



# Agenda Report

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Consent

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F.2.

11/18/2025

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### **Subject:**

Approval RE: Educational Facilities Impact Fee Deferral Contract for the Wings of Grace Ministries Inc. between the Brevard County Board of County Commissioners, Brevard County Public Schools, and Wings of Grace Ministries Inc.

### **Fiscal Impact:**

Fiscal Year 2026 - Educational Impact Fees that would have been collected for the Brevard County School District in the South Area Benefit District in the amount of \$41,475.50 will be deferred for a period of ten (10) years for the Wings of Grace Capernaum Place Affordable Housing Development due to its intended occupancy by very-low or low-income households. A lien of the property will be recorded to ensure payment of the deferred balance. Should all terms of the contract be fulfilled over the ten-year affordability period, the remaining balance of the deferred educational facilities impact fee will be waived and forgiven.

### **Dept/Office:**

Planning and Development/Budget Office

### **Requested Action:**

It is requested, on behalf of the developer, that the Board of County Commissioners: (1) authorize the Chair execute the Educational Facilities Impact Fee Deferral Contract for the Wings of Grace Capernaum Place Affordable Housing Development upon approval and execution by Brevard County School Board as currently presented and attached; and (2) authorize the County Attorney's Office to record the Notice of Assessment, as currently presented within the contract, which constitutes a lien on the property for the deferred balance of \$41,475.50.

### **Summary Explanation and Background:**

Wings of Grace Ministries Inc. is a non-profit organization that provides affordable housing, along with support services to youth/young adults aging out of or those who have aged out of Foster Care, and other young adults who may not have been in the Foster Care system who would otherwise be homeless, currently attending Brevard County Public Schools, other schools, or who have already graduated and/or may be pursuing higher learning. These individuals have a gross annual income not exceeding 80% of the Area Median Income (which meets the definition of "low-income person or low-income household" under Section 62-6301, Brevard County Code of Ordinances). The project is located at 855 Torrence Lane, in the City of Melbourne, and will consist of Twenty-Four (24) affordable multifamily residential apartment units, each with one bedroom and one bath.

This contract obligates the developer to provide the 24 units for affordable housing opportunities for a period of 10 years as specified in the attached contract. The contract does not obligate the County to any financial burden associated with deferring the educational impact fees. Should all criteria of the agreement be met

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over the 10-year affordability period, the deferred fee will be waived and forgiven.

The impact fees that will be deferred for this project would otherwise be collected and disbursed to the Brevard County School Board; the Brevard County School Board voted on and approved the agreement unanimously on September 23, 2025.

**Clerk to the Board Instructions:**

Please have the Chair and the Clerk execute the contract (page 7 and 11) on behalf of Brevard County and return it to Planning and Development for further processing.



**FLORIDA'S SPACE COAST**

Kimberly Powell, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001

Fax: (321) 264-6972

Kimberly.Powell@brevardclerk.us



November 19, 2025

**M E M O R A N D U M**

TO: Billy Prasad, Planning and Development Director

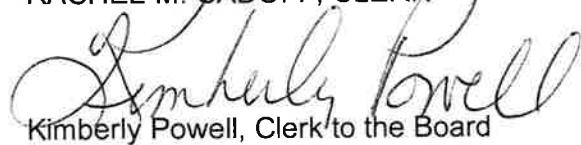
RE: Item F.2., Approval of Educational Facilities Impact Fee Deferral Contract for the Wings of Grace Ministries Inc. between the Brevard County Board of County Commissioners, Brevard County Public Schools, and Wings of Grace Ministries Inc.

The Board of County Commissioners, in regular session on November 18, 2025, approved and authorized the Chairman to execute the Educational Facilities Impact Fee Deferral Contract for the Wings of Grace Capernaum Place Affordable Housing Development, upon approval and execution by Brevard County School Board, as currently presented and attached; and authorized the County Attorney's Office to record the Notice of Assessment, as currently presented within the Contract, which constitutes a lien on the property for the deferred balance of \$41,475.50. Enclosed is a fully-executed Contract.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
RACHEL M. SADOFF, CLERK



Kimberly Powell, Clerk to the Board

/tr

Encl. (1)

cc: Contracts Administration  
Finance  
Budget

**EDUCATIONAL FACILITIES IMPACT FEE DEFERRAL AGREEMENT  
FOR THE WINGS OF GRACE MINISTRIES, INC. CAPERNAUM PLACE AFFORDABLE  
HOUSING DEVELOPMENT**

**THIS EDUCATIONAL FACILITIES IMPACT FEE DEFERRAL AGREEMENT FOR THE WINGS OF GRACE CAPERNAUM PLACE AFFORDABLE HOUSING DEVELOPMENT** (the "Agreement") is entered into this 18th day of November 2025, by and between the BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA, a political subdivision of the State of Florida, whose address is 2725 Judge Fran Jamieson Way, Viera, Florida 32940 (hereinafter, referred to as "County"), SCHOOL BOARD OF BREVARD COUNTY, FLORIDA, the governing body of the School District of Brevard County, Florida pursuant to Article IX, Section 4(b), Constitution of the State of Florida whose address is 2700 Judge Fran Jamieson Way, Viera, Florida 32940 (hereinafter referred to as "School Board"), and WINGS OF GRACE MINISTRIES, INC., a Florida non-profit corporation, whose address is 444 Grove Lane, Suite #104, Melbourne, Florida 32901 (hereinafter referred to as "Owner"), is based on the following terms and conditions:

RECITALS

**WHEREAS**, the School Board and County desire to encourage the development of affordable housing opportunities for students and their families in Brevard County, Florida; and

**WHEREAS**, the educational facilities impact fees are imposed by the Brevard County Educational Facilities Impact Fee Ordinance (hereinafter referred to as "Educational Facilities Impact Fee Ordinance"), as adopted in Sections 62-921 through 62-935 of the Brevard County Code or Ordinances; and

**WHEREAS**, the Educational Facilities Impact Fee Ordinance applies within the jurisdiction of the County and School Board; and

**WHEREAS**, pursuant to the Amended Interlocal Agreement between the School Board and County recorded in Official Records Book 8418, Page 360 of the Official Records of Brevard County, the County administers and collects educational impact fees within the benefit district on behalf of the School Board and subsequently disburses said collections to the School Board; and

**WHEREAS**, in order to mitigate the impact to the development of affordable housing opportunities created by the imposition of educational impact fees, the School Board and County may defer payment of some, or all, educational impact fees and applicable administration fees for qualified affordable housing units; and

**WHEREAS**, the Owner desires to construct an affordable rental housing apartment complex to provide critical needed housing to youth aging out, or who have aged out of Foster Care and such

otherwise homeless young adults who are currently attending Brevard County Schools or have already graduated, known as Capernaum Place located at 855 Torrence Lane, Melbourne, Florida 32935 and as more specifically described in Exhibit A attached hereto and made apart hereof (hereinafter referred to as "Project"); and

**WHEREAS**, the Project shall consist of Twenty-Four (24) 1-Bedroom/1-Bath apartment units all of which will be reserved for youth/young adults aging out of or have aged out of Foster Care and other such young adults who may not have been in the Foster Care system who would otherwise be homeless currently attending Brevard County Public Schools, other such school, or who have already graduated and/or may be pursuing higher learning and with a gross annual income not exceeding 80% of the Area Median Income, which is defined by the Educational Impact Fee Ordinance as "low income person or household"; and

**WHEREAS**, the Owner has irrevocably waived its option to convert to market rents for a period of sixty years as memorialized in the Affordable Housing Use Restriction Agreement with the City of Melbourne and duly recorded in the official public records of Brevard County, Florida; and

**WHEREAS**, the Owner desires to defer the educational facilities impact fee amount due on the Project pursuant to the Brevard County Code of Ordinances and the Interlocal Agreement between the School Board and County; and

**WHEREAS**, based upon the representations of the Owner, the School Board has agreed to defer the payment of educational facilities impact fees due and allow the County to defer the collection and dispersal of such fees; and

**WHEREAS**, the School Board and County endorse the Owner's application for deferral of educational facilities impact fees.

**NOW THEREFORE**, in consideration of the mutual covenants contained herein, and for other goods and valuable consideration, the receipt and adequacy of which is hereby acknowledged by all parties, the parties hereto agree as follows:

1. **Recitals**. The above recitals are hereby incorporated and made a part of this Agreement.

2. **Scope of Agreement**. The Project, consisting of 24 affordable rental units located in the City of Melbourne is subject to an assessment of educational facilities impact fees by the County on behalf of the School Board. The scope of the Agreement is limited to the provisions of the Educational Facilities Impact Fee Ordinance and Interlocal Agreement between the School Board and County. Other impact fees may be imposed on the Project by the County, City of Melbourne or other applicable agencies and such other impact fees will remain due and payable pursuant to the land development regulations of the respective agencies unless otherwise waived or deferred.

### **3. Educational Facilities Impact Fees.**

A. Educational Facilities Impact Fee Deferral. The Project consisting of 24 affordable multifamily residential units, is subject to educational facilities impact fees as calculated and presented to Owner on the Board of County Commissioners Impact Fee Assessment Form B-2 for a multifamily single story structure. The educational facilities impact fees may be deferred pursuant to the provisions of this Agreement, resulting in the deferral of 100 percent of the educational facilities impact fees in the total amount of \$41,475.50 (USD) for the 24 affordable rental units. The County shall not be responsible for the collection or dispersal of these funds unless Owner violates the terms of the agreement and the deferred impact fees become due.

B. Long-Term Affordability. The Owner shall set aside 24 units for which the educational facilities impact fees are herein deferred for persons or households who have annual gross income at or below 80% of the Area Median Income as calculated by the U.S. Department of Housing and Urban Development for a period of sixty years as defined in the covenants of the Affordable Housing Use Restriction Agreement by and between the City of Melbourne and Owner recorded in Brevard County Official Records Book 10364, Page 713 (hereinafter referred to as "Affordability Period"). To the extent that no provisions of Fair Housing Laws are violated, the Owner shall require and ensure that residents renting a unit in the Project must not generate the need for additional capacity for Brevard County Public Schools.

C. Sale, Conveyance/Transfer of the Project. Owner hereby agrees to notify the School Board and County of any proposed sale or conveyance/transfer of the Property to an independent third-party not affiliated with the current Owner. The deferral of educational facilities impact fees provided herein may continue if the proposed "new owner" of the Project is a nonprofit organization or agency approved by the County and School Board and agrees to maintain all set asides and other requirements of this Agreement for the stated Deferral Period, such approval shall not be unreasonably withheld or delayed. In the event the above-stated conditions are not met, the deferral of educational facilities impact fees hereunder shall become due and payable, in full, upon such sale, conveyance or transfer of the Project.

D. Notice of Assessment. A Notice of Assessment setting forth the balance of educational facilities impact fees that are deferred and remain unpaid is attached hereto as **Exhibit B.** Owner agrees to execute a Notice of Assessment in the form prescribed in Exhibit B. Upon execution, the Notice of Assessment shall be recorded in the official records of Brevard County and shall constitute a lien on the Project for the balance of the educational facilities impact fee that is due under the terms and conditions of this Agreement.

E. Event of Default. If the Owner defaults in the performance of its obligations under this Agreement or breaches any covenant, agreement or warranty of the Owner set forth in this Agreement and such default does not violate regulatory compliance with prevailing Fair Housing Laws and remains uncured for a period of thirty (30) days after notice thereof and shall have been given by the County to the Owner (or for an extended period approved by the County

and School Board if such default stated in such notice can be corrected, but not within such thirty (30) day period, and if the Owner commences such corrective action within the thirty (30) day period, and thereafter diligently pursues the same to completion within such extended period), then the balance of the deferred educational facilities impact fee shall be due and payable by the Owner or their successor in title to the Project. The County may take any lawful action, whether for specific performance of any covenant in this Agreement or such other remedy as may be deemed most effective by the County to enforce the obligations of the Owner with respect to the Project.

**F. Deferral of Collection.** The School Board hereby agrees that the County's obligation to collect and disburse educational facilities impact fees to the School Board shall be deferred pursuant to the terms of this Agreement. If the Owner fulfills the requirements of this Agreement for the duration of the term hereof, upon the expiration of the term of this Agreement, the remaining balance of the deferred educational facilities impact fee shall be waived and forgiven.

**4. Non-Transferability.** The educational facilities impact fee deferral applies exclusively to the Project as more precisely described in Exhibit A and Exhibit B. The educational facilities impact fee deferral may not be transferred to any other property.

**5. Effective Date and Duration.** Within ten (10) business days after the execution of this Agreement by all parties, the County shall record this Agreement with the Brevard County Clerk of Court. The Owner shall be responsible for all costs associated with such recordation. This Agreement is not effective until it along with Exhibits are duly recorded in the Brevard County Public Records ("Effective Date"). Unless earlier terminated by either party as provided herein, this Agreement shall remain in full force and effect for a period of Ten (10) years ("Deferral Period"). The burdens of this Agreement shall run with the land and shall be binding upon, and the benefits shall inure to, the Owner, County and School Board and their respective successors and assigns during the term of this Agreement.

**6. Notices.** All notices, demands and correspondence required or provided under this Agreement shall be in writing and delivered in person or otherwise sent postage pre-paid via certified mail, with return receipt requested. Notice required to be given shall be addressed as follows:

If to Owner: Wings of Grace Ministries, Inc.  
Attn: Dwight W. Bell, President  
444 Grove Lane, Suite #104  
Melbourne, FL 32901

If to School Board: School Board of Brevard County  
Attn: Superintendent  
2700 Judge Fran Jamieson Way  
Viera, FL 32940

If to County: Brevard County  
Attn: County Manager  
2725 Judge Fran Jamieson Way  
Viera, FL 32940

With a copy to: Brevard County Attorney's Office  
Attn: County Attorney  
2725 Judge Fran Jamieson Way  
Viera, FL 32940

With a copy to: School Board of Brevard County  
Attn: Facilities Services Dept.  
2700 Judge Fran Jamieson Way  
Viera, FL 32940

With a copy to: Brevard County Planning and Development  
Attn: Department Director  
2725 Judge Fran Jamieson Way  
Viera, FL 32940

7. **Miscellaneous; Venue.** The execution of this Agreement has been duly authorized by the appropriate body of each of the parties hereto. Each party has complied with all applicable requirements of law and has full power and authority to comply with the terms and conditions of this Agreement. The venue of any litigation arising out of this Agreement shall be Brevard County, Florida. The exhibits attached hereto and incorporated by reference herein are by such attachment and incorporation made a part of this Agreement for all purposes intended therein. In the event that one of the parties to this Agreement may be deemed to have drafted or structured the provisions of this Agreement, whether in whole or in part, shall not be considered in construing or interpreting any particular provision hereof, whether in favor of or against such party. The terms and conditions of this Agreement shall bind and inure to the benefit of the parties hereto and their respective successors and assigns, and no right or cause of action shall accrue upon or result by reason hereof or for the benefit of any third party not a formal party hereto. Nothing in this Agreement whether expressed or implied, is intended or shall be construed to confer upon any person other than the parties hereto, any right, remedy, or claim under or by reason of this Agreement or any of the provisions hereof. This Agreement may not be changed, amended or modified in any respect whatsoever except as mutually agreed in writing and duly executed by all of the parties, nor may any covenant, condition, agreement, provision, requirement, or obligation contained herein be waived except as mutually agreed in writing and duly executed by all of the parties hereof.

8. **Attorneys' Fees; Hold Harmless, Indemnification.** Should any litigation arise between the parties, each party shall bear its own attorneys' fees and related costs. In the event of litigation or claims against the County, School Board or Owner from third parties specifically arising from this Agreement or any covenant described therein, each Owner agrees to indemnify and hold harmless the County and School Board from any such litigation or claims; provided, however, nothing contained herein shall be deemed a waiver by the County or the School Board of their respective sovereign immunity. Nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred by sovereign immunity or operation of law. The parties hereby acknowledge that specific consideration has been paid and other good and sufficient consideration had been received for this indemnification provision.

9. **Captions.** Headings of a particular paragraph or section of this Agreement are inserted only for convenience of reference and are in no way to be construed as part of the Agreement or as a limitation of the scope of the paragraphs or sections to which they refer.

10. **Severability.** If any part of this Agreement is held by a court of competent jurisdiction to be invalid, void, or otherwise unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way. If any party's joinder in or execution of this Agreement is deemed invalid for any particular purpose, the sections for which the joinder or execution is valid shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be duly executed and their corporate seals affixed as of the day and year first written above.

Signed, sealed and delivered in the presence of:

WITNESSES:

  
Print Name: Carrie Dobbs

  
Print Name: Jennie L. Powers

OWNER: Wings of Grace Ministries, Inc., a  
Florida non-profit corporation

By:   
Dwight W. Bell, President

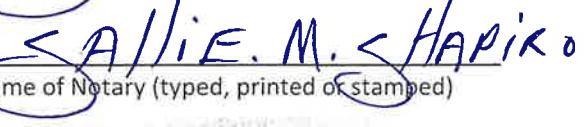
STATE OF FLORIDA

)  
)

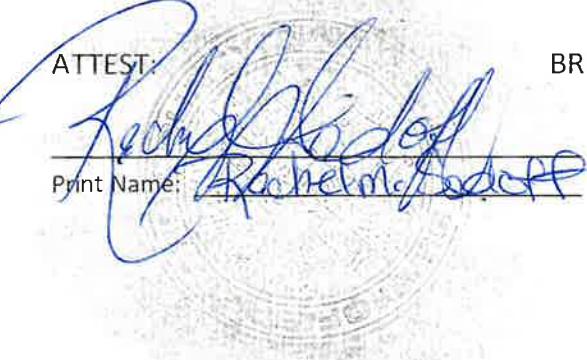
COUNTY OF BREVARD )

The foregoing instrument was acknowledged before me this 6 day of November 2025 by Dwight W. Bell as President of Wings of Grace Ministries, Inc. who [ ] is personally known to me or, [ ] has produced valid identification in the form of Drivers License

  
Notary Signature

  
Name of Notary (typed, printed or stamped)

ATTEST:

  
Print Name: Rachelle M. Adloff

BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

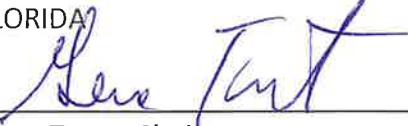
  
Thad Altman, Chair

As approved by the Board on: NOV 18 2025

ATTEST:

  
Print Name: Mark J. Randall, Ed.D.

SCHOOL BOARD OF BREVARD COUNTY,  
FLORIDA

  
Gene Trent, Chair

As approved by the Board on: 9-23-2020

**EXHIBIT A**  
**LEGAL DESCRIPTION OF THE SUBJECT PROPERTY**  
**“CAPERNAUM PLACE APARTMENTS”**

Physical Address: 855 Torrence Lane, Melbourne, Florida 32935

Parcel ID#: 27-37-21-50-B-12

**LEGAL DESCRIPTION BY SURVEYOR**

LOTS 12 THROUGH 23, BLOCK B, PLAT OF MELBOGALLIE, ACCORDING TO THE PLAT THEREOF AS  
RECORDED IN PLAT BOOK 5, PAGE 64, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA  
CONTAINING 1.3 ACRES, MORE OR LESS.

**EXHIBIT B**  
**NOTICE OF ASSESSMENT**

**NOTICE OF ASSESSMENT FOR EDUCATIONAL FACILITIES IMPACT FEES**

This Notice of Assessment for Educational Facilities Impact Fees (hereinafter referred to as "Assessment"), is made and entered into by and between: Brevard County, a political subdivision of the State of Florida (hereinafter referred to as "County"), the School Board of Brevard County, Florida, (hereinafter referred to as ("School Board") and Wings of Grace Ministries, Inc., its successors and assigns (hereinafter referred to as "Owner").

WHEREAS, Owner is in the process of developing an affordable rental housing project within Brevard County and the City of Melbourne known as "Capernaum Place Apartments", on property located at 855 Torrence Lane, Melbourne, Florida 32935 bearing Property Appraiser Parcel ID # 27-37-21-50-B-12 and whose legal description is incorporated herein as Exhibit A (hereunder referred to as "Project"); and

WHEREAS, the Project will provide affordable rental housing for very low and/or low income persons, including homeless youth aging out of or who have aged out of Foster Care that are currently attending Brevard Public Schools, have graduated, pursuing higher education or otherwise will not be generating additional capacity for Brevard Public Schools; and

WHEREAS, the Owner has applied for the deferral of the educational facilities impact fees assessed under the Brevard County Code of Ordinances based upon the Project providing affordable rental housing as described herein above; and

WHEREAS, the School Board has determined that it is in the best interest of the School Board to defer the Educational Facilities Impact Fees due on the Project in the total amount of \$41,475.50 (USD); and

WHEREAS, pursuant to the Educational Facilities Impact Fee Deferral Agreement for the Wings of Grace Ministries, Inc. Affordable Housing Project entered into by the School Board of Brevard County, Florida, County and Owner (hereinafter referred to as "Deferral Agreement"), the Owner is required to execute this Notice of Assessment for Educational Facilities Impact Fees; and

WHEREAS, the Notice of Assessment for Educational Facilities Impact Fees shall be recorded in the Official Records of Brevard County as part of the Deferral Agreement and shall constitute a lien on the property for the balance of Educational Facilities Impact Fees due under the terms of the Deferral Agreement.

**NOW THEREFORE**, in consideration of the mutual terms, conditions, covenants and payments hereinafter set forth, Owner agrees as follows:

1. Educational Facilities Impact Fees Deferral Amount.

A. The Owner has requested a deferral of the payment of Educational Facilities Impact Fees for the Project, and the School Board has agreed to defer payment of such Educational Facilities Impact Fees in the full amount assessed in the amount of \$41,475.50 (USD). The School Board has further agreed that the County shall not be responsible for the collection, reimbursement or disbursement of the Project's educational facilities impact fees pursuant to the terms of the Deferral Agreement.

B. Owner agrees that the unpaid balance of educational facilities impact fees shall be due and payable upon the subsequent sale of the property and/or when the property is no longer being used in accordance with the terms of the Deferral Agreement; the Owner authorizes the County to record the Notice of Assessment of Impact Fees in the official records of Brevard County. If the Owner fulfills the requirements of the Deferral Agreement at the end of Ten (10) years from the Effective Date of the Deferral Agreement, this Notice of Assessment shall be void and extinguished in full.

2. Lien on Property. Upon recordation in the official records of Brevard County, this Notice of Assessment for Educational Facilities Impact Fees shall be a lien for the balance of the Educational Facilities Impact Fees against the property. This Notice of Assessment runs with the land and creates an obligation on behalf of the Owner and is binding on the Owner, its successors and assigns. County and School Board agree to subordinate to the permanent financing lender and in the event of refinance at balloon payment, if applicable.

**IN WITNESS THEREOF**, Owner has executed this Notice of Assessment as of the date and year of execution below.

{SIGNATURES ON THE FOLLOWING PAGE}

Signed, sealed and delivered in the presence of:

OWNER: Wings of Grace Ministries, Inc., a  
Florida non-profit corporation

WITNESSES:

By: DWIGHT W. BELL  
Dwight W. Bell, President

Carrie Dobbs  
Print Name: Carrie Dobbs

Jennie L. Bowens  
Print Name: Jennie L. Bowens

STATE OF FLORIDA )  
 )  
COUNTY OF BREVARD )

The foregoing instrument was acknowledged before me this 6 day of November 2025 by Dwight W. Bell as President of Wings of Grace Ministries, Inc. who [ ] is personally known to me or, [ ] has produced valid identification in the form of Drivers License

Sallie M. Shapiro  
Notary Signature

Sallie M. Shapiro  
Name of Notary (typed, printed or stamped)



ATTEST:

Rachel M. Goldoff  
Print Name: Rachel M. Goldoff

BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

Thad Altman  
Thad Altman, Chair  
As approved by the Board on: NOV 18 2025

ATTEST:

Mary Trent  
Print Name: Mary J. Trent, Ed.D.

SCHOOL BOARD OF BREVARD COUNTY,  
FLORIDA

Gene Trent  
Gene Trent, Chair  
As approved by the Board on: 9-23-2025

BREVARD COUNTY  
BOARD OF COUNTY COMMISSIONERS

**SOLICITATION AND CONTRACT REVIEW AND APPROVAL FORM**

**SECTION I - GENERAL INFORMATION**

1. Contractor:	Wings of Grace Ministries, Inc-Affordable Housing	2. Amount:	\$41,475.00
3. Fund/Account #:	1255/3245117	4. Department Name:	Planning & Development
5. Contract Description: Educational Facilities Impact Fee Deferral Agreement			
6. Contract Monitor:	Naomi Adkins-Hicks	8. Contract Type:	TERM CONTRACT
7. Dept/Office Director:	Billy Prasad- Planning /Development Director		
9. Type of Procurement:	Other		

**SECTION II - REVIEW AND APPROVAL TO ADVERTISE A FORMAL SOLICITATION**

**APPROVAL**

COUNTY OFFICE	YES	NO	SIGNATURE
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Purchasing	<input type="checkbox"/>	<input type="checkbox"/>	
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	
County Attorney	<input type="checkbox"/>	<input type="checkbox"/>	

**SECTION III - REVIEW AND APPROVAL TO EXECUTE CONTRACT, CONTRACT EXTENSION AND AMENDMENT**

**APPROVAL**

COUNTY OFFICE	YES	NO	SIGNATURE
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Purchasing Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Mary Bowers 10/3/25</i>

**SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST**

CM DATABASE REQUIRED FIELDS	Complete ✓
Department Information	<input type="checkbox"/>
Department	<input type="checkbox"/>
Program	<input type="checkbox"/>
Contact Name	<input type="checkbox"/>
Cost Center, Fund, and G/L Account	<input type="checkbox"/>
Vendor Information (SAP Vendor #)	<input type="checkbox"/>
Contract Status, Title, Type, and Amount	<input type="checkbox"/>
Storage Location (SAP)	<input type="checkbox"/>
Contract Approval Date, Effective Date, and Expiration Date	<input type="checkbox"/>
Contract Absolute End Date (No Additional Renewals/Extensions)	<input type="checkbox"/>
Material Group	<input type="checkbox"/>
Contract Documents Uploaded in CM database (Contract Form with County Attorney/ Risk Management/ Purchasing Approval; Signed/Executed Contract)	<input type="checkbox"/>
"Right To Audit" Clause Included in Contract	<input type="checkbox"/>
Monitored items: Uploaded to database (Insurance, Bonds, etc.)	<input type="checkbox"/>