



COVID -19 BUSINESS RECOVERY INITIATIVE

Closing Checklist for Grantees

1. Insurance Certificate Naming Prince George's County, Maryland and FSC First as Additional Insureds. (See Instructions 1 below)
2. Personal email addresses of person signing the Grant Agreement.
3. Documents needed from Exhibit A below depending on how your business entity is formed
4. Fully executed Grant Documents (provided by the Office of Law once they receive all other Closing Checklist documents)
5. Screenshot of the ABA/routing number and account number from your business account bank website. Email this to FSC First only.

EXHIBIT A

1. Limited Liability Company or LLC. A business organized as a limited liability company must provide the following:
 - a. Operating Agreement, with all amendments.
2. Partnership (General and Limited). A business organized as a general or limited partnership must provide the following:
 - a. Partnership Agreement, with all amendments.
3. Corporation
 - a. Bylaws, with all amendments.

INSTRUCTIONS 1

Prince George's County, Maryland and FSC First shall be named:

- (i) as an additional insured under the owner's liability policies.

The ADDITIONAL INSURED clause for the agency is as follows:

Prince George's County Maryland, a body politic, and Prince George's Financial Services Corporation (FSC First), a State of Maryland non-profit, and/or its successors and assigns, as their interests may appear (ISAOA ATIMA)

The certificate holder shall be
Prince George's Financial Services Corporation
1801 McCormick Drive, Suite 300
Largo, MD 20774
Attention: Portfolio Manager

Please advise your liability insurance agent that we require ACORD form 27. If ACORD form 27 is not available, we will accept ACORD Form 25.