NORTHEAST DAIRY BUSINESS INNOVATION CENTER

NE-DBIC – Required Forms for Federal Reporting for Equipment: Tangible Personal Property Form

If you purchased equipment with your grant funds, you must fill out equipment reporting forms SF-428-B and SF-428-S (Supplemental sheet). Equipment is defined as any item with a cost over $5,000 or $10,000, depending on your grant program. Your Grant Agreement will identify any equipment in the Budget section. If you have not purchased equipment with grant funds, you do not need to fill out these forms.

If you intend to continue using the equipment for the use you purchased beyond the grant, you must complete the **Tangible Personal Property Report** and **Supplemental Sheet**. Most grantees will need to complete these forms.

If you decide to sell, transfer, otherwise dispose of, or use the equipment for a different purpose than it was purchased for – and it has a current fair market value of $5,000 or more or $10,000 or more, depending on your grant program – you must fill out a Disposition Request and Supplemental Sheet. Your responsibility to submit these forms extends until the value of your equipment falls below $5,000 or $10,000, depending on your grant program. Please reach out to your grant program manager or another NE-DBIC representative.

How to Fill Out the Required Forms

Form SF-428-B (Tangible Personal Property Form) Instructions:

- Grant # - this is your grant number with us and will be in this form: 02200-DBIC-**-**-**
- Section 1 – Report
    - Select 1b – Acquired Equipment
- Section 2a – leave blank
- Section 2b
    - Select 2bii – request federal agency disposition instructions
- Section 2c – leave blank
- Section 3 – Comments
    - Enter “All equipment will be retained by our business for the use for which they were acquired.”

TANGIBLE PERSONAL PROPERTY REPORT
Final Report SF-428- B

Federal Grant or Other Identifying Number Assigned by Federal Agency (Block 2 on SF-428).

Grant # - this is your grant number with us and will be in this form: 02200-DBIC-**-**-**

1. **Report** (Select all that apply)

a. ☐ Federally-owned Property (List on Supplemental Sheet SF-428S or recipient equivalent and complete Section 2a below.)

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 Check 1b. Sheet SF-428S or recipient equivalent and complete Section 2b below.)

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)*

d. ☐ None of the above

2. Complete relevant section(s)	**For Agency Use Only**
2a. **Federally-owned Property** *(Select one or more.)* (i) ☐ Request transfer to Award _____ (ii) ☐ Request Federal Agency disposition instructions (iii) ☐ Other *(Provide detail in Block 3 or attach request)*	Agency response to requested disposition of Federally owned property: (i) Recipient request approved ☐ denied ☐ (ii) Dispose in accordance with attached instructions ☐.
2b. **Acquired Equipment** *(Select one or more.)* (i) ☐ Request unconditional transfer of title with no further obligation to the Federal Government. (ii) ☑ Request Federal Agency disposition instructions Check 2b(ii) Note: If ency does not provide disposition instructions within 120 days the recipient may continue to use the equipment for Federally supported projects or dispose in accordance with the applicable property standards.	Agency response to requested disposition of acquired equipment:: (i) Recipient request approved ☐ denied ☐ (ii) Dispose in accordance with attached instructions ☐
	Authorized Awarding Agency Official
	Signature: / Date:
	Name: / Phone:
	Title / Email

2c. **Reportable Residual Unused Supplies**

(i) ☐ Sale proceeds or ☐ Estimate of current fair market value ..... $_____
(ii) Percentage of Federal participation ..... _____%
(iii) Federal share ..... $_____
(iv) Selling and handling allowance ..... $_____
(v) **Amount remitted to the Federal Government**..... $_____

3. Comments

Write: "All equipment will be retained by our business for the use for which they were acquired."

FINAL REPORT ATTACHMENT TO SF-428

Agency use only

Form SF-428-S (Supplemental Sheet) Instructions:

- Grant # - same as above
- Attachment type
    - Select Final (Award Closeout) Report
- Complete the table as follows:
    - Use one row for each piece of equipment purchased with NE-DBIC funds, do not include anything purchased solely with your match funds or with a dollar value less than $5,000 or $10,000, depending on your grant program
    - Leave column a, Award Number, blank
    - Column b – enter ACQ in each row you use
    - Column c – provide a brief description of the item
        - For example, “Boumatic Milk Plate Heat Exchanger T-4, 51 Dual Pass”
    - Column d – identification number
        - Enter in the serial number of that piece of equipment
    - Column e – acquisition date
        - Enter the date you purchased the item
    - Column f – condition code
        - Reference the second page for the numbers to use
        - 1 = excellent, in new or unused equipment
        - 4 = usable, shows some wear but can be used without significant repair
        - All items purchased with grant funds should be either a 1 or 4
    - Column g – acquisition cost
        - Enter the dollar amount you paid for the piece of equipment, not including freight, installation, or any other associated expenses
    - Column h – disposition request
        - Enter “2bii” into each row

TANGIBLE PERSONAL PROPERTY REPORT
Supplemental Sheet SF-428S

Federal Grant or Other Identifying Number Assigned by Federal Awarding Agency (Block 2 of SF-428)	Attachment Type	Page	Of Pages
Grant # - this is your grant number with us and will be in this form: 02200-DBIC-**-**-**	☐ Annual Report ☑ Final (Award Closeout) Report ☐ Disposition Request/Report	Check Final	

Complete one row for each item:

	Award Number (a)	GP or ACQ (b)	Description of Item (c)	Identification Number (d)	Acq. Date (e)	Cond. Code (f)	Acq. Cost (g)	Disp. Req. (h)
1		ACQ	Ex: "Boumatic Milk Plate Heat Exchanger T-4, 51 Dual Pass"	Equipment Serial #	purch-ase date	1=new 4=used	equip. cost	2bii
2								
3								
4								
5								
6								
7								
8								
9								
10								

Instructions for Tangible Personal Property Report: SF-428S

A. General Instructions

This is a standard form to be used by recipients to provide detailed individual item information in connection with required reports of tangible personal property under Federal assistance awards.

Federal Grant or Other Identifying Number Assigned by Federal Agency. Enter the Federal grant, cooperative agreement or other financial assistance award instrument number or other identifying number assigned to the Federal financial assistance award. If the Supplemental Sheet is submitted in connection with a Consolidated Annual Report Attachment, leave blank and enter individual award numbers in Column (a) for each item.

Report Type. Indicate the type of report Attachment for which the individual item information is being provided.

a. **Award Number.** For Consolidated Annual Report Attachments, 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. For all other Report Attachments (i.e., Individual Annual, Final, and Disposition Request/Report) leave blank.

b. **GP or ACQ.** Enter GP if the item is Federally-owned property. Note: Federally-owned property consists of items furnished by the Federal Government for use on the award identified in Block 1 or Column a. Enter ACQ if the item was acquired with award funds.

c. **Description of Item.** Provide a brief description of the item.

d. **Identification Number.** Enter the manufacturer's serial number, model number, Federal stock number, national stock number, or other identification number.

e. **Acq. Date.** Enter the date the item was acquired by the recipient. For items furnished by the Federal Government, enter the date received by the recipient.

f. **Cond. Code**. Enter the applicable condition code from the following list:

Code	Description
1	Excellent. Property that is in new condition or unused condition and can be used immediately without modification or repairs.
4	Usable. Property which shows some wear, but can be used without significant repair.
7	Repairable. Property which is unusable in its current condition but can be economically repaired.
X	Salvage. Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.
S	Scrap. Property which has no value except for its basic material content.

g. **Acq. Cost.** Enter the item acquisition cost.

h. **Disp. Req.** Indicate the type of disposition requested for each item by entering the corresponding number from Block 2 of the Final Report Attachment or Block 1 of the Disposition Request/Report Attachment. However, it is not necessary to enter this information when requesting the same disposition for all items of Federally-owned property or the same disposition for all items of Acquired Equipment (the disposition request indicated in the applicable Block(s) of the Final Report Attachment or the Disposition Request/Report Attachment will be sufficient). Not required for Annual Report Attachments.