

# TANGIBLE PERSONAL PROPERTY REPORT

## Final Report SF-428-B

OMB Number: 4040-0018  
Expiration Date: 6/30/2020

Federal Grant or Other Identifying Number Assigned by Federal Agency (*Block 2 on SF-428*).

**1. Report** (*Select all that apply*)

- a. Federally-owned Property (*List on Supplemental Sheet SF-428S or recipient equivalent and complete Section 2a below*)
- b. Acquired Equipment with acquisition cost of \$5,000 or more for which the awarding agency has reserved the right to transfer title (*List on Supplemental Sheet SF-428S or recipient equivalent and complete Section 2b below*).
- c. Residual Unused Supplies with total aggregate fair market value exceeding \$5,000 not needed for any other Federally sponsored programs or projects (*Complete Section 2c below*).
- d. None of the above

**2. Complete relevant section(s)**

**For Agency Use Only**

**2a. Federally-owned Property** (*Select one or more*).

- (i) Request transfer to Award
- (ii) Request Federal Agency disposition instructions
- (iii) Other (*Provide detail in Block 3 or attach request*)

Agency response to requested disposition of Federally owned property:

- (i) Recipient request approved       denied
- (ii) Dispose in accordance with attached instructions:

**2b. Acquired Equipment** (*Select one or more*).

- (i) Request unconditional transfer of title with no further obligation to the Federal Government
- (ii) Request Federal Agency disposition instructions

Agency response to requested disposition of acquired equipment:

- (i) Recipient request approved       denied
- (ii) Dispose in accordance with attached instructions:

Authorized Awarding Agency Official:

Note: If the awarding agency does not provide disposition instructions within 120 days the recipient may continue to use the equipment for Federally supported projects or dispose in accordance with the applicable property standards.

Signature:	Date:
Name:	Phone:
Title:	E-Mail:

**2c. Reportable Residual Unused Supplies**

- (i)  Sale proceeds or     Estimate of current fair market value ..... \$
- (ii) Percentage of Federal participation .....  %
- (iii) Federal share ..... \$
- (iv) Selling and handling allowance. .... \$
- (v) **Amount remitted to the Federal Government** ..... \$

**3. Comments**

Add Attachment

Delete Attachment

View Attachment

## Instructions for Final Report: SF-428 Attachment B

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### **A. General Instructions:**

This Attachment is to be used by recipients when required to provide a final property report for closeout of Federal assistance awards. The Attachment allows recipients to request specific disposition of Federally-owned property and acquired equipment. The attachment also provides a means for calculating and transmitting appropriate compensation to the awarding agency for residual unused supplies.

Requirements for final reporting are based on individual award provisions and the type of property. Generally, at the end of a Federal assistance award, recipients are required to:

- a. submit a report of Federally-owned property.
- b. provide a listing of equipment items, with an acquisition cost of \$5,000 or more, when the awarding agency has reserved the right to transfer title to the equipment to the Federal Government or a third party.
- c. compensate the awarding agency for residual unused supplies with a total aggregate fair market value greater than \$5,000 that are not needed for any other Federally sponsored programs or projects.

**Federal Grant or Other Identifying Number Assigned by Federal Agency.** Enter the Federal grant, cooperative agreement or other Federal financial assistance award instrument number or other identifying number assigned to the Federal financial assistance award.

1. **Report.** Check applicable lines a-c to indicate the type of property that is being reported. Note: Federally-owned property includes items provided by the awarding agency, regardless of dollar value. Check line d to indicate no property to report, if the awarding agency requires a negative report.

2. Complete the relevant sections to correspond with the property reported in Block 1.

#### **2a. Federally-owned Property.**

- (i) To request transfer of the property for use on a specific Federal award.
- (ii) To request Federal agency disposition instructions for unneeded Federally-owned property.
- (iii) To request a disposition other than (i) or (ii). For example, requests for transfer of title under authority of the Stevenson-Wydler Act.

#### **2b. Acquired Equipment with acquisition cost of \$5,000 or more for which the awarding agency has reserved the right to transfer title.**

- (i) When statutory authority exists, the Federal awarding agency has the option to vest title to equipment acquired with award funds in the recipient with no further obligation to the Federal government and under conditions the Federal awarding agency considers appropriate.
- (ii) To request Federal agency disposition instructions for equipment acquired with award funds.

#### **2c. Reportable Residual Unused Supplies.** Indicate whether the supplies have been sold or if they will be retained for use solely on non Federally-funded projects.

- (i) Enter the total amount of sales proceeds or an estimate of the current fair market value if the supplies will be retained. Note: Fair market value means the best estimate of the gross sales proceeds if the property were to be sold in a public sale.
- (ii) Enter the percentage of Federal Government participation in the award under which the supplies were acquired.
- (iii) Enter the dollar amount of sales proceeds (or estimate of current fair market value) multiplied by the percentage of Federal Government participation listed in (ii).
- (iv) If the supplies were sold, enter the amount of selling and handling expenses. Enter zero if the supplies will be retained for use on non Federally funded projects.
- (v) Enter the amount of the Federal share in (iii) less the selling and handling expense listed in (iv). Indicate in Block 3 how the funds are being returned to the government (e.g., attached check made out to the Awarding Agency/U.S. Treasury or electronic remission).

3. **Comments.** Provide any explanations or additional information in this block. Attach additional sheets if necessary.

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



## Instructions for Tangible Personal Property Report: SF-428S

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### **A. General Instructions:**

This is a Standard Form to be used by recipients to provide detailed individual item information in connection with required reports of tangible personal property under Federal assistance awards.

**Federal Grant or Other Identifying Number Assigned by Federal Agency.** Enter the Federal grant, cooperative agreement or other financial assistance award instrument number or other identifying number assigned to the Federal financial assistance award. If the Supplemental Sheet is submitted in connection with a Consolidated Annual Report Attachment, leave blank and enter individual award numbers in Column (a) for each item.

**Report Type.** Indicate the type of report Attachment for which the individual item information is being provided.

a. **Award Number.** For Consolidated Annual Report Attachments, enter the Federal grant, cooperative agreement or other Federal financial assistance award instrument number or other identifying number assigned to the Federal financial assistance award. For all other Report Attachments (i.e., Individual Annual, Final, and Disposition Request/Report) leave blank.

b. **GP or ACQ.** Enter GP if the item is Federally-owned property. *Note: Federally-owned property consists of items furnished by the Federal Government for use on the award identified in Block 1 or Column a.* Enter ACQ if the item was acquired with award funds.

c. **Description of Item.** Provide a brief description of the item.

d. **Identification Number.** Enter the manufacturer's serial number, model number, Federal stock number, national stock number, or other identification number.

e. **Acquired Date.** Enter the date the item was acquired by the recipient. For items furnished by the Federal Government, enter the date received by the recipient.

f. **Condition Code.** Enter the applicable condition code from the following list:

<b><u>Code</u></b>	<b><u>Description</u></b>
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|---|---|
| 1 | Excellent. Property that is in new condition or unused condition and can be used immediately without modification or repairs.               |
| 4 | Usable. Property which shows some wear, but can be used without significant repair.   |
| 7 | Repairable. Property which is unusable in its current condition but can be economically repaired.   |
| X | Salvage. Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical. |
| S | Scrap. Property which has no value except for its basic material content.   |

g. **Acquisition Cost.** Enter the item acquisition cost.

h. **Disposition Request.** Indicate the type of disposition requested for each item by entering the corresponding number from Block 2 of the Final Report Attachment or Block 1 of the Disposition Request/Report Attachment. However, it is not necessary to enter this information when requesting the same disposition for all items of Federally-owned property or the same disposition for all items of Acquired Equipment (the disposition request indicated in the applicable Block(s) of the Final Report Attachment or the Disposition Request/Report Attachment will be sufficient). Not required for Annual Report Attachments.