



Town of Knightdale

Staff Report

Title: ARPA Policies

Staff: Mark Stephens, Finance Director

Date: March 15, 2023

Asst. Town Manager Signature: SMY

Town Manager Signature: WRS

PURPOSE

To adopt the following Council Policies required for ARPA funding: Record Retention, Nondiscrimination, and Conflict of Interest.

STAFF DISCUSSION

These policies are related to the use of American Rescue Plan Act (ARPA) funds.

Record Retention: Supplements the Town's current Records Retention Policy to establish procedures to retain all ARPA related information for at least 5 years.

Nondiscrimination: Reaffirms the Town's commitment to compliance with federal civil rights laws and establishes processes for reporting potential violations and tracking complaints and resolutions.

Conflict of Interest: Requires recipients and subrecipients of federal financial assistance to maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.

RECOMMENDED ACTION

Adopt the following policies related to ARPA funding:

- Record Retention Policy
- Nondiscrimination Policy
- Conflict of Interest Policy