Dallas District AFA Execution Process

**Receive request for agreement**

Specialist gathers project information (scope, limits, costs, funding)

Is project funding authorized via TIP/STIP?

Specialist drafts AFA and completes sections of Oversight SPA (if applicable)

**Division input requested (as applicable to agreement):**
- Design
- Bridge
- Traffic
- Maintenance

**Forward draft AFA to Local Entity for review and comments; Request completion of Oversight SPA (if applicable)**

**Forward draft AFA to appropriate divisions for review and comments**

**Revision requested to draft or Oversight SPA?**

**Forward draft AFA to Local Entity for review and comments; Request completion of Oversight SPA (if applicable)**

**Revision requested to draft or Oversight SPA?**

**CSD returns copy of final RTC approved TIP MOD**

Specialists completes additional documents, as necessary:
- Appurtenant SPA
- Funding Special Approval SPA

**CSD returns fully executed AFA to Specialist**

**CSD routes agreement for signatures (both internal and external) through DocuSign**

***Anticipate approximately 3-4 months from this point to proceed with execution of agreement***
Below is a list of additional information required of the local entity to facilitate drafting of the agreement:

- Project Location Map (see Example Map 1)
  - Please Do Not use aerial or satellite imagery
  - Please ensure street names are visible on map
  - Identify where project begins and ends
  - Embed the CSJ and project name within the final map image
    - Identify location of signal installations with a star on the map (see Example Map 2)
- Identify signature authority for the agreement and additional staff to receive signature notifications
Additional Information Need from Local Entity

Example Project Location Map 1

![Example Project Location Map 1](image-url)
Additional Information Need from Local Entity

Example Project Location Map 1
Additional Information Need from Local Entity

Example Project Location Map 2 (including signal installations)