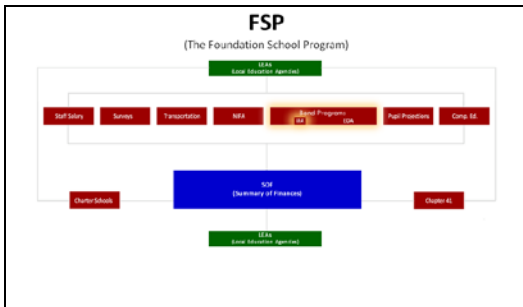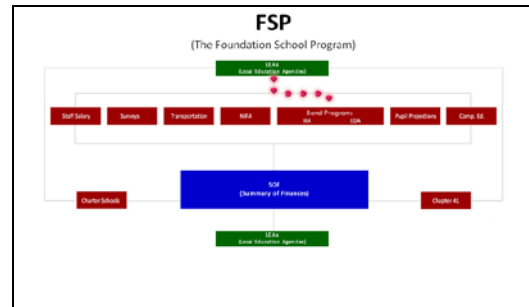Slide 1

Slide 2

Welcome to Part 1 of the FSP Bond Programs IFA training module. In this part, you will learn... What the IFA subsystem is for,... Where IFA fits into the FSP process,... How the IFA approval process works,... and How to create an application.
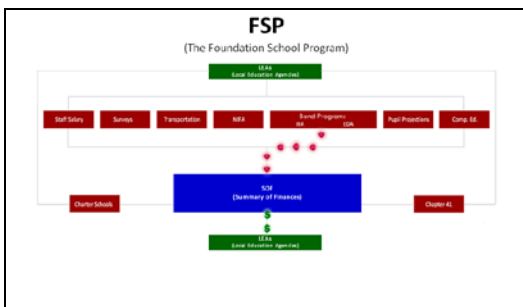

Slide 3

 Bond Programs is a subsystem of the Foundation School Program (or FSP) that handles districts' applications for the Instructional Facilities Allotment, (IFA), program.
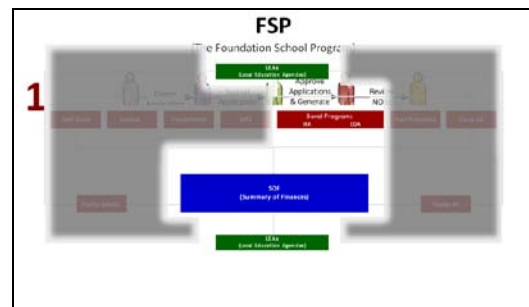

Slide 4

 Districts enter their applications and amendments through the IFA features in Bond Programs.
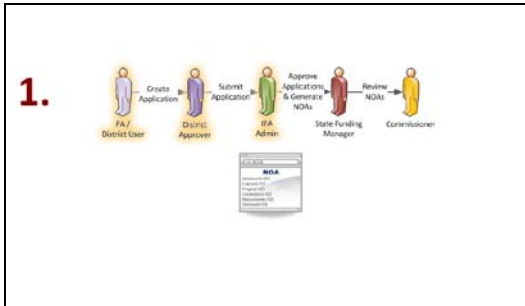

Slide 5

 The admin uses the program to determine which applications are eligible and how much each district's allocation will be. That information is sent to SOF to update the districts' ledgers and generate payments.
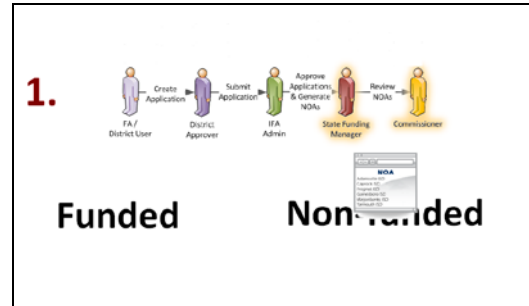

Slide 6

 To prevent errors, this process requires a multi-part system of approval. The first phase is the creation and approval of the application.
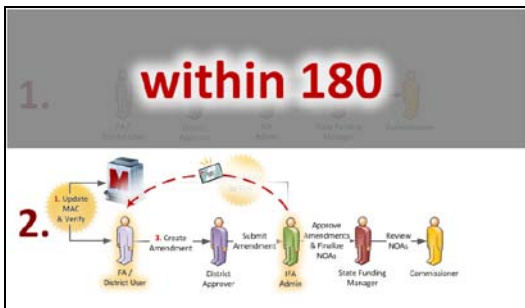
Slide 7

First, the financial advisor (or F.A.) creates a new application. Then the district approver (the superintendent) submits the application to TEA via the Bond Programs subsystem. At TEA, the admin approves applications and generates a list of Notice of Allotment, (NOA), recipients.
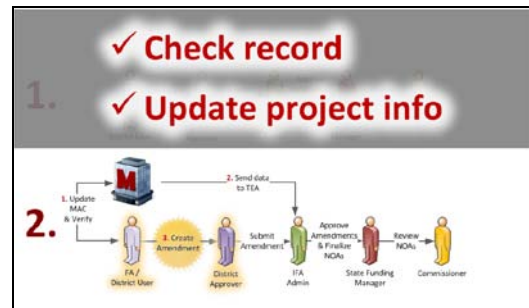

Slide 8

The SFD manager and the commissioner review the list of NOAs and approved applications. When the commissioner approves the NOAs, funded applications are put in "Funded" status. When there isn't sufficient money for all eligible applications, some bonds will be put in "Non-funded" status, which means they will be eligible for funding in the subsequent round. Districts with funded applications will receive a NOA via email.
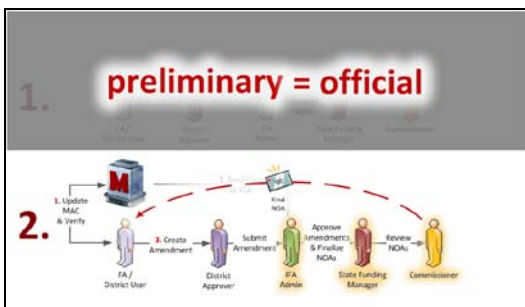

Slide 9

Once an application is in "Funded" or "Non-funded" status, the second phase of the approval process can begin. The district must sell its bond within 180 days of that round's application deadline. When the bond is sold, the district updates its bond information with the Municipal Advisory Council (or MAC) and verifies the changes. MAC sends the updated data to TEA, and TEA sends the district a reminder to amend its application in the Bond Programs subsystem.

Slide 10

Then the FA creates an amendment, and the district approver submits it to TEA. This is the district's opportunity to check the record of their bond and make sure it is correct, as well as to update project information.

Slide 11

At TEA, the admin reviews all amendments and approves the final list of NOAs. Then the SFD manager and commissioner approve the NOA list. Any districts whose NOA changed since the preliminary will receive a final NOA via email. Otherwise, the district's preliminary NOA is the official record of the award.
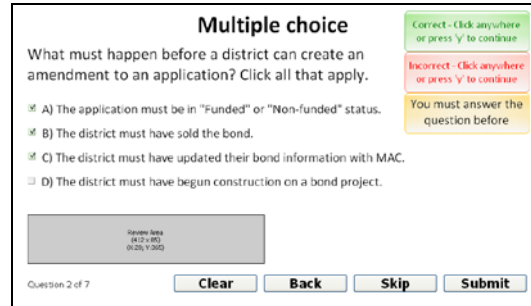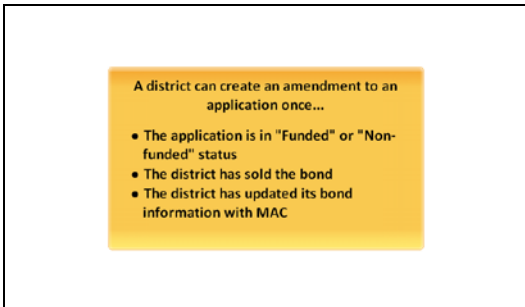

Slide 12

The deadline for selling a bond is within 180 days of...
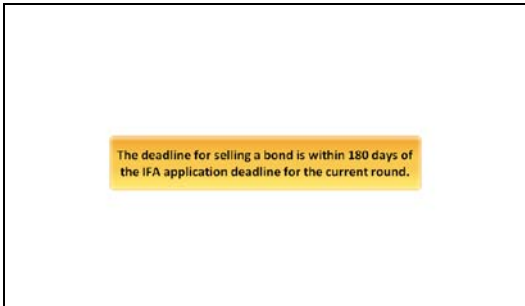
Slide 13

The deadline for selling a bond is within 180 days of the IFA application deadline for the current round.
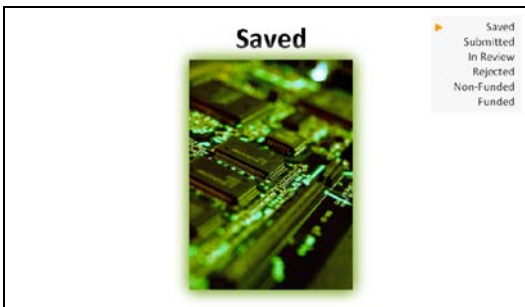

Slide 14

What must happen before a district can create an amendment to an application? Click all that apply.
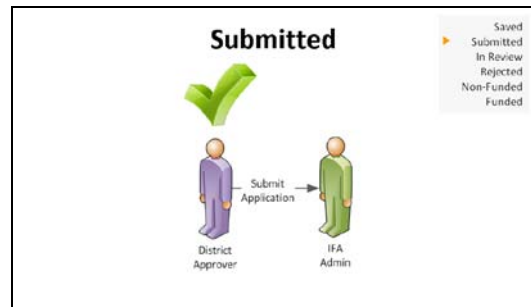

Slide 15

A district can create an amendment to an application once:

The application is in "Funded" or "Non-funded" status,

The district has sold the bond,

AND The district has updated its bond information with MAC.

Slide 16

At each stage of the approval process, an application is assigned a different status. The status may be... saved,... submitted,... rejected,... in review,... non-funded,... or funded.
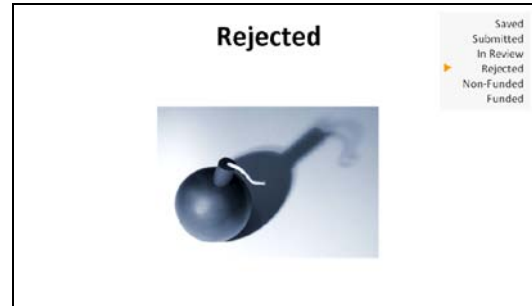

Slide 17

An application is *Saved* when it has been created and saved by the FA or district approver.

Slide 18

It is *Submitted* when the superintendent has submitted it to TEA.

Slide 19

An application is *In Review* while TEA staff evaluate it.

Slide 20

It is *Rejected* when the admin determines that it is not eligible for IFA funds. A rejected application cannot be resubmitted.
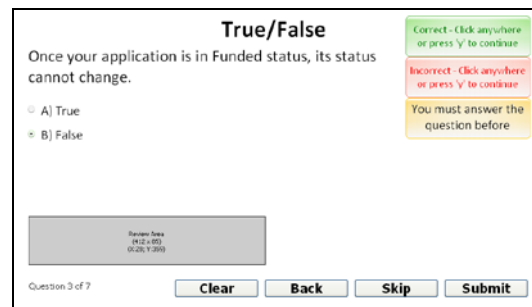

Slide 21

An application is in "Non-funded" status when it is eligible for an award, but IFA funds are insufficient to cover the application. If the district sells the bond within the 180-day period and submits an amendment, the application is automatically submitted for the next round.
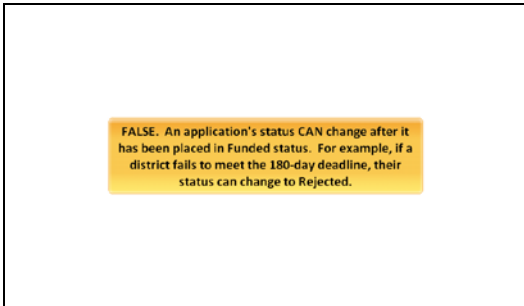

Slide 22

Finally, an application is "Funded" when it has been conditionally approved for an IFA award by the TEA commissioner.
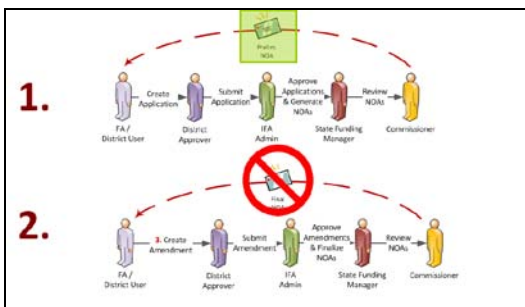
Slide 23

Note that statuses can change between the preliminary NOA and the final NOA. An application that was initially marked as "Funded" can be changed to "Rejected" if the district fails to meet IFA requirements.
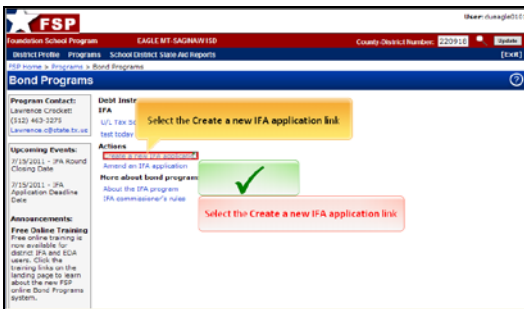

Slide 24

TRUE or FALSE: Once your application is in Funded status, its status cannot change.

Slide 25

FALSE. An application's status CAN change after it has been placed in Funded status. For example, if a district fails to meet the 180-day deadline, their status can change to Rejected.


Slide 26

Slide 27

To create a new application for a bond or lease-purchase, click *Create a new IFA application*.

Slide 28

Before you can fill out the application, you must read this notice, which reminds you that you must submit your application before you sell your bond or commit to a lease purchase. You must sell your bond or enter the lease-purchase, report it to the MAC, and create an IFA amendment describing the final bond sale or lease-purchase agreement within 180 days of the current round's application deadline. You must click the checkbox to proceed...

Slide 29

...and click Continue.
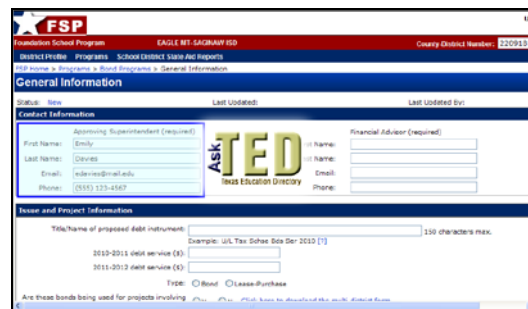
Slide 30

The General Information page opens, allowing you to enter contact information and high-level facts about your bond.The file is pre-populated with the superintendent's contact information. If that information has changed, update it here and on the AskTED database.

Slide 31

You must also enter the contact information for the district's financial advisor.

Slide 32

Slide 33

Slide 34

Slide 35

In the *Title Name of proposed debt instrument* field, enter your bond's name. Since you have limited characters, TEA recommends using abbreviations for the title. You can click the blue arrow to see a list of suggested abbreviations.

Slide 36

Review the suggested abbreviations and model your title on a relevant example.

Slide 37

Enter the abbreviated title in the *Title Name of proposed debt instrument* field.

Slide 38

Enter the bond's debt service for the first year of the biennium. Include both the principal and interest amounts to be paid during that fiscal year. If the bond requires mandatory deposits to a sinking fund in lieu of annual debt service payments, enter the mandatory deposits here.

Slide 39

Repeat for the second year of the biennium.

Slide 40

Indicate whether your debt instrument is a bond or a lease-purchase.

Slide 41

If the bond will fund a project that will be built collaboratively with another district, you will need to complete and submit a hard copy of the multi-district form in lieu of the online form.

Slide 42

If you are completing this form as an individual district, click *Next* to continue with the online form.
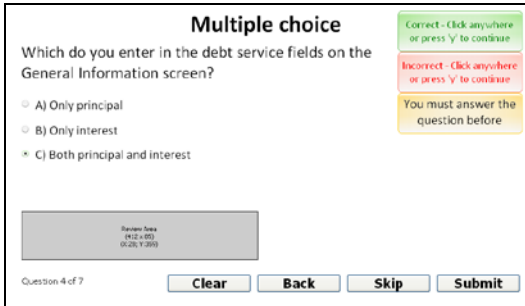
Slide 43

Which do you enter in the debt service fields on the General Information screen?
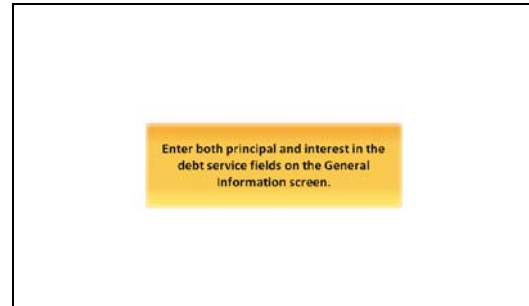
Slide 44

Enter both principal and interest in the debt service fields on the General Information screen.
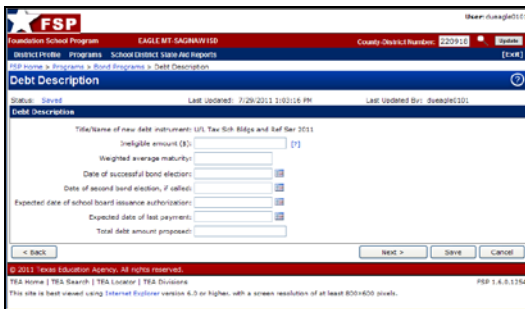
Slide 45

The Debt Description page opens. Enter key dates and amounts for the entire bond on this page.
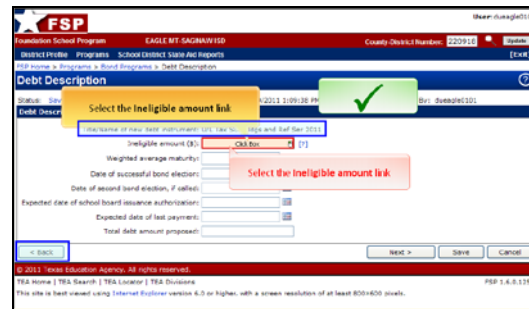
Slide 46

Your bond's title appears at the top of the page. If it is not correct, click the *Back* button at the bottom of the page to correct the title on the *General Information* page. If the title is correct, in the *Ineligible amount* field, enter the portion of the bond that refunds other bonds.
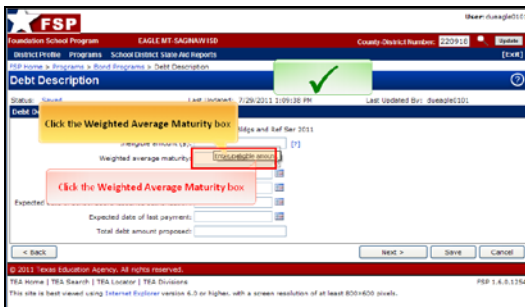
Slide 47

In the *Weighted Average Maturity* field, enter the quotient from dividing the bond years by the issue price. <pause> The weighted average maturity will be provided to TEA by the MAC later. It will appear on any amendments you create for this bond.
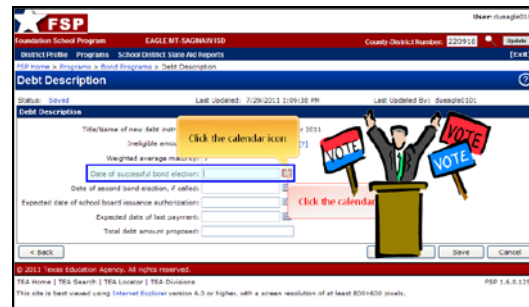
Slide 48

In the *Date of successful bond election* field, enter the date of the vote in which residents authorized the school district to issue this bond. This date must have occurred in the past; you cannot submit applications for debt that has not yet been approved. You can type in the date or click the calendar icon to select it.
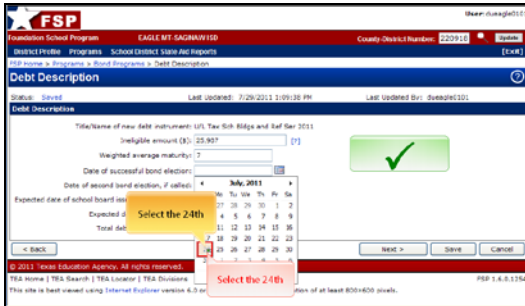
Slide 49

Select the 24th.

Slide 50

In the *Expected date of school board issuance authorization* field, enter the date when the school board is expected to authorize the sale of this bond. This date must occur in the future. Click the calendar icon to select the date.
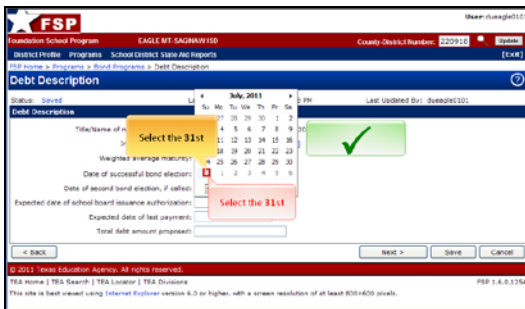
Slide 51

Select the 31st.

Slide 52

In the *Expected date of last payment* field, enter the date of the bond's last maturity. Click the calendar icon.
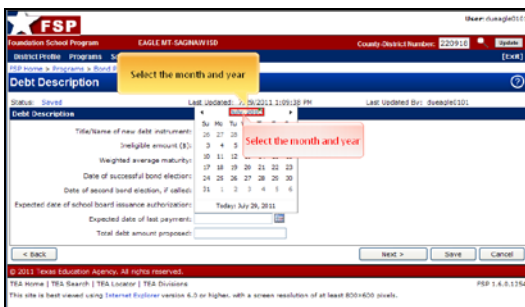
Slide 53

Click the month and year at the top of the page.
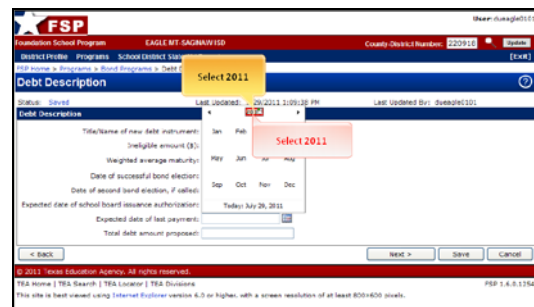
Slide 54

All twelve months will appear. Click again to view a selection of years.
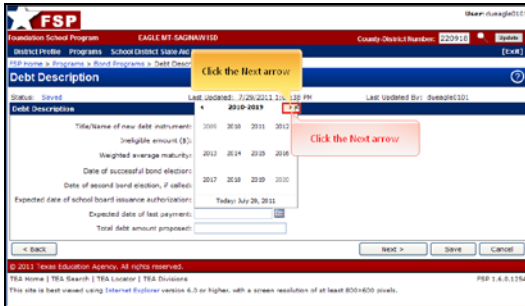
Slide 55

Click the right-arrow to see later years...
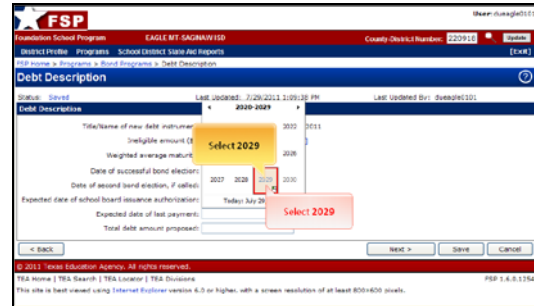
Slide 56

...and select the relevant year.
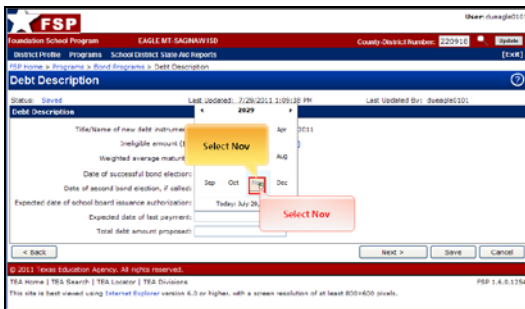
Slide 57

Then select the month...
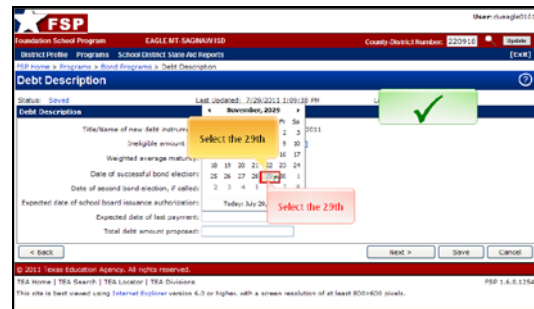
Slide 58

...and day.
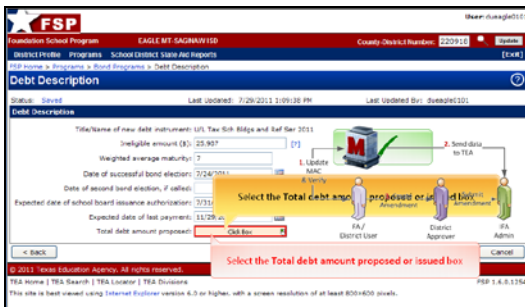
Slide 59

In the *Total debt amount proposed* field, enter the projected total bond amount. Once the bond is sold, you will submit the final numbers to MAC, who will automatically send the final figures to TEA. You will have the chance to review the final figures when you create an amendment to this application.
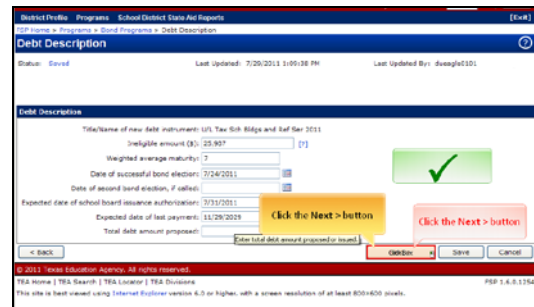
Slide 60

You can click *Save* to save your changes and remain on the same page, Cancel, to discard your changes and return to the landing page, or *Next* to save your changes and go to the next page.
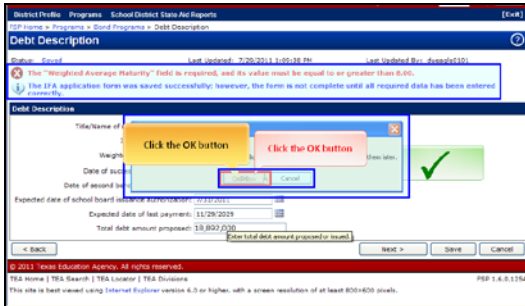
Slide 61

If any of your entries are not valid according to IFA rules, you will receive a screen message and a pop-up. You can fix them now by clicking *OK*, or choose to fix them later by clicking *Cancel*. Note that you can *SAVE* an application with errors; you just can't *SUBMIT* it.
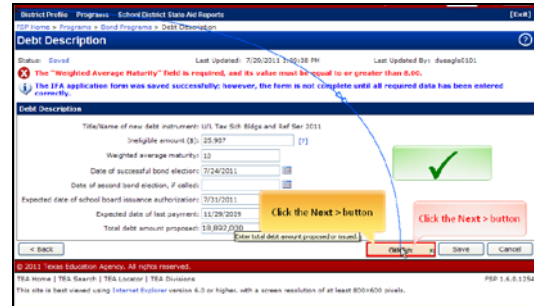
Slide 62

Fix any errors on the page, and then click *Next*.
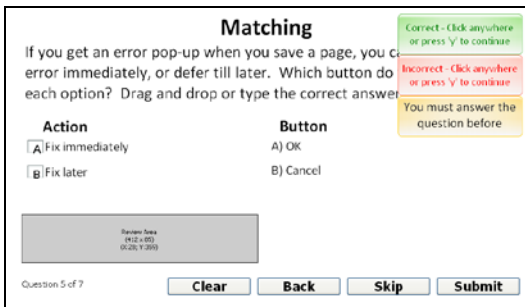
Slide 63

If you get an error pop-up when you save a page, you can fix the error immediately, or defer till later. Which button do you click for each option? Drag and drop or type the correct answer.

Slide 64

When you receive an error pop-up message, you can:

Click OK to fix immediately, or
Click Cancel to fix later
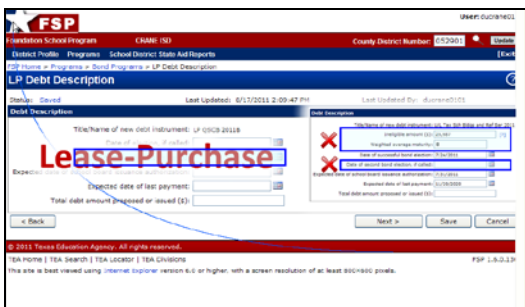
Slide 65

If you were completing the *Debt Description* screen for a Lease-Purchase instead of a bond, it would look very similar, except that it does not have fields for ineligible amounts and weighted average maturities, and instead of the date of second called election field, it has a field for the end of the 60-day notification period, which must occur in the past.
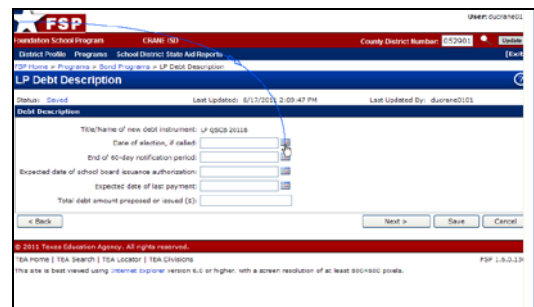
Slide 66

Complete all fields.

Slide 67

Slide 68

Slide 69

Slide 70

Slide 71

Slide 72

Note that the expected date of last payment for a lease-purchase must be at least 8 years in the future.

Slide 73

Slide 74

Slide 75

Slide 76

Slide 77


Slide 78

Slide 79

Slide 80

Slide 81

Slide 82

When all fields are correct and complete, click *Next.* Whether you are completing a form for a bond or a lease-purchase, the next step is to enter project information.
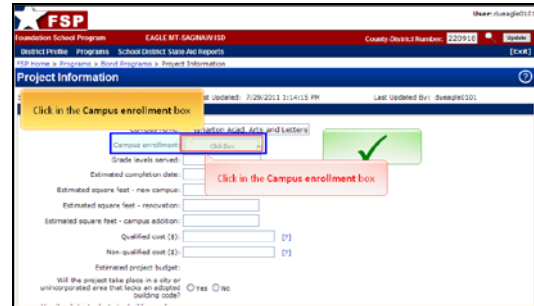

Slide 83

Enter all projects that the bond will fund here. Click the *Add* button to enter the details of one of the projects.

Slide 84

The project details fields appear.
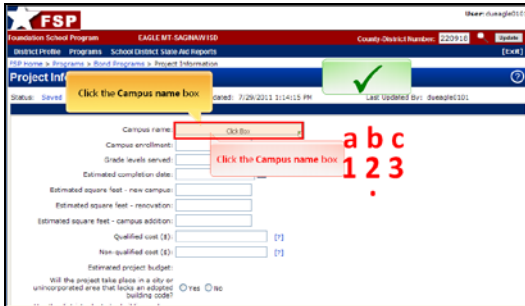
Slide 85

In the *Campus name* field, enter this project's school. Use only letters, numbers, and periods in this field.

Slide 86

In the *Campus enrollment* field, enter the school's projected enrollment.

Slide 87

In the *Grade levels served* field, enter the grades that will be taught at the school. You can use hyphens, PK for pre-kindergarten, and K for kindergarten.
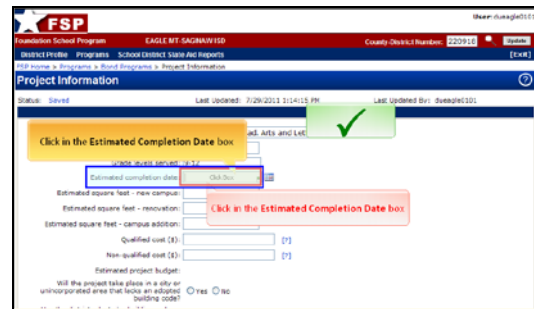
Slide 88

In the *Estimated completion date*, enter the date the project will be finished.

Slide 89

If the project will construct a completely new campus, enter the campus's square footage in the *Estimated square feet - new campus* field.

Slide 90

If the project will renovate an existing campus, enter the square footage that will be renovated.

Slide 91

 If the project will add on to an existing campus, enter the square footage of the addition.

Slide 92

 Next, enter the project's qualified costs. These are costs associated with the construction, addition, or renovation of instructional facilities.

Slide 93

 Enter the project's non-qualified costs. Gymnasia, covered walkways, library furniture, irrigation systems, swimming pools, portable media components, and administration offices are among the items that do not qualify for IFA funds.

Slide 94

Slide 95

 The qualified and non-qualified costs add up to equal the *Estimated project budget*.

Slide 96

 If the project *is* taking place in a locale that has a building code, select *No*. If the area doesn't have a building code, you will also need to answer the two subsequent questions.

Slide 97

Next, select all types of facilities that the project will include. For this exercise, select *General Classrooms*.

Slide 98

If you select an item that has a textbox associated with it, the textbox is required. In this selected field, enter *27* for the number of classrooms in the project.

Slide 99

Select any remaining facility types that will be included in the project.

Slide 100

Slide 101

Slide 102

Slide 103

Slide 104

Slide 105

Slide 106

Slide 107

Slide 108

Slide 109

Slide 110

Slide 111
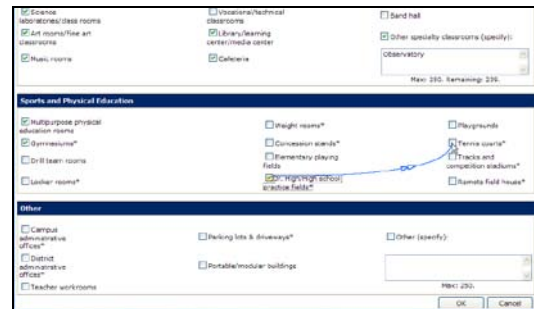
Slide 112

Slide 113
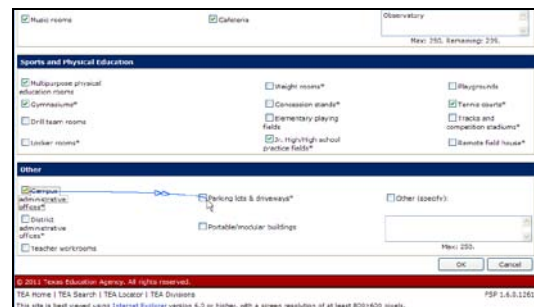
Slide 114
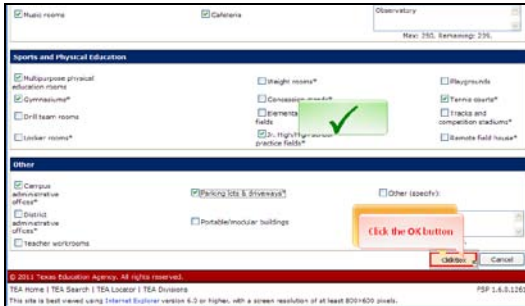
Slide 115

When you have selected all relevant facility types, click OK to save your changes and return to the main *Project Information* view.

Slide 116

Repeat the process to add other projects to the bond.
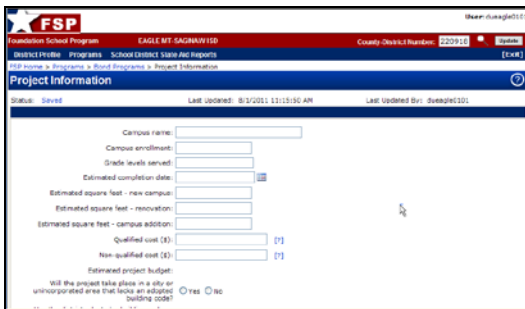
Slide 117
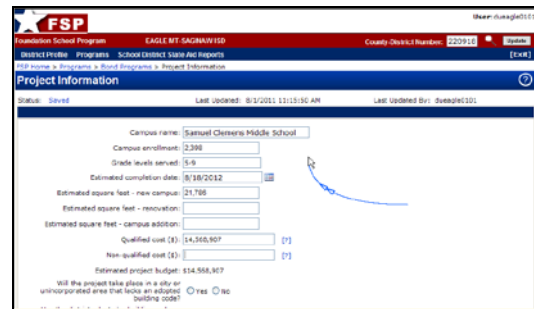
Slide 118
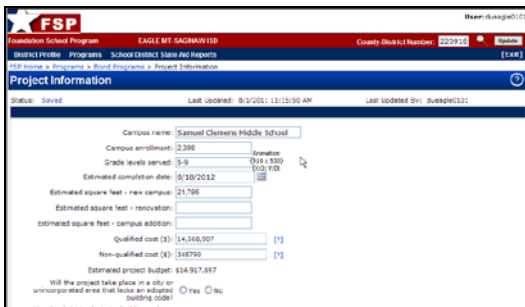
Slide 119
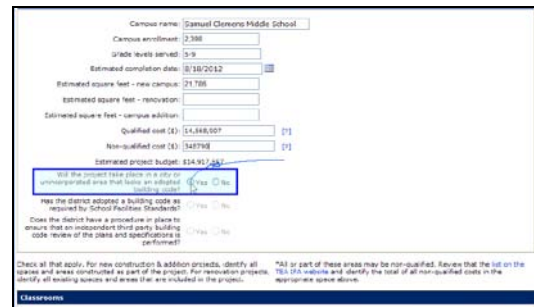
Slide 120

Since this district is not in a locale with a building code, you must answer the following questions.

Slide 121

Indicate that, yes, the district has adopted its own building code.

Slide 122

Select *Yes* to indicate that the district has a procedure for a third-party code review.

Slide 123

Slide 124

Again, select all facility types that will be included in the project.

Slide 125

Slide 126

Slide 127

Slide 128

When you have selected all facility types that will be included in the project, click *OK* to save your changes and return to the Project Information summary view.

Slide 129

In the Project Information summary view, once you have added all projects that are part of the bond, the Total Project Costs must equal the *Total debt amount proposed* on the *Debt Description* page. If not, edit the application so that the numbers are accurate. Once all your information is correct, click *Next* to save your changes and continue.

Slide 130

The final page of the application is the Provisions and Assurances page. Read the text carefully to ensure that you understand the terms and conditions of this application.

Slide 131

If all of the information in the application is correct, you can click *Submit to Superintendent* to save your changes and send an automatic email to the superintendent notifying them that there is an application that requires their review. The application can only be submitted to TEA by the approving superintendent.

Slide 132

When the application is submitted to the superintendent, you will receive a screen confirmation.
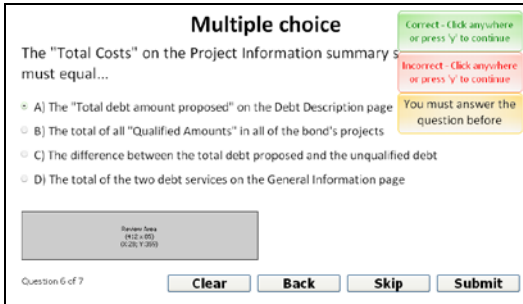
Slide 133

The "Total Costs" on the Project Information summary screen must equal...
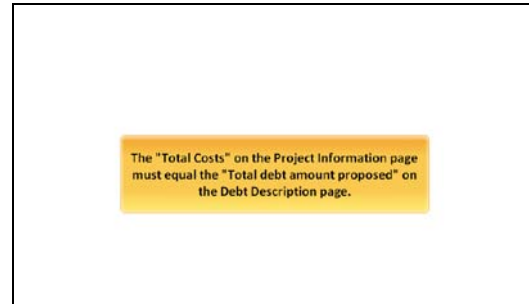

Slide 134

The "Total Costs" on the Project Information page should equal the "Total debt amount proposed" on the Debt Description page.
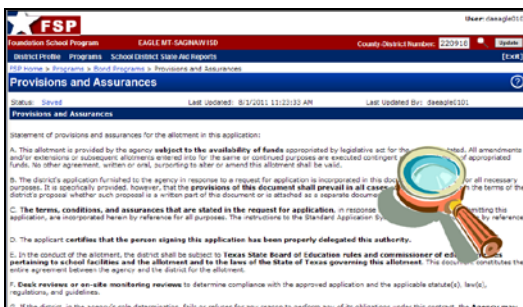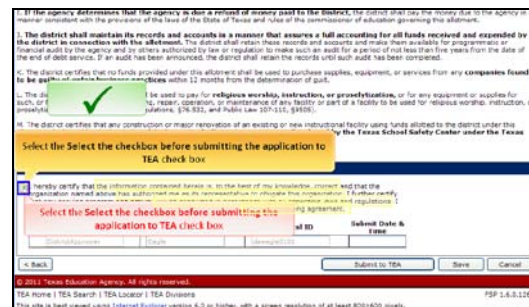

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When the superintendent receives an email notification that an application is ready for review, the superintendent should open the application and review all content carefully. You can make any necessary edits to the data.
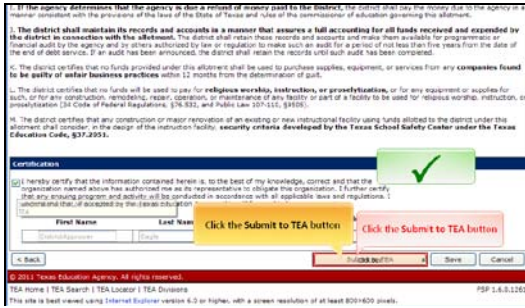

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When you are finished reviewing the entire application, read the provisions on the final screen,...
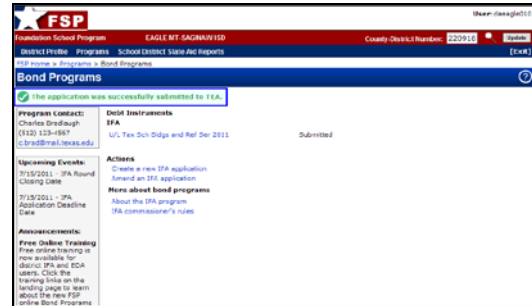

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...and click the Certification checkbox. This checkbox is your official authorization of the application. By checking the box, you are verifying that the information in the application is correct, that you are the certifying representative for your district, and that you intend to carry out the program according to applicable laws and regulations. You also acknowledge that the application will constitute a binding agreement if it is accepted by TEA.
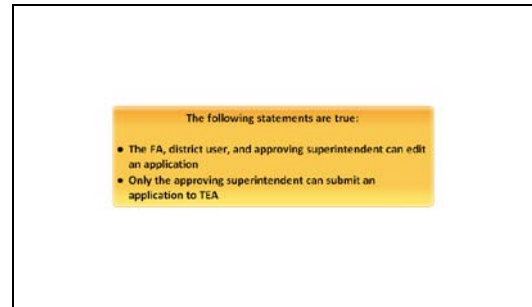
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Finally, click the *Submit to TEA* button.

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You will receive a screen confirmation when the application is submitted to TEA.
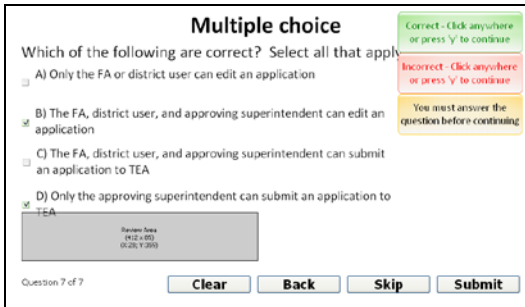
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Which of the following are correct? Select all that apply.

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The following statements are true:

The FA, district user, and approving superintendent can edit an application
The approving superintendent can submit an application to TEA

Slide 143

Congratulations! You have completed Part 1--Overview and Create Applications--of the Bond Programs - IFA training module. You learned... What the IFA subsystem is for,... Where IFA fits in the FSP process,... How the IFA approval process works,.. and How to create an application.

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