

STATE OF NEW JERSEY
Office of the Secretary of Higher Education
EDUCATIONAL OPPORTUNITY FUND

I. FY 2019 CONTRACT SUMMARY:

CONTRACTOR: **Rutgers, the State University of NJ**
Graduate Education Prep Program

CONTRACTING AGENCY: Office of the Secretary of Higher Education
Educational Opportunity Fund
1 John Fitch Plaza, 10TH Floor
P.O. Box 542
Trenton, New Jersey 08625

| SOURCE OF FUNDS: | AMOUNT | ACCOUNT TITLE |
|----------------------|-----------------|-----------------------------------------------------------------------|
| Summer (FYS 18 & 19) | \$ | Article IV - Summer Program Support (only) |
| Summer (FYS18 & 19) | \$58,161 | Article III – Program Support and Cost of Ed Initials and Renewals |
| Academic Year (FY19) | \$ | Article III - Undergraduate Grants |
| Academic Year (FY19) | \$ | Article III - Graduate Grants |
| Academic Year (FY19) | \$ | <u>Article IV - A.Y. Support</u> |
| | \$58,161 | TOTAL EOF FUNDING |

II. TIME FRAME:

| | |
|------------------------------|---------------|
| Effective Date of Agreement: | June 1, 2018 |
| Length of Work Period: | 14 months |
| Starting Date: | June 1, 2018 |
| Ending Date: | July 31, 2019 |

III. PURPOSE:

To provide an opportunity for higher education to disadvantaged New Jersey residents who would not be able to attend college without the financial assistance and special support services that are part of the EOF Program.

IV. PROGRAM SPECIFICATION:

Contractor hereby agrees to perform the services described in the specifications attached hereto as Attachments in the manner and upon the terms therein specified. Attachment B1 Program Mission Goals and Attachment D Grant Deadlines - are hereby fully incorporated and made a part of this contract in all particulars. The provisions of this contract hereinafter set forth shall constitute the General Terms and Conditions of the Agreement between the parties.

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V. SCOPE OF AGREEMENT:

This Agreement, entered into by the above named parties, for the above mentioned time frame, sets forth the specific programs, projects and activities in which the Contractor shall engage in return for funding as provided by the OSHE/EOF Program and/or other sources, as set forth above, and shall fully incorporate and make part of this Agreement the following documents and any specifically mentioned attachments thereto:

| | |
|------------------|--------------------------------------------------------------------------------------------------------------------|
| Attachment A | Contract Provisions |
| Attachment A1 | Contract Provisions (Rutgers University) |
| Attachment B1 | EOF Program Mission Statement and Program Goals & Objectives |
| Attachment B2 | EOF Summer Support and Cost of Education Budget |
| Attachment B3 | EOF Academic Year Program Support Budget |
| Attachment B4 | EOF Special Project Budget (if applicable) |
| Attachment B5 | EOF Winter Session Support and Cost of Education Budget (if applicable) |
| Attachments C1-5 | Expenditure Reports sent under separate cover |
| Attachments C6 | Annual and Summer Assessment Reports sent under separate cover |
| Attachment D | Grant Deadlines and Project Specifications |
| | Master Contract for the Office of the Secretary of Higher Education (OSHE) Programs (on file with the institution) |

VI. OSHE/EOF AND CONTRACTOR AGREEMENT SIGNATURES:

If this contract, including all attachments (if applicable), correctly sets forth your understanding of the terms of the agreement, please indicate your institution's concurrence with such terms by the signature of the appropriate officer of your institution on the two signature pages included and returning the contract to the Office of the Secretary of Higher Education for the countersignatures of the Executive Director of the Educational Opportunity Fund. One original signature page with the appropriate signatures will be returned to your institution.

FY 2019

Accepted and Agreed:

Countersigned:

Rutgers – Grad Educ. Prep Program

Office of the Secretary of Higher Education

Educational Opportunity Fund

Institution

Agency/Division

By: _____

By: _____

Title: **President**

Title: **NJ EOF Executive Director**

Date: _____

Date: _____

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FY 2019

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Rutgers – Grad Educ. Prep Program

Institution

By: _____

Title: **President**

Date: _____

Countersigned:

Office of the Secretary of Higher Education

Educational Opportunity Fund

Agency/Division

By: _____

Title: **NJ EOF Executive Director**

Date: _____

ATTACHMENT A

| |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;">STATE OF NEW JERSEY Office of the Secretary of Higher Education EDUCATIONAL OPPORTUNITY FUND</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|

Contract

Attachment A hereby provides for provisions and conditions between the State of New Jersey, Office of the Secretary of Higher Education, and institutions participating in the EOF program as detailed below.

I. Audit Requirements

- A. Any audit required under Section XIX of the Master will be conducted on an organization-wide basis and on the Contractor's fiscal year. It is the understanding of the OSHE that the Contractor's fiscal year ends on June 30th of any given year.

Any changes in the fiscal year must be reported immediately to the OSHE.

- B. The following method(s) has been designated in performing audits:

State Auditors

Auditors appointed by the OSHE

CPA firm appointed by the OSHE

CPA firm appointed by the Contractor. (Audit may be performed as part of the general college audit.)

II. Budget Revisions and Modifications

All budget revisions and modifications must be in accordance with the EOF Regulations, Section 9A:11-6.11.

Since the Contractor is not to incur expenditures over and above the limits set forth by the Regulations and approved allocations, it is incumbent on the Contractor to request budget revision approval whenever it is anticipated that spending will exceed the limits defined by the Regulations and approved allocations. Therefore, the Contractor will be liable for all unapproved debts.

III. Program Income

Other program income, if any, as defined in Section XV, Paragraph C of the Master Contract, shall be treated by the Contractor in the following manner:

Added to funds committed to the project by the OSHE and to be used to further eligible program objectives; or

Deducted from the total project by the OSHE and be used to further program objectives; or

Not applicable

IV. Method of Payment

- A. Where deemed applicable, the OSHE may authorize advance payments to be made to the Contractor. These payments will be based upon a percentage determined by the OSHE not to exceed 100% of the contract amount.
- B. Progress payments shall be made by the OSHE as adopted by the EOF Board of Directors on a scheduled basis.
- C. At the discretion of the OSHE/EOF Executive Director, any payment may be withheld pending receipt of required reports as listed on Attachment D.

V. Financial and Performance Reporting

- A. Interim expenditure reports for academic year program support funds shall be submitted on a scheduled basis. These reports, to be certified by the Chief Fiscal Officer, shall be submitted in accordance with the dates listed on Attachment D.
- B. Final expenditure reports shall be submitted by the Contractor in accordance with the dates listed on Attachment D.
- C. The Annual Report, which provides data on student and program performance, shall be submitted by the Contractor in accordance with the dates listed on Attachment D. The report may be used to assess the Contractor's ability to reach its declared program mission and goals, per Attachment B1.

VI. Dissemination

All Office of the Secretary of Higher Education grant-supported public events/activities/curriculum materials as well as dissemination activities for this project shall be acknowledged as related to and/or supported by the New Jersey Educational Opportunity Fund.

ATTACHMENT D

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2018-2019 GRANT AND REPORT DEADLINES¹

The following materials **MUST** be submitted on or before the dates indicated. Failure to comply will result in the delay of EOF payments to your institution.

| REPORTS/FORMS | DEADLINE DATE(S) |
|----------------------|-------------------------|
|----------------------|-------------------------|

| | |
|-----------------------------------------------------|---------------|
| <i>Annual Report Form (must be sent via-e-mail)</i> | Oct. 31, 2018 |
|-----------------------------------------------------|---------------|

EOF Expenditure Reports:

| | |
|--------------------------------------------------------------------------------------------------------|----------------|
| Final FY 2018 Art. IV Expenditure Report | Aug. 31, 2018 |
| Summer 2018 (FY18/19) | Sept. 17, 2018 |
| FY 2019 Article IV 1 st Interim Expend. Report (July 1, 2018 - Dec. 31, 2018) | Jan. 15, 2019 |
| FY 2019 Final Request for Article IV Budget Modifications | Apr. 1, 2019 |
| FY 2019 Article IV 2 nd Interim Expend. Report ² (July 1, 2018 – March 31, 2019) | Apr. 15, 2019 |
| Final FY 2019 Article IV Expenditure Report | Aug. 31, 2019 |

Graduate Grant Applications:

| | |
|-----------------------------------------------------|----------------|
| Fall & Spring Semester Graduate Grant Applications* | Sept. 17, 2018 |
| Spring Only Graduate Grant Applications* | Jan. 30, 2019 |

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