


TANGIBLE PERSONAL PROPERTY REPORT
SF- 428

OMB Number: 4040-0018
Expiration Date: 11/30/2024

1. Federal Agency and Organizational Element to Which Report is Submitted <div style="border: 1px solid black; padding: 2px;">Department of Health and Human Services, Substance Abuse and Mental Health Services Administration</div>		
2. Federal Grant or Other Identifying Number Assigned by Federal Agency <div style="border: 1px solid black; padding: 2px;">H79TI081905</div>	3a. UEI <div style="border: 1px solid black; padding: 2px;">R37RMC63XKG1</div>	3b. EIN <div style="border: 1px solid black; padding: 2px;">59-6000800</div>
4. Recipient Organization (Name and complete address including zip code) Recipient Organization Name: <div style="border: 1px solid black; padding: 2px;">Pinellas, County of</div> Street1: <div style="border: 1px solid black; padding: 2px;">315 Court Street, Room 601</div> Street2: <div style="border: 1px solid black; padding: 2px;"></div> City: <div style="border: 1px solid black; padding: 2px;">Clearwater</div> County: <div style="border: 1px solid black; padding: 2px;"></div> State: <div style="border: 1px solid black; padding: 2px;">FL: Florida</div> Province: <div style="border: 1px solid black; padding: 2px;"></div> Country: <div style="border: 1px solid black; padding: 2px;">USA: UNITED STATES</div> ZIP / Postal Code: <div style="border: 1px solid black; padding: 2px;">33756-5165</div>		
5. Recipient Account or Identifying Number <div style="border: 1px solid black; padding: 2px;"></div>	6. Attachment (Check applicable) <input type="checkbox"/> Annual Report (SF-428-A) <input type="checkbox"/> Final (Award Closeout) Report (SF-428-B) <input type="checkbox"/> Disposition Report/Request (SF-428-C)	7. Supplemental Sheet <input type="checkbox"/> Yes <input type="checkbox"/> No
8. Comments <div style="border: 1px solid black; padding: 2px;"></div> <div style="text-align: right; margin-top: 5px;"><div style="border: 1px solid black; padding: 2px 10px;">Add Attachment</div><div style="border: 1px solid black; padding: 2px 10px;">Delete Attachment</div><div style="border: 1px solid black; padding: 2px 10px;">View Attachment</div></div>		
9a. Typed or Printed Name and Title of Authorized Certifying Official Prefix: <div style="border: 1px solid black; padding: 2px;"></div> First Name: <div style="border: 1px solid black; padding: 2px;">Barry</div> Middle Name: <div style="border: 1px solid black; padding: 2px;"></div> Last Name: <div style="border: 1px solid black; padding: 2px;">Burton</div> Suffix: <div style="border: 1px solid black; padding: 2px;"></div> Title: <div style="border: 1px solid black; padding: 2px;">County Administrator</div>		
9b. Signature of Authorized Certifying Official <div style="border: 2px solid red; padding: 5px; background-color: yellow; text-align: center;"></div>		
9c. Telephone (area code, number, extension) <div style="border: 1px solid black; padding: 2px;">727-464-3596</div>		
9d. E-Mail Address <div style="border: 1px solid black; padding: 2px;">grantscoe@pinellascounty.org</div>		
9e. Date report submitted (MM/DD/YYYY) <div style="border: 2px solid red; padding: 2px; color: red;">02/25/2025</div>	10. Agency use only	

APPROVED AS TO FORM

By: Cody J. Ward
Office of the County Attorney

Instructions for Tangible Personal Property Report: SF-428

The estimated annual public reporting burden for the collection of information on this form and its attachments is estimated to average 1 hour per respondent, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (4040-0018), Washington, DC 20503.

This is a standard form to be used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a Federal financial assistance award. The form consists of the cover sheet (SF-428) and three attachments to be used as required: Annual Report, SF428_2_0-A; Final (Award Closeout) Report, SF-428-B; and a Disposition Request/Report, SF-428-C. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

A. General Instructions:

Tangible personal property means property of any kind, except real property, that has physical existence. It includes equipment and supplies. It does not include copyrights, patents or securities. For convenience, throughout this form and its attachments, the term property will be synonymous with tangible personal property. The terms equipment and supplies will be used when referring to specific requirements.

Property may be provided by the awarding agency or acquired by the recipient with award funds. Federally-owned property consists of items that were furnished by the Federal government.

Recipients of Federal assistance awards may be required to provide Federal awarding agencies with information concerning property in their custody annually, at award closeout or when the property is no longer needed. Specific requirements will vary based on award provisions, the type of property (equipment or supplies) and whether the property is Federally-owned. This reporting form and its attachments are intended to assist recipients to provide necessary information when it is required.

1. Federal Agency and Organizational Element to Which Report is Submitted. Enter the name of the Federal agency and the agency organization element identified in the award document or as otherwise instructed by the agency. The organizational element is a sub-agency within a Federal agency. For example, the Air Force Office of Scientific Research (AFOSR) is an organizational element within the Department of Defense.

2. 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.

3a. UEI. Enter the recipient organization's Unique Entity Identifier (UEI) or Central Contract Registry UEI. The UEI is also referred to as the Unique Entity Identifier.

3b. EIN. Enter the recipient organization's Employer Identification Number (EIN) as assigned by the Internal Revenue Service.

4. Recipient Organization. Enter the name and complete address, including zip code, of the recipient organization.

5. Recipient Account or Identifying Number. 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 the applicable line to indicate the type of attachment being submitted. Use the Annual Report, SF-428-A, when required to provide annual inventory listings of Federally-owned property. Use the Final Report, SF-428-B, when required to provide property information in connection with the closeout of an award. Use the Disposition Request/Report, SF-428-C, when required to request disposition instructions for or to report the disposal of Federally-owned property or acquired equipment, at any time other than award closeout (i.e., during the award period or after award closeout as long as the Federal government retains an interest in the item).

7. Supplemental Sheet. 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. Provide any explanations or additional information in this block. Attach additional sheets if necessary.

9a. Typed or Printed Name and Title of Authorized Certifying Official. Enter the full name and title of the recipient representative authorized to sign this report.

b. Signature of Authorized Certifying Official. Original signature of the recipient's authorized certifying official.

c. Telephone. Enter the telephone number of the individual listed in Line 9a.

d. E-Mail Address. Enter the e-mail address of the individual listed in 9a.

e. Date report submitted. Enter the date the report is submitted to the Federal agency.

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

TANGIBLE PERSONAL PROPERTY REPORT
Final Report SF-428-B

OMB Number: 4040-0018
Expiration Date: 11/30/2024

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

H79TI081905

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)

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*)

2b. Acquired Equipment with current fair market value of \$5,000 or more:

(*Select one or more and attach Supplemental Sheet SF-428S or recipient equivalent*)

- ☐ (i) Acknowledge equipment acquired under this federal award will be retained for use as originally approved.
- ☐ (ii) Request Federal Agency disposition instructions.

Add Attachment

Delete Attachment

View Attachment

For Agency Use Only

Agency response to requested disposition of Federally owned property:

- ☐ (i) Recipient request approved ☐ denied
- ☐ (ii) Dispose in accordance with attached 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:

E-Mail:

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

Add Attachment

Delete Attachment

View Attachment

Agency Use Only

FINAL REPORT ATTACHMENT TO SF-428

Instructions for Final Report: SF-428 Attachment B

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 lines 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. Check line 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) Recipients should indicate any equipment acquired with federal funds will continued to be used in accordance with grant approved activities.
- (ii) To request Federal agency disposition instructions when acquired equipment is not needed for originally approved purposes.

Supplemental Sheet SF-428S or recipient equivalent - Attach Supplemental Sheet SF-428S or recipient equivalent.

2c. Reportable 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) multiplied by 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 3 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.