

# AGREEMENT CONTRACT ROUTING SHEET

Date Prepared: 08/01/2021

Need Date: 08/11/2021

**PROCESSING DEPARTMENT:**

Department: Planning and Building Department  
Dept. Contact: C.J. Freeland  
Phone: ext. 5159 or (530) 391-6449 cell  
Department Head Signature: Tiffany Schmid Digitally signed by Tiffany Schmid  
Date: 2021.08.04 08:21:00 -07'00'

**CONTRACTOR:**

Name: N/A  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Org Code: 37301057  
Project #  
(if applicable): \_\_\_\_\_  
Funding Source: General Fund and REAP grant funds

**CONTRACTING DEPARTMENT:** Planning and Building Department

Service Requested: Reveiw and approve Adoption Draft

Description: 2021-2029 Housing Element Update adoption draft

Contract Term: N/A Contract Value: \_\_\_\_\_

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

Approved:  Disapproved:  Date: 08/06/2021 By: Kathleen Digitally signed by Kathleen  
Date: 2021.08.06 10:15:22 -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!