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

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# Fiscal Year 2020
**DOWNLOADING THE CONTRACT PDF FILE**
**CONTRACT MISSION AND GOALS DEVELOPMENT**
**AND BUDGET INSTRUCTIONS**
**SIGNATURE PAGES**
**ATTACHMENT B1**
**ATTACHMENT B2**
**ATTACHMENT B3**

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## FY 2020 PRELIMINARY ALLOCATIONS/CONTRACT

The FY 2020 contracts with preliminary allocations for individual campus EOF programs, as approved by the EOF Board of Directors, are available as PDF 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.

The **contract signature pages and Attachments B1 – EOF Program Mission Statement and Program Goals and Objectives, B2 - EOF Summer Support and Cost of Education Budget,** and **B3 - EOF Academic Year Program Support Budget** are due by **Friday, July 12, 2019**. The OSHE/EOF office cannot execute an official contract and process summer or academic year payments until all completed contract materials are received by our office.

What follows are the 5 STEPS necessary to complete your institution's contract. Contract signature pages will be returned via regular mail. Attachments B1, B2 and B3 must be returned to the EOF Central Office via email to the attention of the EOF Statewide Director and the program liaison assigned to work with your institution.

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## STEP 1. COMPLETING THE CONTRACT SIGNATURE PAGES

After preparing your EOF Program Mission Statement and Program Goals and Objectives (B1) and the Summer 2019 (B2) and Academic Year 2019-2020 (B3) budgets as explained below**, the two contract signature pages should be signed where indicated by the institution's president or designee only. Please return both signature pages *as original documents by regular mail to the EOF Program Liaison assigned to work with your institution***:

# 2019-2020 EOF Program Liaison Assignments*

### (* = Assignments are subject to change at the discretion of the OSHE/EOF Central Office)

| HASANI CARTER | HASANI CARTER |
|---|---|
| Email: hasani.carter@oshe.nj.gov | Email: hasani.carter@oshe.nj.gov |
| Bergen Community College | Atlantic Cape Community College |
| County College of Morris | Bloomfield College |
| Essex County College | Brookdale Community College |
| Hudson County Community College | Camden County College |
| Kean University | Caldwell University |
| Mercer County Community College | Centenary University |
| Middlesex County Community College | College of St. Elizabeth |
| New Jersey Institute of Technology | Cumberland County College |
| Raritan Valley Community College | Drew University |
| Rowan College at Burlington County | Fairleigh Dickinson University- Florham |
| Rowan College at Gloucester County | Fairleigh Dickinson University- Metropolitan |
| Rowan School of Osteopathic Medicine (SOM) - Graduate (Only) | Felician University |
| Rowan School of Osteopathic Medicine (SOM) - Pre-Matric | Georgian Court University |
| Rowan School of Osteopathic Medicine (SOM) - Summer Prep | Monmouth University |
| Rowan University - Cooper Medical School - Graduate (Only) | Montclair State University |
| Rowan University - Cooper Medical School - PULSE Program | Montclair State University- Health Careers Program |
| Rowan University- Camden | New Jersey City University |
| Rowan University- Glassboro | Ocean County College |
| Rowan University- Graduate Bio-medical | Passaic County Community College |
| Rutgers University- Camden | Ramapo College of New Jersey |
| Rutgers University- College of Nursing | Rider University |
| Rutgers University- Graduate Bio-medical | Rider University- Westminster Choir Campus |
| Rutgers University- Graduate Education Prep | Saint Peter's University |
| Rutgers University- Graduate Studies (except Bio-medical) | Seton Hall- Law |
| Rutgers University- Newark | Seton Hall University- Main |
| Rutgers University- ODASIS | Seton Hall University- Pre-Legal |
| Rutgers University- Office of EOF Administration | Seton Hall University- Pre-Med/Pre-Dent Plus |
| Rutgers University- Robert Wood Johnson Medical School | Stevens Institute of Technology |
| Rutgers University- School of Arts and Sciences (New Brunswick) | Stockton University |
| Rutgers University- School of Engineering | Stockton University - Atlantic City |
| Rutgers University- School of Environmental and Biological Sciences | The College of New Jersey |
| Rutgers University- School of Health Professions | William Paterson University |
| Rutgers University- School of Pharmacy | |
| Rutgers University- Summer Grads | |
| Salem County College | |
| Sussex County Community College | |
| Union County College | |
| Warren County Community College | |

**STEP 2.  ATTACHMENT B1**
**EOF PROGRAM MISSION STATEMENT AND**
**PROGRAM GOALS AND OBJECTIVES**

The following document (B1) has been updated for FY20 and has been reformatted 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 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 EOF Central Office as an email attachment (word document) to the EOF Executive Director:**

**Dr. Hasani Carter**          **hasani.carter@oshe.nj.gov**

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

# STEP 3.  DEVELOPING THE CONTRACT BUDGETS

| SUMMER B2 AND ACADEMIC YEAR B3 |
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The following provides instructions for completing the Summer 2019 (Attachment B2) and the Academic Year 2019-2020 (Attachment B3) budgets 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 are organized as follows:

**Attachment B2**     **Summer Program Support Services and Summer Cost of Education for Initial and Renewal Students.**  Note that for FY 2020, resources for summer program funding may come from two fiscal years (i.e., FY 2019 and FY 2020).   However, the budget forms should be completed and all expenditures reported without regard to this matter.

Note also that several programs may receive both an Article III and an Article IV allocation for Summer 2019.  If that is the case with your program, please note that Article IV funds may only be applied toward the **Summer Program Support Services** part of the B2 budget.  Article III funds may be applied to both sections of the summer budget.  The budget form provides multiple funding resource columns that will direct how to distribute summer funds as you develop your budget.

**Attachment B3**     **Article IV - Academic Year 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 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%. 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.**

**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.

These forms have been developed using Excel and must be submitted only 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. *Form B3 also includes the interim and final AY Article IV expenditure reports as attached worksheet tabs.*

**ATTACHMENT B2 – SUMMER PROGRAM**

Use this form to submit the budget for your summer program activities including all dollar resources – **EOF Article III** and **Article IV**, **Institutional** and **Other Resources**.  Although matching funds are not required in the summer, institutions should document their monetary commitment to the program where applicable.  Summer support funds should be reported separately from academic year support funds.

EOF funding for summer programs has two designations:  1) **Summer Program Support Services** (personnel salaries and wages, materials, supplies and other administrative costs) which can be budgeted from both the Art. IV and Art. III summer allocations and 2) **Cost of Education - Initial and Renewal Students** (tuition, fees, room, board, stipends, insurance) which are budgeted against only the Art. III allocation.  Institutional and Other Resources may also be applied toward summer costs of education.  However, Art. IV funds may not be used in this section.

**Complete B2 as follows:**

Provide the institution's name in the space provided on each page.

Explanation of Summer Budget Categories by row.

## Summer Program Support Services – Article IV and Article III

**I.**     **Personnel:**          In the following categories enter the summer salaries for all personnel directly related to the operation of the EOF summer program.
- Indicate the source of funding (EOF Article IV, Article III, Institution, and/or Other Resources).
- Provide the percentage of time dedicated to the program by each position.  Full-time staff are defined as working a 5 day work week at whatever constitutes full-time on your campus.  Part-time staff are those paid hourly.
- Do not include 12 month program staff.  Budget 12 month staff on the B3 - Article IV Academic Year Program Support budget.
- Sub-total each category.

**Administrative:** Enter the name and/or title and compensation for each member of the summer administrative staff who are not funded via the academic year program support budget.

**Counseling:** Enter the name and/or title and compensation for each member of the summer counseling staff who are not funded via the academic year program support budget. Please classify your counseling staff as professional or peer.

**Tutoring:** Enter the total amount per tutoring categories for all summer tutoring staff. Include the Tutorial Coordinator if this position is not funded under the academic year Program Support budget. Break down the summer tutoring staff by professionals, graduate, peer or other tutors.

**Instructional:** Indicate the costs of all summer instructional staff that provide supplemental instruction, teach shadow courses, learning laboratories, etc. You may include the costs of test-prep classes or workshops here. **DO NOT INCLUDE INSTRUCTIONAL SALARIES FOR FACULTY AND STAFF TEACHING COURSES THAT WILL BE CHARGED TUITION PER CREDIT UNDER THE COST OF EDUCATION SECTION OF THIS BUDGET.**

**Clerical:** Enter the name and/or title and compensation of all summer clerical staff who are not funded via the academic year program support budget.

**Other Salaries:** Enter the names and/or titles and compensation of other summer only staff with job titles or responsibilities that do not fit in any of the categories above. Be specific with names and/or position titles.

**Total Personnel:** Enter the sum for personnel listed in the categories above in each column.

**II. Fringe Benefits:** EOF funds may not be used for fringe benefits at the senior public institutions. At public two year and independent institutions, fringe benefits are limited in the summer to cover the costs of Social Security and Unemployment benefits for **instructional staff only.**

**I & II. Total Personnel And Fringe** Enter the sum of Total Personnel and Fringe Benefits in each column.

### III. & IV. Other Than Personnel Services:

**III. Educational Materials And Supplies** In each column enter the total amount for educational materials and supplies for the summer program. ***Do not include the purchase price of books students will use in summer courses for***

*classroom instruction.* Those books should be charged on the Cost of Education pages. Sub-total this category.

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| **IV. Other Services** | In each column enter the total summer costs for other allowable items that do not fall into one of the categories listed above. For audit purposes, clearly specify each line item in this section. Sub-total this category. | |

**Total Summer Program Support**    Provide a grand total of (I.) Personnel, (II.) Fringe Benefits, (III.) Educational Materials and Supplies, and (IV.) Other Services.

Note that the Summer Budget B2 includes a workbook tab labeled "Line Item Description". For audit purposes, programs must explain how summer personnel and other than personnel budgeted expenses differ from those regularly charged to the Article IV - academic year budget (B3). The information requested must be provided before submitting the summer contract budget for approval.

<u>**Summer Cost of Education – Article III**</u>

**V.    Initial Students:**    **Summer Initial students are those students who are determined by the institution to be EOF eligible and will begin the upcoming fall semester as first-time freshman.**
In each category, enter the number of students, the number of credits PER STUDENT or the # of weeks, and the cost per credit or the cost per week. Multiplying these three entries for each row will give you the figure for the last column in that row "Total Cost of Education". Then show how the total cost is distributed among EOF, institutional or other funding resources.

**1. Tuition**    If necessary, you may divide this category into additional lines when, for example, one group of students will take 6 credits and another will take 9. Show the number of students, the number of credits per student, and the cost per credit.

**2. Fees**    Student fees, including student activity fees, should be indicated here. If necessary, divide this category into additional lines when, for example, the amount of fees charged are based on the number of credits students are taking. Show the number of students, the number of credits and the fee cost per credit for each group

**3. Room**    Provide the number of residential students, the number of weeks in residence and the room cost per week PER STUDENT in the first three columns and distribute the funding across.

**4. Board**    Provide the same information as it relates to board costs for residential students. If you provide lunch costs for commuting students, show this on a separate line inserted in this category.

**5. Stipends**    Indicate the number of students who will receive a stipend by commuter and residential status, the number of weeks and the

stipend amount per week. ***Note: Stipends may not be used to pay or reimburse students for the cost of tuition and fees associated with taking a course.***

| | | |
|---|---|---|
| **6. Books** | | Indicate the number of students and the cost per student for books that will be used for summer program instruction/courses. |
| **7. Insurance** | | Indicate the number of students and the cost per student for whom you will purchase summer insurance. |
| **Subtotal Initials** | | Total the "Funded by" columns for **EOF**, **Institution**, and **Other Resources** and also the **Total Cost of Education** column. Check to make sure that your figures agree across and down. Carry these figures over to the bottom of page 6 where indicated. |
| **VI.** | **Renewal Students:** | Summer Renewal students are those students who have previously received at least one EOF semester grant and still meet all other EOF student eligibility requirements. Follow the same instructions in each category for costs associated with renewal student attendance during the summer. |
| **VII.** | **Total Article III Cost of Education** | Total the costs for Initial and Renewal Students in each column. |
| **TOTAL BUDGET:** | | Add up categories I. through IX. in each column. The EOF column may not exceed the summer program Article III (and Article IV allocation for those programs that received an Article IV summer program support funds) allocation. Be certain that your figures agree across and down. |

As you conclude your summer budget, a ***SUMMER PROGRAM APPENDIX*** has been added to assist you in checking your totals. Enter the information requested to review how your total summer allocations (Article III and Article IV) were distributed.

**EOF Summer Supplemental Roster (SSR)**

When calculating your summer program's Cost of Education (COE) for your Initial and Renewal students, you will note that there are two separate tabs that are labelled "Init. SSR" (for your Initial Students) and "Ren. SSR" (for your Renewal Students). You must ensure that your institution's information is included at the top of each page. Additionally, you should ensure that the number of initial or renewal students and the total term request matches the information found on the respective Cost of Education tab for each student group.

When completing the EOF Summer Supplemental Rosters for both your Initial and Renewal students, you will note the following columns that require completion:

- **Name**: Please provide the First and Last Name of the student.
- **HESAA ID#**: Please provide the student's HESAA ID#.
- **EOF Term Request**: List the total amount of EOF cost of education funding provided to each student. Please note that the Total Term Request for your Initial or Renewal students (as

listed at the top of the page) should equal to the total sum of all of the EOF Term Request Amounts for each respective group of students.
- **Housing Code**: 1 = Commuter; 2 = Residential
- **Gender Code**: 1 = Male; 2 = Female
- **GEAR UP Program (For Initial Students Only)**: Please select the NJ GEAR UP Program that the student is affiliated with. If the student did not participate in a NJ GEAR UP Program, please indicate "N/A" (Not applicable).

As you move to complete your respective EOF Summer Supplemental Rosters, you can copy and add additional pages as needed.

## Attachment B3 – Program Support Budget Article IV

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. 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 year 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 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 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%. 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.*

**Complete B3 as follows:**

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

Explanation of Categories by row…

| | | |
|---|---|---|
| **I.** | **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. 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.

**As an example, if a counselor's annual salary is $80,000 but is employed only 50% time with the EOF program, the "Total Funding" entry for this position must calculate to $40,000 as paid by any combination of EOF, Institution and/or Other Resources.**

Subtotal each funding source column in each category.

**Administrative:** 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.  Only institutions that have received approval by the EOF Executive Director to have a less than 100% time EOF Director may correct that percentage of time on this budget.

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

**Tutoring:** Enter the salaries or wages of the tutorial coordinator and all academic year professional, para-professional or peer tutoring staff.  For part-time personnel indicate the number of positions, the hourly wage and estimated hours of employment used to calculate the budget charge.

**Instructional:** Indicate the costs of all instructional staff that provide supplemental instruction, teach shadow courses, learning laboratories, etc.  You may include the costs of test-prep classes or workshops here.  Do not include salaries for individuals teaching courses for which students are charged tuition, including basic skills course sections reserved for EOF students or freshman orientation credit courses.

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

**Other Salaries:** Itemize here the costs of other campus staff who provide a direct service to the program (accounting, financial aid, etc.); workshop presenters; speakers; consultants; 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 academic year 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. |
|---|---|---|

| III. | Educational Materials And Supplies: | In each column, list the purchases you have planned for the year and then enter the total amount budgeted for educational materials and supplies for the academic year program. Examples of educational materials and supplies may include classroom texts used as references for tutoring purposes. |
|---|---|---|

| V. | Consumable Materials and Supplies: | Provide the same information as above for consumable materials. Examples of consumable materials and supplies include office and copier supplies. |
|---|---|---|

**VI. Professional Development and Student Leadership**

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 also to budget speaker fees for the same purpose. Repeat the same for costs associated with student leadership development activities for EOF students.
Do not include related transportation costs in this section. Report those below, under Travel.

**VII. Travel**  Provide the amount budgeted for staff professional development or administrative travel and student travel related to professional development and leadership training. Those costs include mileage, tolls and public transportation fares. Charging transportation of students for normal commuting costs is prohibited under Article IV.

**VIII. PAB**  Enter the costs associated with Program Advisory Board meetings and activities.

**IX. 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 IX. in each column. The EOF column may not exceed the Article IV allocation. Check that the institution has met the required match. Be certain that your figures agree across and down.

Note that the Summer Program Budget B2 and Academic Year Article IV Budget B3 includes a workbook 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.

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***REMINDER: The OSHE/EOF office cannot execute an official contract and process summer or academic year payments until all completed contract materials are received by our office.***