

**INSTRUCTIONS FOR COMPLETING
THE FNS 529 AND TERMS & CONDITIONS
FOR THE NSLP EQUIPMENT GRANTS IN FY 2017**

FNS 529 – This is a new format in accordance with the OMB Omnibus Circular Requirements for grant awards

Need to complete the following highlighted boxes

Box 1 – Complete NSLP-17-~~XX~~-01 – this should be the State abbreviation

Box 2 – Insert date of award, this should be when you send out the award document for signature

Box 4 – Insert State DUNS

Box 9 – Insert Recipient (Grantee) – this should be name and address

Box 9. - Insert Accounting information from FMMI

Boxes 11/12/13 – Amount of Grant (If grant funds were distributed in increments these boxes would have different numbers)

Box 14. – Insert place of performance (State)

Box 15. – Budget Approved by Awarding Agency

Box 17 – If applicable, include indirect cost rate. If no rate, insert N/A.

Box 19 – Insert Regional Office information

Box 20 – Insert Grant start date

Signature Block – complete Regional Administrator information (The RA should sign the document after the State returns the signed form)

TERMS & CONDITIONS

Need to complete for each grant highlighted items

- 1) Recipient Name
- 2) Grant agreement number
- 3) Grantee name
- 3) Program Officer Contact information

If you have any questions regarding completion of the FNS-529 or Terms & Conditions, please contact Gregg Walton at greg.walton@fns.usda.gov

The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.