CONTRACT ROUTING SHEET

Contract #: <u>N/A</u>

Date Prepared: 02/20/2008   **Need Date:** ~~03/07/2008~~ 3/12/08
                                                               is 2 wks

PROCESSING DEPARTMENT:
Department: Human Services
Dept. Contact: Joyce Aldrich
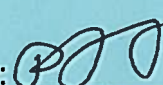Phone #:   x. 7276
Department
Head Signature: *[signature]*
                        Doug Nowka, Director

CONTRACTOR:
Name: N/A
Address:
Phone:

CONTRACTING DEPARTMENT: Human Services
Service Requested: Final review and approval of Deed Restrictions and Affordable Hsg Proj. Program Guidelines
Contract Term: N/A   Contract Value: N/A
Compliance with Human Resources requirements?   Yes: N/A   No:
Compliance verified by:

COUNTY COUNSEL: (Must approve all contracts and MOU's)
Approved: X   Disapproved: Date: 3/18/08   By: *[signature]*
Approved: Disapproved: Date: By:

[vertical text, left margin: ASSIGNMENT DATE 03/26/2008 ATTORNEY Paula Frantz DEPT./INDEX NO. 53/010 [signature]]

PLEASE FORWARD TO RISK MANAGEMENT

RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements)
Approved: ✓   Disapproved: Date: 3/18/08   By: *[signature]*
Approved: Disapproved: Date: By:
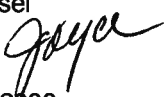
PLEASE CALL SHARON AT EXT. 4889 WHEN READY FOR PICK UP

OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract).
Departments:
Approved: Disapproved: Date: By:
Approved: Disapproved: Date: By:

Rev. 12/2000 (GS-GVP)

Memo

To: County Counsel

From: Joyce Aldrich

Date: February 22, 2008

Re: Affordable Housing Program Guidelines and Documents

The Department of Human Services, Community Services Division, works with Developers to provide affordable housing units throughout the unincorporated areas of El Dorado County through deed restrictions. Affordable Housing Program Guidelines and accompanying documents have been created to provide guidance to developers of the affordable units and to facilitate the sale of the individual units to eligible buyers.

The attached Deed Restrictions and Affordable Housing Projects Program Guidelines, Affordable Housing Program Buyer's Acknowledgements, Buyer's Resale and Program Restrictions, and the Note Securing the Buyer's Agreement have been previously reviewed by Counsel and all recommended revisions have been made. Final approval of said guidelines and documents must be received from Counsel on the Blue Route Sheet to proceed with obtaining Board of Supervisors approval to implement the Guidelines and execute the documents as necessary.

Thanks much