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## 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.