



**CAPITALIZE ALBANY**  
**CORPORATION**

**Thursday March 16, 2023**  
21 Lodge St., Albany, NY  
8:00 a.m.

**Capitalize Albany Corporation**  
**Audit Committee Meeting**

**Agenda**

*Detailed minutes of the proceedings will be posted on the Corporation's website following the meeting.*

1. Review and Approval of Minutes from the Audit Committee Meeting of October 14, 2022
2. Review of 2022 Audit and Draft 2022 Audited Financial Statements
3. Review of Draft 2022 NYS Reporting
  - a) Draft 2022 Annual Report
  - b) Draft 2022 Procurement Report
  - c) Draft 2022 Investment Report
4. Review of Annual Performance & Committee Responsibilities
  - a) 2022 Performance Measurements Report
  - b) Draft 2022 Management Assessment of Internal Controls Report
  - c) Audit Committee Charter Review
  - d) Draft 2022 Audit Committee Annual Report Review
5. Other Business

# MINUTES



**CAPITALIZE ALBANY**  
CORPORATION

**Date of Meeting:** October 14, 2022

**Meeting:** Capitalize Albany Corporation Audit Committee Meeting

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The meeting of the Capitalize Albany Corporation Finance & Investment Committee was held at 8:30 a.m., October 14, 2022 at 21 Lodge Street in Albany, NY.

The following were in attendance:

*Committee Members:* Michael Fancher and Heather Mulligan

*Other:* Brian Kearns, Jessica Blaha, Thomas Owens, Esq. and Mark Opalka

*Staff:* Sarah Reginelli and Thomas Conoscenti

The regular meeting of the Capitalize Albany Corporation Audit Committee Meeting was called to order at 8:33 a.m.

## **Approval of Minutes for March 16, 2022, Audit Committee Meeting**

The Audit Committee reviewed the minutes of the March 16, 2022 meeting. A motion to accept the Audit Committee minutes of March 16, 2022, as presented was made by Heather Mulligan seconded by Michael Fancher. A vote being taken, the motion passed with all members voting aye.

## **2022 UHY Audit Presentation**

Representatives from UHY credited Management and Staff for the effective/consistent communications with UHY throughout the year, which ensures the audit process can be performed efficiently.

UHY reviewed the audit procedure and Audit Engagement Letter with the Committee, including a review of new disclosure language and accounting standards. UHY advised the Committee that the audit would be conducted using government auditing standards that will include a report of internal controls.

Staff and Committee reviewed the audit services and commended UHY's audit team for their outstanding service and excellent performance to the Corporation. The Committee discussed, at length, the value of an independent financial audit and suggested formatting changes to the engagement proposal.

A motion to approve the engagement proposal as amended was made by Heather Mulligan and seconded by Michael Fancher. A vote being taken, the motion passed unanimously.

A second motion to approve the tax return proposal was made by Heather Mulligan and seconded by Michael Fancher.

## **Annual Review of Corporate Policies**

### *Review Ethics Policy*

Counsel and staff reviewed and discussed the Ethics Policy with the Committee. Counsel discussed that Board members must act in accordance with the fiduciary duty of care, loyalty and obedience. Counsel explained that the ABO recommends the Committee review the Ethics Policy annually.

*Review Conflict of Interest Policy*

Counsel and staff reviewed and discussed the Conflict of Interest Policy with the Committee and explained the ABO recommends the Committee review annually. Counsel reminded the Committee of the importance of disclosures and recusals when it pertains to conflicts of interest and that Board members needed to identify, disclose, and discuss any potential conflict of interests with Counsel and/or Staff.

*Review Whistleblower Policy*

Counsel and staff reviewed and discussed the Whistleblower Policy with the Committee and explained the ABO recommends the Committee review annually.

Following a review of the Ethics Policy, Conflict of Interest Policy and Whistleblower Policy by the Committee no changes were recommended.

**Other Business**

None.

There being no further business the Capitalize Albany Corporation Audit Committee meeting was adjourned at 9:16 a.m.

**CAPITALIZE ALBANY CORPORATION**

**AUDITED CONSOLIDATED FINANCIAL STATEMENTS**

Years ended December 31, 2022 and 2021

# CAPITALIZE ALBANY CORPORATION

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## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors  
Capitalize Albany Corporation

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the accompanying consolidated financial statements of Capitalize Albany Corporation, which comprise the consolidated statements of net position as of December 31, 2022 and 2021, and the related consolidated statements of revenues, expenses and changes in net position, and cash flows for the years then ended, and the related notes to the consolidated financial statements.

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the consolidated financial position of Capitalize Albany Corporation as of December 31, 2022 and 2021, and the respective changes in financial position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Capitalize Albany Corporation and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Change in Accounting Principle***

As described in Note 1 to the financial statements, Capitalize Albany Corporation adopted GASB Statement No. 87, *Leases*. Our opinion is not modified with respect to this matter.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Capitalize Albany Corporation's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free of material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Capitalize Albany Corporation's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Capitalize Albany's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

## ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 to 9 be presented to supplement the basic consolidated financial statements. Such information is the responsibility of management and, although not a part of the basic consolidated financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic consolidated financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic consolidated financial statements, and other knowledge we obtained during our audit of the basic consolidated financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated \_\_\_\_\_, 2023, on our consideration of Capitalize Albany Corporation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Capitalize Albany Corporation's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Capitalize Albany Corporation's internal control over financial reporting and compliance.

Albany, New York  
\_\_\_\_\_, 2023



# **CAPITALIZE ALBANY CORPORATION**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

The following Management Discussion and Analysis (MD&A) of Capitalize Albany Corporation's ("Capitalize Albany" or "the Corporation") activities and financial performance, is offered as an introduction and overview of the consolidated financial statements of Capitalize Albany Corporation for the fiscal year ended December 31, 2022. Following this MD&A are the basic consolidated financial statements of the Corporation together with the notes thereto which are essential to a full understanding of the data contained in the consolidated financial statements. In addition to the notes, this section also presents certain supplementary information to assist with the understanding of Capitalize Albany Corporation's financial operations.

Capitalize Albany Corporation has a Corporate Governance Policy, which includes a conflict of interest policy and a conflict of interest disclosure. The conflict of interest disclosure is distributed to and completed by the Corporation's Board of Directors on an annual basis.

Not less than six times annually, the Board of Directors of Capitalize Albany Corporation meets to discuss programming needs, project activity and progress, and meets quarterly to discuss the Corporation's financial position. The Finance and Investment Committee meets on a quarterly basis or more frequently if necessary to provide enhanced project and transactional analysis. As necessary, the Committee makes recommendations for the Board's consideration. The Governance Committee meets twice a year or more frequently if necessary to among other things review and update corporate governance principles and practices. The Audit Committee meets twice a year among other things to appoint and oversee the Corporation's independent auditors, review and approve the Corporation's year-end financial statements and reviews the effectiveness of internal controls. In addition, the Audit Committee, without management present, independently meets with the external auditors to discuss relevant issues and concerns.

### **OPERATION SUMMARY**

The mission of Capitalize Albany Corporation is to facilitate strategic economic development and stimulate transformative investment throughout the City of Albany, making New York's Capital a vibrant place to thrive. As a registered 501(c) (3) non-profit organization, the Corporation implements programs and resources to create, retain, and attract business in the City of Albany. Powered by investors composed of Albany's community and business leaders, Capitalize Albany manages and coordinates the local economic development functions in the City of Albany.

In 1979, the Capitalize Albany Corporation (formerly Albany Local Development Corporation) was incorporated to primarily provide financing to eligible businesses in order to create and retain employment and investment within the City of Albany. The Corporation continues to extend loans and plays an active role in facilitating strategic development, business development and transformational real estate development projects that have been identified as a priority. These efforts are developed in partnership with regional stakeholders and are backed by market analysis and trend identification. Implementation of its initiatives is accomplished through direct efforts of the Corporation as well as through collaboration with complementary organizations and tools.

### **Business Development**

Capitalize Albany encourages job creation and business development through its work with individual businesses. This work includes, but is not limited to, extending grants and loans to new and existing businesses, providing technical support with respect to accessing city, state and other economic development resources, and helping businesses to identify appropriate locations to grow and expand within the City. Capitalize Albany staff worked with more than 130 businesses in 2022. Capitalize Albany also works with government officials, business leaders, community and neighborhood organizations, and the public to ensure that the City maintains and enhances an environment that is both conducive to new business growth and supportive of the expansion of existing enterprises.

# **CAPITALIZE ALBANY CORPORATION**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

In recent years, the Corporation has administered three distinct grant programs (Amplify Albany, Downtown Retail, and Small Business Façade) in order to generate interest in commercial corridors, attract new investment at street level in the Downtown core and improve the quality of neighborhood commercial districts while catalyzing new investment. To respond to the needs of local small businesses as they deal with ongoing impacts of COVID-19, in 2020 the Corporation launched the Small Business Adaptation Program (SBAP), whereby it administered grants in 2021 and 2022 to approximately 60 predominantly women and minority-owned businesses funded directly by the City of Albany Industrial Development Agency (CAIDA) and Albany Community Development Agency. Following funding approvals from the City of Albany Capital Resource Corporation (CACRC) prior to the pandemic, in early 2022, the Corporation launched the Neighborhood Retail Grant Program, which is designed to assist retail businesses with the costs associated with renovating or retrofitting a commercial space located in one of the identified neighborhoods within West Hill, Arbor Hill, North Albany & the South End, four of the City's Neighborhood Strategy Areas.

### **Real Estate Development**

Capitalize Albany facilitates real estate development in the City of Albany through programs and partnerships as well as brick and mortar projects of its own.

In 2010, the Corporation's Board of Directors established a Revolving Real Estate Loan Fund designed to provide subordinate lending to qualifying borrowers at below market rates in concert with primary lenders for the purpose of stimulating strategic development projects. The Board allocated \$2 million to capitalize the Fund which is focused on revitalizing strategic vacant or underutilized real estate that will contribute positive and transformational development activity. Through December 31, 2022, \$3,075,000 has been disbursed under this revolving loan fund program representing over \$37 million of project investment within the City of Albany. These projects have created 193 market-rate rental units.

Capitalize Albany also plays an active role, both directly and through technical assistance, in local transformative real estate developments that advance local, regional and state economic development and revitalization initiatives as described in the section below. In 2022, the Corporation assisted 36 multifamily, affordable housing, hotel and commercial projects by identifying available funding sources, providing technical assistance, and coordinating with local permitting agencies. Capitalize Albany also advanced its own real estate development projects through continued acquisition and stabilization of the parcels at Liberty Park and completion of design and engineering for the Clinton Market Collective at 11 Clinton Avenue. In 2022, the Corporation raised additional funds and procured a contractor to construct the Clinton Market Collective project, which is expected to break ground in Spring 2023.

In addition to in-house real estate development efforts, Capitalize Albany, contracted under a professional services agreement, administers and provides staffing, office equipment, phone and computer network support to the City of Albany Industrial Development Agency (CAIDA) and the City of Albany Capital Resource Corporation (CACRC). In the past five years, more than \$744 million of investment was made possible in the City of Albany with support from the CAIDA, creating 3,700 construction and 590 new and retained full-time jobs.

### **Strategic Initiatives**

The Corporation continues to follow the citywide economic development plan laid out in the Capitalize Albany Strategy as well as neighborhood, commercial district, City and Regional economic development and revitalization strategies to catalyze strategic growth in the Capital City. The Corporation's execution of these various plans has resulted in the assistance of roughly \$500 million in Downtown Albany and more than \$1 billion of activity throughout Albany's neighborhoods. Strategic projects such as the Skyway, a new half-mile long linear park which opened in 2022 backed more by than \$10 million in state resources, the eight-acre Liberty Park redevelopment supported by the Upstate Revitalization Initiative and the planned Clinton Market Collective project, a Downtown Revitalization Initiative project, are direct result of the proven economic development strategies implemented by the Corporation.

# CAPITALIZE ALBANY CORPORATION

## MANAGEMENT'S DISCUSSION AND ANALYSIS

The revitalization of Downtown Albany is also a strategic priority of Capitalize Albany Corporation. In response to the recognized need for a common vision, strategic direction, and tactical solutions to issues facing the Downtown neighborhood, Capitalize Albany launched Impact Downtown Albany, a strategic plan which positions Downtown, its adjacent warehouse district and waterfront as the ideal urban center, in 2014. The plan has provided a clear path forward for projects, incentives and structural changes and define what Downtown Albany should be striving toward throughout the next decade. Through December 31, 2022, Impact Downtown Albany has led to more than \$500 million of project investment recently completed and underway within the City of Albany. Facilitating the creation of Downtown residential units continues to be a priority and will act as a driving market force for economic development. Under Impact Downtown Albany the Corporation has assisted in the creation of more than 780 units to date. More than 305 are currently under construction.

In 2015, the Impact Downtown Albany strategy served as a core guiding document for the creation of the Capital Region Economic Development Council's transformative regional strategy, the Capital 20.20 Plan. The Plan's Metro section prioritizes downtown development and matches Impact Downtown Albany catalyst sites with developers, resources, and prospective tenants to build on the current momentum and move aggressive projects forward. Implementation of Capital 20.20 began in 2015 and continues to be a priority for the Corporation.

In 2022, Capitalize Albany continued its role as the strategic coordinator for the City of Albany, leading the development of a Downtown Revitalization Initiative planning and application process for South Pearl Street and assisted in the preparation and coordination of a Restore New York application for the Central Warehouse, which was successfully awarded in December 2022.

## FINANCIAL OPERATIONS HIGHLIGHTS

Capitalize Albany Corporation's activities fluctuate greatly from year to year. With such diversity, it is not always meaningful to compare revenue and expenditure levels to prior years. While revenues and expenditures for any given year represent activity during that year, one must consider the level of program revenue to program expenses within a given year, in relation to the projects undertaken and accomplished during that same year. A condensed summary of revenues and expenses for the years ended December 31, 2022 and 2021 is shown below:

	<u>2022</u>	<u>2021</u>
<b>Total revenues</b>		
Operating revenues	\$1,598,184	\$1,651,379
Capital grant funding	3,039,268	486,472
Forgiveness of Paycheck Protection Program loan	-	129,100
	<u>4,637,452</u>	<u>2,266,951</u>
<b>Total expenses</b>	<u>2,278,302</u>	<u>2,443,959</u>
<b>Change in net position</b>	<u>\$2,359,150</u>	<u>\$ (177,008)</u>

**Total revenues increased \$2,370,501 or 105%:**

- Capital grant income of \$486,472 in 2021 to \$3,039,238 in 2022 was recognized under the ESD grant for the acquisition and redevelopment of property in the Liberty Park neighborhood in Downtown Albany.
- Forgiveness of Paycheck Protection Program Loan income of \$129,100 was realized in 2021.

# CAPITALIZE ALBANY CORPORATION

## MANAGEMENT'S DISCUSSION AND ANALYSIS

- Grant and contribution income that is not capital-related is classified as operating revenue and increased \$79,324 or 12% from \$687,646 in 2021 to \$766,970 in 2022. Revenue derived from grants and contributions is typically program specific and non-recurring. Significant grants and contributions in 2022 include \$250,000 from the CAIDA, \$165,843 from the Albany Community Development Agency and \$103,228 from the NY Department of State.
- Rental income increased \$171,203 58% from \$293,480 in 2021 to \$464,683 in 2022. This increase was primarily due to increased lease revenues received from the Liberty Park parking operations as well as a one time payment for an easement needed for a rightaway needed on the Corporation's property located in the Quackenbush Square area.
- Other interest and investment income decreased \$311,343 or 372% from \$83,726 in 2021 to \$(227,617) in 2022 primarily due to FMV adjustments on the equity portion of the Corporation's investment portfolio.
- Interest income on mortgage notes increased \$3,132 or 6% from \$55,938 in 2021 to \$59,070 in 2022 due to a full year interest being collected on a mortgage that closed in 2022.
- Fees, program, and other income increased \$4,489 or 1% from \$530,589 in 2021 to \$535,078 in 2022. This primarily due to the Corporation collecting more in sponsorship and investor dues in 2022.

### **Total expenses decreased \$165,657 or 7%:**

- Salaries and fringe benefits decreased \$9,589 or 1% from \$1,129,828 in 2021 to \$1,120,239 in 2022. This decrease is primarily attributable to staffing vacancies which occurred during 2022.
- Program and project costs decreased \$57,514 or 7% from \$833,935 in 2021 to \$766,451 in 2022. The decrease is primarily attributable to lower activity in 2022 related to the Clinton Market Collective project.
- Professional and consulting expenses increased \$59,599 or 17% from \$346,362 in 2021 to \$405,961 in 2022. This increase is attributable to the Corporation outsourcing certain positions within the Corporation.
- Interest expense increased \$4,266 or 332% from \$1,286 in 2021 to \$5,552 in 2022. This increase is attributable to an increase in interest expense related to the variable rate bonds for the Corning Preserve project.
- Bad debt expense totaled (\$2,358) in 2021 compared to (\$220,581) in 2022. The Corporation's allowance for losses is evaluated on a regular basis by management. Additional bad debt provisions are charged to earnings and offset by recoveries, if any.
- Other administrative expenses increased \$55,804 or 41% from \$134,876 in 2021 to \$190,680 in 2022. This increase is attributable to higher maintenance costs, membership expenses for production of the Corporation's annual report and annual event and employee related expenses related to training and networking events.

# CAPITALIZE ALBANY CORPORATION

## MANAGEMENT'S DISCUSSION AND ANALYSIS

A condensed summary of Capitalize Albany's net position at December 31, 2022 and 2021 is shown below:

	<u>2022</u>	<u>2021</u>
<b>Assets</b>		
Cash and cash equivalents	\$ 1,342,410	\$ 2,783,119
Investments	6,047,993	6,303,026
Restricted cash	4,464,465	6,237,551
Other assets	1,154,883	1,362,718
Mortgage notes receivable, net of allowances	1,134,245	1,306,842
Property, plant and equipment, net (includes property held for investment and lease)	1,617,287	1,788,995
Liberty Park properties	6,829,131	4,115,439
<b>Total assets</b>	<u>\$ 22,590,414</u>	<u>\$ 23,897,690</u>
<b>Deferred Outflows of Resources</b>	<u>\$ -</u>	<u>\$ -</u>
<b>Liabilities</b>		
Bonds payable	\$ 495,000	\$ 720,000
Other liabilities	122,973	234,222
Unearned grant and other income	2,517,640	5,636,973
Revolving loan fund liability	718,187	715,773
<b>Total liabilities</b>	<u>\$ 3,853,800</u>	<u>\$ 7,306,968</u>
<b>Deferred Inflows of Resources</b>	<u>\$ 1,548,404</u>	<u>\$ 1,761,662</u>
<b>Net Position</b>		
Net investment in capital assets	\$ 7,951,418	\$ 5,184,434
Restricted net position	115,107	115,146
Unrestricted net position	9,121,685	9,529,480
<b>Total net position</b>	<u><u>\$ 17,188,210</u></u>	<u><u>\$ 14,829,060</u></u>

## CURRENT KNOWN FACTS, DECISIONS OR CONDITIONS

In 2022, Capitalize Albany will focus on the continued implementation of Corporation, local, regional and State revitalization strategies and strategic plans to further economic development and growth through new programs and initiatives, focusing on a variety of areas, including long-range vision, community engagement, and market-driven recommendations. These implementation efforts will be consistent with the Corporation's mission and align with the business, real estate and strategic development activities outlined above.

Capitalize Albany Corporation will also continue to focus on the implementation of the specific components of the Capital 20.20 Plan which are consistent with the mission of the Corporation. Special focus will be given to those projects which directly align with the objectives of Impact Downtown.

Capitalize Albany will also continue to facilitate the Capitalize Albany Economic Development Strategy. As part of that strategy, the Corporation will continue to focus on developing more downtown residential capacity and will pursue opportunities that will result in catalytic development projects as well as maximize and diversify potential revenue sources for the Corporation.

Continual execution of the Strategic Plan established by the Corporation's Board in 2009 will translate into potential projects. New economic development opportunities with the potential to generate new resources to stimulate growth will be developed by re-focusing and deploying existing strengths and resources. Ultimately, programmatic, marketing, and financial initiatives will reconcile to the objectives set forth in the Strategic Plan.

# **CAPITALIZE ALBANY CORPORATION**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

In December 2016, the Corporation was awarded State funding, to study the feasibility of and design the conversion of the I-787 northbound exit ramp from Quay Street to Clinton Avenue into the Region's first and only highline park — the Skyway. Corporation staff provided support as the City and NYS Department of Transportation for construction of the project, which opened in 2022.

In December 2017, the Corporation entered into a PSA with the Albany Convention Center Authority (ACCA) for transfer of property interests in the roughly five-acre ACCA surplus property surrounding Liberty Park in downtown Albany. The Corporation and the ACCA closed on this agreement in 2019. This development site (Liberty Park) was highlighted as a priority in both the Impact Downtown Albany and Capital 20.20 plans. In 2018, the Corporation formed Liberty Square Development, LLC to aid in the revitalization efforts to acquire and develop properties related to Liberty Park site redevelopment.

In 2019, the Corporation was awarded up to \$15 million in Upstate Revitalization Initiative funds for the redevelopment of Liberty Park. This funding will support acquisition, demolition, stabilization of property, infrastructure and public space improvements, design, planning, construction and renovation costs. Empire State Development approved the distribution of \$10.1 million for associated preliminary costs. Capitalize Albany has used the grant to acquire all parcels in the 8 acre footprint, with the exception of .88 acres for which the Corporation submitted an acquisition assistance application to the CAIDA in 2020 to facilitate future development within the site. Pursuant to an Order of the Supreme Court, CAIDA successfully took title to the properties in October 2022 under Eminent Domain Procedure Law. The Corporation anticipates closing on the final properties in 2023 following the satisfaction of required notice period under Public Authorities Law. The legal proceedings to determine the final valuation of the properties are anticipated to begin in 2023.

In 2018, the City of Albany was chosen as the Capital Region's New York State Downtown Revitalization Initiative (DRI) \$10 million-winner in an effort administered by the Corporation on behalf of the City. Capitalize Albany's Clinton Market Collective project was competitively awarded \$1 million. This DRI Priority Project will create a new market concept and proving ground for start-up businesses on the Corporation-owned 11 Clinton Avenue site. Capitalize Albany initiated the project's design phase in 2020 and expects to break ground and complete the initial phase in 2023.

## **FINANCIAL STATEMENTS**

Capitalize Albany Corporation's financial statements are prepared on an accrual basis in accordance with U.S. generally accepted accounting principles promulgated by the Government Accounting Standards Board (GASB). Capitalize Albany Corporation is organized under the Not-For-Profit Corporation laws of the State of New York. Capitalize Albany follows enterprise fund accounting; accordingly, the financial statements are presented using the economic resources management focus. These financial statements are presented in a manner similar to a private business.

## **REQUEST FOR INFORMATION**

This financial report is designed to provide a general overview of the Corporation's finances for all those interested. Questions concerning any of the information provided in this report or request for additional information should be addressed in writing to the Controller, Capitalize Albany Corporation, 21 Lodge Street, Albany, NY 12207.

**CAPITALIZE ALBANY CORPORATION**  
**CONSOLIDATED STATEMENTS OF NET POSITION**  
**December 31, 2022 and 2021**

	<u>2022</u>	<u>2021</u>
<b>Assets</b>		
Current Assets:		
Cash and cash equivalents	\$ 1,342,410	\$ 2,783,119
Investments	6,047,993	6,303,026
Restricted cash	4,464,465	6,237,551
Mortgage notes receivable, net	254,660	51,901
Accrued interest receivable	26,903	23,149
Grant receivables	303,216	252,304
Lease receivables	301,696	284,790
Other receivables	44,971	19,624
Total current assets	<u>12,786,314</u>	<u>15,955,464</u>
Noncurrent Assets:		
Mortgage notes receivable, net	879,585	1,254,941
Lease receivables	346,413	644,413
Other receivables	93,401	93,630
Property held for investment and lease, net	1,298,133	1,464,488
Property and equipment, net	319,154	324,507
Liberty Park properties	6,829,131	4,115,439
Other assets	38,283	44,808
Total noncurrent assets	<u>9,804,100</u>	<u>7,942,226</u>
<b>Total assets</b>	<u><b>\$ 22,590,414</b></u>	<u><b>\$ 23,897,690</b></u>
<b>Deferred Outflows of Resources</b>	<u><b>\$ -</b></u>	<u><b>\$ -</b></u>
<b>Liabilities</b>		
Current Liabilities:		
Accounts payable and accrued expenses	\$ 63,452	\$ 174,701
Funds held related to Hudson River Way campaign	59,521	59,521
Unearned grant and other income	2,517,640	5,636,973
Bonds payable, current portion	240,000	225,000
Total current liabilities	<u>2,880,613</u>	<u>6,096,195</u>
Noncurrent Liabilities:		
Bonds payable, less current portion	255,000	495,000
Revolving loan fund liability	718,187	715,773
Total noncurrent liabilities	<u>973,187</u>	<u>1,210,773</u>
<b>Total liabilities</b>	<u><b>\$ 3,853,800</b></u>	<u><b>\$ 7,306,968</b></u>
<b>Deferred Inflows of Resources</b>	<u><b>\$ 1,548,404</b></u>	<u><b>\$ 1,761,662</b></u>
<b>Net Position</b>		
Net invested in capital assets	\$ 7,951,418	\$ 5,184,434
Restricted for:		
CDBG eligible activities	115,107	115,067
Other program specific activities	-	79
Unrestricted	9,121,685	9,529,480
Total net position	<u><u><b>\$ 17,188,210</b></u></u>	<u><u><b>\$ 14,829,060</b></u></u>

See notes to consolidated financial statements.

**CAPITALIZE ALBANY CORPORATION**  
**CONSOLIDATED STATEMENTS OF REVENUES AND EXPENSES AND**  
**CHANGES IN NET POSITION**  
**For the Years Ended December 31, 2022 and 2021**

	<u>2022</u>	<u>2021</u>
<b>Operating Revenues</b>		
Grant and contribution income	\$ 766,970	\$ 687,646
Rental income	464,683	293,480
Other interest and investment (loss) income, net	(227,617)	83,726
Interest income on mortgage notes	59,070	55,938
Fees, program, and other income	535,078	530,589
Total operating revenues	<u>1,598,184</u>	<u>1,651,379</u>
<b>Operating Expenses</b>		
Salaries and fringe benefits	1,120,239	1,129,828
Program and project costs	776,451	833,965
Professional and consulting expenses	405,961	346,362
Interest expense	5,552	1,286
Bad debt (recovery) expense	(220,581)	(2,358)
Other administrative expenses	190,680	134,876
Total operating expenses	<u>2,278,302</u>	<u>2,443,959</u>
<b>Change in Net Position Before Capital Funding</b>	<b>(680,118)</b>	<b>(792,580)</b>
Capital grant funding	3,039,268	486,472
Forgiveness of Paycheck Protection Program loan	-	129,100
<b>Change in Net Position</b>	<b>2,359,150</b>	<b>(177,008)</b>
<b>Net Position, Beginning of Year</b>	<b>14,829,060</b>	<b>15,006,068</b>
<b>Net Position, End of Year</b>	<b><u>\$ 17,188,210</u></b>	<b><u>\$ 14,829,060</u></b>

*See notes to consolidated financial statements.*



**CAPITALIZE ALBANY CORPORATION**  
**CONSOLIDATED STATEMENTS OF CASH FLOWS**  
For the Years Ended December 31, 2022 and 2021

	<u>2022</u>	<u>2021</u>
<b>Cash Flows From Operating Activities</b>		
Cash received from customers	\$ 580,589	\$ 362,777
Cash received from grantors and contributors	621,992	693,844
Other operating cash receipts	535,078	530,589
Cash payments to suppliers and grantees	(1,292,012)	(1,125,952)
Cash payments to employees	(1,120,239)	(1,129,828)
Net cash used in operating activities	<u>(674,592)</u>	<u>(668,570)</u>
<b>Cash Flows From Capital and Related Financing Activities</b>		
Purchase of property held for investment and lease	(8,645)	-
Purchase of property and equipment	(11,976)	-
Purchase of Liberty Park properties	(2,713,692)	-
Principal payments on bonds payable	(225,000)	(220,000)
Interest paid on bonds payable	(5,552)	(1,286)
Net cash used in capital and related financing activities	<u>(2,964,865)</u>	<u>(221,286)</u>
<b>Cash Flows From Investing Activities</b>		
Interest on cash, cash equivalents, restricted cash, and investments	70,325	74,203
Proceeds from sales and maturities of investments	7,317,260	5,361,144
Purchase of investments	(7,355,101)	(5,398,864)
Issuance of mortgage notes receivable	-	(500,000)
Repayments received on mortgage notes and other receivables	393,178	358,158
Net cash provided by (used in) investing activities	<u>425,662</u>	<u>(105,359)</u>
<b>Change in cash, cash equivalents, and restricted cash</b>	<b>(3,213,795)</b>	<b>(995,215)</b>
<b>Cash, cash equivalents, and restricted cash:</b>		
Beginning of year	<u>9,020,670</u>	<u>10,015,885</u>
End of year	<u><u>\$ 5,806,875</u></u>	<u><u>\$ 9,020,670</u></u>
<b>Reconciliation of Cash, Cash Equivalents, and Restricted Cash to the Statements of Net Position:</b>		
Cash and cash equivalents	\$ 1,342,410	\$ 2,783,119
Restricted cash	<u>4,464,465</u>	<u>6,237,551</u>
	<u><u>\$ 5,806,875</u></u>	<u><u>\$ 9,020,670</u></u>

See notes to consolidated financial statements.

**CAPITALIZE ALBANY CORPORATION**  
**CONSOLIDATED STATEMENTS OF CASH FLOWS, CONTINUED**  
For the Years Ended December 31, 2022 and 2021

	<u>2022</u>	<u>2021</u>
<b>Reconciliation of Change in Net Position Before Capital Funding to Net Cash Used in Operating Activities</b>		
Change in net position before capital funding	\$ (680,118)	\$ (792,580)
Adjustments to reconcile change in net position before capital funding to net cash used in operating activities:		
Depreciation and amortization	192,329	193,253
Adjustment for (gains) losses on mortgage notes and other receivables	(220,581)	(2,358)
Net realized and unrealized losses (gains) on investments	292,874	(34,084)
Interest income on cash, cash equivalents, restricted cash, and investments	(76,022)	(69,957)
Interest expense on bonds payable	5,552	1,286
Changes in:		
Grant receivables	(68,612)	3,192
Lease receivables	281,094	278,610
Other receivables, accrued interest receivable and other assets	1,050	21,473
Accounts payable and accrued expenses	(111,249)	(4,002)
Unearned grant and other income	(80,065)	(54,313)
Revolving loan fund liability	2,414	1,286
Deferred inflow of resources	(213,258)	(210,376)
Net cash used in operating activities	<u>\$ (674,592)</u>	<u>\$ (668,570)</u>

See notes to consolidated financial statements.

**CAPITALIZE ALBANY CORPORATION**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2022 and 2021**

**NOTE 1 — ORGANIZATION AND MISSION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Organization and Mission**

Capitalize Albany Corporation (the "Corporation") was formed under the Not-for-Profit Corporation Laws of the State of New York in October 1979 for the purposes of facilitating the creation of new employment opportunities, retaining existing jobs and encouraging investment that will expand the commercial and industrial tax base within the City of Albany (City). The Corporation facilitates large scale transformational real estate projects to accomplish its mission.

The Corporation's mission is accomplished by providing technical support for City, State and other economic development programs and loaning money to new or existing businesses. Additionally, the Corporation has invested in certain real estate, and leases such real estate to businesses in order to further job opportunities within the City.

The Corporation formed Citywide Property Holdings, LLC (Citywide) in April 2008 for the limited purpose of assisting the Corporation in the furtherance of the Corporation's mission. The Corporation is the sole member and manager of Citywide. Citywide's participation in the furtherance of the Corporation's mission is evaluated on a project basis. This participation includes, but is not limited to, holding property as available for sale to enhance project development.

The Corporation formed Liberty Square Development, LLC in January 2018 for the limited purpose of assisting the Corporation in the furtherance of the Corporation's mission. The Corporation is the sole member and manager of Liberty Square Development, LLC. Liberty Square Development LLC's operations includes, but are not limited to, the acquisition, disposition and development of properties located in the Liberty Park area of Downtown Albany.

The consolidated financial statements represent the consolidated financial position and the consolidated changes in financial position and cash flows of the Corporation, Citywide, and Liberty Park Development, LLC. All intercompany transactions between the Corporation, Citywide, and Liberty Park Development, LLC have been eliminated for financial reporting purposes.

**Basis of Accounting and Presentation**

The Corporation follows enterprise fund reporting; accordingly, the accompanying financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Capitalize Albany Corporation's consolidated financial statements apply all applicable Governmental Accounting Standards Board (GASB) pronouncements as well as applicable Financial Accounting Standards Board (FASB) Statements and Interpretations issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements.

**Revenue Recognition**

*Grant and contribution income*

Grants, contributions, and similar items, including capital grant funding, are recognized as revenue when all requirements imposed by the grantor or contributor, if any, have been satisfied. Grant funds received for which all requirements have not yet been met are recorded as unearned grant and other income.

*Rental income*

Rental income is recognized as earned over the term of the related lease arrangements.

**CAPITALIZE ALBANY CORPORATION**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2022 and 2021**

**NOTE 1 — ORGANIZATION AND MISSION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

**Revenue Recognition** (Continued)

*Fees, program, and other income*

Fees, program, and other income consists primarily of management fees, which are recognized as earned under a management fee arrangement with terms of generally one year.

In addition, the Corporation, under Urban Development Action Grants (UDAG) financing arrangements through the United States Department of Housing and Urban Development (HUD), has recognized grant amounts as mortgage notes receivable, with corresponding credits to deferred program support. Principal repayments on these notes are recognized as fees, program, and other income and are applied against deferred program support. The UDAG agreements provide that the program income, together with the interest earned thereon, are restricted by HUD to be used for Title I eligible activities. The deferred program support account, in the Corporation's consolidated balance sheet, is a contra account which reflects UDAG loan principal repayments scheduled to be received in future years. There were no new UDAG grants in either 2022 or 2021.

**Cash and Cash Equivalents**

Cash is comprised of various interest bearing and non-interest bearing deposits in several financial institutions. The Corporation considers all highly liquid investments with original maturities of three months or less to be cash equivalents except for cash equivalents included in the investment account, which are included in investments in the accompanying consolidated balance sheets.

**Investments**

Investments are carried at fair value on a recurring basis, based on current market prices.

**Mortgage Notes Receivable and Allowance for Losses**

As explained further in Note 5, mortgage notes receivable are carried at the principal amount outstanding, net of an allowance for estimated uncollectible amounts. The Corporation's allowance for losses is evaluated on a regular basis by management and is estimated based on delinquency rates, current economic conditions, borrowers' outstanding balances, an analysis of borrowers' financial condition, and estimated value of any underlying collateral. This evaluation is inherently subjective as it requires estimates that are susceptible to significant revision as more information becomes available. The allowance for losses is increased by provisions charged to earnings and reduced by charge-offs, net of recoveries.

Loans made by the Corporation to recipient entities are generally issued as part of larger financial packages involving additional lenders. Substantially all of the Corporation's mortgage notes receivable, which are collateralized by real property and/or equipment, are subordinated to the loans provided by these other lenders. In some cases, projected growth and overall economic conditions have substantially changed since loan origination. The Corporation attempts to work with borrowers who are experiencing financial difficulties and has entered into debt restructuring agreements with respect to certain financially troubled borrowers. These restructuring agreements often incorporate notes, for which current repayment is contingent upon favorable future events as specified in the note agreement. Such uncertainties have been considered by the Corporation in establishing the estimated allowance for possible losses.

**CAPITALIZE ALBANY CORPORATION**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2022 and 2021**

**NOTE 1 — ORGANIZATION AND MISSION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

**Mortgage Notes Receivable and Allowance for Losses** (Continued)

The Corporation places impaired loans on nonaccrual status and recognizes interest income on such loans only on a cash basis. Accrual of interest is discontinued on a loan when management believes, after considering economics, business conditions, and collection efforts that the borrower's financial condition is such that collection of interest is doubtful. Uncollectible interest previously accrued is charged off. Income is subsequently recognized only to the extent cash payments are received until, in management's judgment, the borrower's ability to make periodic interest and principal payments is back to normal, in which case the loan is returned to accrual status.

**Property Held for Investment and Lease, Net**

Property held for investment and lease is carried at the lower of cost or net realizable value and represents assets acquired to assist in the Corporation's mission of encouraging economic development and business retention within the City.

**Property and Equipment, Net**

Property and equipment is stated at cost. Depreciation of property and equipment is provided using straight-line method over the estimated useful lives of the respective assets ranging from 5 years for equipment to 40 years for buildings.

**Liberty Park Properties**

Liberty Park consists of property within the boundaries of South Pearl Street, Madison Avenue, Broadway, and Hudson Avenue in the City of Albany, referred to as Liberty Park, held by the Corporation for possible redevelopment.

The Corporation records Liberty Park assets at historical cost. Cost is considered the appropriate basis for this project because several uncertainties exist with regard to the timing and nature of redevelopment completion. Cost includes the purchase price of the property and site improvement and development costs. The costs of normal maintenance and operation of the properties that do not add to the value of the properties are not capitalized. Cost basis does not necessarily represent fair value.

See Note 8 for additional information.

**Description of Leasing Arrangements**

The Corporation, as part of its mission, has entered into arrangements leasing various parcels of real estate. The lease terms range from one to thirty years. The lease term is defined as the non-cancelable period of the lease plus any option to extend the lease when it is reasonably certain that it will be exercised. For leases with a term, including renewals, of twelve months or less, no lease assets or liabilities have been recorded in accordance with GASB Statement No. 87, *Leases*. See Note 9 for further disclosure of the lease arrangements.

**Use of Estimates**

The preparation of the consolidated financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingencies. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**CAPITALIZE ALBANY CORPORATION**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2022 and 2021**

**NOTE 1 — ORGANIZATION AND MISSION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

**Income Taxes**

The Corporation is a publicly supported organization exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. Citywide and Liberty Park Development LLC's annual tax information filings are included with the annual filings of their sole member, Capitalize Albany Corporation.

**Net Position**

In order to present consolidated financial condition and consolidated operating results of the Corporation in a manner consistent with limitations and restrictions placed upon the use of resources, the Corporation classifies net position into three categories as follows:

Net invested in capital assets – This component of net position consists of property and equipment, including property held for investment and lease, net of accumulated depreciation, and reduced by the outstanding balances of debt attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds is not included in the calculation of net invested in capital assets. Rather, when applicable, that portion of the debt is included in the same net position component as the unspent proceeds.

Restricted – This component of net position consists of constraints placed on assets use through external constraints imposed by creditors, by law or regulation, or through enabling legislation.

Unrestricted – This component of net position consists of net position that does not meet the definition of "net invested in capital assets" or "restricted."

**Reclassifications**

Certain items in the prior year financial statements have been reclassified to conform to the current year presentation.

**Change in Accounting Principle**

During the fiscal year ended December 31, 2022, the Corporation implemented GASB Statement No. 87, *Leases*. This statement changes the reporting of leases that were previously classified as operating leases, requiring the recognition of certain lease assets and liabilities along with the recognition of inflows and outflows of resources, as appropriate.

The Corporation applied the new standard retroactively to January 1, 2021, the beginning of the earliest period presented. As part of implementation, as of December 31, 2021, lease receivables of \$929,203 and deferred inflows of resources of \$1,761,662 were presented in the Statement of Net Position (including a reclassification from unearned revenue to deferred inflows of resources of \$832,459). In addition, the Corporation's fiscal year 2021 income statement has been reclassified to conform to the new standard. \$2,589 has been reclassified from rental revenue to interest revenue. There was no material impact on the Corporation's December 31, 2021 net position.

**CAPITALIZE ALBANY CORPORATION**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2022 and 2021**

**NOTE 1 — ORGANIZATION AND MISSION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

**Subsequent Events**

For purposes of preparing these financial statements, Capitalize Albany Corporation considered events through the date the financial statements were available for issuance.

**NOTE 2 — CASH AND CASH EQUIVALENTS**

The Corporation maintains its cash in bank accounts with several financial institutions.

The Corporation has not experienced any losses with respect to its cash and cash equivalents balances. Based on management's review of the strength of the financial institutions, management feels the risk of loss on its cash balances is minimal.

At December 31, 2022, the carrying amount and the bank balances of the Corporation's deposits were approximately \$1,342,000 and \$1,043,000, respectively. Of the bank balances, approximately \$25,000 was insured under FDIC coverage. The remaining approximately \$1,018,000 was fully collateralized by securities pledged by the depositories to secure these deposits. There were no uncollateralized amounts at December 31, 2022.

**NOTE 3 — RESTRICTED CASH**

Generally, restricted cash represents funds that have been placed in a segregated account that cannot be used for a purpose other than the purpose for which that account is designated. Restricted cash includes amounts restricted for the following purposes at December 31:

	<u>2022</u>	<u>2021</u>
Liberty Park	\$3,588,721	\$5,372,312
CDBG eligible activities	115,268	115,228
EC/EDZ revolving loan fund	700,854	690,379
Hudson River Way campaign	59,622	59,632
Total restricted cash and cash equivalents	<u>\$4,464,465</u>	<u>\$6,237,551</u>

At December 31, 2022, bank balances of restricted cash were approximately \$4,464,000, of which approximately \$451,000 were not insured under FDIC coverage or collateralized. The Liberty Park bank balance is fully collateralized in compliance with the Corporation's investment guidelines. Uncollateralized amounts were maintained with major financial institutions considered by management to be secure.

**CAPITALIZE ALBANY CORPORATION**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2022 and 2021**

**NOTE 4 — INVESTMENTS AND FAIR VALUE MEASUREMENTS**

Investments consist of the following at December 31:

	<b>2022</b>		<b>2021</b>	
	<b>Cost</b>	<b>Fair Value</b>	<b>Cost</b>	<b>Fair Value</b>
Fixed Income Securities	\$ 5,759,996	\$ 5,571,616	\$ 5,539,715	\$ 5,543,619
Equities and Mutual Funds	145,589	328,650	145,589	420,187
Money Market	147,727	147,727	339,220	339,220
Total	<u>\$ 6,053,312</u>	<u>\$ 6,047,993</u>	<u>\$ 6,024,524</u>	<u>\$ 6,303,026</u>

Unrealized (losses) gains of approximately \$(284,000) and \$30,000 at December 31, 2022 and 2021, respectively, are included in other interest and investment (loss) income in the consolidated statements of revenue and expenses and changes in net position.

GASBS No. 72, *Fair Value Measurement and Application*, establishes requirements on how fair value should be measured, which assets and liabilities should be measured at fair value, and what information about fair value should be disclosed in the notes to the financial statements. Recurring fair value measurements are those that Governmental Accounting Standards Board (GASB) Statements require or permit in the statement of net position at the end of each reporting period. Fair value measurements are categorized based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The following table sets forth, within the fair value hierarchy, the Corporation's assets at fair value at December 31, 2022 and 2021:

	<b>December 31, 2022</b>			
	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Total</b>
Money Market	\$ 147,727	\$ -	\$ -	\$ 147,727
Equities	328,650	-	-	328,650
Corporate Debt Securities	988,237	-	-	988,237
U.S. Treasury	4,292,201	-	-	4,292,201
Municipal Bonds	-	291,178	-	291,178
	<u>\$ 5,756,815</u>	<u>\$ 291,178</u>	<u>\$ -</u>	<u>\$ 6,047,993</u>

  

	<b>December 31, 2021</b>			
	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Total</b>
Money Market	\$ 339,220	\$ -	\$ -	\$ 339,220
Equities	420,187	-	-	420,187
Corporate Debt Securities	1,226,004	-	-	1,226,004
U.S. Treasury	3,766,712	-	-	3,766,712
Municipal Bonds	-	550,903	-	550,903
	<u>\$ 5,752,123</u>	<u>\$ 550,903</u>	<u>\$ -</u>	<u>\$ 6,303,026</u>



**CAPITALIZE ALBANY CORPORATION**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2022 and 2021**

**NOTE 5 — MORTGAGE NOTES RECEIVABLE, NET**

The Corporation's mortgage notes receivable are comprised of 20 and 22 individual accounts at December 31, 2022 and 2021, respectively, with an average outstanding principal balance approximating \$152,000 and \$156,000 at December 31, 2022 and 2021, respectively.

Repayment terms and interest rates on mortgage loans vary with each loan. Generally, interest rates range from 0% to 9% per year, with a weighted yield on all loans approximating 4.05% and 4.02% for the years ended December 31, 2022 and 2021, respectively. Current maturities range from 2023 through the year 2080.

Substantially all mortgage notes are collateralized by a subordinate interest in real property and/or equipment.

The composition of mortgage notes receivable by funding source is as follows at December 31:

	<b>2022</b>		<b>2021</b>	
	<b>Number of</b>		<b>Number of</b>	
	<b>Notes</b>	<b>Amount</b>	<b>Notes</b>	<b>Amount</b>
CDBG	1	\$ 33,735	1	\$ 33,735
UDAG	8	881,358	8	881,358
EC/EDZ	2	109,077	2	123,903
Revolving Real Estate Loan Fund	2	842,805	3	1,104,471
Other	7	1,168,175	8	1,284,861
	<u>20</u>	<u>3,035,150</u>	<u>22</u>	<u>3,428,328</u>
Less allowance for losses		(1,900,905)		(2,121,486)
Mortgage notes receivable, net		1,134,245		1,306,842
Less: current portion		254,660		51,901
Noncurrent		<u>\$ 879,585</u>		<u>\$ 1,254,941</u>

The Community Block Development Grant Program (CDBG) and UDAG notes were funded through monies received under Federal programs in prior years. The Enterprise Community/Economic Development Zone (EC/EDZ) notes were funded through grant monies received in prior years (see Note 11).

The Revolving Real Estate Loan Fund was established through an allocation of \$2 million of general funds of the Corporation for the purpose of stimulating strategic development projects. The Corporation also lends monies to individuals, businesses, and non-profit agencies for other projects in furtherance of its mission utilizing general funds of the Corporation. Both the Revolving Real Estate Loan Fund and Other notes are not restricted by any external funding sources.

The recorded investment in mortgage notes receivable that are considered to be impaired approximated \$1,946,000 and \$2,167,000 at December 31, 2022 and 2021, respectively. The allowance for losses related to impaired loans approximated \$1,901,000 and \$2,121,000 at December 31, 2022 and 2021, respectively. Interest income recognized during 2022 and 2021 on impaired mortgage notes receivable, while such mortgage notes receivable were impaired, was not material.

**CAPITALIZE ALBANY CORPORATION**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2022 and 2021**

**NOTE 6 — PROPERTY HELD FOR INVESTMENT AND LEASE, NET**

The following is a summary of changes in property held for investment and lease for the year ended December 31, 2022:

	January 1, <u>2022</u>	<u>Additions</u>	<u>Dispositions</u>	<u>Reclassification</u>	<u>Impairment</u>	December 31, <u>2022</u>
Riverfront Bar & Grill - Utilities Project	\$ 43,800	\$ -	\$ -	\$ -	\$ -	\$ 43,800
Quackenbush Square Parking Lot	146,864	-	-	-	-	146,864
Quackenbush House	204,445	-	-	-	-	204,445
Palace Properties	25,000	-	-	-	-	25,000
Corning Preserve Project	4,114,091	-	-	-	-	4,114,091
Land at 11 Clinton Avenue	225,000	8,645	-	-	-	233,645
Land at 174 North Pearl	114,915	-	-	-	-	114,915
	4,874,115	8,645	-	-	-	4,882,760
Less accumulated depreciation	3,409,627	175,000	-	-	-	3,584,627
	<u>\$ 1,464,488</u>					<u>\$ 1,298,133</u>

The following is a summary of changes in property held for investment and lease for the year ended December 31, 2021:

	January 1, <u>2021</u>	<u>Additions</u>	<u>Dispositions</u>	<u>Reclassification</u>	<u>Impairment</u>	December 31, <u>2021</u>
Riverfront Bar & Grill - Utilities Project	\$ 43,800	\$ -	\$ -	\$ -	\$ -	\$ 43,800
Quackenbush Square Parking Lot	146,864	-	-	-	-	146,864
Quackenbush House	204,445	-	-	-	-	204,445
Palace Properties	25,000	-	-	-	-	25,000
Corning Preserve Project	4,114,091	-	-	-	-	4,114,091
Land at 11 Clinton Avenue	225,000	-	-	-	-	225,000
Land at 174 North Pearl	114,915	-	-	-	-	114,915
	4,874,115	-	-	-	-	4,874,115
Less accumulated depreciation	3,234,648	174,979	-	-	-	3,409,627
	<u>\$ 1,639,467</u>					<u>\$ 1,464,488</u>

***Corning Preserve Project***

The Corporation, in 2002, functioned as the conduit agency with several related parties related to a project to construct various improvements to a portion of the Corning Preserve Park (Corning Preserve Project). The Corporation entered into an interim use and ground lease agreement with the City providing for a ground lease of the property owned by the City, underlying the Corning Preserve Project. The interim use and ground lease agreement has a thirty-five year term and provides for a nominal rent payment. At the end of the lease term the Corning Preserve Project reverts to the City.

The Corporation entered into a lease agreement with the City of Albany Industrial Development Agency (CAIDA) to sublease the property to the CAIDA. The sublease expires at the earlier of a date requested by the Corporation or the completion date of the Corning Preserve Project. The lease agreement provides for a nominal payment. The Corporation also entered into an installment sale agreement with the CAIDA pursuant to which the Corporation is obligated, among other things, to complete the Corning Preserve Project as the agent of the CAIDA and the CAIDA sells the Corning Preserve Project to the Corporation on an installment basis. The Corporation's payments under the installment sale agreement are equivalent to the debt service requirements on the \$4,390,000 in 2002 Civic Facility Revenue Bonds issued by the CAIDA to fund the Corning Preserve Project, which is accounted for as bonds payable (see Note 10).

**CAPITALIZE ALBANY CORPORATION**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2022 and 2021**

**NOTE 6 — PROPERTY HELD FOR INVESTMENT AND LEASE, NET** (Continued)

*Corning Preserve Project (Continued)*

The Corporation entered into a shared use and sublease agreement with the Albany Port District Commission (the "Port"). Under the shared use and sublease agreement the Port is obligated to perform on behalf of the Corporation, the Corporation's obligations under the interim use and ground lease agreement and the installment sale agreement. Also under the shared use and sublease agreement, which is accounted for as a lease under GASB Statement No. 87, *Leases*, the Port is obligated to fund the Corporation's obligations relating to the Corning Preserve Project, including funding payments sufficient to cover all related bond debt service and certain other expenses (see Note 9).

**NOTE 7 — PROPERTY AND EQUIPMENT, NET**

The following is a summary of changes in property and equipment for the year ended December 31, 2022:

	<b>January 1, 2022</b>	<b>Additions</b>	<b>Dispositions</b>	<b>December 31, 2022</b>
Land	\$ 49,300	\$ -	\$ -	\$ 49,300
Building and improvements	485,035	-	-	485,035
Furniture and equipment	191,564	11,976	-	203,540
Total	725,899	11,976	-	737,875
Less accumulated depreciation	401,392	17,329	-	418,721
	<u>\$324,507</u>	<u>\$ (5,353)</u>	<u>\$ -</u>	<u>\$ 319,154</u>

The following is a summary of changes in property and equipment for the year ended December 31, 2021:

	<b>January 1, 2021</b>	<b>Additions</b>	<b>Dispositions</b>	<b>December 31, 2021</b>
Land	\$ 49,300	\$ -	\$ -	\$ 49,300
Building and improvements	485,035	-	-	485,035
Furniture and equipment	191,564	-	-	191,564
Total	725,899	-	-	725,899
Less accumulated depreciation	383,118	18,274	-	401,392
	<u>\$342,781</u>	<u>\$ (18,274)</u>	<u>\$ -</u>	<u>\$ 324,507</u>

Depreciation expense, including depreciation expense on property held for investment and lease, was approximately \$192,000 and \$193,000 for the years ended December 31, 2022 and 2021, respectively.

**NOTE 8 — LIBERTY PARK PROPERTIES**

Liberty Park consists of property within the boundaries of South Pearl Street, Madison Avenue, Broadway, and Hudson Avenue in the City of Albany, referred to as Liberty Park, held by the Corporation for possible redevelopment.

**CAPITALIZE ALBANY CORPORATION**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2022 and 2021**

**NOTE 8 — LIBERTY PARK PROPERTIES (Continued)**

The Corporation records Liberty Park assets at historical cost. Cost is considered the appropriate basis for this project because several uncertainties exist with regard to the timing and nature of redevelopment completion. Cost includes the purchase price of the property and site improvement and development costs. The costs of normal maintenance and operation of the properties that do not add to the value of the properties are not capitalized. Cost basis does not necessarily represent fair value.

In December 2017, the Corporation entered into a Purchase and Sale Agreement with the Albany Convention Center Authority (ACCA) for the transfer of property interests in the roughly five acre ACCA surplus property surrounding Liberty Park in downtown Albany (Liberty Park) for a nominal purchase price of \$1. The Corporation and the ACCA closed on this transfer effective December 2019. As part of the agreement, the Corporation assumed certain ground lease obligations.

In 2019, the Corporation was awarded up to \$15 million in Upstate Revitalization Initiative funds for the redevelopment of Liberty Park. Empire State Development (ESD) approved an initial investment of \$10.1 million for the acquisition of property rights (fee and/or leasehold interests as needed), emergency demolition, property maintenance, operation and stabilization, and administration, planning and design, which was transferred to a restricted cash account held by the Corporation. Drawdowns of grant funds from the restricted account must be approved by ESD.

The Corporation utilized a portion of the grant funds to purchase portions of the Liberty Park site, with certain existing leases that have since been terminated, for approximately \$3,300,000 in November 2019, which is included in the Liberty Park properties asset in the accompanying consolidated statements of net position.

Effective October 24, 2022, and pursuant to an Order of the Supreme Court dated October 21, 2022, the City of Albany Industrial Development Agency (CAIDA) was vested with title to various parcels of land related to the Liberty park site that the Corporation previously held under ground lease agreements (the "Liberty Park Land Parcels") pursuant to the provisions of the Eminent Domain Procedure Law of the State of New York (the "EDPL"). Pursuant to Section 302 of the EDPL, the CAIDA arranged for the preparation of a commercial appraisal of the Land and such appraisal estimated the fair market value of the Liberty Park Land Parcels to be equal to \$2,650,000. In connection with the vesting of such title, the CAIDA deposited an amount equal to \$2,650,000 with the office of the Albany County Clerk as an advance payment (the "Advance Payment") for the acquisition of the Liberty Park Land Parcels pursuant to a Notice of Deposit with Court dated September 30, 2022. The actual amount to be paid by the CAIDA for the acquisition of the Liberty Park Land Parcels is subject to a determination by the Supreme Court pursuant to a proceeding under the EDPL. The Corporation and the CAIDA have entered into a Funding Agreement dated as of November 11, 2020 whereby the Corporation has agreed to pay the purchase price for the Liberty Park Land Parcels. The CAIDA has authorized the conveyance of the Liberty Park Land Parcels to Liberty Square Development, LLC, a subsidiary of the Corporation, for the purpose of holding title to the Liberty Park Land Parcels. The CAIDA expects to complete the conveyance of the Liberty Park Land Parcels following the satisfaction of the 90-day public agency notice period required under Section 2897 of the Public Authorities Law. The Corporation utilized grant funds to provide the CAIDA with the \$2,650,000 advance payment in July 2022, which is included in the Liberty Park properties asset in the accompanying consolidated statements of net position due to the intention of conveyance of the properties from the CAIDA to the Corporation after the 90-day public agency notice period. All previous ground leases related to these properties have since been terminated.

**CAPITALIZE ALBANY CORPORATION**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2022 and 2021**

**NOTE 8 — LIBERTY PARK PROPERTIES (Continued)**

Significant assets, liabilities, revenues, and expenses associated with the Liberty Park properties as of and for the years ended December 31, 2022 and 2021 are summarized below and included in the referenced category (financial statement line item) in the consolidated financial statements:

	<b>2022</b>	<b>2021</b>
<b>Assets</b>		
Restricted cash	<u>\$3,588,721</u>	<u>\$ 5,372,312</u>
Liberty Park properties	<u>\$6,829,131</u>	<u>\$ 4,115,439</u>
<b>Liabilities</b>		
Unearned program support and revolving loan fund liability	<u>\$2,164,992</u>	<u>\$ 5,204,260</u>
<b>Rental income</b>	<u>\$ 117,863</u>	<u>\$ 48,194</u>
<b>Capital grant funding</b>	<u>\$3,039,268</u>	<u>\$ 486,472</u>
<b>Program and project costs</b>	<u>\$ 389,437</u>	<u>\$ 468,207</u>

**NOTE 9 — LEASES**

The Corporation is lessor in multiple property lease arrangements. The Corporation leases out the Quackenbush Square Parking Lot, Quackenbush House and the Corning Preserve Project which are classified as property held for investment and lease (see Note 6), to help accomplish its economic development goals. The Corporation also leases out office space within one of their buildings.

The Corporation leases the Corning Preserve Project to the Albany Port District Commission (the "Port") under a shared use and lease agreement (see Note 6). The shared use and sublease agreement has a thirty year term expiring in 2032. Under the shared use and lease agreement the Port is obligated to make lease payments sufficient to cover all related bond debt service and certain other expenses. The annual rent payments due from the Port will change on a year to year basis as a result of the variable interest rate associated with the bonds, the amortization schedule of the bonds and bond prepayments. The Corporation is recognizing the base rental income on a straight-line basis over the life of the lease based on the lease factors at inception of the lease. For each of the years ended December 31, 2022 and 2021, rental income approximated \$151,000. Increases or decreases to the base rental income result from changes in lease factors occurring subsequent to the inception of the lease and are recognized as contingent rentals in the period that the changes take place.

Original terms of the space and building leases range from three to fifteen years. Certain agreements provide for periodic adjustments to base rents based upon changes in the CPI. These variable revenues are recognized as period costs in the year incurred.

The Corporation reported lease receivables of \$648,109 and \$929,203 at December 31, 2022 and 2021, respectively, on their non-cancelable leases that have initial lease terms in excess of one year or remaining lease terms in excess of one year from January 1, 2021, the initial application date of GASB Statement No. 87, *Leases*. The interest rates used in the Corporation's calculations of the present value of the lease receivables ranged from 0.23% to 0.63%.

**CAPITALIZE ALBANY CORPORATION**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2022 and 2021**

**NOTE 9 — LEASES (Continued)**

The following is a schedule by year of the future minimum receipts to be recognized on these leases:

	<u>Principal</u>	<u>Interest</u>	<u>Total Receipts</u>
2023	\$299,432	\$1,573	\$301,005
2024	297,118	855	297,973
2025	44,149	113	44,262
2026	<u>7,410</u>	<u>3</u>	<u>7,413</u>
	<u>\$648,109</u>	<u>\$2,544</u>	<u>\$650,653</u>

Deferred inflows of resources of \$1,548,404 and \$1,761,662 are reported in the Statement of Net Position at December 31, 2022 and 2021, respectively, related to these leases. The deferred inflows of resources will be recognized as lease revenue over the term of the lease on a straight-line basis.

The following is a schedule of revenues recognized for the years ended December 31, 2022 and 2021 related to the above leases:

	<u>2022</u>	<u>2021</u>
<b>Lease-related Revenue</b>		
Lease Revenue		
Building	\$ 41,456	\$ 41,456
Land	151,123	151,123
Office Space	<u>19,238</u>	<u>19,238</u>
Total Lease Revenue	211,817	211,817
Interest Revenue	1,906	2,589
Variable and Other Revenue	<u>8,037</u>	<u>-</u>
<b>Total</b>	<u>\$221,760</u>	<u>\$214,406</u>

At December 31, 2022, \$800 of interest earned and not yet received related to these leases was reported within accrued interest receivable.

**NOTE 10 — BONDS PAYABLE**

The following is a summary of changes in bonds payable for the year ended December 31, 2022:

	<u>January 1, 2022</u>	<u>Increases</u>	<u>Decreases</u>	<u>December 31, 2022</u>
Bonds Payable:				
CAIDA Corning Preserve Project (A)	\$ 720,000	\$ -	\$ (225,000)	\$ 495,000
Less current maturities	<u>225,000</u>			<u>240,000</u>
	<u>\$ 495,000</u>			<u>\$ 255,000</u>

**CAPITALIZE ALBANY CORPORATION**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2022 and 2021**

**NOTE 10 — BONDS PAYABLE** (Continued)

The following is a summary of changes in bonds payable for the year ended December 31, 2021:

	<u>January 1, 2021</u>	<u>Increases</u>	<u>Decreases</u>	<u>December 31, 2021</u>
Bonds Payable:				
CAIDA Corning Preserve Project (A)	\$ 940,000	\$ -	\$ (220,000)	\$ 720,000
Less current maturities	<u>220,000</u>			<u>225,000</u>
	<u>\$ 720,000</u>			<u>\$ 495,000</u>

- (A) The Corporation functioned as the conduit agency in connection with a 2002 Civic Facility Revenue bond issue of the CAIDA in the amount of \$4,390,000. The proceeds were utilized to fund a project that includes the construction of various improvements to the Corning Preserve Park. The obligation requires monthly payment of interest and the interest rate is adjusted weekly. The bonds mature in May 2027. The bonds are secured by a letter of credit issued by Key Bank. The letter of credit requires principal payments on the outstanding bonds, annually on May 1, in prescribed amounts currently ranging from \$240,000 in 2023 to \$255,000 in 2024, thus providing for the full amortization of the bonds by the 2027 maturity date. The letter of credit also requires principal payments on the outstanding bonds if certain grant proceeds related to the Corning Preserve Project are received. The interest rate at December 31, 2022 was 2.06% (0.14% at December 31, 2021). The Corning Preserve Project is leased to the Port under a related agreement (see Note 9).

At December 31, 2022, principal and interest requirements to maturity are as follows:

	<u>Principal</u>	<u>Interest</u>
2023	\$ 240,000	\$ 5,552
2024	255,000	6,900
2025	<u>-</u>	<u>1,751</u>
	<u>\$ 495,000</u>	<u>\$ 14,203</u>

**NOTE 11 — REVOLVING LOAN FUND LIABILITY**

In June 1999, the Corporation was awarded a grant of \$643,291 to establish and operate a revolving loan fund to benefit prospective or existing Enterprise Community and/or Economic Development Zone (EC/EDZ) businesses. Generally, repayments on loans originated are to be recycled back into the loan fund to provide additional loans. However, with approval from the Empire State Development Corporation ("ESDC"), interest generated from the loans can be recorded as revenue to the extent that it offsets administrative expenses related to operating the loan fund. Approximately \$0 and \$4,000 of such revenue was recognized for the years ended December 31, 2022 and 2021, respectively.

**NOTE 12 — EMPLOYEE BENEFIT PLANS**

**Retirement Plan**

Effective January 1, 2020, the Corporation replaced the existing SEP-IRA plan with a company-sponsored 401(k) plan. The Corporation elected to continue to contribute 11% of eligible employee compensation to the 401(k) plan.

**CAPITALIZE ALBANY CORPORATION**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2022 and 2021**

**NOTE 12 — EMPLOYEE BENEFIT PLANS (Continued)**

**Retirement Plan (Continued)**

During 2022 and 2021, nine and twelve employees were covered by the plans, and total contribution expenses incurred were approximately \$90,000 and \$93,000, respectively.

**Post Employment Benefit**

The Corporation does not offer post employment benefits to its employees.

**NOTE 13 — PAYCHECK PROTECTION PROGRAM LOAN**

In May 2020, the Corporation received loan proceeds of \$129,100 under the Small Business Administration's ("SBA") Paycheck Protection Program ("PPP") established as part of the Coronavirus Aid, Relief and Economic Security Act ("CARES Act"). Generally, the PPP loan and related accrued interest are forgivable, as long as the borrower uses the loan proceeds for eligible purposes, including payroll, benefits, rent and utilities, and maintains certain payroll levels.

In accordance with GASB 70, *Accounting and Financial Reporting for Nonexchange Financial Guarantees*, the PPP loan is required to be reported as a liability until the entity is legally released from the debt. The Corporation applied for and was notified that the full \$129,100 in eligible expenditures for payroll and other expenses described in the CARES Act was forgiven effective January 5, 2021. The forgiveness was recognized in the 2021 consolidated statement of revenues and expenses and changes in net position.

The Corporation must maintain all records relating to the PPP loan for six years from the date the loan is forgiven.

**NOTE 14 — COMMITMENTS AND CONTINGENCIES**

**Professional Services Agreement**

During 2015, the Corporation entered into a professional services agreement with the City of Albany with a five-year term with renewals. The agreement was amended and restated in October 2021. Under this agreement the City of Albany provides economic development, planning, and community development consultancy services in furtherance of the Corporation's mission. The Corporation's fee to the City of Albany under this agreement totaled approximately \$53,000 for 2021 and \$0 for the year ending on December 31, 2022.

**COVID-19**

In September 2022, the State of New York ended its coronavirus disease (COVID-19) State of Emergency which had been in place since March 2020. Management's determination is that currently, there has been minimal financial effect on the Corporation. Management continues to closely monitor financial results, including areas with a greater risk of potential adverse impact, including repayments of mortgage notes receivable and any significant decline in investment values.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors  
Capitalize Albany Corporation

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the consolidated financial statements of Capitalize Albany Corporation, which comprise the consolidated statement of net position as of December 31, 2022, and the related consolidated statements of revenues, expenses and changes in net position, and cash flows for the year then ended, and the related notes to the consolidated financial statements, and have issued our report thereon dated \_\_\_\_\_, 2023.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the consolidated financial statements, we considered Capitalize Albany Corporation's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of Capitalize Albany Corporation's internal control. Accordingly, we do not express an opinion on the effectiveness of Capitalize Albany Corporation's internal control.

A *deficiency* in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Capitalize Albany Corporation's consolidated financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, including Investment Guidelines for Public Authorities and Capitalize Albany Corporation's investment guidelines, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Albany, New York  
\_\_\_\_\_, 2023

Annual Report for Capitalize Albany Corporation

Fiscal Year Ending: 12/31/2022

 Run Date: 03/10/2023  
 Status: UNSUBMITTED  
 Certified Date: N/A

**Governance Information (Authority-Related)**

Question		Response	URL (if Applicable)
1.	Has the Authority prepared its annual report on operations and accomplishments for the reporting period as required by section 2800 of PAL?	Yes	www.capitalizealbany.com
2.	As required by section 2800(9) of PAL, did the Authority prepare an assessment of the effectiveness of its internal controls?	Yes	www.capitalizealbany.com
3.	Has the lead audit partner for the independent audit firm changed in the last five years in accordance with section 2802(4) of PAL?	Yes	N/A
4.	Does the independent auditor provide non-audit services to the Authority?	No	N/A
5.	Does the Authority have an organization chart?	Yes	www.capitalizealbany.com
6.	Are any Authority staff also employed by another government agency?	No	
7.	Has the Authority posted their mission statement to their website?	Yes	www.capitalizealbany.com
8.	Has the Authority's mission statement been revised and adopted during the reporting period?	No	N/A
9.	Attach the Authority's measurement report, as required by section 2824-a of PAL and provide the URL.		www.capitalizealbany.com

Annual Report for Capitalize Albany Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/10/2023

Status: UNSUBMITTED

Certified Date: N/A

**Governance Information (Board-Related)**

Question	Response	URL (If Applicable)
1. Has the Board established a Governance Committee in accordance with Section 2824(7) of PAL?	Yes	N/A
2. Has the Board established an Audit Committee in accordance with Section 2824(4) of PAL?	Yes	N/A
3. Has the Board established a Finance Committee in accordance with Section 2824(8) of PAL?	Yes	N/A
4. Provide a URL link where a list of Board committees can be found (including the name of the committee and the date established):		www.capitalizealbany.com
5. Does the majority of the Board meet the independence requirements of Section 2825(2) of PAL?	Yes	N/A
6. Provide a URL link to the minutes of the Board and committee meetings held during the covered fiscal year		www.capitalizealbany.com
7. Has the Board adopted bylaws and made them available to Board members and staff?	Yes	www.capitalizealbany.com
8. Has the Board adopted a code of ethics for Board members and staff?	Yes	www.capitalizealbany.com
9. Does the Board review and monitor the Authority's implementation of financial and management controls?	Yes	N/A
10. Does the Board execute direct oversight of the CEO and management in accordance with Section 2824(1) of PAL?	Yes	N/A
11. Has the Board adopted policies for the following in accordance with Section 2824(1) of PAL?		
Salary and Compensation	Yes	N/A
Time and Attendance	Yes	N/A
Whistleblower Protection	Yes	N/A
Defense and Indemnification of Board Members	Yes	N/A
12. Has the Board adopted a policy prohibiting the extension of credit to Board members and staff in accordance with Section 2824(5) of PAL?	Yes	N/A
13. Are the Authority's Board members, officers, and staff required to submit financial disclosure forms in accordance with Section 2825(3) of PAL?	Yes	N/A
14. Was a performance evaluation of the board completed?	Yes	N/A
15. Was compensation paid by the Authority made in accordance with employee or union contracts?	No	N/A
16. Has the board adopted a conditional/additional compensation policy governing all employees?	No	

Annual Report for Capitalize Albany Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/10/2023

Status: UNSUBMITTED

Certified Date: N/A

**Board of Directors Listing**

<b>Name</b>	Adams, Kaweeda	<b>Nominated By</b>	Other
<b>Chair of the Board</b>	No	<b>Appointed By</b>	Other
<b>If yes, Chair Designated by</b>		<b>Confirmed by Senate?</b>	N/A
<b>Term Start Date</b>	12/14/2021	<b>Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?</b>	Yes
<b>Term Expiration Date</b>	12/31/2024	<b>Complied with Training Requirement of Section 2824?</b>	Yes
<b>Title</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?</b>	No
<b>Has the Board Member Appointed a Designee?</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?</b>	Yes
<b>Designee Name</b>		<b>Ex-Officio</b>	

<b>Name</b>	Briccetti, Heather	<b>Nominated By</b>	Other
<b>Chair of the Board</b>	No	<b>Appointed By</b>	Other
<b>If yes, Chair Designated by</b>		<b>Confirmed by Senate?</b>	N/A
<b>Term Start Date</b>	12/14/2021	<b>Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?</b>	Yes
<b>Term Expiration Date</b>	12/31/2024	<b>Complied with Training Requirement of Section 2824?</b>	Yes
<b>Title</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?</b>	No
<b>Has the Board Member Appointed a Designee?</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?</b>	No
<b>Designee Name</b>		<b>Ex-Officio</b>	

Annual Report for Capitalize Albany Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/10/2023

Status: UNSUBMITTED

Certified Date: N/A

<b>Name</b>	Castellana, Michael	<b>Nominated By</b>	Other
<b>Chair of the Board</b>	Yes	<b>Appointed By</b>	Other
<b>If yes, Chair Designated by</b>	Elected by Board	<b>Confirmed by Senate?</b>	N/A
<b>Term Start Date</b>	12/14/2021	<b>Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?</b>	Yes
<b>Term Expiration Date</b>	12/31/2024	<b>Complied with Training Requirement of Section 2824?</b>	Yes
<b>Title</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?</b>	No
<b>Has the Board Member Appointed a Designee?</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?</b>	No
<b>Designee Name</b>		<b>Ex-Officio</b>	

<b>Name</b>	Fancher, Michael	<b>Nominated By</b>	Other
<b>Chair of the Board</b>	No	<b>Appointed By</b>	Other
<b>If yes, Chair Designated by</b>		<b>Confirmed by Senate?</b>	N/A
<b>Term Start Date</b>	12/15/2020	<b>Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?</b>	Yes
<b>Term Expiration Date</b>	12/31/2023	<b>Complied with Training Requirement of Section 2824?</b>	Yes
<b>Title</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?</b>	No
<b>Has the Board Member Appointed a Designee?</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?</b>	No
<b>Designee Name</b>		<b>Ex-Officio</b>	

Annual Report for Capitalize Albany Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/10/2023

Status: UNSUBMITTED

Certified Date: N/A

<b>Name</b>	Gaddy, Anthony	<b>Nominated By</b>	Other
<b>Chair of the Board</b>	No	<b>Appointed By</b>	Other
<b>If yes, Chair Designated by</b>		<b>Confirmed by Senate?</b>	N/A
<b>Term Start Date</b>	12/14/2021	<b>Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?</b>	Yes
<b>Term Expiration Date</b>	12/31/2024	<b>Complied with Training Requirement of Section 2824?</b>	Yes
<b>Title</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?</b>	No
<b>Has the Board Member Appointed a Designee?</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?</b>	No
<b>Designee Name</b>		<b>Ex-Officio</b>	

<b>Name</b>	Harris, John	<b>Nominated By</b>	Other
<b>Chair of the Board</b>	No	<b>Appointed By</b>	Other
<b>If yes, Chair Designated by</b>		<b>Confirmed by Senate?</b>	N/A
<b>Term Start Date</b>	12/13/2022	<b>Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?</b>	Yes
<b>Term Expiration Date</b>	12/31/2025	<b>Complied with Training Requirement of Section 2824?</b>	Yes
<b>Title</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?</b>	No
<b>Has the Board Member Appointed a Designee?</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?</b>	No
<b>Designee Name</b>		<b>Ex-Officio</b>	

Annual Report for Capitalize Albany Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/10/2023

Status: UNSUBMITTED

Certified Date: N/A

<b>Name</b>	Parente, David	<b>Nominated By</b>	Other
<b>Chair of the Board</b>	No	<b>Appointed By</b>	Other
<b>If yes, Chair Designated by</b>		<b>Confirmed by Senate?</b>	N/A
<b>Term Start Date</b>	12/14/2021	<b>Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?</b>	Yes
<b>Term Expiration Date</b>	12/31/2024	<b>Complied with Training Requirement of Section 2824?</b>	Yes
<b>Title</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?</b>	No
<b>Has the Board Member Appointed a Designee?</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?</b>	No
<b>Designee Name</b>		<b>Ex-Officio</b>	

<b>Name</b>	Peter, Matthew	<b>Nominated By</b>	Other
<b>Chair of the Board</b>	No	<b>Appointed By</b>	Other
<b>If yes, Chair Designated by</b>		<b>Confirmed by Senate?</b>	N/A
<b>Term Start Date</b>	12/20/2022	<b>Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?</b>	Yes
<b>Term Expiration Date</b>	12/31/2025	<b>Complied with Training Requirement of Section 2824?</b>	Yes
<b>Title</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?</b>	No
<b>Has the Board Member Appointed a Designee?</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?</b>	Yes
<b>Designee Name</b>		<b>Ex-Officio</b>	



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<b>Name</b>	Rodriguez, Havidan	<b>Nominated By</b>	Other
<b>Chair of the Board</b>	No	<b>Appointed By</b>	Other
<b>If yes, Chair Designated by</b>		<b>Confirmed by Senate?</b>	N/A
<b>Term Start Date</b>	12/13/2022	<b>Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?</b>	Yes
<b>Term Expiration Date</b>	12/31/2025	<b>Complied with Training Requirement of Section 2824?</b>	No
<b>Title</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?</b>	Yes
<b>Has the Board Member Appointed a Designee?</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?</b>	No
<b>Designee Name</b>		<b>Ex-Officio</b>	

<b>Name</b>	Tomson, Anders	<b>Nominated By</b>	Other
<b>Chair of the Board</b>	No	<b>Appointed By</b>	Other
<b>If yes, Chair Designated by</b>		<b>Confirmed by Senate?</b>	N/A
<b>Term Start Date</b>	12/15/2020	<b>Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?</b>	Yes
<b>Term Expiration Date</b>	12/31/2023	<b>Complied with Training Requirement of Section 2824?</b>	Yes
<b>Title</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?</b>	No
<b>Has the Board Member Appointed a Designee?</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?</b>	No
<b>Designee Name</b>		<b>Ex-Officio</b>	

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<b>Name</b>	Torrejón, Karen	<b>Nominated By</b>	Other
<b>Chair of the Board</b>	No	<b>Appointed By</b>	Other
<b>If yes, Chair Designated by</b>		<b>Confirmed by Senate?</b>	N/A
<b>Term Start Date</b>	12/15/2020	<b>Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?</b>	Yes
<b>Term Expiration Date</b>	12/31/2023	<b>Complied with Training Requirement of Section 2824?</b>	Yes
<b>Title</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?</b>	No
<b>Has the Board Member Appointed a Designee?</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?</b>	No
<b>Designee Name</b>		<b>Ex-Officio</b>	

<b>Name</b>	Vero, John	<b>Nominated By</b>	Other
<b>Chair of the Board</b>	No	<b>Appointed By</b>	Other
<b>If yes, Chair Designated by</b>		<b>Confirmed by Senate?</b>	N/A
<b>Term Start Date</b>	12/13/2022	<b>Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?</b>	Yes
<b>Term Expiration Date</b>	12/31/2025	<b>Complied with Training Requirement of Section 2824?</b>	Yes
<b>Title</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?</b>	No
<b>Has the Board Member Appointed a Designee?</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?</b>	No
<b>Designee Name</b>		<b>Ex-Officio</b>	

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<b>Name</b>	del Peral, Sonya	<b>Nominated By</b>	Other
<b>Chair of the Board</b>	No	<b>Appointed By</b>	Other
<b>If yes, Chair Designated by</b>		<b>Confirmed by Senate?</b>	N/A
<b>Term Start Date</b>	12/14/2021	<b>Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?</b>	Yes
<b>Term Expiration Date</b>	12/31/2024	<b>Complied with Training Requirement of Section 2824?</b>	Yes
<b>Title</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?</b>	No
<b>Has the Board Member Appointed a Designee?</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?</b>	No
<b>Designee Name</b>		<b>Ex-Officio</b>	

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**Staff Listing**

Name	Title	Group	Department/ Subsidiary	Union Name	Bargaining Unit	Full Time/ Part Time	Exempt	Base Annualized Salary	Actual salary paid to the Individual	Overtime paid by Authority	Performance Bonus	Extra Pay	Other Compensati on/Allowanc es/Adjustme nts	Total Compensati on paid by Authority	Individual also paid by another entity to perform the work of the Authority	If yes, Is the payment made by a State or local governme nt
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**Benefit Information**

During the fiscal year, did the Authority continue to pay for any of the above mentioned benefits for former staff or individuals affiliated With the Authority after those individuals left the Authority?

No

**Board Members**

Name	Title	Severance Package	Payment for Unused Leave	Club Member-ships	Use of Corporate Credit Cards	Personal Loans	Auto	Transportation	Housing Allowance	Spousal / Dependent Life Insurance	Tuition Assistance	Multi-Year Employment	None of these Benefits	Other
Adams, Kaweeda	Board of Directors												X	
Briccetti, Heather	Board of Directors												X	
Castellana, Michael	Board of Directors												X	
Fancher, Michael	Board of Directors												X	
Gaddy, Anthony	Board of Directors												X	
Harris, John	Board of Directors												X	
Parente, David	Board of Directors												X	
Peter, Matthew	Board of Directors												X	
Rodriguez, Havidan	Board of Directors												X	
Tomson, Anders	Board of Directors												X	
Torrejon, Karen	Board of Directors												X	
Vero, John	Board of Directors												X	
del Peral, Sonya	Board of Directors												X	

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**Staff**

Name	Title	Severance Package	Payment for Unused Leave	Club Member- ships	Use of Corporate Credit Cards	Personal Loans	Auto	Transportation	Housing Allowance	Spousal / Dependent Life Insurance	Tuition Assistance	Multi-Year Employment	None of these Benefits	Other
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**Subsidiary/Component Unit Verification**

Is the list of subsidiaries, as assembled by the Office of the State Comptroller, correct?	No
Are there other subsidiaries or component units of the Authority that are active, not included in the PARIS reports submitted by this Authority and not independently filing reports in PARIS?	Yes

Name of Subsidiary/Component Unit	Status
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**Request Subsidiary/Component Unit Change**

Name of Subsidiary/Component Unit	Status	Requested Changes
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**Request Add Subsidiaries/Component Units**

Name of Subsidiary/Component Unit	Establishment Date	Purpose of Subsidiary/Component Unit
Citywide Property Holdings, LLC	4/28/2008	Assist the Corporation in the furtherance of its mission and to enhance project development.
Liberty Square Development LLC	1/5/2018	Assist the Corporation in the furtherance of its mission and to enhance project development.

**Request Delete Subsidiaries/Component Units**

Name of Subsidiary/Component Unit	Termination Date	Reason for Termination	Proof of Termination Document Name
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**Summary Financial Information**
**SUMMARY STATEMENT OF NET ASSETS**

			Amount
<b>Assets</b>			
<b>Current Assets</b>			
	Cash and cash equivalents		\$1,342,410.00
	Investments		\$6,047,993.00
	Receivables, net		\$904,543.00
	Other assets		\$26,903.00
	Total current assets		\$8,321,849.00
<b>Noncurrent Assets</b>			
	Restricted cash and investments		\$4,464,465.00
	Long-term receivables, net		\$1,319,399.00
	Other assets		\$38,283.00
	<b>Capital Assets</b>		
		Land and other nondepreciable property	\$7,451,088.00
		Buildings and equipment	\$4,854,085.00
		Infrastructure	\$144,591.00
		Accumulated depreciation	\$4,003,346.00
		Net Capital Assets	\$8,446,418.00
	Total noncurrent assets		\$14,268,565.00
<b>Total assets</b>			\$22,590,414.00
<b>Liabilities</b>			
<b>Current Liabilities</b>			
	Accounts payable		\$63,452.00
	Pension contribution payable		\$0.00
	Other post-employment benefits		\$0.00
	Accrued liabilities		\$0.00
	Deferred revenues		\$2,517,640.00
	Bonds and notes payable		\$240,000.00
	Other long-term obligations due within one year		\$59,521.00
	Total current liabilities		\$2,880,613.00
<b>Noncurrent Liabilities</b>			



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	Pension contribution payable		\$0.00
	Other post-employment benefits		\$0.00
	Bonds and notes payable		\$255,000.00
	Long term leases		\$0.00
	Other long-term obligations		\$2,266,591.00
	Total noncurrent liabilities		\$2,521,591.00
<b>Total liabilities</b>			\$5,402,204.00
<b>Net Asset (Deficit)</b>			
<b>Net Assets</b>			
	Invested in capital assets, net of related debt		\$7,951,418.00
	Restricted		\$115,107.00
	Unrestricted		\$9,121,685.00
	Total net assets		\$17,188,210.00

**SUMMARY STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET ASSETS**

			Amount
<b>Operating Revenues</b>			
	Charges for services		\$614,091.00
	Rental and financing income		\$396,086.00
	Other operating revenues		\$38,850.00
	Total operating revenue		\$1,049,027.00
<b>Operating Expenses</b>			
	Salaries and wages		\$850,883.00
	Other employee benefits		\$269,356.00
	Professional services contracts		\$400,727.00
	Supplies and materials		\$5,207.00
	Depreciation and amortization		\$192,329.00
	Other operating expenses		(\$53,260.00)
	Total operating expenses		\$1,665,242.00
<b>Operating income (loss)</b>			(\$616,215.00)
<b>Nonoperating Revenues</b>			
	Investment earnings		(\$229,518.00)
	State subsidies/grants		\$3,142,556.00
	Federal subsidies/grants		\$0.00
	Municipal subsidies/grants		\$0.00
	Public authority subsidies		\$465,843.00

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	Other nonoperating revenues		\$197,839.00
	Total nonoperating revenue		\$3,576,720.00
<b>Nonoperating Expenses</b>			
	Interest and other financing charges		\$5,552.00
	Subsidies to other public authorities		\$0.00
	Grants and donations		\$103,781.00
	Other nonoperating expenses		\$492,022.00
	Total nonoperating expenses		\$601,355.00
	Income (loss) before contributions		\$2,359,150.00
<b>Capital contributions</b>			\$0.00
<b>Change in net assets</b>			\$2,359,150.00
<b>Net assets (deficit) beginning of year</b>			\$14,829,060.00
<b>Other net assets changes</b>			\$0.00
<b>Net assets (deficit) at end of year</b>			\$17,188,210.00

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**Current Debt**

Question		Response
1.	Did the Authority have any outstanding debt, including conduit debt, at any point during the reporting period?	Yes
2.	If yes, has the Authority issued any debt during the reporting period?	No

**New Debt Issuances**

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**Schedule of Authority Debt**

Type of Debt			Statutory Authorization(\$)	Outstanding Start of Fiscal Year(\$)	New Debt Issuances(\$)	Debt Retired (\$)	Outstanding End of Fiscal Year(\$)
State Obligation	State Guaranteed						
State Obligation	State Supported						
State Obligation	State Contingent Obligation						
State Obligation	State Moral Obligation						
Other State-Funded	Other State-Funded						
Authority Debt - General Obligation	Authority Debt - General Obligation						
Authority Debt - Revenue	Authority Debt - Revenue		0.00	720,000.00	0.00	225,000.00	495,000.00
Authority Debt - Other	Authority Debt - Other						
Conduit		Conduit Debt					
Conduit		Conduit Debt - Pilot Increment Financing					
<b>TOTALS</b>			0.00	720,000.00	0.00	225,000.00	495,000.00

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**Real Property Acquisition/Disposal List**

This Authority has indicated that it had no real property acquisitions or disposals during the reporting period.

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**Personal Property**

This Authority has indicated that it had no personal property disposals during the reporting period.

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**Property Documents**

Question		Response	URL (If Applicable)
1.	In accordance with Section 2896(3) of PAL, the Authority is required to prepare a report at least annually of all real property of the Authority. Has this report been prepared?	Yes	<a href="http://www.capitalizealbany.com">www.capitalizealbany.com</a>
2.	Has the Authority prepared policies, procedures, or guidelines regarding the use, awarding, monitoring, and reporting of contracts for the acquisition and disposal of property?	Yes	<a href="http://www.capitalizealbany.com">www.capitalizealbany.com</a>
3.	In accordance with Section 2896(1) of PAL, has the Authority named a contracting officer who shall be responsible for the Authority's compliance with and enforcement of such guidelines?	Yes	N/A

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**Grant Information**

<b>Source of Grant Funds</b>	Not for Profit
<b>Name of Grant Recipient</b>	55 Columbia Street Association LLC
<b>Address Line1</b>	55 Columbia Street
<b>Address Line2</b>	
<b>City</b>	ALBANY
<b>State</b>	NY
<b>Postal Code - Plus4</b>	12207
<b>Province/Region</b>	
<b>Country</b>	United States
<b>Amount of Grant Award Provided During Reporting Year</b>	\$25,000.00
<b>Date Grant Awarded</b>	1/21/2022
<b>Purpose of Grant</b>	Business Expansion/Startup
<b>Was the Grant Expected to Result in New Jobs Being Created?</b>	Yes
<b>If yes, How Many Jobs Were Planned to be Created?</b>	5
<b>If yes, How Many Jobs Have Been Created to Date?</b>	2

<b>Source of Grant Funds</b>	Not for Profit
<b>Name of Grant Recipient</b>	Albany Center Galleries
<b>Address Line1</b>	39 Columbia Street
<b>Address Line2</b>	
<b>City</b>	ALBANY
<b>State</b>	NY
<b>Postal Code - Plus4</b>	12207
<b>Province/Region</b>	
<b>Country</b>	United States
<b>Amount of Grant Award Provided During Reporting Year</b>	\$4,898.62
<b>Date Grant Awarded</b>	10/5/2022
<b>Purpose of Grant</b>	Marketing and Business Recruitment
<b>Was the Grant Expected to Result in New Jobs Being Created?</b>	No
<b>If yes, How Many Jobs Were Planned to be Created?</b>	
<b>If yes, How Many Jobs Have Been Created to Date?</b>	



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<b>Source of Grant Funds</b>	Not for Profit
<b>Name of Grant Recipient</b>	Blooms by Marie
<b>Address Line1</b>	811 Madison Avenue
<b>Address Line2</b>	
<b>City</b>	ALBANY
<b>State</b>	NY
<b>Postal Code - Plus4</b>	12208
<b>Province/Region</b>	
<b>Country</b>	United States
<b>Amount of Grant Award Provided During Reporting Year</b>	\$3,240.00
<b>Date Grant Awarded</b>	12/1/2022
<b>Purpose of Grant</b>	Commercial Property Construction/Acquisition/Revitalization/Improvement
<b>Was the Grant Expected to Result in New Jobs Being Created?</b>	No
<b>If yes, How Many Jobs Were Planned to be Created?</b>	
<b>If yes, How Many Jobs Have Been Created to Date?</b>	

<b>Source of Grant Funds</b>	Not for Profit
<b>Name of Grant Recipient</b>	Bone Flowers LLC
<b>Address Line1</b>	68 Chestnut Street
<b>Address Line2</b>	
<b>City</b>	ALBANY
<b>State</b>	NY
<b>Postal Code - Plus4</b>	12210
<b>Province/Region</b>	
<b>Country</b>	United States
<b>Amount of Grant Award Provided During Reporting Year</b>	\$4,871.87
<b>Date Grant Awarded</b>	12/5/2022
<b>Purpose of Grant</b>	Marketing and Business Recruitment
<b>Was the Grant Expected to Result in New Jobs Being Created?</b>	No
<b>If yes, How Many Jobs Were Planned to be Created?</b>	
<b>If yes, How Many Jobs Have Been Created to Date?</b>	

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<b>Source of Grant Funds</b>	Not for Profit
<b>Name of Grant Recipient</b>	Gem Drug Corporation dba Lincoln Pharmacy
<b>Address Line1</b>	300 Morton Avenue
<b>Address Line2</b>	
<b>City</b>	ALBANY
<b>State</b>	NY
<b>Postal Code - Plus4</b>	12209
<b>Province/Region</b>	
<b>Country</b>	United States
<b>Amount of Grant Award Provided During Reporting Year</b>	\$7,088.58
<b>Date Grant Awarded</b>	6/2/2022
<b>Purpose of Grant</b>	Commercial Property Construction/Acquisition/Revitalization/Improvement
<b>Was the Grant Expected to Result in New Jobs Being Created?</b>	No
<b>If yes, How Many Jobs Were Planned to be Created?</b>	
<b>If yes, How Many Jobs Have Been Created to Date?</b>	

<b>Source of Grant Funds</b>	Not for Profit
<b>Name of Grant Recipient</b>	Hill Street Cafe Inc
<b>Address Line1</b>	176-180 Madison Avenue
<b>Address Line2</b>	
<b>City</b>	ALBANY
<b>State</b>	NY
<b>Postal Code - Plus4</b>	12202
<b>Province/Region</b>	
<b>Country</b>	United States
<b>Amount of Grant Award Provided During Reporting Year</b>	\$7,888.00
<b>Date Grant Awarded</b>	9/29/2022
<b>Purpose of Grant</b>	Commercial Property Construction/Acquisition/Revitalization/Improvement
<b>Was the Grant Expected to Result in New Jobs Being Created?</b>	No
<b>If yes, How Many Jobs Were Planned to be Created?</b>	
<b>If yes, How Many Jobs Have Been Created to Date?</b>	

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<b>Source of Grant Funds</b>	Not for Profit
<b>Name of Grant Recipient</b>	Historic Albany Foundation
<b>Address Line1</b>	89 Lexington Avenue
<b>Address Line2</b>	
<b>City</b>	ALBANY
<b>State</b>	NY
<b>Postal Code - Plus4</b>	12206
<b>Province/Region</b>	
<b>Country</b>	United States
<b>Amount of Grant Award Provided During Reporting Year</b>	\$2,316.05
<b>Date Grant Awarded</b>	9/1/2022
<b>Purpose of Grant</b>	Marketing and Business Recruitment
<b>Was the Grant Expected to Result in New Jobs Being Created?</b>	No
<b>If yes, How Many Jobs Were Planned to be Created?</b>	
<b>If yes, How Many Jobs Have Been Created to Date?</b>	

<b>Source of Grant Funds</b>	Not for Profit
<b>Name of Grant Recipient</b>	Imagine Quilt Productions Inc
<b>Address Line1</b>	30 Elizabeth Street
<b>Address Line2</b>	
<b>City</b>	ALBANY
<b>State</b>	NY
<b>Postal Code - Plus4</b>	12202
<b>Province/Region</b>	
<b>Country</b>	United States
<b>Amount of Grant Award Provided During Reporting Year</b>	\$4,000.00
<b>Date Grant Awarded</b>	12/5/2022
<b>Purpose of Grant</b>	Commercial Property Construction/Acquisition/Revitalization/Improvement
<b>Was the Grant Expected to Result in New Jobs Being Created?</b>	No
<b>If yes, How Many Jobs Were Planned to be Created?</b>	
<b>If yes, How Many Jobs Have Been Created to Date?</b>	

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<b>Source of Grant Funds</b>	Not for Profit
<b>Name of Grant Recipient</b>	Oman Industries, LLC
<b>Address Line1</b>	50 Yardboro Avenue
<b>Address Line2</b>	
<b>City</b>	ALBANY
<b>State</b>	NY
<b>Postal Code - Plus4</b>	12205
<b>Province/Region</b>	
<b>Country</b>	United States
<b>Amount of Grant Award Provided During Reporting Year</b>	\$525.78
<b>Date Grant Awarded</b>	9/1/2022
<b>Purpose of Grant</b>	Commercial Property Construction/Acquisition/Revitalization/Improvement
<b>Was the Grant Expected to Result in New Jobs Being Created?</b>	No
<b>If yes, How Many Jobs Were Planned to be Created?</b>	
<b>If yes, How Many Jobs Have Been Created to Date?</b>	

<b>Source of Grant Funds</b>	Not for Profit
<b>Name of Grant Recipient</b>	Redburn Development Partners
<b>Address Line1</b>	76 North Pearl Street
<b>Address Line2</b>	
<b>City</b>	ALBANY
<b>State</b>	NY
<b>Postal Code - Plus4</b>	12207
<b>Province/Region</b>	
<b>Country</b>	United States
<b>Amount of Grant Award Provided During Reporting Year</b>	\$24,693.83
<b>Date Grant Awarded</b>	1/14/2022
<b>Purpose of Grant</b>	Business Expansion/Startup
<b>Was the Grant Expected to Result in New Jobs Being Created?</b>	Yes
<b>If yes, How Many Jobs Were Planned to be Created?</b>	1
<b>If yes, How Many Jobs Have Been Created to Date?</b>	1

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<b>Source of Grant Funds</b>	Not for Profit
<b>Name of Grant Recipient</b>	Restaurant 605
<b>Address Line1</b>	39 Milner Avenue
<b>Address Line2</b>	
<b>City</b>	ALBANY
<b>State</b>	NY
<b>Postal Code - Plus4</b>	12203
<b>Province/Region</b>	
<b>Country</b>	United States
<b>Amount of Grant Award Provided During Reporting Year</b>	\$7,370.70
<b>Date Grant Awarded</b>	9/8/2022
<b>Purpose of Grant</b>	Commercial Property Construction/Acquisition/Revitalization/Improvement
<b>Was the Grant Expected to Result in New Jobs Being Created?</b>	No
<b>If yes, How Many Jobs Were Planned to be Created?</b>	
<b>If yes, How Many Jobs Have Been Created to Date?</b>	

<b>Source of Grant Funds</b>	Not for Profit
<b>Name of Grant Recipient</b>	Underground Railroad History Project of the Capital Region
<b>Address Line1</b>	194 Livingston Avenue
<b>Address Line2</b>	
<b>City</b>	ALBANY
<b>State</b>	NY
<b>Postal Code - Plus4</b>	12210
<b>Province/Region</b>	
<b>Country</b>	United States
<b>Amount of Grant Award Provided During Reporting Year</b>	\$1,887.58
<b>Date Grant Awarded</b>	9/29/2022
<b>Purpose of Grant</b>	Marketing and Business Recruitment
<b>Was the Grant Expected to Result in New Jobs Being Created?</b>	No
<b>If yes, How Many Jobs Were Planned to be Created?</b>	
<b>If yes, How Many Jobs Have Been Created to Date?</b>	

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<b>Source of Grant Funds</b>	Not for Profit
<b>Name of Grant Recipient</b>	WAMC
<b>Address Line1</b>	318 Central Avenue
<b>Address Line2</b>	
<b>City</b>	ALBANY
<b>State</b>	NY
<b>Postal Code - Plus4</b>	12206
<b>Province/Region</b>	
<b>Country</b>	United States
<b>Amount of Grant Award Provided During Reporting Year</b>	\$5,000.00
<b>Date Grant Awarded</b>	10/5/2022
<b>Purpose of Grant</b>	Marketing and Business Recruitment
<b>Was the Grant Expected to Result in New Jobs Being Created?</b>	No
<b>If yes, How Many Jobs Were Planned to be Created?</b>	
<b>If yes, How Many Jobs Have Been Created to Date?</b>	

<b>Source of Grant Funds</b>	Not for Profit
<b>Name of Grant Recipient</b>	William Francisco Initiative
<b>Address Line1</b>	PO Box 834
<b>Address Line2</b>	
<b>City</b>	COHOES
<b>State</b>	NY
<b>Postal Code - Plus4</b>	12047
<b>Province/Region</b>	
<b>Country</b>	United States
<b>Amount of Grant Award Provided During Reporting Year</b>	\$5,000.00
<b>Date Grant Awarded</b>	10/5/2022
<b>Purpose of Grant</b>	Marketing and Business Recruitment
<b>Was the Grant Expected to Result in New Jobs Being Created?</b>	No
<b>If yes, How Many Jobs Were Planned to be Created?</b>	
<b>If yes, How Many Jobs Have Been Created to Date?</b>	

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**Loan Information**

<b>Source of Loan Funds</b>	Other	<b>Original Amount of Loan</b>	\$275,000.00
<b>Name of Loan Recipient</b>	40-48 South Pearl Street, LLC	<b>Date Loan Awarded</b>	7/9/2015
<b>Address Line1</b>	95 Daniel Street	<b>Interest Rate (%)</b>	5
<b>Address Line2</b>		<b>Length of Loan(# of years to repay)</b>	6
<b>City</b>	SLINGERLANDS	<b>Amount of Loan Principal Repaid to Date</b>	\$275,000.00
<b>State</b>	NY	<b>Purpose of Loan</b>	Residential Property Construction/Acquisition/Rehabilitation/Improvement
<b>Postal Code</b>	12159	<b>Was the loan expected to result in new jobs being created?</b>	No
<b>Plus4</b>		<b>If Yes, how many jobs were planned to be created?</b>	
<b>Province/Region</b>		<b>If Yes, how many jobs have been created to date?</b>	
<b>Country</b>	United States	<b>Have the terms of the loan been completed?</b>	Yes

<b>Source of Loan Funds</b>	Other	<b>Original Amount of Loan</b>	\$400,000.00
<b>Name of Loan Recipient</b>	412 Broadway Realty LLC	<b>Date Loan Awarded</b>	10/17/2014
<b>Address Line1</b>	664 Plank Rd	<b>Interest Rate (%)</b>	5
<b>Address Line2</b>	Suite 205	<b>Length of Loan(# of years to repay)</b>	12
<b>City</b>	CLIFTON PARK	<b>Amount of Loan Principal Repaid to Date</b>	\$47,541.58
<b>State</b>	NY	<b>Purpose of Loan</b>	Residential Property Construction/Acquisition/Rehabilitation/Improvement
<b>Postal Code</b>	12065	<b>Was the loan expected to result in new jobs being created?</b>	Yes
<b>Plus4</b>		<b>If Yes, how many jobs were planned to be created?</b>	8
<b>Province/Region</b>		<b>If Yes, how many jobs have been created to date?</b>	9
<b>Country</b>	United States	<b>Have the terms of the loan been completed?</b>	No

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<b>Source of Loan Funds</b>	Federal	<b>Original Amount of Loan</b>	\$100,000.00
<b>Name of Loan Recipient</b>	Ace Holding, LLC.	<b>Date Loan Awarded</b>	2/19/2004
<b>Address Line1</b>	2C Sterling Ridge Drive	<b>Interest Rate (%)</b>	5
<b>Address Line2</b>		<b>Length of Loan(# of years to repay)</b>	15
<b>City</b>	RENSSELAER	<b>Amount of Loan Principal Repaid to Date</b>	\$8,898.13
<b>State</b>	NY	<b>Purpose of Loan</b>	Commercial Property Construction/Acquisition/Revitalization/Improvement
<b>Postal Code</b>	12144	<b>Was the loan expected to result in new jobs being created?</b>	Yes
<b>Plus4</b>		<b>If Yes, how many jobs were planned to be created?</b>	3
<b>Province/Region</b>		<b>If Yes, how many jobs have been created to date?</b>	0
<b>Country</b>	United States	<b>Have the terms of the loan been completed?</b>	No

<b>Source of Loan Funds</b>	Other	<b>Original Amount of Loan</b>	\$45,000.00
<b>Name of Loan Recipient</b>	Ace Holding, LLC.	<b>Date Loan Awarded</b>	11/2/2001
<b>Address Line1</b>	2C Sterling Ridge Drive	<b>Interest Rate (%)</b>	5
<b>Address Line2</b>		<b>Length of Loan(# of years to repay)</b>	20
<b>City</b>	RENSSELAER	<b>Amount of Loan Principal Repaid to Date</b>	\$12,857.65
<b>State</b>	NY	<b>Purpose of Loan</b>	Residential Property Construction/Acquisition/Rehabilitation/Improvement
<b>Postal Code</b>	12144	<b>Was the loan expected to result in new jobs being created?</b>	No
<b>Plus4</b>		<b>If Yes, how many jobs were planned to be created?</b>	
<b>Province/Region</b>		<b>If Yes, how many jobs have been created to date?</b>	
<b>Country</b>	United States	<b>Have the terms of the loan been completed?</b>	No



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<b>Source of Loan Funds</b>	Other	<b>Original Amount of Loan</b>	\$220,000.00
<b>Name of Loan Recipient</b>	Albany Center for Economic Success	<b>Date Loan Awarded</b>	4/20/1993
<b>Address Line1</b>	255 Orange Street	<b>Interest Rate (%)</b>	3
<b>Address Line2</b>		<b>Length of Loan(# of years to repay)</b>	25
<b>City</b>	ALBANY	<b>Amount of Loan Principal Repaid to Date</b>	\$0.00
<b>State</b>	NY	<b>Purpose of Loan</b>	Commercial Property Construction/Acquisition/Revitalization/Improvement
<b>Postal Code</b>	12210	<b>Was the loan expected to result in new jobs being created?</b>	Yes
<b>Plus4</b>		<b>If Yes, how many jobs were planned to be created?</b>	10
<b>Province/Region</b>		<b>If Yes, how many jobs have been created to date?</b>	10
<b>Country</b>	United States	<b>Have the terms of the loan been completed?</b>	No

<b>Source of Loan Funds</b>	Federal	<b>Original Amount of Loan</b>	\$200,000.00
<b>Name of Loan Recipient</b>	Albany Community Development Agency	<b>Date Loan Awarded</b>	2/12/2004
<b>Address Line1</b>	200 Henry Johnson Blvd.	<b>Interest Rate (%)</b>	4.25
<b>Address Line2</b>		<b>Length of Loan(# of years to repay)</b>	15
<b>City</b>	ALBANY	<b>Amount of Loan Principal Repaid to Date</b>	\$182,024.65
<b>State</b>	NY	<b>Purpose of Loan</b>	Commercial Property Construction/Acquisition/Revitalization/Improvement
<b>Postal Code</b>	12210	<b>Was the loan expected to result in new jobs being created?</b>	Yes
<b>Plus4</b>		<b>If Yes, how many jobs were planned to be created?</b>	5
<b>Province/Region</b>		<b>If Yes, how many jobs have been created to date?</b>	5
<b>Country</b>	United States	<b>Have the terms of the loan been completed?</b>	No

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<b>Source of Loan Funds</b>	Federal	<b>Original Amount of Loan</b>	\$11,107.00
<b>Name of Loan Recipient</b>	Andrea Thompson-Howe	<b>Date Loan Awarded</b>	5/26/1987
<b>Address Line1</b>	241 Livingston Ave.	<b>Interest Rate (%)</b>	3
<b>Address Line2</b>		<b>Length of Loan(# of years to repay)</b>	30
<b>City</b>	ALBANY	<b>Amount of Loan Principal Repaid to Date</b>	\$0.00
<b>State</b>	NY	<b>Purpose of Loan</b>	Residential Property Construction/Acquisition/Rehabilitation/Improvement
<b>Postal Code</b>	12210	<b>Was the loan expected to result in new jobs being created?</b>	No
<b>Plus4</b>		<b>If Yes, how many jobs were planned to be created?</b>	
<b>Province/Region</b>		<b>If Yes, how many jobs have been created to date?</b>	
<b>Country</b>	United States	<b>Have the terms of the loan been completed?</b>	No

<b>Source of Loan Funds</b>	Federal	<b>Original Amount of Loan</b>	\$55,000.00
<b>Name of Loan Recipient</b>	Angela Boney D/B/A Boney Enterprises	<b>Date Loan Awarded</b>	10/25/2000
<b>Address Line1</b>	P.O. Box 12421	<b>Interest Rate (%)</b>	5
<b>Address Line2</b>		<b>Length of Loan(# of years to repay)</b>	20
<b>City</b>	ALBANY	<b>Amount of Loan Principal Repaid to Date</b>	\$28,773.62
<b>State</b>	NY	<b>Purpose of Loan</b>	Commercial Property Construction/Acquisition/Revitalization/Improvement
<b>Postal Code</b>	12212	<b>Was the loan expected to result in new jobs being created?</b>	No
<b>Plus4</b>		<b>If Yes, how many jobs were planned to be created?</b>	
<b>Province/Region</b>		<b>If Yes, how many jobs have been created to date?</b>	
<b>Country</b>	United States	<b>Have the terms of the loan been completed?</b>	No

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<b>Source of Loan Funds</b>	Federal	<b>Original Amount of Loan</b>	\$15,000.00
<b>Name of Loan Recipient</b>	Angela Boney D/B/A Boney Enterprises	<b>Date Loan Awarded</b>	10/1/2002
<b>Address Line1</b>	P.O. Box 12421	<b>Interest Rate (%)</b>	5
<b>Address Line2</b>		<b>Length of Loan(# of years to repay)</b>	17
<b>City</b>	ALBANY	<b>Amount of Loan Principal Repaid to Date</b>	\$7,511.12
<b>State</b>	NY	<b>Purpose of Loan</b>	Commercial Property Construction/Acquisition/Revitalization/Improvement
<b>Postal Code</b>	12212	<b>Was the loan expected to result in new jobs being created?</b>	No
<b>Plus4</b>		<b>If Yes, how many jobs were planned to be created?</b>	
<b>Province/Region</b>		<b>If Yes, how many jobs have been created to date?</b>	
<b>Country</b>	United States	<b>Have the terms of the loan been completed?</b>	No

<b>Source of Loan Funds</b>	Federal	<b>Original Amount of Loan</b>	\$11,107.00
<b>Name of Loan Recipient</b>	Anthony Perkins	<b>Date Loan Awarded</b>	3/29/1989
<b>Address Line1</b>	225 Livingston Ave.	<b>Interest Rate (%)</b>	3
<b>Address Line2</b>		<b>Length of Loan(# of years to repay)</b>	30
<b>City</b>	ALBANY	<b>Amount of Loan Principal Repaid to Date</b>	\$0.00
<b>State</b>	NY	<b>Purpose of Loan</b>	Residential Property Construction/Acquisition/Rehabilitation/Improvement
<b>Postal Code</b>	12210	<b>Was the loan expected to result in new jobs being created?</b>	No
<b>Plus4</b>		<b>If Yes, how many jobs were planned to be created?</b>	
<b>Province/Region</b>		<b>If Yes, how many jobs have been created to date?</b>	
<b>Country</b>	United States	<b>Have the terms of the loan been completed?</b>	No

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<b>Source of Loan Funds</b>	Other	<b>Original Amount of Loan</b>	\$65,000.00
<b>Name of Loan Recipient</b>	Arbor Hill Development Corporation	<b>Date Loan Awarded</b>	8/12/1994
<b>Address Line1</b>	241 Clinton Avenue	<b>Interest Rate (%)</b>	7
<b>Address Line2</b>		<b>Length of Loan(# of years to repay)</b>	30
<b>City</b>	ALBANY	<b>Amount of Loan Principal Repaid to Date</b>	\$56,862.14
<b>State</b>	NY	<b>Purpose of Loan</b>	Commercial Property Construction/Acquisition/Revitalization/Improvement
<b>Postal Code</b>	12210	<b>Was the loan expected to result in new jobs being created?</b>	Yes
<b>Plus4</b>		<b>If Yes, how many jobs were planned to be created?</b>	2
<b>Province/Region</b>		<b>If Yes, how many jobs have been created to date?</b>	2
<b>Country</b>	United States	<b>Have the terms of the loan been completed?</b>	No

<b>Source of Loan Funds</b>	Federal	<b>Original Amount of Loan</b>	\$11,107.00
<b>Name of Loan Recipient</b>	Benjamin White	<b>Date Loan Awarded</b>	12/28/1988
<b>Address Line1</b>	179 Livingston Ave.	<b>Interest Rate (%)</b>	3
<b>Address Line2</b>		<b>Length of Loan(# of years to repay)</b>	30
<b>City</b>	ALBANY	<b>Amount of Loan Principal Repaid to Date</b>	\$0.00
<b>State</b>	NY	<b>Purpose of Loan</b>	Residential Property Construction/Acquisition/Rehabilitation/Improvement
<b>Postal Code</b>	12210	<b>Was the loan expected to result in new jobs being created?</b>	No
<b>Plus4</b>		<b>If Yes, how many jobs were planned to be created?</b>	
<b>Province/Region</b>		<b>If Yes, how many jobs have been created to date?</b>	
<b>Country</b>	United States	<b>Have the terms of the loan been completed?</b>	No

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<b>Source of Loan Funds</b>	Federal	<b>Original Amount of Loan</b>	\$11,107.00
<b>Name of Loan Recipient</b>	Byron Hamilton	<b>Date Loan Awarded</b>	11/23/1988
<b>Address Line1</b>	P.O. Box 5216	<b>Interest Rate (%)</b>	3
<b>Address Line2</b>		<b>Length of Loan(# of years to repay)</b>	30
<b>City</b>	ALBANY	<b>Amount of Loan Principal Repaid to Date</b>	\$0.00
<b>State</b>	NY	<b>Purpose of Loan</b>	Residential Property Construction/Acquisition/Rehabilitation/Improvement
<b>Postal Code</b>	12205	<b>Was the loan expected to result in new jobs being created?</b>	No
<b>Plus4</b>		<b>If Yes, how many jobs were planned to be created?</b>	
<b>Province/Region</b>		<b>If Yes, how many jobs have been created to date?</b>	
<b>Country</b>	United States	<b>Have the terms of the loan been completed?</b>	No

<b>Source of Loan Funds</b>	Other	<b>Original Amount of Loan</b>	\$500,000.00
<b>Name of Loan Recipient</b>	Center for Medical Science, Inc.	<b>Date Loan Awarded</b>	8/28/2009
<b>Address Line1</b>	747 Pierce Road	<b>Interest Rate (%)</b>	7.25
<b>Address Line2</b>		<b>Length of Loan(# of years to repay)</b>	10
<b>City</b>	CLIFTON PARK	<b>Amount of Loan Principal Repaid to Date</b>	\$99,698.28
<b>State</b>	NY	<b>Purpose of Loan</b>	Commercial Property Construction/Acquisition/Revitalization/Improvement
<b>Postal Code</b>	12065	<b>Was the loan expected to result in new jobs being created?</b>	No
<b>Plus4</b>		<b>If Yes, how many jobs were planned to be created?</b>	
<b>Province/Region</b>		<b>If Yes, how many jobs have been created to date?</b>	
<b>Country</b>	United States	<b>Have the terms of the loan been completed?</b>	No

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<b>Source of Loan Funds</b>	Other	<b>Original Amount of Loan</b>	\$145,000.00
<b>Name of Loan Recipient</b>	Costev, Inc.	<b>Date Loan Awarded</b>	12/11/2008
<b>Address Line1</b>	31 Hanacreek Drive	<b>Interest Rate (%)</b>	5
<b>Address Line2</b>		<b>Length of Loan(# of years to repay)</b>	30
<b>City</b>	RAVENA	<b>Amount of Loan Principal Repaid to Date</b>	\$145,000.00
<b>State</b>	NY	<b>Purpose of Loan</b>	Commercial Property Construction/Acquisition/Revitalization/Improvement
<b>Postal Code</b>	12143	<b>Was the loan expected to result in new jobs being created?</b>	No
<b>Plus4</b>		<b>If Yes, how many jobs were planned to be created?</b>	
<b>Province/Region</b>		<b>If Yes, how many jobs have been created to date?</b>	
<b>Country</b>	United States	<b>Have the terms of the loan been completed?</b>	Yes

<b>Source of Loan Funds</b>	Federal	<b>Original Amount of Loan</b>	\$190,000.00
<b>Name of Loan Recipient</b>	Historic Albany Foundation, Inc.	<b>Date Loan Awarded</b>	10/19/2007
<b>Address Line1</b>	89 Lexington Ave.	<b>Interest Rate (%)</b>	5
<b>Address Line2</b>		<b>Length of Loan(# of years to repay)</b>	2
<b>City</b>	ALBANY	<b>Amount of Loan Principal Repaid to Date</b>	\$190,000.00
<b>State</b>	NY	<b>Purpose of Loan</b>	Commercial Property Construction/Acquisition/Revitalization/Improvement
<b>Postal Code</b>	12206	<b>Was the loan expected to result in new jobs being created?</b>	No
<b>Plus4</b>		<b>If Yes, how many jobs were planned to be created?</b>	
<b>Province/Region</b>		<b>If Yes, how many jobs have been created to date?</b>	
<b>Country</b>	United States	<b>Have the terms of the loan been completed?</b>	No

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<b>Source of Loan Funds</b>	Other	<b>Original Amount of Loan</b>	\$616,950.00
<b>Name of Loan Recipient</b>	Historic Pastures Mansions, LLC	<b>Date Loan Awarded</b>	12/30/2014
<b>Address Line1</b>	117 West Liberty Street	<b>Interest Rate (%)</b>	6
<b>Address Line2</b>		<b>Length of Loan(# of years to repay)</b>	33
<b>City</b>	ROME	<b>Amount of Loan Principal Repaid to Date</b>	\$200,000.00
<b>State</b>	NY	<b>Purpose of Loan</b>	Residential Property Construction/Acquisition/Rehabilitation/Improvement
<b>Postal Code</b>	13440	<b>Was the loan expected to result in new jobs being created?</b>	No
<b>Plus4</b>		<b>If Yes, how many jobs were planned to be created?</b>	
<b>Province/Region</b>		<b>If Yes, how many jobs have been created to date?</b>	
<b>Country</b>	United States	<b>Have the terms of the loan been completed?</b>	No

<b>Source of Loan Funds</b>	Federal	<b>Original Amount of Loan</b>	\$11,107.00
<b>Name of Loan Recipient</b>	James McBride	<b>Date Loan Awarded</b>	11/26/1986
<b>Address Line1</b>	243 Livingston Ave.	<b>Interest Rate (%)</b>	3
<b>Address Line2</b>		<b>Length of Loan(# of years to repay)</b>	30
<b>City</b>	ALBANY	<b>Amount of Loan Principal Repaid to Date</b>	\$0.00
<b>State</b>	NY	<b>Purpose of Loan</b>	Residential Property Construction/Acquisition/Rehabilitation/Improvement
<b>Postal Code</b>	12210	<b>Was the loan expected to result in new jobs being created?</b>	No
<b>Plus4</b>		<b>If Yes, how many jobs were planned to be created?</b>	
<b>Province/Region</b>		<b>If Yes, how many jobs have been created to date?</b>	
<b>Country</b>	United States	<b>Have the terms of the loan been completed?</b>	No

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<b>Source of Loan Funds</b>	Other	<b>Original Amount of Loan</b>	\$125,000.00
<b>Name of Loan Recipient</b>	Michael and Antonella Urgo	<b>Date Loan Awarded</b>	6/16/2006
<b>Address Line1</b>	12 Briarwood Terrace	<b>Interest Rate (%)</b>	5
<b>Address Line2</b>		<b>Length of Loan(# of years to repay)</b>	30
<b>City</b>	ALBANY	<b>Amount of Loan Principal Repaid to Date</b>	\$34,357.43
<b>State</b>	NY	<b>Purpose of Loan</b>	Residential Property Construction/Acquisition/Rehabilitation/Improvement
<b>Postal Code</b>	12203	<b>Was the loan expected to result in new jobs being created?</b>	No
<b>Plus4</b>		<b>If Yes, how many jobs were planned to be created?</b>	
<b>Province/Region</b>		<b>If Yes, how many jobs have been created to date?</b>	
<b>Country</b>	United States	<b>Have the terms of the loan been completed?</b>	No

<b>Source of Loan Funds</b>	Not for Profit	<b>Original Amount of Loan</b>	\$500,000.00
<b>Name of Loan Recipient</b>	Morris Place LLC	<b>Date Loan Awarded</b>	5/3/2019
<b>Address Line1</b>	2 Haymont Terrace	<b>Interest Rate (%)</b>	5.5
<b>Address Line2</b>		<b>Length of Loan(# of years to repay)</b>	10
<b>City</b>	BRIARCLIFF MANOR	<b>Amount of Loan Principal Repaid to Date</b>	\$9,652.81
<b>State</b>	NY	<b>Purpose of Loan</b>	Residential Property Construction/Acquisition/Rehabilitation/Improvement
<b>Postal Code</b>	10510	<b>Was the loan expected to result in new jobs being created?</b>	No
<b>Plus4</b>		<b>If Yes, how many jobs were planned to be created?</b>	
<b>Province/Region</b>		<b>If Yes, how many jobs have been created to date?</b>	
<b>Country</b>	United States	<b>Have the terms of the loan been completed?</b>	No



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<b>Source of Loan Funds</b>	Federal	<b>Original Amount of Loan</b>	\$11,107.00
<b>Name of Loan Recipient</b>	Moses Devanandan	<b>Date Loan Awarded</b>	3/31/1988
<b>Address Line1</b>	177 Livingston Ave.	<b>Interest Rate (%)</b>	3
<b>Address Line2</b>		<b>Length of Loan(# of years to repay)</b>	30
<b>City</b>	ALBANY	<b>Amount of Loan Principal Repaid to Date</b>	\$0.00
<b>State</b>	NY	<b>Purpose of Loan</b>	Residential Property Construction/Acquisition/Rehabilitation/Improvement
<b>Postal Code</b>	12210	<b>Was the loan expected to result in new jobs being created?</b>	No
<b>Plus4</b>		<b>If Yes, how many jobs were planned to be created?</b>	
<b>Province/Region</b>		<b>If Yes, how many jobs have been created to date?</b>	
<b>Country</b>	United States	<b>Have the terms of the loan been completed?</b>	No

<b>Source of Loan Funds</b>	Federal	<b>Original Amount of Loan</b>	\$850,000.00
<b>Name of Loan Recipient</b>	Steuben Place Partners	<b>Date Loan Awarded</b>	4/15/1981
<b>Address Line1</b>	P.O. Box 648	<b>Interest Rate (%)</b>	0
<b>Address Line2</b>		<b>Length of Loan(# of years to repay)</b>	100
<b>City</b>	COHOES	<b>Amount of Loan Principal Repaid to Date</b>	\$50,089.00
<b>State</b>	NY	<b>Purpose of Loan</b>	Commercial Property Construction/Acquisition/Revitalization/Improvement
<b>Postal Code</b>	12047	<b>Was the loan expected to result in new jobs being created?</b>	No
<b>Plus4</b>		<b>If Yes, how many jobs were planned to be created?</b>	
<b>Province/Region</b>		<b>If Yes, how many jobs have been created to date?</b>	
<b>Country</b>	United States	<b>Have the terms of the loan been completed?</b>	No

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<b>Source of Loan Funds</b>	Federal	<b>Original Amount of Loan</b>	\$14,805.00
<b>Name of Loan Recipient</b>	Valentine Wilson	<b>Date Loan Awarded</b>	10/23/1992
<b>Address Line1</b>	258 Colonie Street	<b>Interest Rate (%)</b>	3
<b>Address Line2</b>		<b>Length of Loan(# of years to repay)</b>	30
<b>City</b>	ALBANY	<b>Amount of Loan Principal Repaid to Date</b>	\$0.00
<b>State</b>	NY	<b>Purpose of Loan</b>	Residential Property Construction/Acquisition/Rehabilitation/Improvement
<b>Postal Code</b>	12210	<b>Was the loan expected to result in new jobs being created?</b>	No
<b>Plus4</b>		<b>If Yes, how many jobs were planned to be created?</b>	
<b>Province/Region</b>		<b>If Yes, how many jobs have been created to date?</b>	
<b>Country</b>	United States	<b>Have the terms of the loan been completed?</b>	No

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**Bond Information**

<b>Name of Recipient of Bond Proceeds</b>	Capitalize Albany Corporation	<b>Bond Interest Rate</b>	1.1
<b>Address Line1</b>	21 Lodge Street	<b>Last Year Bonds Expected to be Retired</b>	2027
<b>Address Line2</b>		<b>Amount of Bond Principal Retired during the Reporting Year</b>	225000
<b>City</b>	ALBANY	<b>Amount of Bond Principal Retired Prior to Reporting Year</b>	3670000
<b>State</b>	NY	<b>Current Amount of Bonds Outstanding</b>	\$495,000.00
<b>Postal Code</b>	12207	<b>Purpose of Project Requiring the Bond Issuance</b>	Land Preservation/Resource Conservation/Recreation
<b>Plus4</b>		<b>Was the Bond Issuance Expected to Result in New Jobs Being Created?</b>	No
<b>Province/Region</b>		<b>If yes, How Many Jobs Were Planned to be Created?</b>	
<b>Country</b>	United States	<b>If yes, How Many Jobs Have Been Created to Date?</b>	
<b>Amount of Bonds Issued</b>	\$4,390,000.00	<b>Have the Bonds Been Fully Retired?</b>	No
<b>Date Bonds Issued</b>	2/21/2002		

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**Additional Comments**

Procurement Report for Capitalize Albany Corporation

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**Procurement Information:**

Question		Response	URL (If Applicable)
1.	Does the Authority have procurement guidelines?	Yes	<a href="http://www.capitalizealbany.com">www.capitalizealbany.com</a>
2.	Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?	Yes	
3.	Does the Authority allow for exceptions to the procurement guidelines?	Yes	
4.	Does the Authority assign credit cards to employees for travel and/or business purchases?	No	
5.	Does the Authority require prospective bidders to sign a non-collusion agreement?	No	
6.	Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents, or specifications for procurement contracts?	No	
7.	Did the Authority designate a person or persons to serve as the authorized contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, "The Procurement Lobbying Act"?	No	
8.	Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law?	No	
8a.	If Yes, was a record made of this impermissible contact?		
9.	Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 139-j(9) of the State Finance Law?	No	

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**Procurement Transactions Listing:**

<b>1. Vendor Name</b>	Arthur J. Gallagher & Co.,	<b>Address Line1</b>	677 Broadway
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	4th Floor
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	ALBANY
<b>Award Date</b>		<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12207
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$121,023.41	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Insurance

<b>2. Vendor Name</b>	BST & Co CPA, LLP	<b>Address Line1</b>	c/o BST & Co; CPA's , LLP
<b>Type of Procurement</b>	Financial Services	<b>Address Line2</b>	10 British American Blvd
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	LATHAM
<b>Award Date</b>	10/3/2016	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12110
<b>Fair Market Value</b>	\$103,310.00	<b>Plus 4</b>	
<b>Amount</b>	\$103,310.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$103,310.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Accounting Services

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<b>3. Vendor Name</b>	City of Albany	<b>Address Line1</b>	24 Eagle Street
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	ALBANY
<b>Award Date</b>	1/1/2020	<b>State</b>	NY
<b>End Date</b>	12/31/2025	<b>Postal Code</b>	12207
<b>Fair Market Value</b>	\$13,371.00	<b>Plus 4</b>	
<b>Amount</b>	\$13,371.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$13,371.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Economic Development Professional Services

<b>4. Vendor Name</b>	D. Hilton Associates Inc	<b>Address Line1</b>	9450 Grogan's Mill Road #200
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	THE WOODLANDS
<b>Award Date</b>	9/17/2021	<b>State</b>	TX
<b>End Date</b>	4/29/2022	<b>Postal Code</b>	77380
<b>Fair Market Value</b>	\$8,750.00	<b>Plus 4</b>	
<b>Amount</b>	\$8,750.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$4,375.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Compensation Reviews

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<b>5. Vendor Name</b>	Fort Orange Press	<b>Address Line1</b>	11 Sand Creek Road
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	ALBANY
<b>Award Date</b>		<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12205
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$12,337.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Annual Report Printing

<b>6. Vendor Name</b>	Guardian	<b>Address Line1</b>	PO Box 824404
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	PHILADELPHIA
<b>Award Date</b>	1/1/2017	<b>State</b>	PA
<b>End Date</b>		<b>Postal Code</b>	19182
<b>Fair Market Value</b>	\$9,909.66	<b>Plus 4</b>	4404
<b>Amount</b>	\$9,909.66	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$9,909.66	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Employee Dental/Vision Insurance



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<b>7. Vendor Name</b>	Intelligent Technology Solutions Inc	<b>Address Line1</b>	11786 State Route 9W
<b>Type of Procurement</b>	Technology - Consulting/Development or Support	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	WEST COXSACKIE
<b>Award Date</b>	1/1/2022	<b>State</b>	NY
<b>End Date</b>	12/31/2022	<b>Postal Code</b>	12192
<b>Fair Market Value</b>	\$36,556.46	<b>Plus 4</b>	
<b>Amount</b>	\$36,556.46	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$36,556.46	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Computer Services

<b>8. Vendor Name</b>	JE Frankovic	<b>Address Line1</b>	139 Bushendord Road
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	RAVENA
<b>Award Date</b>	1/1/2022	<b>State</b>	NY
<b>End Date</b>	5/31/2022	<b>Postal Code</b>	12143
<b>Fair Market Value</b>	\$10,487.00	<b>Plus 4</b>	
<b>Amount</b>	\$10,487.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$10,487.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Snow Plowing

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<b>9. Vendor Name</b>	JMD Cleaning Services	<b>Address Line1</b>	PO Box 291
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	RENSSELAER
<b>Award Date</b>		<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12144
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$11,725.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Janitorial Services

<b>10. Vendor Name</b>	LAZ Karp Associates LLC	<b>Address Line1</b>	One Financial Plaza
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	14th Floor
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	HARTFORD
<b>Award Date</b>	1/1/2020	<b>State</b>	CT
<b>End Date</b>		<b>Postal Code</b>	06103
<b>Fair Market Value</b>	\$6,281.05	<b>Plus 4</b>	
<b>Amount</b>	\$6,281.05	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$6,281.05	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Parking Lot Operations

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<b>11. Vendor Name</b>	Marathon Strategies, LLC	<b>Address Line1</b>	8 E. 29th St
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	NEW YORK
<b>Award Date</b>	10/29/2019	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	10016
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$120,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$120,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Marketing & Communications

<b>12. Vendor Name</b>	Mid State Industries	<b>Address Line1</b>	1105 Catalyn Street
<b>Type of Procurement</b>	Design and Construction/Maintenance	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	SCHENECTADY
<b>Award Date</b>	10/21/2022	<b>State</b>	NY
<b>End Date</b>	12/9/2022	<b>Postal Code</b>	12303
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$78,585.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$78,585.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Building Repairs

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<b>13. Vendor Name</b>	National Grid	<b>Address Line1</b>	P.O. Box 11745
<b>Type of Procurement</b>	Commodities/Supplies	<b>Address Line2</b>	
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	NEWARK
<b>Award Date</b>		<b>State</b>	NJ
<b>End Date</b>		<b>Postal Code</b>	07101
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$13,285.84	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Electric & Gas Service

<b>14. Vendor Name</b>	Overwatch Management Group	<b>Address Line1</b>	142 Central Avenue
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	ALBANY
<b>Award Date</b>	7/13/2020	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12206
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$29,213.88	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$29,213.88	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Property Maintenance

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<b>15. Vendor Name</b>	Paychex	<b>Address Line1</b>	94 New Karner Road
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	Suite 101
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	ALBANY
<b>Award Date</b>		<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12203
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$147,137.44	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Payroll & Benefits

<b>16. Vendor Name</b>	Perfection Roofing	<b>Address Line1</b>	705 S. Pearl Street
<b>Type of Procurement</b>	Design and Construction/Maintenance	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	ALBANY
<b>Award Date</b>	4/18/2022	<b>State</b>	NY
<b>End Date</b>	12/31/2022	<b>Postal Code</b>	12202
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$52,327.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$52,327.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Roof Replacement

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<b>17. Vendor Name</b>	Place Alliance Northeast	<b>Address Line1</b>	30 Jay Street #200
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	SCHENECTADY
<b>Award Date</b>	5/27/2020	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12305
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$265,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$65,288.44	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Consulting Services

<b>18. Vendor Name</b>	Ruth & Co	<b>Address Line1</b>	12 Sycamore Street
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	ALBANY
<b>Award Date</b>	9/15/2021	<b>State</b>	NY
<b>End Date</b>	10/31/2021	<b>Postal Code</b>	12208
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$15,500.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$15,500.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Consulting Services

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<b>19. Vendor Name</b>	Selective Insurance Company of America	<b>Address Line1</b>	PO Box 371468
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	PITTSBURGH
<b>Award Date</b>		<b>State</b>	PA
<b>End Date</b>		<b>Postal Code</b>	15250
<b>Fair Market Value</b>		<b>Plus 4</b>	7468
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$18,804.46	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Insurance

<b>20. Vendor Name</b>	TW&A Construction Management	<b>Address Line1</b>	30 Jay Street
<b>Type of Procurement</b>	Design and Construction/Maintenance	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	SCHENECTADY
<b>Award Date</b>	9/28/2021	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12305
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$121,500.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$89,763.87	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Construction Management of CMC project

Procurement Report for Capitalize Albany Corporation

Fiscal Year Ending: 12/31/2022

 Run Date: 03/10/2023  
 Status: UNSUBMITTED  
 Certified Date : N/A

<b>21. Vendor Name</b>	Thomas M. Owens Esc.	<b>Address Line1</b>	P.O. Box 307
<b>Type of Procurement</b>	Legal Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	SLINGERLANDS
<b>Award Date</b>	12/1/2009	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12159
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$56,918.75	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$56,918.75	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Legal Services

<b>22. Vendor Name</b>	UHY LLP	<b>Address Line1</b>	PO Box 8505
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	CAROL STREAM
<b>Award Date</b>	10/20/2021	<b>State</b>	IL
<b>End Date</b>	9/30/2022	<b>Postal Code</b>	60197
<b>Fair Market Value</b>	\$43,589.15	<b>Plus 4</b>	
<b>Amount</b>	\$43,589.15	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$43,589.15	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Auditing & Tax Services



Procurement Report for Capitalize Albany Corporation

Fiscal Year Ending: 12/31/2022

 Run Date: 03/10/2023  
 Status: UNSUBMITTED  
 Certified Date : N/A

<b>23. Vendor Name</b>	Young Sommer LLC	<b>Address Line1</b>	Five Palisades Drive
<b>Type of Procurement</b>	Legal Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	ALBANY
<b>Award Date</b>	11/14/2017	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12205
<b>Fair Market Value</b>	\$20,432.73	<b>Plus 4</b>	
<b>Amount</b>	\$20,432.73	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$20,432.73	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Legal Services

#### Additional Comments

Investment Report for Capitalize Albany Corporation

Fiscal Year Ending: 12/31/2022

Run Date : 03/09/2023

Status: UNSUBMITTED

Certified Date: N/A

**Investment Information**

Question		Response	URL (If Applicable)
1.	Has the Authority prepared an Annual Investment Report for the reporting period as required by Section 2925 (6) of PAL?	Yes	<a href="http://www.capitalizealbany.com">www.capitalizealbany.com</a>
2.	Are the Authority's investment guidelines reviewed and approved annually?	Yes	
3.	Did the Authority have an independent audit of investments as required by Section 2925(3)(f) of PAL?	Yes	<a href="http://www.capitalizealbany.com">www.capitalizealbany.com</a>
4.	Has the Authority's independent auditor issued a management letter to the Authority in connection with its annual audit of investments?	No	

**Additional Comments**

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## Authorities Budget Office Policy Guidance



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### Authority Mission Statement and Performance Measurements

**Name of Public Authority:** Capitalize Albany Corporation

**Public Authority's Mission Statement:** The mission of Capitalize Albany Corporation is to facilitate strategic economic development and stimulate transformative investment throughout the City of Albany, making New York's Capital a vibrant place to thrive.

**Date Adopted:** April 25, 2017

**List of Performance Goals (If additional space is needed, please attach):**

- **Implement the recommendations of the Board's economic development strategies (including, but not limited to the Impact Downtown Albany and the Capitalize Albany plans), regional economic development strategies, and economic development components of local revitalization strategies.**
  - *Number of projects and businesses provided technical or financial assistance identified within relevant strategic plans or within plan areas.*  
Capitalize Albany provided assistance to more than 130 projects and businesses pursuant to relevant revitalization strategies.
- **Meet market demand for multi-family housing by supporting strategic market-rate and affordable, residential and mixed-use projects.**
  - *Total number of residential units that received assistance from Capitalize Albany.*  
More than 325 units received assistance from Capitalize Albany in 2022.
  - *Number and value of commercial housing projects receiving Capitalize Albany financial assistance.*  
In 2022 four projects received Capitalize Albany financial assistance and the value of these projects totaled approximately \$133.6M.
  - *Number and aggregate amount of loans dedicated to market-rate residential units during the fiscal year.*  
No new loans were disbursed in 2022.
- **Strengthen employment, economic activity, and tax base through projects and programs citywide, including within disadvantaged communities.**
  - *Number of businesses and development projects assisted citywide during the year.*  
Capitalize Albany provided technical and/or financial assistance to more than

- 180 prospective business and/or development projects in 2022.
  - *Number of small business grants awarded and/or disbursed, and percentage within (distressed Census tracts/City of Albany-defined neighborhood strategy areas)*
  - Capitalize Albany awarded more than \$170,000 in grant funds in 2022, with more than 79% of awards made to projects within distressed Census tract/City of Albany-defined neighborhood strategy areas. Capitalize Albany disbursed more than \$94,000 in grant funds in 2022, with more than 92% of funding expended within distressed Census tracts/City of Albany-defined neighborhood strategy areas.
  - *Number of permanent and temporary jobs created and/or retained by projects receiving technical or financial assistance.*  
In 2022 more than 38 permanent and 615 temporary jobs were created and/or maintained.
  - *Number of businesses and development projects assisted within distressed Census tracts/City of Albany-defined neighborhood strategy areas.*  
In 2022 Capitalize Albany assisted more than 120 businesses and development projects within distressed Census tracts/City of Albany-defined neighborhood strategy areas.
- **Collaborate and develop partnerships to most effectively utilize, administer, and deploy economic and community development funding at the federal, state, and local levels.**
  - *Number of REDC projects and programs assisted and awarded with Capitalize Albany support.* In 2022, 10 projects received nonmonetary and/or monetary assistance from Capitalize Albany and as of the date of this memo, the number of projects and value of awards to be received from the REDC are to be determined. In addition, Capitalize Albany directly submitted an application to NY Main Street funding for Liberty Park building stabilization, as well as served as the initiative coordinator for the South Pearl DRI application submittal and two RESTORE NY applications, totaling to more than \$26 Million in funding requests.
  - *Number of projects and programs assisted and/or awarded with municipal, state and federal resources with Capitalize Albany Support.*  
Capitalize Albany provided support to more than 36 projects and programs assisted and/or awarded with municipal, state and federal resources. In 2022, Capitalize Albany also applied for and was awarded \$750K in municipal funding through the City's American Rescue Plan Act (ARPA) process to administer small business assistance programs. In addition, Capitalize Albany applied and was awarded \$750,000 in Empire State Development funding, as well as \$1.1 Million in ARPA funding for the Clinton Market Collective project.
  - *Number of CDBG-eligible activities and projects performed or assisted by Capitalize Albany.*  
In 2022 more than 17 CDBG-eligible projects received Capitalize Albany assistance. These projects were mainly for blight removal and job creation or occurred in an eligible distressed Census tract.
  - *Number of contacts reached directly on digital media platforms with news regarding economic activity citywide.*  
A 1,857-member listserv for Corporation newsletter and news blasts was maintained and contacted regularly, and over 4,200 followers across the Corporation's social media platforms received and engaged with Capitalize Albany content throughout 2022.

- **Broaden the Corporation's revenue sources to include more sustainable and recurring sources in order to expand and enhance the Corporation's economic development impact.**
  - *Number and aggregate amount of loans disbursed during the fiscal year.*  
No new loans were disbursed in 2022.
  - *Value of new or amended contracts, professional service agreements, and other revenue-generating transactions.*  
In 2022, the Corporation realized over \$40,000 in savings from re-negotiated professional service agreements, \$107,000 in one-time revenues related to real property transactions, \$22,500 in new license fees and \$50,000 in new grant administration fees. As a result of negotiations in 2022, 2023 professional service agreements and new grant administration fees will bring in an additional \$170,000 in new revenue.

### **Additional questions:**

1. **Have the board members acknowledged that they have read and understood the mission of the public authority?** The Board of Directors of the Capitalize Albany Corporation have reviewed the mission statement and have not made any amendments to the mission statement in 2022.
2. **Who has the power to appoint the management of the public authority?** The Corporation's Board of Directors appoints the Officers of Capitalize Albany Corporation. The President is responsible for hiring all staff except for the President position.
3. **If the Board appoints management, do you have a policy you follow when appointing the management of the public authority?** The Board appoints management who are best qualified to execute the mission of the Capitalize Albany Corporation. Management serves at the pleasure of the Board of Directors.
4. **Briefly describe the role of the Board and the role of management in the implementation of the mission.**  
The Corporation's mission was developed by the Board of Directors and management through careful consideration and discussion including a formal mission-development series of exercises. The Board reviews the Mission annually for its appropriateness and relevance, and sets and reviews the attainment of performance goals in pursuit of the Mission. The Board of Directors is an independent body responsible for control and management of the affairs and property of the Corporation and to adopt rules, regulations, and policies governing the Corporation. The Board directs management to implement said policies. The Board of Directors shall ensure overall financial accountability and hire management to oversee the day-to-day affairs of the Corporation in the delivery of CAC's mission. The Board meets regularly to review and provide oversight of Corporate activity and provide strategic guidance in pursuit of CAC's mission.
5. **Has the Board acknowledged that they have read and understood the responses to each of these questions?**  
The Capitalize Albany Corporation Board of Directors participated in the drafting, presentation for discussion, and approval of these responses.

# MEMO

**TO:** Capitalize Albany Corporation Audit Committee

**FROM:** Capitalize Albany Corporation Staff

**RE:** Management Assessment of the Effectiveness of Internal Controls

**DATE:** March 10, 2023

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This statement certifies that management has documented and assessed the internal control structure and procedures of the Capitalize Albany Corporation for the year ending December 31, 2022. This assessment found the internal controls to be adequate and the assessment did not identify any deficiencies.

## **2022 Assessment of the Effectiveness of Internal Controls**

### **Capitalize Albany Corporation (“Corporation”) Major Business Functions:**

The primary mission of the Corporation is as follows:

*Facilitate economic development projects within the City of Albany*

The Capitalize Albany Corporation (formerly the Albany Local Development Corporation) was incorporated in 1979 to primarily provide financing to eligible businesses in order to create and retain employment and investment within the City of Albany. The Corporation also plays an active role in facilitating large-scale transformational real estate projects that the Corporation identifies as a priority.

No changes have occurred with respect to funding sources, mission or objectives of the Corporation during 2022. Accomplishments, including financial status, committee accomplishments and legal requirements are outlined on a monthly basis via publicly advertised and open meetings. Minutes of these meetings as well as supporting documents are maintained on the agency’s website.

### **Risks Associated with the Corporation’s Operations:**

Public meeting rules are in place and regularly followed. The Chair of the Board of Directors is regularly engaged as are other board members. The Audit and Finance Committees regularly reviews financial information which is then presented to the board at publically open meetings. Additionally, for both legal and financial aspects, the Corporation utilizes outside sources with expertise in the associated functions to lend additional controls. As such, risks are deemed to be low for all activities and functions within the Corporation. A review for 2022 finds no change to the differing levels of involvement and approval.

### **Internal Control Systems in Place**

There has been a longstanding set of policies, procedures and guidelines in place at the Corporation that are designed to ensure the Corporation's mission is carried out in full and to minimize risk. These items remained in place during 2022. Some of the key internal controls in place include:

- Public meeting and disclosure requirements are in effect and regularly followed.
- Board of Directors annually reviews and accepts the NYS PAAA policies.
- As noted previously, the use of external parties provides additional levels of internal control. Additionally, personnel with appropriate backgrounds and experience are utilized to help identify such items as legal or financial risks.
- Consistent reports are provided to management as well as the various committees and the full Board of Directors.
- The Corporation annually has a financial audit. The financial audit provides an opinion on the financial statements and also includes the audit related assessment of internal controls.
- The Corporation’s board actions have addressed internal controls through review and adoption of policies and procedures. These policy and procedures include the following:
  - Annual Board adoption and acceptance of NYS PAAA policies
  - Annual Board adoption and acceptance of PARIS reports
  - Annual external financial audit with Audit Committee oversight

- Annual completion of Board self-evaluation.
- Annual meeting of membership to appoint Board of Directors
- Annual review and acceptance of the Corporation's performance goals
- Annual completion of the Board's Conflict of Interest Declaration forms
- Annual Review and adoption of the Corporation's Procurement Policy
- Annual Review and adoption of the Corporation's Investment Policy
- Annual Review of the Corporation's investment performance
- Annual Review and adoption of the Corporation's Property Acquisition and Disposition Policy.

**Extent to Which the Internal Control System is Effective**

Management has reviewed the internal control system for 2022 and finds that the items as outlined above remain in place and functioning as expected. The Corporation's most recent financial audit (for the calendar year 2021 and the year ended December 31, 2021) identified no material weaknesses or significant deficiencies. Policies and procedures in place are deemed sufficient. As noted previously, the Corporation's staff regularly reviews updates to pertinent rules.

**Corrective Action**

No specific corrective action is required at this time. Management consistently works to strengthen controls as possible.



## **CAPITALIZE ALBANY CORPORATION**

### **AUDIT COMMITTEE CHARTER**

This Audit Committee Charter was adopted by the Board of Directors of the Capitalize Albany Corporation (CAC; formerly known as the Albany Local Development Corporation), a not-for-profit corporation established under the laws of the State of New York, on this 31<sup>st</sup> day of October, 1979.

#### **Purpose**

The purpose of the Audit Committee shall be to (1) assure that the Corporation's Board fulfills its responsibilities for the Corporation's internal and external audit process, the financial reporting process and the system of risk assessment and internal controls over financial reporting; and (2) provide an avenue of communication between management, the independent auditors, and the Board of Directors.

#### **Powers of the Audit Committee**

It shall be the responsibility of the Audit Committee to:

- Appoint, compensate, and oversee the work of any public accounting firm employed by the Corporation.
- Conduct or authorize investigations into any matters within its scope of responsibility.
- Seek any information it requires from Corporation employees, all of whom should be directed by the Board to cooperate with Committee requests.
- Meet with Corporation staff, independent auditors or outside counsel, as necessary.
- Retain, at the Corporation's expense, such outside counsel, experts and other advisors as the Audit Committee may deem appropriate.

The CAC board will ensure that the Audit Committee has sufficient resources to carry out its duties.

#### **Composition of Committee and Selection of Members**

The Audit Committee shall be established as set forth in and pursuant to Article IV, Section 9 of the Corporation's bylaws. The Audit Committee shall consist of at least three "independent" members of the Board of Directors. The term "independent director" shall mean: a director who: (a) is not, and in the past two years has not been, employed by CAC or CAC affiliate in an executive capacity; (b) is not, and in the past two years has not been, employed by an entity that received remuneration valued at more than fifteen thousand dollars for goods and services provided to CAC or received any other form of financial assistance valued at more than fifteen thousand dollars from CAC; (c) is not a relative of an executive officer or employee in an executive position of CAC or CAC affiliate; and (d) is not, and in the past two years has not been, a lobbyist registered under a state or local law and paid by a client to influence the management decisions, contract awards, rate determinations or any other similar actions of CAC or CAC affiliate. For purposes of this subparagraph, "payment" does not include charitable contributions.

The Corporation's Chairperson will appoint the Audit Committee members and the Audit Committee Chair.

Ideally, all members on the Audit Committee shall possess or obtain a basic understanding of financial reporting and auditing.

### **Meetings**

The Audit Committee will meet a minimum of twice a year, with the expectation that additional meetings may be required to adequately fulfill the obligations and duties outlined in the Charter.

Members of the Audit Committee are expected to attend each Committee meeting, in person or via telephone or videoconference. The Audit Committee may invite other individuals, such as members of management, auditors or other technical experts to attend meetings and provide pertinent information, as necessary.

The Audit Committee will meet with the Corporation's independent auditor at least annually to discuss the financial statements of the Corporation.

Meeting agendas will be prepared for every meeting and provided to the Audit Committee members along with briefing materials three (3) business days before the scheduled Audit Committee meeting. The Audit Committee will act only on the affirmative vote of a majority of the members at a meeting or by unanimous consent. Minutes of these meetings will be recorded.

### **Responsibilities**

The Audit Committee shall have responsibilities related to: (a) the independent auditor and annual financial statements; (b) the Corporation's internal auditors; (c) oversight of management's internal controls, compliance and risk assessment practices; (d) special investigations and whistleblower policies; and (e) miscellaneous issues related to the financial practices of the Corporation.

#### **A. Independent Auditors and Financial Statements**

The Audit Committee shall:

- Appoint, compensate and oversee the independent auditors retained by the Corporation and pre-approve all audit services provided by the independent auditor. Such oversight of the independent auditors will include:
  - Review with the independent auditor the scope and planning of the audit prior to the audit commencement; and
  - Upon completion of the audit, review and discuss with the independent auditor: (A) any material risks and weaknesses in internal controls identified by the auditor; (B) any restrictions on the scope of the auditor's activities or access to requested information; (C) any significant disagreements between the auditor

and management; and (D) the adequacy of the corporation's accounting and financial reporting processes; and

- Annually consider the performance and independence of the independent auditor.
- Establish procedures for the engagement of the independent auditor to provide permitted audit services. The Corporation's independent auditor shall be prohibited from providing non-audit services unless having received previous written approval from the Audit Committee. Non-audit services include tasks that directly support the Corporation's operations, such as bookkeeping or other services related to the accounting records or financial statements of the Corporation, financial information systems design and implementation, appraisal or valuation services, actuarial services, investment banking services, and other tasks that may involve performing management functions or making management decisions.
- Review and approve the Corporation's audited financial statements, associated management letter, report on internal controls and all other auditor communications.
- Review significant accounting and reporting issues, including complex or unusual transactions and management decisions, and recent professional and regulatory pronouncements, and understand their impact on the financial statements.
- Meet with the independent audit firm on a regular basis to discuss any significant issues that may have surfaced during the course of the audit.
- Review and discuss any significant risks reported in the independent audit findings and recommendations and assess the responsiveness and timeliness of management's follow-up activities pertaining to the same.

## **B. Internal Controls, Compliance and Risk Assessment**

The Audit Committee shall:

- Review management's assessment of the effectiveness of the Corporation's internal controls and review the report on internal controls by the independent auditor as a part of the financial audit engagement.

## **C. Special Investigations**

The Audit Committee shall:

- Ensure that the Corporation has an appropriate confidential mechanism for individuals to report suspected fraudulent activities, allegations of corruption, fraud, criminal activity, conflicts of interest or abuse by the directors, officers, or employees of the Corporation or any persons having business dealings with the Corporation or breaches of internal control.

- Develop procedures for the receipt, retention, investigation and/or referral of complaints concerning accounting, internal controls and auditing to the appropriate body.
- Request and oversee special investigations as needed and/or refer specific issues to the appropriate outside body for further investigation.

#### **D. Other Responsibilities of the Audit Committee**

The Audit Committee shall:

- Present annually to the Corporation's Board a written report of how it has discharged its duties and met its responsibilities as outlined in the Charter.
- Obtain any information and training needed to enhance the Committee members' understanding of the role of internal audits and the independent auditor, the risk management process, internal controls and a certain level of familiarity in financial reporting standards and processes.
- Review the Committee's Charter annually, reassess its adequacy, and recommend any proposed changes to the Board of the Corporation. The Audit Committee Charter will be updated as applicable laws, regulations, accounting and auditing standards change.
- Conduct an annual self-evaluation of its performance, including its effectiveness and compliance with the Charter and request the Board approval for proposed changes.

March 10, 2023

To: Chairman and Board, Capitalize Albany Corporation (“CAC”)

From: Chairman, CAC Audit Committee

Subj: *CAC Audit Committee Annual Report for 2022*

The CAC Audit Committee Charter provides that the Audit Committee “shall present annually to the Corporation’s Board a written report of how it has discharged its duties and responsibilities as outlined in the Charter.”

Below is the Committee’s Annual Report for 2022. The format below identifies each of the Committee’s four major areas of responsibilities followed by a summary of the Committee’s 2022 activities.

**I. Independent Audit**

A. “Appoint, compensate and oversee the independent auditors”

- Committee engaged CAC’s independent auditor;
- Committee met with the independent auditor to review the scope/planning of audit prior to audit commencement and ensured CAC’s full transparency/cooperation with the audit process;
- Committee met with the independent auditor during, and following, the audit to oversee the audit process and review/approve CAC’s audited financial results, report on internal controls, and related auditor communications; and
- Committee reviewed both the 2021 and 2022 audit process and the performance/independence of the independent auditor, and found no deficiencies.

**II. Internal Controls**

A. “Review the Management’s assessment of internal controls and the independent auditor’s report on internal controls”

- Committee reviewed CAC management’s assessment of internal controls and the independent auditor’s report on internal controls.

**III. Special Investigations**

A. “Ensure . . . confidential mechanism to report suspected fraudulent activities, allegations of corruption, fraud . . . and oversee special investigations as needed”

- No allegations/reports of any improper activity were received by the Committee.

**IV. Other Responsibilities**

A. “Review Committee’s Charter annually . . . and recommend any proposed changes to the Board”

- No proposed changes to the Charter were recommended in 2022.

B. “Conduct an annual self-evaluation of [Committee] performance, including its . . . compliance with the Charter and request Board approval for proposed changes”

- Committee reports that it complied with the Charter and has no request for Charter changes.