

## 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. Noninstructional 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)	<b>REQUIRED READING:</b> 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.**

## 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/pages are needed.
5. Staple each copy of the 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 two copies of 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 two originals 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://www.tea.state.tx.us/school.finance/bond.html>.**

## General Instructions for Schedule #1—General Information

Section Number:

1. **Applicant Agency:** Self-explanatory.
2. **Applicant Contact Person:** The applicant contact person 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 two copies of each application with original signatures in blue ink.

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, e.g., 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 noninstructional purposes over the life of the debt service, unless a different basis is indicated in the bond order. 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 purposes of this application, a weighted average maturity is calculated by dividing bond years by the issue price, where "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.