

# AGREEMENT CONTRACT ROUTING SHEET

**Date Prepared:** 03/23/2022

**Need Date:** 04/14/2022

**PROCESSING DEPARTMENT:**

Department: Planning and Building Department

Dept. Contact: C.J. Freeland

Phone: ext. 5159 or (530) 391-6449 cell

Department Head Signature: Karen L. Garner  
Digitally signed by Karen L. Garner  
Date: 2022.03.24 08:29:59 -07'00'

**CONTRACTOR:**

Name: N/A

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Org Code: 3735353

Project #  
(if applicable): \_\_\_\_\_

Funding Source: HOME grant funds

**CONTRACTING DEPARTMENT:** Planning and Building Department / HCED Program

Service Requested: Review Amended Resolution for HOME Homebuyer Loan Program Guidelines for Board Adoption

Description: Amended Resolution for HOME Homebuyer Loan Program Guidelines

Contract Term: 2039 Contract Value: \$ 983,000.00

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

Approved:  Disapproved:  Date: 04/20/2022 By: Kathleen Markham  
Digitally signed by Kathleen Markham  
Date: 2022.04.20 16:12:33 -07'00'

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

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**HR APPROVAL:** WILL BE REVIEWED THROUGH WORKFLOW

**RISK MANAGEMENT:** WILL BE REVIEWED THROUGH WORKFLOW

**PLEASE EMAIL SIGNED DOCUMENT TO:** cynthia.freeland@edcgov.us

**Thank you!**