



MIKE CANTRELL
Dallas County Commissioner District 2

Updated 9/2017

R&B FUNDING PROGRAM
Between City and Dallas County, District 2

In order to participate in this program, the City must have executed a Master Interlocal Agreement between City and Dallas County. This Master Interlocal Agreement will be in place for 5 years.

Once the Master Interlocal Agreement is in place, a Project Specific Interlocal Agreement (PSILA) will be required between City and Dallas County. Here are the steps for project specific requests:

1. City submits project request (scope of project and estimate) to District 2 for approval. This can be done via email to Traci.Enna@dallascounty.org
2. District 2 verifies that the project is on the Thoroughfare Plan type "B" roadway, whether there are funds to participate, and to what level of funding participation. Funding may be provided up to 50% of the project cost.
3. Commissioner Cantrell will consider the request and the city will be notified of the decision – usually within a few weeks of the request. This will be a verbal commitment, until such time as the City and the County execute a PSILA.
4. If funds are verbally awarded, the City will need to complete the PSILA between Dallas County and the City, and send to the Commissioner's Office for review by the Dallas County District Attorney. This should be done via email to Traci.Enna@dallascounty.org
5. Once the District Attorney has approved the PSILA *As To Form*, the DA will affix their signature to the document and it will be sent back to the City. The City staff will add the document to their Council agenda for approval of the same. Council should sign three (3) original executed sets of the PSILA and forward those to District 2. It is vital that a detailed project description be provided in Exhibit "A" and a map of the job site be provided in Exhibit "B" of the PSILA.
6. District 2 will seek Commissioners Court approval of the PSILA. Once approved, an executed set will be retained by the Clerk of the Court, an executed set will be retained by the District, and an executed set will be sent to the City from Public Works Department.
7. The City may proceed with scheduling the construction/maintenance work with their vendor.
8. Once the construction is complete and the City is satisfied, the City will submit copies of invoices and proof of payment to District 2 (whether this be copies of checks or records of electronic funds transferred to vendor).
9. District 2 will then submit a request for payment to the County Auditor for the agreed upon funding arrangement to be reimbursed to the City.
10. Payment as defined in the PSILA will be sent to the City upon County Auditor approval.