

**STATE OF NEW JERSEY
OFFICE OF THE SECRETARY OF HIGHER EDUCATION (OSHE)
EDUCATIONAL OPPORTUNITY FUND (EOF)**

**Fiscal Year 2021
DOWNLOADING THE CONTRACT PDF FILE
CONTRACT MISSION AND GOALS DEVELOPMENT
AND BUDGET INSTRUCTIONS
SIGNATURE PAGES
ATTACHMENT B1
ATTACHMENT B2
ATTACHMENT B3-(A) (FY20 5th Quarter – July 1, 2020 – September 30, 2020)
ATTACHMENT B3-(B) (FY21 – October 1, 2020 – June 30, 2021)**

2020 Summer Program, FY20 5th Quarter, & FY 2021 ALLOCATIONS/CONTRACT

The 2020 Summer Program, FY20 5th Quarter, & FY 2021 contracts with preliminary allocations for individual campus EOF programs, as approved by the EOF Board of Directors, will be posted on the EOF website at:

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

Contracts will not be mailed to EOF campus programs. This information must be downloaded from the website. *Due to the impact of COVID-19, the availability FY 2021 contracts will be posted to the EOF website when the EOF Central Office has information and EOF Board approval regarding preliminary allocations for Fiscal Year 2021. EOF campus programs will receive a formal notification when this information is available.*

*Please note: Attachment B3-(A) FY20 5th Quarter Program Support Budget (July 1, 2020 – September 30, 2020) is due by **Thursday, July 25, 2020.***

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-(B) - EOF FY21 Academic Year Program Support Budget (October 1, 2020 – June 30, 2020) are all due by **Friday, October 22, 2020.**

What follows are the 5 STEPS that are necessary to complete your institution's contract. Contract signature pages will be returned via DocuSign. Attachments B1, B2, B3-(A) and B3-(B) must be returned to the EOF Central Office via email to the attention of the program liaison assigned to work with your institution and the EOF Executive Director.

STEP 1. COMPLETING THE CONTRACT SIGNATURE PAGES

After preparing your EOF Program Mission Statement and Program Goals and Objectives (B1), the Summer 2020 (B2), EOF FY20 5th Quarter Program Support (July 1, 2020 – September 30, 2020) (B3-(A)); and EOF FY 21 Academic Year Program Support (October 1, 2020 – September 30, 2020) (B3-(B)) budgets as explained below, **the contract signature pages should be signed where indicated by the institution's president or designee only. Please return the signature pages as original documents by email to the EOF program liaison assigned to work with your institution:**

EOF Program Liaison Assignments*

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

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

<p style="text-align: center;">STEP 2. ATTACHMENT B1 EOF PROGRAM MISSION STATEMENT AND PROGRAM GOALS AND OBJECTIVES</p>
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The following document (B1) has been updated for FY21 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 your EOF Program Liaison.

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

STEP 3. DEVELOPING THE CONTRACT BUDGETS
SUMMER B2, EOF FY20 5th Qtr. B3-(A) (July 1, 2020 – September 30, 2020),
& EOF FY21 ACADEMIC YEAR B3-(B) (October 1, 2020 – June 30, 2020)

The following provides instructions for completing the 2020 Summer B2, the EOF FY20 5th Quarter B3-(A) (July 1, 2020 – September 30, 2020), and the EOF FY21 Academic Year Program Support B3-(B) (October 1, 2020 – June 30, 2021) contract budget attachments 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 the 2020 Summer Program, funding will come from two fiscal years (i.e., FY 20 and FY 20 5th Quarter). However, the budget forms should be completed and all expenditures reported without regard to this matter.

At the discretion of the EOF Central Office, EOF campus programs may receive both an Article III and an Article IV allocations for the 2020 EOF Summer Program. If this situation applies to your program, it is important to remember that Article IV funds may only be applied toward the **Summer Program Support Services** section of the B2 budget. It is important for EOF campus programs to remember that per the EOF regulations, the restrictions on how Article IV funds may be used remains the same throughout the entire year. Article III funds may be applied to both sections of the summer budget. The budget form provides multiple funding resource columns that will direct you on how to distribute summer funds as you develop your budget. Due to the impact of COVID-19, for the 2020 EOF Summer Program, the EOF Central Office received EOF Board approval to allow for EOF campus programs to have the flexibility to use EOF summer funds to fund 12-month campus program staff during the summer. 12-month EOF campus program staff must have appeared on the campus program's FY20 Academic Year (AY) Article IV B3 contract attachment. The compensation offered must be proportional to the compensation that would have been provided if the individual would have normally been funded on the EOF campus program's AY Article IV B3 contract attachment. 12-month EOF campus program staff that are funded via EOF summer funds may not be mixed funded with FY20 5th Quarter Article IV funds or FY21 EOF AY Article IV program support funds and can only be funded for the time period of July 1, 2020 through September 30, 2020 via EOF summer funds.

Attachment B3-(A) **Article IV – EOF FY20 5th Quarter (July 1, 2020 – September 30, 2020).** Due to the impact of COVID-19, this special contract attachment and allocation was created as a result of the State's special creation of a

FY20 5th Quarter fiscal period. 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. This requirement applies to the EOF FY20 5th Quarter B3-(A) (July 1, 2020 – September 30, 2020) contract attachment. 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 on 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%. Additionally, programs that seek to adjust any change in the percent time in any position that appeared on the program's previous year fiscal year budget must provide a justification for the change in the percentage within the line item description section. All positions that appear on the B3-(A) contract budget must have a clear description that indicates how the position specifically serves the EOF program and students. 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 Article IV B3-(A) final expenditure report.

Attachment B3-(B) Article IV – EOF FY 2021 Academic Year Program Support (October 1, 2020 – June 30, 2021).

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 on 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%.** Additionally, programs that seek to adjust any change in the percent time in any position that appeared on the program's previous year fiscal year budget must provide a justification for the change in the percentage within the line item description section. All positions that appear on the B3-(B) contract budget must have a clear description that indicates how the position specifically serves the EOF program and students. 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 Article IV B3-(B) final 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 in this format.

Budgets submitted within a share drive (i.e. Google Docs), 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**. While matching funds are not required in the summer, institutions should document their monetary commitment to the program where applicable.

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 can only be budgeted against 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.

- Due to the impact of COVID-19, for FY 2021 the EOF Central Office received special EOF Board approval to allow EOF campus programs to have the flexibility to use EOF summer funds to fund 12-month campus program staff during the summer. 12-month EOF campus program staff must have appeared on the campus program's FY20 Academic Year (AY) Article IV B3 contract attachment. The compensation offered must be proportional to the compensation that would have been provided if the individual would have normally been funded on the EOF campus program's AY Article IV B3 contract attachment. 12-month EOF campus program staff that are funded via EOF summer funds may not be mixed funded with FY20 5th Qtr. Article IV funds or FY21 EOF AY Article IV program support funds. If a campus program elects to use their EOF Summer Funds to support 12-month campus program staff, the identified staff member can only be funded for the time period of July 1, 2020 through September 30, 2020 via Summer Funds.
- Sub-total each category.

Administrative: Enter the name and/or title and compensation for each member of the summer administrative staff who are funded via EOF summer funds.

Counseling: Enter the name and/or title and compensation for each member of the summer counseling staff who are funded via EOF summer funds. 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 funded via EOF summer funds. 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 funded via EOF summer funds.

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.
- 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 provide an appropriate description for all summer personnel and other than personnel budgeted expenses.

Summer Cost of Education – Article III

- 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. Credits charged to EOF

for each student must accurately reflect the number of credits that a student will earn and this information should be reflected on the student's transcript. In other words, if EOF is charged for 3 credits, this should reflect that the student is taking 3 credits. Their transcript should show that the student has attempted 3 credits and has earned 3 credits upon successful completion of the course. If a course does not count toward the student's degree progress (i.e. developmental course), the institution must ensure that the student is aware of this and this information should be appropriately documented within the institution's course catalogue.

- 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 for the academic year that precedes the summer program (i.e. For 2020 summer program, the student must have filed their FASFA or NJ Alternative Financial Aid application for the 2019-2020 academic year). Independent of the number of semesters the student has received an EOF grant (i.e. the EOF award counter), the student must have met the EOF financial eligibility requirements to receive an EOF Academic

Year grant award to qualify for EOF summer funding support. Renewal students whose income and assets exceed the maximum discretionary allowance are financially ineligible to receive EOF grant funds during the summer but may continue to receive EOF program support services only.

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; 3 = Other or Not Disclosed
- **GEAR UP or TRIO Program:** Please indicate whether the student participated in either the NJ GEAR UP or a federally funded TRIO Program. If the student did not participate in either a NJ GEAR UP or TRIO Program, please leave this field blank.

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

Initial Outcomes Table 1 and Renewal Outcomes Table 2

Initial and Renewal students who appear on the Summer Supplemental Roster (SSR) tab who received EOF summer funding support for tuition and/or fees must have their total number of credits attempted and earned accounted for. If a student withdraws from the summer program and is being charged for the course(s) they were enrolled in, this should also be properly accounted for on the table. All credits that appear on the outcomes table must also be reflected on the student's transcript as credits attempted and earned during the summer session.

Attachment B3-(A) – EOF FY20 5th Quarter B3 (July 1, 2020 – September 30, 2020) & **Attachment B3-(B)** - EOF FY21 Academic Year Program Support B3 (October 1, 2020 – June 30, 2021) contract budget attachments.

Due to the impact of COVID-19, there are two separate B3 contract attachments for this year. The regulations governing both are the same. The difference between the two is associated with the time period that each respective budget covers. Under expenditures or over-expenditures may not be transferred between budgets. Additionally, the two budgets must be treated as separate contract allocations and per 9A:11-6.9(c), each budget will require the appropriate institutional match. Institutional funds may not be double counted (i.e. funds used to pay for an item on either contract can be counted on both B3 contracts). As a result, the institution will need to create two separate Art. IV B3 expenditure accounts.

The EOF FY 2020 5th Quarter B3-(A) contract budget attachment must be developed to reflect the EOF campus program support budget from the time period of July 1, 2020 to September 30, 2020. Funds used to support staff during this time period may only be used to cover time and effort that occurs during this time period.

The EOF FY21 Academic Year Program Support B3 contract attachment must be developed to reflect the EOF campus program support budget from the time period of October 1, 2020 to June 30, 2021. Funds used to support staff during this time period may only be used to cover time and effort that occurs during this time period.

Both forms are used to reflect the campus program support activities and the 12-month salaries and wages for permanent program positions. Both must include all funding sources in the columns provided – **EOF (Art. IV)**, **Institutional**, and **Other Resources**. EOF campus programs must use the forms as provided by EOF/OSHE on the website.

As noted earlier, EOF regulation 9A:11-6.9 (c) requires at least a dollar for dollar match by the institution against the EOF allocation. This applies to both B3-(A) and B3-(B) budget documents. 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. Matching funds from the EOF FY20 5th Quarter B3-(A) (July 1, 2020 – September 30, 2020) contract attachment may not be double counted on the EOF FY21 Academic Year Program Support B3-(B) (October 1, 2020 – June 30, 2021) contract budget attachment (i.e. If

Institutional or Other Resources are used to purchase a book or pay for a particular item on one B3 contract attachment, it cannot be double counted on the other B3 contract attachment).

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.

Please complete both B3-(A) and B3-(B) attachments 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 \$60,000 but is employed only 50% time with the EOF program, the "Total Funding" entry for this position must calculate to \$30,000 as paid by any combination of EOF, Institution and/or Other Resources.

Note: 12-month staff who were supported via EOF summer funds must have their annual salary reflected on this budget, but will appear in a pro-rated fashion. The dates for when the individual moved from being funded via EOF summer funds to the program's FY21 AY Article IV program support budget must be reflected. As a reminder, 12-month staff may not have their positions mixed funded with EOF summer funds and EOF AY Art. IV program support funds. Please see EOF 2020 Summer Budget Training for clarification:

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

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.
- IV. 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 EOF B2, EOF B3-(A) and B3-(B) contract attachments include a workbook tab labeled "Line Item Description". For audit purposes, a detailed description for 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 along with their EOF duties. If there is a change in the percent time from the previous year, please explain why there is a change. Additionally, if there are any new positions added, please ensure this information is highlighted and the appropriate justification is provided.

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

Programs are reminded to review section 9A:11-6.9 "Institutional Commitment" when completing both B3 contract attachments. Additionally, OSHE/EOF office reserves the authority to suspend or adjust any payments if the appropriate documents are not received by the indicated deadlines.

Additionally, per EOF regulations 9A:11-4.4, each participating institution that receives program support funds under Article IV shall appoint a full-time administrator/director responsible for operating the institutional EOF program. A request to waive the full-time requirement may be submitted to the EOF Executive Director. Institutions should refer to 9A:11-4.4 with respect to the elements that must be contained within the waiver request.

Submission of Documents

All **original** signed FY21 contract signature pages and **original** contract attachments (B1, B2, & both B3s) must be **emailed** to your respective EOF campus program liaison with a copy to the EOF Executive Director. Programs will receive a DocuSign document for the completion of all signature pages.

Program Liaison Email: Hema Patel (Hema.Patel@oshe.nj.gov); or
Dr. Stephanie Shanklin (Stephanie.Shanklin@oshe.nj.gov)

EOF Executive Director Email: Dr. Hasani Carter (Hasani.Carter@oshe.nj.gov)

Mailing Address: (Insert EOF Program Liaison's Name)
Office of the Secretary of Higher Education
Educational Opportunity Fund
PO Box 542
Trenton, NJ 08625-0542

Address for Courier Deliveries: Office of the Secretary of Higher Education/EOF
1 John Fitch Plaza
Labor and Workforce Development Building, 10TH Floor
Trenton, NJ 08625-0542

Attachment B2/C1 - Summer Program **Final** Expenditure Report
Institutions are required to submit *both an electronic and hard copy* of your final B2 Summer Program report.

Email: Ms. Maisha Howard (Maisha.Howard@oshe.nj.gov) *w/CC to Program Liaison and EOF Executive Director*

Mailing Address: Ms. Maisha Howard
Division of Finance and Research
Office of the Secretary of Higher Education/EOF
PO Box 542
Trenton, NJ 08625-0542

Address for Courier Deliveries: Office of the Secretary of Higher Education/EOF
1 John Fitch Plaza
Labor and Workforce Development Building, 10TH Floor
Trenton, NJ 08625-0542

Attachment B3/C2-4 – EOF FY20 5th Quarter Art. B3-(A) (July 1, 2020 – September 30, 2020) **Final Expenditure Report** & EOF FY21 Academic Year Program Support B3-(B) (October 1, 2020 – June 30, 2021) **Interim and Final Expenditure Reports** –

Institutions are required to submit *both an electronic and hard copy* of your respective program expenditure reports. (Please note: that due to the impact of COVID-19, hard copies of expenditure reports are suspended until further notice.)

Email: Mr. Kelechi Unegbu (Kelechi.Unegbu@oshe.nj.gov) w/CC
to Program Liaison and EOF Executive Director

Mailing Address: Mr. Kelechi Unegbu
Division of Finance and Research
Office of the Secretary of Higher Education/EOF
PO Box 542
Trenton, NJ 08625-0542

Address for Courier Deliveries: Office of the Secretary of Higher Education/EOF
1 John Fitch Plaza
Labor and Workforce Development Building, 10TH Floor
Trenton, NJ 08625-0542

EOF Expenditure Reports/Report Deadlines¹:

EOF FY20 5 th Qtr. B3 Art. IV Contract Attachment (July-Sept.)	<i>July 25, 2020</i>
Final FY 20 B3 AY Art. IV Expend. Report (July 1, 2019 – June 30, 2020)	<i>Aug. 31, 2020</i>
EOF FY20 5 th Qtr. B3 Art. IV Final Request for Budget Modifications	<i>Sept. 4, 2020</i>
EOF FY21 Contract Signature Pages & Attachments B1, B2, FY21 B3 (Oct 1, 2020 – June 30, 2021)	<i>Oct. 22, 2020</i>
Summer 2020 B2 Final Expenditure Report	<i>Nov. 2, 2020</i>
FY 20 5 TH Qtr. B3 Art. IV Final Expend. Report (July 1, 2020 – Sept. 30, 2020)	<i>Nov. 2, 2020</i>
FY 21 Article IV 1 st Interim Expend. Report (Oct. 1, 2020 - Dec. 31, 2020)	<i>Jan. 18, 2021</i>
FY 21 Final Request for Article IV Budget Modifications	<i>Apr. 1, 2021</i>
FY 21 Article IV 2 nd Interim Expend. Report ² (Oct. 1, 2020 – March 31, 2021)	<i>Apr. 15, 2021</i>
Final FY 2021 Article IV Expenditure Report	<i>Aug. 31, 2021</i>

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 June. NOTE THAT final payment will be based upon these projections.