

Local Agency IGA Best Practices Checklist

1. Determine the type of contract document required (OLA, IGA, Amendment, Option Letter, Encumbrance Letter)
2. Ascertain the funding: if a Federal $ Local Work IGA, then ascertain Federal amount, Local match (if any), State match (if any)
3. Create the Scope/Statement of Work (SOW): verified by both parties; could be a Form 463, could be a detailed description
4. Complete the Form 1243 Local Agency Checklist: verified by both parties
5. Determine the Performance Period dates: not available for an OLA; all phase performance dates may not be available at outset or design phase of project
6. Create the Shopping Cart: have it approved; do not source it
7. Complete the Request Form
8. Prepare the Form 463 Design Data
9. Prepare Exhibit C Funding Provisions
10. Submit completed Request Form, completed form 1243, 463 or detailed SOW, and Exhibit C to contract writer