



**DESCRIPTION AND NOTIFICATION FORM**  
**Land and Water Conservation Fund**



<b>State</b>	<b>Grant #</b>	<b>Amend #</b>	<b>For NPS Use:</b>	<b>Date Received</b>	<b>Date Approved</b>	<b>Start Date</b>	<b>End Date</b>
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<b>Grant Name</b>			
<b>Sub-Grantee Agency</b>			
<b>Sub-grantee Address</b>			<b>Email:</b>
<b>Co-Sponsor Agency</b>			
<b>Co-Sponsor Address</b>			

<b>Type</b> Select One	A = Acquisition	P = Planning	<b>Sponsor</b> Select One	L = Local	<b>Number of Parks *</b>
	D = New Development	C = Combination		C = County	
	R = Renovation Dev.	S = Stewardship		S = State	

<b>Acreage Acquired</b>	<b>Donated Acres</b>	<b>Federal Acquisition \$ Share</b>	<b>Federal Acquisition % Share</b>	<b>Source of Match</b> <input type="checkbox"/> Fed <input type="checkbox"/> State <input type="checkbox"/> Local
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PARK INFORMATION (SITE 1)				
<b>Park Name</b>	<b>Park County</b>	<b>Park City</b>	<b>Zip Code</b>	<b>+4 Zip Code</b>
<b>Park Street Address</b>			<b>Cong. Dist.</b>	<b>Prior LWCF Assistance?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>New LWCF Acres at Park</b>	<b>Existing LWCF Acres at Park</b>	<b>Total LWCF Acres at Park</b>	<b>Latitude</b>	<b>Longitude</b>

SPECIAL INDICES			
<input type="checkbox"/> Leased land – federal	<input type="checkbox"/> Leased land - expired	<input type="checkbox"/> National Historic Register	<input type="checkbox"/> School park
<input type="checkbox"/> Leased land – non-federal (public)	<input type="checkbox"/> Transferred to federal agency	<input type="checkbox"/> National Natural Landmark	<input type="checkbox"/> National Recreation Trail
<input type="checkbox"/> Leased land – private	<input type="checkbox"/> Less than fee title	<input type="checkbox"/> National Historic Landmarks	

FACILITY CATEGORIES			
<input type="checkbox"/> <b>CAMPING</b> <input type="checkbox"/> Individual camp sites <input type="checkbox"/> Group campground <input type="checkbox"/> Cabins/yurts	<input type="checkbox"/> <b>AQUATIC</b> <input type="checkbox"/> Beach <input type="checkbox"/> Pool <input type="checkbox"/> Spray feature <input type="checkbox"/> Fishing <input type="checkbox"/> Boating <input type="checkbox"/> Marina	<input type="checkbox"/> <b>INDOOR SUPPORT BUILDING</b> <input type="checkbox"/> Administration/Maintenance <input type="checkbox"/> Restroom/Bathhouse <input type="checkbox"/> Concession/Score Box <input type="checkbox"/> Visitor or Interpretive Center	<input type="checkbox"/> <b>INFRASTRUCTURE</b> <input type="checkbox"/> General Site Improvements <input type="checkbox"/> Individual Picnic Sites <input type="checkbox"/> Group Picnic Shelter/Pavilion <input type="checkbox"/> Lighting <input type="checkbox"/> Utilities <input type="checkbox"/> Parking/Roads <input type="checkbox"/> Signage/Exhibits <input type="checkbox"/> Amphitheater <input type="checkbox"/> Community garden <input type="checkbox"/> Dog Park <input type="checkbox"/> Energy Conservation <input type="checkbox"/> Park entry plaza <input type="checkbox"/> Playground
<input type="checkbox"/> <b>ATHLETICS/SPORTS</b> <input type="checkbox"/> Field sports <input type="checkbox"/> Diamond sports <input type="checkbox"/> Court sports <input type="checkbox"/> Firearms and archery <input type="checkbox"/> Golf <input type="checkbox"/> Disc Golf <input type="checkbox"/> Equestrian <input type="checkbox"/> Skateboard/BMX <input type="checkbox"/> Track <input type="checkbox"/> Winter Sports	<input type="checkbox"/> <b>TRAILS</b> <input type="checkbox"/> Hiking/Nature <input type="checkbox"/> Equestrian <input type="checkbox"/> Bicycle <input type="checkbox"/> Off-Road <input type="checkbox"/> Water <input type="checkbox"/> Fitness <input type="checkbox"/> Trailhead	<input type="checkbox"/> <b>LAND MANAGEMENT</b> <input type="checkbox"/> Restoration <input type="checkbox"/> Lake Impoundment <input type="checkbox"/> Stream Improvement <input type="checkbox"/> Wildlife Habitat	<input type="checkbox"/> <b>HUNTING</b> <input type="checkbox"/> <b>NATURAL AREA</b> <input type="checkbox"/> <b>PASSIVE PARK</b> <input type="checkbox"/> <b>OTHER:</b>
		<input type="checkbox"/> <b>SHELTERED/ENCLOSED</b> <input type="checkbox"/> Shelter <input type="checkbox"/> Pool or Ice Rink <input type="checkbox"/> Other Recreation:	

**DESCRIPTION AND NOTIFICATION FORM**  
Continuation Sheet

<b>Site #</b>	<b>Grant #</b>				
<b>PARK INFORMATION</b>					
<b>Park Name</b>		<b>Park County</b>		<b>Park City</b>	
			<b>Zip Code</b>	<b>+4 Zip</b>	
<b>Park Street Address</b>				<b>Cong. Dist.</b>	<b>Prior LWCF Assistance?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>New LWCF Acres at Park</b>	<b>Existing LWCF Acres at Park</b>	<b>Total LWCF Acres at Park</b>	<b>Latitude</b>		<b>Longitude</b>
<b>SPECIAL INDICES</b>					
<input type="checkbox"/> Leased land – federal	<input type="checkbox"/> Leased land – expired	<input type="checkbox"/> National Historic Register	<input type="checkbox"/> School park		
<input type="checkbox"/> Leased land – non-federal (public)	<input type="checkbox"/> Transferred to federal agency	<input type="checkbox"/> National Natural Landmark	<input type="checkbox"/> National Recreation Trail		
<input type="checkbox"/> Leased land – private	<input type="checkbox"/> Less than fee title	<input type="checkbox"/> National Historic Landmarks			
<b>FACILITY CATEGORIES</b>					
<input type="checkbox"/> <b>CAMPING</b>	<input type="checkbox"/> <b>AQUATIC</b>	<input type="checkbox"/> <b>INDOOR SUPPORT BUILDING</b>	<input type="checkbox"/> <b>INFRASTRUCTURE</b>		
<input type="checkbox"/> Individual camp sites	<input type="checkbox"/> Beach	<input type="checkbox"/> Administration/Maintenance	<input type="checkbox"/> General site improvements		
<input type="checkbox"/> Group campground	<input type="checkbox"/> Pool	<input type="checkbox"/> Restroom/Bathhouse	<input type="checkbox"/> Individual picnic sites		
<input type="checkbox"/> Cabins/yrurts	<input type="checkbox"/> Spray feature	<input type="checkbox"/> Concession/Score Box	<input type="checkbox"/> Group picnic shelter/pavilion		
<input type="checkbox"/> <b>ATHLETICS/SPORTS</b>	<input type="checkbox"/> Fishing	<input type="checkbox"/> Visitor or Interpretive Center	<input type="checkbox"/> Lighting		
<input type="checkbox"/> Field sports	<input type="checkbox"/> Boating	<input type="checkbox"/> <b>LAND MANAGEMENT</b>	<input type="checkbox"/> Utilities		
<input type="checkbox"/> Diamond sports	<input type="checkbox"/> Marina	<input type="checkbox"/> Restoration	<input type="checkbox"/> Parking/Roads		
<input type="checkbox"/> Court sports	<input type="checkbox"/> <b>TRAILS</b>	<input type="checkbox"/> Lake impoundment	<input type="checkbox"/> Signage/Exhibits		
<input type="checkbox"/> Firearms and archery	<input type="checkbox"/> Hiking/Nature	<input type="checkbox"/> Stream improvement	<input type="checkbox"/> Amphitheater		
<input type="checkbox"/> Golf	<input type="checkbox"/> Equestrian	<input type="checkbox"/> Wildlife habitat	<input type="checkbox"/> Community garden		
<input type="checkbox"/> Disc Golf	<input type="checkbox"/> Bicycle	<input type="checkbox"/> <b>SHELTERED/ENCLOSED</b>	<input type="checkbox"/> Dog Park		
<input type="checkbox"/> Equestrian	<input type="checkbox"/> Off-road vehicles	<input type="checkbox"/> Shelter	<input type="checkbox"/> Energy Conservation		
<input type="checkbox"/> Skateboard/BMX	<input type="checkbox"/> Water	<input type="checkbox"/> Pool or Ice Rink	<input type="checkbox"/> Park entry plaza		
<input type="checkbox"/> Track	<input type="checkbox"/> Fitness	<input type="checkbox"/> Other recreation:	<input type="checkbox"/> Playground		
<input type="checkbox"/> Winter Sports	<input type="checkbox"/> Trailhead		<input type="checkbox"/> <b>HUNTING</b>		
			<input type="checkbox"/> <b>NATURAL AREA</b>		
			<input type="checkbox"/> <b>PASSIVE PARK</b>		
			<input type="checkbox"/> <b>OTHER:</b>		

**DESCRIPTION AND NOTIFICATION FORM**  
**Instructions (Rev. 11/2019)**

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 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.

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 if known, (e.g., 00456; to be verified by NPS)
Amendment No.	Enter the sequential Amendment Number (to be verified by NPS).
Date Received	(Completed by NPS) Enter the date on which an <u>actionable</u> application or amendment request is received by 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.
Approval Date	(Completed by NPS) Enter the date the project application or amendment was approved as shown on the project agreement or amendment form.
Start Date	(Completed by NPS) Enter the Start Date of the grant Period of Performance if different from the date used on the SF-424. If there is a previously approved Waiver of Retroactivity; the waiver approval date is the Start Date.
End Date	(Completed by NPS) Enter the End Date of the grant Period of Performance if different from the date used on the SF-424.
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.
Sub-grantee Agency	Enter the name of the sub-grantee agency.
Sub-grantee Address	Enter the address of the sub-grantee agency.
Co-Sponsor Agency	If a second agency is a co-signer to the grant (e.g., because the project site is under a lease), enter the name of the co-sponsor agency.
Co-Sponsor Address	Enter the address of the co-sponsor
Type	Enter the appropriate letter for type of grant. Use the definition below for guidance. <b>A = Acquisition:</b> grants for the acquisition of land or water or interest in land in water. <b>D = New Development:</b> grants where the majority of the assistance is devoted to development of new recreation or eligible support facilities. <b>R = Redevelopment:</b> grants primarily involving renovations, rehabilitation, replacement, or retrofitting of existing recreation and support facilities. <b>P = Planning:</b> grants related to the development of a SCORP document. <b>C = Combination:</b> grants involving both acquisition and development of land. <b>S = Stewardship:</b> Any post-grant completion action such as a conversion.
Sponsor	Enter appropriate letter for sponsor type. <b>L = Local:</b> a local unit of government (including tribes) other than a county or parish <b>C = County or Parish</b> <b>S = State</b>
No. of Parks	Identify the number of separate park sites (distinct park units) being assisted under this project. Complete the park information section for each site, 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).
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.
Federal Acquisition \$ Share	Enter the amount of LWCF 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 "0" should be entered in this field. If the total acres acquired are larger than the donated acres acquired, acquisition assistance is to be entered.
Federal Acquisition % Share	If LWCF assistance is being provided to cover actual cash outlay for real property purchased, enter the % share of the purchase price the LWCF assistance will cover.
Source of Match	Identify the source of the non-LWCF share of the project cost by selecting the appropriate box. Other federal programs 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 site. This information does not apply to planning 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.
Park County	Enter the county in which the funded park or recreation area is located. If in more than one county, list all.
Park City	Enter the name of the city (or township, etc.) in which the funded park or recreation area is located. For projects not located within a sub-county jurisdiction, enter the name of the jurisdiction located nearest to the actual park site.
Zip + 4 Codes	Enter the 5-digit + 4-digit zip codes (if available) in which the funded park or recreation area is located (00000-0000).
Park Street Address	Enter the street address of the primary entrance of the park, if available. If there is no formal addresses, the name of the street only, or an intersection reference (if applicable), could be used.
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".
New LWCF Acres at Park	<p>Enter the total acreage of the LWCF area that is being newly protected as a result of this grant due to an acquisition, new development, redevelopment, or a combination project. The area should be clearly shown on the LWCF Boundary Map and in most cases will include the acreage of the entire park. If the park is already protected under the LWCF and no acreage is being added, enter 0 (however, one exception might be parks that have expanded since the last time an LWCF grant was received and the new acreage is being incorporated into the existing LWCF boundary).</p> <p>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.</p>
Existing LWCF Acres at Park	<p>If the park is already protected under LWCF, enter the amount of previously protected LWCF 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 LWCF Boundary Map.</p> <p>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 LWCF area.</p>
Total Number of LWCF Acres at Park	Enter the total number of LWCF 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.
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 LWCF area as is feasible. In all cases, the coordinates should correspond to area within the LWCF Boundary. For projects involving linear parks, such as trails, the reference point should relate to the middle of the trail.
Special Indices	These indices reflect special/unusual features of a proposal. Select all that are relevant. For amendments that add or delete special indices previously entered, overwrite the special indices originally entered with all those applicable as of the latest amendment.
Facility Codes	<p>Select as many facility categories (primary plus subcategories) as necessary to describe the specific facilities being developed. For acquisition projects, select only the primary categories (Bolded Text) that represent the future planned use(s) of the site. For combination projects, select the primary categories plus appropriate subcategories.</p> <p>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.</p>
Camping – Individual Sites	Inclusive of tent sites and RV sites
Athletics – Field sports	Inclusive of specialized and multi-sport fields for activities like soccer, football, lacrosse, etc. as well as general purpose playfields
Diamond sports	Inclusive of fields for baseball, T-ball, softball, etc.
Court sports	Inclusive of sports such as tennis, basketball, pickleball, volleyball, and other court-based sports
Firearms and archery	Inclusive of rifle/pistol ranges, trap/skeet field, archery
Golf	Inclusive of 18-hole, 9-hole, par 3, driving range, pitch and putt, and miniature golf
Equestrian	Inclusive of recreation activities that involve horses, including rodeo facilities but excluding trails
Winter sports	Inclusive of facilities and equipment for skiing (lifts, slopes, jumps, snow-making, cross-country trails), sledding/tobogganing, outdoor ice-skating rinks, and warming huts
Aquatic – Boating	Inclusive of launch ramps for motorized and non-motorized boats, docks, berths, boat lifts, other boating access/facilities

Fishing	Inclusive of piers and other fishing access facilities
Trails – Off-road Trail	Inclusive of any off-road motorized vehicle including ATVs and snowmobiles
Land Management -- Restoration	Inclusive of activities to rehabilitate land damaged by natural disasters, convert land from a previously developed use, etc. but excluding landscaping
Stream improvements	Activities designed to improve habitat for sport fish to increase fishing opportunity
Wildlife management	Plantings to support bird or animal species to increase wildlife viewing or hunting opportunity
Infrastructure -- General site improvements	Landscaping, walkways (connections among recreation facilities), park furniture/equipment (e.g., benches, trash cans)

**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 (54 U.S.C. 200301 et. seq.). Your response is required to obtain or retain a benefit. We use this information to record and track grant project details and to analyze trends in requests for program funding. 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 Phadrea Ponds, Acting NPS Information Collection Clearance Officer, 1201 Oakridge Drive, Fort Collins, CO 80525. Please do not send your form to this address.