

REAL PROPERTY STATUS REPORT

		Page:	of :	Pages
1. Federal Agency and Organizational Element to Which Report is Submitted:		2. Federal Grant or Other Identifying Number Assigned by Federal Agency:		
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:	
7. Agency/Program/Award Specific Requirements Attached: <input type="checkbox"/> Agency <input type="checkbox"/> Program <input type="checkbox"/> Award Check to indicate if other Reporting Requirements are attached to this report.		8. Report End Date: (MM/DD/YYYY)	Phone:	
			Email:	
			Fax:	
9. Real Property Status Report – Attachments: <i>[check the applicable block(s)]:</i> ___ : Attachment A (Report) <i>attached</i> ___ : Attachment B (Request) <i>attached</i>				
10. Comments (attach additional sheets if necessary):				
11. 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.				
12a. Typed or Printed Name and Title of Authorized Certifying Official:		12c. Telephone (<i>area code, number, extension</i>):		
		12d. Email address:		
12b. Signature of Authorized Certifying Official:		12e. Date report submitted (<i>MM/DD/YYYY</i>):		
		13. <u>Agency use only</u>		

INSTRUCTIONS FOR THE SF-???? Real Property Status Report

Public reporting burden for this collection of information is estimated to average 5 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 form to be used by recipients of Federal financial assistance to report real property status or to request agency instructions on real property that was/will be provided or acquired in whole or in part under a Federal financial assistance award (i.e., grant, cooperative agreement, etc.), including real property that was improved (special circumstances apply to improvements) using Federal funds and real property that was donated to a Federal project in the form of a match or cost sharing donation. The instructions below address each section of the Real Property Status Report. This form 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 attachment B.

A. General Instructions:

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 or Other Identifying Number Assigned by Federal Agency.** Enter the related Federal grant, cooperative agreement or other Federal financial assistance award instrument number or other identifying number 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), Email address and Facsimile number (including area code) of the person to contact on matters related to this report or request.
7. **Agency/Program/Award Specific Reporting Requirements Attached.** Check the applicable block(s) to indicate if report/request requirements are attached that are agency, program or award specific. Federal agencies may impose requirements in addition to the standard requirements of this report to meet agency, program or award specific purposes. If additional requirements are attached, they should be provided in accordance with agency instructions.
8. **Report End Date.** Enter the end date of the period for which the report or request is submitted using (MM/DD/YYYY) format.
9. **Real Property Status Report – Attachments.** Check the applicable block(s) to indicate the type of attachment being submitted (i.e., Attachment A = Report, Attachment B = Request) and complete the related sections of the indicated

attachment(s) for each parcel of real property being reported. Note that both attachments 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.

10. **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 elsewhere in other sections of the form. 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 for which you have changes to report.

11. **Certification.** By signing this report (block 12) you are certifying that to the best of your 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.

12. **Signature.**

- a. **Typed or Printed Name and Title of Authorized Certifying Official.** Enter the full name and title of the authorized certifying official.
- b. **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 you to sign official documents on behalf of your organization as an official representative must be on file in the recipient's office.** (See item 11 above.)
- c. **Telephone.** Enter the telephone number (including area code and extension) of the individual listed in section 2.a.
- d. **Email address.** Enter the email address of the individual listed in section 12 .a.
- e. **Date report submitted.** Enter the date the report is submitted to the Federal agency in the following format (mm/dd/yyyy).

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

B. Instructions Related to Attachment A follows:

Real Property Details. Provide the requested information in subsections 14 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. With the exception of section 18, all sections below are required to be completed. If an section does not apply, enter "N/A." Below is a summary of the required information to be provided for each subsection of attachment A:

14. **Period 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").

15 a. **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).

- b. **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.).
- c. **Acreage.** Enter the size of the land or the size of the land on which the real property is located in terms of measured acreage (i.e., 1.5 acres, etc.).
- d. **Gross Square Footage and Usable Square Footage (i.e., of building, house, etc.).** Enter the gross and usable square footage for each structure (i.e., of the building, house, etc.) being reported.
- e. **Real Property Ownership Type.** Check the applicable box to indicate the real property ownership type. If the ownership types listed do not apply, check "J. Other" and describe the ownership arrangement.
- f. **Date Acquired.** Using (MM/DD/YYYY) format, enter the date on which the real property being reported was purchased.
- g. **Real Property Cost.** Enter the total cost of the real property acquired (purchase price only) including the following. If multiple Federal agencies are contributing to the acquisition 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 share of the total cost of the program or project),
 2. Share percentage provided by the Federal government (i.e., Federal Share Percentage of Property Cost based on the Federal share of the total cost of the program or project),
 3. Amount provided by the recipient or other non-Federal entities (i.e., non-Federal Share of Property Cost),
 4. Share percentage provided by the non-Federal entities, (i.e., non-Federal Share Percentage of Property Cost),
 5. Total cost (i.e., Sum of Federal and non-Federal Share of the Property Cost), and
 6. Total share percentage (i.e., sum of share percentages of Federal and non-Federal Share of the Property Cost, must equal 100%).
- h. **Has a deed, lien, covenant, or other related documentation been recorded to establish Federal interest in this real property? If yes, 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). You must report the recordation of Federal interest in real property by not later than the next scheduled reporting date after the real property has been acquired, improved (special circumstances apply to improvements) or donated. You must maintain records of the recordation of Federal interest in real property and make such records available upon the request of the Federal government.
- i. **Has adequate Insurance Coverage been secured for this real property?** Check either "yes" or "no" to indicate if adequate insurance has been secured for the real property. You 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.
- j. **Are there any Uniform Relocation Act requirements applicable to this real property?** If the acquisition or development of the real property involved the movement of any person who moved permanently from real property or moved personal property from real property directly because of acquisition, rehabilitation, or demolition for an activity undertaken with Federal assistance, the Uniform Relocation Act requirements may apply. Indicate if the Act does apply by checking "yes or no". If the Act does apply, you must maintain records of your compliance and make such information available upon the request of the Federal government.

k. **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. You must maintain records of your 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)

16. **Has a significant change occurred with the real property that is not otherwise captured above?** Check the applicable block to indicate either “yes” or “no.” If a significant change has occurred, 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, describe the change. (Attach additional sheets if necessary)

17. **Real Property Disposition Status.** Check the appropriate block (A – E) to indicate the type of disposition status being reported.

i. **If we provided you disposition instructions to sell or retain title to the real property, enter the amount of funds you owe the Federal government.** Enter the amount of funds you owe the Federal government as compensation for our interest in the real property in the event we either, directed you to sell or, granted you permission to retain title to the real property.

ii. **Enter the amount of any net proceeds from the sale of the real property and how the proceeds were distributed, if applicable.** 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 we directed you to transfer title to the real property, enter the amount of funds we owe you.** If you were directed to transfer title to either us or to a third party that we identified, enter the amount of funds we owe you as compensation for your interest in the real property (i.e., the percentage of your participation in the original cost of purchasing the real property multiplied by the fair market value of the real property at the time of disposition).

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

C. Instructions Related to Attachment B follows:

Real Property Details. Complete the applicable information in subsections 14 a. through 18. of attachment B for each parcel of real property for which you are requesting disposition or other instructions. Use a separate sheet to request disposition or other instructions on each parcel of real property under the Federal financial assistance award identified in section 2. Sections 14 a. and 14 b. are required to be completed for all requests. Complete the applicable sections 15 a. through 18 as appropriate for the request submitted. Below is a summary of the required information to be provided for each subsection of Attachment B:

14. a. **Description of Real Property.** Describe the type of real property that is the subject of this request (i.e., land, building, etc.) and a useful description of the real property (i.e., building number 17 at the National Research Center, Chapel Hill, NC).

b. **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, if this is a request to acquire or improve the real property indicate zoning information related to the real property (i.e., mixed use, residential, commercial, etc.).

15. a. **Disposition Preference Request [Check one].** Check the appropriate block (A – E) to indicate the type of disposition instruction preference being requested. The award document will indicate the disposition option(s) available. You may not request a disposition preference that is not already allowed under the award. Agencies will respond timely to all requests via letter, electronic mail and/or other appropriate means.
- b. **If this is a request to use the real property in other Federal-sponsored projects/activities, describe your proposed use of the real property.** If you are proposing to use the real property to provide services or facilities for other Federal-sponsored projects or activities, identify the other Federal projects or activities and how the real property will be utilized. Also, describe any impact expected on the host Federal project or activity due to the proposed additional use of the real property. Attach additional sheets if necessary.
16. a. **If this is a request to acquire, improve or to be furnished real property, describe the intended use of the real property and how it will benefit the program.** Describe how you intend to use the real property that you want to acquire, improve or be furnished 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.
- b. **Proposed Real Property Ownership Type.** Check the applicable box to indicate the proposed real property ownership type. If the ownership types listed do not apply, check “J.” Other” and describe the proposed ownership arrangement.
- c. **Proposed Acquisition Date.** Using (MM/DD/YYYY) format, enter the proposed date for the real property acquisition or the date you would like the government to furnish real property.
- d. **Acreage.** Enter the size of the land or the size of the land on which the real property is located in terms of measured acreage (i.e., 1.5 acres, etc.).
- e. **Gross Square Footage and Usable Square Footage (i.e., of building, house, etc.).** Enter the gross and usable square footage of each structure (i.e., of the building, house, etc.).
- f. **Appraised Value.** Enter the appraised value 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 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 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),
 4. Share percentage to be provided by the non-Federal entities, (i.e., non-Federal Share Percentage of Appraised Property Value),
 5. Total cost (i.e., Sum of Federal and non-Federal Share of the Appraised Value 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).
- g. **Are you aware of any Uniform Relocation Act 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 who moves permanently from real property or moves personal property from real property directly because of acquisition, rehabilitation, or demolition for an activity undertaken with Federal assistance, the Uniform Relocation Act requirements may apply. Indicate if the Act does apply by checking “yes or no”. If the Act does apply, you must

maintain records of your compliance and make such information available upon the request of the Federal government.

h. Are you aware of any environmental compliance requirements related to the real property?

If yes, describe them. Indicate if you are aware of any environmental compliance requirements related to the real property by checking "yes or no." Describe any environmental compliance requirements related to the real property. You must maintain records of your compliance with all related environmental compliance requirements and make such information available upon the request of the Federal government. Attach additional sheets if necessary.

17. If this is a request for a release from the obligation to report on the real property, describe the reasons for your request. Describe your reasons for requesting a release from the obligation to report. Examples of acceptable reasons include but are not limited to, expiration of Federal interest, and the real property has been disposed in accordance with agency direction. Attach additional sheets if necessary.

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