



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
OFFICE OF THE EXECUTIVE
112 STATE STREET, ROOM 1200
ALBANY, NEW YORK 12207-2021
(518) 447-7040 - FAX (518) 447-5589
WWW.ALBANYCOUNTYNY.GOV

MICHAEL P. MCLAUGHLIN, JR.
DEPUTY COUNTY EXECUTIVE

MEMORANDUM

To: Brian Williams, Executive Director, Capital Region Workforce Development Board
From: Albany County, New York, Pass-through entity
Date: June 9, 2026
RE: Partial Reallocation of ARPA grant award

Dear ARPA Subrecipient,

This memorandum serves as notification that Subaward Agreement No. 245 for 2023 for the Capital Region Workforce Development Board's On-the-Job Training Program, funded by American Rescue Plan Act pass-through funds, is being decreased in amount by \$17,450.64 by mutual agreement. Said change will become effective immediately.

Albany County is partially reallocating this amount based on the project's pace of expenditure and to ensure the full award can be effectively dispersed ahead of the ARPA grant's December 31, 2026 deadline. This change was settled on by mutual agreement between Albany County and the Workforce Development Board, as outlined in correspondence and a revised budget and workplan dated June 9, 2026. With these changes, both Albany County and the Workforce Development Board are confident in the ability to spend the grant down in a timely and compliant manner.

All questions regarding this notice should be directed to Kate Pauly, Grants Coordinator, Albany County at 518-447-7029 or katelyn.pauly@albanycountyny.gov

Albany County

Representative name: _____

Signature: _____

Workforce Development Board

Representative name: _____

Signature: _____