

**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](mailto:greg.walton@fns.usda.gov)