

**LAND AND WATER CONSERVATION FUND  
DESCRIPTION AND NOTIFICATION FORM**

OMB-1024-0031  
Expires 08/31/2013

State	Grant #	Amend #	Date Received	Date Approved	Expiration Date	Start Date
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Grant Name: \_\_\_\_\_

Element Name: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Type _____	A = Acquisition D = New development R = Renovation development	P = Planning C = Combination M = Administration	Sponsor _____	L = Local C = County S = State
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Acres Acquired	Donated Acres	Acquisition Assistance	Number of Park Sites*

Financial Data Estimates:	Source Of Match:
Total Cost	Fund Amount
	<input type="checkbox"/> Fed <input type="checkbox"/> State <input type="checkbox"/> Local

PARK INFORMATION				
Park Name #1:	County Name	City Name	Cong Dist.	Zip Code
GPS Coordinates (Deg./Min./Sec./Dir.)		Latitude	Longitude	
Prior LWCF Assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Fiscal Year	New 6(f) Acres at Park And/Or	Enhanced 6(f) Acres at Park <i>(Previously protected acres receiving development assistance by this action)</i>	Total Number of 6(f) Acres at Park	

**SPECIAL INDICES**

<input type="checkbox"/> A. Lease land - private	<input type="checkbox"/> G. Lands transferred to federal agency	<input type="checkbox"/> N. National Historic Landmarks	<input type="checkbox"/> U. Utility - R-O-W
<input type="checkbox"/> B. Leased land - federal	<input type="checkbox"/> I. Indian sponsored	<input type="checkbox"/> O. National Heritage Areas	<input type="checkbox"/> V. American Heritage Rivers
<input type="checkbox"/> C. Coastal Grant	<input type="checkbox"/> J. National Historic Register property	<input type="checkbox"/> Q. Railroad - R-O-W	<input type="checkbox"/> W. Wetlands
<input type="checkbox"/> D. Leased land - expired lease	<input type="checkbox"/> K. National Natural Landmarks	<input type="checkbox"/> R. National river	<input type="checkbox"/> X. Grant involved conversion
<input type="checkbox"/> E. Former federal surplus property	<input type="checkbox"/> L. Less than fee acquisition	<input type="checkbox"/> S. School park	<input type="checkbox"/> Y. Endangered species
<input type="checkbox"/> F. Flood plain	<input type="checkbox"/> M. Mined land	<input type="checkbox"/> T. National trail	<input type="checkbox"/> Z. Contingency reserve

**FACILITY CODES**

<input type="checkbox"/> A. 00. CAMPGROUNDS	<input type="checkbox"/> D. 00. GOLF COURSE	<input type="checkbox"/> H. 00. TRAILS	<input type="checkbox"/> N. 00. NATURAL AREA
<input type="checkbox"/> 01. Tent sites	<input type="checkbox"/> 01. Regular 18 hole	<input type="checkbox"/> 01. Hiking	<input type="checkbox"/> P. 00. PASSIVE PARKS
<input type="checkbox"/> 02. RV/ camp sites	<input type="checkbox"/> 02. Par 3	<input type="checkbox"/> 02. Horse	<input type="checkbox"/> Q. 00. SUPPORT FACILITY
<input type="checkbox"/> 03. Group camp ground	<input type="checkbox"/> 03. Driving range	<input type="checkbox"/> 03. Bicycle	<input type="checkbox"/> 01. Walkways
<input type="checkbox"/> 04. Day camp	<input type="checkbox"/> 04. Regular 9 hole	<input type="checkbox"/> 04. Motorized	<input type="checkbox"/> 02. Site improvement/landscaping
<input type="checkbox"/> B. 00. PICNIC AREAS	<input type="checkbox"/> 05. Miniature golf	<input type="checkbox"/> 05. Natural	<input type="checkbox"/> 03. Utilities
<input type="checkbox"/> 01. Family site	<input type="checkbox"/> 06. Pitch and putt	<input type="checkbox"/> 06. Exercise	<input type="checkbox"/> 04. Equipment
<input type="checkbox"/> 02. Group shelter	<input type="checkbox"/> E. 00. SWIMMING FACILITIES	<input type="checkbox"/> J. 00. WINTER SPORTS FACILITIES	<input type="checkbox"/> 05. Roads
<input type="checkbox"/> C. 00. SPORTS & PLAYFIELDS	<input type="checkbox"/> 01. Pool	<input type="checkbox"/> 01. Ski lift	<input type="checkbox"/> 06. Parking
<input type="checkbox"/> 01. General purpose playfields	<input type="checkbox"/> 02. Wading pool	<input type="checkbox"/> 02. Ski slope	<input type="checkbox"/> 07. Lighting
<input type="checkbox"/> 02. Baseball	<input type="checkbox"/> 03. Spray pool	<input type="checkbox"/> 03. Ski jump	<input type="checkbox"/> 08. Signs
<input type="checkbox"/> 03. Football	<input type="checkbox"/> 04. Swimming beach	<input type="checkbox"/> 04. Sled/toboggan run	<input type="checkbox"/> 09. Comfort station
<input type="checkbox"/> 04. Tot lot/playground	<input type="checkbox"/> 05. Bathhouse	<input type="checkbox"/> 05. Skating rink	<input type="checkbox"/> 10. Concession building
<input type="checkbox"/> 05. Tennis courts	<input type="checkbox"/> F. 00. BOATING FACILITIES	<input type="checkbox"/> 06. Ski trails	<input type="checkbox"/> 11. Maintenance building
<input type="checkbox"/> 06. Basketball	<input type="checkbox"/> 01. Launch ramp	<input type="checkbox"/> 07. Snowmobile trails	<input type="checkbox"/> R. 00. AMPHITHEATER/ BAND SHELL
<input type="checkbox"/> 07. Rifle/pistol range	<input type="checkbox"/> 02. Berths	<input type="checkbox"/> 08. Warming huts	<input type="checkbox"/> S. 00. LAKE IMPOUNDMENT
<input type="checkbox"/> 08. Trap/skeet field	<input type="checkbox"/> 03. Boat lift	<input type="checkbox"/> K. 00. ENCLOSED SHELTER	<input type="checkbox"/> T. 00. VISITOR INFORMATION CENTER
<input type="checkbox"/> 09. Archery range	<input type="checkbox"/> G. 00. FISHING FACILITIES	<input type="checkbox"/> 01. Pool	<input type="checkbox"/> U. 00. INTERPRETIVE CENTER
<input type="checkbox"/> 10. Rodeo area	<input type="checkbox"/> 01. Pier	<input type="checkbox"/> 02. Courts	<input type="checkbox"/> V. 00. OTHER _____
<input type="checkbox"/> 11. Track facility	<input type="checkbox"/> 02. Stream improvement	<input type="checkbox"/> 03. Picnic	
<input type="checkbox"/> 12. Skate board	<input type="checkbox"/> 03. Fishing access	<input type="checkbox"/> L. 00. SHELTERED ICE RINK	
<input type="checkbox"/> 13. Soccer		<input type="checkbox"/> M. 00. HUNTING	
<input type="checkbox"/> 14. Other courts			
<input type="checkbox"/> 15. Softball			

\*Attach continuation sheet(s) for grants with 2 or more sites (one per additional site)

**LAND AND WATER CONSERVATION FUND  
DESCRIPTION AND NOTIFICATION FORM  
(Continuation Sheet)**

Grant #	Amend #
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<b>PARK INFORMATION</b>				
Park Name # ____ :	County Name	City Name	Cong Dist.	Zip Code
Prior LWCF Assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No	GPS Coordinates (Deg./Min./Sec./Dir.) _____		Latitude _____ Longitude _____	
Fiscal Year	New 6(f) Acres at Park And/Or	Enhanced 6(f) Acres at Park <i>(Previously protected acres receiving development assistance by this action)</i>		Total Number of 6(f) Acres at Park

SPECIAL INDICES			
<input type="checkbox"/> A. Lease land - private	<input type="checkbox"/> G. Lands transferred to federal agency	<input type="checkbox"/> N. National Historic Landmarks	<input type="checkbox"/> U. Utility - R-O-W
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<input type="checkbox"/> E. Former federal surplus property	<input type="checkbox"/> L. Less than fee acquisition	<input type="checkbox"/> S. School park	<input type="checkbox"/> Y. Endangered species
<input type="checkbox"/> F. Flood plain	<input type="checkbox"/> M. Mined land	<input type="checkbox"/> T. National trail	<input type="checkbox"/> Z. Contingency reserve

FACILITY CODES			
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**Paperwork Reduction Act Statement:** 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. Your response is not required unless a currently valid OMB control number is displayed. We estimate that it will take 1 hour to complete this form, including the time necessary to review instructions gather data and review the form. You may direct comments regarding the burden of estimate or any other aspect of the form to State and Local Assistance Programs, National Park Service, 1849 C Street, NW Washington DC 20240.

**INSTRUCTIONS**  
DNF Form (v. Aug. 2010)

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.

<b>GRANT INFORMATION</b>	<b>Summary information for the entire grant or amendment regardless of number of specific park areas or parcels involved.</b>
State	Enter the appropriate two-digit State identifier, e.g. 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	The Start Date is the same as the Approval Date unless an earlier Start Date results from a previously approved Waiver of Retroactivity; if so, the waiver date is the Start Date.
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 in all caps not to exceed 50 characters.
Sponsor Name	Enter name of Grantee or sub-grantee.
Address	Enter address of Grantee or sub-grantee.
Type	Enter the appropriate letter for type of grant. Use the definition below for guidance. <b>A= Acquisition:</b> grants for the acquisition of lands and waters <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. <b>M= Other:</b> if authorized.

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>
Acreage Acquired	When the project type is either A or C, enter the total numbers of acres to be acquired to the nearest tenth 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 total acreage being donated 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 below.  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" (i.e., CDBG).  Note: the application of a negotiated indirect cost rate requires a State contribution and must be so identified.

<b>PARK INFORMATION</b>	<b>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.</b>
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, show 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.
Congressional District	Enter the 2-digit number for the Congressional District in which the funded park or recreation area is located. If physically located in more than one district, enter number of each district in which located.
Zip Code	Enter 9-digit zip code in which the funded park or recreation area is located (00000-0000).
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".
GPS Coordinates	Enter the geo-reference coordinates in degree, minutes, seconds, and direction for the park or recreation area. This point should refer to the approximate center point of the 6(f) area as is feasible. In all cases, the coordinates should correspond to area <u>within</u> the 6(f) boundary. For projects involving linear parks, such as trails, the reference point should relate to the middle section of the trail.
Fiscal Year	This is the federal Fiscal Year in which new grants and amendments are "approved" by NPS and the contract document is executed. Fiscal Year is not the date submitted to NPS.
New 6(f) Acres at Park	Enter the total acreage of the 6(f) area that is newly protected under this grant through either acquisition, new development, redevelopment or a combination of either. 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.
Enhanced 6(f) Acres at Park	Enter the previously protected 6(f) acreage at the park or recreation area that is now receiving "development" assistance (enhancement) 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 enhanced 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, enhanced acres will only be shown for amendments which increase the Federal share <u>for the specific purpose of adding new scope items within the 6(f) area.</u>
Total Number of 6(f) acres at Park	Enter the total number of 6(f) acres 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	<p>These indices reflect special/unusual features of a proposal. Select all that are relevant.</p> <p>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.</p>
Facility Codes	<p>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.</p> <p>For amendments which add or delete facility codes previously entered, overwrite the facility codes originally entered with all those applicable as of the latest amendment.</p>
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).