

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	2.0
OMB Number	4040-0018
OMB Expiration Date	12/31/2027

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.	Equipment Acquired under a Federal award, as instructed by the Federal agency. Note: Current market value (FMV) means the best estimate of the gross sales proceeds if the property were to be sold in a public sale. Check applicable blocks to indicate the requested Federal awarding agency action.	Optional	Select one or more of the checkboxes.

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1-b-(i).	(i) To request approval to retain, sell, or otherwise dispose of equipment with a current FMV of \$10,000 or less with no further obligation to the Federal awarding agency. Contact the awarding agency to determine if this form is required for items with a fair market value of \$10,000 or less.	Optional	Check to select.
1-b-(ii).	(ii) To request approval, and compensate the Federal awarding agency for its percentage of participation in the cost of the original purchase, to retain title (of equipment for a purpose not originally intended) or sell equipment with a current FMV in excess of \$10,000 or more.	Optional	Check to select.
1-b-(iii).	(iii) To request approval, and compensate the non-Federal entity for its attributable percentage of participation of the current FMV, to transfer title to the Federal Government or to an eligible party for equipment to use for the originally intended purpose.	Optional	Check to select.
1-b-(iv).	(iv) To request Federal Agency Disposition instructions for any option not listed above.	Optional	Check to select.
1-b-(v).	Add Attachment.	Optional	Attach Supplemental Sheet SF-428S or recipient equivalent
2.	Report Proposed Disposition by Sale or Retention	N/A	N/A

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2-a.	Retention of acquired equipment for use on non Federally supported projects	Optional	Check to select.
2-b-(i).	Sale of acquired equipment	Optional	Check to select.
	(i) 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.
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 (\$1,000 or ten percent, which ever is less) of the Federal share amount listed in 2.b.(iii)	Conditionally Required	If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$1,000 or ten percent of the proceeds, which ever is less, for its selling and handling expenses.
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.

Field Number	Field Name	Required or Optional	Information
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.