

## Federal Agency Form Instructions

Form Identifiers	Information
Agency Owner	Grants.gov
Form Name	Tangible Personal Property SF-428
Form Version Number	1.0
OMB Number	4040-0018
OMB Expiration Date	12/31/2027

## Form Field Instructions

Field Number	Field Name	Required or Optional	Information
1.	Federal Agency and Organizational Element to Which Report is Submitted	Required	Enter the name of the Federal agency and the agency organization element identified in the award document or as otherwise instructed by the agency. This field is required.
2.	Federal Grant or Other Identifying Number Assigned by Federal Agency	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.
3a.	UEI	Required	Enter the recipient organization's Unique Entity Identifier (UEI). This field is required.
3b.	EIN	Required	Enter the recipient organization's Employer Identification Number (EIN) as assigned by the Internal Revenue Service. This field is required.
4.	Recipient Organization (Name and complete address including zip code)	Required	Provide the information for Recipient Organization.
	Recipient Organization Name:	Required	Enter the Recipient Organization Name. This field is required.
	Street1:	Required	Enter the first line of the Street Address. This field is required.
	Street2:	Optional	Enter the second line of the Street Address.

Field Number	Field Name	Required or Optional	Information
	City:	Required	Enter the City. This field is required.
	County:	Optional	Enter the County.
	State:	Conditionally Required	Select the state, US possession or military code from the provided list. Required if Country is USA.
	Province:	Optional	Enter the Province.
	Country:	Required	Select the Country from the provided list. This field is required.
	ZIP / Postal Code:	Conditionally Required	Enter the Postal Code (e.g., ZIP code). Required if Country is USA.
5.	Recipient Account or Identifying Number	Optional	Enter the account number or other identifying number assigned to the award by the recipient. This number is for the recipient's use and is not required by the Federal agency.
6.	Attachment (Check applicable)	Optional	Check applicable.
	Annual Report (SF-428-A)	Optional	Check to select.
	Final (Award Closeout) Report (SF-428-B)	Optional	Check to select.
	Disposition Report/Request (SF-428-C)	Optional	Check to select.
7.	Supplemental Sheet	Optional	Check the applicable block to indicate whether a Supplemental Sheet is attached. Recipients may use the SF-428S or equivalent document such as a computer print out to provide required detailed individual item information.
8.	Comments	Optional	Provide any explanations or additional information.
9a.	Typed or Printed Name and Title of Authorized Certifying Official	Required	Provide the information for Authorized Certifying Official.
	Prefix:	Optional	Select the Prefix from the provided list or enter a new Prefix not provided on the list.
	First Name:	Required	Enter the First Name. This field is required.

Field Number	Field Name	Required or Optional	Information
	Middle Name:	Optional	Enter the Middle Name.
	Last Name:	Required	Enter the Last Name. This field is required.
	Suffix:	Optional	Select the Suffix from the provided list or enter a new Suffix not provided on the list.
	Title:	Required	Enter the title of the authorized certifying official. This field is required.
9b.	Signature of Authorized Certifying Official	Required	Signature of the recipient's authorized certifying official. This field is required.
9c.	Telephone (area code, number, extension)	Required	Enter the telephone number (including area code and extension) of the individual listed in section 9a. This field is required.
9d.	E-mail Address	Required	Enter a valid E-mail Address. This field is required.
9e.	Date report submitted (MM/DD/YYYY):	Required	Enter the date the report is submitted to the Federal agency as mm/dd/yyyy. This field is required.
10.	Agency Use Only	N/A	This section is reserved for Federal agency use only