EXHIBIT 4-B LOCAL AGENCY AGREEMENT EXECUTION CHECKLIST

- Receive Agreement from Caltrans

☐ Staff reviews agreement for content & 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 each original agreement with ink signatures, title & date. *

☐ Agency clerk/secretary attests to executors action with signature, title & date.
  (Optional - follow agency standard procedures)

☐ Agency returns both originals and a copy of the authorizing resolution 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.