



CAPITALIZE ALBANY CORPORATION

----- City of Albany, New York -----Small Business

Façade Improvement Program

7/25/2025



@CapAlbanyCorp
#CapAlbGrants
www.CapitalizeAlbany.com/Grants







Agenda

- 1. Capitalize Albany Corporation
- 2. Small Business Facade Improvement Grant Timeline
- 3. Grant Agreement
 - a. Components
 - b. Required Documents for Execution
 - c. Required Documents for Reimbursement
- 4. Grantee Requirements
- 5. Questions & Answers





Capitalize Albany Corporation

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.

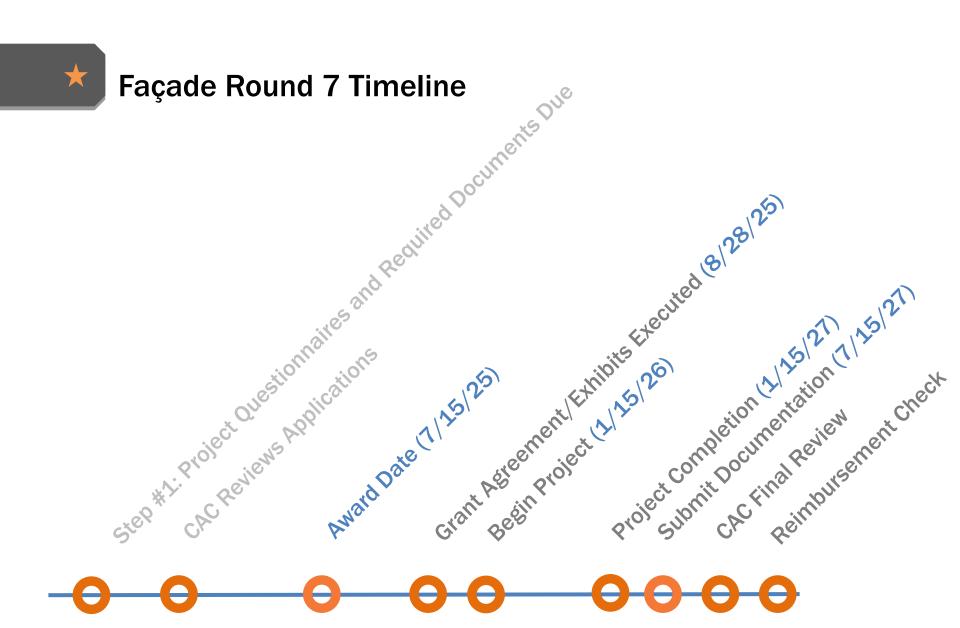
- City of Albany's economic development agency
- Business, real estate, and strategic development
- IDA and CRC assistance for qualifying projects
- Local coordinator for Consolidated Funding Application (CFA) and other NYS economic development programs
- Coordinate with City agencies and community partners





If you have any questions, never hesitate to reach out!



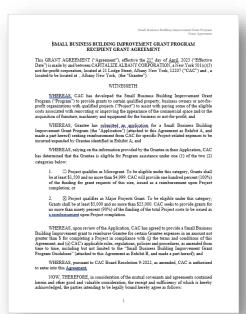


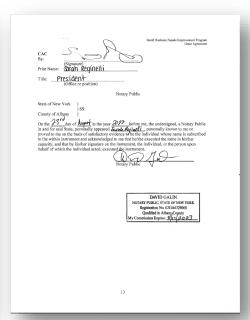




Components

- The Grant Agreement is a legal contract between Capitalize Albany Corporation and the Grantee.
 - To execute the grant agreement, it must be signed and notarized by both parties
 - Must be returned to Capitalize Albany by 8/28/25!





- Includes Exhibits A G
 - Exhibit A: Grantee's Application
 - Exhibit B: Program Guidelines
 - Exhibit C: Project Scope of Work
 - Exhibit D: Non-Collusive Agreement
 - Exhibit E: Media Release Form
 - Exhibit F: Project Completion Form
 - Exhibit G: Reimbursement Request
 Cover Sheet (PDF)
 - Exhibit G: Reimbursement Request
 Form (Excel)





Exhibits A and B: Application and Program Guidelines



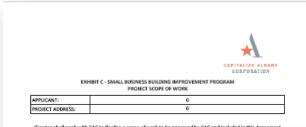






Required Documents for Execution: Exhibit C

- Exhibit C: Project Scope of Work outlines the awarded project and the approved budget.
- Project milestones should be filled in by the grantee.
 - Any other changes must be approved by Capitalize Albany through written request.



Grantee shall work with CAC to finalize a scope of work to be approved by CAC and included in this Agreement below.

A written scope of work is a program requirement.' estimates for all work to be performed as part of the Agreement, all Projects must comply with applicable requirements, including but not limited to:

- Any immediate health and safety concerns
- The correction of code violations;
 Improvement of handicapped accessibility
- Consistency with local design guidelines; a
- Preservation of historical elements of the I Grantee is responsible for coordinating work write-

Office, and other regulators as required. If needed,

Acceptance and execution of the Grant Agreement is Project Milestones deadlines listed below. Construct of Occupancy is issued (when applicable), and bus when equipment is installed Grantee shall work with CAC to finalize a project budget to be approved by CAC and included in this Agreement below. The project budget must be representative of the total project casts and consistent with the scope of work on the previous page.

PROJECT BUDGET							
USE OF FUNDS*			SOUR	CE OF	FUNDS		
	PITALIZE LBANY	В	QUITY	c	THER		TOTAL
\$ -	\$	\$	-	s	-	\$	
\$ -	\$	\$		\$		\$	
\$ -	\$ -	\$	-	\$		\$	
\$ -	\$	\$	-	\$		\$	
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\$ -	\$ -	\$	-	\$	-	\$	
\$ -	\$ -	\$	-	s	-	s	
\$ -	\$ -	\$	-	s	-	\$	
TOTAL	\$	\$		ŝ		\$	-

*Final reimbursement may include other eligible uses of funds, subject to approval by CAC in its sole discretion.

Once the Grant Agreement is executed, Grantee must submit any changes to Exhibit C by written request.

Please note that the following expenses included in the application and/or budget worksheet were deemed to be ineligible project costs following review by Capitalize Alberty:

INELIGIBLE USE OF FUNDS	TOTAL COST
TOTAL:	

If Grantee finds any information in this Exhibit C to be inaccurate, please contact CAC.

DEADLINE



Required Documents for Execution: Exhibits D and E

	on-Collusive Proposal Co	ertificate			
Signed and no	tarized		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY	LIABILITY INSURANCE ORIGINAL OF THE CHARGE CONTROL OF THE CHARGE	
	EXHIBIT D - NON-COLLUSIVE PROPOSAL CERTIFICATE Grantee certifies as to its own organization, under penalty of perjury, that to the best of knot belief: 1. The prices in the proposals submitted to CAC have been arrived at independent collusion, consolation, communication or agreement, for the purpose of restricting competition matter relating to such prices with any other proposer or with any competitor; and	dy, without	CERTIFICATE DOES NOT APPRIMATIVELY ON IN CATIFVELY AMANGE. BELOW IT HER CERTIFICATION OF INVANANCE DOES NOT CONSTITUT BEPORTRANT IT THIS CERTIFICATION OF THE PROPERTY OF TH	CRITICO ON ALTRI THE COMPENSE AFFORDED BY THE POLICIES A COMPINATE SETTING THE SESSION ASSISTED, ALTHONOLOGIS FOR COMPINATE SETTING THE SESSION ASSISTED, ALTHONOLOGIS FOR COMPINATE SETTING THE SESSION ASSISTED, ALTHONOLOGIS FOR COMPINATE SETTING THE SETTING THE SESSION ASSISTED	
	No attempt has been made or will be made by the Grantee to induce partnership or corporation to submit or not to submit a bid for the purpose of rest Additionally, Grantee has no knowledse of any attempt by another person to restrict		THE 6 TO DESTREY THAT THE POLICIES OF INQUINANCE LISTED BE DOWNED HAS DESCRIBED. NOTWITHEN AND MOST PROLIFIESTED, TENNIOR OF CONDITION OF DESTREY HAS THE INSURANCE ASTOCIATION OF DESCRIPTION AND CONDITIONS OF SUCH POLICIES. LISTES SHOWN MAY THAT THE MOST OF THE POLICIES. LISTES SHOWN MAY THAT THE POLICIES OF THE POLICIES. LISTES SHOWN MAY THAT THE POLICIES. LISTES SHOWN MAY THE POLICIES. LISTE	E BEEN BSJUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD FANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS BY THE POLICES DISCREIGED HEREIN IS SUBJECT TO ALL THE TURKS, EI BEEN REDUCED BY PRIO CLAIMS.	
	Date Signature	EXHIBIT E - MEDIA RELEASE FORM For valuable consideration received, [grint name] ("Gran provides Capitalize Albany Corporation ("CAC") a permanent, unrestricted, irrevocable license t	COMMENCIAL CONSIDERAL LIMITATY CAMPIGNATE CONTROL CONTR	5000000000000000000000000000000000000	
	Printed Name at Name of Fir	any lawful purpose, any photographs or video footage taken of the project listed below (the "U Grantee releases and discharges CAC from any and all claims or causes of action arising from th such photographs and video pursuant to this License, including, without limitation, claims for it invasion of privacy. Furthermore, Grantee agrees to defend, indemnity and hold harmless CAC, of Albany Capital Resource Corporation, and Albany Community Development Agency and their director, employees, and agents from and against ray claims, damages, losses and expenses of	AUTONOMICE LANGLEY AN AUTO CONSTO AUTOMAC AU	09210021 0021 0021 0021 0021 0021 0021 0	
	STATE OF NEW YORK)	whatsoever, including, but not limited to reasonable attorneys' fees, arising out, or in any way (CAC's and the City of Mbany's exercise of their rights under this License. This release is binding Grantee and Grantee's heirs, successors, and assigns.	MONKERS CONTRIVEN TO MAN AND ENGINEERS OF THE	09/15/2021 09/15/202	
	COUNTY OF ALBANY JSS: On theday of in the year before me, the under appeared in the year before me, the under appeared in the year before me, the under a satisfactory evident to be the individual(s), whose name(s) is (are) subscribed to the and a chrowledged to me that by he/she/they executed the same in high-er/their car by his/her/their signature(s) on the instrument, the individual(s), or the person upon individual(s) and except executed the instrument.	Project Address: Signed: Printed Name: Title: Date:	depart for or orthonologi (ICCROR) retracts a COO III. Addition finance in Cognition (ICCROR) retracts a COO III. Addition finance in Cognition (ICCROR) and III. Addition of the Cooperate in to Correct Leading as per from ICCOO III. Additional talking as per from ICCOO III. Additio	chelon, may be without if these was transported (MM) as you fit time (COUSE, Pilinary and Non-Curtifoldary Island applies the coordinate.	
		Witness: (print name)	CERTIFICATE HOLDER	CANCELLATION SHOULD ARY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPERTION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE FULLY PROVISION.	
	Notary Public/Commission	Signed: Date:	MY 12207	AUTHORIZED REPRESENT HEVE	
Exhibit E: N	Media Release Form Signed and witnessed		ACORD 55 (01603) The ACORD seems and if	Certificate (ACORD 25)	of Insurance



Project Decals







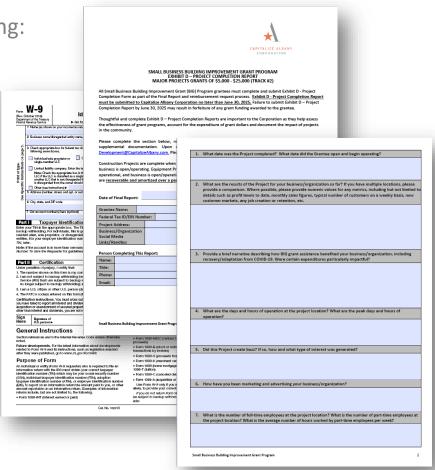
Required Documents for Reimbursement

- Exhibit F: Project Completion Report, including:
 - Color photographs of the completed project
 - Certificate of Occupancy (if applicable)
 - IRS W-9

This assistance allowed us to purchase additional seating and make use of a previously unused area of the restaurant, increasing our dining capacity. This additional table provided us with the ability to serve 200-300 more customers a month, increasing sales by around \$8,750 per month.

The addition of the awning and outdoor lighting has increased visibility of our space and helped extend patio usage.

Before the grant, the disinfecting process typically took at least 30 minutes. With the expansion, we were able to provide services in other rooms, which increased our traffic by approximately 30%.







Required Documents for Reimbursement

- Final Project Budget as part of Exhibit F
 - 50% Match should be shown in Final Project Budget
- Color photographs of your final project



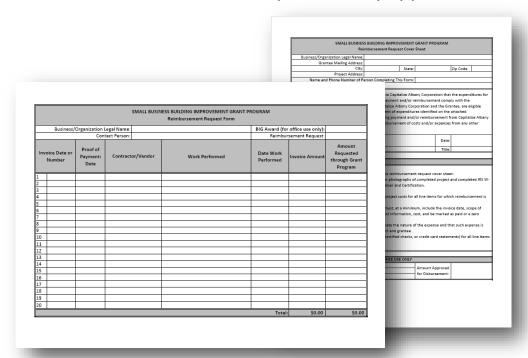
FINAL PROJECT BUD	DGET			
	SOURCE OF FUND	S:		
USE OF FUNDS:	Capitalize Albany Grant	Owner Equity*	Bank/Other:	TOTAL COSTS:
				\$ 0
				\$ 0
				\$ 0
				\$0
				\$0
				\$ 0.
				\$0
				\$0
				\$ 0
	\$ 0.0 or Bank/Other funds must be pro	vided in the table above		\$ 0
*Owner equity and/c required to represen Please sign the Grant to <u>Development@Ca</u> • IRS W-9 Reques • Exhibit E - Reim (receipts and/o • Color photograp	or Bank/Other funds must be pro it at least 10% project funding fro ee Certification below and submit	wided in the table above on non-Capitalize Albany the following with Exhibit or and Certification and Reimbursement Rec	. Major Projects Grant Corporation sources. t D – Project Completio	ees are in Report
*Owner equity and/c required to represen Please sign the Grant to <u>Development@Ca</u> • IRS W-9 Reques • Exhibit E - Reim (receipts and/o • Color photograp	or Bank/Other funds must be prot at a least 10% project funding for ee Certification below and submit pitalizeAlbany.com: tt for Taxpayer Identification Nun bursement Request Cover Sheet r invoices proof of payment, etc., has of the completed project ccupancy (if applicable)	wided in the table above on non-Capitalize Albany the following with Exhibit or and Certification and Reimbursement Rec	. Major Projects Grant Corporation sources. t D – Project Completio	\$ 0 ees are
*Owner equity and/crequired to represent to Development @Ca IRS W-9 Request Exhibit E-Reim (receipts and/or Color photograg Certificate of Oc	or Bank/Other funds must be prot at a least 10% project funding for ee Certification below and submit pitalizeAlbany.com: tt for Taxpayer Identification Nun bursement Request Cover Sheet r invoices proof of payment, etc., has of the completed project ccupancy (if applicable)	wided in the table above m non-Capitalize Albany the following with Exhibi nber and Certification and Reimbursement Reco	. Major Projects Grant Corporation sources. t D – Project Completio	\$ 0 ees are in Report rting documentation
*Owner equity and/crequired to represent to Development @Ca IRS W-9 Request Exhibit E-Reim (receipts and/or Color photograg Certificate of Oc	or Bank/Other funds must be prot at least 10% project funding for ee Certification below and submit pitalizeAlbany.com: It for Tayapyer Identification Nunbursement Request Cover Sheet invoices proof of payment, etc., bits of the completed project coupancy (if applicable) Grapitalize Albany Corporation that and accurate in all respects as of t	wided in the table above m non-Capitalize Albany the following with Exhibi nber and Certification and Reimbursement Reco	. Major Projects Grant Corporation sources. t D – Project Completio quest Form and support information provided	\$ 0 ees are in Report rting documentation





Required Documents for Reimbursement

- Exhibit G: Reimbursement Request Form, along with:
 - Receipts/invoices and proof of payment for all line items
 - Documentation of licenses, permits, city approvals





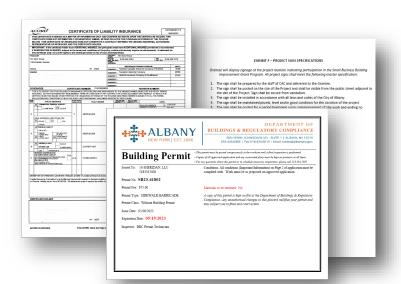




Grantee Requirements

- Adherence to Exhibit B: Façade Round 7 Program Guidelines
 - Project Grantees commit to remain in place +
 maintain investments for 2 years
- Display Decal per grant agreement
- Compliance with relevant building codes + zoning





- Use of photographs/video per Exhibit E: Media Release Form
- Include in public announcements, media, + promotional materials
- Indemnification and insurance requirements
- Recordkeeping
- Notice of investigation or default





Questions/Technical Assistance

We're Here to Help!

Available for specific questions by phone and email

Email:

development@capitalizealbany.com

Phone:

518.434.2532 ext. 1

