

Implementation Procedures for ARPA Awardees

1. All Town **Financial Policies** must be followed as laid out in the “Financial Policies – Village of Arden (as of June 26, 2017)” document found on the Budget Committee page on the Village of Arden Town webpage: <https://arden.delaware.gov/wp-content/uploads/2022/11/Financial-Policies-1.pdf>
2. An **ARPA Spending Request Form** must be submitted prior to committing to spending or payments of any ARPA funds. Find the ARPA Spending Request at this link: <https://arden.delaware.gov/wp-content/uploads/2022/12/ARPA-pymt-Request-form.pdf>
3. Any recipient—contractor, business, individual—must provide a **Federal W-9** form (go to <https://www.irs.gov/pub/irs-pdf/fw9.pdf> to download). Contractors should show a **certificate of insurance** naming the Village of Arden as the named insured (for both liability and workers compensation) unless an exception is granted by Town Officers.
4. **Progress reports** should be given to the Town Assembly at each meeting including identifying contractor(s) being used, financial updates, and an updated timeline relative to approved proposal.
5. All projects must be started and proceed according the proposed timeline unless approved by Town Officers.