



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240



In Reply Refer To:
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Memorandum

To: Regional Directors

From: Assistant Director, Wildlife and Sport Fish Restoration

Subject: WSFR Real Property Status Reporting

The Wildlife and Sport Fish Restoration Program (WSFR) is announcing the commencement of a real property status reporting period beginning May 1, 2023 and concluding April 30, 2026.

WSFR Headquarters coordinated with your WSFR Regional Offices (Regions), the WSFR National Lands Teams, the Federal Aid Coordinators Working Group, and the TRACS Working Group to develop the timing, framework, and process for this initial real property status reporting effort. This effort not only satisfies the regulatory reporting requirements found at 2 CFR 200.330 and 2 CFR 1402.329(d), but also serves as a corrective action to findings identified in a Service OIG Management Advisory relating to real property (Report No. 2019-CR-015).

Real property status reporting will be accomplished using the Tracking and Reporting Actions for the Conservation of Species (TRACS) Real Property Status Report Module as a DOI-approved alternative to the SF-429 Real Property Status Report. Working with their respective Regional Offices, States must certify that real property purchased in whole or in part with Federal financial assistance, or used as match towards a Federal award, is: 1) still being used for the purpose(s) for which it was acquired; and 2) still in compliance with the award terms and conditions and current regulations.

This reporting period includes only real property that was both purchased under programs currently integrated into TRACS and has a “final approved” status date prior to April 1, 2023. Real property records eligible for reporting and certification will be identified during the reporting process in TRACS.

Regions should coordinate with their respective States to communicate the commencement of the status reporting period and design Region-specific processes—including any internal benchmarks or milestones that Regions deem appropriate—that result in consistent and demonstrated progress toward the completion of real property status reporting. Regions are encouraged to engage with States early in the process to ensure that real property records in TRACS are sufficient for reporting and certification purposes. As a first step, WSFR Regional Offices should confirm with States that all land records are assigned to the appropriate TRACS user group. WSFR intends to make training on using the TRACS Real Property Status Reporting Module available to Regional Offices and States in Spring 2023.

At the conclusion of the reporting process, States will receive a signed letter from the Service acknowledging the completion of the report and the certification of land records. States and Regions will also receive a list of properties that have been identified as being out of compliance at the time of

reporting, and Regions are encouraged to prioritize resolving any such outstanding issues using forthcoming land reconciliation and management and monitoring guidance documents.

WSFR recognizes that this will be a significant undertaking by the Regions and our State partners. We applaud these efforts and stand willing to assist with any additional resources necessary to ensure that this process is completed as seamlessly as possible. The conservation, management, and enhancement of land and real property has always been key to the success of WSFR programs; this effort ensures that these vital resources remain protected for future generations.