

Request for Application

INSTRUCTIONAL FACILITIES ALLOTMENT

Authorized by
Texas Education Code, Chapter 46, Subchapter A



Texas Education Agency
William B. Travis Building
1701 North Congress Avenue
Austin, Texas 78701-1494

APPLICATION DEADLINE:

Dated Material—Open Immediately

Closing Date: 5:00 p.m., Central Daylight Time
Wednesday, June 15, 2016

RFA#701-16-101
SAS-774-16

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Part I Request for Application

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Request for Application Instructional Facilities Allotment

I. Background Information

House Bill 4 (HB 4) as enacted by the 75th Texas Legislature created the Instructional Facilities Allotment (IFA) program to equalize the burdens of debt service in financing school construction. **\$55.5 million is available to fund new IFA applications applicable to fiscal year 2016–2017.**

To receive assistance, your district must submit an application to the State Funding Division of the Texas Education Agency (TEA). Your district must enter into voter-approved bonded debt or a lease-purchase agreement to qualify for the IFA program. Your district must use bond or lease-purchase proceeds for the construction of, addition to, or renovation of an instructional facility. The TEA determines a maximum allotment based on the annual debt service payment or \$250 per student in average daily attendance (ADA) with a minimum of 400 ADA, whichever is lesser. **Your district is required to levy sufficient taxes to fulfill the local share of the allotment. Alternatively, your district may designate previously unequalized maintenance and operations (M&O) or interest and sinking fund (I&S) tax collections from the 1999–2000 school year or later as the local share of the allotment, as long as the un-equalized excess taxes were not used to generate state aid.** State aid under the IFA program provides a guaranteed yield of \$35 per penny of tax effort per unweighted ADA. Your district should consult its financial advisors or TEA staff to determine the best option for its particular circumstances.

To preserve the eligibility of the bonds or lease-purchase agreement, your district must complete its application and the TEA Document Control Center must receive and stamp it before the date the district or its representatives price the bonds or before the passage of an order by the school district board of trustees authorizing the lease-purchase agreement. The attorney general must approve the bond order within 180 days of the application deadline for the bond order to remain eligible. Bond orders that are executed or lease-purchase agreements that are authorized before your district completes an application and the TEA's Document Control Center receives and stamps it **will not be eligible** for state assistance should funding be available (19 Texas Administrative Code [TAC] §61.1032[d][6]). **Submission of an application does not guarantee eligibility for funding consideration , which is subject to appropriation and any relevant statutory changes.**

II. Application and Award Information

A. Request for Applications

This request for applications (RFA) represents the efforts of the TEA to provide funding under the formulas in the Texas Education Code (TEC), Chapter 46, Subchapter A, to eligible applicants for certain debt service requirements.

B. Eligible Applicants

All public school districts in Texas that are legally authorized to enter into bonded debt under the TEC, Chapter 45, Subchapter A, or lease-purchase arrangements as authorized by the Local Government Code, §271.004, are eligible to apply for state assistance under the IFA program. State support is limited to certain debt service for qualified purposes as defined in the commissioner's rules concerning the allotment. The election authorizing bonded debt must be held before the TEA's Document Control Center receives an application. The end of the 60-day waiting period in which voters may petition for a referendum or the referendum if called, must occur before an application is submitted for lease-purchase agreements. Your district must submit its application **before** passing the bond order for bonds or adopting an order authorizing a lease-purchase agreement. **If your school district has not issued and has not received attorney general approval for the bond order or the lease-purchase agreement within 180 days (Monday, December 12, 2016) of the deadline for the current application cycle, the TEA will consider the application withdrawn, and the district will need to reapply.**

Note: Submission of an application is intended solely to provide districts an opportunity to preserve the eligibility of debt for future funding consideration if funds are available. If your district submits an eligible application and authorizes debt within 180 days but does not receive funding in the state fiscal biennium for which the application is first considered, it will have complied with the requirement of the TEC, §46.003(g), to submit an application before issuing bonds. Your district will be eligible for a 10% reduction in its wealth per student for the purposes of prioritization for the IFA program in subsequent biennia.

Advisory: For bonds such as Build America Bonds (BABs), Qualified School Construction Bond (QSCBs) or Qualified Zone Academy Bonds (QZABs) that receive a federal tax benefit only the *net* debt service is eligible for IFA funding.

C. Award Process

On the deadline for receipt of applications, the TEA will rank all eligible applications in order of property wealth per student in ADA. The TEA will award state assistance beginning with the district with the lowest property wealth and continue until all available funds have been used. The TEA will notify each district of the amount of assistance awarded and its position in the rank order for the application cycle. The TEA will reduce your district's wealth per student for ranking purposes as follows:

- (1) A district's wealth per student is first reduced by 10% if the district does not have any outstanding debt at the time the district applies for assistance.
- (2) A district's wealth per student is next reduced if a district has had substantial student enrollment growth in the preceding five-year period. The TEA will reduce the district's wealth per student:
 - (A) by 5% if the district has an enrollment growth rate in that period that is 10% or more but less than 15%;
 - (B) by 10% if the district has an enrollment growth rate in that period that is 15% or more but less than 30%;

(C) by 15% if the district has an enrollment growth rate in that period that is 30% or more.

- (3) If the district has not previously received any assistance because of a lack of appropriated funds, its property wealth for prioritization will be reduced by 10% for each biennium in which assistance was not provided. The reduction is calculated after reductions for outstanding debt and enrollment are completed if applicable. This reduction in property wealth for prioritization purposes is only effective if the district actually entered the proposed debt without state assistance before the deadline for a subsequent cycle for which funds are available. Districts that fail to issue the debt within 180 days of the application deadline date will forfeit the eligibility of their application and will not be granted the 10% reduction in property wealth for the purposes of prioritization.
- (4) Finally, a district's wealth per student will be reduced by 25% if the district demonstrates, in a manner prescribed by the commissioner, that the district must construct, acquire, renovate, or improve one or more instructional facilities to serve the children of military personnel transferred to a military installation in or near the district under the Defense Base Closure and Realignment Act of 1990 (10 U.S.C. Section 2687). To qualify for this reduction, the district must include in its application for IFA funding one or more project descriptions for facilities that will serve the children of military personnel who are transferred to the military installation in or near the district.

D. Funding

Funding is subject to the availability of appropriations.

The TEC, Chapter 46, Subchapter A, authorizes the use of funds for expenditures for debt service only. The TEA will determine a maximum allotment amount, financed according to formulas in the TEC from both state and local sources, of up to \$250 per student in ADA per year for each qualified school district. The TEA will determine state assistance amounts through the term of the debt annually using the following formula.

$$FYA = (FYL \times ADA \times BTR \times 100) - (BTR \times (DPV/100))$$

where:

"FYA" is the guaranteed facilities yield amount of state funds allocated to the district for the year;

"FYL" is the dollar amount guaranteed level of state and local funds per student per cent of tax effort, which is \$35 or a greater amount, if provided for by appropriation;

"ADA" is the number of students in average daily attendance in the district, as determined under the TEC, §42.005;

"BTR" is the district's bond tax rate for the current year, which is determined by dividing the amount of taxes budgeted to be collected by the district for payment of eligible

bonds by the quotient of the district's taxable value of property as determined under the Texas Government Code, Chapter 403, Subchapter M, divided by 100; and

"DPV" is the district's taxable value of property as determined under the Texas Government Code, Chapter 403, Subchapter M.

Funding continues through the term of the debt without additional applications. If appropriations fall short of approved grant amounts, statute directs the commissioner to transfer appropriations from the Foundation School Program in an amount sufficient to make the required payments of state assistance.

E. Requirements

In addition to the requirements in Section III of this RFA, your application must address each of the following requirements (on the appropriate schedule) to be considered for funding.

Only debt service directly related to instructional facilities may be funded with state assistance. Paying debt service related to non-instructional facilities as defined in statute and the commissioner's rules is considered a nonqualified purpose. Each applicant must identify the purposes for which the financing is obtained on the appropriate schedule. Funds that the district raises through the issuance of bonded debt must be used for an instructional facility purpose as defined by the TEC, §46.001. The facility acquired by entering into a lease-purchase agreement must be an instructional facility as defined by the TEC, §46.001.

The attorney general must approve all bonded debt before any state assistance payments will be made to your district. The attorney general must approve all lease-purchase agreements before any state assistance payments will be made to your district.

Bonded debt must have a weighted average maturity of at least eight years, calculated in the manner the commissioner's rules and the application prescribe. All lease-purchase agreements must be for a term of at least eight years.

If your school district receives state assistance, it must levy and collect sufficient taxes or have sufficient designated excess M&O or I&S tax collections from the 1999–2000 school year or later, as long as the excess taxes were not used to generate state aid, to meet its local share of the debt service requirement for which state assistance is granted. **When districts receive IFA funds, the local share of debt service that is considered for state assistance is deducted from I&S taxes collected for bonded debt and M&O taxes collected for lease-purchase agreements before the calculation of the Existing Debt Allotment (EDA) and Tier 2 state aid, respectively.** Failure to levy and collect sufficient taxes or have sufficient designated excess M&O or I&S tax collections from the 1999–2000 school year or later to meet the local share of the allotment will result in pro rata reduction of state assistance.

Once your district is approved to receive funds under the TEC, Chapter 46, Subchapter A, the district may not leverage Chapter 42 (Tier 2) funds with the tax collections that comprise the local share of the allotment. **Bonded debt service or lease-purchase payments that were excluded from consideration for state assistance because of prioritization or because of the limitation on assistance may be considered for state assistance**

under the IFA program in subsequent biennia through additional applications. Until your application is approved for assistance under Chapter 46, Subchapter A, taxes collected for lease-purchase payments or bonded debt service may be considered in the calculation of state aid in the TEC, Chapter 42, or the TEC, Chapter 46, Subchapter B, if eligible.

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.

F. Use of Funds

Funds are for the exclusive purpose of making payments on bonded debt service or lease-purchase payments.

G. Application Schedules and Instructions

Separate instructions for preparing the individual schedules are located in Part II of this RFA. Carefully study these instructions to ensure that all schedules are completed correctly.

III. Conditions for Submission of Application and Other IFA Program Stipulations

Staple each application in the top left corner. Do not bind the application in a notebook or folder.

- A. **A Notice of Allotment**—which incorporates this RFA, the instructions for each schedule, and the approved application as negotiated by the TEA— constitutes the binding agreement between the parties and **is issued for an approved application.**
- B. Your application must address all the requirements contained in this RFA to be considered for funding.
- C. The TEA reserves the right to reject any and all applications and to negotiate portions thereof.
- D. You must furnish such additional information as the TEA may reasonably require.
- E. The TEA will not be liable for any costs incurred in the preparation and submission of the application.
- F. The TEA will notify each applicant in writing of the receipt of the application. The TEA will destroy all copies of all applications, except for the selected application(s), unless you notify the TEA in writing within 45 days of the date on the selection/nonselection letter that the application is to be returned to you at your expense.

IV. Procedures for Submitting Applications

PLEASE READ THIS ENTIRE SECTION CAREFULLY.

Facsimile transmissions (faxes) of applications are not accepted under any circumstances.

A. Receipt of Applications

For your application to be eligible for consideration, one original application with an original signature from the superintendent or authorized school official must be received in the TEA's Document Control Center:

By the 5:00 p.m. (CDT) deadline specified on the front cover of this RFA

and

Before the date on which your district or its representatives price the bonds **or** before the school district board of trustees passes an order authorizing the lease-purchase agreement.

In establishing the time and date of receipt, the commissioner of education relies solely on the time/date stamp of the Document Control Center.

Method of Submittal

Applications can be submitted through the U.S. Postal Service, United Parcel Service, Federal Express, Purolator, or any other delivery service before or by the aforementioned deadline.

Note: The TEA **does not** accept a U.S. Postal Service postmark and/or round validation stamp, mail receipt with the date of mailing stamped by the U.S. Postal Service, dated shipping label, invoice or receipt from a commercial carrier, or any other documentation as proof of the TEA's receipt of any application. You are advised that the TEA assumes no responsibility, under any circumstances, for the receipt of an application after the deadline time and date established in this RFA.

Document Control Center

The TEA's Document Control Center is open Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays.

Applicants delivering an application in person must take the application to the reception area located on the second floor of the William B. Travis Building, 1701 North Congress Avenue (at 17th Street and North Congress Avenue, two blocks north of the capitol), Austin, Texas 78701-1494. The mailing address is:

Document Control Center
Second Floor Reception Area
Texas Education Agency
1701 North Congress Avenue
Austin, TX 78701-1494

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 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 frequently asked questions (FAQs), correction notices, or other information that pertains to this RFA.

B. Requests for Additional Information

If you do not have access to the Internet, you may get a copy of the FAQs or other information by writing to the IFA program administrator at Instructional Facilities Allotment, State Funding Division, Texas Education Agency, William B. Travis Bldg., 1701 N. Congress Avenue, Austin, TX 78701-1494, or by calling (512) 463-9238. The RFA number, located in the lower right corner of the front cover of this RFA, and the RFA name must be identified in the request.

All inquiries for information must be made in writing to Instructional Facilities Allotment, State Funding Division, Texas Education Agency, William B. Travis Bldg., 1701 N. Congress Avenue, Austin, TX 78701-1494. The RFA number, located in the lower right corner of the front cover of this RFA, must be identified in the written request for information.

VI. Selection Criteria

The TEA reviews each application to determine that the minimum statutory requirements have been met. All required components of this RFA must be addressed.

VII. Selection of Applications for Funding Considerations

The TEA makes awards according to the prioritization criteria.

VIII. Review of Applications

Contingent on the availability of funds, review of applications begins as soon as practical after receipt.

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.

Appendices

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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**
- **Certificate of Project Compliance** (Use the certificate for projects started in 2004 or later.)

Appendix D

Examples of qualified and nonqualified projects can be found at http://tea.texas.gov/Finance_and_Grants/State_Funding/Facilities_Funding_and_Standards/Instructional_Facilities_Allotment_Program/.

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 (When/If Funded) _____
- 6. District Size Factor (Greater of Line 3 x \$250 or \$100,000) _____
- 7. Limitation on Assistance (Smaller of Line 5 or Line 6) _____

Calculation of Allotment (Contingent on Availability of Funding):

- 8. Local Revenue Generated by \$.01 tax rate (Line 4 / 10,000) _____
- 9. Local Revenue per \$.01 per ADA (Line 8 / Line 3) _____
- 10. State's Share of \$35 per ADA Yield (\$35 – Line 9)
(If Less Than Zero, Enter Zero) _____
- 11. State's Share Expressed as Percentage (Line 10 / \$35) _____
- 12. Estimated State Share of IFA
(Lesser of Line 2 or Line 7) x Line 11 _____
- 13. Estimated Local Share of IFA
(Lesser of Line 2 or Line 7) – Line 12 _____

Example of "Compressed" I&S Tax Rate: Your district must take into account the amount of state assistance (line 12) and local share (line 13) when setting the I&S tax rate for bonds and the M&O tax rate for lease-purchase agreement. The result is what is known as a "compressed" tax rate and can be calculated as follows:

“Compressed” I&S Tax Rate (Line 7 ÷ \$35 ÷ Line 3 ÷ 100) _____

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 (Forms)

Title	When Required	Remarks
1. Schedule 1— General Information	Initial application; required for all/any amendments	Certify that the terms and conditions of participation in the IFA program are communicated and mutually agreed on.
2. Schedule 2— Certification for Projects by More Than One District	Initial application (if applicable); as needed for amendments	Use only for those projects that are to be financed from multiple districts through the issuance of bonds or a lease-purchase arrangement.
3. Schedule 4A— Debt Description	Initial application; as needed for amendments	Provide a description of the proposed debt (bonds or lease-purchase), including an identifying designation of the debt (such as title/name of applicable bond issue or lease-purchase agreement and comptroller's registration number), the date of voter authorization, and the expected date of school board approval of the bond order or the expected date of school board approval of a project lease.
4. Schedule 4B— Project Descriptions	Initial application; as needed for amendments throughout life of debt if original stated uses change	Describe the intended uses for proceeds from the sale of bonded debt, or a description of the facility covered by the lease-purchase. Non-instructional projects will not qualify for IFA. Total proposed costs must equal or exceed the total debt issued.
5. Schedule 4C— Allocation of Debt Service	Initial application; as needed for amendments	Provide a schedule of annual payment amounts, indicating the eligible and ineligible categories of debt and the qualified and nonqualified uses for proceeds. The schedule must indicate the amounts of principal and interest payments through the life of the debt. Special rules apply to variable rate bonds and amendments for full or partial refunding. Data reported must correspond to data reported on schedule 4B (and, when applicable, to the final debt service schedule).
6. Schedule 4D— Calculation of Weighted Average Maturity	Initial application; as needed for amendments (not applicable to lease-purchase agreements)	Following the methodology provided, complete and provide details for the calculation of weighted average maturity for the bonded debt. Special rules apply to amendments for full or partial refunding.
7. Schedule 4E— Refunding Bond Requirements/ Calculations	As needed for amendment and as soon as possible, but no later than 180 days after the attorney general approval of the refunded/refinanced debt	Provide a schedule of original debt service, new/refunded debt service, and net present value savings. Also list old and refunded maturity and redemption dates.
8. Schedule 6A— Provisions and Assurances	Initial application; as needed for amendments (in order to correspond to the current RFA used for funding)	REQUIRED READING: Schedule incorporates requirements for the applicant and assurances related to the allotment.

If your application is granted an allotment, after the final sale of bonded debt or after the school board approves the project lease for a lease-purchase arrangement, **your district must submit amendments for all initial schedules**. The amended schedules must match information that is reflected in the supporting official documents (final official statement or final lease-purchase agreement

including the final debt service schedule). No IFA payments are processed until all documentation is received and approved. **Further instructions are included in the initial notice of allotment.**

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**Instructions for the
Standard Application System (SAS)**

**Instructional Facilities Allotment
Application
(RFA#701-16-101)
(SAS-774-16)**

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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/](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 Application:**
 - 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 allotment (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 separate 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 #2—Certification for Projects by More Than One District

1. Two or more school districts may enter into an agreement to jointly fund a qualified instructional facility with an eligible form of debt.
2. Districts that are members of a joint project (with the same fiscal agent) apply for funds through this SAS submitted by the member districts' fiscal agent. The fiscal agent completes Schedule #1—General Information. The fiscal agent and the member districts of the agreement complete Schedule #2—Certification for Projects by More Than One District. The fiscal agent, named in an agreement, will collect data from all participating districts and submit in a composite application to the TEA. A fiscal agent that has its own project will request funds in a separate application from the one submitted for the multidistrict project.
3. Complete the form as follows:
 - a. Line 1: The designated fiscal agent must complete and sign this line.
 - b. Lines 2–17: Provide complete information, including an authorized signature, for each member district in the agreement.
 - c. Line 18: Enter the total amount requested for the project (fiscal agent's requested funds plus the member districts' requested funds).
4. The fiscal agent maintains for the members of the agreement all financial records required for the TEA in accordance with the Financial Accounting and Reporting (FAR) module of the Financial Accountability System Resource Guide (FASRG).
5. **Written Agreement**

According to section 1.3.1.4 of the FAR module of the FASRG, when one or more school districts and/or education service centers enter into a shared services arrangement, they must develop a **written agreement** to address the responsibilities of each member and the fiscal agent. The TEA requires a written agreement of a comparable nature for consideration of joint projects in this RFA. You must attach a copy of the written agreement to the application.

General Instructions for Schedule #4A—Debt Description

1. Identify the debt instrument for which an allotment is requested. You must make a separate application for each title/name of an applicable bond issue or lease-purchase agreement for which you are requesting an allotment. The TEA will require additional information on the issue if the application is awarded funds. Amendments for refunding must identify both the original debt instrument as well as the refunding debt instrument.
2. Please note the following specific instructions:
 - a. The amount of “new” money should include the principal amount of new debt issued.
 - b. The “refunding” amounts should reflect the principal amounts of the bonds that are being refunded in this issue.
3. Please note: Figures reported in this section must agree with the supporting documents that will be requested if the application is approved, for example, final official statements and final lease-purchase agreements.

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.

General Instructions for Schedule #4D—Calculation of Weighted Average Maturity

Complete the schedule for calculation of the weighted average maturity for new and eligible refunded bonded debt. Do not include the maturities for ineligible refunding bonds in these calculations. For the purposes of this application, a weighted average maturity is calculated by dividing bond years by the issue price. "Bond years" is defined as the product of the dollar amount of bonds and the number of years from the dated date to the stated maturity, and "issue price" is defined as the par value of the issue plus accrued interest, less original issue discount or plus premium. You may attach a worksheet that provides the data and calculations used to determine weighted average maturity as a substitute for completing the worksheet provided on Schedule #4D. If you exercise this option, please include Schedule #4D in the application, write "see attachment" on the schedule, and attach the appropriate worksheet, highlighting the weighted average maturity as expressed in years. Include only new and eligible refunded debt on the schedule. **Exclude the principal amounts of refunding bonds that are not eligible.**

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 scheduled 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. Applications are not eligible to be funded until each copy contains Schedule #6A.
3. Schedule #6A contains the **provisions and assurances** that are applicable to all IFAs.

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Part III
Standard Application System (SAS)

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Schedule #1—General Information

<p>For TEA Use Only</p> <p>Adjustments and/or annotations made on this (page) have been confirmed with _____</p> <p>by telephone/fax/email on _____</p> <p>by _____ of TEA.</p>
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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: <input type="checkbox"/> Application <input type="checkbox"/> Amendment No. _____ RFA#701-16-101
---	--	--

4. Use of the Standard Application System: This system provides a series of standard schedules to be used as formats by applicants who apply for funds administered by the Texas Education Agency (TEA). If additional clarification is needed, please call (512) 475-1217.

5. Program Authority: Texas Education Code, Chapter 46

6. Index to This Application: Place an X in the column next to the schedule(s) being submitted as part of this application or amendment.

Sch. No.	Schedule Name	New Applic.	Amend. Applic.	Sch. No.	Schedule Name	New Applic.	Amend. Applic.
1	General Information			4	Program Abstract		
2	Cert. of Projects by More than One District			4A	Debt Description		
3	Budget Summary			4B	Project Descriptions		
3A	Purpose of Amendment			4C	Allocation of Debt Service		
	Support Schedules for —			4D	Calculation of Weighted Average Maturity		
3B	Payroll Costs 6100			4E	Refunding Bonds Requirement/Calculation		
3C	Professional and Contracted Services 6200			5A	(Other Supplemental Schedules, Specify)		
3D	Supplies and Materials 6300			6A	Provisions and Assurances		
3E	Other Operating Costs 6400			6B	Debarment and Suspension Certification		
3F	Debt Service 6500			6C	Lobbying Certification		
3G	Capital Outlay 6600 (Exclusive of 6619 and 6629)			6D	Disclosure of Lobbying Activities		
				6E	Special Provisions and Assurances		
3H	Building Purchase, Construction, or Improvements 6629						

Certification and Incorporation

7. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the local education agency named above has authorized me as its representative to obligate this agency. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, the Provisions and Assurances, Debarment and Suspension, lobbying requirements, Special Provisions and Assurances, and the schedules attached as applicable. It is understood by the applicant that this application constitutes an offer and, if accepted by Agency or renegotiated to acceptance, will form a binding agreement.

Typed Name and Title of Authorized District Official	Telephone Number	Date Signed	Original Authorized District Official Signature (blue ink preferred)
--	------------------	-------------	---

Return the application (or amendment) for each separate title/name of applicable bond issue or lease-purchase with original signature(s) to:

Texas Education Agency
 William B. Travis Building
 Second Floor Reception Area
 1701 North Congress Avenue
 Austin, TX 78701-1494

 TEA DOCUMENT CONTROL NO.

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Schedule #2—Certification for Projects by More Than One District

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by telephone/fax/email on _____
by _____ of TEA.

**TEXAS EDUCATION AGENCY
Standard Application System (SAS)
Instructional Facilities Allotment
APPLICATION
SCHEDULE #2— Certification for Projects
by More than One District**

County-District No. _____

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

Program Authority: Texas Education Code, Chapter 46

I, as one of the undersigned, certify that to the best of my knowledge, the information contained in this application is correct and complete, that the local education agency (LEA) that I represent has authorized me to file this application, and that such authorization action is recorded in the minutes of the agency's board meeting. The participating or intermediate education agency named below has been designated as the administrative and fiscal agent for this project and is authorized to receive and expend funds for the conduct of this project. The fiscal agent is accountable for all project activities and is therefore responsible for ensuring that all funds including payments to members of the agreement are expended in accordance with applicable laws and regulations. All participating agencies have entered into a written agreement which describes the responsibilities of the fiscal agent and members, including the refund liability that may result from on-site monitoring or audits. It is understood that the fiscal agent is responsible for the refund for any exceptions taken as a result of on-site monitoring or audits. **Each member identified below acknowledges accountability for the requirements contained in Schedule #6A.**

L i n e #	County- District Number <small>(A)</small>	Typed Legal Name of Agency <small>(B)</small>	Typed Name and Title of Authorized Representative <small>(C)</small>	Signature <small>(D)</small>	Amount of Funds Provided by Member (If Applicable) <small>(E)</small>
01		Designated Fiscal Agent:			\$
02		Member Districts:			\$
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
16					
17					
18	TOTAL AMOUNT				\$

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Schedule #4A—Debt Description

For TEA Use Only
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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-Purchase _____

EACH BOND ISSUE OR LEASE-PURCHASE AGREEMENT MUST HAVE A SEPARATE APPLICATION.

For Bonded Debt: Only bonds issued in accordance with Texas Education Code (TEC), Chapter 45, Subchapter A, or TEC, §46.007, are eligible under the Instructional Facilities Allotment program.
For Lease-Purchase Debt: Only lease-purchase agreements authorized by Local Government Code, §271.004, are eligible under the Instructional Facilities Allotment program.

Title/Name of Applicable Debt Instrument — For amendments pertaining to refinancing/refunding, list the title/name of the original bond issue and the title of the refunding/refinancing bond issue:

Comptroller's Registration Number (applicable only to amendments after debt has issued)—For amendments pertaining to refinancing/refunding, list the registration number of the original bond issue and the registration number of the refunding/refinancing bond issue:

Bonded Debt: Date of Voter Authorization (Successful Bond Election): ____/____/____

Bonded Debt: Date the School Board Will Authorize/Authorized the Bond Issuance: ____/____/____

Lease-Purchase Debt: Date of End of 60-Day Notification Period: ____/____/____

Lease-Purchase Debt: Date of Election, If Called: ____/____/____

Lease-Purchase Debt: Date That School Board Will Authorize/Authorized the Lease: ____/____/____

Expected Date of Last Payment: ____/____/____

Note: A lease-purchase agreement must cover a term of at least eight (8) years to be eligible under the IFA program.

Details regarding Proposed or Issued Debt

Dollar Amount of "Total" Debt Proposed/Issued:

Dollar Amount of "New" Debt:

Dollar Amount of "Refunded" Debt:

Please indicate which of the following applies to this application (check one):

___ (a) This is the first application for this proposed debt issuance.

___ (b) This is the second or a subsequent application for this proposed debt issuance.

The previous IFA application document control number was _____.

The previous IFA application was (check one): ____ partially funded ____ not funded.

If not funded, was the proposed debt issued? (check one): ____ yes ____ no If yes, please provide:

Title/Name of Debt Instrument: _____

Sale Date: ____/____/____ Comptroller's Registration No. _____

___ (c) This is an amendment to: ____ a funded IFA application ____ an unfunded IFA application.

The original document control number for the application was _____.

Note: The dollar amount of the total bond issue should equal the amount of "new" debt plus the amount of "refunded" debt.

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Schedule #4B—Project Descriptions

For TEA Use Only
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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 Appendix C of the RFA for examples and useful definitions. The narrative section should provide a brief description 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 information 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: <input type="checkbox"/> New Campus _____ Sq. Ft. (Estimated Sq. Footage Required)	<input type="checkbox"/> Addition to Campus _____ Sq. Ft. (Estimated Sq. Footage Required)	<input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, has the school district adopted a building code as required by the school facilities standards, and does the district have a procedure in place to ensure that an independent third party building code review of the plans and specifications is performed? <input type="checkbox"/> Yes <input type="checkbox"/> No Narrative description:			

Project 2.

Campus Name:	No. of Students:	Grade Levels Served:	Estimated Project Completion Date:
Project Type: <input type="checkbox"/> New Campus _____ Sq. Ft. (Estimated Sq. Footage Required)	<input type="checkbox"/> Addition to Campus _____ Sq. Ft. (Estimated Sq. Footage Required)	<input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, has the school district adopted a building code as required by the school facilities standards, and does the district have a procedure in place to ensure that an independent third party building code review of the plans and specifications is performed? <input type="checkbox"/> Yes <input type="checkbox"/> No Narrative description:			

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Schedule #4C—Allocation of Debt Service

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 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).

Fiscal Year of Payments	A. Total Scheduled Payment*	B. Eligible Refunded Debt Portion	C. Ineligible Refunded Debt Portion	D. Nonqualified Purposes	E. Eligible Debt Service (A less C less D)
2016–2017					
2017–2018					
2018–2019					
2019–2020					
2020–2021					
2021–2022					
2022–2023					
2023–2024					
2024–2025					
2025–2026					
2026–2027					
2027–2028					
2028–2029					
2029–2030					
2030–2031					
2031–2032					
2032–2033					
2033–2034					
2034–2035					
2035–2036					
2036–2037					
2037–2038					
2038–2039					
2039–2040					
2040–2041					
2041–2042					
2042–2043					
2043–2044					
2044–2045					
2045–2046					
2046–2047					
2047–2048					
2048–2049					
2049–2050					
2050–2051					
TOTAL					

*Initial application should reflect total *anticipated* annual payments. After the final sale, and if the application is funded, the district must submit amended schedules reflecting numbers that match the debt service schedule published in the final official statement or final lease agreement.

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Schedule #4D—Calculation of Weighted Average Maturity

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by telephone/fax/email on _____
by _____ of TEA.

TEXAS EDUCATION AGENCY
Standard Application System (SAS)
Instructional Facilities Allotment
APPLICATION
SCHEDULE #4D—Calculation of
Weighted Average Maturity

County-District No. _____

Amendment No. _____

Title/Name of Applicable Bond Issue _____

(Not Applicable to Lease-Purchase Agreements)

A. Number of Years to Stated Maturity	B. Dollar Amount of Bonds in Thousands	C. Product of A Times B
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
	Sum of Products =	

Issue Price (par value plus accrued interest, less original issue discount or plus premium):
 Issue Price = _____

Weighted Average Maturity = (Bond Years ["Sum of Products" above] * 1000) / Issue Price
 Weighted Average Maturity = _____

Note: Exclude ineligible refunding principal from this schedule. This schedule should be amended on submission of the final official statement to reflect the actual debt service schedule, if different from proposed in original application.

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Schedule #4E—Refunding Bond Requirements and Calculations

TEXAS EDUCATION AGENCY

Standard Application System (SAS) Instructional Facilities Allotment APPLICATION SCHEDULE #4E—Refunding Bond Requirements and Calculations

County-District No. _____

Amendment No. _____

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

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

AN AMENDED APPLICATION IS REQUIRED FOR ANY ELIGIBLE REFUNDING BONDS, REGARDLESS OF WHETHER A COMPLETE OR PARTIAL REFUNDING IS ACCOMPLISHED. ADDITIONAL DOCUMENTATION MAY BE REQUIRED DEPENDING ON THE NATURE OF THE REFUNDING TRANSACTION.

If the debt is for a refunding or a combination of refunding and new debt, the refunding portion must meet the same eligibility criteria with respect to dates of first debt service as a new issue as defined by the Texas Education Code (TEC), §46.003(d)(1).

Refunding bonds must also meet the following criteria as defined by TEC, §46.007:
Present Value (PV) Savings: Eligible refunding bonds must result in a PV savings. PV is determined by computing the net PV of the difference between each scheduled payment on the original bonds and each scheduled payment on the refunding bonds. **PV savings shall be computed at the true interest cost of the refunding bonds.**
Redemption Date: Eligible refunding bonds may not be called for redemption earlier than the earliest call date of the bonds being refunded.
Maturity Date: Eligible refunding bonds must not have a maturity date later than the final maturity date of the bonds being refunded.

Note: If any portion of a maturity is refunded at a present value cost or with an extension of the term, that portion of the debt will be removed from eligibility.

Fiscal Year of Payments	A. Original Debt Service	B. New Debt Service	C. Savings (A less B)	D. PV of Savings
2016–2017				
2017–2018				
2018–2019				
2019–2020				
2020–2021				
2021–2022				
2022–2023				
2023–2024				
2024–2025				
2025–2026				
2026–2027				
2027–2028				
2028–2029				
2029–2030				
2030–2031				
2031–2032				
2032–2033				
2033–2034				
2034–2035				
2035–2036				
2036–2037				
2037–2038				
2038–2039				
2039–2040				
			Net PV of Savings	\$

Original Call Date _____ Refunded Bonds Call Date _____
 Original Maturity Date _____ Refunded Bonds Maturity Date _____

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Schedule #6A—Provisions and Assurances

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

County-District No.

Schedule #6A—Provisions and Assurances

Title/Name of Applicable Bond Issue or Lease-Purchase

Statement of provisions and assurances for the allotment in this application:

- A. This allotment is provided by the agency **subject to the availability of funds** appropriated by legislative act for the purposes stated. All amendments and/or extensions or subsequent allotments entered into for the same or continued purposes are executed contingent on the availability of appropriated funds. No other agreement, written or oral, purporting to alter or amend this allotment shall be valid.
- B. The district's application furnished to the agency in response to a request for application is incorporated in this document by reference for all necessary purposes. It is specifically provided, however, that **the provisions of this document shall prevail in all cases of conflict** arising from the terms of the district's proposal whether such proposal is a written part of this document or is attached as a separate document.
- C. **The terms, conditions, and assurances that are stated in the request for application**, in response to which the applicant is submitting this application, are incorporated herein by reference for all purposes. The instructions to the Standard Application System are incorporated herein by reference.
- D. The applicant certifies that **the person signing this application has been properly delegated this authority**.
- E. In the conduct of the allotment, the district shall be subject to **Texas State Board of Education rules and commissioner of education rules pertaining to school facilities and the allotment and to the laws of the State of Texas governing this allotment**. This document constitutes the entire agreement between the agency and the district for the allotment.
- F. The agency may conduct **desk reviews or on-site monitoring reviews** to determine compliance with the approved application and the applicable statute(s), law(s), regulations, and guidelines.
- G. If the district, in the agency's sole determination, fails or refuses for any reason to perform any of its obligations under this contract, **the agency may impose such sanctions as it may deem appropriate**. This includes but is not limited to the withholding of payments to the district until the district complies; the cancellation, termination, or suspension of this allotment, if imposed, shall become effective at the close of business on the day of the district's receipt of written notice thereof from the agency.
- H. The district, to the extent permitted by law, shall hold the agency harmless from and shall indemnify the agency against any and all claims, demands, and causes of action of whatever kind or nature asserted by any third party and occurring or in any way incident to, arising from, or in connection with, any acts of the district, its agents, employees, and subcontractors, done in the conduct of the allotment.
- I. **If the agency determines that the agency is due a refund of money paid to the district**, the district shall pay the money due to the agency in a manner consistent with the provisions of the laws of the State of Texas and rules of the commissioner of education governing this allotment.
- J. **The district shall maintain its records and accounts in a manner that assures a full accounting for all funds received and expended by the district in connection with the allotment**. The district shall retain these records and accounts and make them available for programmatic or financial audit by the agency and by others authorized by law or regulation to make such an audit for a period of not less than five years from the date of the end of debt service. If an audit has been announced, the district shall retain the records until such audit has been completed.
- K. The district certifies that no funds provided under this allotment shall be used to purchase supplies, equipment, or services from any **companies found to be guilty of unfair business practices** within 12 months from the determination of guilt.
- L. The district certifies that no funds will be used to pay for **religious worship, instruction, or proselytization**, or for any equipment or supplies for such, or for any construction, remodeling, repair, operation, or maintenance of any facility or part of a facility to be used for religious worship, instruction, or proselytization (34 Code of Federal Regulations, §76.532, and Public Law 107-110, §9505).
- M. The district certifies that any construction or major renovation of an existing or new instructional facility using funds allotted to the district under this allotment shall consider, in the design of the instruction facility, **security criteria developed by the Texas School Safety Center under the Texas Education Code, §37.2051**.

Rev. 3/18/2010

- 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 11

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

Please check your application for each of the following:

1

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.

2

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 combined on a single application.**

3

SIGNATURES

Each application has an original signature on Schedule #1 of the district official authorized to bind the applicant in a contract. (Blue ink is preferred.)

4

CERTIFICATION FOR SHARED SERVICES ARRANGEMENTS

If Schedule #2 (certification for shared services arrangements) is included, the fiscal agent, as well as all members of the shared services arrangement, have signed this schedule.

5

REQUIRED SCHEDULES

Applications that address only part of the requirements contained in this RFA will not be considered for funding. The initial application requires the following schedules (in their entirety and as instructed in the RFA):

Schedule 1 Schedule 2 Schedule 4A Schedule 4B
(if applicable)

Schedule 4C Schedule 4D Schedule 6A Schedule 4E is **not required** for the initial application.

6

COUNTY-DISTRICT NUMBER AND DEBT TITLE

The county-district number and the name/title of the applicable bond issue or lease-purchase agreement have been written on each schedule of the application.

7

SCHEDULE #6A

The provisions and assurances contained in Schedule #6A have been read carefully and are included in each copy of the application.

Please also note the following:

8

BOND GUARANTEE PROGRAM

Completion of this application does not constitute an application for the Permanent School Fund (PSF) Bond Guarantee Program. Districts 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/.

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SUBMIT THE APPLICATION BY 5:00 P.M. (CDT) WEDNESDAY, JUNE 15, 2016, TO:

Document Control Center
Second Floor Reception Area
Texas Education Agency, William B. Travis Building
1701 North Congress Avenue
Austin, TX 78701-1494

Do not submit the application to the IFA program administrator.



**Texas Education Agency
Austin, Texas
July 2015**