Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: Langton Associates

Control No.: 2017-15 Invoice No.: 004

Invoice Date: 9/25/2017 Payment Amount: $ 5,000-

Project Supervisor/Responsible Official: Annetta Jenkins

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

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

Approving Authority

Date: 10/4-2017

☐ Payment approved by the Board of Commissioners by Motion No. 201775 or the Consent Agenda, at its meeting on 8-9-17. (If applicable)

Entered 10/10/17

LANGTON
ASSOCIATES
grant writing, grant administration and intergovernmental relations

RECEIVED
SEP 27 2017
RIVIERA BEACH COMMUNITY
REDEVELOPMENT AGENCY

September 25, 2017

Invoice #: 024

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 September 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: September 2017	
Grants Awarded	
Grant Opportunity Research	• JPMorgan Chase Global Philanthropies – does not accept unsolicited proposals, researching South Florida giving strategies and appropriate contact person(s)
Technical Assistance	• Assisting with communications between staff and Bloomberg Philanthropies re: Mayor's Challenge Idea Accelerator Workshop • Exploring the City's historic participation with PBC Local Mitigation Strategy in order to determine project eligibility for upcoming Hazard Mitigation Grant Program cycles
Communication with Staff	• Phone and e-mail communication related to various upcoming grant opportunities • Follow up communication with City of Riviera Beach purchasing and legal staff regarding the expansion of Langton Consulting services to the City
Grants in Progress	• Comerica Foundation for CDC Recovery Efforts – submit as soon as complete, invited to request funds by agency • Allegany Franciscan Ministries, Tau Grant – due October 12 • 2017 Mayor's Challenge, Bloomberg Philanthropies – Idea Accelerator Workshop on September 29, application due October 20th • Coastal Partnerships Initiative – due October 31
Grants submitted	