

**HOTEL OCCUPANCY TAX (HOT) GRANT PROGRAM
FUNDING AGREEMENT**

This Agreement made and entered into this, the 15th of November 2022, and between the **City of Dripping Springs**, Texas a general-law municipality located in Hays County, Texas (“City”), and **Friends of the Pound House Foundation**, (“Pound House”) is understood and agreed to be as set forth herein.

RECITALS:

WHEREAS, the City of Dripping Springs has been and remains a recognized destination for tourists, and as a result has developed a tourism industry which is beneficial to the City, its residents, and merchants; and

WHEREAS, the continued promotion and growth of the tourism industry will enhance the City, and insure to its benefit; and

WHEREAS, there is available a seven percent (7%) Hotel Occupancy Tax, authorized by state statute, the proceeds of which can be utilized by the City to promote tourism, and enhance the arts and historical preservation of the City; and

WHEREAS, the City Council has deemed it to be in the best interest of Dripping Springs to accomplish the goals as set forth above, and to enact and approve a seven percent (7%) Hotel-Motel Occupancy Tax, the proceeds of which can be devoted to the foregoing purposes; and

WHEREAS, the City Council deems it to be in the public interest to promote tourism and increased hotel occupancy through the execution of certain limited funding agreements that award grants financed by a portion of the proceeds from the collection of Hotel-Motel Occupancy Tax revenue; and

WHEREAS, the City's Hotel Occupancy Tax Committee reviewed various funding proposals and made a recommendation regarding the grant described herein; and

WHEREAS, the City Council approved the expenditure of the grant funds in the Fiscal Year 2023 Budget through the approval of Ordinance No. 2022-33 on September 20, 2022; and

WHEREAS, the City Council awarded and approved the grant of these funds at a properly-conducted public meeting held on September 20, 2022.

NOW, THEREFORE, BE IT MUTUALLY AGREED AS FOLLOWS:

1. PARTIES

The parties to this Agreement shall be the City of Dripping Springs (City), and the Friends of the Pound House Foundation, a nonprofit corporation organized under the laws of the State of Texas.

2. FINDINGS

The parties hereby agree that the project(s) described in the Recipient's funding application ("Attachment "A") promotes tourism.

3. GRANT

The City hereby agrees to transfer as a grant a portion of the Fiscal Year 2023 Hotel Occupancy Tax funds to Pound House for the following: advertising, solicitation, promotional programs; historical restoration and preservation projects and activities; and signage in an amount of Seventy-one thousand, one hundred and ninety-eight dollars (\$71,198.00). The grant shall be payable in one lump sum payment no later than 30 days after the date this Agreement is signed by both parties.

4. SERVICES

In exchange for the grant described above, Pound House hereby agrees to utilize the grant funds in the amount of Seventy-one thousand, one hundred and ninety-eight dollars (\$71,198.00) for the purposes as described in Attachment A.

5. REQUIREMENTS

- 5.1** Recipient must ensure that all Dripping Springs lodging and their current contact information are listed on information provided to visitors, registrants, vendors, and event attendees, including visitor and event websites, funded by the grant. Also, all Dripping Springs hoteliers must be made aware of the historic site and any event, have access to mailing lists, and have sufficient time to participate in the bidding process for both primary bookings and overflow.
- 5.2** If grant funds are used for advertising, the City Administrator must approve the final advertising copy prior to publishing or distribution for appropriate representation of the City of Dripping Springs, and local lodging.
- 5.3** Promotional materials using grant funds are required to include the appropriate City of Dripping Springs branding as provided by the City Administrator. Also, any event sponsor signage is required to include the appropriate City of Dripping Springs brand; and
- 5.4** Recipient must provide the City Administrator with two copies of all printed materials created with grant funds.

6. DURATION

This Agreement is commencing on December 1, 2022 and ending on September 30, 2023. Recipient must expend the grant funds during the term of this Agreement or remit the remaining balance back to the City.

7. TERMINATION

This Agreement may be terminated by either party prior to performance with or without cause upon written notification to the other party. After the Recipient has commenced performance of the obligations provided for in this Agreement, the City may terminate the Agreement only in instances of breach by the Recipient, at which time the Recipient shall reimburse to the City the amount of the grant not yet expended. If the Recipient terminates this Agreement after having received funds from the City, the Recipient shall reimburse the City the complete amount of the grant provided for herein.

8. ACCOUNTING

Prior to the expiration of this Agreement, an agent of the Recipient will submit a Post Event Report Form as provided by the City describing the status of the project and explaining how the grant funds were used. The report shall include expenditures covered by the funds provided by this Agreement, visitor attendance data from event surveys, and estimated number of visitors overnight stays due to the event/expenditure. Following submission of the Post Event Form, an agent of the Recipient may be required to attend a City Council meeting to personally account for the expenditures made in accordance with this Agreement, if requested to do so by the City Administrator.

9. CONTACTS

For purposes of this Agreement, communications may be sent as follows:

To the City:

City of Dripping Springs
Attn: Michelle Fischer
PO Box 384
Dripping Springs, TX 78620

To the Recipient:

Friends of the Pound House Foundation
Attn: Betty Meyer
PO Box 1150
Dripping Springs, TX 78620

10. INDEMNIFICATION

The Recipient hereby releases, indemnifies, and holds the City, its employees, and agents, harmless for any damages, injuries, or other claims resulting from Recipient's actions or inactions, or the conduct of Recipient's agents, employees, or contractors.

11. INCLUSIVENESS

This document represents the entire understanding between the parties. This Agreement may only be amended in writing with the mutual consent of the parties.

12. SEVERABILITY

If any sentence, clause, or portion of this Agreement is deemed unenforceable by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect.

WHEREFORE PREMISES AND CONSIDERATION ACCEPTED, AND HEREBY AGREED:

CITY OF DRIPPING SPRINGS:

**FRIENDS OF THE POUND HOUSE
FOUNDATION:**

Bill Foulds, Jr., Mayor

Betty Meyer, Vice President,
Board of Trustees

Date

Date

ATTEST:

Andrea Cunningham, City Secretary

Attachment "A"

Pound House HOT Funding Application



Application Date: May 13, 2022

HOT GRANT FUNDING PROGRAM APPLICATION

Organizational Information

Name of Organization/Business: Friends of the Pound House Foundation
Address: PO Box 1150
City, State, Zip: Dripping Springs, TX 76820
Contact Name: Jenny Pack
Contact Phone/Email: info@phfmuseum.org
Website Address: phfmuseum.org
Type of Business/Organization: Museum
Non-Profit Status: 501c3
Tax ID Number: 742580000
Entity's Creation Date: January 1991

Purpose of Organization/Business:
Protect, preserve and develop the Pound House farmstead for the use,
education, enjoyment and benefit of present and future generations. The PHF Museum
is a living depiction of early life in the Texas Hill Country, providing historical
education, a destination point for visitors and gathering place for the community.

Event/Project Information

Name of Event/Project: 2022-23 Sustaining preservation and special preservation projects; signage; and advertising
Date of Event/Project: 2022-23 fiscal year
Location of Event/Project: 419 Founders Park Road, Unit B Dripping Springs, TX 76820
Description of Event/project: A) Preservation including final building repairs post-mold remediation, exhibit update and development, exterior paint and porch repair. Sustaining preservation for collections storage, tree care a

Funding Amount Requested: \$71,198.00

How funds will be used, including itemized list of expenditures which can be attached separately:

Please see attached list

Percentage of Total Event/Project Cost Covered by HOT Funding: 50%

Please indicate which Category or Categories apply to the Funding Request, and list the Amount Requested under each category:

Convention Center or Visitor Information Center: construction, improvement, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers or both.

Amount requested under this category: _____

Registration of Convention Delegates: furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants

Amount requested under this category: _____

Advertising, Solicitation, Promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity.

Amount requested under this category: \$4,000.00

Promotion of the Arts that Directly Enhance Tourism and the Hotel & Convention Industry: the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion picture, radio, television, tap and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms.

Amount requested under this category: _____

Historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historical sites or museums.

Amount requested under this category: \$59,198.00

Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity at hotels within the city or its vicinity.

Amount requested under this category: _____

How many individuals are expected to participate in the sporting related event? _____

How many participants at the sporting related event are expected to be from another City or County? Quantify how the sporting related event will substantially increase economic activity at hotels within the city or its vicinity.

Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations: 1) the commercial center of the city; 2) a convention center in the city; 3) other hotels in or near the city; and 4) tourist attractions in or near the city.

Amount requested under this category: _____

What sites or attractions will tourists be taken to by this transportation:

Will members of the general public (non-tourists) be riding on this transportation?

What percentage of the ridership will be local citizens?

Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality.

Amount requested under this category: \$8000.00

What tourist attractions will be the subject of the signs:

The interpretive signage will share information about our outdoor exhibits throughout the museum grounds. The signs will inform the guests' experience, share historical information and impact the depth of our tours.

Way-signage on the grounds will direct visitors where to go to find information, restrooms and various other facilities on the grounds. This is a continuation of our signage project from last year.

Promotion and Preservation of Dark Skies. Construction and maintenance of infrastructure and the purchase and installation of hardware that reduces light pollution and sky glow.

Amount requested under this category: _____

Describe Construction or Maintenance Project to include location, type of infrastructure and/or hardware to be installed:

All Funding Requests

Section must be completed for city to evaluate this application. Incomplete applications are subject to automatic denial.

How many years have you held this Event/Project: 19 year What is the expected attendance of the Event/Project: 50,000

How many people attending the Event/Project will use Dripping Springs hotels: UK

How many nights will the attendees be staying for the Event/Project: UK

Do you reserve a room block for this event/project at an area hotel and if so, for how many rooms and at which hotels?

List other years (over the last three years) that you have hosted your Event/Project with amount of HOT grant funding and the number of hotel rooms used:

| <u>Month/Year Held</u> | <u>Grant Amount</u> | <u>Number of Hotel Rooms Used</u> |
|------------------------|---------------------|-----------------------------------|
| <u>2020-21</u> | <u>\$22,700.00</u> | <u>UK</u> |
| <u>2019-20</u> | <u>\$36,875.21</u> | <u>UK</u> |

How will you measure the impact of your event on area hotel activity (e.g.; room block usage information, survey of hoteliers, etc)?

Farmers Market tracks weekly attendance and gathers information about out-of-town guests. DSPF also counts gate numbers and advertises to a wide geographic-span.

The museum also has data tracking methods for all guests. We record guest count, residence zipcode, method by which they found us, and whether they are staying the night in DS. Together, these inform measurable analysis of impact. We also will plan and implement a partnership

Please list other organization, government entities, and grants that have offered financial support to your event/project:

Humanities Texas, Summerlee Foundation, and the Texas Historical Foundation

We actively seek support through grants from local, state and government agencies.

FPHF is sustained entirely through grant funding and private donations.

Admission Fee for Event/Project: Free

Anticipated Net Profit, if any: \$0.00

Please list all promotion efforts your organization is coordinating, and the amount financially committed to each media outlet:

Newspaper: _____

Internet: _____

Radio: _____

TV: _____

Other Paid Advertising: _____

Number of Press Releases to Media: _____

Number of Direct Mailings to out-of-town recipients: _____

Other Promotions: _____

Will you include a link to the Dripping Springs Visitors Bureau or other source on your promotional handouts and in your website for booking hotel nights during this event/project? Yes, we already have the DSVB planning widget installed on o

Will you negotiate a special rate or hotel/event package to attract overnight stays? Yes, this is in line with our plan to partner with hotels

What new marketing initiatives will you utilize to promote hotel and convention activity for this event/project?

We currently offer brochures and rack cards encouraging hotel guests to visit the museum as part of their Dripping Springs experience.

We also plan to partner with other local businesses and hotels to pull together "historic DS packages " which incorporate other businesses/areas.

such as downtown Mercer Street and the Mercer Street Walking tour map.

What geographical areas does your advertising and promotion reach?

Hays, Travis and Comal Counties. Some events target a broader audience

state-wide. A significant number of our visitors are either from greater-Dallas

area; Fredericksburg; San Antonio, or reside out of state.

How many individuals will your proposed marketing reach who are located in another city of county?

Unknown, but the digital marketing campaigns for our weekly and annual events reaches thousands.

If the funding requested is related to a permanent facility (e.g. museum, visitor center)?

Expected Attendance Monthly/Annually: 2,000 monthly/ 50,000 Annually

Percentage of those in attendance that are staying at area hotel/lodging facilities: UK

Completed application with required attachments must be submitted to the City of Dripping Springs:

By Mail to:

City of Dripping Springs
Attn: City Administrator
PO Box 384
Dripping Springs, TX 78620

In Person to:

City of Dripping Springs
City Hall
511 Mercer Street
City of Dripping Springs, TX 78620

Electronic Submission to:

mfischer@cityofdrippingsprings.com

I fully understand the Local HOT Grant Program Application and Guidelines established by the City of Dripping Springs. I intend to use this grant for the aforementioned Event/Project expenditure to forward the efforts of the City in *directly* enhancing and promoting tourism and the convention and hotel industry by attracting visitors from outside Dripping Springs into the city or its vicinity. I have attached to this application:

- proposed marketing plan for event/project
- schedule of activities for event/project
- a list of the organization/business board of directors
- proof of non-profit status (if applicable)
- proof of registered business with the State of Texas (if applicable), and

I understand that if I am awarded a Local HOT Grant by the City of Dripping Springs, I will be required to enter into a Local HOT Grant Program Agreement with the City and any deviation from the approved project and the Agreement may result in the partial or total withdrawal of the Local HOT Grant Program funds.

Friends of the Pound House Foundation

Business/Organization Name

May 13, 2022

Applicant's Signature

Date

MARKET STRATEGY

A Sense of Place

Pound House Farmstead is a Founder's museum and time capsule of a bygone era. We tell the story of Dripping Springs from the settlement of the first families in 1854 through to the late 1940's. Cultural heritage tourism is one of the best parts of the tourism industry, and is a powerful economic development tool. Museums play a major role not only in the wider sphere of arts, but also within tourism and leisure. PHF Museum offers distinctive draw, which surrounding communities lack.

Research + Development



- ★ **KNOW OUR TARGET MARKET**
Continued tracking of annual data to meet our visitors' needs
- ★ **INCREASE ENGAGEMENT**
Gate numbers have increased by 100-fold, now we want guests to discover more of the museum
- ★ **MARKET RESEARCH**
Professional consultants have been retained to improve visitor experience + draw more tourism

What are our goals?

- ✓ **FINISH RESTORATION + REPAIR TO PRESERVE THE HISTORIC HOUSE BUILDING**
- ✓ **IMPLEMENT PROFESSIONAL CONSULTATION ON IMPROVING VISITOR EXPERIENCE**
- ✓ **UPDATE + REFRESH EXHIBITS**
- ✓ **ATTRACT MORE VISITORS**
- ✓ **20TH ANNIVERSARY GRAND OPENING!**

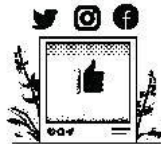
5 KEY ACTIONS TO REACH OUR GOALS

FUNDING

In addition to HOT Grants, we will continue robust grant acquisition and private donor funding to ensure the viability of our projects



UP OUR SOCIAL GAME



We will continue to grow our outreach and expand to broader markets with paid digital advertising of our own, in addition to 3rd party marketing plans. We will continue to broadcast through our newsletter, website and social platforms.

INFLUENCER MARKETING

We will continue to be able to expand our customer base, increase followers, and boost business through the digital marketing presence of our partners including Farmers Market, DS Visitor's Bureau, DS Pumpkin Fest and Hill Co. Monopoly.



MAP IT OUT



Our self-guided maps will be distributed locally. In addition, we will continue our participation in the Texas Hill Country Passport program, spanning multiple Texas counties

GAIN COLLABORATIONS



We will expand our brand awareness by continuing to build relationships with local entities who acquire our same values and vision.



Itemized List of Expenditures

HOT Grant 2022-23

ADVERTISING:

| | |
|-----------------------------|------------|
| Texas Hill Country Monopoly | \$2,000.00 |
| Vendor Booth | \$2000.00 |

PRESERVATION:

| | |
|-----------------------------------|-------------|
| Collections Storage | \$3,900.00 |
| Heritage Oak Tree Care | \$2,000.00 |
| Tree trimming of all historic oak | \$1,680.00 |
| Historic Rose Garden Maint. | \$1,500.00 |
| Exhibit Development | \$25,200.00 |
| Interior Building Repairs | \$14,420.00 |
| Exterior Paint | \$4,050.00 |
| Porch Repair | \$6,448.00 |

SIGNAGE:

| | |
|----------------------------------|------------|
| Interpretative Signage (Grounds) | \$8,000.00 |
|----------------------------------|------------|



Client: 8119477

Printed on: 4/27/2022

Pound Farmstead
 Attn: Jennifer Pack
 419 Founders Park Road
 Dripping Springs, TX 78620
 Mobile Phone: 562-682-7909
 E-Mail Address: pioneer@drpoundfarmstead.org

Bartlett Tree Experts
 Jo Harris - Representative
 2200 Old Ranch Road 12, Unit A
 San Marcos, TX 78666
 Business: 512-392-1089
 Mobile Phone: 512-507-3971
 Fax Number: 512-392-7398
 E-Mail Address: jharris@bartlett.com

The following program is recommended for certain trees and shrubs on your property. In addition to a thorough plant health care program, Bartlett Tree Experts recommends having a qualified arborist inspect your property periodically to assist you in identifying potential risks or hazardous conditions relating to your trees or shrubs. THIS IS NOT AN INVOICE.

Tree and Shrub Work

Removal

Dismantle the declining 1. Mulberry located at the left side of house. Leave stump as close to grade as possible. Remove resulting debris.

Amount: \$1,890.00

Tax: \$155.93

Natural Pruning

| Species | Location |
|---------------------------------------|---|
| 1 Feature Live Oak | rear of Building |
| 1 Live Oak, <i>Quercus virginiana</i> | right of building |
| 13 Live Oaks group | left side of property |
| 2 Live Oaks group | left rear of building out side of the fence |

Goals:

- Improve clearance over grade 8-10ft
- Improve clearance over drive 12-14 ft

Specifications

- Reduce and/or remove live branches as needed, 2-6 inch diameter cut(s), 8-10Ft of clearance from Grade
- Reduce and/or remove live branches as needed, 2-6 inch diameter cut(s), 12-14ft of clearance from Roadway
- Remove all debris

Arborist Notes

- Note: remove 2-3 large dead lower limbs on the oaks

Amount: \$1,680.00

Client: 8119477

Printed on: 4/27/2022

| | |
|---------------------------------|---------------------------------|
| | Tax: \$138.60 |
| ----- | |
| Total for 'Tree and Shrub Work' | Amount: \$3,570.00 |
| | Tax: \$294.53 |
| ----- | |
| | Total Amount: \$3,570.00 |
| | Total Tax: \$294.53 |
| | Total: \$3,864.53 |
| ----- | |

Please review the terms and conditions attached, which become part of the agreement, and sign and return one copy authorizing the program.

(Customer Signature)

(Date)

(Bartlett Representative - Jo Harris)

(Date)

* Sales tax added where applicable. Prices are guaranteed if accepted within thirty days.

All accounts are net payable upon receipt of invoice.

Work is done in accordance with ANSI A300 Tree Care Standards.

To access a certificate of liability insurance for Bartlett Tree Experts, please navigate to
<http://www.bartlett.com/BartlettCOI.pdf>

A Job Site Safety Analysis was completed for your property, please contact your arborist for further details.

Pinnacle Roofing Proposal

Date:
Invoice
Customer ID

5/10/2022
89117
Pound House additions

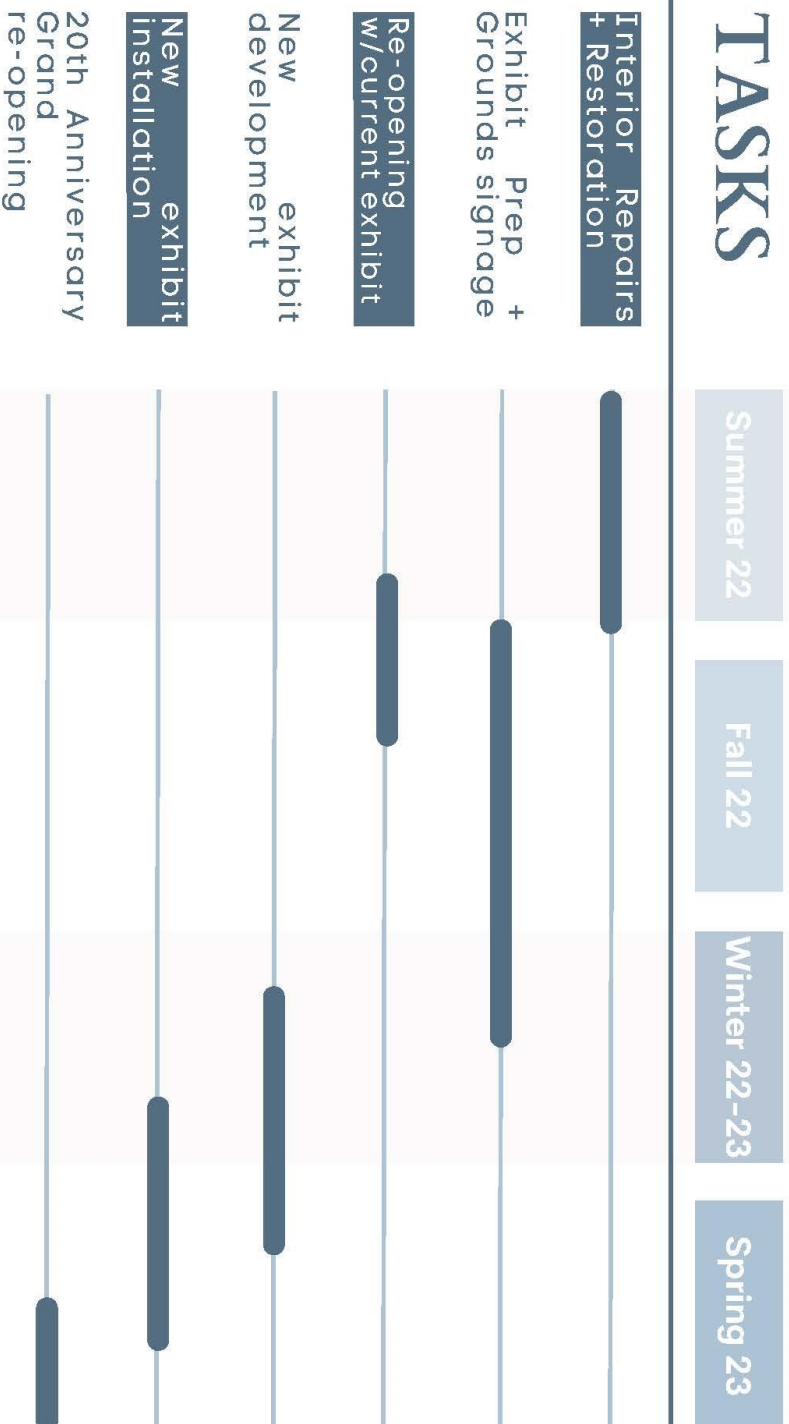
12400 St. Highway 71 W.
Suite 350-339
Austin, Texas 78738
markwilhelm7779@gmail.com

Bill To:
Pound House
419-B Foundes Park Road
Dripping Springs, Texas 78620

| Description of Work | | |
|--|--|--------------------|
| To furnish the labor and materials for the following job descriptions: | | \$2,950.00 |
| Whitewash the interior walls up to ceiling height, paint ceiling joists and above exposed wood a medium brown. | | |
| DO NOT PAINT log or rock walls. | | |
| Repair 7 ft. section of dividing wall in northeast room. | | |
| Repair dry rot at cistern cap. | | |
| Install insulation between rafters and in exterior wooden gables. | | \$11,470.00 |
| Install brown fiber insulation board against roof, over insulation and trim with wood where necessary. | | |
| Ramp, breezeway and front porch decking replacement. | | \$6,448.00 |
| Remove old decking, install new decking with comparable size material for each area. | | |
| Repair floor joists as needed. | | |
| Paint exterior, same color scheme, and ramp, breezeway and front porch floors. | | \$3,450.00 |
| EXCLUDE whitewashed log walls. | | |
| Cleanup and debris removal | | \$600.00 |
| Total | | \$24,918.00 |

SCHEDULE OF ACTIVITIES

TASKS



Friends of the Pound House Foundation

Board of Trustees 2022

Betty Meyer, President
8000 Mt. Sharp Road
Wimberley, TX 78676
halbett13@aol.com
512-431-7839

Maggie Castleman
4777 Bell Springs Road
Dripping Springs, Texas 78620
512-633-7298
momsiecastleman44@gmail.com

Miles Mathews, Past President
144 Cats Eye Cove
Dripping Springs, TX 78620
miles@hmvkglobal.com
512-940-8554

Emily Hummel
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emhumm@gmail.com
512-784-7975

Echo Uribe, Vice President
3805 Lone Man Mountain Rd
Wimberley, TX 78676
Poundfarm.echo@gmail.com
512-796-7895

Timothy Graves
10305 Wildwood Hills Lane
Austin, TX 78737
thgraves@icloud.com
512-964-9425

Janet Hermann, Treasurer
365 Beckys Way
Dripping Springs, TX 78620
jhermann@hotmail.com
773-259-7324

Marilyn West
1519 Trebled Waters Trail
Driftwood, TX 78619
hereintexas@outlook.com
562-253-2610

Laura Kirk, Secretary
629 Post Oak Dr.
Dripping Springs, TX 78620
lbkirk@flash.net
512-751-6902

Rebekah Johnson, Junior Board Member
267 Steamboat Crossing
Dripping Springs, TX 78620
Rebekahjohnson721@gmail.com
512-541-0523

Evan Webb
1380 Pursley Rd.
Dripping Springs, TX 78620
epwebb@gmail.com
512-743-5846

Jenny Pack, Executive Director
1519 Trebled Waters Trail
Driftwood, TX 78619
pioneer@drpoundfarmstead.org
562-682-7909

Wanda Mauldin
3716 Kandy Drive
Austin, TX 78749
omesadieladywjm@gmail.com
512-789-5135



TEXAS COMPTROLLER OF PUBLIC ACCOUNTS
SUSAN COMBS • COMPTROLLER • AUSTIN, TEXAS 78774

January 16, 2014

FRIENDS OF THE POUND HOUSE FOUNDATION
PO BOX 1150
DRIPPING SPGS, TX 78620-1150

According to the records of the Comptroller of Public Accounts, the following exemption(s) from Texas taxes apply to the above organization(s):

Franchise tax, as of 07-30-1990
Sales and use tax, as of 07-29-1991
(provide Texas sales and use tax exemption certificate [Form 01-339 \(Back\)](#) to vendor)
The entity is not exempt from hotel occupancy tax.

Texas taxpayer identification number: 17425800004

This exemption verification is not a substitute for the completed exemption certificates that are required when claiming exemption from Texas taxes. Vendors should be familiar with the requirements for accepting the certificates in good faith from their customers.

This exemption verification does not mean that the organization holds a permit for collecting or remitting any Texas taxes.

Exempt organizations must collect tax on most sales. For more information, please see our publication [Exempt Organizations, Sales and Purchases \(96-122\)](#). [Online registration is available.](#)

For information concerning sales taxpayer permit status, please use the [vendor search](#) we provide online.

Corporations that are registered in Texas with the Secretary of State must maintain a current registered agent and registered office address. Information is available from [Business and Nonprofit Forms](#) page of the [Secretary of State's Website](#). Additionally, out-of-state corporations, limited liability companies, or limited partnerships transacting business in Texas may need to file a Certificate of Authority or Registration with the Texas Secretary of State. More information is available from the [Foreign or Out-of-State Entities](#) page on the Secretary of State's Website.

Our publications and other helpful information are available on our [website](#). If you need more information, write to us at exempt.orgs@cpa.state.tx.us, or call us at (800) 252-5555.