Part I
Request for Application

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IV.

B. Number of Copies of Application

You must submit a separate complete application for each title/name of an applicable bond issue or lease-purchase agreement. Do not combine information about multiple issues on a single application. The application must contain an original signature on Schedule #1 of the district official authorized to bind the applicant in a contract.

V. Assistance to Applicants

A. Clarifying Information

Applicants, please note: You h8se n

IX. Use of the Standard Application System (SAS) for Application

You must use the Standard Application System (SAS) schedules contained in Part III of this RFA to apply for funds. Detailed instructions for completing the SAS schedules are provided in Part II of this RFA. Study these instructions carefully so that the information you submit is accurate and complete.

You are not required to reproduce the instructions and submit them with the application. The complete RFA and the instructions for each schedule are incorporated by reference in the notice of allotment.

County-District Number: You must enter the county-district number (if applicable) on every page of the application.

Title/Name of Applicable Bond Issue or Lease-Purchase Agreement: You must enter the title of the proposed debt instrument on every page of the application.

Document Control Number: The TEA assigns the document control number. Enter the assigned document control number in the space provided at the bottom of Schedule #1 when submitting an amendment to the application and on any financial/programmatic reports required by this application.

Pay particular attention to the requirements contained in Schedule #6A. The signature of the authorized official on Schedule #1 indicates that the applicant has read and will comply with these requirements.

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Appendix A

Texas Education Code
Chapter 46. Assistance With Instructional Facilities and Payment of Existing Debt
Subchapter A. Instructional Facilities Allotment

http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.46.htm#46.001

Appendix B

Texas Administrative Code
Title 19 Education
Part 2 Texas Education Agency
Chapter 61 School Districts
Subchapter CC Commissioner's Rules Concerning School Facilities

http://ritter.tea.state.tx.us/rules/tac/chapter061/ch61cc.html

Appendix C

The TEA's school facilities standards are located at http://tea.texas.gov/Finance_and_Grants/State_Funding/Facilities_Funding_and_Standards/Facilities_Funding_and_Standards/. The web page also includes links to other sources of helpful information concerning school design, construction, renovation, and safety.

- School Facility Standards
- 1(1 Pac C
- Certificate of Proj.6(er435 -1.141 Td aci)4.3(310.6(:)-6.6(/)2 Td (n,)-(t)-CS1 cs 0 0 1 spl2 Td in <</MCIcc 0.0

Appendix E

Worksheet for Estimating Instructional Facilities Allotment
2016–2017 School Year

Data Needed for Calculations: District Name: _____

1. 2015–2016 Actual Debt Service Payment for Eligible Bonds or Lease-Purchase Payment _____

2. 2016–2017 Actual Debt Service Payment for Eligible Bonds or Lease-Purchase Payment _____

3. Estimated 2016–2017 ADA (Min. 400) _____

4. 2015 PTAD Property Value (LPE PTAD Used in 2016–2017 Summary of Finances) _____

Calculation of Limitation on Assistance:

5. Highest Eligible Debt Service Payment (Line 1 or Line 2) Based on Eligible Debt That Occurs Within the State Fiscal Biennium of Initial Application _____

4. s(T0 1 Tf 0 4)-6685 0 i2(i)-6.2(4)36abi2(i)-6T24[(i)-26(6)(1es)]T

Appendix F

Frequently Asked Questions About the Instructional Facilities Allotment Program

Applicants, please note: You are responsible for periodically checking the IFA website at http://tea.texas.gov/Finance_and_Grants/State_Funding/Facilities_Funding_and_Standards/Instructional_Facilities_Allotment_Program/ for any postings of FAQs, correction notices, or other information that pertains to this RFA.

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Part II
Instructions for the
Standard Application System (SAS)

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Overview of Required IFA Schedules (

including the final debt service schedule). No IFA payments are processed until all documentation is received and approved. Further instruc tions are included in the initial notice of a llot ment .

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General Instructions for the Standard Application System

1. As used in this application:
   a. "Agency" means the Texas Education Agency (TEA);
   b. "Applicant" and "you" mean the entity eligible to apply for funds offered in this application. If the application is approved, "applicant" and "you" will mean grantee/contractor;
   c. "Application" means the package submitted by the applicant composed of those schedules that are a part of the initial application as indicated in the “Overview of Required IFA Schedules (Forms)”;
   d. "Application for amendment" means a change being requested by the applicant to the approved application;
   e. “DCC" means the Document Control Center of the agency;
   f. "SAS" means the Standard Application System of which this application is a part.

2. Enter your county-district number and the title/name of the applicable bond issue or lease-purchase agreement on every page of this application or amendment.

3. A document control number will be assigned by the agency on Schedule #1—General Information. Use this number on all amended applications and financial/programmatic reports required by this application.

4. You may reproduce any page of this SAS if additional space or pages are needed.

5. Staple each application in the top left corner. Do not bind the application or place it in notebooks or folders.

6. You are not required to reproduce the instructions and submit them with the application. The complete RFA and instructions for each schedule will be incorporated by reference into the notice of allotment. Retain a copy of the RFA in case of selection to receive an allotment.

7. Instructions for completing the individual application schedules are provided on the following pages. Study these instructions carefully so that you submit accurate and complete information.

8. Pay particular attention to the requirements contained in Schedule #6A. The signing of Schedule #1—General Information by the applicant indicates acceptance of all requirements described on Schedule #6A as applicable.

9. Amendments: When amending the application, submit the amendment with an original signature on each copy of Schedule #1—General Information. Submit an amendment only after the TEA has approved your original application and sent it back to you.

10. Separate complete applications are required for each separate title/name of an applicable bond issue or lease-purchase agreement. Do not combine information about multiple issues on a single application. Please provide the original of each application with original signatures in blue ink.

Please note: Completion of this application does not constitute an application for the Permanent School Fund (PSF) Bond Guarantee Program. Your district must make a separate application for the PSF Bond Guarantee Program. Rules and forms for the PSF Bond Guarantee Program may be found at http://tea.texas.gov/Finance_and_Grants/State_Funding/Facilities_Funding_and_Standards/Bond_Guarantee_Program/ .

General Instructions for Schedule #1 —General Information

Section Number:

1. Applicant Agency : Self-explanatory.

2. Applicant Contact Person: This should be the project director.

3. Purpose of Application : Self-explanatory.

4. Use of Standard Application System : Self-explanatory.

5. Program Authority : This is the program authority under which you are applying for or amending an application for funds.

6. Index to This A pplication:

   a. Place an X in the new application or amended application column by each schedule submitted to complete the application. Ensure that these schedules are attached to the application. Do not include those schedules that do not apply.

   b. The amended application column identifies the schedules that must be returned as part of an amendment. Do not submit an amendment until you have received the notice of a llotment (NOA). Submit Schedule #1—General Information with an original authorized signature in Section 7 with each amendment. Place an X in the amended application column next to each schedule being submitted as a part of the amendment. Ensure that all schedules marked as attached are attached. Do not submit any supporting schedules that have no changes in them. Submit only supporting schedules that have been changed in some way from the original application or from the latest approved amended application. Place the sequential number of the amendment on all pages.

7. Certification and Incorporation : This section must be signed by a person authorized to legally bind the applicant in a contract. For the TEA to determine which of the copies submitted have original authorized signatures, please sign the required number of copies (minimum of two) with blue ink.

You must submit separ ate applications for each title/name of an applicable bond issue or lease-purchase agreement. Do not combine information about multiple issues on a single application. Please provide original signatures in blue ink on each application.

The signing of Schedule #1—General Information by the applicant indicates acceptance of all requirements described on Schedule #6A, as applicable.

General Instructions for Schedule #4B —Project Descriptions

Provide a description of each project to be financed with the debt. The description should be based on the estimated project budget. The description should identify the estimated cost of each project component, identifying the dollar amounts associated with qualified and nonqualified projects. Refer to Appendix C of this RFA to determine qualified and nonqualified projects and/or project components, as defined by statute and commissioner's rules. Each project description should include the name of the campus involved, the number of students served on the campus, the square footage of new construction and/or additions, and the grade levels served. The narrative description should include information about the scope of the project, including the major building features and/or components to be constructed or renovated. All uses of bond proceeds or lease-purchase financing amounts must be identified. The total of qualified and nonqualified expenses for all project budgets should equal or exceed the principal amount of the bond issue or lease-purchase agreement.

General Instructions for Schedule #4C —Allocation of Debt Service

Allocate the debt service requirements among qualified purposes and nonqualified purposes, and among eligible and ineligible categories of debt. The method of allocation of debt service between eligible and ineligible categories must be the same method approved by the attorney general. The method used for allocation among qualified and nonqualified purposes must be on the basis of pro rata value of the instructional facility versus the non-instructional purposes over the life of the debt service. You must provide an explanation of the allocations. For the initial application, this schedule should reflect the repayment of all projected bond or lease-purchase proceeds, including ineligible and nonqualified amounts. After the final sale, if the application is funded, your district must submit an amendment reflecting numbers that match the debt service schedule published in the final official statement or final lease agreement. Special rules apply to amendments for subsequent issues that refund all or part of the original debt in the initial application. x 8 h

General Instructions for Schedule #4E — Refunding Bond Requirements and Calculations

Complete the schedule for a calculation of net present savings, redemption date, and maturity date on eligible, refunded bonds. For purposes of this application, net present value savings is determined by computing the net present value of the difference between each schedul ed payment on the original debt and each scheduled payment on the refunding debt . Compute the present value savings at the true interest cost of the refunding debt. Eligible refunding debt may not be called for redemption earlier than the earliest call date of the debt being refunded. The eligible, refunded debt must not have a maturity date later than the final maturity date of the debt being refunded. You may attach a worksheet that provides the data and calculations used to determine net present savings and original and refunded redemption and maturity dates as a substitute for completing the worksheet provided on Schedule #4E. If you exercise this option, please include Schedule #4E in the application, write “see attachment” on the schedule, and attach the appropriate worksheet, highlighting the net present savings and the original and new redemption and maturity dates.

General Instructions for Schedule #6A —Provisions and Assurances

1. Carefully review all provisions and assurances included in Schedule #6A as appropriate. Your signature on Schedule #1—General Information indicates that you have read and will comply with all the requirements on these schedules.

2. Attach Schedule #6A to each copy of the application. An original signature of the authorized official on Schedule #1 indicates that the administrator has read and will comply with the terms outlined on these schedules.

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Part III
Standard Application System (SAS)

Schedule #1—General Information

For TEA Use Only
Adjustments and/or annotations made
on this (page) have been confirmed with

_____

by telephone/fax/email on _____

by _____ of TEA.

TEXAS EDUCATION AGENCY

Standard Application System (SAS)
Instructional Facilities Allotment

APPLICATION

SCHEDULE #1—General Information

_____
County-District No.

_____
Title/Name of Applicable Bond Issue or Lease-Purchase

1. Applicant Agency:
(District Name, Address, City, State, Zip)

2. Applicant Contact Person:
(Name, Title, Address [if different]):

Phone ( )
Fax ( )
E-mail:

3. Purpose of Application:

Application
Amendment No. _____

RFA#

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Schedule #4A—Debt Description

For TEA Use Only
Adjustments and/or annotations made on this (page) have been confirmed with by telephone/fax on by _____ of TEA.

TEXAS EDUCATION AGENCY
Standard Application System (SAS)
Instructional Facilities Allotment
APPLICATION
SCHEDULE #4A—Debt Description

County-District No. _____

Amendment No. _____

Title/Name of Applicable Bond Issue or Lease _____

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Schedule #4B—Project Descriptions

For TEA Use Only
Adjustments and/or annotations made on this (page) have been confirmed with _____ by telephone/fax on _____ by _____ of TEA.

TEXAS EDUCATION AGENCY
Standard Application System (SAS)
Instructional Facilities Allotment
APPLICATION
SCHEDULE #4B—Project Descriptions

_____
County-District No.

Amendment No. _____

_____
Title/Name of Applicable Bond Issue or Lease-Purchase

Describe the intended uses of bond proceeds or the lease-purchase financing. Provide an estimated budget using the form below. Please refer to A ppendix C of the RFA for examples and useful definitions . The narrative section should provide a brief descripti on that outlines the scope of the project, including the major building features and/or components to be constructed or renovated . Drawing and site plans may be submitted as supplements to a narrative description, but may not be substituted for the informa tion required for this schedule. Complete a project description for each project to be funded with this bond issue or lease-purchase agreement.

This schedule may be reproduced to provide additional space as needed.

Total Costs = $	Total Qualified Costs = $	Total Nonqualified Costs = $

Project 1.

Campus Name:		No. of Students:	Grade Levels Served:	Estimated Project Completion Date:
Project Type:	☐ New Campus _____ Sq. Ft. (Estimated Sq. Footage Required)	☐ Addition to Campus _____ Sq. Ft. (Estimated Sq. Footage Required)	☐ Renovation of Campus	
Estimated Project Budget:		Qualified Costs:		Nonqualified Costs:

Are any of the projects located in a city or an unincorporated area without an adopted building code? ☐

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Schedule #4C—Allocation of Debt Service

For TEA Use Only
Adjustments and/or annotations made on this (page) have been confirmed with

_____

by telephone/fax on _____

by _____ of TEA.

TEXAS EDUCATION AGENCY
Standard Application System (SAS)
Instructional Facilities Allotment
APPLICATION

SCHEDULE #4C—Allocation of Debt Service

_____
County-District No.

Amendment No. _____

_____
Title/Name of Applicable Bond Issue or Lease-Purchase

Narrative Explanation of Allocation Bases—Include all payments in Column A. Provide an explanation of the basis used for allocating debt service to eligible and ineligible categories of debt. Also provide an explanation of the allocation of debt service to qualified and nonqualified purposes. Please refer to the instructions for this schedule for a summary of acceptable methods. Amendments to this schedule will be requested if state funds become available for this application.
Column B is accounted for in Schedule #4E, New Debt Service (Column B).

A.	B.	C.	D.	E.

(FF)1.628.3102

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Schedule #4D—

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N. If your school district brings action for recovery of damages due to defective design, construction, renovation or improvement of an instructional facility financed by bonds for which the district receives assistance under the IFA program, the district must provide the commissioner with written notice of the action. The district must first use any net proceeds from such action to repair the defects, and then remit the state share of any remaining proceeds to the TEA in accordance with TEC, Section 46.0111

.

The signing of Schedule #1 —General Information by applicant indicates acceptance of all requirements described on this schedule (REQUIRED READING).

Final Checklist

Instructional Facilities Allotment —Round 1 1

For your use only—Do not forward this checklist with the application.

Please check your application for each of the following:

CORRECT PREPARATION
Each copy of the application is stapled in the top left corner . Application is NOT bound or placed in a notebook or folder. NO cover page or other divider pages were placed in the application.

REQUIRED NUMBER OF APPLICATIONS
All required applications are enclosed. Separate applications have been submitted for each title/name of an applicable bond issue or lease-purchase agreement. Information about multiple issues has not been

Texas Education Agency
Austin, Texas
July 2015