



Slide 1

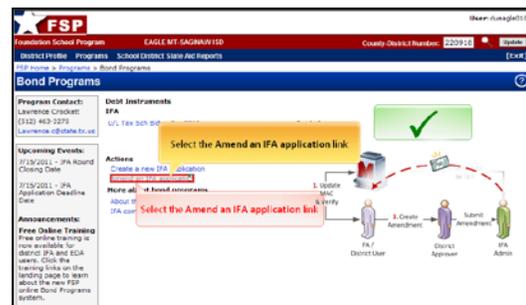


Slide 2

Welcome to Part 2 - Create Amendments - of the FSP Bond Programs IFA training module. In this part, you will learn... How to amend an application.

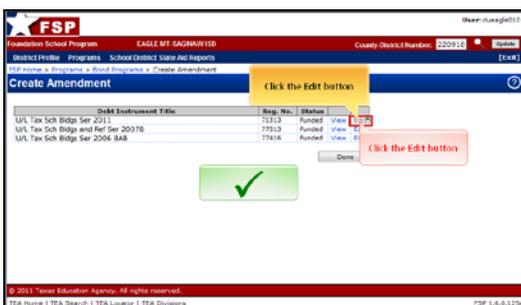


Slide 3



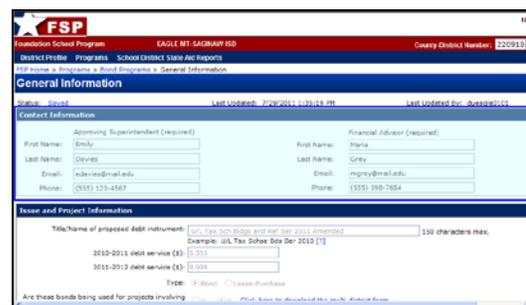
Slide 4

Once TEA has placed a bond in either "Funded" or "Non-funded" status, and the bond has been sold, you must update the post-sale information with the Municipal Advisory Council (MAC). MAC will forward your information to TEA, and TEA will send you a reminder letting you know that the Bond Programs system is ready for you to create an amendment. At that point, open the subsystem and select \*Amend an IFA application\*.



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Select the application you wish to amend.



Slide 6

Review the contact information on the General Information page, and edit if needed.

Slide 7  
When you have finished your review, click \*Next\*.

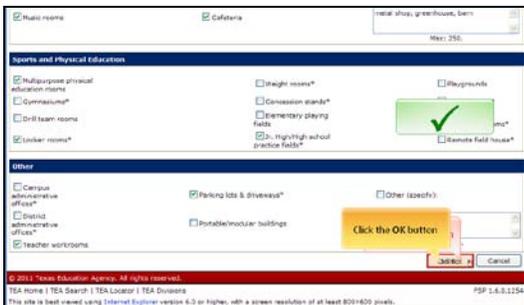
Slide 8  
The Debt Description page opens. Review the data carefully--it will reflect the updates you made with MAC. If there are any errors, go through MAC to fix them. Your updated information will automatically appear in your amendment within a month of having made the corrections with MAC. When you're done reviewing, click \*Next\* to continue.

Slide 9  
Review and update project information. Click \*Remove\* if you need to remove a project; click \*Edit\* to open a project's record.

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Slide 12  
If the project costs have changed since the original application, update the data. Remember that the total project costs must equal the \*Total debt amount issued\*. Click the \*Qualified cost\* field.



Slide 13  
Review the record and click OK when you're ready to continue.



Slide 14  
When all project information has been confirmed, click \*Next\* to continue.



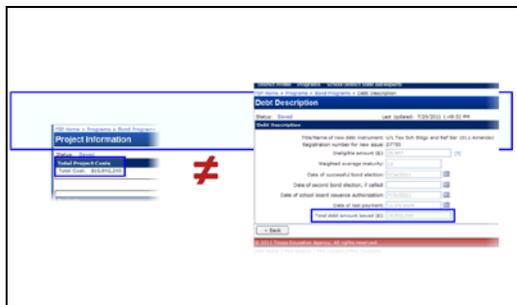
Slide 15  
The \*Provisions and Assurances\* page opens. Review,...



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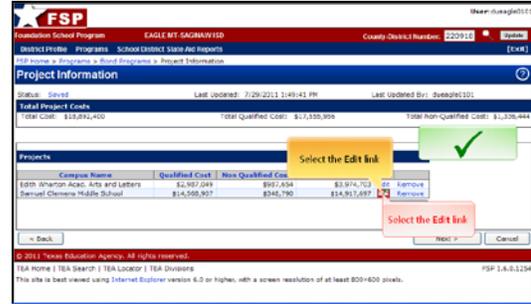
Slide 17  
...and click \*Submit to Superintendent\*.



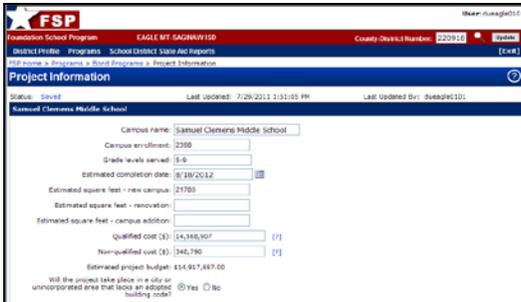
Slide 18  
If the \*Total cost of projects\* on the \*Project Information\* summary screen is not equal to the \*Total debt amount issued\* on the \*Debt Description\* form, you will not be able to submit the amendment. Click the link in the error message to open the page with the problem.



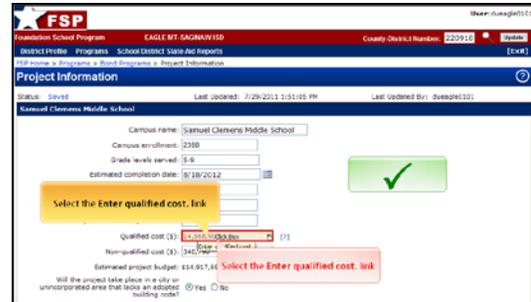
Slide 19



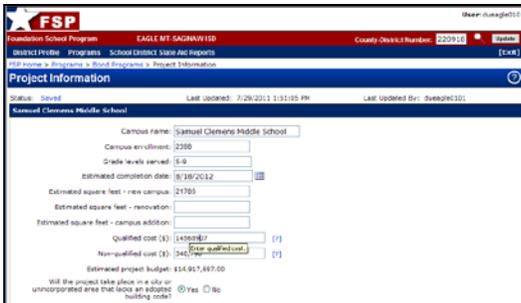
Slide 20  
Open the project that needs to be edited.



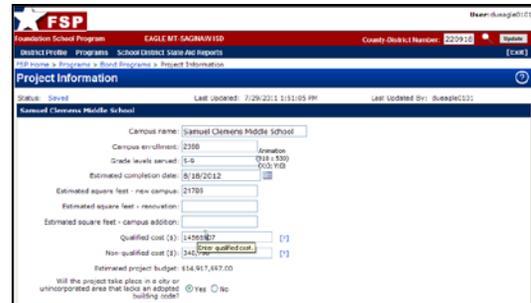
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Slide 22  
Edit the erroneous field...



Slide 23



Slide 24

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Slide 27

...and click OK when you're done.

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Click the \*Next\* button to return to the \*Provisions and Assurances\* page.

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If there are errors on the Debt Description page, how do you correct them?

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If there are errors on the Debt Description page, you must correct them through the MAC.



**Multiple choice**

Correct - Click anywhere or press 'Y' to continue  
 Incorrect - Click anywhere or press 'Y' to continue  
 You must answer the question before continuing

How does this training recommend that you resolve an error noted on the Provisions and Assurances page?

- A) By using the <Back button to navigate through the amendment
- B) By editing the original application
- C) By creating a new, correct amendment
- D) By clicking the hyperlink provided in the error message at the top of the screen

Provisions and Assurances

Review Area (2011-12) (KIDS: 17802)

Clear Back Skip Submit

Question 2 of 5

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How does this training recommend that you resolve an error noted on the Provisions and Assurances page?

Provisions and Assurances

It is recommended that you resolve an error noted on the Provisions and Assurances page by clicking the hyperlink provided in the error message itself.

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It is recommended that you resolve an error noted on the Provisions and Assurances page by clicking the hyperlink provided in the error message itself.

**Submit an Amendment - Approving Superintendent**

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FSP Eagle Mt. Sacrament

Bond Programs

Select the U/L Tax Sch Bldg Ser 2011 link

Submit

Select the U/L Tax Sch Bldg Ser 2011 link

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The superintendent will receive an email alert that the amendment is ready for review. Click the amendment name to review.

FSP Eagle Mt. Sacrament

General Information

Status: Saved

Review

Approving Superintendent (required): Emily

Financial Advisor (required): Maria

Last Name: Deves

Last Name: Grey

Email: edeves@mt.edu

Email: mgrey@mt.edu

Phone: (530) 333-4567

Phone: (530) 348-7654

Title/Name of proposed debt instrument: U/L Tax Sch Bldg and Ref. Ser. 2011 amended

Example: U/L Tax Sch Bldg Ser 2010 [1]

2010-2011 debt service (\$): 0.000

2011-2012 debt service (\$): 0.000

Type: Bond Purchase

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Review all data in the amendment.

FSP Eagle Mt. Sacrament

General Information

Status: Saved

Review

Approving Superintendent (required): Emily

Financial Advisor (required): Maria

Last Name: Deves

Last Name: Grey

Email: edeves@mt.edu

Email: mgrey@mt.edu

Phone: (530) 333-4567

Phone: (530) 348-7654

Title/Name of proposed debt instrument: U/L Tax Sch Bldg and Ref. Ser. 2011 amended

Example: U/L Tax Sch Bldg Ser 2010 [1]

2010-2011 debt service (\$): 0.000

2011-2012 debt service (\$): 0.000

Type: Bond Purchase

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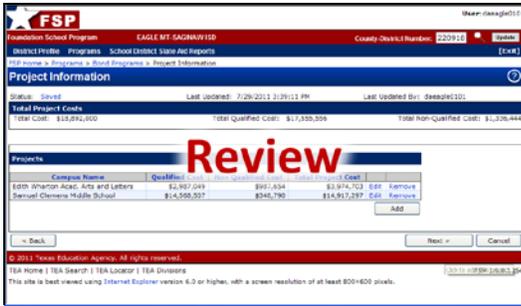
Campus Name	Qualified Cost	Non-qualified Cost	Total Cost
Edin Wharton Acad. Arts and Letters	\$4,767,089	\$907,654	\$5,674,743
Samuel Clemens Middle School	\$1,655,057	\$246,790	\$1,901,847

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Slide 47

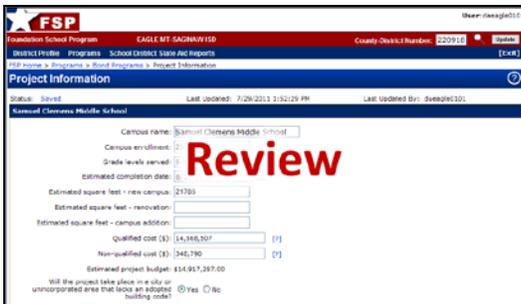
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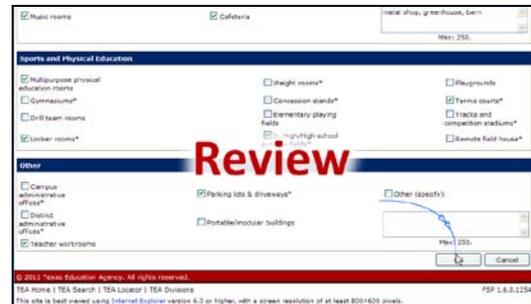
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Slide 50



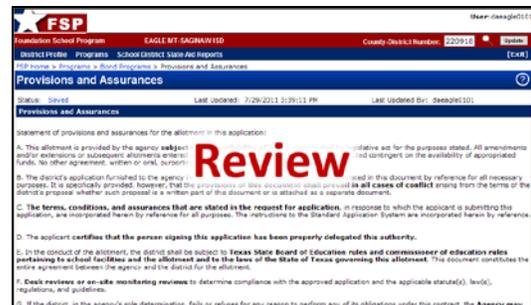
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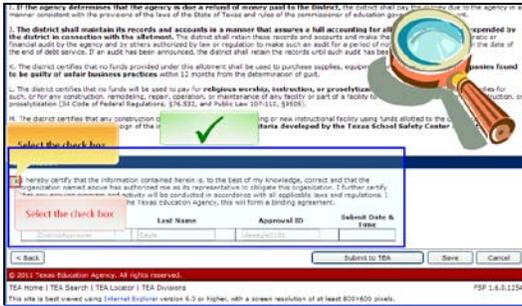
Slide 52



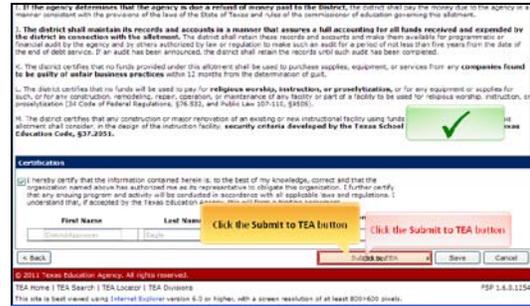
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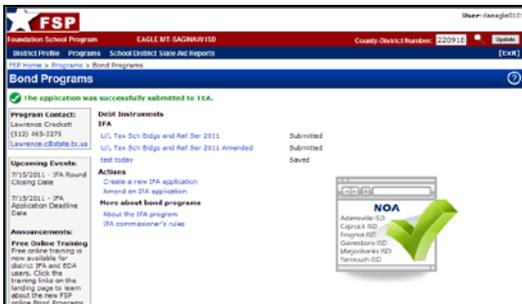
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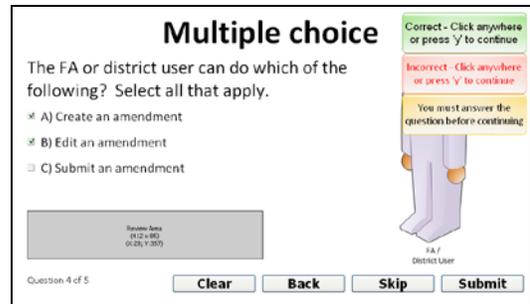
Slide 55  
When your review is complete, review the certification statement and, if the amendment is correct, select the certification checkbox.



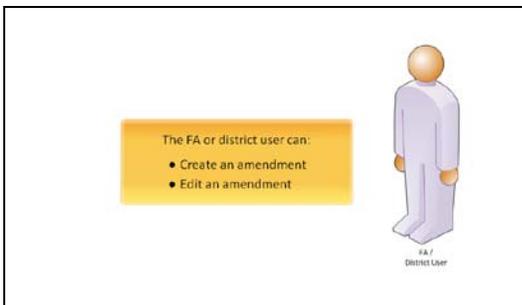
Slide 56  
Then click \*Submit to TEA\*.



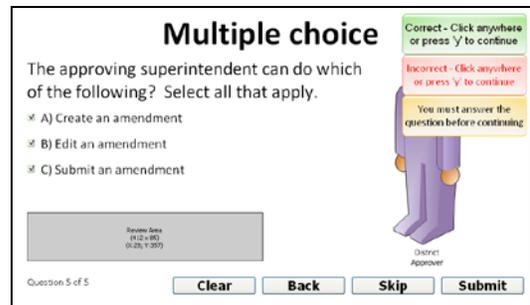
Slide 57  
You will receive a screen confirmation of your submission. The IFA staff will review your amendment and confirm or change your application's status accordingly.



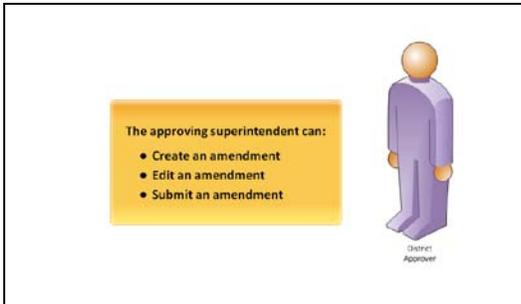
Slide 58  
The FA or district user can do which of the following? Select all that apply.



Slide 59  
The FA or district user can:  
Create an amendment AND  
Edit an amendment.



Slide 60  
The approving superintendent can do which of the following? Select all that apply.



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The approving superintendent can:

Create an amendment,

Edit an amendment, AND

Submit an amendment.



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Congratulations! You have completed Part 2 - Create Amendments - of the FSP Bond Programs IFA training module. In this part, we covered... How to amend an application.



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