
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.