Texas Credit Enhancement Program

Texas Credit Enhancement Program Application Instructions
For Texas Open-Enrollment Charter Schools

Texas Public Finance Authority
Charter School Finance Corporation

Form 2026_01_01

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Introduction

This document includes both instructions and the application form, which is issued in solicitation of applications from eligible open-enrollment charter schools for an allocation of the Texas Credit Enhancement Program (TCEP) credit enhancement guarantee fund. The purpose of the application form is to gather data and information in a standardized manner for timely review, processing and evaluation. Information submitted by an applicant will be used to evaluate the applicant's compliance with federal and state program guidelines and to facilitate deliberation by the Texas Public Finance Authority Charter School Finance Corporation Board of Directors for determination and approval of TCEP awards.

Background

The Texas Credit Enhancement Program (TCEP) for Texas open-enrollment charter schools was established to provide a guarantee fund for issuing tax exempt revenue bonds to provide financing for the acquisition, construction, repair, or renovation of Texas charter school facilities, including refinancing of facilities debt within federal program guidelines. (Federal program guidelines require that new construction or renovation be part of any project approved through this TCEP application.) **This application is for an allocation of the credit enhancement guarantee fund, as such, a successful applicant will not receive a direct distribution of funds.**

A consortium of Texas entities was awarded a federal grant to create the guarantee fund. The consortium consists of the Texas Public Finance Authority Charter School Finance Corporation (CSFC), the Texas Charter Schools Association (TCSA), which replaced the Resource Center for Charter Schools—an original consortium member—in spring of 2009, and the Texas Education Agency (TEA). The CSFC is a non-profit corporation created by the Board of Directors of the Texas Public Finance Authority (TPFA), a state agency, pursuant to section 53.351 of the Texas Education Code. Go to http://www.tpfa.texas.gov/csfc/ for more information about the CSFC. TPFA provides administrative and staff support for the CSFC. The CSFC is the entity responsible for awarding a TCEP credit enhancement.

Charter schools are welcome to contact the consortium representatives for guidance during the application development process. Contact Lee Deviney, TPFA's Executive Director, at lee.deviney@tpfa.texas.gov for information on the bond issuance process; Arnoldo Alaniz, TEA, at arnoldo.alaniz@tea.texas.gov for help gathering relevant TEA-generated data; or Natalie Kaharick, TCSA CEO, at admin@txcharterschools.org for other questions.

A credit enhancement awarded through TCEP runs through the final maturity date of the bonds for which the credit enhancement was awarded. In the event that TCEP credit enhanced bonds are defeased, refunded or redeemed, the credit enhancement expires on the date that the defeasance, refunding or redemptions takes effect. A TCEP credit enhancement award does not enure to refunding bonds.

In the event that a TCEP award recipient elects to refund TCEP credit enhanced bonds, that TCEP award recipient is eligible to submit an application for a new TCEP credit enhancement award for the refunding bonds. An application for credit enhancement of such refunding bonds must be submitted to the offices of the Texas Public Finance Authority no later than ninety (90) days prior to anticipated date of issuance of the refunding bonds if the applicant is requesting that the new TCEP award be in place by the date of issuance. The submissions of such an application is also subject to the timeline requirements established below.

Definition of Current School Year: For the purposes of this application and all supplemental schedules, Current School Year is defined as the active academic and operational school year during which the application is officially submitted. All relative date indicators scale dynamically from this baseline.

Allowable Uses of TCEP Award and Bond Funds

The TCEP guarantee fund may be allocated to bonds issued on behalf of Texas open-enrollment charter schools to finance the acquisition, construction, repair, or renovation of Texas open-enrollment charter school facilities or the refinancing of bonds including refinancing of facilities debt, within federal program guidelines.

An allocation of the guarantee fund may be awarded to credit enhance bonds issued, or to be issued, through any higher education authority in Texas created pursuant to Chapter 53 of the Texas Education Code.

Criteria

In order to be eligible for the TCEP award, a charter must: (1) meet the federal definition of a "charter school" (see Appendix A); (2) have earned an academic accountability rating of "A", "B", "C", or "D", or in the alternative, either "Met Standard" or "Met Alternative Standard", at the district level and for each campus for the two most recent years as reported by TEA; (3) hold the status of "Accredited" as defined in 19 Texas Administrative Code (TAC) §97.1055, and (4) have earned a financial accountability rating (School FIRST) of at least a "Meets Standard" for the most recent year as reported by TEA. The CSFC board may waive one or more of the above stated eligibility requirements if such waiver would further the objectives of the TCEP program.

In addition to the above, if the charter holder plans to use the TCEP award for expansion of a charter, the charter holder must meet the TEA's eligibility requirements for an expansion amendment.

A TCEP credit enhancement will be awarded based on a combination of elements, including a complete and correct application, agency staff recommendations, and other criteria determined by the CSFC board. The CSFC will vote on TCEP applications at one or more public meetings. Applicants will be notified of the date, time, and location of these meetings. Applications will be evaluated across major categories such as the charter holder's mission, governance and performance, students served, use of bond funds, and financial strength.

Award recipients will forfeit access to the allocation of guarantee funds if the proposed financing does not close within 12 months after the award of access to the TCEP fund and no request for extension has been requested and granted. A request for an extension must be submitted within 60 days of the expiration of the twelve (12) month period and must state the reason that the financing has not closed. If granted, an extension will not exceed 90 days from the end of the original twelve (12) month period. A TCEP award recipient that has forfeited access to the allocation of guarantee funds is not prohibited from applying for a subsequent award.

Submission Instructions

Applicants must submit a hard copy of the original signed and completed application, which includes the Applicant Contact Information, Charter Holder and School Information, Sections A – H, and supplemental sheets as needed, plus one additional hard copy to the Texas Public Finance Authority at the address shown herein. In addition, applicants must also include a flash drive containing an electronic set of the completed application, and all attachments. Please restrict the file names of documents to no more than 35 alpha-numeric characters, and excluding the following special characters: !, @, #, $, %, ^, &, *. The application form is provided as a Word document for your convenience for entering responses. Please do not change the form. Both versions of the completed application, hard copies plus electronic flash drive, must be received as specified in the timeline section, below. Exhibit H contains required documents, which must be included in the order specified. If some of the required documents are not relevant to an application, or not available, please include a page clearly identifying the attachment and explaining the reason for omission.

Applications must be received in the office of the Texas Public Finance Authority, William P. Clements Building, 300 W. 15th Street, Suite 411, Austin, Texas 78701, by the deadline indicated under the Timeline below. Send the application packet by UPS or FedEx only. Do not send by U.S. Postal Service. For further assistance, contact TPFA at: tcep@tpfa.texas.gov.

The TPFA is not responsible for untimely delivery of materials sent via the U.S. Postal Service or any private commercial carrier, such as UPS or FedEx.

Instructions and Application Packet

This packet includes instructions and the application form. The instructions consist of the Title page, Table of Contents, Introduction pages (i-iii), and the Appendices A and B, which are meant to guide and inform applicants' only. Do not submit copies of the instructions.

SUBMIT ONLY THE APPLICATION FORM, WHICH BEGINS ON PAGE 1 AND INCLUDES SECTIONS A-H, AND ANY SUPPLEMENTAL SHEETS.

Supplemental sheets may be needed if the applicant's response exceeds the space available for a complete response. If supplemental sheets are needed, please clearly mark the section, question number, and the charter holder's response, and include them with the application submission.

Timeline

A completed application, along with the required documents and other supplemental information, must be received by the TPFA at least 60 days prior to being eligible for consideration by the TPFA Charter School Finance Corporation.

A tentative schedule of upcoming TPFA Charter School Finance Corporation board meetings can be found on the CSFC's website at: https://tpfa.texas.gov/csfc/CSFC_Meetings

Evaluation and Awards

The Texas Public Finance Authority Charter School Finance Corporation Board of Directors will evaluate TCEP awards based on the criteria as set forth in these Application Instructions. The CSFC

reserves the right to review new reports that may be available after documents submitted by the charter holder to TPFA on or before the due date, and as verified by TEA. Examples of documentation include newly released academic and financial accountable ratings, annual financial reports, and other updated documents that will provide the CSFC board of directors with a more transparent presentation of CSFC's evaluation considerations.

In order that the credit enhancement guarantee fund may be allocated effectively, the Board of Directors may elect to award a credit enhancement in an amount less than the requested amount.

Texas Public Information Act

Information, documentation and other material in connection with this application and any resulting award may be subject to public disclosure pursuant to the Texas Public Information Act ("the Act"), unless otherwise excepted from disclosure under the Act. All applications and other information, documentation and material submitted by a charter shall become the property of TPFA and may be subject to release to any requester under the Act. Each applicant is advised to consult with its legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or other proprietary information. Neither the CSFC nor the TPFA assume any obligation or responsibility relating to the disclosure or nondisclosure of information submitted by an applicant.

TPFA will take reasonable precautions in protecting such information provided that it is clearly identified as proprietary or confidential on the page on which it appears. Any part of the application which the applicant deems to be of a confidential or proprietary nature must be clearly and prominently marked/stamped in bold red letters the term "**CONFIDENTIAL**" on that specific part or page of the application or document which the applicant believes to be confidential. In the event of a request for information pertaining to the application, TPFA will comply with the provisions of the Public Information Act.

Texas Public Finance Authority Charter School Finance Corporation

Texas Credit Enhancement Program (TCEP) Application

For Texas Open-Enrollment Charter Schools

Applicant		
Name of applicant (Charter Holder): Click here to enter text.		
Name of Texas charter school benefiting from bond proceeds: Click here to enter text.		
Anticipated maximum amount of bonds: Click here to enter text.		
Amount of TCEP award requested: Click here to enter text.		
Individual Submitting Application		
Name: Click here to enter text.	Title: Click here to enter text.	
Address: Click here to enter text.		
City: Click here to enter text.	State: Click here to enter text.	Zip code: Click here to enter text.
Email address: Click here to enter text.		
Phone numbers: Click here to enter text.		
Superintendent or Equivalent		
Name: Click here to enter text.	Title: Click here to enter text.	
Address: Click here to enter text.		
City: Click here to enter text.	State: Click here to enter text.	Zip code: Click here to enter text.
Email address: Click here to enter text.		
Phone numbers: Click here to enter text.		
Charter Holder and School Information		
County District Number (CDN): Click here to enter text.		
Date charter first granted: Click here to enter text.		
School year charter first opened for operation: Click here to enter text.		
Date of charter's last renewal: Click here to enter text.	Term of charter Click here to enter text.	
Total number of charter renewals: Click here to enter text.		
Maximum enrollment approved by TEA for current school year: Click here to enter text.		
Maximum enrollment approved by TEA for prior year: Click here to enter text.		
Maximum enrollment approved by TEA for 2 years prior: Click here to enter text.		
Maximum enrollment approved by TEA for 3 years prior: Click here to enter text.		
Total number of charter campuses: Click here to enter text.		
Does the charter school meet the definition of "Charter School" in P.L. 107-110 (See Appendix A)? Click here to enter text.	☐ Yes	☐ No
Is the charter holder a 501 (c) (3) entity? Click here to enter text.	☐ Yes	☐ No

Is the charter holder "accredited" by the Texas Education Agency? Click here to enter text.	☐ Yes	☐ No

Section A: Mission and Geographical Area Served

1. Explain the mission and vision of the charter school. (Attach supplemental pages if needed).

Click here to enter text.

2. What measures are used to determine if the charter school is fulfilling its mission? (Attach supplemental pages if needed).

Click here to enter text.

3. List the Texas public school districts (ISDs) where the charter school campuses are located. District ISDs and charter school campuses have unique identification numbers that are assigned by TEA. Please use the unique County-District-School Number (CDN) in identifying ISDs and charter school campuses.

a. Name of Charter School Campus	Charter School Campus (CDN)	Name of District ISD	District ISD CDN	District ISD % Students Economically Disadvantaged Most Recent School Year Measured
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
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Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Section B. Governance		
Please respond to the following questions.		
1. Has the governing body of the charter holder retained control of all non-delegable duties (see rules promulgated by the TEA in 19 TAC §100.1101 and §100.1033(b)(13)(C))? Click here to enter text.	☐ Yes	☐ No
2. Is the charter adhering to its adopted bylaws? Click here to enter text.	☐ Yes	☐ No
3. Are members of the governing body of the charter holder, members of the governing body of the school(s), if any, and school officers as defined in 19 TAC §100.1001(16) in compliance with the training requirements in Texas Education Code (TEC), §12.123? Click here to enter text.	☐ Yes	☐ No
4. Have the charter holder and its schools operated without TEA interventions during the two most recent complete school years? Click here to enter text.	☐ Yes	☐ No
5. Has the governing body of the charter holder adopted and implemented policies for:		
a. Charter-wide		
(i) A written contingency plan that defines the recovery process to restore operations in an emergency or crisis situation? Click here to enter text.	☐ Yes	☐ No
b. Student and employee policies, practices or procedures that comply with federal and state laws for:		
(i) Admissions and enrollment?	☐ Yes	☐ No
(ii) An employee and student code of conduct? Click here to enter text.	☐ Yes	☐ No
(iii) Freedom from discrimination, sexual harassment, and retaliation for students and employees, and the right to accommodations under the Americans with Disabilities Act? Click here to enter text.	☐ Yes	☐ No
(iv) Health and safety? Click here to enter text.	☐ Yes	☐ No
(v) Freedom from bullying? Click here to enter text.	☐ Yes	☐ No
(vi) Reporting alleged or suspected child abuse or neglect? Click here to enter text.	☐ Yes	☐ No
(vii) Wellness and health services (e.g., minor or emergency procedures relating to student illnesses, accidents, injuries, administration of non-prescription and prescription medications) Click here to enter text.	☐ Yes	☐ No

Section B. Governance (cont.)		
(viii) A complaint and reporting process for students, parents and employees? Click here to enter text.	☐ Yes	☐ No
(ix) Right of access to Public Information? Click here to enter text.	☐ Yes	☐ No
(x) Family Educational Rights and Privacy Act (FERPA)? Click here to enter text.	☐ Yes	☐ No
(xi) Special education and bilingual/English as Second Language? Click here to enter text.	☐ Yes	☐ No
c. Financial management policies, practices and procedures relating to:		
(i) Compliance with accounting regulations (e.g., state, GASB/FASRG, and federal), including requirements for reporting, investments, inventories, audits, activity funds management, grant funds, and payroll procedures. Click here to enter text.	☐ Yes	☐ No
(ii) Financial controls and oversight. Click here to enter text.	☐ Yes	☐ No
(iii) Fraud and prevention. Click here to enter text.	☐ Yes	☐ No
(iv) Annual operating budget. Click here to enter text.	☐ Yes	☐ No
(v) Conflict of interest policy for board members, corporate officers and key staff, including a nepotism policy, a whistleblower policy and a code of ethics? Click here to enter text.	☐ Yes	☐ No
(vi) Purchasing and acquisition, including procurement of services for construction professionals (e.g., architects, engineers, construction firms). Click here to enter text.	☐ Yes	☐ No
(vii) Disposal of school property. Click here to enter text.	☐ Yes	☐ No
(viii) Records management (and retention). Click here to enter text.	☐ Yes	☐ No
(ix) Renting or leasing facilities from others and by others. Click here to enter text.	☐ Yes	☐ No
(x) Investments made by the charter (e.g., authorized investments, restrictions/limitations to investment by fund, strategies, annual review, annual audit, investment officer, training, standard of care, personal interest, reporting, etc.). Click here to enter text.	☐ Yes	☐ No

Section B. Governance (cont.)		
(xi) Debt management, including debt limits, structure practices (e.g., term, maturity, and debt service payments), issuance practices (e.g., sale method, investment of proceeds, use of credit and bond services, ratings), use of professional service providers, and post-issuance compliance procedures (e.g., disclosure, arbitrage rebate). Debt includes bonds and other debt (e.g., loans, notes, capital leasing of equipment and properties). Click here to enter text.	☐ Yes	☐ No
6. The following questions relate to contingencies of the charter holder, charter schools, or any administrator, employee, or director that may have a material impact on the operations and/or financial conditions of the school.		
a. Is the charter free of any involvement in pending or potential litigation concerning the charter school? Click here to enter text.	☐ Yes	☐ No
b. Is the charter free of any ongoing TEC Chapter 39 proceeding? Click here to enter text.	☐ Yes	☐ No
c. Is the charter free from any audit, except for the Annual Financial Audit (AFR)? Click here to enter text.	☐ Yes	☐ No
d. Is the charter free from any ongoing investigation? Click here to enter text.	☐ Yes	☐ No
e. Is the charter free from any other proceeding initiated by any state or federal authority that may have a material impact on charter school operations or financial condition? Click here to enter text.	☐ Yes	☐ No
7. Has the charter holder and charter campuses operated without closures since the charter began operations? If "No," complete the table below for each campus closed. Click here to enter text.	☐ Yes	☐ No

Name of Charter Campus	Indicate Whether Voluntary or Involuntary?	Date Campus Opened	Date Campus Closed	Enrollment at Closing	Reasons for Closing
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Section B. Governance (cont.)

8. Provide the names, titles, occupations, and length of terms for members of the governing board of the charter holder.

Name	Title/Office	Occupation	Current Term Expires
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
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Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

	Section C: Local Characteristics							
	1. Provide additional information on the district ISDs listed in Section A.3.							
Name of District ISD	Was District ISD placed on Title I Improvement Status during the most recently published school year		District Enrollment	District ISD Academic Accountability Rating for the most recently published school year	Has any ISD Campus been placed on Title I Improvement Status for the most recently published school year		Highest ISD Campus % Students Economically Disadvantaged during the most recently published school year	Lowest ISD Campus Academic Accountability Rating for the most recently published school year
Click here to enter text.	☐ Yes	☐ No		Click here to enter text.	☐ Yes	☐ No	Click here to enter text.	Click here to enter text.
Click here to enter text.	☐ Yes	☐ No		Click here to enter text.	☐ Yes	☐ No	Click here to enter text.	Click here to enter text.
Click here to enter text.	☐ Yes	☐ No		Click here to enter text.	☐ Yes	☐ No	Click here to enter text.	Click here to enter text.
Click here to enter text.	☐ Yes	☐ No		Click here to enter text.	☐ Yes	☐ No	Click here to enter text.	Click here to enter text.
Click here to enter text.	☐ Yes	☐ No		Click here to enter text.	☐ Yes	☐ No	Click here to enter text.	Click here to enter text.
Click here to enter text.	☐ Yes	☐ No		Click here to enter text.	☐ Yes	☐ No	Click here to enter text.	Click here to enter text.
Click here to enter text.	☐ Yes	☐ No		Click here to enter text.	☐ Yes	☐ No	Click here to enter text.	Click here to enter text.
Click here to enter text.	☐ Yes	☐ No		Click here to enter text.	☐ Yes	☐ No	Click here to enter text.	Click here to enter text.
Click here to enter text.	☐ Yes	☐ No		Click here to enter text.	☐ Yes	☐ No	Click here to enter text.	Click here to enter text.
Click here to enter text.	☐ Yes	☐ No		Click here to enter text.	☐ Yes	☐ No	Click here to enter text.	Click here to enter text.
Click here to enter text.	☐ Yes	☐ No		Click here to enter text.	☐ Yes	☐ No	Click here to enter text.	Click here to enter text.

Section C: Local Characteristics (cont.)						
2. Provide, below, additional information on the charter holder's campuses.						
Name of Charter Campus	Charter Campus % of Students Economically Disadvantaged – Most Recent Year Measured [1,3]	Has Charter Campus been placed on Title I Improvement Status for most recent school year [2]		Charter Campus Academic Accountability Rating Most Recent School Year Published	Charter Campus Academic Accountability Rating 1 Year Prior	Charter Campus Academic Accountability Rating 2 Years Prior
Click here to enter text.	Click here to enter text.	☐ Yes	☐ No	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	☐ Yes	☐ No	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	☐ Yes	☐ No	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	☐ Yes	☐ No	Click here to enter text.	Click here to enter text.	Click here to enter text.
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Click here to enter text.	Click here to enter text.	☐ Yes	☐ No	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	☐ Yes	☐ No	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	☐ Yes	☐ No	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	☐ Yes	☐ No	Click here to enter text.	Click here to enter text.	Click here to enter text.

Note 1 – Refer to the charter school's most current TAPR Report at: https://tea.texas.gov/perfreport/tapr/index.html

Note 2 – Refer to Title I, Part A, School Improvement Program at: http://tea.texas.gov/Student_Testing_and_Accountability/Monitoring_and_Interventions/Title_I_Part_A_-_School_Improvement/Title_I,_Part_A_-_School_Improvement/

Note 3 -The percentages reported above must be consistent with the percentages shown in TEA's most recent campus Texas Performance Reporting System reports, which can be found at: http://tea.texas.gov/perfreport/tprs/index.html

Section C: Local Characteristics (cont.)

3. What percent of the students served by the charter holder's schools that will receive the benefit of the TCEP award are economically disadvantaged (ED)?

Name of Charter Campus	Total Enrollment [1]	% of ED Students [1]	% ED Students Benefiting From TCEP	% Non ED Students Benefiting from TCEP Award
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Note 1- Based on the most recent PEIMS Snapshot.

SECTION D. Student Demand and Staffing

1. The following questions are related to charter school enrollments and waiting lists.

a. Please explain the strategies and procedures in place to recruit students?

Click here to enter text.

b. Does the charter school keep a waiting list of eligible students who are not being served?

Click here to enter text.

c. Please explain how the waiting list is compiled, used and updated?

Click here to enter text.

d. If there is no waiting list, is there a lottery for applicants? Describe how the lottery is operated.

Click here to enter text.

e. If there is no waiting list or lottery, please describe how student population growth or demand for charter school services is determined?

Click here to enter text.

SECTION D. Student Demand and Staffing (Cont.)

2. Enter the final TEA reported average enrollment by school for the school years indicated. Indicate reasons for any enrollment declines from one year to the next.

Click here to enter text.

Charter Campus Name	Charter Campus CDN		Final Average Annual Enrollment			
			Most Recent School Year Reported	Prior Year	2 Years Prior	3 Years Prior
Click here to enter text.	Click here to enter text.		Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.		Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.		Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.		Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

3. Enter the staffing levels reported to TEA for the school years indicated.

Click here to enter text.

Category	Staffing Levels			
	Most Recent School Year Reported	Prior Year	2 Years Prior	3 Years Prior
Teachers	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Campus Administration	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Central Administration	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Professional Support	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Other	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Total All Staff	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

4. Enter the number of students on the wait list for each charter school for the years indicated.

Charter Campus Name	Charter Campus CDN	Wait List as of 9/1			
		Most Recent School Year Reported	Prior Year	2 Years Prior	3 Years Prior
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

SECTION E. Financial Strength

Provide the following information for the audited Annual Financial Report (AFR) for the three most recent fiscal years:	Most Recent Fiscal Year Reported	1 Year Prior	2 Years Prior
1. Enter the final charter's School FIRST ratings? (Please contact TEA, Division of Financial Compliance at (512) 463-9095 should you need assistance.	Click here to enter text.	Click here to enter text.	Click here to enter text.
2. Enter the auditor's opinion rendered for the AFR. An opinion other than "unmodified" must be explained. Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
3. How many days of operating cash did the charter have on hand at year end to cover operating expenses? (i.e., [(Cash & Equivalents + Current Investments) – (Total Expenditures – Depreciation – Pension Expense. OPEB, and NPL)] *365	Click here to enter text.	Click here to enter text.	Click here to enter text.
4. Was the charter's AFR free of any auditor identified material weaknesses over financial reporting or major programs? If "No," please explain. Click here to enter text.	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
5. Was the charter's AFR free of any auditor identified significant deficiencies that are not considered to be material weaknesses over financial reporting or major programs? If "No," please explain. Click here to enter text.	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
6. Please discuss any variances (25% or more) in the original budget (as approved by the governing body) and the actual financial performance of the charter at the close of the fiscal year as reported in the most recent audited annual financial report. Identify causes of variations in budget-to-actual comparisons for major revenue sources (i.e., for local, state, federal) and expenses by function (e.g., instruction, administration, maintenance). (Attach supplemental pages if needed). Click here to enter text.			
7. Does the charter have any outstanding bonds? If "Yes," please complete the table below based on your most recent audited fiscal year ended (i.e., for 6/30 or 8/31). Note, for bonds that are not rated, indicate "NR," otherwise, indicate the initial assigned bond rating.		☐ Yes	☐ No

Bonds Series	Initial Bond Rating	Date Issued	Term	Original Amount	Call Date	Date Last Maturity	Interest Rate(s)	Current Balance
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

SECTION E. Financial Strength (Cont.)		
a. What is the charter's total principal and interest paid on all outstanding bonded debt during the most recent audited fiscal year?	Click here to enter text.	
8. Did the charter receive any supplemental rating actions by bond credit rating agencies on any outstanding bonds subsequent to the initial assigned bond rating? If "Yes," complete the table below.	☐ Yes	☐ No

Name of Rating Agency	Date of Action	Actions Taken
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

9. Does the charter have long-term outstanding debt other than bonds identified in Section E.4? If "Yes," please complete the table below based on the most recent audited fiscal year ended (i.e., for 6/30 or 8/31).	☐ Yes	☐ No

Debt Type (e.g., Capital Leases, Notes, Loans)	Purpose	Date Issued	Term	Original Amount	Date Last Maturity	Interest Rate(s)	Current Balance
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

a. What is the charter's principal and interest paid on outstanding debt (other than bonds) during the most recent audited fiscal year	Click here to enter text.
10. Was the charter in compliance with the payment terms of all debt agreements based on the last three fiscal years? If "No," please explain. Click here to enter text.	☐ Yes ☐ No
11. What is the ratio of current assets to current liabilities for the last fiscal year-ended audit? (Current Assets/Current Liabilities)	Click here to enter text.
12. What is the ratio of long-term liabilities to total assets for the last fiscal year-ended audit? [(Long-Term Liabilities-(Pension Expense, OPED, and NPL))/Total Assets]	Click here to enter text.

SECTION E. Financial Strength (Cont.)		
13. Has the charter holder previously received a grant from any state or federal entity, including a TCEP award in the last three years? If, 'Yes,' please complete the table below.	☐ Yes	☐ No

a. If "Yes" to Section E.13 above, please provide the additional information below.

Name of Grantor	Contact Person	Start Date	End Date	Purpose
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

SECTION F. The Bonds and Bond Financed Projects Relating to the TCEP Award

1. Identify the specific bonds in the table below that the charter issued, or provide estimates of bonds to be issued, that the charter holder is seeking credit enhancement (based on your fiscal year ended).

Bond Series	Initial Bond Rating	Date Issued/To Be Issued	Term	Original Amount (Par)	Call Date	Date Last Maturity	Interest Rate(s)	Balance
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

a. Did TPFA serve as the issuer for the bonds or does the charter intend on using TPFA to issue the bonds, and also to provide the bond guarantee in the form of a credit enhancement?	☐ Yes	☐ No
b. Did the charter issue the bonds through a private placement or does the charter intend on issuing bonds through private placement, and will only be seeking credit enhancement through TPFA?	☐ Yes	☐ No

c. Describe the purpose(s) for which bond proceeds have been or will be used (e.g., what facilities will be or have been acquired, by purchase, lease, donation, or otherwise, for the benefit of the charter school in improved or unimproved real property, or used for the construction, renovation, repair, or alternation of existing facilities, necessary to commence or continue the operation of the charter school.

Click here to enter text.

d. Do the bond(s) listed in F.1. qualify for the Permanent School Fund (PSF)?	Click here to enter text.

2. Has a professional appraisal been conducted on the properties?	☐ Yes	☐ No
a. What is the appraised value of the properties?	Click here to enter text.	

b. If an appraisal was not prepared, how did the charter determine the value of the properties?

Click here to enter text.

c. What is the value of any new properties acquired by purchase, lease, donation, or otherwise?	Click here to enter text.
d. What is the value of existing properties that bond proceeds will be used for construction, renovation, repair, or alternation?	Click here to enter text.

3. Has a Phase I Environment Site Assessment?	☐ Yes	☐ No

SECTION F. The Bonds and Bond Financed Projects Relating to the TCEP Award (cont.)		
a. Are there any issues with the underlying land or existing physical improvements to the property? If "Yes," please explain. Click here to enter text.	☐ Yes	☐ No

4. Please list the financing team for the bonds issued, or to be issued if available:

Category	Name of Firm	Phone Number	Email Address
Financial Advisor	Click here to enter text.	Click here to enter text.	Click here to enter text.
Bond Counsel	Click here to enter text.	Click here to enter text.	Click here to enter text.
Underwriter	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

5. Please address the following questions relating to the bond financed facilities and the effect on school capacity:

a. What is the total square footage of the bond financed facilities?
Click here to enter text.

b. How many additional students will the bond financed facilities accommodate?
Click here to enter text.

c. How many total students can be reasonably accommodated by the bond financed facilities?
Click here to enter text.

d. How will the bond financed facilities impact class sizes?
Click here to enter text.

e. How will the bond financed facilities impact curriculum and program offerings?
Click here to enter text.

f. How will the bond financed facilities impact overcrowding and/or underutilization?
Click here to enter text.

g. How will the bond financed facilities impact support facilities (e.g., kitchen)?
Click here to enter text.

h. How will the bond financed facilities impact infrastructure (e.g., parking, lighting)?
Click here to enter text.

i. Will bond proceeds be (have been) used to purchase a land site(s)?
Click here to enter text.

j. How will the bond financed facilities impact the annual operating budget?
Click here to enter text.

k. What current constraints affecting students, staff or community will be addressed in the bond financed facilities that has not been addressed in 9 (a)-(i) above?
Click here to enter text.

6. Describe any private business use arrangements with private entities (including the federal government) in connection with the bonds the charter is seeking credit enhancement through a TCEP award (e.g., management contracts such as food service, security services, concessions, janitorial services, or leases benefiting third-parties). Click here to enter text.

7. Has the charter conducted a break-even analysis to determine the extent to which enrollment can drop before the charter reaches its break-even point, the point in which the charter's revenues are just enough to cover expenses and adequate reserve funds? Click here to enter text.	☐ Yes	☐ No

SECTION G. Required Documents
The following documents must be attached to the completed application. Please number the documents according to the numbering scheme below. If a document is not available, an explanation for its omission must be provided.
School Background Information
1. An original or certified copy of the resolution of the applicant's governing body approving the submission of this application for a TCEP award.
2. List of each school, address, grade organization, first date opened, and current total enrollment (Oct. PEIMS Snapshot) by grade.
3. Current waiting list.
4. Biographical information for each board member, occupation, title, employer, and if a board member holds a license or is required to hold a license to practice a profession, please provide the license number and indicate if the member is in good standing with the licensing body.
5. Biographical information of key management staff, position title, number of years' service in position, total years of service in education, and licenses if applicable.
6. Organizational chart (i.e., school governance, management and staffing structure).
7. Executive succession plan, if any.
8. Copy of written policies, practices and procedures outlined in Sections B.5(a), B.5(b)(i-x), and B.5(c)(i-xi), only if policies are not available on the charter's website.
9. If the charter is a recipient of the Federal Charter School Start Up Grant, provide a copy of the Department of Education's award letter to the successful charter.
10. A current affidavit from the charter holder's superintendent (CEO) that certifies no board member, employee, or officer of the charter holder or charter school has been convicted of a felony involving moral turpitude or any felony, including results of any criminal history checks.
Performance and Charter Status
11. IRS Form 990, Return of Organization Exempt From Income Tax, and IRS Schedule K (Form 990), Supplemental Information on Tax-Exempt Bonds.
12. Certificate of Good Standing for Non-profit Corporation issued by the State of Texas.
13. Determination letter issued by IRS granting 501(c)(3) status.
14. TEA letter approving charter holder's current charter contract and a copy of charter contract.
15. TEA letter approving charter holder's renewal contract, if applicable, and a copy of the charters' renewal contract, or provide information on charter renewal status, if pending.
16. TEA letter awarding current accreditation status.
17. Charter FIRST ratings for the past three consecutive years.
18. Texas Academic Performance Reports (TAPR) for the past three consecutive years.
19. Academic accountability ratings for the past three consecutive years.

SECTION G. Required Documents (Cont.)

20. List of current TEA interventions, if applicable.

21. Two-part question: 1) list the number of complaints by category that TEA received about the charter school for the current and two previous school years; and 2) list, identify and cite the corrective action(s) required on any complaints identified in Item 1 by category that required corrective action based on findings and/or investigations.

    Categories:
    a. Student records;
    b. Teacher service records;
    c. Admissions and enrollment procedures;
    d. Tuition;
    e. Teacher qualifications (non-NCLB matters);
    f. Criminal history concerns;
    g. Governance;
    h. Conflicts of interest;
    i. Nepotism;
    j. Financial management;
    k. State testing violations (TAKS, STAAR), and;
    l. Special education program.

Financial and Budgeting Information

22. 5-year student enrollment projection, charter-wide and school by school, including methodology and major planning assumptions used to project student enrollment.

23. 5-year cash flow projection, including revenues, expenses, and fund balances for operating and debt service on the proposed bond issue. Clearly identify the projected enrollment or enrollment assumptions on which these projections are made.

24. Audited Annual Financial Reports (AFR) for the preceding three consecutive years, including most recent interim and/or unaudited full-period financial reports.

25. Annual Operating Budgets for the two most recently completed school years and projected operating budgets for the current and subsequent two school years, by fund. Projected operating budgets should incorporate the current level of state and federal funding.

Project Information in Connection with Bonds the Charter is Seeking Credit Enhancement through a TCEP Award

26. Copy of the charter's Capital Improvement Plan, if any.

27. A description of the project(s), purpose and need, and estimated project costs, and construction draw-down expenditure schedules. If the bonds have been issued, provide additional information such as the construction start date, percentage of work completed, and budget to actual expenditures report.

28. A complete numerical analysis of the bond issue, which includes the par amount, sources and uses, costs of issuance, debt service schedule, and revenue or coverage projections.

29. Reports of any bond credit ratings.

30. Any supplemental rating actions taken by bond rating agencies on any outstanding bonds subsequent to the initial credit rating report (e.g. a change in the credit rating)?

SECTION G. Required Documents (Cont.)
31. Financing timetable for the bonds issued or to be issued.
32. Final Official Statement (if bonds have been issued) or the Preliminary Official Statement (if bond issue is in progress).
33. Distribution list of consultants and advisors.
34. If debt was issued or will be issued, other than bonds, attach a copy of the offering document, loan agreement, or other document containing the terms for each debt agreement.
35. Provide a list of management contracts related to bond-financed facilities, such as food service contracts security services contracts, janitorial services contracts, or leases benefitting third-parties.
36. Include a break-even analysis (i.e., prior year, current school year and three projected years), which examines the relationship between expenses and revenues, and takes into consideration the extent to which enrollment can drop before the charter reaches its break-even point, the point in which the charter's revenues are just enough to cover expenses and adequate reserve funds. The income statement can be modified to facilitate a break-even analysis to capture variations in cost behavior (i.e., fixed, variable and mixed expenses) as changes occur in student enrollment. Provide assumptions and comments.
37. Provide any TEA approvals for charter school amendments required for the Board financed facilities only (e.g., expansion and non-expansion amendments, new school designations).
38. Site plans, building(s) plans, and floor plans in connection with bonds the charter is seeking credit enhancement through a TCEP award.
39. Property appraisal report(s) in connection with bonds the charter is seeking credit enhancement through a TCEP award.

SECTION H. Certification by Governing Board's Chairperson

I, (print or type name) Click here to enter text., certify that I have the authority to submit this application and that all responses and information contained herein is complete and accurate, realizing that any misrepresentation could result in disqualification from the application process, and that the charter holder and school(s) are in compliance with all State charter requirements. As part of the application submission process, I certify that I have read and reviewed the instructions and application documents.

In addition, if a TCEP award is granted, I acknowledge and agree to notify the TPFA Executive Director, within fifteen business days, of any change in the following items:

A. Debt policies and guidelines (e.g., investment of funds, interest rate SWAPS);
B. Assigned bond credit ratings;
C. Amortization payment schedules;
D. Liquidity agreements;
E. Letters of Credit issued in connection with variable debt issuance;
F. Bond sureties used to fund reserve fund requirements or bond payments;
G. National Center for Education Statistics (NCES) identification numbers associated with the bond transaction;
H. Amounts of leasehold improvements; and
I. Changes in use of property, including new management contracts that may constitute private business use.

	Click here to enter text.
Signature	*Date*

Appendix A

FEDERAL DEFINITION OF CHARTER SCHOOL

Under Public Law 107-110, Title V, Part B, Section 5210, the term "charter school" means a public school that,

A. in accordance with a specific State statute authorizing the granting of charters to schools, is exempt from significant State or local rules that inhibit the flexible operation and management of public schools, but not from any rules relating to the other requirements of this paragraph;

B. is created by a developer as a public school, or is adapted by a developer from an existing public school, and is operated under public supervision and direction;

C. operates in pursuit of a specific set of educational objectives determined by the school's developer and agreed to by the authorized public chartering agency;

D. provides a program of elementary or secondary education, or both;

E. is nonsectarian in its programs, admissions policies, employment practices, and all other operations, and is not affiliated with a sectarian school or religious institution;

F. does not charge tuition;

G. complies with the Age Discrimination Act of 1975, title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and part B of the Individuals with Disabilities Education Act;

H. is a school to which parents choose to send their children, and that admits students on the basis of a lottery, if more students apply for admission than can be accommodated;

I. agrees to comply with the same Federal and State audit requirements as do other elementary schools and secondary schools in the State, unless such requirements are specifically waived for the purpose of this program;

J. meets all applicable Federal, State, and local health and safety requirements;

K. operates in accordance with State law; and

L. has a written performance contract with the authorized public chartering agency in the State that includes a description of how student performance will be measured in charter schools pursuant to State assessments that are required of other schools and pursuant to any other assessments mutually agreeable to the authorized public chartering agency and the charter school.

Appendix B
Contact List

Agency	Texas Public Finance Authority	Texas Education Agency	Texas Public Charter Schools Association
Contact	Lee Deviney Executive Director	Arnoldo Alaniz Assistant Director Division of Charter Schools	Natalie Kaharick Chief Executive Officer
Address	Physical Address 300 W. 15th St., Suite 411 Austin, Texas 78701 Mailing Address P.O. Box 12906 Austin, Texas 78711	1701 N. Congress Avenue Austin, Texas 78701	3005 S Lamar Blvd Suite D-447 Austin, Texas 78704
Email	lee.deviney@tpfa.texas.gov	arnoldo.alaniz@tea.texas.gov	admin@txcharterschools.org
Website	http://www.tpfa.texas.gov	http://www.tea.texas.gov	http://www.txcharterschools.org
Phone	(512) 463-5544	(512) 463-9575	(512) 584-8272