|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **State** | **Grant #** | **Amend #** | **For NPS** | **Date Received** | **Date Approved** | **Start Date** | **End Date** |
|       |       |       | **Use:** |       |       |       |       |
|  |  |  |  |  |  |  |  |  |
| **Grant Name** |       |
| **Sub-Grantee Agency** |       |
| **Sub-grantee Address** |       | **Email:**       |
| **Co-Sponsor Agency** |       |
| **Co-Sponsor Address** |       |
|  |  |  |  |  |  |  |  |  |
| **Type** |  | A = AcquisitionD = New DevelopmentR = Renovation Dev’t. | P = PlanningC = CombinationS = 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 (SITE 1)** |
| **Park Name** | **Park County**  | **Park City**  | **Zip Code** | **+4 Zip Code** |
|       |       |       |       |       |
| **Park Street Address** | **Cong. Dist.** | **Prior LWCF Assistance?** |
|       |       | [ ]  Yes [ ]  No |
| **New LWCF Acres at Park** | **Existing LWCF Acres****at Park** | **Total LWCF Acres****at Park** | **Latitude** | **Longitude** |
|       |       |       |       |       |
| **SPECIAL INDICES** |
| [ ]  | Leased land – federal | [ ]  | Leased land - expired | [ ]  | National Historic Register | [ ]  | School park |
| [ ]  | Leased land – non-federal (public) | [ ]  | Transferred to federal agency | [ ]  | National Natural Landmark | [ ]  | National Recreation Trail |
| [ ]  | Leased land – private | [ ]  | Less than fee title | [ ]  | National Historic Landmarks | [ ]  | Sponsored by Tribe |
| **FACILITY CATEGORIES** |
| [ ]  | **CAMPING** | [ ]  | **AQUATIC** | [ ]  | **INDOOR SUPPORT BUILDING** | [ ]  | **INFRASTRUCTURE** |
|  | [ ]  | Individual camp sites |  | [ ]  | Beach |  | [ ]  | Administration / Maintenance |  | [ ]  | General site improvements |
|  | [ ]  | Group campground |  | [ ]  | Pool |  | [ ]  | Restroom / Bathhouse |  | [ ]  | Individual picnic sites |
|  | [ ]  | Cabins/yurts |  | [ ]  |  Spray feature |  | [ ]  | Concession / Score Box |  | [ ]  | Group picnic shelter/pavilion |
|  |  |  |  | [ ]  |  Fishing |  | [ ]  | Visitor or Interpretive Center |  | [ ]  | Lighting |
| [ ]  | **ATHLETICS/SPORTS** |  | [ ]  |  Boating |  |  |  |  | [ ]  | Utilities |
|  | [ ]  | Field sports |  | [ ]  |  Marina | [ ]  | **LAND MANAGEMENT** |  | [ ]  | Parking / Roads |
|  | [ ]  | Diamond sports |  |  |  | [ ]  | Restoration |  | [ ]  | Signs / Exhibits |
|  | [ ]  | Court sports | [ ]  | **TRAILS** |  | [ ]  | Lake impoundment |  | [ ]  | Amphitheater |
|  | [ ]  | Firearms and archery |  | [ ]  | Hiking / Nature |  | [ ]  | Stream improvement |  | [ ]  | Community garden |
|  | [ ]  | Golf |  | [ ]  | Equestrian |  | [ ]  | Wildlife habitat |  | [ ]  | Dog Park |
|  | [ ]  | Disc Golf |  | [ ]  | Bicycle |  |  |  |  | [ ]  |  Energy conservation |
|  | [ ]  | Equestrian |  | [ ]  | Off-road | [ ]  | **SHELTERED/ENCLOSED** |  | [ ]  | Park entry plaza |
|  | [ ]  | Skateboard/BMX |  | [ ]  | Water |  | [ ]  | Shelter |  | [ ]  | Playground |
|  | [ ]  | Track |  | [ ]  | Fitness |  | [ ]  | Pool or Ice Rink |  |  |
|  | [ ]  | Winter sports |  | [ ]  | Trailhead |  | [ ]  | Other Recreation: | [ ]  | **HUNTING** |
|  |  |  |  |  |  |  |  | [ ]  | **NATURAL AREA** |
|  |  |  |  |  |  |  |  | [ ]  | **PASSIVE PARK** |
|  |  |  |  |  |  |  |  |  | [ ]  | **OTHER:** |

|  |  |  |
| --- | --- | --- |
| **Site #** | **Grant #** |  |
|       |       |

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

**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** | **Summery 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 actionable 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.**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 of land.**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** |
| 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 | 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, if the park has expanded since the last time an LWCF grant was received, new acres could include the additional acreage being incorporated into the existing LWCF boundary).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 LWCFAcres at Park | 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.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. |
| Total Number ofLWCF 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 | 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 catgories plus appropriate subcategories. 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. |
| 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 |
| Sheltered/Enclosed | If the project is to construct only the shelter but not the underlying pool or ice rink, check shelter only. If the project is inclusive of the shelter AND the pool or ice rink, check both categories. If the DNF is being submitted with a sheltered facility request, check Shelter and Other Recreation and provide the type of recreation that will be sheltered. |
| Infrastructure -- General site improvements | Landscaping, walkways (connections among recreation facilities), park furniture/equipment (e.g., benches, trash cans) |