



## Cover Memorandum/Staff Report

File #: 26-0020 CRA

Agenda Date: 1/27/2026

Item #: 7H.

**TO:** CRA Board of Commissioners  
**FROM:** Gina Clayton, Finance and Operations Director  
**THROUGH:** Renée A. Jadusingh, Esq., Executive Director  
**DATE:** January 27, 2026

**APPROVAL OF A REINSTATEMENT AND FIRST AMENDMENT TO THE SITE DEVELOPMENT FUNDING ASSISTANCE AGREEMENT - HARVEY INSURANCE SOLUTIONS, INC. LOCATED AT 20 NW 6<sup>TH</sup> AVENUE, UNIT #5, TO EXTEND THE TERMINATION DATE AND INCREASE THE FUNDING ASSISTANCE TO AN AMOUNT NOT TO EXCEED \$56,268.71**

### **Recommended Action:**

Approve a Reinstatement and First Amendment to the Site Development Funding Assistance Grant with Harvey Insurance Solutions, Inc., for the improvements located at 20 NW 6th Avenue, Unit #5, CRA Subarea #3, to extend the Termination Date and increase the funding assistance to an amount not to exceed \$56,268.71, and authorize the CRA Board Chair to execute any and all related documents in a form legally acceptable to the CRA Legal Counsel.

### **Background:**

Harvey Insurance Solutions, Inc., (Grantee) is operating a business providing insurance related services to the general public at 20 NW 6<sup>th</sup> Avenue, Unit #5. The building is owned by Hatcher Construction and Development, Inc., and was developed through a Ground Lease Agreement with the CRA within CRA Sub-Area #3.

At the July 16, 2025, CRA Board meeting, the Grantee was awarded Site Development Funding Assistance in the amount of Forty-One Thousand, Two Hundred and Thirty-Eight and 71/100 Dollars (\$41,238.71.) The funds assisted with the cost of the interior improvements to the unit, including the structural buildout of the office space, breakroom, bathroom, and the necessary mechanical, electrical, and plumbing work. The Grantee received a certificate of occupation on December 30, 2025, and the Site Development Funding Assistance Agreement between the CRA and the Grantee terminated on December 31, 2025. To date, the CRA is awaiting receipt of backup documentation to support the final invoice for the interior improvements, but expects to reimburse \$41,238.71 for the work completed by December 30, 2025.

Prior to fully opening to the general public, the Grantee is requesting reinstating the Site Development Funding Assistance Agreement, increasing the funding assistance amount, and extending the termination date to assist with the costs of completing the interior buildout of the unit that were not initially included in the funding assistance request and calculation.

All estimated eligible expenses are listed in the Funding Detail Sheet (Exhibit C) and are in alignment with the Site Development Funding Assistance Program Guidelines. Below is an overview of the additional eligible expenses and the changes to the funding assistance being requested.

<b>Additional Eligible Expenses</b>	<b>Amount</b>
Wall Painting	\$1,310
Breakroom Wall Tile Installation	\$1,250
Hardwired LED Breakroom Lighting	\$570
Electrical Work (Additional Outlet)	\$1,310
TV Mount Installation	\$880
Wall Mounted Shelving Assembly & Installation	\$1,520
Breakroom Cabinet Assembly & Installation	\$3,100
Conference Room Glass Tinting	\$1,100
Window Shades	\$6,000
Window Decals	\$1,200
Security System Installation	\$1,500
Wall Mounted Paper Towel & Soap Dispenser - Bathroom	\$300
<b>Total</b>	<b>\$20,040</b>

With the additional eligible expenses, the recommended funding assistance would increase as shown below:

<b>Original Funding Assistance</b>	<b>AMOUNT</b>
Estimated eligible expenses	\$54,984.95
<b>Recommended funding assistance (up to)</b>	<b>\$41,238.71</b>

<b>Amended Funding Assistance AMOUNT</b>	
Estimated eligible expenses	\$75,024.95
<b>Recommended funding assistance (up to)</b>	<b>\$56,268.71</b>

If approved, total funding assistance would increase by \$15,030, from \$41,238.71 to \$56,268.71, and would be disbursed as follows:

<b>Payment Schedule</b>	<b>AMOUNT</b>
Maximum Progress Payment (75% of award)	\$ 42,201.53
Withheld Payment (25% of award) (paid after buildout completion)	\$ 14,067.18
<b>Total Maximum Award</b>	<b>\$ 56,268.71</b>

The Grantee continues to stay in contact with CRA Staff as it relates to the interior buildout and anticipates completion of the additional eligible work by April 30, 2026.

At this time, CRA Staff is requesting the CRA Board reinstate the Site Development Funding Assistance Agreement with Harvey Insurance Solutions, Inc., increase the funding assistance amount by an amount not to exceed Fifteen Thousand and Thirty Dollars (\$15,030) for a total funding assistance amount not to exceed Fifty-Six Thousand, Two Hundred and Sixty-Eight and 71/100 Dollars (\$56,268.71), extend the termination date to April 30, 2026, and authorize the CRA Board Chair to execute any and all related documents in a form legally acceptable to the CRA Legal Counsel.

Attachments: Exhibit A - Site Development Funding Assistance Agreement; Exhibit B - First Amendment to Site Development Funding Assistance Agreement; Exhibit C - Funding Assistance Detail Sheet

**CRA Attorney Review:**

The CRA Legal Advisor has prepared and reviewed the Reinstatement and First Amendment to the Site Development Funding Assistance Agreement for legal sufficiency and form and has determined it to be acceptable.

**Funding Source/Financial Impact:**

Funding has been allocated from GL #7313.

**Overall need within the Community Redevelopment Area from Delray Beach**

**CRA Redevelopment Plan:**

**Removal of Slum And Blight**

Land Use

**Economic Development**

Affordable Housing

Downtown Housing

Infrastructure

Recreation and Cultural Facilities