

**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: Name: Phone: Email: Fax:	
7. Report End Date: (MM/DD/YYYY)				
8. Real Property Status Report – Attachments: <i>[check the applicable block(s)]:</i> ___ : Attachment A (General Reporting) <i>attached</i> ___ : Attachment B (Request to Acquire, Improve or Furnish) <i>attached</i> ___ : 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.

**C. Instructions Related to Attachment B (Request to Acquire, Improve or Furnish) follows:**

**Real Property Details.** Complete the applicable information in subsections 13a. through 15. of Attachment B for each parcel of real property for which the recipient is requesting the authority to acquire, improve, or be provided as Government Furnished Property (GFP). This attachment should only be used if the applicable program authority or budget allows recipients to acquire, improve or furnish real property. Use a separate sheet for each parcel of real property under the Federal financial assistance award identified in section 2. With the exception of 15, all sections are required to be completed for all requests. Below is a summary of the required information to be provided for each subsection of Attachment B:

**13a. 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 will be renovated or altered, also describe the nature of the work (i.e., major renovation of building 17, wing c).

**13b. Address of Real Property.** Enter the legal description and complete address for each parcel of real property 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.

**14a. Describe the intended use of the real property and how it will benefit the program.** Describe how the recipient intends to use the real property that they want to acquire, improve or furnish to support the program under which it is being funded. Describe how the acquisition, improvement or furnishing (as applicable) of the real property will benefit the program in quantifiable terms (ex., lower cost than renting or purchasing with a comparison of the two, improved service delivery using benchmarks to demonstrate anticipated improvements, etc.). Attach additional sheets if necessary.

**14b. Proposed Real Property Ownership Type(s).** Check the applicable box(es) to indicate the proposed 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 proposed ownership arrangement. Example of "Other": Conservation Easement.

**14c. Proposed Acquisition Date.** Using (MM/DD/YYYY) format, enter the proposed date for the real property acquisition or improvement, or the date the recipient would like the government to furnish real property.

**14d. 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.

**14e. Gross and Usable Square Footage/Meters (i.e., of building, house, etc.).** Enter the gross and usable square footage/meters of 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.

**14f. Appraised Value (Valuation).** Enter the appraised value (valuation) of the real property to be acquired (purchase price only), or the cost of proposed improvements, including the following. If multiple Federal agencies will contribute to the acquisition or cost to improve the real property, attach a separate sheet to identify each agency and their contribution using the format below:

1. Amount to be provided by the Federal government (i.e., Federal Share of Appraised Property Value or estimated improvement cost based on the Federal share of the total cost of the program or project),
2. Share percentage to be provided by the Federal government (i.e., Federal Share Percentage of Appraised Property Value or estimated improvement cost based on the Federal share of the total cost of the program or project),
3. Amount to be provided by the recipient or other non-Federal entities (i.e., non-Federal Share of Appraised Property Value or estimated improvement cost),
4. Share percentage to be provided by the non-Federal entities, (i.e., non-Federal Share Percentage of Appraised Property Value or estimated improvement cost),
5. Total cost (i.e., sum of Federal and non-Federal Share of the Appraised Value or estimated improvement cost of the property), and
6. Total share percentage (i.e., sum of share percentages of Federal and non-Federal Share of the Appraised Property Value or estimated improvement cost).

**14g. Are there any Uniform Relocation Act (URA) requirements applicable to this real property?** If the acquisition or development of the real property that is the subject of this request involves 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 does apply 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.

**14h. 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 related environmental compliance requirements and make such information available upon the request of the Federal government. Attach additional sheets if necessary.

**14i. 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 the 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.

**14j. Does the proposed action employ green/sustainable practices (check all that apply)?** Check each block which applies (A – E) to indicate the green/sustainable practices (if any) that will be employed when the proposed real property is acquired, constructed or renovated.

**A. Employs Integrated Design Principles** includes a collaborative, integrated planning and design process and commissioning. ([https://www.wbdg.org/design/engage\\_process.php](https://www.wbdg.org/design/engage_process.php)).

**B. Enhances Indoor Environmental Quality** includes ventilation and thermal comfort, moisture control, daylighting, low-emitting materials, protection of indoor air quality during construction, and environmental tobacco smoke control (<http://www.wbdg.org/design/ieq.php>).

**C. Protects and Conserves Water** includes potable and non-potable indoor water ([http://www.wbdg.org/design/dd\\_plumbingeng.php](http://www.wbdg.org/design/dd_plumbingeng.php)), outdoor water in landscape, irrigation, and storm runoff ([http://www.wbdg.org/design/dd\\_landscapearch.php](http://www.wbdg.org/design/dd_landscapearch.php)), process water, and water-efficient products such as EPA WaterSense products (<http://www.epa.gov/watersense>).

**D. Reduces Environmental Impact of Materials** includes recycled content ([www.epa.gov/cpg](http://www.epa.gov/cpg)), biobased content ([www.usda.gov/biopreferred](http://www.usda.gov/biopreferred)), environmentally preferable products ([www.wbdg.org/design/greenspec.php](http://www.wbdg.org/design/greenspec.php)), water and materials management, and elimination of ozone depleting compounds (<http://www.wbdg.org/design/greenspec.php>).

**E. Optimizes Energy Performance** includes energy efficiency ([http://www.wbdg.org/references/mou\\_ee.php](http://www.wbdg.org/references/mou_ee.php)) ([http://www.wbdg.org/design/dd\\_hvaceng.php](http://www.wbdg.org/design/dd_hvaceng.php)) that takes into account intended use, occupancy, plug loads, on-site renewable energy, measurement/verification, benchmarking, and where available using Energy Star® ([http://www.energystar.gov/index.cfm?fuseaction=find\\_a\\_product](http://www.energystar.gov/index.cfm?fuseaction=find_a_product)) and Department of Energy-designated energy efficient products ([http://www1.eere.energy.gov/femp/technologies/eep\\_purchasingspecs.html](http://www1.eere.energy.gov/femp/technologies/eep_purchasingspecs.html)).

14k. **What was the cumulative energy consumption for the facility in the past 12 months?** Complete the appropriate block(s) (A – D) to indicate the actual cumulative energy consumption for the property during previous 12 months. If this is a request to be furnished real property (GFP), unless you already have the information, insert “NA” in block D.

- **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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14l. **What is the anticipated cumulative energy use for the 12 months following completion of the proposed acquisition/construction/renovation project?** Complete the appropriate block(s) (A – D) to indicate the anticipated cumulative energy use for the property after the property is acquired, constructed, renovated or furnished as GFP.

15. **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 request. Attach additional sheets if necessary.