



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
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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: April 15, 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 \$200,000 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 April 15, 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:

Kate Pauly

Signature:

Kate Pauly

Workforce Development Board

Representative name:

Brian J. Williams

Signature:

Brian J. Williams

ALBANY COUNTY ARPA BUDGET AMENDMENT FORM

Organization Name:	Capital Region Workforce Dev. Board
Vendor Number:	
Project Number:	
Project Title:	On the Job Training

	EXPENDITURES	ORIGINAL ARPA USES	REQUESTED CHANGE	VARIANCE (+/-)
1	Personnel (Salary and Wages)	\$	\$	\$
2	fringe Benefits	\$	\$	\$
3	Travel	\$	\$	\$
4	Equipment	\$	\$	\$
5	Supplies	\$	\$	\$
6	Contractual Services and Subawards	\$ 900,000	\$ 700,000	\$ -200,000
7	Consultants (Professional Service)	\$	\$	\$
8	Construction	\$	\$	\$
9	Occupancy (Rent and Utilities)	\$	\$	\$
10	Research and Development (R&D)	\$	\$	\$
11	Telecommunications	\$	\$	\$
12	Training and Education	\$	\$	\$
13	Direct Administrative Costs	\$ 100,000	\$ 100,000	\$
14	Miscellaneous Costs - Advertising and public relations	\$	\$	\$
15	Miscellaneous Costs - Materials and supplies costs	\$	\$	\$
16	Other Costs Not Listed Above (Specify Below)	\$	\$ 200,000	\$ +200,000
TOTALS		\$	\$	\$

Please use the below space to provide a description of the requested change(s). Explain why the change is needed and whether it will impact project timelines or outcomes. Attach any supporting documents needed to support your request.

See attached email correspondence for details of
pass through awards

Box 16, other costs: To be reallocated to Albany County

Signature of Authorized Representative:	
Print Name:	
Title:	
Date:	

The Below Space is for County Use Only

Is requested change ARPA eligible (yes/no)?	Yes		
First Review By:	Martin Dolan		
Date Reviewed:	4	15	2026
Second Review By:	Katie Paruly		
Date Reviewed:	4	15	2026
Is the requested approved or denied?	Approved		

THE CAPITAL REGION WORKFORCE DEVELOPMENT BOARD

Providing Workforce Solutions for New York's Capital Region - Albany, Rensselaer, and Schenectady



MEMORANDUM

TO: Kate Pauly, Albany County Grants Coordinator
Martin Dolan, Albany County Grants Specialist

FROM: Brian J. Williams, CRWDB Executive Director *BJW*

DATE: April 15, 2026

RE: Partial Allocation of ARPA Grant Award

EXECUTIVE COMMITTEE

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Brian J. Williams
Executive Director

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Albany County Executive

Steven F. McLaughlin
Rensselaer County Executive

Gary Hughes
Schenectady County Legislature, Chair

This memorandum provides an update regarding the utilization of the \$1,000,000 workforce funding award allocated to the Capital Region Workforce Development Board under the American Rescue Plan Act pass-through 2023 Subaward Agreement No. 245.

At this time, we are finalizing internal estimates and working with partner organizations to solidify precise budget figures. Based on current projections, we anticipate expending approximately **\$800,000** of the total award. Accordingly, we are prepared to **reallocate \$200,000 back to Albany County**.

The projected \$800,000 in expenditures reflects a comprehensive investment strategy that includes both incurred and anticipated costs. This total accounts for funding already spent, including an additional invoice of approximately \$60,000 for the most recent quarter, which will be submitted shortly. It also includes projected future expenditures under the On-the-Job Training (OJT) program, inclusive of staffing resources dedicated to employer outreach and program marketing.

In addition, funding will support several targeted workforce initiatives coordinated by our Workforce Development Board and Career Center, including the launch of a **Job Club Bootcamp**, designed to prepare unemployed individuals for employment across key industries through structured job readiness and placement support.

In addition to the above mentioned, the remaining funds will be distributed as sub-awards to workforce partners to implement specialized training and workforce development programs, including, but not limited to:

- **RISSE** – English as a Second Language (ESL), job readiness training, and employer education
- **Uniquely Aabled Academy** – CNC Machining training for individuals on the autism spectrum
- **Employer Resource Network** – Success Coaching services to support employee retention
- **Hudson Valley Community College (HVCC)** – HVAC training and certification programs
- **University at Albany (UAlbany)** – Professional and leadership development programming for businesses
- **Capital Region BOCES** – Tuition support for healthcare training and certification programs

We have requested one-page summaries from each partner organization outlining their respective projects, and will share detailed funding allocations for each entity with you once received.

Many thanks to Albany County for your commitment to workforce development and your investment in the human capital that ensures businesses have a skilled workforce and residents have the tools that lead to family-sustaining careers.

Please feel free to reach out with any questions or if additional information is needed at this stage.

A proud partner of the
AmericanJobCenter*
network