

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

**2022 Summer Program and Fiscal Year 2023
EOF CONTRACT, MISSION AND GOALS DEVELOPMENT,
AND BUDGET ATTACHMENTS
ATTACHMENT B1 – MISSION AND GOALS
ATTACHMENT B2 – EOF 2022 SUMMER PROGRAM
ATTACHMENT B3 – FY 2023 PROGRAM SUPPORT**

2022 SUMMER & FY 2023 ALLOCATIONS/CONTRACT

The 2022 Summer Program and FY 2023 contracts with preliminary allocations for individual campus EOF programs, as approved by the EOF Board of Directors, are made available annually as electronic files on the EOF website at:

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

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

The **contract signature page and Attachments B1 – EOF Program Mission Statement and Program Goals and Objectives, B2 - EOF Summer Program Support and Cost of Education Budget, and B3 - EOF Program Support Budget** are due by **Wednesday, July 6, 2022**.

What follows are the 5 STEPS necessary to complete the each of the required documents. Contract signature pages will be completed via the DocuSign process. Attachments B1, B2 and B3 must be returned to the OSHE/EOF Office via email to the attention of the EOF Executive Director and the program liaison assigned to work with your institution.

STEP 1. COMPLETING THE CONTRACT SIGNATURE PAGE

The **contract signature page will be completed via DocuSign and must be signed by the institution's president or designee only. This must be completed by 12pm, on June 20, 2022.**

EOF Program Liaison Assignments*

(* = Assignments are subject to change at the discretion of the OSHE/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	County College of Morris
Kean University	Drew University
Mercer County Community College	Felician University
Montclair State University	Georgian Court University
Montclair State University - Health Careers Program	Middlesex County College
New Jersey City University	Monmouth University
New Jersey Institute of Technology	Ramapo College of New Jersey
Ocean County College	Rider University
Passaic County Community College	Rider University - Westminster Choir Campus
Raritan Valley Community College	Rowan College at Burlington County
Rutgers University - Camden	Rowan College of South Jersey - Cumberland
Rutgers University - College of Nursing	Rowan College of South Jersey - Gloucester
Rutgers University - Graduate Bio-medical	Rowan School of Osteopathic Medicine (SOM) - Graduate (Only)
Rutgers University - Graduate Education Prep	Rowan School of Osteopathic Medicine (SOM) - Pre-Matric
Rutgers University - Graduate Studies (except Bio-medical)	Rowan School of Osteopathic Medicine (SOM) - Summer Prep
Rutgers University - New Jersey Medical School	Rowan University - Cooper Medical School - Graduate (Only)
Rutgers University - Newark	Rowan University - Cooper Medical School - PULSE Program
Rutgers University - ODASIS	Rowan University - Graduate Bio-medical
Rutgers University - Office of EOF Administration	Rowan University - Camden
Rutgers University - Robert Wood Johnson Medical School	Rowan University - Glassboro
Rutgers University - School of Arts and Sciences (New Brunswick)	Saint Elizabeth University
Rutgers University - School of Engineering	Saint Peter's University
Rutgers University - School of Environmental and Biological Sciences	Salem Community College
Rutgers University - School of Health Professions	Seton Hall - Law
Rutgers University - School of Pharmacy	Seton Hall University - Main
Rutgers University - Summer Grads	Seton Hall University - Pre-Legal
Sussex County Community College	Seton Hall University - Pre-Med/Pre-Dent Plus
The College of New Jersey	Stevens Institute of Technology
Union County College	Stockton University - Atlantic City
Warren County Community College	Stockton University - Galloway
William Paterson University	

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

The following document (B1) has been updated for FY23 and has been formatted so that programs can simply provide the appropriate response for each of the identified objectives and goals. Program Directors should develop the requested information in consultation with the appropriate institutional officials and your program staff.

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

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

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

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

After completing Attachment B1 it must be **returned to the OSHE/EOF Central Office as an email attachment (word document) to your EOF Program Liaison. Do not send this as a protected file or via a virtual share drive.**

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

STEP 3. DEVELOPING THE FY23 CONTRACT BUDGETS 2023 SUMMER PROGRAM (Attachment B2) & ACADEMIC YEAR (Attachment B3)

The following provides instructions for completing the 2022 Summer Program (Attachment B2) and FY 2023 Academic Year 2022-2023 (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 the 2022 Summer Program, resources for summer program may come from two fiscal years (i.e., FY 2022 and FY 2023). However, the budget forms should be completed and all expenditures reported without regard to this matter.

Please also note that programs may receive both EOF Article III and Article IV allocations for the Summer Program. Programs that receive EOF Article IV funds should be aware that these funds may only be applied toward the **Summer Program Support Services only**. Article III funds may be applied to both sections of the summer budget. Since EOF Article III and Article IV funds are separate allocations, programs that receive both EOF Article III and Article IV funds must develop a separate account for each respective allocation. The budget form provides multiple funding resource columns that will direct how to distribute summer funds as you develop your budget.

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

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 as PDF attachments or as “password protected” excel documents will not be accepted. The forms are available on the Educational Opportunity Fund’s website (http://www.nj.gov/highereducation/EOF/EOF_Forms.htm)

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

ATTACHMENT B2 – SUMMER PROGRAM

Use this form to submit the budget for your summer program activities including all dollar resources – i.e. **EOF Article III** and **Article IV**. It is important to note that summer support funds should be reported separately from academic year support funds.

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

ATTACHMENT B3 – PROGRAM SUPPORT BUDGET

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.

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

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

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

Note that the B2 2022 Summer Program Budget and the FY 2023 B3 Article IV Program Support budget have been reformatted. Programs may not use the forms that have been provided in the past as a substitute for submission. For audit purposes, programs must use the forms provided by OSHE.

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

Submission of Documents

A signed 2022 Summer Program and FY23 contract signature page will be completed via DocuSign.

Electronic copies of EOF contract attachments B1, B2, & B3 must be **emailed** to your respective EOF campus program liaison with a copy to the EOF Executive Director.

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)

Attachment B2/C1 – EOF Summer Program Final Expenditure Report

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

Email: Dr. Hasani Carter (Hasani.Carter@oshe.nj.gov) *w/CC to Program Liaison.*

Mailing Address for Refunds: Office of the Secretary of Higher Education (OSHE)/EOF
Attn: Finance
P.O. Box 542
Trenton, NJ 08625

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 FY23 Program Support B3 Interim and Final Expenditure Reports

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

Email: Dr. Hasani Carter (Hasani.Carter@oshe.nj.gov) w/CC to Program Liaison

Mailing Address for Refunds: Office of the Secretary of Higher Education (OSHE)/EOF
Attn: Finance
P.O. Box 542
Trenton, NJ 08625

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

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2022-2023 GRANT AND REPORT DEADLINES¹

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

REPORTS/FORMS	DEADLINE DATE(S)
<i>2021-2022 Annual Report Form (must be sent via-e-mail)</i>	September 26, 2022
<i>EOF FY 2023 Signed Contract and B1, B2, B3 Budget Attachments</i>	July 6, 2022
<i>EOF Expenditure Reports:</i>	
FY 2023 Summer Program Final Expenditure Report	October 3, 2022
FY 2023 Article IV 1 st Interim Expend. Report (July - Dec.)	January 27, 2023
FY 2023 Final Request for Article IV Budget Modifications	April 3, 2023
FY 2023 Article IV 2 nd Interim Expend. Report ² (July – March)	April 17, 2023
FY 2023 Article IV Final Expenditure Report	August 28, 2023
<i>Graduate Grant Applications:</i>	
Fall & Spring Semester Graduate Grant Applications*	September 30, 2022
Spring Only Graduate Grant Applications*	February 3, 2023
(* = Late Applications will not be accepted.)	

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

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