

**Supporting Statement
Data Collection for
SF-428 Tangible Personal Property Report
4040-0018**

The SF-428 Tangible Personal Property Report is an OMB-approved collection (4040-0018). This time we are requesting OMB to approve an existing collection to include a change in the forms SF428B and SF428C. *Grants.gov* also seeks a revision on this information collection request and a three-year clearance. This information collection will be utilized by 51 Federal grant-making agencies and additional grant-making entities. The information collection (IC) expires on November 30, 2024.

A. Justification

1. Need and Legal Basis

The Office of Federal Financial Management (OFFM) leads efforts at government-wide grants management to assure that Federal grants to non-Federal entities are managed properly and spent in accordance with laws and regulations. Working cooperatively with Federal grant-making agencies and non-Federal entities, OFFM establishes policies and guidelines through OMB's Uniform Administrative Requirements. *Grants.gov* serves as a repository for Federal grant-related forms on behalf of OMB OFFM.

OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, establish the reporting requirements fulfilled by this form.

2. Information Users

These forms are used by non-Federal entities to provide final property reports for closeout of Federal assistance awards, allows recipients to request specific disposition of Federally-owned property and acquired equipment and, provides a means for calculating and transmitting appropriate compensation to the awarding agency for residual unused supplies. As required by the implementation of Title 2 of the CFR, HHS will increase the equipment and supplies threshold from \$5,000 to \$10,000 (*2 CFR § 200.314(a)*).

3. Improved Information Technology

Federal awarding agencies have the option of allowing recipients to use electronic submission of alternate forms. Although agencies can allow recipients to submit electronically, or via other forms, they are only approved to collect the information approved under this information collection.

4. Duplication of Similar Information

There is no other source for the information reported on this form.

5. Small Businesses

The information requirements do not pertain to small business or other small entities.

6. Less Frequent Collection

No less frequent collection is feasible.

7. Special Circumstances

OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards establish the requirements fulfilled by this form.

8. Federal Register Notice/Outside Consultation

The Grants.gov Program Management Office managed by HHS published the current SF-428 Tangible Personal Property Report (4040-0018) for public comment in the Federal Register for 60-day comment on July 22, 2024 (89 FR 59122). Interested individuals were invited to send comments regarding any aspect of this collection of information. No public comments were received.

9. Payment/Gift to Respondents

Not applicable since there is no payment to respondents, other than remuneration of grantees.

10. Confidentiality

The grant-making agencies will maintain the authoritative copy of all application materials and data. The information will be consistent with OMB policies related to the administration of Federal grants as well as agency policies and practices for access to electronic and paper records. If application forms are submitted through the Grants.gov Apply mechanism, Grants.gov will maintain only transmission records pertaining to the files. Grants.gov will not maintain application materials and data.

11. Sensitive Questions

Not applicable since there are no sensitive questions.

12. Burden Estimate

As this is a Common Form, burden is reported only for HHS. By aggregating the agency's estimates as reported from the Grants.gov data call, an estimate of the total burden of the information collection was developed.

HHS receives approximately 2,000 forms annually for a total of 2,000 IC submissions. It takes applicants approximately 1 hour on average to complete each application. Cumulatively, HHS reports that the total burden to applicants is approximately 2,000 hours.

Section A. Estimated Annualized Burden Hours to Respondents
SF-428 Tangible Personal Property Report

AGENCY	IC NAME	Number of Annual Respondents	Number of Responses per Respondent	Total Annual Responses	Average Burden on Respondent per Response in Hours	Total Burden Hours
HHS	SF-428 Tangible Personal Property Report	2,000	1	2,000	1	2,000
TOTAL		2,000		2,000		2,000

Section B. Burden Cost

SF-428 Tangible Personal Property Report
Estimated Annualized
Cost to Respondents

Cost To Respondents				
AGENCY	Type of Respondent	Hourly Wage Rate	Total Burden Hours	Total Respondent Cost
HHS	Grant Writer	\$ 35.10	2,000	\$70,200
TOTAL			2,000	\$70,200

The Estimated Annualized Cost to Respondents assumes that the Hourly Wage Rate for a grant writer is \$35.10. The Total Burden Hours times the Hourly Wage Rate produces the Total Respondent Cost, which is \$70,200.

13. Capital Costs

There is no cost burden to respondents and record keepers associated with the use of the SF-428 Tangible Personal Property Report.

14. Cost to the Federal Government

The proposed SF-428 Tangible Personal Property Report is based on an OMB-approved form currently in use. There is no projected incremental increase in the cost burden to the Federal Government with the implementation of SF-428 Tangible Personal Property Report form. Each agency currently has existing personnel, systems and processes (or other resources) in place to receive and review their grant applications. Any additional cost for agency system development, maintenance and enhancements should not be attributed to use of the SF-428 Tangible Personal Property Report form, and therefore its use is not expected to alter annualized Federal costs.

Cost to Government

Total Annual Responses	Agency Personnel Time to Review (Hours)	Total Burden Hours on Agency Personnel	Average Grants Administrative Hourly Salary	Estimated Annual Cost to Federal Government for Form Review
2,000	1	2,000	\$39	\$78,000

Agency personnel time to review the form is estimated at 1 hour per form. Based on 2,000 responses per year, then 2,000 hours are estimated personnel hours to review. Grants administrative personnel generally are in the GS9 - 15 range. Based on a step one average of these grades, an average hourly salary is \$39 per hour. Therefore, 2,000 hours x \$39 = \$78,000 of estimated annual cost to the federal government to review the form.

15. Program or Burden Change

The overall net burden has not increased for 4040-0018.

16. Publication and Tabulation Dates

There are no publication plans for collected data including summarizing or tabulating by Grants.gov.

17. Expiration Date

Three years from OMB approval.

18. Certification Statement

Not applicable since there are no exceptions to the certification.

B. Collections of Information Employing Statistical Methods

No statistical methods are employed in this information collection.