



Formerly Berkeley Food & Housing Project

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Chadrick Smalley  
Director of Community Development  
City of Emeryville

Subject: Request for License Agreement Extension

Date: 11/25/2024

Dear Chad,

I am writing to formally request an extension of the current license agreement for the Insight Housing's Women's Shelter at the 4300 San Pablo Ave., Emeryville. Due to unforeseen construction delays the completion date for Insight Housing's facility in Berkeley has been delayed.

These delays have arisen from several factors beyond Insight Housing's control. Obtaining necessary building permits has taken significantly longer than anticipated, causing interruptions in the project schedule. Additionally, increased budget costs have required adjustments to our financial planning and project execution. To address these challenges and ensure progress, we have engaged an additional general contractor, who will be instrumental in keeping the project moving toward completion.

We remain fully committed to delivering this project successfully and are taking all possible steps to mitigate further delays. However, given these circumstances, we kindly request an extension of the license agreement to June 1, 2025 to accommodate the updated project timeline.

We deeply appreciate your understanding and continued support during this process. Please let us know if there are any additional steps or information required to facilitate this extension. We are happy to discuss the situation further and provide any necessary documentation to assist with this request.

Thank you for your consideration. We look forward to your response and to continuing our partnership on this important project.

Best regards,

*Angela Upshaw*

Angela Upshaw  
Chief Operating Officer  
Insight Housing