

May 30, 2023

Greetings,

We are pleased to inform you that the Board of Commissioners has approved your application for funding under the 2023 Local Road Improvement Program. Poor conditions on our roads create an impediment to the economic development of our community and diminish the excellent quality of life our residents expect. Oakland County is proud to be a partner with your local government to provide much needed investment in our local transportation infrastructure.

**For execution, you will receive a separate email requesting a digital signature on your Cost Participation Agreement.** This email will come from JoAnn Stringfellow at the email address: [echosign@echosign.com](mailto:echosign@echosign.com). If you are not the designated signer, please click the “**DELEGATE**” link in the email and enter the name and email address of the appropriate individual. Following approval by your governing authority as applicable, and execution of the agreement, please electronically sign the agreement. If you require additional signature lines, please email [aubrya@oakgov.com](mailto:aubrya@oakgov.com). All signers will automatically receive a digital sealed copy of the executed document for your records.

After you receive the digital sealed and executed agreement, you can invoice our office via email, as instructed in the agreement for payment. Upon project completion, a report should be submitted to verify the funds were used in accordance with the terms of the agreement.

If you have any questions regarding the program or agreement, please feel to contact Amy Aubry, Analyst of the Board of Commissioners, at 248-425-7056 or [aubrya@oakgov.com](mailto:aubrya@oakgov.com).

Sincerely,

The Oakland County Board of Commissioners