

Texas Department of Transportation (TxDOT)
Memorandum of Understanding (MOU) Instructions & Requirements

All Local Government Entities **must** download both the MOU Form 2395 and MOU Attachments file containing MOU attachments 1-4 and A-F.

- The enforcement date of the MOU will be the actual date and time that it has been fully executed by the TxDOT Executive Director. The agenda and minutes or resolution approving the adoption of the DBE Program **MUST** accompany the signed **duplicate** counterpart originals of the MOU when presented to TxDOT Executive Director for signature. The originals must be signed by someone who has contract signature authority and can legally bind the Local Government Entity.
- If there is no such statute, ordinance, or delegation of authority, the Local Government Entity will need to convene a special meeting and pass such a resolution or ordinance and send those documents to TxDOT. The MOU cannot be fully executed prior to the authorization and confirmation of those documents.
- If this is a city, we'll need to receive a copy of the ordinance, city charter or other legal authority that gives the City Manager the authority to bind the City to the terms and conditions of the MOU; or
- That the mayor has the authority to delegate signature authority, and we'll need a letter from the Mayor acknowledging that authority. If the Mayor has delegated signature authority, the execution date on the MOU cannot be prior to the date on the Mayor's signature authority letter. A legal citing of the state law or statute granting this authority will also be required and need to be sent to TxDOT.

After successfully downloading and reviewing all of the above documents, complete and sign two (2) originals of the MOU by someone in an official capacity with the authority to bind the entity to the MOU agreement and then return to the address below:

Texas Dept. of Transportation
Office of Civil Rights
Attn. - Local Government MOUs
125 E 11th Street
Austin, TX 78701

For more information contact TxDOT's Office of Civil Rights at 512-486-5500 or email gloria.brown@txdot.gov