




RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

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MEMORANDUM

TO: Honorable Chair and Members, CRA Board of Commissioners
City of Riviera Beach, Florida

FROM:  Scott Evans, Interim Executive Director, Riviera Beach CRA

DATE: July 18, 2018

SUBJECT: Board Item: Grant Writing Continuing Services Agreement

Request for Board Action

The Agency is requesting the Board of Commissioners to approve a one-year renewal of the Continuing Services Agreement between the Agency and Langton Associates, Inc., which is contracted to provide Grant Writing Services to the Riviera Beach CRA for \$60,000 annually over a two-year period with two optional, one year renewals. See Resolution No. 2015-29, attached as Exhibit A. The contract runs from September 1, 2015 to August 30, 2017. We are currently at the end of Year Two of the Agreement. This one year renewal would extend the agreement to August 30, 2018.

Summary

The Riviera Beach Community Redevelopment Agency ("CRA") continues to be at a critical crossroad in advancing its economic objectives. The agency desires to have a grant writing firm to provide grant services including: funding needs analysis, strategic outreach, grant funding research, grant preparation and submittal in several focus areas: Healthy Food Financing, Roads and Infrastructure, Neighborhood and Commercial Development, Non-Profit, and Foundation Grants.

Langton Associates, Inc. was selected to focus on the general category of Neighborhood and Commercial Development. Their primary task is to provide complete grant services for all grants selected by the Agency to fund our highest priority projects making application for an aggregate of \$1 million or more in funding each year. In addition, they monitor state and federal grant opportunities, coordinate with Agency lobbyist representatives, update the overall annual grant opportunity matrix, and provide the Agency with a bi-weekly "SMARTGrants Report," highlighting all new and existing grant opportunities that are coming up or newly announced. We work from a targeted list of grants that are prioritized for the Agency's key projects and capital needs. A summary of this work accomplished for the past year is included as Exhibit B. Additionally, Langton has agreed to provide grant writing services to the City of Riviera Beach, under terms still to be negotiated, but including an initial period of services, *gratis*.

Background on Invitation for Bid Process

Langton was initially engaged with the Agency in accordance with the CRA Procurement Policies, wherein a Request for Qualifications was advertised in the "Legal Notices" section of the Palm Beach Post on October 5, 2014 and the City of Riviera Beach/Riviera Beach CRA websites on October 7, 2014, to solicit qualified firms or individuals to provide grant writing services for the CRA projects. In addition, invitations were individually e-mailed or mailed via USPS to nine (9) firms to provide additional exposure and to ensure maximum competition. The Langton firm was recommended for the award.

After review and discussion of the proposal from Langton Associates, Inc., the Committee agreed that the submittal satisfied the requirements established in the solicitation and that Langton Associates, Inc. was qualified to be awarded a contract for grant services with a focus on Neighborhood and Commercial Development. A summary of the work currently underway is attached as Exhibit C.

Langton Associates, Inc.

Langton Associates, Inc., of Jacksonville, Florida, is an experienced grant-writing firm that has participated in numerous federal, state and foundation grants for over 38 years. Additionally, Michael Langton, the firm President, served as a member of the Florida House of Representatives from 1985 to 1992. The firm has substantial experience in providing the types of services required by the CRA and prepared a grant Matrix of potential opportunities for the Agency in 2014, since updated several times. The firm has obtained over \$355 million in grant funding and awards for over 35 government clients including \$17 million for neighborhood stabilization, providing funding for community energy efficiency retro fit projects, parks and beautification, and over \$8 million for public works, storm readiness and economic development grants.

Recommendation

Staff recommends approval of a one-year renewal of the Continuing Services Agreement between the Agency and Langton Associates, Inc., which is contracted to provide Grant Writing Services to the Riviera Beach CRA for \$60,000 annually. This one-year renewal would extend the agreement to August 30, 2018.

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