



Memorandum of Understanding (MOU) Instructions and 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 the Texas Department of Transportation (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, TxDOT must be provided with 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. A letter from the Mayor acknowledging that authority will need to be provided to TxDOT. 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, two (2) originals of the MOU must be completed and signed by someone in an official capacity with the authority to bind the entity to the MOU agreement. Send completed and signed documents to the address below:

Texas Department of Transportation
Office of Civil Rights
Attn: Local Government MOUs
125 East 11th Street
Austin, Texas 78701-2483

For more information, please contact the Texas Department of Transportation's Office of Civil Rights at 512-486-5501 or email sonny.nugent@txdot.gov.