

**STATE OF NEW JERSEY
OFFICE OF THE SECRETARY OF HIGHER EDUCATION
EDUCATIONAL OPPORTUNITY FUND**

**2023 Summer Program and Fiscal Year 2024
EOF CONTRACT, MISSION AND GOALS DEVELOPMENT,
AND BUDGET ATTACHMENTS
ATTACHMENT B1 – MISSION AND GOALS
ATTACHMENT B2 – EOF 2023 SUMMER PROGRAM
ATTACHMENT B3 – FY 2024 PROGRAM SUPPORT**

2023 SUMMER & FY 2024 ALLOCATIONS/CONTRACT

The 2023 Summer Program and FY 2024 contracts with preliminary allocations for individual campus EOF programs, as approved by the EOF Board of Directors, are made available annually as electronic files on the EOF website at:

http://www.nj.gov/highereducation/EOF/EOF_Program_Resources.shtml

Contracts will not be mailed to the institutions, but should be downloaded from the website for proper record keeping.

The contract signature page must be submitted before any payments can be rendered and will be sent to all institutions via DocuSign.

Attachment (B1, B2, & B3) Deadlines:

B2 (EOF Summer Program Support and Cost of Education Budget): Due by June 12, 2023

B1 (EOF Program Mission Statement, Program Goals & Objectives) and B3 (EOF Program Support Budget): Due by July 13, 2023.

What follows are the steps necessary to complete each of the required documents. Contract signature pages will be completed via the DocuSign process. Attachments B1, B2 and B3 must be returned to the OSHE/EOF Office via email to the attention of the EOF Executive Director and the program liaison assigned to work with your institution.

COMPLETING THE CONTRACT SIGNATURE PAGE

The contract signature page will be completed via DocuSign and must be signed by the institution's president or designee only. This must be completed within 2 weeks of receipt of the DocuSign contract form. EOF campus program Directors must initiate the process by providing your initials on the contract. The contract will then be sent to your President or their identified designee. EOF campus program Directors must contact your President (or their designee) to inform them that you have initiated this process and to remind them of their need to submit the signed contract via DocuSign. It is the responsibility of the institution to ensure that OSHE has the most up-to-date contact information for the President or their designee.

COMPLETING THE FY 2024 B2 2023 SUMMER PROGRAM BUDGET CONTRACT ATTACHMENT

The following provides instructions for completing the 2023 Summer Program (Attachment B2) budget that will become part of your institution's FY 2024 contract. The information submitted on the contract budget forms is subject to audit and therefore should be prepared carefully and in compliance with the EOF regulations and any EOF Board of Directors' policies referenced herein. It is important to note that summer support funds should be reported separately from academic year support funds.

Instructions on how to complete the B2 Summer Budget are included as a separate tab on the form. Please review these instructions carefully and contact your EOF program liaison with any questions you may have.

The contract budget form is organized as follows:

Attachment B2 **Summer Program Support Services and Summer Cost of Education for Initial and Renewal Students.** Note that for the 2023 Summer Program, resources for summer program may come from two fiscal years (i.e., FY 2023 and FY 2024). However, the budget forms should be completed and all expenditures reported without regard to this matter.

Programs may receive both EOF Article III and Article IV allocations for the Summer Program. The OSHE/EOF Central Office reserves the authority to adjust a EOF program's summer allocation based on the Fund's available resources and the campus program's submitted budget (i.e. OSHE/EOF Central Office may adjust the total amount of Article III or IV funds allocated but the overall total allocation should remain the same). Programs that receive EOF Summer Article IV funds should be aware that these funds may only be applied toward the **Summer Program Support Services only**. Article III funds may be applied to both sections of the summer budget. Since EOF Article III and Article IV funds are separate allocations, programs that receive both EOF Article III and Article IV funds must develop a separate account for each respective allocation. The budget form provides multiple funding resource columns that will direct how to distribute summer funds as you develop your budget.

SPEND DOWN OPTION: By entering your program's total allocation(s) on the Initials tab, you will be able to monitor the dollar amount of remaining funds as you construct your budget step by step. The remaining balance will be calculated at the end of the budget form.

This form was developed using Excel and must be submitted in this format. Budgets submitted as PDF attachments or as “password protected” excel documents will not be accepted. The forms are available on the Educational Opportunity Fund’s website (http://www.nj.gov/highereducation/EOF/EOF_Forms.htm)

Institutions may make minor adjustments to the Excel documents as needed but must not remove the embedded formulas on the form.

After completing Attachment B2 it must be returned to the OSHE/EOF Central Office as an email attachment to EOF@oshe.nj.gov with a copy to EOF Executive Director, Dr. Hasani Carter (hasani.carter@oshe.nj.gov) by June 12, 2023.

Do not send this as a protected file or via a virtual share drive.

Any questions regarding the completion of Attachment B2 should be directed to your respective program liaison.

<https://www.nj.gov/highereducation/documents/pdf/EOF/2022-2023/EOFCampusProgramLiaisonAssignmentsAY2022-23.pdf>

<p style="text-align: center;">COMPLETING THE FY 2024 B1 EOF PROGRAM MISSION STATEMENT, PROGRAM GOALS AND OBJECTIVES CONTRACT ATTACHMENT</p>

The EOF B1 contract attachment has been updated for FY24 and has been formatted so that programs can simply provide the appropriate response for each of the identified objectives and goals. Program Directors should develop the requested information in consultation with the appropriate institutional officials and your program staff.

There are **7 mandatory program objectives and goals**. Programs may add additional program objectives and goals. **Each of the 7 mandatory objectives and goals must be properly addressed.**

The information submitted on Attachment B1 will become part of your official contract with the Office of the Secretary of Higher Education/EOF. The information supplied on Attachment B1 may be used for future program reviews and as part of the reporting requirements of the EOF Annual Report. In the Annual Report you will be asked to provide an update on your program outcomes and progress made toward meeting the goals and objectives listed in Attachment B1.

Institutions may make minor adjustments to the Attachment B1 (Word) document as long as the format submitted is reasonably similar, properly labeled and provides clear and obvious responses to information as requested. Attachment B1 can be found on the following webpage:

http://www.state.nj.us/highereducation/EOF/EOF_Forms.shtml

After completing Attachment B1 it must be returned to the OSHE/EOF Central Office as an email attachment (word document) to EOF@oshe.nj.gov with a copy to EOF Executive Director, Dr. Hasani Carter (hasani.carter@oshe.nj.gov) by July 13, 2023.

Do not send this as a protected file or via a virtual share drive.

Any questions regarding the completion of Attachment B1 should be directed to your respective program liaison.

<https://www.nj.gov/highereducation/documents/pdf/EOF/2022-2023/EOFCampusProgramLiaisonAssignmentsAY2022-23.pdf>

COMPLETING THE FY 2024 B3 PROGRAM SUPPORT BUDGET CONTRACT ATTACHMENT

The following provides instructions for completing the FY 2024 Academic Year 2023-2024 (Attachment B3) budget that will become part of your institution's contract. The information submitted on the contract budget forms is subject to audit and therefore should be prepared carefully and in compliance with the EOF regulations and any EOF Board of Directors' policies referenced herein.

The contract budget forms is organized as follows:

Attachment B3

Article IV - Program Support. EOF Regulations 9A:11-6.9 (c) require institutions to provide at least a dollar for dollar match during the academic year program against the Article IV allocation. Matching funds may come from the institution and other resources as explained in the regulations. The budget form provides funding resource columns that will direct you regarding the distribution of other than Art. IV funds allocated to the academic year program. **Programs may not include those individuals whose total percentage of commitment to the EOF program is less than 10%. Programs must ensure that the appropriate documentation and accountability records (i.e. description of time and effort, timesheets, etc.) are kept for all individuals who appear on the program's B3 contract budget attachment.** Program Directors whose percent time to the EOF program is less than 100% must have an approved waiver from the EOF Central Office. Additionally, Program Directors who are less than 100% time EOF will also be required to keep on file a monthly time and effort report. A collection of all monthly Time and Effort reports for the EOF Director must be included with the submission of the program's final Article IV B3 Expenditure Report.

This form is used to submit the budget for the academic year support program and the 12 month salaries and wages for permanent program positions. Include all funding sources in the columns provided – **EOF (Art. IV), Institutional, and Other Resources**. Use the form as provided by EOF/OSHE on the website.

SPEND DOWN OPTION: By entering your program's total allocation(s) at the beginning of the budget (where indicated) you will be able to monitor the dollar amount of remaining funds as you construct your budget step by step. The remaining balance will be calculated at the end of the budget form.

As noted above, EOF Regulation 9A:11-6.9 (c) requires at least a dollar for dollar match by the institution against the EOF allocation. Funding from other resources may also be used in meeting the matching funds requirement. The EOF director's salary and fringe benefits applied to the director's position may not be paid by EOF Article IV funds but may be used as institutional match. Including personnel on this budget who do not provide services for EOF students above and beyond those provided to the general student population is not acceptable as a way of calculating institutional contributions to meet the required match. Program reporting supervisors and other high level institutional officers who are required to serve all students should not be included as institutional match.

Programs may not include those individuals whose total percentage of commitment to the EOF program is less than 10%. Programs must ensure that the appropriate documentation and accountability records (i.e. description of time and effort, timesheets, etc.) are kept for all individuals who appear on this budget. Program Directors whose percent time to the EOF program is less than 100% must have an approved waiver from the EOF Central Office. Additionally, Program Directors who are less than 100% time EOF will also be required to keep on file a monthly time and effort report. This documentation will be supplied by the EOF Office and a collection of all monthly reports must be included with the submission of the program's final Article IV B3 Expenditure Report.

Instructions on how to complete the B3 EOF Program Support budget are included as a separate tab on the form. Please review these instructions carefully and contact your EOF program liaison with any questions you may have.

These forms have been developed using Excel and must be submitted in this format. Budgets submitted as PDF attachments or as "password protected" excel documents will not be accepted. The forms are available on the Educational Opportunity Fund's website (http://www.nj.gov/highereducation/EOF/EOF_Forms.htm)

Institutions may make minor adjustments to the Excel documents as needed but must not remove the embedded formulas on the form.

After completing Attachment B3, it must be returned to the OSHE/EOF Central Office as an email attachment to EOF@oshe.nj.gov with a copy to EOF Executive Director, Dr. Hasani Carter (hasani.carter@oshe.nj.gov) by July 13, 2023.

Do not send this as a protected file or via a virtual share drive.

Any questions regarding the completion of Attachment B3 should be directed to your respective program liaison.

<https://www.nj.gov/highereducation/documents/pdf/EOF/2022-2023/EOFCampusProgramLiaisonAssignmentsAY2022-23.pdf>

Note: Programs may not use the forms that have been provided in the past as a substitute for submission. For audit purposes, programs must use the current forms provided by OSHE.

REMINDER: All budget contract attachments and expenditures must be approved by the OSHE/EOF office. The OSHE/EOF office reserves the authority to conduct the appropriate audit of all expenditures.

Submission of Documents

A signed FY24 contract signature page will be completed via DocuSign.

Electronic copies of EOF contract attachments B1, B2, & B3 must be **emailed** to OSHE/EOF Central (EOF@oshe.nj.gov) with a copy to the EOF Executive Director, Dr. Hasani Carter at (Hasani.Carter@oshe.nj.gov).

Attachment B2/C1 – EOF Summer Program Final Expenditure Report

Institutions are required to submit *an unprotected electronic copy* of your final B2 Summer Program expenditure report.

Email: EOF@oshe.nj.gov with a copy to Dr. Hasani Carter (Hasani.Carter@oshe.nj.gov)

Mailing Address for Refunds: (Note: Programs must not send a refund check until you receive your final desk audit from OSHE.)

Office of the Secretary of Higher Education (OSHE)/EOF
Attn: Dr. Hasani Carter
P.O. Box 542
Trenton, NJ 08625

Address for Courier Deliveries:

Office of the Secretary of Higher Education/EOF
Attn: Dr. Hasani Carter
1 John Fitch Plaza
Labor and Workforce Development Building, 10TH Floor
Trenton, NJ 08625-0542

Attachment B3/C2-4 – EOF FY23 Program Support B3 Interim and Final Expenditure Reports

Institutions are required to submit *an electronic copy* of your respective program expenditure reports.

Email: EOF@oshe.nj.gov with a copy to Dr. Hasani Carter (Hasani.Carter@oshe.nj.gov)

Mailing Address for Refunds: (Note: Programs must not send a refund check until you receive your final desk audit from OSHE.)

Office of the Secretary of Higher Education (OSHE)/EOF
Attn: Dr. Hasani Carter
P.O. Box 542
Trenton, NJ 08625

Address for Courier Deliveries:

Office of the Secretary of Higher Education/EOF
Attn: Dr. Hasani Carter
1 John Fitch Plaza
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2023-2024 GRANT AND REPORT DEADLINES¹

The following materials **MUST** be submitted on or before the dates indicated. As noted within EOF Regulations 9A:11-6.16 (c), institutions that fail to report in a timely manner are subject to the appropriate actions by the EOF Central Office.

REPORTS/FORMS

DEADLINE DATE(S)

2022-2023 Annual Report Form (must be sent via-e-mail)

October 10, 2023

EOF FY 2024 Signed Contract

July 6, 2023

EOF FY 2024 Contract Attachments:

B1 Program Mission, Goals and Objectives

July 13, 2023

B2 Summer Program

June 12, 2023

B3 Academic Year Article IV Program Support

July 13, 2023

EOF Expenditure Reports:

FY 2024 Summer Program Final Expenditure Report

September 21, 2023

FY 2024 Article IV 1st Interim Expend. Report (July - Dec.)

January 29, 2024

FY 2024 Final Request for Article IV Budget Modifications

March 22, 2024

FY 2024 Article IV 2nd Interim Expend. Report2 (July – March)

April 15, 2024

FY 2024 Article IV Final Expenditure Report

August 24, 2024

Graduate Grant Applications:

Fall & Spring Semester Graduate Grant Applications*

September 29, 2023

Spring Only Graduate Grant Applications*

February 5, 2024

(* = Late Applications will not be accepted.)

¹ Deadline dates that fall on the weekend or holiday are extended to the next working day. Postmark dates will determine compliance with the appropriate deadline.

² With projections through the end of June. Note that final payment will be based upon these projections.