

**FORMAT FOR ANNUAL UTILIZATION REPORT
FOR PROPERTY CONVEYED BY DEED**

The outline below should be used as a guide in making the report. In order that the narrative report can be clearly understood without reference to this format, statements should be made in complete sentences under the appropriate heading. Please do not rely on past reports for complete coverage of the following areas.

CONTRACT NO: _____

INSTITUTION - give the legal name, location, and telephone number of the institution to which the property was transferred.

PROPERTY IDENTIFICATION - identify the property by giving its former installation name and location (including city and state). A legal description is not necessary.

PROGRAM USE -

- A. Describe in detail the program now being operated on the property and the progress made since the last annual report. Give a narrative report on current operating plans, present occupancy, contemplated occupancy, and such other data that will show the benefits accruing from the transfer. Indicate the **number of persons served**, the number of staff members, and the amount of the annual operating budget.
- B. Show the layout of the site and indicate utilization of all land areas for the **FIRST ANNUAL REPORT**. Succeeding reports need only show complete layout if any changes have been made during the reporting period.
- C. List all buildings and improvements acquired with this transfer. State their condition and relate the actual use now being made of each. Every building must be accounted for. Explain any deviations from the use originally proposed. If any structure acquired is not being used, explain fully. Also include any planned major construction (i.e. not yearly maintenance such as painting).
- D. Describe major improvements made to the property during the past 12-month reporting period and the cumulative value of improvements made since conveyance.
- E. Describe any proposed encumbrances to be placed on the property within the next reporting period; such as mortgages, subleases, permits, dedications, easements to be granted, etc. and uses by any external organizations, revenue producing or not. Also indicate any new or renewed encumbrances placed on the property since the last reporting period. **Please note that written approval from this office is required prior to encumbering the property. Failure to obtain approval will result in a breach of a condition in the deed.**

- F. Indicate whether all utilities acquired are being used, listing items not being used.
- G. If any part of the property is being used for income-producing purposes, give a Statement of Income and Expenses for the last fiscal year and a balance sheet as of the close of the last fiscal year.
- H. The grantee must provide evidence of comprehensive and liability insurance coverage on the property (i.e., certificate of insurance). Please note that the United States of America, acting by and through the Secretary of Health and Human Services, shall be named as an additional insured party. Also, municipalities may provide evidence of self-insurance in lieu of the above.
- I. Indicate whether or not there has been discrimination because of race, color, national origin, religion, sex, age, or handicap in the use of the property.
- J. If applicable (refer to the deed covenant concerning lead-based paint), the grantee must certify that during occupancy of the property, monitoring and ongoing lead-based paint maintenance activities have been performed in accordance with 24 C.F.R. § 35.1355. Occupants have been provided a Notice of Completion of Lead-Based Paint Hazard Abatement describing the work done and the results of the clearance, as needed (copy enclosed).
- K. The period of time covered by this report must be included.
- L. The grantee must certify by signature **that the foregoing is true and correct to the best of his/her knowledge, information, and belief.** Please note that the report must be signed and dated by the individual designated in the Resolution which authorized the acquisition of this property, or his/her successor in function.

SAVE THIS GUIDE AND MARK YOUR RECORDS AS A REMINDER TO SUBMIT A TIMELY ANNUAL REPORT.

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