



**CAPITALIZE ALBANY  
CORPORATION**

## **Capitalize Albany Corporation – Small Business Façade Improvement Emergency Round Grant Agreement and Exhibit Overview Webinar Frequently Asked Questions (FAQ's)**

### **Can I complete some of the repair work on my facade myself?**

With prior request and approval, yes. However, the grantee will only be reimbursed for purchase of materials and not labor... Review your grant agreement page 3, section 6 for the full guidance pertaining to this.

### **Will the webinar be made available to grantees that could not attend?**

Yes, the webinar is posted to the Capitalize Albany Website for grantees to review here:

<https://capitalizealbany.com/grants/>

If you have any specific questions about the webinar content, please do not hesitate to contact us at [development@capitalizealbany.com](mailto:development@capitalizealbany.com)

### **Who do I have to add as additional insureds to my Certificate of Insurance Form?**

Your commercial general liability insurance policy should name:

- Capitalize Albany Corporation (21 Lodge Street, Albany, NY 12207)
- City of Albany Capital Resource Corporation (21 Lodge Street, Albany, NY 12207)
- Albany Community Development Agency (200 Henry Johnson Boulevard, Albany, NY 12210)

### **What are the Insurance Requirements and where are they listed?**

You can find all of the insurance requirements and language on page 7, section 19 of your grant agreement. If you have any specific questions about this section or would like us to send you over the language required for your insurance company, please do not hesitate to contact us at [development@capitalizealbany.com](mailto:development@capitalizealbany.com)

### **What are my options to notarize the documents?**

You have the option to notarize the document at your preferred location and submit the grant agreement to us Or we can schedule a virtual notary session with our in-house notary. Please let us know which method works easiest for you and we will do our best to accommodate your needs.

### **What other documents are required along with the grant agreement?**

The other documents that need to be with the grant agreement are:

- Exhibit C – Project Scope and Budget
- Exhibit F – Media Release Form
- Exhibit G – Non-Collusive Agreement for Grantee (Needs to be Notarized by Grantee)
- Exhibit G.2 - Non-Collusive Agreement for Bidder (Needs to be notarized by your contractor(s))
- Certificate of Insurance Form (Acord 25)



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PLEASE NOTE: The Exhibits and Certificate of Insurance Form must be obtained prior to the execution of the grant agreement. Capitalize Albany will not proceed with your grant until we have a physical/digital copy of each Exhibit and Certificate of Insurance Form.

**What steps do I need to take to receive my reimbursement check?**

Please refer to the grant timeline in the webinar to see the remaining steps of the grant process and please know that we will assist you every step of the way.