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.