Exhibit 4-A 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 executor’s 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.