

**Riviera Beach CRA  
Payment Authorization Checklist**

Vendor Name: Langton Associates  
Control No.: \_\_\_\_\_ Invoice No.: 017  
Invoice Date: January 29, 2017 Payment Amount: \$ 5,000  
Project Supervisor/Responsible Official: Annette Jenkins

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed ?	<u>[Signature]</u>
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope ?	<u>[Signature]</u>
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received ?	<u>[Signature]</u>
<input type="checkbox"/> If final payment, have all deliverables been received ?	
<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>[Signature]</u>
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	<u>[Signature]</u>
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	<u>[Signature]</u>
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	<u>[Signature]</u>

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

[Signature]  
Approving Authority

Date: 2-1-17

☐ 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)



grant writing, grant  
administration and  
intergovernmental  
relations

January 25, 2017

Invoice #: 017

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  
January 2017.

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

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**JAN 27 2017**  
RIVIERA BEACH COMMUNITY  
REDEVELOPMENT AGENCY

## Riviera Beach CRA Grant Writing Report

Month: January 2017	
Grants Awarded	<ul style="list-style-type: none"> <li>Allegany Franciscan Ministries Foundation Tau Grant- <b>\$10,000</b> for Riviera Beach Heights Community Garden Expansion Program</li> </ul>
Grant Opportunity Research	<ul style="list-style-type: none"> <li>Affordable Housing Program from FHLB-ATL for Bougainvillea Court – <b>next cycle- need site control</b></li> </ul>
Technical Assistance	<ul style="list-style-type: none"> <li>Still waiting for next steps from Palm Tran.</li> </ul>
Communication with Staff	<ul style="list-style-type: none"> <li>1/5- follow up on AFM grant award and online reporting</li> <li>1/11- Discussion with Annetta regarding FMPP application opening</li> <li>1/25- scheduling conference call for week of 1/26</li> </ul>
Grants in Progress	<ul style="list-style-type: none"> <li>USDA- Farmers Market Promotion Program-               <ul style="list-style-type: none"> <li><b>Due March 27, 2017</b></li> </ul> </li> <li>CED-Healthy Food Financing Initiative for the Riviera Beach Public Market               <ul style="list-style-type: none"> <li><b>Due April 28, 2017</b></li> </ul> </li> </ul>
Grants submitted	<ul style="list-style-type: none"> <li>State Farm- Good Neighbor Citizenship Company Grant for the clean and safe program. – <b>Not Funded</b></li> </ul>

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JAN 27 2017

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