



Florida's Dynamic
Waterfront Community

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, CRA

COPY: J. Michael Haygood, CRA Attorney

DATE: April 15, 2020

SUBJECT: A Resolution of the Board of Commissioners Approving an Agreement with
Langton Associates, Inc.

REQUEST FOR BOARD ACTION

The Agency is Requesting the Board of Commissioners to Approve a Resolution for an Agreement with Langton Associates, Inc., for seventeen (17) months, until September 30, 2021, with two, one-year options to renew, until September 20, 2023.

The Riviera Beach Community Redevelopment Agency ("CRA") solicited proposals from firms or individuals to provide grant writing services to assist the Agency in promoting its mission and objectives through the aggressive and comprehensive pursuit of grant funding from federal, state, local governments, and other appropriate sources including philanthropy and charities.

The work of the selected firm will assist us in moving forward with our economic development projects and initiatives.

BACKGROUND

In accordance with CRA regulations, a Request for Proposals for Grant Writing Services Including Funding Needs Analysis\Strategic Outreach and Grant Funding Research (RFP No. 2019-05) was advertised in the Palm Beach Post on December 11, 2019, as well as on Demand Star, the CRA and City websites, through our Constant Contact database, through numerous emails, through radio commercials, and at various public events and outreach sessions. Four firms replied, with three being responsive.

RESPONSE TABULATIONS

DESCRIPTION	COMPLETE CONTRACT CONSULTING	LANGTON ASSOCIATES, INC	THE MS FACTOR	BONNIE LANDRY ASSOCIATES
<u>SEVEN (7) ORIGINAL COPIES AND TWO (2) DIGITAL COPIES ON INDIVIDUAL USBS</u>	YES/NO	YES/NO	YES/NO	YES/NO
<u>DATE & TIME SUBMISSION RECEIVED</u> <u>DUE DATE FOR SUBMISSION: 1/15/2020 @ 4PM</u>	1/15/2020 9:54AM	1/15/2020 9:53AM	1/15/2020 5:13PM	1/14/2020 4:15PM
COMMENTS				

Langton Associates, Inc. was the highest ranked firm and is deemed qualified to be awarded the contract.

LANGTON ASSOCIATES, INC.

Langton Associates, Inc., Florida’s oldest and largest public affairs consulting firm, is comprised of a professional team with a combined total of over 100 years in the grants business. Langton has provided professional grant consulting services to our clients since **1981**. Within the last five years, our efforts have secured more than **\$130 million** for our clients to fund both ongoing programs and new initiatives. In the course of over **39 years of service**, the amount of client awarded grants exceeds **\$425 million**, in addition our team has successfully administered over **\$325 million** in Federal and State grant funding. Langton employs **six (6) full-time grant professionals** and numerous associate consultants. Langton provides grant research, grant writing and grant administration services to Florida counties and municipal local governments, to ensure that all Federal, State and private foundation grant funding is successfully procured and managed within compliance of grantor agency regulations and guidelines. Langton’s vast experience with writing and managing Federal, State and private foundation grants has benefitted over **50 Florida local governments**, including the **Riviera Beach CRA** and the **City of Riviera Beach**.

SCOPE OF WORK

Staff proposes to enter into an agreement that includes the Scope of Work outlined in Attachment A.

Retainer \$4,000 per month

BUDGET

We have allocated monies enough to cover this expense for this work in the FY 2020 approved budget; this is approximately \$4,000 per month or \$133.33 per diem. The total budget for the remainder of the fiscal year is \$22,000.

RECOMMENDATION

Staff recommends the Board of Commissioners to Approve a Resolution for an Agreement with Langton Associates, Inc., for seventeen (17) months, until September 30, 2021, with two, one-year options to renew, until September 20, 2023 pursuant to the CRA Board of Commissioners approval at the September 25, 2019 board meeting.

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ATTACHMENT A
SCOPE OF SERVICES

The Langton Associates, Inc. firm will undertake the following. The list is comprehensive but not exhaustive. Langton shall work closely with Agency Staff to identify and pursue potential opportunities.

1. Through interviews with Staff and stakeholders, gather information that will easily allow the individual/firm to grasp the concept of a project or program for which funding is sought as defined by the Agency.
2. Identify prospective grant sources for the project or program.
3. Acquire and maintain sound knowledge and understanding of the organization, and use that knowledge and understanding to better comprehend all projects and programs for which grants will be sought and to recommend the seeking of grants.
4. Compile, write, and edit grant applications exhibiting strong expository writing skills and a high-level command of grammar and spelling.
5. Develop and review the budget of a project or program for which funding is sought and make recommendations to better present it to grant-making organizations.
6. Keep in contact with grant-making organizations during their review of a submitted grant application to be able to supply additional supportive material, if required.
7. Grant administration services are performed internal to the organization. Langton Associates, Inc. must demonstrate experience in successfully and collaboratively working in environments where grant writer and grant administration skills are separate.
8. Langton Consulting shall be expected to expeditiously perform the necessary services required and must have the capacity to handle multiple grant applications concurrently.

The Agency is under no obligation under any resulting agreement to limit the number of grant applications it may direct the Consultant to prepare, submit and monitor.

9. Additionally, Langton Associates, Inc. shall perform the following work:

- A. **Funding Needs Analysis/Strategic Outreach and Grant Funding Research.** Work with CRA staff to review and update grant needs identified; access the validity of current funding priority areas; identify changes in funding priority areas and identify new priority areas for funding/grant proposals based on funding viability. Assist CRA staff in providing strategic outreach to relevant agency staff and grantor representatives in determining how

to competitively structure the CRA's funding request. Review the current comprehensive list of grant opportunities to identify additional known available grant opportunities. When new and additional grant opportunities are identified, additional information of funding cycles should be included.

Conduct research to actively assist in identifying grant resources including, but not limited to federal, state, local, foundation, agencies and organizations that support the CRA's funding needs and priorities. On a monthly basis, provide the staff with summaries of potential funding opportunities related to priority areas through electronic newsletter. Summaries should include, but not be limited to, name of agency, due dates for applications, eligibility, a brief program summary, and the level of funding available. In addition, when requested, provide summaries of potential grants and financing resources including, but not limited to, name of agency, due dates for applications, eligibility, a brief program summary, and level of funding available.

- B. **Tax Credits.** Experience with Federal Programs including CDFI Fund, Housing Credits, Historic Tax Credits, allocatees, and the Opportunity Zone Tax Credit Program.
- C. **Healthy Food Financing.** Experience with Federal Programs including HHS, DOA & CDFI Fund.
- D. **Roads and Infrastructure.** Experience with Federal Programs including Commerce, EPA & Transportation
- E. **E. Neighborhood, Housing, and Commercial Development.** Experience with Federal Programs, including within HUD, Commerce & HHS.
- F. **F. Non-Profits & Foundation Grants.**
- G. **Florida Department of Economic Opportunity Grants.**
- H. **Florida Housing Finance Corporation Funding.**
- I. **Federal Home Loan Bank Programs.**
- J. **Palm Beach County Housing Finance Agency Programs.**

FEE PROPOSAL

REVISED

SCHEDULE 5 - FEE SCHEDULE

CATEGORY	HOURLY COST	MONTHLY COST	YEARLY COST
Initial Assessment- one-time charge			\$10,000.00*
Hourly Rate	\$205		
Minimum Retainer		\$4,000.00	\$48,000.00
Grant writing – Type I			**
Grant writing – Type II			**
Grant writing – Type III			**
Grant writing – Type IV			**
Other			
TOTAL			\$48,000.00

We propose to provide all services requested for a flat monthly fee of \$4,000.00 per month. There is no limit on the number, type or scale of grant proposals on a monthly retainer.

* Included in the \$4,000.00 monthly retainer indicated above.

**All included in the \$4,000 monthly retainer indicated above.