be verified by NPS).
Start Date	Enter the Start Date of the grant Period of Performance. If there is a previously approved Waiver of Retroactivity; the waiver approval date is the Start Date.
End Date	Enter the End Date of the grant Period of Performance.
Grant Name	Enter Project Title from the agreement document in all caps, not to exceed 50 characters.
Element Name	Leave blank unless a consolidated project is being amended; use all caps, not to exceed 50 characters.
Sponsor Name	Enter name of grantee or sub-grantee, as applicable.
Address	Enter address of grantee or sub-grantee, as applicable.
Type	Enter the appropriate letter for type of grant. Use the definition below for guidance. A = Acquisition: grants for the acquisition of land or water or interest in land in water. D = New Development: grants where the majority of the assistance is devoted to development of new recreation or eligible support facilities. R = Redevelopment: grants primarily involving renovations, rehabilitation, replacement, or retrofitting of existing recreation and support facilities. P = Planning: grants related to the development of a SCORP document. C = Combination: grants involving both acquisition and development. S = Stewardship: Any post-grant completion action such as a conversion.
Sponsor	Enter appropriate letter for sponsor type. L = Local: a local unit of government (including tribes) other than a county or parish C = County or Parish S = State
Acreage Acquired	When the project type is either A or C, enter the total numbers of acres to be acquired for the project, rounded to the nearest tenth of an acre, regardless of number of parcels or their location (purchased acres + donated acreage)
Donated Acres	Indicate to the nearest tenth of an acre that portion of the acreage acquired through donation, if any.
Acquisition Assistance	Enter the Fund assistance provided to cover actual cash outlay for real property purchased, including project administration and relocation costs. For C projects, administration costs will be prorated between development and acquisition. If all the acres acquired are donated, i.e., total acres acquired = donated acres acquired, there is no acquisition cost and this field should remain empty. If the total acres acquired are larger than the donated acres acquired, acquisition assistance is to be entered.
No. of Park Sites	Identify the number of separate park sites (distinct park units) being assisted under this project. Park information for each site is to be completed, using as many continuation sheets as needed. For conversions, the total number of park sites associated with the grant as a result of a conversion should be entered (e.g., enter 1 for a total conversion and replacement; enter 2 for a partial conversion with one replacement site).
Total Cost	Enter the estimated total cost of project as shown on the grant agreement. For amendments, enter the total cost of the amendment.
Fund Amount	Enter the LWCF dollar share of the total cost, not to exceed 50 percent. For amendments, enter the LWCF dollar share of the amendment.
Source of Match	Identify the source of the non-LWCF share of the project cost by selecting the appropriate box. Other federal programs

INSTRUCTIONS FOR DESCRIPTION AND NOTIFICATION FORM Land and Water Conservation Fund

(Continued)

	authorized by law to match LWCF grants will be considered "Federal" (e.g., CDBG). Note: the application of a negotiated indirect cost rate requires a State contribution and must be so identified.
PARK INFORMATION	Information related to each park or recreation area impacted by the grant (or added through a conversion). For projects involving more than one park/area, attach a Continuation Sheet for each. This information does not apply to planning and program administration grants.
Park Name	Enter the official name of the park or recreation area (XYZ Park, Recreation Area, State Natural Area, Playground, Field, Preserve, etc.). If unknown, enter a generic name as a place holder for subsequent correction. Do not repeat descriptors often found in the Grant Name which are not designated park names such as "development", "improvement", "Phase II," etc. If the funded development is a named facility within a park (e.g., ABC Tennis Courts within XYZ Park), XYZ Park is to be entered.
County Name	Enter the county in which the funded park or recreation area is located. If in more than one county, list all.
City Name	Enter name of city (township, etc.) in which funded park or recreation area is located. For projects not located within a sub-county jurisdiction, enter name of jurisdiction located nearest to actual park site.
Zip & Zip +4 Codes	Enter the 5-digit + 4-digit zip codes in which the funded park or recreation area is located (00000-0000).
Congressional District	Enter the 2-digit number for the Congressional District in which the funded park or recreation area is located. If in more than one district, list all.
Prior LWCF Assistance	Check appropriate box to indicate whether this park or recreation area has ever received LWCF assistance before. If XYZ Park has neither been acquired in total or in part nor previously developed through a prior LWCF grant, enter "No".
Latitude/Longitude	Enter the latitude and longitude coordinates in degrees, minutes, seconds, and direction for the park or recreation area. This coordinate should refer to the approximate center point of the 6(f) area as is feasible. In all cases, the coordinates should correspond to area within the 6(f) boundary. For projects involving linear parks, such as trails, the reference point should relate to the middle section of the trail.
New 6(f) Acres at Park	Enter the total acreage of the 6(f) area that is newly protected under this grant through acquisition, new development, redevelopment, or a combination project. The area should be clearly shown on the 6(f) boundary map and in most cases will include the acreage of the entire park. For amendments, new acres will only be shown if there is an increase in the Federal share for the purpose of adding additional acres to the project scope.
Existing 6(f) Acres at Park	Enter the previously protected 6(f) acreage at the park or recreation area that is receiving assistance through a new development, renovation development or combination project. In other words, the park area is receiving further improvement in addition to what has been received through prior LWCF assistance. The acreage is not limited to the footprint of the development being funded but includes the total acreage previously protected through prior grants and identified on the pre-existing 6(f) boundary map. For amendments, existing acres will only be shown for amendments which increase the Federal share for the specific purpose of adding new scope items within the 6(f) area.
Total Number of 6(f) Acres at Park	Enter the total number of 6(f) acres (new + existing) now protected as a result of the current and all previous grants or amendments at the site. It is intended to capture the size of the LWCF- protected recreation estate at the facility as a result of both current and past LWCF involvement. This number should reflect changes resulting from conversions.
Special Indices	These indices reflect special/unusual features of a proposal. Select all that are relevant. For amendments which add or delete special indices previously entered, overwrite the special indices originally entered with all those applicable as of the latest amendment.
Facility Codes	Select as many facility codes (Primary plus subcodes) as necessary to describe the specific facilities being developed. For acquisition projects, select only primary codes (A00, B00, etc.) which represent the planned use of the site. For combination projects, select the primary codes plus the appropriate subcodes. For amendments that add or delete facility codes previously entered, overwrite the facility codes originally entered with all those applicable as of the latest amendment.
Creation of a New Park Or Recreation Area (Reserved)	Indicate whether this LWCF grant will result in the acquisition or development of a facility providing outdoor recreation opportunity that previously did not previously exist. New acres added or new development at a previously existing facility are not included under this definition (this information is currently being collected by NPS and will be added to the next revision of the DNF).