

# TEXAS PUBLIC FINANCE AUTHORITY

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**TO:** TPFA Client Agencies

**DATE:** September 1, 2025

**RE:** Procedures for Submitting a Request for Financing

The following information is provided to assist TPFA client agencies with submitting a request for financing for the FY 2026-2027 biennium.

**Application and Submission**

TPFA Administrative Rules require an agency to submit a Request for Financing to the TPFA Board prior to the issuance of the Bonds, which includes commercial paper notes. The Request for Financing must include:

1. A cover letter addressed to the Executive Director or Board Chairman that specifies the dollar amount of the requested funding, and the legal authority or appropriation for the project and bond financing;
2. A resolution adopted by the client agency's governing body, board or commission authorizing submittal of the request for financing and a maximum amount of issuance for the request;
3. A project description for the financed project;
4. A project budget that identifies expenditures to be capitalized;
5. An estimated expenditure schedule (including the first date the agency estimates expending funds and the estimated project completion date); and
6. An affirmation that Bond Proceeds will only be used for an authorized state or local government purpose.

Requests for financing must be submitted at least 30 days prior to being considered at a TPFA Board Meeting and can be submitted by email to [bondteam@tpfa.texas.gov](mailto:bondteam@tpfa.texas.gov) or by mail to TPFA, Attn: Financing Request Group, PO Box 12906, Austin, Texas 78711. A tentative TPFA Board meeting schedule is included below. Any changes to that schedule will be noted on the TPFA website. Additional resources are also available on TPFA's website ([www.tpfa.texas.gov](http://www.tpfa.texas.gov)) under Client Agency Resources

## TPFA and Bond Review Board Meetings

TPFA Board meetings generally are held on the first Thursday of the month. A requesting agency must submit a complete request for financing not later than 30 days prior to the date of the Board meeting in order to provide sufficient time for staff and TPFA Board review. A tentative meeting and submittal schedule for the biennium follows. Advance notice that your agency is planning to submit a financing request is recommended and will facilitate the timely consideration of the request for financing. Please contact TPFA staff regarding your planned request for financing to discuss the date of the Board meeting at which your request for financing may be considered. A request for financing which does not contain sufficient information to be adequately evaluated by staff, or which is otherwise incomplete, will be deferred to a subsequent Board meeting, unless such deficiency is cured at least 14 days prior to the Board meeting.

An agency representative must attend each meeting at which the agency's financing request is considered, unless notified by TPFA staff that attendance is not required. If an agency representative is not in attendance and the agency's attendance has not been excused, the TPFA Board will not consider the financing request.

TPFA staff will prepare and submit the Bond Review Board (BRB) Notice of Intent to Issue Debt and the BRB Application. The BRB meeting schedule as currently posted on the BRB website is included below. However, the schedule is subject to change by the BRB ([www.brb.texas.gov](http://www.brb.texas.gov)).

Before submitting a financing request, please confirm TPFA Board meeting dates with TPFA staff.

### 2026 Tentative TPFA Board Meeting Schedule

Request for Financing Agency Submission	TPFA Board Meeting*
9/9/2025	10/9/2025
10/7/2025	11/6/2025
11/4/2025	12/4/2025
12/9/2025	1/8/2026
1/6/2026	2/5/2026
2/3/2026	3/5/2026
3/3/2026	4/2/2026
4/7/2026	5/7/2026
5/5/2026	6/4/2026
6/2/2026	7/2/2026
7/7/2026	8/6/2026

\* Some dates may be adjusted from tentative schedule above in order to accommodate holidays or other TPFA business.

## Bond Review Board Meeting Schedule

Meeting Month	Notice of Intent Due	Application Due	Planning Session	Board Meeting**
September 2025 (FY26)	8/21/2025	8/25/2025	9/9/2025	9/18/2025
November 2025 (FY26)	10/23/2025	10/27/2025	11/11/2025	11/20/2025
January 2026 (FY26)	12/25/2025	12/29/2025	1/13/2026	1/22/2026
March 2026 (FY26)	2/19/2026	2/23/2026	3/10/2026	3/19/2026
May 2026 (FY26)	4/23/2026	4/27/2026	5/12/2026	5/21/2026
July 2026 (FY26)	6/25/2026	6/29/2026	7/14/2026	7/23/2026

\*\* If the requesting agency or entity have difficulties or conflicts regarding submission or meeting dates, please contact Lee Deviney, Executive Director.

### TPFA Staff Contacts

A list of staff contact information is located below should your agency have any questions about the preparation or submittal of a request for financing.

Lee Deviney, Executive Director	lee.deviney@tpfa.texas.gov	512-463-9433
Kevin Van Oort, General Counsel	kevin.vanoort@tpfa.texas.gov	512-463-5681
John Hernandez, Deputy Director	john.hernandez@tpfa.texas.gov	512-463-3101
Pamela Scivicque, Director of Business Administration	pamela.scivicque@tpfa.texas.gov	512-463-3141
Matthew Berry, Senior Financial Analyst	matthew.berry@tpfa.texas.gov	512-463-8297

We look forward to working with your agency on its upcoming financing requests.

Sincerely,



Lee Deviney  
Executive Director

