

TEXAS PUBLIC FINANCE AUTHORITY

BOARD OF DIRECTORS:

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EXECUTIVE DIRECTOR
Lee Deviney

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TO: TPFA Client Agencies
DATE: November 30, 2018
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 2018-19 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 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) 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 2018-2019 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 2018-19 is included below. However, that schedule is subject to change by the BRB (www.brb.texas.gov).

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

2018-2019 TPFA Board Meeting Schedule

Request for Financing Agency Submission Deadline	TPFA Agenda Posted	TPFA Board Meeting*
December 11, 2018	January 2, 2019	January 10, 2019
January 8, 2019	January 30, 2019	February 7, 2019
February 5, 2019	February 27, 2019	March 7, 2019
March 5, 2019	March 27, 2019	April 4, 2019
April 2, 2019	April 24, 2019	May 2, 2019
May 7, 2019	May 29, 2019	June 6, 2019
June 11, 2019	July 3, 2019	July 11, 2019
July 2, 2019	July 24, 2019	August 1, 2019

* 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 2019 (FY19)	12-26-2018	12-31-2018	01-07-2019	01-17-2019
March 2019 (FY19)	02-27-2019	03-05-2019	03-12-2019	03-21-2019
May 2019 (FY19)	04-24-2019	05-07-2019	05-14-2019	05-23-2019
July 2019 (FY19)	06-26-2019	07-02-2019	07-09-2019	07-18-2019
September 2019 (FY20)	08-28-2019	09-03-2019	09-10-2019	09-19-2019
November 2019 (FY20)	10-30-2019	11-05-2019	11-12-2019	11-21-2019

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
John Barton, Financial Analyst	john.barton@tpfa.texas.gov	512/463-3142
Donna Weinberger, Bond Administration Specialist	donna.weinberger@tpfa.texas.gov	512/463-8297

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

Sincerely,



Lee Deviney
Executive Director