

Roles and Responsibilities of the Lead LEA/Fiscal Agent:

Role

The Lead LEA/Fiscal Agent assumes the responsibility of completing and submitting the ARP HCY II application, reimbursement requests, and the final expenditure report on behalf of the consortium.

Responsibilities:

- Distribute to each member (participant) school district the Memorandum of Agreement (MOA) that outlines how the consortium will meet ARP HCY grant requirements . Each MOA must be signed by member (participant) school district representatives and chief school administrators/charter lead persons agreeing to be members (participants) of the consortium .
- Abide by and communicate due dates and deadlines for all grant related items (e.g., ARP HCY II application, reimbursement requests, and final expenditure report.
- Obtain all information, including common needs of the consortium’s student population experiencing homelessness, from member (participant) school districts necessary for submission of the ARP HCY II application, application amendments, application revisions, reimbursement requests, and final expenditure report.
- Ensure all sections of the ARP HCY II application are completed, including the program plan, budget and, if applicable, upload any related documents.
- Submit all fiscal transactions of the consortium (e.g., requisitions, purchases, invoices, etc.) and ensure ARP HCY II funds are shared and expended to carry out the goals in the ARP HCY II application that benefit all consortium member (participant) school districts equally.

Role

The Lead LEA/Fiscal Agent is the point of contact with the New Jersey Department of Education (NJDOE) for all communication regarding the ARP HCY II application.

Responsibilities:

- Provide technical assistance, as needed, on ARP HCY II rules and regulations to member (participant) school districts comprising the consortium.
- Communicate to member (participant) school districts all changes regarding the program plan and budget in the submitted ARP HCY II application as requested by NJDOE staff.
- Keep on file the executed MOAs for each member (participant) school district and, upon request, make these documents available to the New Jersey Department of Education (NJDOE).

Role

The Lead LEA/Fiscal Agent is responsible for ensuring the member (participant) school districts comprising the consortium fulfill their programmatic and fiscal responsibilities under ARP HCY II funding.

Responsibilities:

- Ensure the member (participant) school districts provide all required information and documents to the Lead LEA/Fiscal Agent, upon request, to ensure programs and/or services can be implemented successfully.
- Monitor and confirm member (participant) school districts do not violate any requirements articulated under ARP HCY II, as well as any Federal and/or State laws that apply.
- Determine whether the consortium will respond as a unit, or as an individual LEA, when the consortium fails to meet the programmatic and budgetary objectives as articulated in the ARP HCY II application.

Roles and Responsibilities of the Member (Participant) School District:

Role

The member (participant) school district will comply with all ARP HCY II requirements .

Responsibilities

- Acknowledge its participation in the consortium and understanding of ARP HCY II requirements by reading and submitting an executed Memorandum of Agreement (MOA).
- Commit to the consortium for the full life cycle of the ARP HCY II award.
- Carry out the intents and purposes of the MOA not inconsistent with law or the MOA.
- Ensure all programs and/or services in which the member (participant) school district participates are supplemental in nature.
- Seek technical assistance, as needed, from the NJDOE staff for itself, as well as the member (participant) school districts comprising the consortium.

Role

The member (participant) school district will collaborate with the Lead LEA/Fiscal Agent to develop and implement the ARP HCY II program plan and budget to meet the specific needs of children and youths experiencing homelessness in the consortium .

Responsibilities:

- Provide all necessary information to the LEAD LEA/Fiscal Agent for development of the ARP HCY II program plan and budget.
- Provide curriculum ideas to design and develop components of programs and/or services to be implemented for the consortium.
- Assess the needs of children and youths experiencing homelessness within their respective district and submit this information to the Lead LEA/Fiscal Agent.
- Meet periodically, as needed, with other consortium member (participant) school districts to discuss issues associated with the programs and/or services to be implemented in the consortium.

Role

The member (participant) school district will fulfill their programmatic and fiscal responsibilities under ARP HCY II funding.

Responsibilities:

- Supply all required information and documents to the Lead LEA/Fiscal Agent, upon request, to fully describe all ARP HCY II programs and/or services to be implemented.
- Provide all requested information and documents to ensure the efficient, effective, and timely implementation of all programs and/or services to children and youths experiencing homelessness in the consortium, staff, and/or parents and families.
- Submit information to the Lead LEA/Fiscal Agent specific to the ARP HCY II application, reimbursement requests, and final expenditure report.