Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: Langton Associates

Control No.: _____ **Invoice No.:** 019

Invoice Date: 3/24/17 **Payment Amount: $** 5000

Project Supervisor/Responsible Official: Onretta Jenkins

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

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

_____ **Date:** April 7, 2017

☐ Payment approved by the Board of Commissioners by:

PROCESSED
APR 11 2017

Motion No. _____

or the Consent Agenda, at its meeting on _____. (If applicable)

4-7-17
entered

LANGTON
ASSOCIATES
grant writing, grant administration and intergovernmental relations

March 24, 2017

Invoice #: 019

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 March 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

Langton CONSULTING

Riviera Beach CRA Grant Writing Report

Month: March 2017	
Grants Awarded	• No grants awarded during this period
Grant Opportunity Research	• HUD- Lead Hazard Reduction Demonstration (LHRD) Grant Program • BB&T grant program- $10,000
Technical Assistance	• Comerica research for March 31st meeting
Communication with Staff	• Consistent phone and e-mail communication related to grant preparation for SFTOD and FMPP Applications • Participated in NEA webinar
Grants in Progress	• NEA Challenge America Grant – Due 5/4/17- $10,000
Grants submitted	• South Florida Transit Oriented Development (SFTOD) Grant Program – 13th Street Tri-Rail Coastal Link Station Area Master Plan. Amount applied for: $150,000.00; • USDA – Farmer's Market Promotion Program – Riviera Beach Public Market Demonstration Project. Amount Applied for: $135,245