

## **Instructions for completing Tangible Personal Property forms for NTHMP grants**

NOAA/NWS considers that equipment, for example computer notes, sirens, radios, or EMWIN systems, was purchased by the NTHMP partner and owned by that partner, thus such equipment is not classified as “Federally-owned Property”. The Federal Government did not purchase the equipment and give it to the NTHMP partner.

Therefore, all equipment or supplies with any residual value at the end of a grant period, is not reportable as “Government-Owned” for purposes of Federal Grant reporting (semi-annual finance reports) or upon grant close-out.

Here are instructions on how to complete “Personal Property Forms” for NTHMP grant reports:

1. On form SF-428, available here:  
[https://www.whitehouse.gov/sites/default/files/omb/grants/approved\\_forms/sf-428.pdf](https://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-428.pdf)
2. Fill in Blocks 1 through 5 (straightforward)
3. Check the appropriate line in Block 6 (Annual or Final)
4. Check "no" in Block 7
5. Write in comments section (Block 8) "No Federally-owned tangible personal property"

For close-out reports, also complete form SF-428B, available here:

[https://www.whitehouse.gov/sites/default/files/omb/grants/approved\\_forms/sf-428-b.pdf](https://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-428-b.pdf)

1. Fill in the top box identical to what's in Block 2 on the SF428 form.
2. On that form in Block 1, check item (d) "None of the above"
3. Leave Blocks 2a and 2b blank.
4. In Block 3, write "No Federally-owned tangible personal property"

Submit these forms with the usual SF425 Financial Report.

Please refer questions to: [Rocky.Lopes@noaa.gov](mailto:Rocky.Lopes@noaa.gov) and [Lewis.Kozlosky@noaa.gov](mailto:Lewis.Kozlosky@noaa.gov)