

Contract #: Boilerplate template  
Index Code: 530500

# CONTRACT ROUTING SHEET

Date Prepared: 4/16/14

Need Date: 5/6/14 HW

**PROCESSING DEPARTMENT:**

Department: HHSA/SSD  
Dept. Contact: Heather Longo  
Phone #: X7373  
Department  
Head Signature: [Signature]  
Don Ashton, M.P.A.,  
Director

**CONTRACTOR:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**CONTRACTING DEPARTMENT:** HHSA/Social Services Division

Service Requested: Approval of Welfare-to-Work Expanded Subsidized Employment boilerplate template  
Contract Term: 12 months maximum Contract/Grant Value: NA  
Compliance with Human Resources requirements? N/A x Yes \_\_\_\_\_ No: \_\_\_\_\_  
Compliance verified by: \_\_\_\_\_

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

Approved: X Disapproved: \_\_\_\_\_ Date: 5/1/14 By: [Signature]  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

PLEASE FORWARD TO RISK MANAGEMENT. THANK YOU!

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

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: 5/2/14 By: [Signature]  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
Nothing for Risk to Approve

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

**NOTE:** Any contract that involves the development, installation, implementation, storing, retrieving, transfer, or sending of electronic information, the acquisition of software or computer related items, or any other service/item that may be IT related, especially those that involve computers and telecommunications, must be approved by IT before submission to Counsel. This also applies to any other contract that requires approval from another department.

Departments:

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

Please contact Heather Longo x7373 with questions or for contract packet pick-up. Thank you!

[Signature] 4/16/14  
Contracts Supe Review/Date

[Signature] 4/16/14  
Program Mgr. Review/Date

[Signature]  
CFO Review/Date 4/25/14

[Signature] 4/28/14  
Ass't Director-Admin/Finance

D. Stack