The NSLP Equipment Grant is a reimbursement grant. This reimbursement guide is for Contracting Entities awarded a 2021 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, 2023

**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