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 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