

## FINAL REPORT - ATTACHMENT TO SF-428

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

**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 Supplemental 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 8 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

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

Note: If the awarding agency 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.

**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**

## SF-428 FINAL REPORT ATTACHMENT INSTRUCTIONS

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### A. General Instructions:

This Attachment is to be used by recipients when required to provide a final property report for closeout of Federal assistance awards. The Attachment allows recipients to request specific disposition of Federally-owned property and acquired equipment. The attachment also provides a means for calculating and transmitting appropriate compensation to the awarding agency for residual unused supplies.

Requirements for final reporting are based on individual award provisions and the type of property. Generally, at the end of a Federal assistance award, recipients are required to:

- a. submit a report of Federally-owned property
- b. provide a listing of equipment items, with an acquisition cost of \$5,000 or more, when the awarding agency has reserved the right to transfer title to the equipment to the Federal Government or a third party.
- c. compensate the awarding agency for residual unused supplies with a total aggregate fair market value greater than \$5,000 that are not needed for any other Federally sponsored programs or projects.

**Federal Grant or Other Identifying Number Assigned by Federal Agency.** 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.

1. **Report.** Check applicable blocks a-c to indicate the type of property that is being reported. Note: Federally-owned property includes items provided by the awarding agency, regardless of dollar value, and items of equipment acquired with award funds when the award specifies that title to the equipment vests in the Federal Government upon acquisition. Check block d to indicate no property to report, if the awarding agency requires a negative report.

2. Complete the relevant sections to correspond with the property reported in Block 1.

#### 2a. **Federally-owned Property.**

- (i) To request transfer of the property for use on a specific Federal award
- (ii) To request Federal agency disposition instructions for unneeded Federally-owned property
- (iii) To request a disposition other than (i) or (ii). For example, requests for transfer of title under authority of the Stevenson-Wydler Act.

#### 2b. **Acquired Equipment with acquisition cost of \$5,000 or more for which the awarding agency has reserved the right to transfer title.**

- (i) When statutory authority exists, the Federal awarding agency has the option to vest title to acquired equipment acquired with award funds in the recipient with no further obligation to the Federal government and under conditions the Federal awarding agency considers appropriate.
- (ii) To request Federal agency disposition instructions for equipment acquired with award funds

2c. **Residual Unused Supplies.** Indicate whether the supplies have been sold or if they will be retained for use solely on non Federally-funded projects.

- (i) Enter the total amount of sales proceeds or an estimate of the current fair market value if the supplies will be retained. Note: Fair market value means the best estimate of the gross sales proceeds if the property were to be sold in a public sale.
- (ii) Enter the percentage of Federal Government participation in the award under which the supplies were acquired.
- (iii) Enter the dollar amount of sales proceeds (or estimate of current fair market value) times the percentage of Federal Government participation listed in (ii).
- (iv) If the supplies were sold, enter the amount of selling and handling expenses. Enter zero if the supplies will be retained for use on non Federally funded projects.
- (v) Enter the amount of the Federal share in (iii) less the selling and handling expense listed in (iv). Indicate in Block 8 how the funds are being returned to the government (e.g., attached check made out to the Awarding Agency/U.S. Treasury or electronic remission).

3. **Comments.** Provide any explanations or additional information in this block. Attach additional sheets if necessary.

**Agency use only.** This section is reserved for Federal agency use only.