

**DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY  
SITE DEVELOPMENT ASSISTANCE FUNDING AGREEMENT**

THIS AGREEMENT is made this 16 day of July, 2025, by and between the **DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY**, a public body corporate and politic, duly created and operated pursuant to Chapter 163, *Florida Statutes*, hereinafter referred to as "CRA" or "Agency", and **HARVEY INSURANCE SOLUTIONS, INC.**, a Florida corporation, hereinafter referred to as "Grantee."

**WITNESSETH:**

**WHEREAS**, it is the policy of the CRA to stimulate and encourage economic growth within the CRA's Community Redevelopment Area ("Area"), pursuant to carrying out its purposes as provided for under Chapter 163, *Florida Statutes*; and

**WHEREAS**, the CRA has implemented the Site Development Funding Assistance Program ("Program") in order to provide incentive payments to businesses and property owners that expend funds to improve commercial properties located within the CRA's Area; and

**WHEREAS**, pursuant to the administration of the Program, the CRA wishes to provide assistance and support for the development of the Grantee's business and/or properties within the CRA's Area; and

**WHEREAS**, the CRA has determined that it serves a municipal and public purpose, and is in the public's best interest, pursuant to the CRA's Community Redevelopment Plan to award funding to the Grantee pursuant to the terms of this Agreement.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, the parties hereby agree as follows:

**ARTICLE 1. DEFINITIONS.**

1.01. Definitions. The terms defined in this Article shall have the following meanings, except as herein otherwise expressly provided:

(a) "Agency" means the Community Redevelopment Agency of the City of Delray Beach, as created by a Resolution of the City, adopted by the City Commission, including any amendments thereto, and any successors thereto.

(b) "City" means the City of Delray Beach, Florida, a Florida municipal corporation, and any successors thereto.

(c) "Grantee" means HARVEY INSURANCE SOLUTIONS, INC., a Florida corporation, and any successors thereof, including any entity, partnership, joint venture, or other person in which HARVEY INSURANCE SOLUTIONS, INC., is a general partner or principal, but not including any entity, partnership, joint venture, or other person in which HARVEY

INSURANCE SOLUTIONS, INC, is a general partner or principal which is not undertaking or participating in any development of the Project, or any part thereof.

(d) "Plan" means the CRA's Community Redevelopment Plan for the Area, as approved by the City Commission, and any amendments to the Plan.

(e) "Project" means the proposed improvements to be placed on the Property as contemplated by this Agreement, and as described in **Exhibit "A"**.

(f) "Property" and "Project Site" means the tract of land located in the Area in which the Project will be located, as more particularly described in **Exhibit "A"**.

## **ARTICLE 2. FINDINGS; INTENT.**

### **2.01. Findings.**

(a) The recitals set forth above in the "Whereas" clauses are hereby approved by the parties and incorporated herein.

(b) Grantee meets the eligibility requirements specified in the Program Guidelines, which are attached hereto as **Exhibit "B,"** and incorporated herein by reference.

(c) The Plan contemplates redevelopment in the Area for, among other things, commercial uses.

(d) Grantee intends to develop the Project on the Property.

(e) The Project is consistent with and furthers the provisions of the Plan and the Agency desires to encourage redevelopment of the Property and to encourage Grantee to locate the Project in the Area.

(f) The parties hereto recognize and acknowledge and do mutually find that the financial assistance provided pursuant to this Agreement is an important inducement to the Grantee undertaking the Project in the Area.

### **2.02. Intent; Cooperation.**

(a) It is the intent of the parties hereto to efficiently, effectively and economically cause the successful development of the Project in order to improve the Property, specifically, and the conditions in the Area, in general, as well as implement the Plan and otherwise further the mission and purposes of the CRA.

(b) It is further the intent of the parties that the Grantee shall construct, equip, and otherwise complete the Project on the Property by the Termination Date substantially in accordance with the approved Project for a commercial use.

(c) The parties mutually recognize and acknowledge that the CRA's obligation to make the payments is subject to the Grantee completing the development of the Project pursuant to the terms of this Agreement.

(d) The parties hereto recognize and acknowledge that the successful development of the Project is dependent upon continued cooperation of the parties hereto, and each agrees that it shall: (i) act in a reasonable manner hereunder, (ii) provide the other party with complete and updated information from time to time, (iii) make its good faith reasonable efforts to ensure that such cooperation is continuous, (iv) the purposes of this Agreement are carried out to the full extent contemplated hereby and (v) the Project is designed, constructed, equipped, completed and operated as provided herein.

### **ARTICLE 3. GRANTEE'S PERFORMANCE OBLIGATIONS**

3.01 Grantee agrees that it will carry out the Project and activities as more specifically set forth in the **Proposed Improvements**, as provided in **Exhibit "A"**, which is attached hereto, and incorporated herein by reference. Grantee agrees that the redevelopment activities contemplated by this Agreement shall be completed in a timely manner.

3.02 Grantee hereby certifies that it has or will retain adequate staff to oversee execution of its performance obligations under this Agreement, and that execution of each of these performance obligations is consistent with Grantee's mission.

3.03. As a further condition to retaining any funds from the CRA, the Grantee shall provide to the CRA written verification, satisfactory to the CRA, in its sole discretion, compliance by Grantee with all agreed upon Performance Standards as set forth in this Agreement, and the Program Guidelines, which are attached hereto as **Exhibit "B,"** and incorporated herein by reference.

### **ARTICLE 4. PAYMENT PROCEDURES, CONDITIONS**

4.01 Subject to the terms, conditions, and covenants contained within this Agreement and the Program Guidelines, the Grantee shall only be entitled to receive reimbursement pursuant to this Agreement. Prior to receiving any reimbursement funds, the Grantee shall submit the following:

- a. Detailed work invoice – from the vendor, corresponding to the completed approved reimbursable improvements.
- b. Proof of payment – in the form of a cancelled check, or credit card statement. Cash receipts are not satisfactory for purposes of reimbursement.
- c. CRA staff may request additional information to accompany reimbursement requests, including, but not limited to, photographs, verification of vendor certifications, building permits, occupational licenses, or other documentation.

4.02 Reimbursement is at the approved award rate of 75% of eligible Project Costs up to \$75,000. Pursuant to the Funding Program Guidelines, the authorized expenses eligible for reimbursement is an amount not to exceed Forty-One Thousand Two Hundred and Thirty-Eight and 71/100 Dollars (\$41,238.71).

4.03 The reimbursement amount will be dispersed as follows:

- (a) No more than seventy-five percent (75%) of the funds may be disbursed to the Grantee prior to the issuance of the temporary certificate of occupancy, certificate of occupancy, or receipt of all necessary and satisfactory inspection notices;
- (b) After receipt of the temporary certificate of occupancy, certificate of occupancy, or receipt of all necessary and satisfactory inspection notices, the remaining twenty-five percent (25%) of the funds shall be disbursed to the Grantee only after the CRA verifies that there are no active liens or code violations on the Property, and that the completed improvements have been sufficiently completed and maintained to the satisfaction of the CRA, as determined by an on-site inspection, and the approved award.
- (c) The Grantee's business must also still be in operation and have a valid Business Tax Receipt in order for the CRA to remit payment of any portion of the remaining award balance.

4.04 This Agreement shall be effective upon execution of this Agreement by both parties ("Effective Date") and shall terminate on December 31, 2025 (the "Termination Date"), unless sooner terminated as provided herein. The CRA shall be under no obligation to disburse any funds to the Grantee after the Termination Date, and Grantee shall not be entitled to receive any funds from the CRA after the Termination Date.

4.05 If the Grantee fails to comply with any of the provisions of this Agreement, the CRA may withhold, temporarily or permanently, all, or any, unpaid portion of the funds upon giving written notice to the Grantee, and/or terminate this Agreement and the CRA shall have no further funding obligation to the Grantee under this Agreement.

4.06 In the event the Grantee ceases to exist, or ceases or suspends its operation for any reason, any remaining unpaid portion of this Agreement shall be retained by the CRA and the CRA shall have no further funding obligation to Grantee with regard to those unpaid funds. The determination that the Grantee has ceased or suspended its operation shall be made solely by the CRA and Grantee, its successors in interest, agrees to be bound by the CRA's determination. Such determination shall be provided to the Grantee by the CRA in writing.

## **ARTICLE 5. MAXIMUM GRANT AMOUNT**

5.01 In no event shall the reimbursements made to Grantee pursuant to this Agreement exceed the maximum total funding of Forty-One Thousand Two Hundred and Thirty-Eight and 71/100 Dollars (\$41,238.71).

## **ARTICLE 6. PERFORMANCE**

6.01 The parties expressly agree that time is of the essence with regard to performance as set forth in this Agreement and failure by Grantee to complete performance within a reasonable time as determined by the CRA, shall, at the option of the CRA without liability, in addition to any of the CRA's rights or remedies, relieve the CRA of any obligation under this Agreement.

## **ARTICLE 7. INDEMNIFICATION**

### **7.01. Indemnification by the Grantee.**

(a) For good and valuable consideration herein provided, the receipt of which is hereby acknowledged by the Grantee, the Grantee agrees to indemnify, defend and hold harmless, the Agency, its respective agents, officers, or employees from any and all liabilities, damages, penalties, judgments, claims, demands, costs, losses, expenses or attorneys' fees through appellate proceedings, for personal injury, bodily injury, death or property damage arising out of, or by reason of any act or omission of the Grantee, its agents, employees or contractors arising out of, in connection with or by reason of, the performance of any and all services contemplated by this Agreement, or which are alleged to have arisen out of, in connection with or by reason of, the performance of any and all services contemplated by this Agreement, or which are alleged to have arisen out of, in connection with, or by reason of, the performance of such services. The indemnification shall survive the Agreement's termination.

## **ARTICLE 8. DEFAULT; TERMINATION.**

8.01. Default by Grantee. In the event the Grantee fails to perform or comply with any material provision of this Agreement, the Grantee shall be in default. If an event of default by the Grantee shall occur, the Agency shall provide written notice to the Grantee. If the default shall not be cured by the Grantee within fourteen (14) days after receipt of the written notice from the Agency, or if such event of default is of such nature that it cannot be completely cured within such time period, the Agency may terminate this Agreement.

8.02 Notwithstanding anything to the contrary herein, upon an occurrence and continuance of an Event of Default by Grantee that is not cured within the applicable cure or grace period, Agency's sole remedy under this Agreement shall be to terminate the Agreement. Upon such termination, Agency's obligations to Grantee under this Agreement shall cease, including without limitation its obligation to make any payments to Grantee. In the event of such termination, Grantee's obligations under this Agreement shall cease, excepting only the indemnification as set forth in this Agreement.

### 8.03 Termination.

(a) The Grantee and the Agency acknowledge and agree that as of the Effective Date certain matters mutually agreed by the parties hereto are essential to the successful development of the Project may have not been satisfied or are subject to certain conditions, legal requirements or approvals beyond the control of any of the parties hereto or which cannot be definitely resolved under this Agreement. In recognition of these events or conditions, the parties hereto mutually agree that, provided the appropriate or responsible party therefor diligently and in good faith seeks to the fullest extent of its capabilities to cause such event or condition to occur or be satisfied, the failure of the events or conditions listed in subsection (b) below to occur or be satisfied shall not constitute an event of default by any party under this Article, but may be the basis for a termination of this Agreement.

(b) In addition to any other rights of termination provided elsewhere in this Agreement, this Agreement may be terminated as provided in subsection (c) in the event the appropriate Governmental Authority, upon petition by the Grantee, unduly delays or denies or fails to issue building permits, or approve any other governmental approvals or permits necessary to commence construction of the Project.

(c) Upon the occurrence of an event described in subsection (b), then the Grantee or the Agency may, upon determining that such event cannot reasonably be expected to change in the foreseeable future so as to allow development of the Project, elect to terminate this Agreement by giving a notice to the other party hereto within thirty (30) days of the occurrence of such event or the determination of inability to cause a condition precedent to occur or be satisfied, stating its election to terminate this Agreement as a result thereof, in which case this Agreement shall then terminate.

(d) In the event of a termination pursuant to subsection (c), neither the Grantee nor the Agency shall be obligated or liable one to the other in any way, financially or otherwise, for any claim or matter arising from or as a result of this Agreement or any actions taken by the Grantee and the Agency, or any of them, hereunder or contemplated hereby, and each party shall be responsible for its own costs.

(e) Notwithstanding anything to the contrary contained herein, in the event that any party shall have, but shall not exercise, the right hereunder to terminate this Agreement because of the non-satisfaction of any condition specified herein, and such condition is subsequently satisfied, then the non-satisfaction of such condition shall no longer be the basis for termination of this Agreement.

## ARTICLE 9. AVAILABILITY OF FUNDS

9.01. The CRA's obligation to pay Grantee any funds pursuant to this Agreement is contingent upon having received tax increment funds pursuant to Chapter 163, Part III, Florida Statutes, and that the funds for the Site Development Assistance Program have been budgeted and appropriated by the CRA's Board of Commissioners.

## **ARTICLE 10. REMEDIES**

10.01. This Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Agreement will be held in Palm Beach County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

## **ARTICLE 11. CIVIL RIGHTS COMPLIANCE**

11.01. The Grantee warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, or sexual orientation.

## **ARTICLE 12. FEES, COSTS**

12.01. If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorneys' fees, court costs and all expenses (including taxes) even if not taxable as court costs (including, without limitation, all such fees, costs and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled, provided, however, that this clause pertains only to the parties to this Agreement.

## **ARTICLE 13. MISCELLANEOUS**

13.01. **Public Purpose.** The parties acknowledge and agree that this Agreement satisfies, fulfills and is pursuant to and for a public purpose and municipal purpose and is in the public interest, and is a proper exercise of the Agency's power and authority under the Chapter 163, Part III, Florida Statutes.

13.02. **No General Obligation.** In no event shall any obligation of the Agency under this Agreement be or constitute a general obligation or indebtedness of the City or the Agency, a pledge of the ad valorem taxing power of the City or the Agency or a general obligation or indebtedness of the City or the Agency within the meaning of the Constitution of the State of Florida or any other applicable laws, but shall be payable solely from legally available revenues and funds. Neither the Grantee nor any other party under or beneficiary of this Agreement shall ever have the right to compel the exercise of the ad valorem taxing power of the City, the Agency or any other governmental entity or taxation in any form on any real or personal property to pay the City's or the Agency's obligations or undertakings hereunder.

13.03. **Assignments.** This Agreement is not assignable.

13.04. **Severability.** If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

13.05. **Binding Effect.** This Agreement shall inure to the benefit of and shall be binding upon the parties hereto and their respective successors.

13.06. **Notices.**

(a) All notices, demands, requests for approvals or other communications given by either party to another shall be in writing, and shall be sent by registered or certified mail, postage prepaid, return receipt requested or by overnight courier service, or by hand delivery to the office for each party indicated below and addressed as follows:

For Agency: Renée A. Jadusingh, Esq., Executive Director  
Delray Beach Community Redevelopment Agency  
20 N. Swinton Avenue  
Delray Beach, FL 33444  
Telephone: (561) 276-8640  
Facsimile: (561) 276-8558

For Grantee: Harvey Insurance Solutions Inc.  
Christopher Harvey  
1686 S Federal Hwy, Suite 328  
Delray Beach, FL 33483

(b) Notices given by courier service or by hand delivery shall be effective upon delivery and notices given by mail shall be effective on the third (3rd) business day after mailing. Refusal by any person to accept delivery of any notice delivered to the office at the address indicated above (or as it may be changed) shall be deemed to have been an effective delivery as provided in this Section. The addresses to which notices are to be sent may be changed from time to time by written notice delivered to the other parties and such notices shall be effective upon receipt. Until notice of change of address is received as to any particular party hereto, all other parties may rely upon the last address given.

13.07 **Public Records.** Grantee shall comply with the applicable provisions of Chapter 119, Florida Statutes. Specifically, Grantee shall:

(a) Keep and maintain public records required by the CRA in association with the Funding Award.

(b) Upon request from the CRA's custodian of public records, provide the CRA with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement and following completion of the Agreement if the Grantee does not transfer the records to the CRA.

(d) Upon completion of the Agreement, transfer, at no cost, to the public agency all public records in possession of the Grantee or keep and maintain public records required by the public agency to perform the service. If the Grantee transfers all public records to the CRA upon completion of the Agreement, the Grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Grantee keeps and maintains public records upon completion of the Agreement, the Grantee shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the CRA's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**IF THE GRANTEE HAS QUESTIONS REGARDING THE  
APPLICATION OF CHAPTER 119, FLORIDA STATUTES,  
TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC  
RECORDS RELATING TO THIS AGREEMENT,  
CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT**

**CHRISTINE TIBBS  
ASSISTANT DIRECTOR  
561-276-8640  
TIBBSC@MYDELRAYBEACH.COM  
20 NORTH SWINTON AVENUE  
DELRAY BEACH, FLORIDA 33444**

The failure of Grantee to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement.

13.08. Captions. The article and section headings and captions of this Agreement are for convenience and reference only and in no way define, limit, describe the scope or intent of this Agreement or any part thereof, or in any way affect this Agreement or construe any article, section, subsection, paragraph or provision hereof.

**13.09. Entire Agreement.** The CRA and the Grantee agree that this Agreement sets forth the entire Agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms, and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

(This Space is Intentionally Blank; Signature Page to Follow)

IN WITNESS WHEREOF, the parties hereto have set their hands and their respective seals affixed as of the date and year set forth above.

ATTEST:

Renée A. Jadusingh, Esq.  
CRA Executive Director

## DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY

By: Angela D. Burns  
Angela D. Burns Chair

APPROVED AS TO FORM:

ATTEST:

Print Name: Debbie Watson  
Title: Admire

Print Name: Debbie Watson  
Title: Admin

Title: Belmeid

**HARVEY INSURANCE SOLUTIONS  
INC., a Florida corporation**

By: Christopher Harvey  
Print Name: CHRISTOPHER HARVEY  
Title: OWNER

STATE OF FLORIDA )  
COUNTY OF PALM BEACH )  
 )ss:

Tracy Lynn Watelander

Signature

Signature Tracy Lynn Waterlander, Exec. Coordinator  
Name and Title

Name and Title

HH624629

Commission Number



TRACY LYNN WATERLANDER  
Notary Public  
State of Florida  
Comm# HH624629  
Expires 4/18/2029

**EXHIBIT "A"**

**PROPOSED IMPROVEMENTS**

**1. PROJECT DESCRIPTION:**

**Name of Company/Grantee:**

HARVEY INSURANCE SOLUTIONS, INC.

**Description of Site Improvements:**

Funding assistance is requested to assist with the cost of improvements related to interior buildout of commercial space including, electrical work, plumbing work, HVAC-related work, framing, insulation, drywall, painting, flooring, and related permitting.

**Location:**

20/26 NW 6<sup>th</sup> Avenue, Unit 5, Delray Beach, FL 33444 (Sub-Area #3)

**CRA Funding Amount:**

An amount not to exceed Forty-One Thousand Two Hundred and Thirty-Eight and 71/100 Dollars (\$41,238.71).

**Grantee Contact:**

Harvey Insurance Solutions, Inc.  
Christopher Harvey  
1686 S Federal Highway, Suite 328  
Delray Beach, FL 33483  
Phone: 561-215-9433  
Email: [chris@harveyinsurancesolutions.com](mailto:chris@harveyinsurancesolutions.com)

**EXHIBIT "B"**

**PROGRAM GUIDELINES**



## SITE DEVELOPMENT ASSISTANCE PROGRAM

### PURPOSE

The Site Development Assistance Program is open to existing commercial properties within the Community Redevelopment Area. The program encourages business and property owners to improve their existing business sites through interior and exterior improvements and/or business expansion projects. The intent of the program is to help defray the cost of interior and exterior improvement projects to commercial properties that result in a publicly visible improvement or the enhanced viability of business activity within the CRA District. Reimbursable costs generally include design, labor, installation and material costs associated with building expansions, renovations and activations.

Criteria that will be considered in the review of an application may include, but are not limited to:

1. The visual impact of the project on the area.
2. The impact the project will have on property values in the area.
3. The project's probability of success.
4. The number of new jobs that the business will create, particularly for area residents
5. The level of appropriateness for the type of business use in its respective location as consistent with CRA and City plans, including the 2005 Cluster Analysis and Retail Development Strategy ("Cluster Study"), Downtown Master Plan, West Atlantic Redevelopment Plan, North Federal Highway Redevelopment Plan, and other high priority areawide plans.
6. The amount of private funds being invested into the project.

### ELIGIBILITY AREAS & GENERAL PROVISIONS

**As of February 28, 2023, the program is only available to new and existing tenants in CRA-owned properties.**

Exterior and/or interior improvement projects for CRA-owned commercial properties are eligible for funding under the Site Development Assistance Program in Sub-Areas #3, #4, #5, #6, #7 and #8 of the CRA District. Commercial business functions may include general retail, office, restaurant, medical, automotive, professional services and facilities, recreational and other commercial uses as allowed by the City of Delray Beach Land Development Regulations.

For CRA properties that may be located in sub-areas #1 and #2, the Site Development Assistance Program is restricted solely to art galleries, art studios, office users, personal service providers, and retail businesses. An office user is defined as any business entity primarily engaged in professional, administrative and/or clerical activities, including but not limited to company headquarters, financial services (excluding banks), insurance agencies, architects, lawyers, engineers, real estate offices, marketing, advertising or design firms, travel agencies, consulting firms, software and technology firms, abstract and title agencies. The term "office user" does not include medical offices or medical clinics, call centers. A personal service provider is defined as any business entity primarily engaged in services such as barbershops or salons.



## SITE DEVELOPMENT ASSISTANCE PROGRAM

Pursuant to the goals of the CRA and the City of Delray Beach Land Development Regulations, the following businesses/uses will be considered automatically ineligible for assistance under the Site Development Assistance Program:

- a. Any business or property within CRA Sub-Areas #1 and #2, with the exception of art galleries, art studios, and office users, as defined within these program guidelines.
- b. Religious institutions or organizations throughout the CRA District
- c. Single-family properties throughout the CRA District
- d. Residential, condominium properties throughout the CRA District
- e. Any dual-zoned property with a residential component
- f. Any business which is a non-conforming use as determined by the City of Delray Beach

Grantees under this program agree to complete the project that the funding was awarded for, according to the scope of work presented in the application. Furthermore, all work must be done in compliance with applicable State, County, and City of Delray Beach laws, ordinances, and regulations, and must have the appropriate permits and Certificates of Completion issued.

The Site Development Assistance Program benefits are contingent on funding availability, approval of the Funding Assistance Application by the CRA Board of Commissioners, and the approval and execution of the Funding Agreement by the CRA Board of Commissioners, and are not to be construed as an entitlement or right of a property owner or applicant. Properties in the CRA areas are not eligible for City/CRA funded programs when such funding conflicts with the goals expressed in the CRA Redevelopment Plan. The CRA reserves the right to deny any Site Development Assistance Program application if, in its sole and absolute discretion, it determines that the business or project will not further the goals and objectives established for the economic development of the CRA District. The CRA may obtain an analysis by a third party or outside firm hired by the CRA to evaluate the application.

Applicants may not apply for funding through the Site Development Assistance Program if previously awarded funding under the same program within the last ten (10) years. Businesses expanding to add additional locations may be eligible to reapply. New businesses applying for funding assistance cannot have the same officers/partners/directors/members as an existing or previous grantee business.

### **GRANTEE PERSONAL LIABILITY**

To safeguard the CRA's investment to local small businesses while also promoting business success and sustainability, each Site Development Assistance Funding Award will include a Grantee Personal Liability. In the event that the Grantee's business does not remain in business/operation at the same location for which funding was approved, the Grantee becomes personally liable for ten percent (10%) of the funding award amount (or 10% of the actual total amount disbursed if the disbursed amount is lower than the award amount), which is to be paid back to the CRA. For every year that the Grantee remains in business/operation at that same location, two percent (2%) of the liability will be forgiven. After five (5) years of remaining in business/operation at the same location, the Grantee Personal Liability will be forgiven in full.



## SITE DEVELOPMENT ASSISTANCE PROGRAM

### FUNDING & AWARD LIMITS

Funding is available for eligible projects in two tiers and is calculated based on eligible project costs. Tier One funding is available in high-priority areas of the CRA District (CRA Sub-Areas #3, #4, #7 and #8). Tier Two funding is available in all other sub-areas of the CRA District (CRA Sub-Areas #1, #2, #5 and #6) with some restrictions.

- **Tier One:** 75% of eligible project costs, up to a maximum award of \$75,000. Available to **new business only**, eligible project costs may be reimbursed at a rate of 100% up to \$10,000, with remaining eligible costs reimbursed at 75%, with a total maximum award of \$75,000.

A new business is defined as any business operating for the first time and cannot be more than two (2) years. A new business is a business that was not previously in operation at a different location or engaged in any business activity by any other name.

- **Tier Two:** 40% of eligible project costs up to a maximum award of \$50,000.

Any single eligible expenditure included in the project budget which exceeds \$25,000 may be subject to a reduced reimbursement percentage rate as determined by the CRA Board.

Funding for the Site Development Assistance Program is allocated annually as needed. Assistance from this program may, at the sole discretion of the CRA, be combined with assistance from other programs. Funding for approved projects may be carried from one fiscal year to the next at the sole discretion of the CRA.

### ELIGIBLE EXPENSES

Expenses specifically eligible for reimbursement include, but are not limited to, the following items:

- Landscaping and Irrigation
- Exterior alterations and repairs, stucco, painting and other general façade improvements
- Exterior Windows, Exterior Doors and Storefront Improvements
- The installation and improvement of parking, driveways, and sidewalks
- Interior and exterior lighting fixtures and related electrical work
- Exterior Signage
- Awnings and canopy features
- HVAC repair or replacement
- Ceilings
- Flooring
- Interior doors and walls, including repair, replacement, demolition or reconfiguration
- Interior painting
- Interior mechanical/engineering/plumbing improvements
- Interior permanent fixtures, including but not limited to cabinetry, countertops, sinks, ceiling fans, toilets, and permanent displays
- Hood and fire suppression systems
- Design, permitting and engineering fees



## SITE DEVELOPMENT ASSISTANCE PROGRAM

Expenses specifically ineligible for reimbursement include the following items:

- Purchase of appliances, equipment, inventory, furnishings, decorations, or supplies
- Purchase of real property
- Rent, lease, or mortgage payments
- Interior improvements to residential portions of any property
- Security system repair and/or replacement
- Roof Repair or Replacement, with the exception of roof projects that structurally alter the façade of the building and are visible from adjacent roadways (i.e., change from flat to pitched roof, or significant increase in roof pitch, etc.)
- Contractor Overhead and General Supervision Fees
- Construction Mobilization and General Conditions
- Drainage
- Site Utilities
- Cleaning and Grading
- Attorney fees

Notwithstanding the fact that the expense is listed above, any specific expense may be deemed ineligible at the sole discretion of the CRA.

### **PROCEDURES FOR IMPLEMENTATION**

#### **1. Application Process**

All applicants are strongly encouraged to meet with CRA staff in order to determine eligibility before submitting an application. Funding requests will not be considered until all required documentation is submitted to the CRA office.

Application packets must include the following documentation:

- a. Completed/executed application form
- b. Copy of executed commercial lease OR warranty deed
- c. Business Plan; or Business Plan Summary pertaining to the use, management and occupancy of the property
- d. Description of the legal organizational structure of the applicant business including the title and names of the officers/partners/directors/members over the last three (3) years (if the applicant entity is affiliated with another entity, please provide a statement representing the nature of the affiliation along with the other entity's name, address, phone number, and a listing of the officers/partners/directors/members)
- e. Three-year financial projections of property operations/maintenance
- f. Evidence of financial ability to pay for the complete project (approved loan, cash balance, line of credit, etc.)
- g. IRS Income Tax Returns for the business, 2 years' worth (total gross receipts or sales cannot exceed \$1 Million)
- h. Narrative description of entire renovation project being undertaken, including sources of project financing and anticipated benefit to property and CRA District



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- i. Detailed budget for entire renovation project, broken down into interior and exterior improvements and/or renovations
- j. Detailed breakdown of interior/exterior renovations and improvements for which funding is being requested under the program
- k. All associated plans and renderings
- l. Verification of approved site plan modification application from City of Delray Beach and/or other approvals required by the City of Delray Beach Development Services Department (i.e. received/stamped permit application, approved building permit)
- m. Photographs of the existing conditions of interior/exterior of the property
- n. Completed W-9 Form – A form completed by the vendor(s) that should be paid must be on file with the CRA.

2. **Approval of Funding Request & Grant Agreement**  
Once eligibility is verified and all required documentation has been submitted, CRA staff will present the funding request and grant agreement to the CRA Board of Commissioners for approval. Staff will notify the applicant of the Board's decision.

3. **Payments**  
Funds are dispersed to approved applicants by reimbursement or may be paid directly to contractors/vendors for eligible and pre-approved expenses only.

4. **Site Visits**  
CRA staff may conduct site visits before issuing funding disbursements in order to verify that improvements are being completed as presented in the approved application.

5. **Discontinuation of Payment**  
The receipt of past payments is not a guarantee of future payments. The CRA retains the right to discontinue payments at any time according to its sole and absolute discretion.

### **FUNDING DISBURSEMENT PROCESS**

1. CRA funds shall only be dispersed for eligible, pre-approved expenses verified as complete. Improvements may only be deemed complete upon receipt of a Temporary Certificate of Occupancy, Certificate of Occupancy, or the issuance of all necessary and satisfactory inspection notices, except as provided for herein.
2. Before the CRA will release funding disbursements, approved applicants must submit the following:
  - a. **Detailed work invoice** – from the vendor, corresponding to the completed approved reimbursable improvements.
  - b. **Proof of payment to vendor** – in the form of a cancelled check or credit card statement. Cash receipts are not satisfactory for purposes of reimbursement.
  - c. CRA staff may request **additional information** to accompany reimbursement requests, including, but not limited to, photographs, verification of vendor certifications, building permits, licenses, business tax receipts, or other documentation.



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3. For projects in the high-priority areas of the CRA District (Sub-Areas #3, #4, #7 and #8), reimbursement is at the approved Tier 1 funding rate of 75% of the final eligible expenses, as presented for reimbursement, up to the maximum approved award, unless otherwise specified by the CRA Board. For new businesses within Tier 1, the reimbursement rate is 100% for the first \$10,000 of final eligible expenses, and 75% of final eligible expenses thereafter, up to the maximum approved award. Projects in all other areas of the CRA District will be reimbursed at the approved Tier 2 funding rate of 40% of final eligible expenses, unless otherwise specified by the CRA Board.
4. Approved applicants may submit monthly funding disbursement requests for eligible expenses that have been completed prior to the completion of the overall project. No more than 75% of the approved award may be disbursed prior to the receipt of a Temporary Certificate of Occupancy, Certificate of Occupancy, or receipt of all necessary and satisfactory inspection notices.
5. After receipt of a Temporary Certificate of Occupancy, Certificate of Occupancy, or all necessary and satisfactory inspection notices, approved applicants may submit the final reimbursement request to the CRA. Final grant disbursements will not be released until staff verifies that there are no active liens or code enforcement violations on the property, and that the completed improvements have been sufficiently completed to the satisfaction of the terms of the approved grant, as determined by an on-site inspection. In cases where the approved applicant is also the owner of the business operating at the subject location, the business must also be in operation at the site and have a valid Business Tax Receipt before the final payment may be disbursed.
6. The CRA may impose any additional or alternate terms and conditions it deems appropriate to protect the assets of the organization, with regards to funding and reimbursement.



## SITE DEVELOPMENT ASSISTANCE PROGRAM

Delray Beach CRA Sub-areas Map

