Completing a Tangible Personal Property Report (SF-428)

Learn how to create, fill out, and submit a Tangible Personal Property Report (Financial Report SF-428) for your DoDEA grant.

Reporting Access by Role

Project directors and financial staff members can create and submit SF-428 forms through the *Financial Reporting Dashboard* on the DoDEA Evaluation Technical Assistance Center (ETAC) website. Other team members within a grantee school district can view but not edit financial forms. Evaluators do not have access to the *Financial Reporting Dashboard*.
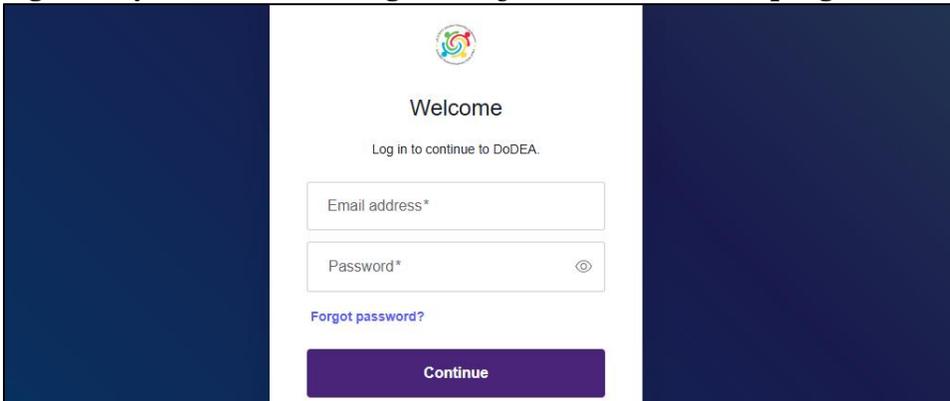
Creating a New *SF-428 Form*

Use the following steps to create a new SF-428 form or access an existing draft:

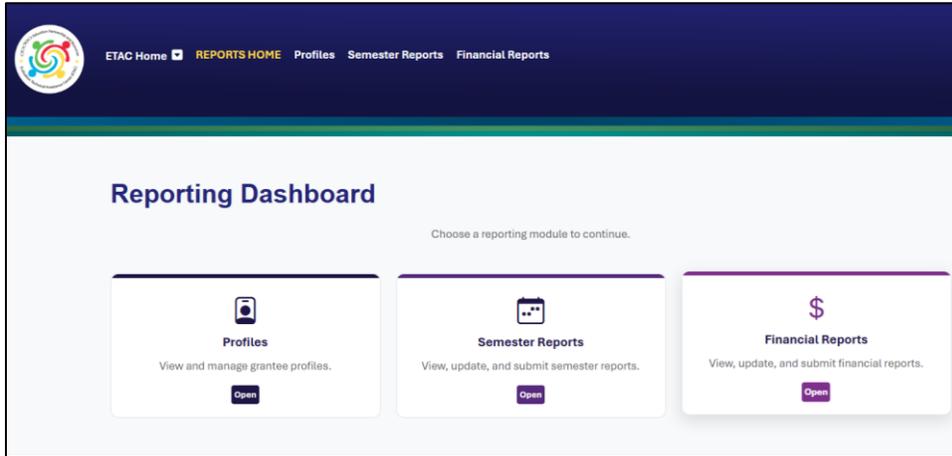1. Go to the ETAC homepage.

2. Sign into your account using the *Login* button in the top right corner of the homepage.

3. Select *Reporting* from the navigation menu to enter the *Reporting Dashboard*.

4. Open the *Financial Reports* card to enter the *Financial Reporting Dashboard*.

5. Select *SF-428* from the side menu or open the corresponding dashboard card. Within this category, you will find a list of all grantees, grant projects, and grant years with which your user profile is associated.
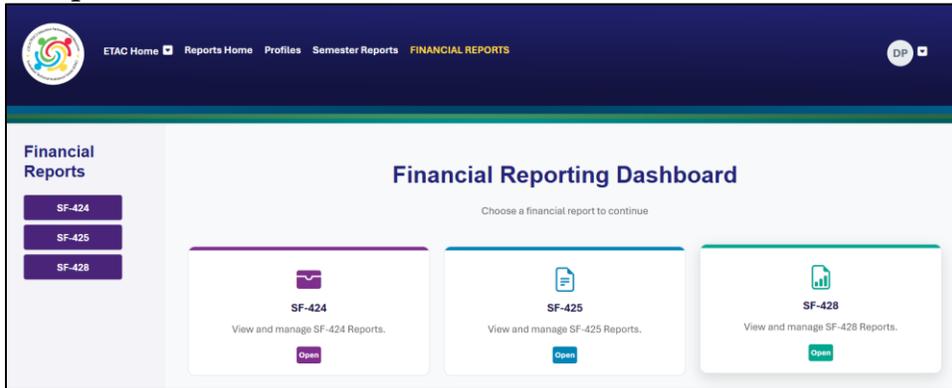
6. Find the desired grantee and grant year using the search bar and *Award Year* drop-down menu.

7. Select the *View* button to access all SF-428 Reports for the selected grantee and grant year.

8. Select the *+New SF-428* button in the upper right to start a new report. To edit an existing SF-428 draft, find the desired form in the table and select *Edit*.

Filling Out the Form

General Notes

Before You Start: Review the *Year, Award Number*, and *School District* preselected in the first drop-down menu on the page. Double check that it reflects your desired combination. Information populates throughout the form based on this initial selection.

Mandatory Sections: As you complete the form, note that all items marked with a red asterisk are mandatory and must be completed in order to save and submit the form. If you click the *Next* button before completing all mandatory fields on a given page, an error message will prompt you to provide the missing information before moving forward.

Saving Your Work: To save the report as a draft, complete all mandatory fields and click the *Next* button at the bottom left corner of the form. After this initial save, you can exit and return to edit the form as needed before submitting.

Next ->   Cancel
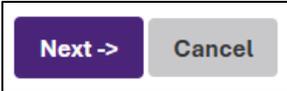
Items 1-8

1. Federal Agency and Organizational Element to Which Report is Submitted: Prefilled with *DoDEA*.

> 1. Federal Agency and Organizational Element to Which Report is Submitted *
>
> DoDEA

2. Federal Grant or Other Identifying Number Assigned by Federal Agency: Prefilled with the Grant Award Number based on your selections when you created the form.

> 2. Federal Grant or Other Identifying Number Assigned by Federal Agency *
>
> HE1254-24-1-9999

3.a-b. EIN and **UEI:** Enter the grant's Unique Entity Identifier (UEI) and Employer Identification Number (EIN).

> 3a. UEI *
>
> 3b. EIN *

4. Recipient Organization: Enter the name and full address of the grantee organization.

4. Recipient Organization (*Name and complete address including zip code*)

Recipient Organization Name *

Street 1 *

Street 2

City *

County

State *
-- Select State --

Province

Country
United States

ZIP / Postal Code *

5. Recipient Account or Identifying Number: Enter the corresponding numerical ID.

5. Recipient Account or Identifying Number

6-7. Attachment and **Supplement Sheet:** Select the descriptors that best describe the attachment you are uploading.

6. Attachment (Check applicable)
- ☐ Annual Report (SF-428-A)
- ☐ Final (Award Closeout) Report (SF-428-B)
- ☐ Disposition Report/Request (SF-428-C)

7. Supplemental Sheet
○ Yes ○ No

8. Comments and **Upload:** If needed, enter additional comments in the text field provided and use the *Upload* button to add your attachments to the form.

8. Comments

Add Attachment **Upload**

9. Electronic Signature: Enter your full legal name, use the drop-down menus to add any prefixes and suffixes, type your signature in line 9.b., and add your contact information in lines 9.c-d. Note that when you submit the form, the submission date will be added automatically to line 9.e.

Save and Continue: After you have completed all mandatory fields, click the *Next* button at the bottom left corner of the form. This will save the form as a draft and proceed to the final screen. After this initial save, you can exit and return to edit the form as needed, or proceed with submitting the report to DoDEA for approval.

Submitting the Form

SF-428 Approval

Current Status: This section displays the status of the form (currently *draft*) and records the username or email address of the person who last saved the form. The status updates when the form is submitted.

Change Status: Click the *Submit for Approval* button once you have checked over your entries and are ready to send the completed form to the DoDEA program team for review and approval.

> **Note:** Clicking *Submit for Approval* will lock the form for further editing and send it to the DoDEA program team. You cannot retract or edit a form after it has been submitted. Forms you create are not visible to the DoDEA program team until they are submitted.

Status History: After you click *Submit for Approval,* the status history will update with the timestamp of your submission, the new status, and the person who made the change. A new *Timestamp* row appears for each new status through which the form passes (*Draft, Submitted, Rejected, Resubmitted*, etc.).

Next Steps

Update a Submitted Report: If, after submitting a report, you need to make an update, please contact ETAC at support@dodeagrants.org.

> **Note:** Making updates involves returning a submitted form to *Draft* status. After making your updates, you will need to resubmit your form.

View or Print Your Report: Return to the *SF-428* area of the *Financial Reporting Dashboard* and use the filters to locate your report. Use the corresponding buttons to *View* the report, or *Print* a copy for your records.

ID	GRANT #	RECIPIENT ORGANIZATION	CITY	UEI	EIN	DATE SUBMITTED	STATUS	ACTION	
22	HE1254-24-1-9999	awetouyawyt	e	4690734	4209752	12/15/2025 01:25 PM EST	Submitted	View	Print

+ New SF-428

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Check Report Status: The submitter will receive an email notification when the DoDEA program team either approves or rejects the submitted report. To view details about the status change, use the filters in the *SF-428* area of the *Financial Reporting Dashboard* to locate the report. Then, click on the *Status* button (*Submitted*, *Approved*, *Rejected*, etc.) to view the *Status History* table.

ID	GRANT #	RECIPIENT ORGANIZATION	CITY	UEI	EIN	DATE SUBMITTED	STATUS	ACTION	
22	HE1254-24-1-9999	awetouyawyt	e	4690734	4209752	12/15/2025 01:25 PM EST	Submitted	View	Print

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Complete Revisions and Resubmit (if needed): In the event that the DoDEA program team does not approve the form as-is, follow the directions provided in the *Reason* column of the *Status History* table to revise and resubmit the form.

18	Grantee DEF School District	B9C0D1E2F3G4	FG-1002	11/25/2025 06:28 AM EST	Rejected	Edit	View

Status History

CHANGED ON	OLD STATUS	NEW STATUS	CHANGED BY	REASON
11/25/2025 06:35 AM EST	Submitted	Rejected	dodea-admin@seiservices.com	Application incomplete
11/25/2025 06:34 AM EST	Draft	Submitted	dodea-pd@seiservices.com	

Additional Guidance

Need support with another aspect of the *Financial Reporting Dashboard* or a different type of financial report? These articles can help:

- Navigating the Financial Reporting Dashboard
- Budget Change Request (SF-424)
- Annual Federal Financial Report (SF-425)