








## Riviera Beach CRA Payment Authorization Checklist

Vendor Name: LANGTON ASSOCIATES


Control No.: 2017-15 Invoice No.: 028

Invoice Date: 2/13/18 Payment Amount: \$ 5,000.00

Project Supervisor/Responsible Official: ANNETTA JENKINS

JANUARY 2018 SERVICES	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?	
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope?	
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received?	
<input type="checkbox"/> If final payment, have all deliverables been received?	NA
<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?	
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	
<input checked="" type="checkbox"/> 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.

  
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Feb 13, 2018

Payment approved by the Board of Commissioners by Motion No. 2017-15 or the Consent Agenda, at its meeting on 8-9-17.  
(If applicable)



**LANGTON**  
ASSOCIATES

grant writing, grant  
administration and  
intergovernmental  
relations

RECEIVED

FEB 12 2018

RIVIERA BEACH COMMUNITY  
REDEVELOPMENT AGENCY

January 26, 2018

Invoice #: 028

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 2018.

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

<b>Month: January 2018</b>	
Grants Awarded	<ul style="list-style-type: none"><li>• No grants awarded during this period</li></ul>
Grant Opportunity Research	<ul style="list-style-type: none"><li>• Transportation for America – Smart Cities Collaborative</li></ul>
Technical Assistance	<ul style="list-style-type: none"><li>• No technical assistance provided during this period</li></ul>
Communication with Staff	<ul style="list-style-type: none"><li>• Email communication related to Comerica grant preparation</li><li>• Planning call to determine spring submissions (Friday 1.26)</li></ul>
Grants in Progress	<ul style="list-style-type: none"><li>• Comerica Bank Foundation - \$10,000 at the request of Comerica for the continuation funding for the Comerica Bank Small Business Resource Center</li><li>• Allegany Franciscan Ministries Tau Grants (February 8 deadline) – possible Community Gardens Expansion; final project decision TBD</li></ul>
Grants submitted	<ul style="list-style-type: none"><li>• No grant submitted during this period</li></ul>