

Federal Agency Form Instructions

Form Identifiers	Information
Agency Owner	Grants.gov
Form Name	Tangible Personal Property Report Annual Report SF-428-A
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). Leave blank for Consolidated Annual Reports (Block 1 below)	Optional	Enter the Federal grant number or other identifying number assigned to the Federal financial assistance award. Leave blank if submitting a Consolidated Annual Report.
1.	Report Type (Choose One)	Required	One selection is required.
2.	Report As Of:	Required	One selection is required.
	Report As Of Year	Optional	Enter the appropriate year as yyyy.
	Report As Of Date	Optional	Enter the appropriate month, day and year as mm/dd/yyyy.
3.	Federally-owned Property	Required	Use this section to provide the specified information for each item or attach an equivalent document, such as a computer print out with the required detail. If additional space is required, you may use Supplement Sheet SF-428S.
3-a.	Description	Required	Provide a brief description of the item. This field is required for each row entered.
3-b.	Identification	Required	Enter the manufacturer's serial number, model number, Federal stock number, national stock number, or other identification number. This field is required for each row entered.

Field Number	Field Name	Required or Optional	Information
3-c.	Acquisition Date	Required	For items furnished by the Federal awarding agency, enter the date received by the recipient. This field is required for each row entered.
3-d.	Acquisition Cost	Required	Enter the acquisition cost. This field is required for each row entered.
4.	Comments	Optional	Provide any special notes or comments regarding the Federally-owned property being reported or the report itself.