

Federal Agency Form Instructions

Form Identifiers	Information
Agency Owner	Grants.gov
Form Name	Tangible Personal Property Report Disposition Request/Report SF-428-C
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.	Request Disposition Instructions for:	N/A	N/A
1-a.	Federally-owned Property	Optional	Select one or more of the checkboxes.
1-a-(i).	Request Federal Agency disposition instructions	Optional	Check to select.
1-a-(ii).	Other (Specify in Block 4 "Comments" or attach request)	Optional	Check to select.
1-b.	Acquired Equipment with current fair market value of \$5,000 or more	Optional	Select one or more of the checkboxes.

Field Number	Field Name	Required or Optional	Information
1-b-(i).	Request unconditional transfer of title with no further obligation to the Federal Government	Optional	Check to select.
1-b-(ii).	Request Federal Agency disposition instructions	Optional	Check to select.
2.	Report Disposition by Sale or Retention	N/A	N/A
2-a.	Retention of acquired equipment for use on non Federally supported projects	Optional	Check to select.
2-b.	Sale of acquired equipment	Optional	Check to select.
	Sale Proceeds or Estimate of Current Fair Market Value	Conditionally Required	Check to Select
	Total Amount	Conditionally Required	Enter the total amount received if the equipment has been sold. Enter an estimate of the current fair market value if the equipment will be retained for use on non-Federally funded projects.
2-b-(ii).	Percentage of Federal participation	Conditionally Required	Enter the percentage of Federal Government participation in the award under which the equipment was acquired.

Field Number	Field Name	Required or Optional	Information
2-b-(iii).	Federal Share	Conditionally Required	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-b-(iv).	Selling and Handling Allowance	Conditionally Required	If the equipment was sold, enter the amount of selling and handling expenses. Enter zero if the equipment will be retained for use on non-Federally funded projects.
2-b-(v).	Amount Remitted to the Federal Government	Conditionally Required	The amount of the Federal share in (iii) less the selling and handling expense listed in (iv). Indicate in Block 4 how the funds are being returned to the government. This is a calculated field.
3.	Report Loss, Destruction, or Theft of Federally-owned Property	N/A	N/A
	Loss, Destruction, or Theft of Federally-owned property	Optional	Check to select.
4.	Comments	Optional	Provide any explanations or additional information.