

Federal Agency Form Instructions

Form Identifiers	Information
Agency Owner	Grants.gov
Form Name	Tangible Personal Property Report – Final Report – SF 428-B
Form Version Number	1.0
OMB Number	4040-0018
OMB Expiration Date	06/30/2020

Form Field Instructions

Field Number	Field Name	Required or Optional	Information
-	Federal Grant or Other Identifying Number Assigned by Federal Agency (Block 2 on SF-428).	Required	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. This field is required.
1.	Report	Required	Select at least one. You may select more than one of A through C. If you select D “None of the above”, the form is complete.
1-a.	Federally-owned Property (List on Supplemental Sheet SF-428S or recipient equivalent and complete Section 2a below)	Optional	One selection is required. Check to select.

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1-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).	Optional	One selection is required. Check to select.
1-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).	Optional	One selection is required. Check to select.
1-d.	None of the above	Optional	One selection is required. Check to select.
2-a.	Federally-owned Property (Select one or more).	Conditionally Optional	This section is required if 1a above is selected.

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2-a.(i).	Request transfer to Award	Optional	Check to select.
	Federal Award Identifier	Optional	Enter the award number.
2-a.(ii).	Request Federal Agency disposition instructions	Optional	Check to select.
2-a.(iii).	Other (Provide detail in Block 3 or attach request)	Optional	Check to select.
2-b.	Acquired Equipment (Select one or more).	Conditionally Required	Must select one or more.
2-b.(i).	Request unconditional transfer of title with no further obligation to the Federal Government	Optional	Check to select.
2-b.(ii).	Request Federal Agency disposition instructions	Optional	Check to select.
2-c.	Reportable Residual Unused Supplies	Conditionally Required	Enter the information for Reportable Residual Unused Supplies.
2-c.(i).	Sale Proceeds	Optional	One selection is Required if 1c is checked, otherwise read-only.
	Estimate of Current Fair Market Value	Optional	One selection is Required if 1c is checked, otherwise read-only.
	Total Amount	Optional	Enter the total amount of sales proceeds or an estimate of the current fair market value if the supplies will be retained.

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2-c.(ii).	Percentage of Federal Participation	Optional	Enter the percentage as a whole number.
2-c.(iii).	Federal Share	Optional	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).
2-c.(iv).	Selling and Handling Allowance	Optional	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.
2-c.(v).	Amount Remitted to the Federal Government	Optional	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. This is a calculated field.
3.	Comments	Optional	Provide any explanations or additional information.