

CRA

Riviera Beach Payment Authorization Checklist

Vendor Name: Langston Associates

Control No.: 2015-29 Invoice No.: 018

Invoice Date: FEB. 24, 2017 Payment Amount: \$ 5000-

Project Supervisor/Responsible Official: Annette Jenkins

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

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

[Signature] Date: 3/8/17

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)

entered 3-7-17

Riviera Beach CRA Grant Writing Report

Month: February 2017	
Grants Awarded	<ul style="list-style-type: none"> No grants awarded during this period.
Grant Opportunity Research	<ul style="list-style-type: none"> Financial Institutions: Wells Fargo Foundation; Bank of America Charitable Foundation; SunTrust Foundation National Endowment for the Arts (NEA) Challenge Grant
Technical Assistance	<ul style="list-style-type: none"> Comerica research for March 31st meeting
Communication with Staff	<ul style="list-style-type: none"> 2/23 Conference Call on SFTOD 2/28 Conference Call on SFTOD
Grants in Progress	<ul style="list-style-type: none"> South Florida Transit Oriented Development (SFTOD) Grant Program – 13th Street Tri-Rail Coastal Link Station Area Master Plan. Amount applied for: \$150,000.00; Submission Deadline: March 10, 2017 USDA – Farmer’s Market Promotion Program – Submission Deadline: March 27, 2017
Grants submitted	<ul style="list-style-type: none"> No grants submitted during this period.



LANGTON
ASSOCIATES

grant writing, grant
administration and
intergovernmental
relations

February 24, 2017

Invoice #: 018

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
February 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

RECEIVED
FEB 27 2017
RIVIERA BEACH COMMUNITY
REDEVELOPMENT AGENCY