

# TEXAS PUBLIC FINANCE AUTHORITY

## BOARD OF DIRECTORS:

Billy M. Atkinson, Jr., Chair  
Ruth C. Schiermeyer, Vice Chair  
Gerald B. Alley, Secretary  
Ramon Manning  
Walker N. Moody  
Rodney K. Moore  
Robert T. Roddy, Jr.



EXECUTIVE DIRECTOR  
Lee Deviney

## MAILING ADDRESS:

Post Office Box 12906  
Austin, Texas 78711-2906

## PHYSICAL ADDRESS:

300 West 15th Street, Suite 411  
Austin, Texas 78701

TELEPHONE: (512) 463-5544

FACSIMILE: (512) 463-5501

**TO:** TPFA Client Agencies  
**DATE:** December 1, 2017  
**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 2017-18 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.texas.gov](mailto:financingrequest@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. 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 will 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 2017-18 is included below. However, that schedule is subject to change by the BRB ([www.brb.texas.gov](http://www.brb.texas.gov)).

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

#### **2017-2018 TPFA Board Meeting Schedule**

| <b>Request for Financing Agency Submission Deadline</b> | <b>TPFA Agenda Posted</b> | <b>TPFA Board Meeting*</b> |
|---|---------------------------|----------------------------|
| December 5, 2017  | December 29, 2017         | January 4, 2018            |
| January 2, 2018   | January 26, 2018          | February 1, 2018           |
| January 30, 2018  | February 23, 2018         | March 1, 2018              |
| March 6, 2018   | March 30, 2018            | April 5, 2018              |
| April 3, 2018   | April 27, 2018            | May 3, 2018                |
| May 8, 2018   | June 1, 2018              | June 7, 2018               |
| June 5, 2018  | June 29, 2018             | July 5, 2018               |
| July 3, 2018  | July 27, 2018             | August 2, 2018             |

\* Some dates may be adjusted from the standard schedule to accommodate holidays or other TPFA business. If you have problems meeting 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 |
|---------------|----------------------|-----------------|------------------|---------------|
| January 2018  | 12-27-2017           | 1-2-2018        | 1-9-2018         | 1-18-2018     |
| March 2018    | 2-28-2018            | 3-6-2018        | 3-13-2018        | 03-22-2018    |
| May 2018      | 4-25-2018            | 5-1-2018        | 5-8-2018         | 05-17-2018    |
| July 2018     | 6-27-2018            | 7-3-2018        | 7-10-2018        | 07-19-2018    |

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

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

Sincerely,



Lee Deviney  
Executive Director