



DANIEL P. MCCOY  
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MICHAEL P. MCLAUGHLIN, JR.  
DEPUTY COUNTY EXECUTIVE

## MEMORANDUM

To: Allison Collins Schroeder, Director of Grants, Hudson Valley Community College EOC  
From: Albany County, New York, Pass-through entity  
Date: April 20, 2026  
RE: Partial Reallocation of ARPA grant award

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Dear ARPA Subrecipient,

This memorandum serves as notification that Subaward Agreement No. 2030 for 2024 for the Hudson Valley Community College's EOC program, funded by American Rescue Plan Act pass-through funds, is being decreased in amount by \$20,000 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 HVCC as outlined in correspondence and a revised budget and workplan dated April 20, 2026. With these changes, both Albany County and the HVCC 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](mailto:katelyn.pauly@albanycountyny.gov)

Albany County

Representative name:

Katelyn Pauly

Signature:

Kate Pauly

Hudson Valley Community College

Representative name:

Gerard Marino

Signature:

Gerard Marino

# ALBANY COUNTY ARPA BUDGET AMENDMENT FORM

Organization Name: **Hudson Valley Community College**

Vendor Number: **LELKBMKKMWN4**

Project Number: **2024-2030**

Project Title: **CDEOC Mobile Electrical Lab**

EXPENDITURES		ORIGINAL ARPA USES (approved budget)	REQUESTED CHANGE	VARIANCE (+ -) (revised budget)
1	Personnel (Salary and Wages)	\$ 9,340	\$	\$ 9,340
2	Fringe Benefits	\$ 3,320	\$ (3,320)	\$
3	Travel	\$	\$	\$
4	Equipment	\$ 149,276	\$ (32,493)	\$ 116,783
5	Supplies	\$ 16,724	\$	\$ 16,724
6	Contractual Services and Subawards	\$	\$	\$
7	Consultant (Professional Services)	\$	\$	\$
8	Construction	\$	\$	\$
9	Occupancy (Rent and Utilities)	\$	\$	\$
10	Research and Development (R&D)	\$	\$	\$
11	Telecommunications	\$	\$	\$
12	Training and Education	\$	\$	\$
13	Direct Administrative Costs	\$	\$	\$
14	Miscellaneous Costs - Advertising and public relations	\$	\$	\$
15	Miscellaneous Costs - Materials and supplies costs	\$ 27,140	\$ (14,713)	\$ 12,427
16	Other Costs Not Listed Above (Specify Below)	\$	\$ 31,200	\$ 31,200
<b>TOTALS</b>		\$ 200,000	\$ (19,548)	\$ 180,452

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.

The Electrical Technician class is going very well. We have 12 students enrolled and attending in the first class and anticipate enrolling another 12 students for the fall semester (August 25, 2026 – December 23, 2026). We are working diligently to meet our original enrollment goal of 24 students.

We request a budget amendment to use the remaining equipment allocation to renew the annual contract for TransfrVr software. The subscription costs \$31,200/year, due 7/1/2026, is categorized above as "Other." In addition to integrating TransfrVR headsets for virtual reality training simulations in the Electrical Technician curriculum and other EOC CTE programs, we are also deploying the TransfrVR headsets for career exploration opportunities at career fairs and community events throughout Albany County.

In addition, we will reduce the Miscellaneous Supply budget, which is adequate for the fall cohort.

The net difference of \$20,000.00 will be returned to Albany County for the benefit of other grantees.

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 / 20 / 2026

Second Review By:

Kate Pawly

Date Reviewed:

4 / 22 / 2026

Is the requested approved or denied?

APPROVED