
Exhibit 4-B Local Agency Agreement Execution Checklist

Receive Agreement from Caltrans

- Staff reviews agreement for content and funding. If changes are needed, return to Caltrans
- Staff prepares resolution for governing board action:
 - Resolution clearly identifies agreement to be approved.*
 - Resolution identifies person/position to execute agreement for board.*
- Governing board passes resolution.*
- Agreement completed by adding resolution # and date of board action on first page.*
- Authorized individual signs agreement with title and date.*
- Agency clerk/secretary attests to executors action with signature, title, and date.
(Optional - follow agency standard procedures)
- Agency returns the signed agreement along with the authorizing resolutions to Caltrans Sacramento.*

Caltrans executes Agreement and returns one original to Agency

* Caution urged; failure to complete these actions may negate Caltrans' ability to execute the Agreement.