



UPDATE
Housing & Community Development

TO: Paul Grimes, City Manager
Barry Shelton, Assistant City Manager
Mark Houser, City Attorney
Lisa Littrell, Purchasing Manager

FROM: Anthony V. Cao, Transit Administrator
Janay Tieken, Housing & Community Development Manager

DATE: July 23, 2018

SUBJECT: Title VI Plan and DBE Program

In order to submit our FY16 and FY17 grant applications to the FTA this fiscal year, the City of McKinney must have the Title VI Plan and the DBE program internally approved and uploaded into TrAMS before it shuts down at the end of September. Therefore, FTA strongly suggests we have these documents approved and uploaded before the end of July to provide adequate time for FTA review.

There is a concern that the DBE program will not be completed by the end of July deadline because a DBE goal and proof of methodology is required. This particular task can be quite lengthy and time-consuming.

If the City of McKinney cannot meet the July deadline, there is a **chance** that our applications can still be considered if we upload the Title VI and DBE program by August 31. Otherwise, we cannot submit our applications until October/November, thus delaying the award process by a few of months. There will be no significant impact to Collin County Transit if federal funds were to be delayed.

Below is the correspondence timeline between City staff and FTA regarding the Title VI Plan and DBE program:

- 3/15/18 – City Attorney completed review of Title VI and DBE
- 4/2/18 – Staff submitted plans to FTA Civil Rights Office (CRO) for initial review and feedback
- 5/14/18 – CRO sends Title VI feedback
- 5/22/18 - staff follows up with CRO regarding the DBE feedback
- 6/4/18 - staff follows up with CRO regarding the DBE feedback
- 6/13/18 - staff follows up with CRO regarding the DBE feedback
- 7/17/18 - staff follows up with CRO regarding the DBE feedback
- 7/18/18 – CRO sends DBE feedback and comments
- 7/19/18 – Staff is notified that the Title VI and DBE should be uploaded by end of July

If you have any questions or concerns, please contact Anthony Cao, Transit Administrator, at 972-547-7557 or ACao@mckinneytexas.org.

Respectfully,

Anthony V. Cao