|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **State** | **Grant #** | **Amend #** |  | **Date Received** | **Date Approved** | **Start Date** | **End Date** |
|       |       |       |  |       |       |       |       |
|  |  |  |  |  |  |  |  |  |
| **Grant Name** |       |
| **Sub-Grantee Agency** |       |
| **Sub-grantee Address** |       | Email Address:       |
| **Co-Sponsor Agency** |       |
| **Co-Sponsor Address** |       |
|  |  |  |  |  |  |  |  |  |
| **Type** |  | A = AcquisitionD = New DevelopmentR – Renovation Development | P = PlanningC = CombinationM = AdministrationS = Stewardship |  | **Sponsor** |  | L = LocalC = CountyS = State |  | **Number of Parks \***      |
|  |  |  |  |  |  |  |  |  |
| **Acreage Acquired** | **Donated Acres** | **Federal Acquisition****$ Share** | **Federal Acquisition** **% Share** | **Source of Match** |
|       |       |       |       | [ ]  Fed [ ]  State [ ]  Local |
|  |  |  |  |  |  |  |  |  |
| **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** | [ ]  | **D. 00. GOLF COURSE** | [ ]  | **H. 00. TRAILS** | [ ]  | **N. 00. NATURAL AREA** |
|  | [ ]  | 01. Tent Sites |  | [ ]  | 01. 18 hole |  | [ ]  | 01. Hiking | [ ]  | **P. 00. PASSIVE PARKS** |
|  | [ ]  | 02. RV sites |  | [ ]  | 02. Par 3 |  | [ ]  | 02. Horse | [ ]  | **Q. 00. SUPPORT FACILITY** |
|  | [ ]  | 03. Group campground |  | [ ]  | 03. Driving range |  | [ ]  | 03. Bicycle |  | [ ]  | 01. Walkways |
|  | [ ]  | 04. Day camp |  | [ ]  | 04. 9 hole |  | [ ]  | 04. Motorized |  | [ ]  | 02. Landscaping |
| [ ]  | **B. 00. PICNIC AREAS** |  | [ ]  | 05. Miniature golf |  | [ ]  | 05. Nature |  | [ ]  | 03. Utilities |
|  | [ ]  | 01. Individual table sites |  | [ ]  | 06. Pitch and putt |  | [ ]  | 06. Fitness |  | [ ]  | 04. Equipment |
|  | [ ]  | 02. Group shelter/pavilion  | [ ]  | **E. 00. SWIMMING FACILITIES** | [ ]  | **J. 00. WINTER SPORTS FACILITIES** |  | [ ]  | 05. Roads |
| [ ]  | **C. 00. SPORTS PLAYFIELDS** |  | [ ]  | 01. Pool |  | [ ]  | 01. Ski lift |  | [ ]  | 06. Parking |
|  | [ ]  | 01. General purpose playfields |  | [ ]  | 02. Wading pool |  | [ ]  | 02. Ski slope |  | [ ]  | 07. Lighting |
|  | [ ]  | 02. Baseball/softball |  | [ ]  | 03. Spray playground/ splash pad |  | [ ]  | 03. Ski jump |  | [ ]  | 08. Signs |
|  | [ ]  | 03. Football/soccer |  | [ ]  | 04. Swimming beach |  | [ ]  | 04. Sled/toboggan run |  | [ ]  | 09. Restrooms/showers bldg. |
|  | [ ]  | 04. Tot lot/playground |  | [ ]  | 05. Bathhouse |  | [ ]  | 05. Skating rink |  | [ ]  | 10. Concession building |
|  | [ ]  | 05. Tennis courts | [ ]  | **F. 00. BOATING FACILITIES** |  | [ ]  | 06. Ski trails |  | [ ]  | 11. Maintenance building |
|  | [ ]  | 06. Basketball/other courts |  | [ ]  | 01. Launch ramp |  | [ ]  | 07. Snowmobile trails | [ ]  | **R. 00. AMPHITHEATER** |
|  | [ ]  | 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  |
|  | [ ]  | 10. Rodeo arena |  | [ ]  | 01. Pier |  | [ ]  | 02. Courts | [ ]  | **T. 00. VISITOR CENTER** |
|  | [ ]  | 11. Track facility |  | [ ]  | 02. Stream improvement |  | [ ]  | 03. Picnic |
|  | [ ]  | 12. Skateboard park |  | [ ]  | 03. Fishing access |  | [ ]  | 04. Ice rink | [ ]  | **U. 00. INTERPRETIVE CENTER** |
|  |  |  |  |  |  | [ ]  | **M. 00. HUNTING** |
|  |  |  |  |  |  | [ ]  | **V. 00. OTHER:** |
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| --- | --- | --- |
| **Site #** | **Grant #** |  |
|       |       |
| **PARK INFORMATION** |
| **Park Name** | **County Name** | **City Name** | **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** | [ ]  | **D. 00. GOLF COURSE** | [ ]  | **H. 00. TRAILS** | [ ]  | **N. 00. NATURAL AREA** |
|  | [ ]  | 01. Tent Sites |  | [ ]  | 01. 18 hole |  | [ ]  | 01. Hiking | [ ]  | **P. 00. PASSIVE PARKS** |
|  | [ ]  | 02. RV sites |  | [ ]  | 02. Par 3 |  | [ ]  | 02. Horse | [ ]  | **Q. 00. SUPPORT FACILITY** |
|  | [ ]  | 03. Group campground |  | [ ]  | 03. Driving range |  | [ ]  | 03. Bicycle |  | [ ]  | 01. Walkways |
|  | [ ]  | 04. Day camp |  | [ ]  | 04. 9 hole |  | [ ]  | 04. Motorized |  | [ ]  | 02. Landscaping |
| [ ]  | **B. 00. PICNIC AREAS** |  | [ ]  | 05. Miniature golf |  | [ ]  | 05. Nature |  | [ ]  | 03. Utilities |
|  | [ ]  | 01. Individual table sites |  | [ ]  | 06. Pitch and putt |  | [ ]  | 06. Fitness |  | [ ]  | 04. Equipment |
|  | [ ]  | 02. Group shelter/pavilion  | [ ]  | **E. 00. SWIMMING FACILITIES** | [ ]  | **J. 00. WINTER SPORTS FACILITIES** |  | [ ]  | 05. Roads |
| [ ]  | **C. 00. SPORTS PLAYFIELDS** |  | [ ]  | 01. Pool |  | [ ]  | 01. Ski lift |  | [ ]  | 06. Parking |
|  | [ ]  | 01. General purpose playfields |  | [ ]  | 02. Wading pool |  | [ ]  | 02. Ski slope |  | [ ]  | 07. Lighting |
|  | [ ]  | 02. Baseball/softball |  | [ ]  | 03. Spray playground/Splash pad |  | [ ]  | 03. Ski jump |  | [ ]  | 08. Signs |
|  | [ ]  | 03. Football/soccer |  | [ ]  | 04. Swimming beach |  | [ ]  | 04. Sled/toboggan run |  | [ ]  | 09. Restrooms/Showers bldg. |
|  | [ ]  | 04. Tot lot/playground |  | [ ]  | 05. Bathhouse |  | [ ]  | 05. Skating rink |  | [ ]  | 10. Concession building |
|  | [ ]  | 05. Tennis courts | [ ]  | **F. 00. BOATING FACILITIES** |  | [ ]  | 06. Ski trails |  | [ ]  | 11. Maintenance building |
|  | [ ]  | 06. Basketball/other courts |  | [ ]  | 01. Launch ramp |  | [ ]  | 07. Snowmobile trails | [ ]  | **R. 00. AMPHITHEATER**  |
|  | [ ]  | 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  |
|  | [ ]  | 10. Rodeo arena |  | [ ]  | 01. Pier |  | [ ]  | 02. Courts | [ ]  | **T. 00. VISITOR CENTER** |
|  | [ ]  | 11. Track facility |  | [ ]  | 02. Stream improvement |  | [ ]  | 03. Picnic |
|  | [ ]  | 12. Skateboard park |  | [ ]  | 03. Fishing access |  | [ ]  | 04. Ice rink | [ ]  | **U. 00. INTERPRETIVE CENTER** |
|  |  |  |  |  |  | [ ]  | **M. 00. HUNTING** |
|  |  |  |  |  |  | [ ]  | **V. 00. OTHER:** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |

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.

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, 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 actionable 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 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 of6(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 ParkOr 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). |