2020 NSLP Equipment Grant
Reimbursement Guide

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
✓ PO.BOps@TexasAgriculture.gov
  (preferred method)

Questions
✓ PO.BOps@TexasAgriculture.gov
  (preferred method)

 handwritten