

**REAL PROPERTY STATUS REPORT SF-429  
(COVER PAGE)**

|  |          |   |   |       |
|--|----------|---|---|-------|
|  |          | Page:   | of :  | Pages |
| 1. Federal Agency and Organizational Element to Which Report is Submitted:   |          | 2. Federal Grant(s) or Other Identifying Number(s) Assigned by Federal Agency(ies): |   |       |
| 3. Recipient Organization (name and complete address including zip code):  |          |   |   |       |
| 4a. DUNS Number:   | 4b. EIN: | 5. Recipient Account or Identifying Number:   | 6. Contact Person for this Report:<br>Name:<br>Phone:<br>Email:<br>Fax: |       |
| 7. Report End Date:<br>(MM/DD/YYYY)  |          |   |   |       |
| 8. Real Property Status Report – Attachments: <i>[check the applicable block(s)]:</i><br>___ : Attachment A (General Reporting) <i>attached</i><br>___ : Attachment B (Request to Acquire, Improve or Furnish) <i>attached</i><br>___ : Attachment C (Disposition Request) <i>attached</i> |          |   |   |       |
| 9. Comments (attach additional sheets if necessary):   |          |   |   |       |
| <b>10. Certification: I certify to the best of my knowledge and belief that all information presented in this report is true, correct and complete and constitutes a material representation of fact upon which the Federal government may rely.</b>                                       |          |   |   |       |
| 11a. Typed or Printed Name and Title of Authorized Certifying Official:  |          | 11c. Telephone ( <i>area code, number, extension</i> ):                             |   |       |
|  |          | 11d. Email Address:   |   |       |
| 11b. Signature of Authorized Certifying Official:  |          | 11e. Date Report Submitted ( <i>MM/DD/YYYY</i> ):                                   |   |       |
|  |          | 12. <u>Agency use only</u>  |   |       |



## INSTRUCTIONS FOR THE SF-429 Real Property Status Report

Public reporting burden for this collection of information is estimated to average 240 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

This is a standard report to be used by recipients of Federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that was/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a Federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using Federal funds and real property that was donated to a Federal project in the form of a match or cost share donation. This report is to be used for awards that establish a Federal Interest on real property. The instructions below address each section of the Real Property Status Report. This report should be used to report on or request instructions for single/individual and/or multiple parcels of real property (land, buildings, etc.). The report elements are contained in Attachment A and the request elements are contained in Attachments B and C.

### **A. Instructions Related to Cover Page follows:**

1. **Federal Agency and Organizational Element to Which Report is Submitted.** Enter the name of the Federal agency and the agency organization element identified in the award document or as otherwise instructed by the agency.
2. **Federal Grant(s) or Other Identifying Number(s) Assigned by Federal Agency (ies).** Enter the related Federal grant, cooperative agreement or other Federal financial assistance award instrument number(s), or other identifying number(s) assigned to the Federal financial assistance award. The term "Grant" is used to represent all forms of Federal financial assistance including but not limited to grants, cooperative agreements, loan guarantees, etc., unless otherwise excluded via Office of Management and Budget (OMB) guidance, Federal statute or regulation. If subsequent funding from one or more additional award instruments is used to supplement the initial real property investment, list all contributing award instruments.
3. **Recipient Organization.** Enter the name and complete address, including zip code, of the recipient organization.
- 4a. **Dun and Bradstreet Data Universal Numbering System (DUNS) Number.** Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number. The DUNS number is also referred to as the Universal Identifier.
- 4b. **Employer Identification Number (EIN).** Enter the recipient organization's Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
5. **Recipient Account Number or Identifying Number.** Enter the account number or any other identifying number assigned by the recipient to the award. This number is strictly for the recipient's use only and is not required by the Federal agency.
6. **Contact Person for this Report.** Enter the name, telephone number (including area code), e-mail address and Facsimile number (including area code) of the person to contact on matters related to this report or request.
7. **Report End Date.** Enter the end date of the period for which the report is submitted using (MM/DD/YYYY) format. This block only applies when completing Attachment A.

**8. Real Property Status Report – Attachments.** Check the applicable block(s) to indicate the type(s) of attachment(s) being submitted (i.e., Attachment A = General Reporting, Attachment B = Request to Acquire, Improve or Furnish, Attachment C = Disposition Request) and complete the related sections of the indicated attachment(s) for each parcel of real property being reported. Note that each attachment may be submitted using a single RPSR if a recipient has a need to both report information and request instructions from an agency related to real property under the same award instrument.

**9. Comments.** Provide any special notes or comments regarding the real property being reported or the report itself in this block. Comments should relate to issues not addressed in other sections of the report. Attach additional sheets if necessary. If a negative report (no change in real property status) is being submitted for all parcels of real property, enter the term “Negative” in this block. If there have been changes with some but not all parcels of real property, identify the parcels with negative status in this block (as follows: “Negative status for the following Properties:”) and provide the related attachment(s) for each parcel with changes to report.

**10. Certification.** By signing this report (block 11b.), the recipient is certifying that to the best of their knowledge and belief, the information contained in this report is true, correct and accurate and constitutes a material representation of fact upon which the Federal government may rely. Note that a false statement of fact in this report may constitute a violation of Federal law and may be grounds for possible punishment as provided in 18 U.S.C. 1001.

**11a. Typed or Printed Name and Title of Authorized Certifying Official.** Enter the full name and title of the authorized certifying official.

**11b. Signature of Authorized Certifying Official.** The authorized certifying official must sign here certifying to the facts presented in the report. A copy of the governing body’s authorization for the certifying official to sign official documents on behalf of their organization as an official representative must be on file in the recipient’s office. (See item 10. above.)

**11c. Telephone.** Enter the telephone number (including area code and extension) of the individual listed in section 11a.

**11d. Email address.** Enter the email address of the individual listed in section 11a.

**11e. Date report submitted.** Enter the date the report is submitted to the Federal agency using the following format (mm/dd/yyyy).

**12. Agency use only.** This section is reserved for Federal agency use only.

## **B. Instructions Related to Attachment A (General Reporting) follows:**

**Real Property Details.** Provide the requested information in subsections 13 through 18 of Attachment A for each parcel of real property being reported. Use a separate sheet to report information on each parcel of real property under the Federal financial assistance award identified in section 2. If a section does not apply, enter "N/A." Below is a summary of the required information to be provided for each subsection of Attachment A:

**13. Period and type of Federal Interest.** Enter the period, established in the award document, during which Federal interest in the real property begins (i.e., From) and ends (i.e., To) using (MM/DD/YYYY) format. [ex., From: 03/23/2005 To: 03/22/2025]. This period may exceed the grant award performance period in those instances where Federal interest continues beyond the end of the current award. In some instances the end date for the period of Federal interest may not be defined by a specific date. If that is the case, enter the beginning date along with a statement to indicate the planned or uncertain end date (ex. "From: 03/23/2005 To: Expiration of Federal Interest"). Check the appropriate box indicating the action the Interest is tied to. Federal Agencies will define the applicable beginning date.

**14a. Description of Real Property.** Describe the type of real property being reported (i.e., land, building, etc.) and provide a useful description of the real property (i.e., building number 17 at the National Research Center, Chapel Hill, NC). If the real property is being renovated or altered, also describe the nature of the work (i.e., major renovation of building 17, wing c).

**14b. Address of Real Property.** Enter the legal description and complete address for each parcel of real property being reported including the street, city, state, county/parish, country, zip code, and physical location if an address is not available (i.e., latitude, longitude, lot number, parcel number, etc.). Also, indicate zoning information related to the real property (i.e., mixed use, residential, commercial, etc.). Where an address is not available, or more precision is required, geographic coordinates may be used. Locational data should be recorded with a Global Positioning System (GPS) device set to NAD 83, or WGS 84 datum using either of the following coordinate reference systems:

- United States National Grid (USNG) using the full grid zone designation and a minimum of eight digits.
- Decimal degrees latitude and longitude, with at least 6 decimal places and a minus (-) to show west longitude or south latitude.

**14c. Land Acreage or Square Kilometers.** Enter the size of the land or the size of the land on which the real property is located in terms of measured acreage or square units (i.e., 1.5 acres, 0.8 sq. km., etc.). Identify the unit of measure. Use only one option, either acres, square kilometers, square feet, or square meters.

**14d. Gross and Usable Square Footage/Meters (i.e., of building, house, etc.).** Enter the gross and usable square footage/meters for each structure (i.e., of the building, house, etc.) being reported. Identify the unit of measure. Select only one, either square feet or square meters.

**14e. Real Property Ownership Type(s).** Check the applicable box(es) to indicate the real property ownership type(s). If more than one type is applicable, check all that apply. If the ownership types listed do not apply, check "J. Other" and describe the ownership arrangement. Example of Other: Conservation Easement.

**14f. Real Property Cost.** Enter the total cost of the real property acquired (purchase price only) or improved, including the following data. If multiple Federal agencies are contributing to the acquisition or improvement of the real property, attach a separate sheet to identify each agency and their contribution using the format below:

1. Amount provided by the Federal government (i.e., Federal Share of Property Cost based on the Federal
2. share of the total cost of the program or project),
3. Share percentage provided by the Federal government (i.e., Federal Share Percentage of Property Cost
4. based on the Federal share of the total cost of the program or project),
5. Amount provided by the recipient or other non-Federal entities (i.e., non-Federal Share of Property Cost),
6. Share percentage provided by the non-Federal entities, (i.e., non-Federal Share Percentage of Property Cost),
7. Total cost (i.e., Sum of Federal and non-Federal Share of the Property Cost), and
8. Total share percentage (i.e., sum of share percentages of Federal and non-Federal Share of the Property
9. Cost must equal 100%).

**14g. Has a deed, lien, covenant, or other related documentation been recorded to establish Federal interest in this real property? If yes (unless previously reported), describe the instrument used and enter the date and jurisdiction in which it was recorded.** Check either “yes” or “no” to indicate if the documentation has been recorded. If the awarding agency has not imposed the requirement to record Federal interest in the real property, check “NA”. If Federal interest has been recorded, enter the instrument used (i.e., deed, lien, covenant, etc.) along with the date and jurisdiction in which it was recorded (ex., Executed on 01/04/2007, in the Arlington, VA County Clerk’s office, Deed book #54987, page 234). The recordation of Federal interest in real property must be reported by no later than the next scheduled reporting date after the real property has been acquired, improved or donated, or as directed by the awarding agency in the award document. The recipient must maintain records of the recordation of Federal interest in real property and make such records available upon the request of the Federal government.

**14h. Has Federally Required Insurance Coverage been secured for this real property?** Check either “yes” or “no” to indicate if Federally required insurance has been secured for the real property. The recipient must maintain records of the insurance coverage that has been secured for the real property and make the records available upon the request of the Federal government. Note: Recipients must provide insurance coverage for any real property acquired under a Federal financial assistance award that is, at a minimum, equivalent to insurance coverage that the recipient provides for other real property they own.

**14i. Are there any Uniform Relocation Act (URA) requirements applicable to this real property?** If the acquisition or development of the real property involved the movement of any person permanently from real property or the movement of personal property from real property directly because of acquisition, rehabilitation, or demolition for an activity undertaken with Federal assistance, the Uniform Relocation Act (URA) requirements may apply. Indicate if the Act applies by checking “yes or no”. If the Act does apply, the recipient must maintain records of compliance and make such information available upon the request of the Federal government.

**14j. Are there any environmental compliance requirements related to the real property? If yes, describe them.** Check either “yes” or “no” to indicate if there are any environmental compliance requirements related to the real property. Describe any environmental compliance requirements related to the real property. The recipient must maintain records of compliance with all environmental requirements related to the real property and make such information available upon the request of the Federal government. Attach additional sheets if necessary.

**14k. In accordance with the National Historic Preservation Act (NHPA), does the property possess historic significance, and/or is it listed or eligible for listing in the National Register of Historic Places? If yes, describe them.** In accordance with Section 106 of the National Historic Preservation Act (NHPA), does the property possess historic significance, and/or is it listed or eligible for listing in the National Register of Historic Places? Describe any historical significance, National Register of Historic Places listing or eligibility for such listing, related to the real property. Note, any property listed in, or eligible for listing in the National Register of Historic Places is considered historic. Section 106 protections also **extend** to properties that **possess significance** but have not yet been listed or formally determined eligible for listing.

**15. Has a significant change occurred with the real property, or is there an anticipated change expected during the next reporting period?** Check the applicable block to indicate either “yes” or “no.” If a significant change has occurred (or is anticipated to occur during the next reporting period), such as a major building renovation or remodeling, damage to the real property due to an act of God (flood, hurricane, earthquake, etc.) or other significant change that would affect the value of the property, describe the change. Attach additional sheets if necessary. Note: If a significant change has occurred, 14f. should be recalculated to reflect the change in Federal interest, if any.

**16. Real Property Disposition Status.** Check the appropriate block (A – F) to indicate the type of disposition status being reported, if any.

i. **If the Federal agency provided the recipient with disposition instructions to sell or retain title to the real property, enter the amount of funds owed to the Federal government.** Enter the amount of funds owed to the Federal government as compensation for the Federal interest in the real property if the awarding agency either directed the recipient to sell or granted them permission to retain title to the real property.

ii. **If applicable, enter the amount of any net proceeds from the sale of the real property and describe how the proceeds were distributed.** If applicable, enter the amount of any net proceeds from the sale of the real property and indicate if they were returned to the Federal government, used as an offset toward the cost of acquiring replacement real property for the project or program, or used to offset the original cost of the real property if the award is still active. If not applicable enter "NA."

iii. **If the Federal agency directed the recipient to transfer title to the real property, enter the amount of funds the Federal agency owes.** If the recipient was directed to transfer title to either the Federal agency or to a third party identified by the Federal agency, enter the amount of funds the Federal agency owes the recipient as compensation for their interest in the real property (i.e., the percentage of the recipient's participation in the project cost multiplied by the fair market value of the real property at the time of disposition).

**17. Indicate the cumulative energy consumption for the previous 12 months.** Complete the appropriate block (A – D) to indicate the actual cumulative energy consumption for the property during previous 12 months.

- **Cumulative Energy Use** may be obtained from the facility utility bills or outreach to the utility provider. Depending on the locality, the bill may include only the current month or may include the total for the 12 months prior and post project completion. When the grantee is one tenant in a multi-tenant facility AND separate utility metering is not in place, pro rata estimating is appropriate. The anticipated energy consumption, post completion for new construction and renovation projects, should be available in the project plan. Use of the Portfolio Manager tool, a free application, is encouraged for the tracking of energy consumption data. ([http://www.energystar.gov/index.cfm?c=evaluate\\_performance.bus\\_portfoliomanager](http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager))

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**18. Remarks.** Enter any explanations deemed necessary or information required by the Federal agency including any remarks that the recipient would like to make to address issues that are not addressed elsewhere in this report. Attach additional sheets if necessary.