


Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Laighton Desso
 Control No.: _____ Invoice No.: 0110
 Invoice Date: 12/20/10 Payment Amount: \$ 5000
 Project Supervisor/Responsible Official: Annette Jenkins

| | Reviewed/Approved by |
|--|----------------------|
| <input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed ? | <u>AJ</u> |
| <input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope ? | <u>AJ</u> |
| <input checked="" type="checkbox"/> Deliverables due with this invoice have been received ? | <u>AJ</u> |
| <input type="checkbox"/> If final payment, have all deliverables been received ? | <u>N/A</u> |
| <input checked="" type="checkbox"/> Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis ? | <u>AJ</u> |
| <input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement. | <u>AJ</u> |
| <input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan. | <u>AJ</u> |
| <input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment. | <u>2</u> |

The invoice and supporting documentation have been reviewed and it is approved for payment.


 Approving Authority

Date: 1-4, 2011

Payment approved by the Board of Commissioners by Motion No. 2015-29 or the Consent Agenda, at its meeting on 8-26-15. (If applicable)



December 28, 2016

Invoice #: 016

Riviera Beach CRA
Scott Evans, Interim Executive Director
2001 Broadway, Suite 300
Riviera Beach, Florida 33404

RE: Continuing Services Agreement (RFQ 469-14)

Professional fee for grant consulting services rendered to Riviera Beach CRA for
December 2016.

Amount due: \$5,000.00

Please remit upon receipt to:
Langton Associates, Inc. (FID #: 59-2247694)
4830 Atlantic Boulevard
Jacksonville, Florida 32207

Thank you



Heather Pullen
Office Manager



Langton
CONSULTING



Riviera Beach CRA Grant Writing Report

| | |
|-----------------------------|---|
| Month: December 2016 | |
| Grants Awarded | <ul style="list-style-type: none"> Allegany Franciscan Ministries- \$10,000 for Riviera Beach Heights Community Garden Expansion Program |
| Grant Opportunity Research | <ul style="list-style-type: none"> AmeriCorps FY 2017 funding for Clean and Safe Expansion- continued research and development. Null |
| Technical Assistance | <ul style="list-style-type: none"> Still waiting for next steps from Palm Tran. |
| Meetings with staff, others | <ul style="list-style-type: none"> December 20th - Attended webinar on AHP from FHLB-ATL Application process December 20/21- Discussed AFM award and next steps in completing online reporting |
| Grants in Progress | <ul style="list-style-type: none"> Affordable Housing Program from FHLB-ATL for Bougainvillea Court <ul style="list-style-type: none"> January 2017 CED-Healthy Food Financing Initiative for the Riviera Beach Public Market <ul style="list-style-type: none"> Due April 28, 2017 |