

## Local Resolution Checklist (Not Applicable to MPO/RTPAs)

**A Local Resolution is NOT required at the grant application stage; however, it is required upon award, as a condition of grant acceptance.**

The Local Resolution must:

- ☐ State the title of the project ①
- ☐ State the job title of the person authorized to enter into a contract with Caltrans on behalf of the applicant ②
- ☐ NOT be more than a year old or will not be accepted ③
- ☐ Be signed by the governing board of the grant applicant ④

# Sample Local Resolution

## CITY OF CAN DO RESOLUTION NO. 009-2012

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF CAN DO AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AGREEMENTS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR THE CITY OF CAN DO COMPLETE STREET PLAN

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**WHEREAS**, the Board of Directors of the City of Can Do is eligible to receive Federal and/or State funding for certain transportation planning related plans, through the California Department of Transportation;

**WHEREAS**, a Restricted Grant Agreement is needed to be executed with the California Department of Transportation before such funds can be claimed through the Transportation Planning Grant Programs;

**WHEREAS**, the City of Can Do wishes to delegate authorization to execute these agreements and any amendments thereto;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the City of Can Do, authorize the Executive Director, or designee, to execute all Restricted Grant Agreements and any amendments thereto with the California Department of Transportation.

**APPROVED AND PASSED** this 4th day of January, 2018.

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John Doe, Chair

**ATTEST:**

Eileen Wright, Executive Director