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

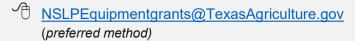
Required Registration

- ✓ 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 nonfederal funds.

Submission Methods



Texas Department of Agriculture Food and Nutrition Division ATTN: General Accounting P.O. Box 12847 Austin, Texas 78711-2847

Ouestions

NSLPEquipmentgrants@TexasAgriculture.gov (preferred method)

1 (877) TEX-MEAL (877) 839-6325





