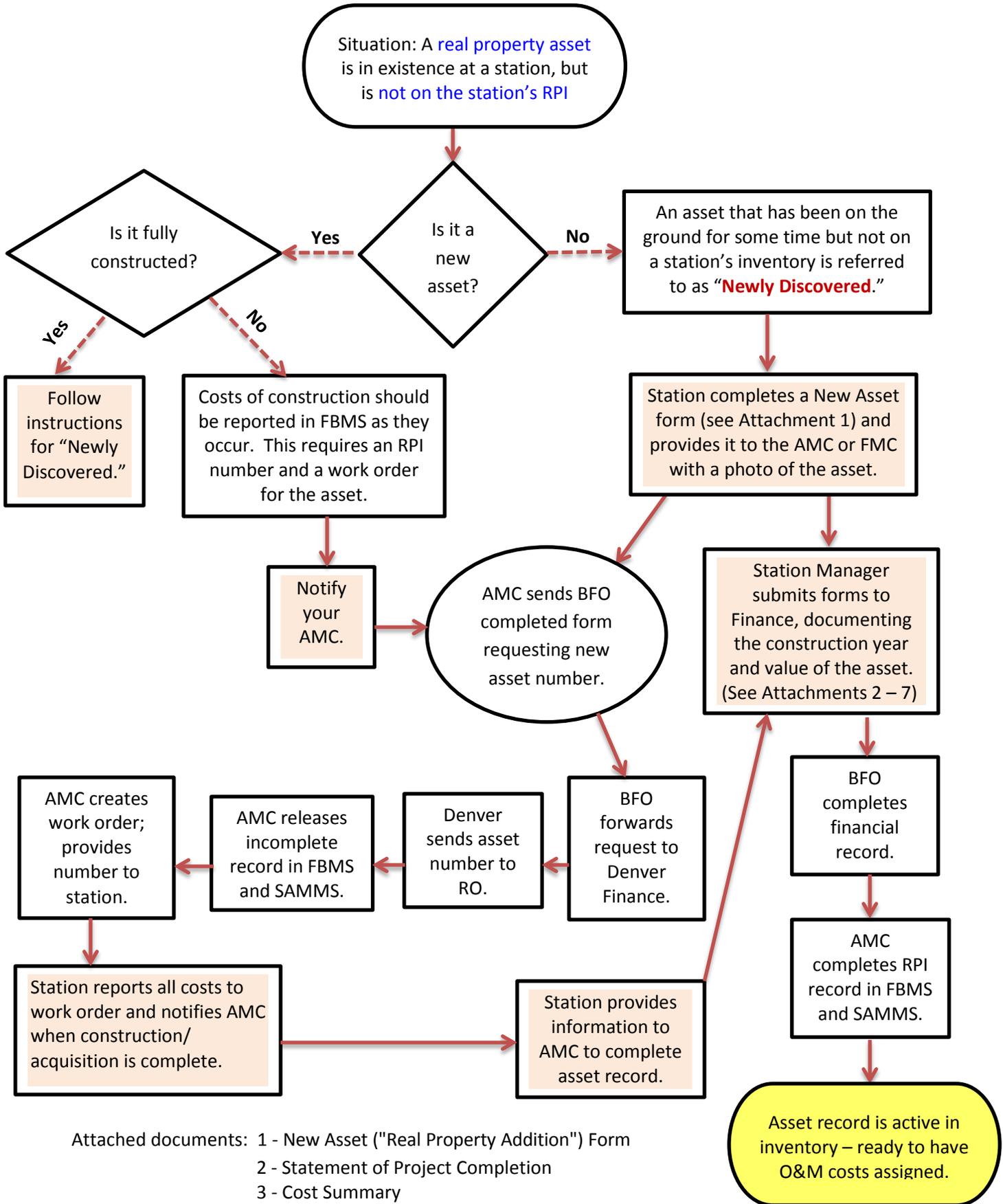


User Guide SM-04: Adding an Asset to the Real Property Inventory (RPI)

updated 11-14-2016



- Attached documents: 1 - New Asset ("Real Property Addition") Form
 2 - Statement of Project Completion
 3 - Cost Summary
 4 - Construction Year Attestation
 5, 6, & 7 - Replacement Cost Certification (select as appropriate)

This is a pdf copy of the Excel form, which has pop-up guidance and drop down menus to assist in its completion. **Contact your regional AMC or FMC for your region's version of this form.**

REAL PROPERTY ADDITION FORM 	1 ACQUISITION TYPE:		SELECT ONE		Please email this completed form with a photo of the asset to your regional facilities operations office.
	2 ORGCODE / STATION:		SELECT ONE		
	3 COUNTY:		Select county of asset's location		
	ASSET NUMBER:		(Regional Office will enter)		
4 Is construction of the asset complete? If no, estimated construction completion date:	YES/NO	→	Station's FBMS Business entity:		
			Station's FBMS Cost Center/Fund Center:		
5 Is the Engineering Division involved? (Estimated) Acquisition Date:	YES/NO		Default WBS for asset:		
	ENTER DATE				
7 Does this asset replace an existing asset?	YES/NO	If yes →	7a Asset # of the asset being replaced:		
8 Was the asset acquired with land?	YES/NO		9 Farm Service Agency Property?	YES/NO	
10 New Property Description:	Enter a description of this asset as you wish it to appear in the Real Property Inventory (RPI). Be sure your description differentiates this asset from other like assets in your inventory.				
11 DOI Asset Type:	SELECT ONE		11a For ALL buildings, indicate the meter status for electricity, water, and natural gas:		
12 Method of Measurement:	SELECT ONE		Electric meter: SELECT ONE		
13 Primary Unit of Measurement:	SELECT ONE		Water: SELECT ONE		
14 Primary Quantity of Measurement:	ENTER		Natural gas: SELECT ONE		
15 Quantity or Measurement 2:	ENTER		16a For non-buildings that consume electricity, indicate the electric meter status:		
16 Energy Use?	YES/NO		Electric meter: SELECT ONE		
17 Does the asset employ alternate energy?	YES/NO				
17a If alternate energy is used, describe the alternate energy system:	(See examples at bottom of form.)				
18 Predominant Construction Material:	SELECT ONE		19a If asset is in use by another entity, name that entity:		
19 Outgrant Indicator:	YES/NO				
20 GSA Status:	SELECT ONE				
21 Historical Criteria:	SELECT ONE				
22 Public Use?	YES/NO		23 Does FWS own this asset?	YES/NO	
24 Disabled Access?	YES/NO		23a If no, who is the owner?		
25 Coordinates of asset (in decimal degrees)					
	Start Latitude:				
	Start Longitude:				
26 Asset Priority Index (API):					
	Mission Dependency:	SELECT ONE			
	Substitutability:	SELECT ONE			
27 Utilization Code and Rate (Buildings Only):	SELECT ONE		28 Enter utilization rate %:		
RESTRICTIONS					
29a Environment Restrictions	YES/NO		29b Natural Resource Restrictions	YES/NO	
29c Cultural Resource Restrictions	YES/NO		29d Developmental Restrictions	YES/NO	
29e Reversionary Clauses from Deed	YES/NO		29f Zoning Restrictions	YES/NO	
29g Easements	YES/NO		29h Right-of-Way	YES/NO	
29i Mineral Interests	YES/NO		29j Water Rights	YES/NO	
29k Air Rights	YES/NO		29L Other restrictions	YES/NO	
29m Not Applicable (no restrictions)	YES/NO				
For Completion by FMC:					
Estimated Base Replacement Cost (CRV):	ENTER COST		Base Year:	ENTER YEAR	
For Completion by Finance:					
Construction Year:	ENTER DATE		Actual Acquisition Date:	ENTER DATE	

You are required to provide photo documentation of the asset. Please paste the photo here:



U.S. Fish and Wildlife Service Statement of Project Completion

Station Org/Name: _____

Asset No./Description: _____

Asset Type: _____

DOI Asset Code: _____

This note to the file provides documentation that asset _____ was substantially complete and available for, or placed in service by (*insert station name in blank*)

_____ on (*insert date MM/DD/YYYY*) _____

Therefore, according to Service guidance on Property, Plant and Equipment Financial Management, financial data for the asset will be entered into the Real Property Database.

Signature and Date: _____

Name and Title: _____

Real Property Asset Cost Summary

Organization Name:				
Organization Code:				
Asset Number:				
Cost Summary:				
		<u># hours/units</u>	<u>\$ per hour/unit</u>	<u>total \$</u>
Labor costs by individual				
a.				0.00
b.				0.00
c.				0.00
d.				0.00
e.				0.00
	subtotal:			0.00
Materials costs				
a.				0.00
b.				0.00
c.				0.00
d.				0.00
e.				0.00
	subtotal:			0.00
Fuel costs				
a.				0.00
b.				0.00
	subtotal:			0.00
Equipment rental costs				
a.				0.00
b.				0.00
	subtotal:			0.00
Purchases/contract costs				
a.				0.00
b.				0.00
	subtotal:			0.00
Other costs				
a.				0.00
b.				0.00
	subtotal:			0.00
Grand Total Costs:				0.00
Project Leader Signature and date: (sign and date)				



U.S. Fish and Wildlife Service Construction Year Attestation

Station Org/Name: _____

Asset No./Description: _____

Asset Type: _____

DOI Asset Code: _____

This note to the file provides documentation that asset _____ was
constructed in (*insert year yyyy*) _____ .

Signature and Date: _____

Name and Title: _____



**U.S. Fish and Wildlife Service
Replacement Cost Certification –
Newly Discovered Asset:
More than Half Its Useful Life Remaining**

Station Org/Name: _____

Asset No./Description: _____

Asset Type: _____

DOI Asset Code: _____

Construction Year: _____ **Useful Life:** _____

Recorded Replacement Cost: _____

Based upon my professional experience, this is to certify that the recorded replacement cost for asset number _____ is accurate to the extent necessary to determine that it is less than \$50,000; which is the materiality threshold for a newly discovered asset with more than half it's useful life remaining.

Signature and Date: _____

Name and Title: _____



U.S. Fish and Wildlife Service Replacement Cost Certification – Newly Discovered Asset: Less than Half Its Useful Life Remaining

Station Org/Name: _____

Asset No./Description: _____

Asset Type: _____

DOI Asset Code: _____

Construction Year: _____ **Useful Life:** _____

Recorded Replacement Cost: _____

Based upon my professional experience, this is to certify that the recorded replacement cost for asset number _____ is accurate to the extent necessary to determine that it is less than \$500,000; which is the materiality threshold for a newly discovered asset with less than half it's useful life remaining.

Signature and Date: _____

Name and Title: _____



U.S. Fish and Wildlife Service Replacement Cost Certification – Newly Discovered Asset: Fully Depreciated

Station Org/Name: _____

Asset No./Description: _____

Asset Type: _____

DOI Asset Code: _____

Construction Year: _____ **Useful Life:** _____

Recorded Replacement Cost: _____

Based upon my professional experience, this is to certify that the recorded replacement cost for asset number _____ is accurate to the extent necessary to determine that it is less than \$1,000,000; which is the materiality threshold for a newly discovered asset that is fully depreciated.

Signature and Date: _____

Name and Title: _____