

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: LANGTON ASSOCIATES

Control No.: _____ Invoice No.: 029

Invoice Date: 2/26/18 Payment Amount: \$ 5,000.00

Project Supervisor/Responsible Official: ANNETTA JENKINS

C OF A# 811-3000-512-1-3125	V=12316	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?		AJ
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope?		AJ
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received?		AJ
<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?		AJ
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.		AJ
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.		AJ
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.		CJ

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



3/21/2018

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

February 26, 2018

Invoice #: 029

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 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

RECEIVED
MAR 02 2018
RIVIERA BEACH COMMUNITY
REDEVELOPMENT AGENCY

Riviera Beach CRA Grant Writing Report

Month: February 2018	
Grants Awarded	<ul style="list-style-type: none"> No grants awarded during this period
Grant Opportunity Research	<ul style="list-style-type: none"> Opportunity Zones qualification requirements
Technical Assistance	<ul style="list-style-type: none"> No technical assistance provided during this period
Communication with Staff	<ul style="list-style-type: none"> Scheduling of Needs Assessment site visit meetings with City of Riviera Beach leadership on 2/26 & 27 – City Manager, Mayor, Department Heads, CRA Staff Email communication related to Comerica grant preparation Share information related to PBC’s LMS process and upcoming HMGP cycle for Irma
Grants in Progress	<ul style="list-style-type: none"> No grants currently in progress
Grants submitted	<ul style="list-style-type: none"> Comerica Bank Foundation - \$10,000 at the request of Comerica for the continuation funding for the Comerica Bank Small Business Resource Center