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

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# Fiscal Year 2022
**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 2022 ALLOCATIONS/CONTRACT

The FY 2022 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 EOF contract signature page must be completed via DocuSign and submitted by June 1, 2021.** Please note that EOF summer payments cannot be executed until a signed contract has been received.

The EOF contract Attachments B1 – EOF Program Mission Statement and Program Goals and Objectives, B2 - EOF Summer Program Support and Cost of Education Budget, and B3 - EOF Academic Year Program Support Budget are due by **Tuesday, July 6, 2021**.

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

When sending your B1, B2, and B3 contract attachments, please adhere to the following submission guidelines:

**Email Subject Line:** (Institution/Program Name) EOF FY22 B1, B2, B3 Contract Attachments

**Please use the following naming convention for each budget attachment**:
- (Insert Institution/Program Name) EOF FY22 B1 Contract Attachment
- (Insert Institution/Program Name) EOF FY22 B2 Contract Attachment
- (Insert Institution/Program Name) EOF FY22 B3 Contract Attachment

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

| HEMA PATEL | STEPHANIE SHANKLIN |
| --- | --- |
| Email: hasani.carter@oshe.nj.gov | Email: stephanie.shanklin@oshe.nj.gov |
| Brookdale Community College | Atlantic Cape Community College |
| Essex County College | Bergen Community College |
| Fairleigh Dickinson University- Florham | Bloomfield College |
| Fairleigh Dickinson University- Metropolitan | Caldwell University |
| Hudson County Community College | Camden County College |
| Kean University | Centenary University |
| Mercer County Community College | College of St. Elizabeth |
| Middlesex County Community College | County College of Morris |
| Montclair State University | Drew University |
| Montclair State University- Health Careers Program | Felician University |
| New Jersey City University | Georgian Court University |
| 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 (Formerly Cumberland County College) |
| Rutgers University- Graduate Bio-medical | Rowan College of South Jersey - Gloucester (Formerly Rowan College at Gloucester County) |
| 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 |

## STEP 1. COMPLETING THE CONTRACT SIGNATURE PAGES

After preparing your EOF Program Mission Statement and Program Goals and Objectives (B1) and the 2021 Summer Program (B2) and Academic Year 2021-2022 (B3) budgets as explained below**, the contract signature page will be completed via DocuSign and must be signed by the institution's president or designee only.**

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

The following document (B1) has been updated for FY22 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 emailed to the EOF Central Office as an electronic attachment (word document) to your EOF program liaison with a copy to the EOF Executive Director.

**Please use the following naming convention when saving and sending your B1 Contract Attachment**:

-   (Insert Institution/Program Name) EOF FY22 B1 Contract Attachment

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

## STEP 3.  DEVELOPING THE FY22 CONTRACT BUDGETS
## 2021 SUMMER PROGRAM (Attachment B2) &
## ACADEMIC YEAR (Attachment B3)

The following provides instructions for completing the FY22 Summer Program (Attachment B2) and the Academic Year 2021-2022 (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 2022, resources for summer program funding may come from two fiscal years (i.e., FY 2021 and FY 2022).   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 - 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.**

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**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.

## Summer Cost of Education – Article III

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|---|---|
| **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.** <br> 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 |

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**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 2021 summer program, the student must have filed their FASFA or NJ Alternative Financial Aid application for the 2020-2021 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 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/College Bound or TRIO Program students**: Please select whether the student participated in a NJ GEAR UP/College Bound Program (1) or if the student is affiliated with a TRIO program (2), or Both (3).
- **High School Dual Enrollment Program (Initials only)**: Please indicate if any of the listed initial students completed a HS dual enrollment program (i.e. the student earned both their High School Diploma and Associate's Degree as part of their High School graduation requirement).

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.

After completing Attachment B2 it must be emailed to the EOF Central Office as an electronic attachment (excel format) to your EOF program liaison with a copy to the EOF Executive Director.

**Please use the following naming convention when saving and sending your B2 Contract Attachment**:

- (Insert Institution/Program Name) EOF FY22 B2 Contract Attachment

## 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.

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.

**Please complete Attachment 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.

After completing Attachment B3 it must be emailed to the EOF Central Office as an electronic attachment (excel format) to your EOF program liaison with a copy to the EOF Executive Director.

**Please use the following naming convention when saving and sending your B3 Contract Attachment**:

- (Insert Institution/Program Name) EOF FY22 B3 Contract Attachment

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 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 the B3 contract attachment. Additionally, OSHE/EOF office reserves the authority to suspend or adjust any payments if the appropriate documents are not received by the indicated deadlines.

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**REMINDER:** The OSHE/EOF office reserves the authority to withhold any payments until all past owed documents, refunds and other required items have been received by our office.

# Submission of Documents

A signed FY 2022 contract signature page must be completed via DocuSign by June 1, 2021.

Programs will receive a DocuSign document for the completion of all signature pages.

An electronic copy 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 using the identified email subject line and file naming convention by July 6, 2021.

**Email Subject Line:** (Institution/Program Name) EOF FY22 B1, B2, B3 Contract Attachments

**Please use the following naming convention for each budget attachment**:
- (Insert Institution/Program Name) EOF FY22 B1 Contract Attachment
- (Insert Institution/Program Name) EOF FY22 B2 Contract Attachment
- (Insert Institution/Program Name) EOF FY22 B3 Contract Attachment

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 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:    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, 10$^{TH}$ Floor
                                Trenton, NJ 08611

## Attachment B3/C2-4 – EOF FY22 Academic Year Program Support B3 Interim and Final Expenditure Reports

Institutions are require to submit *an electronic copy* of your respective Interim and Final program expenditure reports.

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

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Mailing Address for Refunds:        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 08611

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***EOF Contract Signature Page, Budget Attachment, & Expenditure Report Deadlines:***

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|---|---|
| EOF FY22 Contract Signature Page | June 1, 2021 |
| EOF FY22 B1, B2, B3 Contract Attachments | July 6, 2021 |

*EOF Expenditure Reports:*

| | |
|---|---|
| FY 2021 Art. IV Final Expenditure Report | Aug. 31, 2021 |
| FY 2022 Summer Program Final Expenditure Report | Sept. 9, 2021 |
| FY 2022 Article IV 1st Interim Expend. Report (July - Dec.) | Jan. 20, 2022 |
| FY 2022 Final Request for Article IV Budget Modifications | Apr. 1, 2022 |
| FY 2022 Article IV 2nd Interim Expend. Report[2] (July – March) | Apr. 15, 2022 |
| FY 2022 Article IV Expenditure Report | Aug. 31, 2022 |

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