

**METRO ARRA GOVERNANCE MODEL
ROLES & RESPONSIBILITIES**

Name/Title	Role/Responsibility
Mayor	<p>Appoints Metro-wide Senior Accountable Official. Signs Certifications for Infrastructure Projects. Signs most grant applications or contracts, including for ARRA grants. Signs Tenn. Dept. of Labor ARRA Assurances Makes final decisions regarding prioritization and provides approval to department heads whether to apply for certain competitive ARRA grants.</p>
Council	<p>Approves the application for and acceptance of most Metro grants, including ARRA.</p>
Metro Senior Accountable Official	<p>Has overall Metro oversight responsibility for parties responsible for accounting, reporting, purchasing and other duties to ensure accountability for ARRA grants. Needs to be aware of who is responsible in each department for departmental oversight of these duties.</p>
Department Heads	<p>Appoint Senior Accountable Official for department. Signs off on grant applications and contracts, including for ARRA grants.</p>
Finance Director	<p>Metro Senior Accountable Official. Coordinates Finance Department work related to ARRA. Instructs department heads to appoint department-level Senior Accountable Official. Approves all grant applications and signs all grant contracts, including ARRA.</p>
Mayor's Legislative Liaison	<p>Reviews and approves legislation to apply for, accept, or amend grants, including ARRA grants.</p>
Legal	<p>Reviews grant applications and contracts, including for ARRA. Signs all grant contracts, including ARRA. Writes legislation related to ARRA grants. Approves ARRA contract language to be used in ARRA grant subcontracts for vendors or subgrantees. Assists in drafting of Whistleblower Protection notices for posters and website.</p>
Risk Management	<p>Reviews grant applications and contracts, including for ARRA. Signs all grant contracts, including ARRA.</p>
Dept. Senior Accountable Official	<p>Has oversight responsibility for all parties responsible for accounting, reporting, purchasing</p>

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	and other duties to ensure accountability for ARRA grants. Needs to be aware of who is responsible in the department for these duties.
Dept. Grant Liaison	DGC contact with department for all grants-related matters, including ARRA. Coordinates grants process within own department.
Dept. Program Staff	Implement grant program for ARRA grants. Collect program data for ARRA quarterly reports. Prepare program section of quarterly reports.
Dept. Fiscal Staff	Fiscal management of ARRA grants. Collect fiscal data for ARRA quarterly reports. Prepare fiscal section of quarterly reports.
Dept. ARRA "Reporter"	Appointed by department Senior Accountable Official. Submits department ARRA reports to State grantor or to FederalReporting.gov .
Purchasing	Assures Metro departments' compliance with procurement-related requirements such as Buy American, Davis Bacon, and inclusion of appropriate ARRA language in subcontracts. Works with Law Department to create ARRA subcontract language.
Office of Financial Accountability	Monitors grants to Metro departments, including ARRA grants. Writes Internal Control Plan for use by Metro departments to comply with TRAM Directives. Conducts departmental Risk Assessment on all departments receiving ARRA funding. Provides technical assistance to ARRA recipients prior to October 10 reporting date.
Division of Grants Coordination	Coordinates all Metro's grants processes, including ARRA. Schedules and conducts ARRA training for Metro departments. Maintains Metro's ARRA website. Sends out ARRA-related news to Metro departments. Provides ARRA-related technical assistance to departments.
Division of Accounts	Assures that all ARRA funds are accounted for separately. Assures that the ARRA grants are reported correctly in the Single Audit Schedule of Expenditures.
OMB Budget Analysts	Verifies match availability for all grants requiring cash or in-kind match.
ITS	Technical maintenance of ARRA website. May assist with linking of ARRA grant records in the

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	DGC grants database to the website.
Internal Audit	Reviews the Metro Internal Control Plan and the Metro ARRA Plan..