

# 2022 NSLP Equipment Grant Reimbursement Guide

The NSLP Equipment Grant is a reimbursement grant. This reimbursement guide is for Contracting Entities (CEs) awarded a 2022 grant. All reimbursement requests must be submitted to TDA Food and Nutrition in writing with the proper documentation. Reimbursements are not processed via TX-UNPS.

## Required Documents

- ✓ Form 74-176 (Vendor Direct Deposit Authorization)
  - ✓ Must be submitted
  - ✓ Complete all fields to ensure no delay in payment
- ✓ Claim Cover Sheet
  - ✓ Must be submitted
  - ✓ Equipment description and location must match grant award
- ✓ Vendor Invoice
  - ✓ Equipment description and location must match grant award
  - ✓ Must indicate equipment was installed before August 31, 2024


## Required Registration


- ✓ Federal System for Award Management (SAM)
  - ✓ Your CE have an “actively” registered Unique Entity Identifier (UEI) in SAM
  - ✓ Check [www.SAM.gov](http://www.SAM.gov) to ensure your CE is “active”
  - ✓ Payment will be delayed if not “actively” registered

## Reminders


- You are required to follow all federal, state and local procurement laws when purchasing equipment.
- Equipment purchases will be verified during your Administrative Review. If, during the review, the CE is deemed to be noncompliant regarding equipment purchased, the CE must reimburse TDA with non-federal funds.


## Submission Methods

 [NSLPEquipmentgrants@TexasAgriculture.gov](mailto:NSLPEquipmentgrants@TexasAgriculture.gov)  
(preferred method)

 Texas Department of Agriculture  
Food and Nutrition Division  
ATTN: General Accounting  
P.O. Box 12847  
Austin, Texas 78711-2847

## Questions

 [NSLPEquipmentgrants@TexasAgriculture.gov](mailto:NSLPEquipmentgrants@TexasAgriculture.gov)  
(preferred method)

 (877) TEX-MEAL  
(877) 839-6325

