



AGENDA MEMORANDUM

ITEM # 2025-R-

CONTACT: Patricia Ditto, Finance Director

SUBJECT: ARPA required policies

SUMMARY: As we go through the closeout of the ARPA project, GrantWorks has given us required policies to adopt. These policies are to affect only ARPA funding.

The policies required to be adopted are:

- Retention Policy
- AFWA Plan
- PII Policy
- Standards of Conduct COI
- Financial Management

BACKGROUND INFORMATION:

Richwood was notified of these required policies in July 2025. The attached policies are based on templates provided by GrantWorks

FISCAL IMPACT:

None

RECOMMENDATION: Staff recommends that council approve all attached policies as written.

Thank you,

Patricia Ditto, Finance Director