

Permanent Agreement with TDA

Frequently Asked Questions

1. What do contractors place on Exhibit D as the “PR /Award or Project Name”?
Permanent Agreement
2. Who signs off on the various signature lines throughout the permanent agreement and exhibits? **The superintendent or authorized representative signs off in all locations.**
3. Do contractors return all items to TDA in the self-enclosed envelope? **Yes, please complete the agreement and return all the documents received in the enclosed self-addressed envelope. Even if documents are not signed all 38 pages should be returned.**
4. Is TDA going to mail contractors back a confirmation letter stating TDA received and have processed the single agreement? **A copy of the final agreement, with TDA signature, will be mailed back to you once we have reviewed the agreement for completeness and accuracy.**
5. What if the contractor leaves the “take effect on” date in Section VIII blank? Does TDA write the date or leave it blank or return it? **If contractors leave that blank, TDA does not have to return it. This action has been approved by Legal and is in keeping with the contract language.**
6. What about questions regarding Exhibit F, the Standard Form-LLL Disclosure Form to Report Lobbying on page 22? **Exhibit F is only required if the sponsor receives over \$100,000 in federal funds AND has conducted lobbying activities. Exhibit E has a definition of lobbying. Refer to Exhibit E, item 2. Whether this is applicable or not, the form must be returned even if it is not signed.**
7. Does the Permanent Agreement take the place of the online application and Schedule A? In other words, if contractors fill out the Single Agreement do they still have to complete an application and schedule A or will this the “Single Agreement” take the place of the application and schedule A? **No. This document does not replace the annual renewal process.**
8. On Schedule A, should contractors put number or “X” on the Program Participation? **An “X” should be indicated for each program being operated by the school.**
9. Also on Schedule A, how should contractors count total program participation? **The Grant Total line on the Schedule A should report the total count of schools participating in each program. (This is indicated by an “X” for each school.)**

- 10.** On Exhibit G certifications, item “a” (“Any facility to be utilized in the performance of this proposed contract has has not been listed on the Environmental Protection Agency List of Violating Facilities.”) on page 27, what box should be checked for the clean air and water certification? **If any facilities operated by the sponsor have been listed on the EPA List of Violating Facilities, then they should check “has.” Otherwise they should check “has not.”**
- 11.** What if the contractor did not send back all 38 pages? **Please submit the green pages to:**
TDA Food and Nutrition Division
ATTN: Jackie Allen
P.O. Box 12847
Austin, Texas, 78711-2847.
- Make sure the contractor’s name and either county district number or UCN is on the first page of the documents returned.**
- 12.** Can a contractor download the application from the website and submit? **No. The original green document must be returned.**
- 13.** What if the contractor discarded the green sheets they did not send back to TDA? **Request a complete document from TDA for resubmission.**