

# TEXAS PUBLIC FINANCE AUTHORITY

## BOARD OF DIRECTORS:

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**TO:** TPFA Client Agencies  
**DATE:** February 18, 2016  
**RE:** Procedures for Submitting a Request for Financing

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The following information is provided to assist TPFA client agencies with submitting a request for financing for the FY 2016-17 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 a 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 [financingrequest@tpfa.state.tx.us](mailto:financingrequest@tpfa.state.tx.us) 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.state.tx.us](http://www.tpfa.state.tx.us)) under Client Agency Resources.

### TPFA and Bond Review Board Meetings

TPFA Board meetings generally are held on the first Thursday of the month. TPFA must receive an agency's financing request 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 2016-2017 follows. Advance notice that your agency is planning to submit a financing request is

appreciated. Please contact TPFA staff regarding your planned request for financing to discuss the date of the Board meeting at which your request for financing will be considered. A request for financing which does not contain sufficient information to be adequately evaluated by staff within the 30-day period may be deferred to a subsequent 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 Finance and the BRB Application after TPFA Board approval. The BRB meeting schedule as currently posted on the BRB website for FY 2016-17 is included below. However, that schedule is subject to change by the BRB ([www.brb.state.tx.us](http://www.brb.state.tx.us)).

Before submittal of an application, please confirm TPFA Board meeting dates with TPFA staff.

### 2016-2017 TPFA Board Meeting Schedule

Request for Financing Agency Submission Deadline	TPFA Agenda Posted	TPFA Board Meeting*
March 9, 2016	March 31, 2016	April 7, 2016
April 6, 2016	April 27, 2016	May 5, 2016
May 4, 2016	May 26, 2016	June 7, 2016
June 8, 2016	June 29, 2016	July 2, 2016
July 6, 2016	July 27, 2016	August 4, 2016
August 3, 2016	August 24, 2016	September 1, 2016
September 7, 2016	September 28, 2016	October 6, 2016
October 5, 2016	October 26, 2016	November 3, 2016
November 2, 2016	November 23, 2016	December 1, 2016
December 7, 2016	December 28, 2016	January 5, 2017
January 4, 2017	January 25, 2017	February 2, 2017
February 1, 2017	February 22, 2017	March 2, 2017
March 8, 2017	March 29, 2017	April 6, 2017
April 5, 2017	April 26, 2017	May 4, 2017
May 3, 2017	May 24, 2017	June 1, 2017
June 7, 2017	June 28, 2017	July 6, 2017
July 5, 2017	July 26, 2017	August 3, 2017

\* Some dates may be adjusted from the standard schedule to accommodate holidays or other TPFA business. If you have problems meeting on these dates, please contact Lee Deviney, Executive Director.

### Bond Review Board Meeting Schedule

Meeting Month	Notice of Intent Due	Application Due	Planning Session	Board Meeting
March 2016 (FY16)	02-24-2016	03-01-2016	03-08-2016	03-17-2016
May 2016 (FY16)	04-27-2016	05-03-2016	05-10-2016	05-19-2016
July 2016 (FY16)	06-29-2016	07-05-2016	07-12-2016	07-21-2016
September 2016 (FY17)	08-31-2016	09-06-2016	09-13-2016	09-22-2016

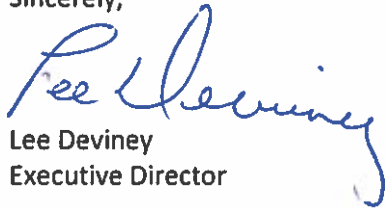
#### **TPFA Staff contacts**

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	<a href="mailto:lee.deviney@tpfa.state.tx.us">lee.deviney@tpfa.state.tx.us</a>	512/463-9433
Kevin Van Oort, General Counsel	<a href="mailto:kevin.vanoort@tpfa.state.tx.us">kevin.vanoort@tpfa.state.tx.us</a>	512/463-5681
John Hernandez, Deputy Director	<a href="mailto:john.hernandez@tpfa.state.tx.us">john.hernandez@tpfa.state.tx.us</a>	512/463-3101
John Barton, Financial Analyst	<a href="mailto:john.barton@tpfa.state.tx.us">john.barton@tpfa.state.tx.us</a>	512/463-3142
Donna Weinberger, Bond Administration Specialist	<a href="mailto:donna.weinberger@tpfa.state.tx.us">donna.weinberger@tpfa.state.tx.us</a>	512/463-8297

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

Sincerely,



Lee Deviney  
Executive Director