The NSLP Equipment Grant is a reimbursement grant. This reimbursement guide is for Contracting Entities awarded a 2020 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 30, 2022

**Required Registration**

✓ Federal System for Award Management (SAM)
  ✓ Your district must be “actively” registered in SAM
  ✓ Check www.SAM.gov to ensure the district 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 SFA is deemed to be noncompliant regarding equipment purchased, the SFA must reimburse TDA with non-federal funds.

**Submission Methods**

✉️ 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 (preferred method)

📞 (877) TEX-MEAL
  (877) 839-6325