

# REVENUE, POLICY, ETC. ROUTING SHEET

Date Prepared: 11/08/2022

Need Date: 11/21/2022

**PROCESSING DEPARTMENT:**

Department: Health and Human Services Agency  
Dept. Contact: Alisha Bryden  
Phone: 707-688-7629  
Department Head Signature: Yvette Wencke  
Digitally signed by Yvette Wencke  
Date: 2022.11.08 14:21:13 -08'00'  
Yvette Wencke, Administrative Analyst Supervisor

**CONTRACTOR:**

Name: Health and Human Services Agency  
Address: Public Housing Authority  
Phone: \_\_\_\_\_  
Org Code: 5280  
Project String  
(if applicable): \_\_\_\_\_

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

Service Requested: Counsel review of Resolution and Three (3) U.S. Housing & Urban Development (HUD) Certifications Certifications of Compliance

Description: Resolution for 2022 annual updated Public Housing Authority Plan for Housing Choice and Housing & Three (3) HUD Certifications

Contract Term: N/A Contract Value: N/A

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

Approved:  Disapproved:  Date: 11/14/2022 By: Paula Frantz  
Digitally signed by Paula Frantz  
Date: 2022.11.14 16:37:36 -08'00'  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_

**HR APPROVAL:**

Compliance with Human Resources requirements? Yes:  No:   
Compliance verified by: \_\_\_\_\_

**RISK MANAGEMENT APPROVAL:** (all contracts & MOU's except boilerplate grant funding contracts)

Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_

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

Departments: Information Technology  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_