

TEXAS PUBLIC FINANCE AUTHORITY

BOARD OF DIRECTORS:

Billy M. Atkinson, Jr., Chair
Ramon Manning, Vice Chair
Jay A. Riskind, Secretary
Larry G. Holt
Shanda G. Perkins
Brendan Scher
Benjamin E. Streusand



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: September 1, 2021
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 2022-2023 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 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 the biennium 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 Issue Debt and the BRB Application. The BRB meeting schedule as currently posted on the BRB website is included below. However, that schedule is subject to change by the BRB (www.brb.texas.gov).

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

2022-2023 Tentative TPFA Board Meeting Schedule

Request for Financing Agency Submission	TPFA Agenda Posted	TPFA Board Meeting*
September 7, 2021	September 29, 2021	October 7, 2021
October 4, 2021	October 27, 2021	November 4, 2021
November 1, 2020	November 24, 2021	December 2, 2021
December 3, 2021	December 29, 2021	January 6, 2022
January 3, 2022	January 26, 2022	February 3, 2022
February 2, 2022	February 23, 2022	March 3, 2022
March 7, 2022	March 30, 2022	April 7, 2022
April 4, 2022	April 27, 2022	May 5, 2022
May 2, 2022	May 25, 2022	June 2, 2022
June 6, 2022	June 29, 2022	July 7, 2022
July 5, 2022	July 27, 2022	August 4, 2022

* 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
September 2021 (FY22)	08-26-2021	08-30-2021	09-14-2021	09-23-2021
November 2021 (FY22)	10-22-2021	10-26-2021	11-09-2021	11-18-2021
January 2022 (FY22)	12-23-2021	12-28-2021	01-11-2022	01-20-2022
March 2022 (FY22)	02-17-2022	02-22-2022	03-8-2022	03-17-2022

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
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