

# CONTRACT ROUTING SHEET

Date Prepared: 1/24/12

Need Date: In time for BOS Meeting of 2/7/12

**PROCESSING DEPARTMENT:**

Department: HHS  
Dept. Contact: Ren Scammon  
Phone #: 642-4852  
Department Head Signature: [Signature]

**CONTRACTOR:**

Name: Mercy Housing California  
Address: 3120 Freeboard Dr., Suite 202  
West Sacramento, CA 95691  
Phone: 916-414-4400

**CONTRACTING DEPARTMENT:** Health and Human Services Agency

Service Requested: Sunset Lane - HOME Loan Documents Review and Approval  
Contract Term: N/A Contract Value: \$0.00  
Compliance with Human Resources requirements? Yes:          No:           
Compliance verified by:         

**COUNTY COUNSEL:** (Must approve all contracts and MOU's)

Approved:          Disapproved:          Date:          By:           
Approved:          Disapproved:          Date:          By:         

**Please call Ren Scammon when ready for pickup x4852. Thanks**

**RISK MANAGEMENT:** (All contracts and MOU's except boilerplate grant funding agreements)

Approved:          Disapproved:          Date:          By:           
Approved:          Disapproved:          Date:          By:         

**OTHER APPROVAL:** (Specify department(s) participating or directly affected by this contract).

Departments:           
Approved:          Disapproved:          Date:          By:           
Approved:          Disapproved:          Date:          By: