REQUEST FOR PROGRAM PROPOSAL TO ESTABLISH TWO NEW EOF PROGRAMS

The Office of the Secretary of Higher Education (OSHE) - Educational Opportunity Fund (EOF) is accepting institutional proposals for the creation of two new EOF undergraduate campus programs. Institutions that currently participate in New Jersey’s Tuition Aid Grant program are eligible to submit a proposal.

The EOF Regulations are referenced throughout the RFP. Interested applicants should download the regulations from the EOF website under “Request for New EOF Undergraduate Programs”

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

Purpose
The New Jersey Educational Opportunity Fund was created by law in 1968 to ensure meaningful access to higher education for students from backgrounds of economic and educational disadvantage. EOF assists low-income New Jersey residents who are academically capable and motivated but lack adequate preparation for college study.

EOF is distinctive in the comprehensiveness of its approach. To ensure the opportunity to attend college, EOF provides supplemental financial aid to help cover college costs (such as books, fees, room and board) that are not covered by the state's Tuition Aid Grant (TAG) program.

To ensure a viable opportunity to succeed and graduate, EOF currently supports a wide array of campus-based outreach and support services at 28 public and 13 independent institutions. EOF is noted as one of the nation’s premier comprehensive higher education student support programs. Institutions that participate in EOF understand that their participation requires a significant investment of institutional financial and human resources, as well as a commitment to the advancement of both New Jersey’s and the nation’s social and economic future.
**Amount of Available Funding:**
The successful applicants may be awarded up to $75,000 in EOF Article IV funds for the spring 2018 semester. These funds are intended to be used before July 1, 2018 to develop a spring 2018 EOF Article IV budget for costs associated with the development of a new EOF program. These costs include the identification and hiring of program staff, as well as the recruitment and admission of EOF first-time, full-time qualified students who will become the institution’s first EOF freshman cohort to begin college in the fall 2018. The EOF regulations outline the requirements for participating institutions to minimally provide a dollar-for-dollar match against EOF Academic Year Article IV funding and this will be required in the first budget. **Note** also that EOF Article IV funds cannot be used to pay the salary of the EOF program director.

The newly recruited students will participate in the new program’s first pre-first year initial EOF summer program in preparation for beginning college in the fall 2018.

Therefore, upon selection, programs will also be considered for funding of up to $75,000 for an initial summer program.

Contingent upon the Fund’s receipt of FY 2019 EOF Article IV and Article III appropriations that are equal to the current FY 2018 EOF appropriations (i.e. $14,768,000 – IV and $29,054,000 - III), both institutions will also be eligible to receive a FY 2019 EOF academic year Article IV appropriation of up to $75,000 each. In terms of Article III academic year (fall and spring semesters) undergraduate grant funding for EOF eligible students, the EOF Central Office will work with both programs to determine the maximum number of students that can be supported. Depending on the amount of available resources, it is the goal of the EOF Central Office to support 100 new students between the two EOF undergraduate programs.

**Eligibility Qualifications of Applicants:**
Institutions of higher education that wish to participate in the EOF program for the first time must be licensed by the New Jersey Office of the Secretary of Higher Education and accredited by an accrediting body recognized by the U.S. Secretary of Education. Additionally, institutions must currently participate in the New Jersey Tuition Aid Grant Program (TAG). Participation in the TAG program is designed to maximize the use of available state financial aid resources to decrease the cost of college attendance for the EOF student population.

Institutions that currently participate in the EOF program and wish to pursue funding for an additional EOF program at their institution may also apply, although strong consideration will be given to those institutions that currently do not have an EOF campus program. Applicants that currently have an EOF program must provide a rationale for the development of a new EOF program and demonstrate how the new EOF program will meet the needs of EOF eligible students that are not currently being addressed by the existing EOF program(s) at their institution.
This proposal seeks to identify two institutions that are able to demonstrate a true commitment to the development and sustainability of a new EOF campus program. The establishment of these two new programs will expand the State’s outreach and provide access to higher education for more New Jersey low-income, first generation residents who are eligible for participation in EOF.

Proposal Submission Procedures
Applicants shall submit to the EOF Statewide Director a plan that includes the information described below. Information regarding the deadline of when all documents must be submitted can be found within the Application Timeline section of this document. The total page limit (including all attachments excluding the cover page) shall not exceed 30 pages. Proposals must be submitted using a Times New Roman font and the size of the font cannot be smaller than 10pts.

1) Program Mission
A mission statement for the institution’s EOF program that describes and envisions its overall purpose and how it will be consistent with the mission of both the institution and the greater statewide OSHE/EOF mission.

2) Program Goals and Objectives
A list of goals and objectives that the program aims to achieve which should include a list of the services the new program will provide and highlights what makes the new program unique from other campus programs to support student at your institution.

Please note: Institutions that currently participate in the EOF program should also ensure that they include a rationale for the development of a new EOF program in the mission statement, and that the mission statement is clear and distinguishable from any existing EOF program(s) at the institution.

3) Identification, Recruitment and Admission of EOF Target Population
An outline of institutional steps to identify an eligible target population that conforms to N.J.A.C. 9A:11-2.2 Student eligibility, N.J.A.C. 9A:11-2.3 Financial Eligibility for Initial Article III Student Grants, N.J.A.C. 9A:11-4.6 Criteria for Admission, and N.J.A.C. 9A:11-4.7 Student transfer procedure. Please explicitly indicate the number of students who will be served and the institution’s targeted recruitment areas.

4) EOF Student Assessment and Student Support
Per N.J.A.C. 9A:11-4.8 Eligible program support components, a detailed plan of how the institution will provide an assessment of student learning and each student’s abilities, as well as how this assessment informs both the academic and counseling support components that ultimately impact the student’s successful matriculation, academic performance, retention, persistence, and graduation. These components should be consistent with both the institutional and the EOF program’s mission, goals and objectives.
**Student Retention:**
Provide a clear and well defined plan and goals to address the retention of first-time, full-time students who receive TAG (tuition aid grant) funds from the following cohorts: For senior institution applicants, please provide your institution’s first-time, full-time cohort retention rates for the fall 2013, fall 2014, fall 2015 and fall 2016 cohorts. For all county college applicants, please provide your institution’s first-time, full-time cohort retention rates for the fall 2014, fall 2015 and fall 2016 cohorts.

**Student Persistence:**
Provide a clear and well defined plan and related goals to address student persistence and time to degree completion (for EOF purposes, ‘student persistence’ will be assessed by examining the percentage of students who are meeting the institution’s Standards of Academic Progress [SAP] requirements).

**EOF Student Graduation Rate:**
Provide a clear and well defined plan and related goals to address the institution’s undergraduate first-time, full-time cohort graduation rate (specifically for those students who receive TAG). For senior institution applicants, please also provide your six-year (150% time) first-time, full-time cohort graduation rates for the fall 2009, fall 2010 and fall 2011 cohorts. For all county college applicants, please provide your three-year (150% time) cohort graduation rates for the fall 2012, fall 2013 and fall 2014 cohorts.

**Post-Graduate Support**
Provide a clear and solid plans to address student participation in graduate/professional school/post-graduate training and career planning. For county/community college applicants, please provide information regarding your goals and strategies to address student transfer to a senior institution.

**Organizational Structure and Support**
Please describe the organizational structure of the proposed institutional EOF program at your institution consistent with N.J.A.C. 9A:11-4.4 Institutional administration. The description should also include an institutional organization chart.

**Spring 2018 EOF Program Development Budget**
Using Attachment A, prepare a spring 2018 Article IV semester budget that accords with the provisions of N.J.A.C. 9A:11-6.9 Institutional Commitment and N.J.A.C. 9A:11-6.10 Restrictions on the Use of EOF Article IV Funds. The spring 2018 budget should be developed to pay the associated costs for the development of the EOF program. These costs may include the identification and employment of program staff and the recruitment of a fall 2018 class of first-
time, full-time initial students who will begin their program participation with the 2018 pre-freshman EOF summer program. Take note again that EOF Article IV funds cannot be used to pay the salary of the EOF program director.

(11) **Academic Year 2018-2019 EOF Program Budget**
Using Attachment B, prepare a proposed 2018-2019 Academic Year Article IV budget that accords with the provisions of N.J.A.C. 9A:11-6.9 Institutional Commitment and N.J.A.C. 9A:11-6.10 Restrictions on the Use of EOF Article IV Funds. This budget should reflect the projected operating costs to facilitate the program during a full academic year (July 1st – June 30th). It should include an operating budget of EOF Article IV funds that will not exceed $75,000 for the twelve (12) month period of July 1, 2018 – June 30, 2019, and must demonstrate an institutional commitment of $75,000 or more towards the support of the program.

The development of this budget should follow the rules and instructions as provided on the EOF website under “Request for New EOF Undergraduate Program” - (Instructions to Complete RFP Contract Attachment B Academic Year 2018-2019 Article IV Program Support Budget)

**Review of Proposals**
The OSHE/EOF Central Office shall review the proposal and budget to ensure that all required documents have been submitted and select an external consultant(s) to conduct, at the institution’s expense, a site visit to assess the applicant institution’s capability to provide the type of program described in their RFP. The consultant will contact the principal author to arrange a site visit to the institution. The EOF Central Office will provide the consultant with a rubric to assist in their evaluation of each proposal. After completing each site visit, the consultant will provide the EOF Central Office, in writing, a copy of their assessment and overall evaluation of each institution’s application.

The EOF Central Office will review all information provided by each applicant, the external consultant, and may utilize any other sources of information it deems appropriate to assist in its ability to make a recommendation to the EOF Board of Directors regarding which institutions should be considered for final approval to receive funding for a new undergraduate EOF program.

Upon the EOF Board’s approval, a contract will be issued to the institutions to establish the new program for the spring 2018 semester. Institutions that are not selected will have their applications kept on file for a period not to exceed two fiscal years. Should sufficient resources become available during this time period to establish a new EOF undergraduate campus program, applicants will be contacted accordingly about their potential ability to participate in the Fund.
Application Timeline

Wednesday, September 27, 2017: Technical Review Session will be held to answer any questions potential applicants may have regarding the proposal process and the EOF program:

  Time: 10:00 am – 12 noon
  Location: Office of the Secretary of Higher Education
            Roebling Building- Room #s 219/220
            20 West State Street
            Trenton, NJ 08608

Unfortunately complimentary parking is not available. A public parking garage is available on Warren Street.

All those attending the technical review session should register by Monday, September 25, 2017 by e-mail to Dr. Hasani Carter at Hasani.Carter@oshe.nj.gov. Attendance at the workshop is optional.

Monday, October 2, 2017: Questions may be submitted on or before this date to https://www.state.nj.us/treas/highereducation/contactus.shtml

Phone calls/faxes will not be accepted. Answers and addenda if any to the RFP will be posted on the EOF website under “Request for New EOF Undergraduate Program” no later than October 6, 2017 at:

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

Friday, October 31, 2017: Proposal Submission Deadline: No later than 12pm (Eastern Standard Time) proposals and the RFP contract budget documents shall be submitted electronically in a pdf. format to:

Dr. Hasani Carter, EOF Statewide Director
Hasani.Carter@oshe.nj.gov

No extensions will be granted. Incomplete applications will not be considered. Proposals received after this deadline will be disqualified from consideration. Programs that submit the required documentation by the identified deadline will be informed of their selection no later than January 29, 2018.
**Cover Page**

Name of Institution

**Applicant Contact Information**

**Primary Contact Information**

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Certification Signatures
The signatures below constitute certification that the information contained within this application is both truthful and accurate. The signatures further affirm that no one from the OSHE/EOF office or the EOF Board of Directors has guaranteed or promised the receipt of funding support for the creation of a new EOF program.

Principal Author’s Name____________________________________________
Principal Author’s Signature________________________________________
Date__________
Chief Financial Officer’s Name_______________________________________
Chief Financial Officer’s Signature___________________________________
Date__________
President’s Name___________________________________________________
President’s Signature_______________________________________________
Date__________
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Application Check List

_____ Program Mission Statement (includes rationale for existing EOF programs to establish another EOF campus program)

_____ Program Goals and Objectives

_____ Identification, Recruitment and Admission of EOF target population

_____ EOF Student Assessment and Student Support

______ Plans to address student retention including the institution’s TAG recipients’. For senior institution applicants, please provide your institution’s first-time, full-time cohort retention rates for the fall 2013, fall 2014, fall 2015 and fall 2016 cohorts. For all county college applicants, please provide your institution’s first-time, full-time cohort retention rates for the fall 2014, fall 2015 and fall 2016 cohorts

_____ Plans to address student persistence and time to degree completion

______ Plans to address the institution’s undergraduate first-time, full-time cohort graduation rate (specifically for those students who receive TAG). For senior institution applicants, please provide your six-year (150% time) first-time, full-time cohort graduation rates for the fall 2009, fall 2010 and fall 2011 cohorts. For all county college applicants, please provide your three-year (150% time) cohort graduation rates for the fall 2012, fall 2013 and fall 2014 cohorts

_____ Plans to address student participation in graduate/professional school/post-graduate training and career planning (or transfer to a senior institution if applicable)

_____ Organizational structure of the proposed institutional EOF program (include an institutional organization chart)

_____ Spring 2018 EOF Article IV Budget (Attachment A)

_____ Proposed Academic Year 2018-2019 EOF Article IV Budget (Attachment B)
Directions to Complete RFP Contract Attachment A

Spring 2018 Article IV - Academic Year Program Support Budget

Use the excel document labeled “RFP Contract Attachment A” to develop an EOF Article IV budget for the spring 2018 semester to pay the associated costs for the development of the EOF program. Include the 12-month salaries and wages for permanent program positions, but prorate those amounts for the period of February through June 30, 2018. Include all funding sources in the columns provided – EOF (Art. IV), Institutional, and Other Resources. The figures you enter will automatically transfer to the expenditure reports which are included as worksheets on this file. Therefore, any corrections or amendments you make throughout the semester will also transfer to the expenditure reports.

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. It must be covered by the institution or through other sources. The director’s salary may be counted as part of the institution’s contribution to meet the dollar for dollar match requirement. Personnel who do not provide direct services to EOF students above and beyond those provided to the general student population may not be included on this budget. Additionally, program reporting supervisors and other high level institutional officers who are required to serve all students should not be included as part of the institutional match. Please note that programs may not include those individuals whose total percentage of commitment to the EOF program is less than 10%. Programs will need to ensure that the appropriate documentation and accountability records (i.e. description of time and effort, timesheets, etc.) are kept for all individuals whose percentage of involvement with the EOF program is less than 100%.

Begin by entering the institution’s name in the space provided on each page.

Explanation of Budget Categories by row…

- **Personnel**: In the following Personnel categories, enter the total dollar amount charged to this budget for all full-time and part-time EOF program staff employed in the operation of the academic year program. Include 12 month salaried staff. Begin by providing each individual’s total annual salary paid by the institution – EOF and other job assignments. Prorate the 12 month salary for the next five months (February thru June). Next, enter the percentage of time dedicated to the EOF program only for each position. Continue across the columns for each employee’s line and indicate the source of funding (EOF, Institution, and/or Other Resources). Calculate the “Total Funding” for each position based on the “% Time EOF” only. Subtotal each funding source column in each category.
Administrative Salaries: EOF funds may not be used to pay the salary or fringe benefits of the EOF Director. The program’s reporting supervisor and other high-level campus officials are generally thought to serve the entire student body by virtue of their title and responsibilities and therefore should not be listed on this budget or used as part of the institutional match. List in this category the salaries of the Program Director, Associate Directors and Assistant Directors.

Counseling Salaries: Enter the salaries or wages of all academic year academic advisors, developmental specialists and professional or peer counseling staff.

Clerical Salaries: Enter the salaries or wages of all clerical staff (secretaries and administrative assistants) who will directly serve the EOF program during the academic year.

Other Salaries: Itemize here the costs of other campus staff who will provide a direct service to the program (accounting, financial aid, etc.);

I. Total Personnel: Enter the sum for personnel listed in the categories above.

II. Fringe Benefits: Enter the total amount of fringe benefits for spring semester staff listed in the categories above. EOF funds may not be used for fringe benefits at the senior public institutions. At public two year and independent institutions, fringe benefits paid from EOF funds may not exceed 21% of the salary for full-time staff. Benefits for full-time institutional staff members who are less than 100% time EOF must be adjusted accordingly. EOF funds may not be used to pay employee benefits for student assistants and part-time personnel.

III. Total Personnel and Fringe: Enter the sum of Total Personnel and Fringe Benefits in each column.

IV. Consumable Materials and Supplies: In each column, list the purchases you have planned for the semester and then enter the total amount budgeted for consumable materials and supplies. Examples of consumable materials and supplies include office and copier supplies.

V. Professional Development: Budget across the columns the cost of registration fees and room and board expenses associated with staff attendance at conferences, webinars and workshops focused on professional development. Use this section to also budget speaker fees for the same purpose. Do not include related transportation costs in this section. Report those below, under Travel.
VI. **Travel:** Provide the amount budgeted for staff professional development or administrative travel. Those costs include mileage, tolls and public transportation fares.

VII. **Program Advisory Board (PAB):** Enter the costs associated with PAB meetings and activities.

VIII. **Other Services:** Itemize the budgeted costs of other allowable items that do not fall into one of the categories listed above. For audit purposes, clearly specify each line item. Indirect/overhead costs may be used to meet the required match but may not exceed 10% of the TOTAL program cost.

**TOTAL BUDGET:** Add up categories I. through VIII. in each column. The EOF column may not exceed the Article IV allocation. Check that the institution has met the required match. Please ensure that each amount listed and all of the respective totals have been listed accurately.

**Line Item Descriptions**

The spring 2018 semester Article IV Budget (RFP Contract Attachment A) includes a worksheet tab labeled “Line Item Description”. For audit purposes, the following information must be provided.

For program staff listed in the Personnel section, briefly explain each position’s primary EOF responsibilities. When positions are less than 100% time EOF, explain what the individual’s other job responsibilities are on campus.

For Other Than Personnel Services, explain on a per item basis the charges in each budget category.
RFP Contract Attachment B

Proposed FY 19 Academic Year 2018-2019 Article IV - Program Support Budget

Use the excel document labeled “RFP Contract Attachment B” to develop an EOF Article IV proposed budget for the FY19 academic year 2018-2019. The development of this budget should follow the rules and instructions as provided (Instructions to Complete RFP Contract Attachment B Proposed FY19 Academic Year 2018-2019 Article IV Program Support Budget) on the EOF website under “Request for New EOF Undergraduate Program” at:

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