

Contract #: 13B-5007, A1 & reso  
Index Code: 531011

# CONTRACT ROUTING SHEET

Date Prepared: 6/20/13

Need Date: \_\_\_\_\_

**PROCESSING DEPARTMENT:**

Department: HHSA/CS

Dept. Contact: Amy Higdon

Phone #: x4836

Department \_\_\_\_\_

Head Signature: *[Signature]*

Jan Walker-Conroy, Interim Director

**FUNDING AGENCY:**

Name: CA Dept of Community Services & Development

Address: P.O. Box 1947  
Sacramento, CA 95812

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

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

Service Requested: Low-Income Home Energy Assistance Program (LIHEAP)

Contract Term: 1/1/13 - 1/31/14 Contract/Grant Value: \$1,040,731

Compliance with Human Resources requirements? N/A Yes x No

Compliance verified by: Mike Stella

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

Approved:  Disapproved: \_\_\_\_\_ Date: 7/23/2013 By: K. Markham

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

*This requires the certification & assurances letters prepared by Paula Brantzy. Please see Dept. Director*

EL DORADO COUNTY COUNSEL  
2013 JUL -5 PM 1:27

**PLEASE FORWARD TO RISK MANAGEMENT. THANK YOU!**

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

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

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

*Nothing for Risk we are contractor* *[Signature]*

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

**NOTE:** All contracts that involve the acquisition of software or computer related items must be first approved by IT. Any contract that requires approval from another department must also be first approved by the other department.

Departments: \_\_\_\_\_

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

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

*L. Webb 7/1/13*  
PM Review/Date

*mt \* Karen 7/3/13*  
CFO Review/Date

*[Signature] 7/23/13*  
Contracts Supe Review/Date

13-0160 2A 1 of 1  
Contracts Mgr. Review/Date

\* communicated w/CCN - contract sub training info per contract no access d. will be provided