

2021 NSLP Equipment Grant Reimbursement Guide

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

