

# **FY26 2025 Summer Contract & Budget Training**

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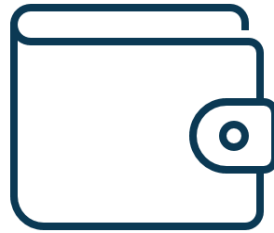
OFFICE OF THE SECRETARY OF HIGHER EDUCATION (OSHE)  
EDUCATIONAL OPPORTUNITY FUND (EOF)

# Purpose of this Training

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To provide an overview of the EOF Summer Contract and changes to the Budget Documents (Contract Attachment B2)



To review the allowable expenditures for the 2025 Summer Program



To review the process of completing the 2025 Summer Budget and submission deadlines

# OSHE/EOF Central Staff

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Dr. Hasani Carter

[Hasani.Carter@oshe.nj.gov](mailto:Hasani.Carter@oshe.nj.gov)

Peter Collazo

[Peter.Collazo@oshe.nj.gov](mailto:Peter.Collazo@oshe.nj.gov)

Hema Patel

[Hema.Patel@oshe.nj.gov](mailto:Hema.Patel@oshe.nj.gov)

Catherine Sackey

[Catherine.Sackey@oshe.nj.gov](mailto:Catherine.Sackey@oshe.nj.gov)

Dr. Stephanie Shanklin

[Stephanie.Shanklin@oshe.nj.gov](mailto:Stephanie.Shanklin@oshe.nj.gov)

OSHE Finance

Tiffany Hazzard

[Tiffany.Hazzard@oshe.nj.gov](mailto:Tiffany.Hazzard@oshe.nj.gov)

Kevin Kobylowski

[Kevin.Kobylowski@oshe.nj.gov](mailto:Kevin.Kobylowski@oshe.nj.gov)

# Prior to Completing the 2026 Summer Budget

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Review the FY26 contract and 2025 Summer allocations to ensure you are working with the correct figures.



Instructions for completing the budget template are in the template file – the tab is labeled “**Directions to Complete**”



Program Directors should work with your OSHE/EOF program liaison if you have any questions regarding the *development* of your budget and allowable expenses.

# FY26 EOF Program Contracts

## FY26 EOF Program Contract

## Where to Access



### GRANT AGREEMENT BETWEEN THE OFFICE OF THE SECRETARY OF HIGHER EDUCATION AND (Institution/EOF Program)

This Grant Agreement ("Agreement") is entered into by and between the Office of the Secretary of Higher Education ("OSHE"), a public agency of the State of New Jersey and **Institution/EOF Program**, an institution of higher education within the State of New Jersey ("Grantee") for implementation of the Educational Opportunity Fund ("EOF") Program. The EOF was created by law in 1968 to ensure meaningful access to higher education for those who come from economically and educationally disadvantaged backgrounds.

The purpose of the partnership between OSHE and the Grantee is to provide an opportunity for higher education to educationally and economically 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. Pursuant to this Agreement, OSHE will provide funding to implement goals and strategies for capacity building and increasing enrollment, improving student retention, persistence, completion, and reducing financial burdens on students.

#### I. EDUCATIONAL OPPORTUNITY FUND GRANT AMOUNT

Based on the representations in the Grantee's request and in this Agreement, OSHE awards the Grantee a grant in the amount of \$ X,XXX,XXX ("EOF Grant"). These funds are to be allocated to the following EOF session(s):

GRANT AMOUNT	SESSION ALLOCATION
\$ XXX,XXX	FY 2025/2026 - Summer 2025 Article III - Program Support and Cost of Education for Initials and Renewals

\$ X,XXX	FY 2025 Summer 2025 Article IV - Summer Program Support (Only)
\$ XXX,XXX	FY 2026 Article IV - Academic Year Support
\$ XXX,XXX	FY 2026 Article III - Undergraduate Grants
\$ XX,XXX	FY 2026 Article III - Graduate Grants
\$ X,XXX,XXX	Total EOF Funding

#### II. PROGRAMMATIC RESPONSIBILITY

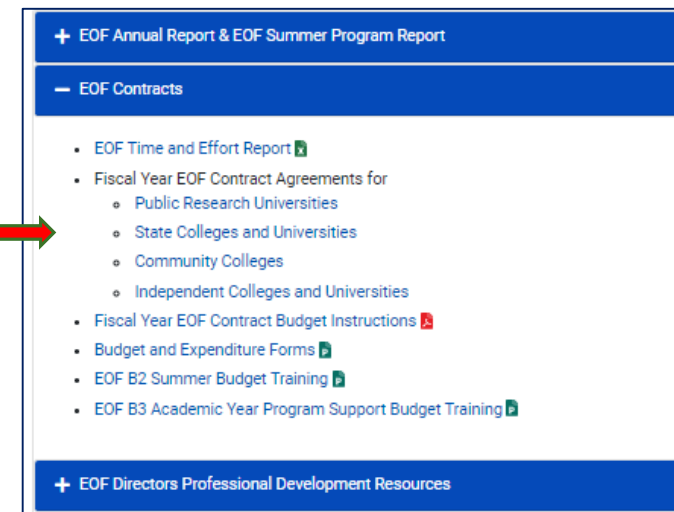
A. Grantees shall use the funds provided pursuant to this Grant Agreement to support activities related to promoting EOF and/or the support of EOF students consistent with the mission and purpose of the Fund as described in N.J.A.C. 9A:11-1.3 of the EOF Regulations. Grantees shall use the funds provided pursuant to this memorandum to achieve identified goals as part of a comprehensive program implemented between May 30, 2025 and June 30, 2026.

B. All monies expended pursuant to paragraph A of this section must be spent or encumbered by June 30, 2026.

C. The Grantee agrees to attend and participate in activities that may be convened by OSHE in furtherance of the EOF program and the EOF funding. The activities may include, but are not limited to: in-person and virtual periodic meetings, webinars, trainings, and collaborative events with multiple institutions to examine best practices that can be utilized for the sustainability of the EOF program.

#### D. Compliance with Existing Laws

Grantee, agrees to comply with all federal, state, and municipal laws, rules, and regulations in the performance of this Agreement that are generally applicable to the activities in which the Grantee is engaged in the performance of said contracts.



[Click here to access  
the EOF Campus  
Resources webpage.](#)

# FY26 EOF B2 Contract Attachment



**Educational Opportunity Fund**

EOF [Program](#) [Eligibility](#) [How to Apply](#) [Special Projects](#) [History](#) [Campus Program Resources](#) [Contact Us](#)

Home / Campus Program Resources

## Campus Program Resources

- + EOF Annual Report & EOF Summer Program Report
- + EOF Contracts
- + EOF Directors Professional Development Resources
- EOF Forms and Other Reports
  - EOF Contract Attachment B1 - Program Goals & Objectives [\[PDF\]](#)
  - EOF Contract Attachment B2 - Summer Program [\[PDF\]](#)
  - EOF Contract Attachment B3 - AY Art. IV Program Support [\[PDF\]](#)
  - EOF Special Project B4 - Budget Application [\[PDF\]](#)
  - EOF Special Project Application - Narrative Form [\[PDF\]](#)
  - EOF Contract Attachment B5 - Winter Session [\[PDF\]](#)
  - NJFAMS EOF ACCESS FORM [\[PDF\]](#)
  - NJFAMS EOF Approved and Eligible Roster Processing Request Form
  - EOF Student Appeal Form [\[PDF\]](#)
  - EOF Pending Verification Form [\[PDF\]](#)
- + EOF Frequently Asked Questions (FAQs)
- + EOF Graduate Grants
- + EOF Program Liaisons - Institutional Assignments
- + EOF Publications
- + EOF Regulations
- + EOF Trainings and Instructions
- + EOF Undergraduate Grants
- + EOF Winter Session Funding Application

# Things to Know When Completing the B2 Summer Budget

Only cells that require information to be inputted are accessible. All other cells are locked.

Programs can still, however, add tabs if needed.

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All programs must start on the Initial tab. EOF special programs that only provide support to Renewals must start on the Initial tab and put your allocation at the top.

All line items require a “Narrative Description”. Items must include a clear educational purpose and where appropriate, any associated pre- and post-activity assessments that will be conducted.

Programs must report on *all* EOF students supported during the Summer, even if they only received program support.

Programs must report all forms of aid received by students (e.g., Summer TAG funds, institutional funds, and aid charged to other resources).

# Disbursement of 2026 Summer Funds and Budget Modifications

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## Payment Distribution:

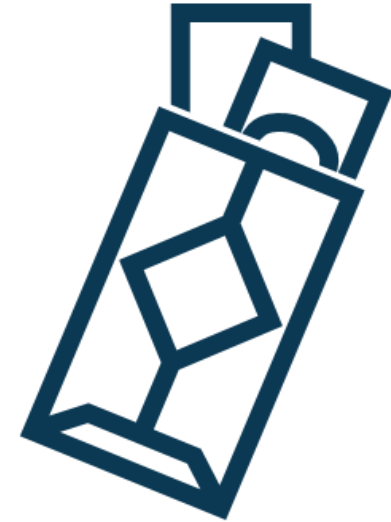
- For 2025 Summer: Programs will receive 100% of their Article 3 and Article 4 funds. (Note: As noted in the May 8, 2025 EOF Board materials, the total amount of Summer Article 3 funds may be paid out via two fiscal sources (i.e. FY25 and FY26 funds). FY26 funds will not be remitted until OSHE has been able to verify that these funds are available in our account and the EOF program has successfully submitted a signed FY26 contract and a copy of its Policy and Procedures manual.)

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*Example of 2026 Summer Program payee reference format = EOF SUM32 FY25/6  
(Inst./Program Name) PMT*

## Summer Program Budget Modification Deadline:

- Due to variable lengths of Summer Sessions, OSHE/EOF defines the last day of the EOF summer program as the day before your institution's Fall 2025 term.
- Remain aware of any anticipated under-expenditures/cost savings on a weekly basis.
- Re-purpose any available funds immediately with a budget modification request to the OSHE/EOF office.





# New for FY26 2025 Summer Program B2 Budget

- EOF Summer Narrative Report has now been added as the last five tabs on the B2 Summer Budget Form. (Note: Narrative Summary must still be submitted in Word or PDF format.)
- Improved formulas to help with allocation management.
- On the Initial and Renewal roster tabs, three additional columns have been added:

- 1) Amount Charged to Summer Pell;
- 2) Amount Covered by Loans; &
- 3) Out of Pocket Payment(s).

Note: Amount Charged to Other Resources should include all other sources of financial aid support for the summer (ex. External scholarships, Other grants, etc.)

Amount Charged to Institution	Amount Charged to Summer TAG	Amount Charged to Summer Pell	Amount Covered by Loans	Amount Charged to Other Resources (Excluding Out of Pocket Payments)	Out of Pocket Payment(s)	Total Aid Provided to Student <small>(Do not input information into the cells in this column. This column contains formulas within the cells.)</small>
						-
						-
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -

Additional columns have been added to help further delineate the various sources of summer funding support.

EOF Summer Narrative Report tabs

Renewals Roster | Narrative Summary | SUM123 | SUM 4 5 | Sum 6 | Cover Page for Program Report

# Summer Article III - Differences Between AY vs. Summer (9A:11-6.3)

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- **EOF Article III academic year funds are processed as semester grants** per student and shall be applied toward student's educational costs only.
- Funds awarded in the fall and spring terms are to be used solely for courses and educational costs that specifically occur within the fall and spring terms.
- Such costs shall include whatever constitutes the participating institution's educational budget and may include tuition, fees, room and board, books, required educational materials and supplies, transportation and child care.

- The EOF Article III summer program grant shall be applied to the student's educational costs. Funds awarded for the summer session are to be used solely for courses and educational costs that occur during the summer session.
- Courses taken during the summer session must be recorded on the students' academic transcripts as completed during the summer session.
- **In the summer, such costs shall include whatever constitutes the participating institution's educational budget and/or instructional costs as follows:**
  - 1) Tuition charged per student or instructional costs (that is, instructors' and teaching assistants' salaries), but never both for any single course**
  - 2) Fees, room and board, books, educational supplies, transportation, and childcare, as well as stipends and insurance**
  - 3) Salaries, and room and/or board for professional, graduate, and/or peer tutors**
  - 4) Educational materials used to support instruction.**

# Summer **Article III** - Allowable Expenditures

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The EOF Article III summer program grant shall be applied to the student’s **educational costs**.

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Such costs **shall** include the participating institution’s educational budget and/or instructional costs as follows:

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Tuition charged per student <b>or</b> instructional costs (instructors’/teaching assistants’ salaries), but <b>never both</b> for any single course	Fees, room & board, books, educational supplies, transportation, and childcare, as well as stipends and insurance	Salaries and room and/or board for professional, graduate, and/or peer tutors	Educational materials used to support instruction
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# Summer **Article IV** - Allowable Expenditures

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EOF Article IV Funds are to be used for **EOF Program Support activities**.

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Article IV program support funds **shall not** be used for the following items:

Cost of Education Items (highlighted in green on Initials/Renewal Tabs). Student costs covered by a student's financial aid package	Fringe benefits for AY student assistants, part-time personnel, campus EOF administrator/director, or 12-month EOF staff at public senior institutions; fringe benefits in excess of 21% of the salaries paid by EOF funds for 12-month EOF staff at community colleges and independent institutions	Transportation of students for normal commuting costs
		The cost of instruction for which students are charged tuition

*For additional details, please refer to EOF Regulations (N.J.A.C. 9A:11-6.10) (Pgs. 35-36)*

# Tuition & Fees = Credits Attempted /Earned During Summer

- If a student is charged for “X” credits, then this number of credits should appear on the student’s transcript for the Summer program.
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- For example:
    - Student is registered for 9 credits during the summer.
    - EOF funds are used to pay for those 9 credits.
    - Student’s transcript must show that the student was enrolled for 9 credits during the Summer session.

# Stipends: Article III Funds

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Cost of education purposes only (supplies, commuter costs, textbooks, etc.)

Programs must have documentation to reflect how the amount was determined (ex: cost of actual textbooks, mileage reimbursement rate, on-campus meal plan price, etc.)

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OSHE/EOF does not determine stipend award levels

Program should not wait until the end of the summer session to seek adjustments to stipends.

Institutions/EOF campus programs assume all liability associated with the distribution of stipends (i.e., future financial aid eligibility for independent students, etc.)

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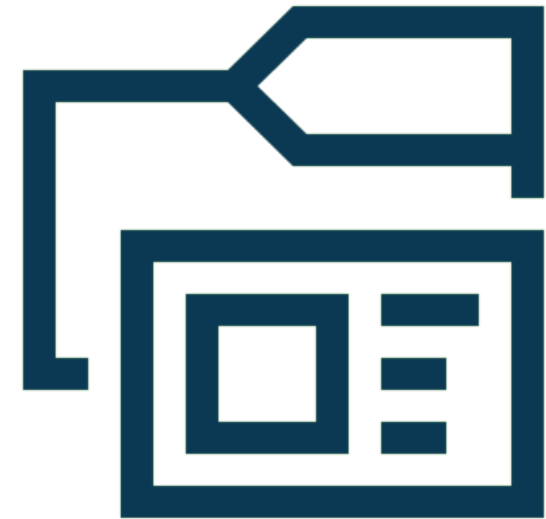


Stipends may not be used to reimburse or pay a student directly for taking a course at another institution

# Special Circumstances: Courses at Another Institution

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- Should seek to establish a formal arrangement/agreement
- Must be at an institution that participates in EOF
- Allow for the institution to be billed directly for the student's enrollment at another institution/program
- Ensure appropriate documentation between institutions for audit purposes



# Completing the 2026 Summer Budget: Summer Budget Template

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*A walk-through of how to properly complete the 2026 Summer Budget Template*

*(Contract Attachment B2)*

[FY26EOFB2ContractAttachment.xlsx](#)



# Completing the 2026 Summer Budget: Final Checklist for Submission

Provided Institution/EOF Program Name

Provided the total number of Initial and Renewal students on the respective tabs

Provided the appropriate Narrative Descriptions per budget category utilized, including a breakdown of the expenses summarized by the total

Utilized full allocation for the 2026 Summer Program

# EOF File Naming Convention

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All Documents must be submitted via email to [EOF@OSHE.NJ.GOV](mailto:EOF@OSHE.NJ.GOV). Institutions can include new tabs within this workbook to provide additional details.

- **Email Subject Line: School/Program NAME 2026 B2**
  - Ex: New Jersey State College Health Careers Program 2026 B2
- **File Naming Convention: School/Program NAME 2026 B2**
  - Ex. New Jersey State College Health Careers Program 2026 B2

# Summer Program Budget Modification Deadline

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Due to variable lengths of Summer Sessions, OSHE/EOF defines the last day of the EOF summer program as the day before your institution's Fall 2025 term.

Remain aware of any anticipated under-expenditures/cost savings on a weekly basis.

Re-purpose any available funds immediately with a budget modification request to the OSHE/EOF office.

# Completing the 2026 Summer Budget

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A final version of your  
EOF 2026 Summer  
Budget (Contract  
Attachment B2) must be  
e-mailed to  
[EOF@OSHE.NJ.GOV](mailto:EOF@OSHE.NJ.GOV) and  
the EOF Executive  
Director by:

**June 16, 2025**

C1 Contract Attachment  
(Final Summer  
2026 Expenditure  
Report) must be e-  
mailed to  
[EOF@OSHE.NJ.GOV](mailto:EOF@OSHE.NJ.GOV) and  
the EOF Executive  
Director by:

**September 25, 2025**

# OSHE/EOF Campus Resources Website

[https://www.nj.gov/highereducation/EOF/EOF\\_Program\\_Resources.shtml](https://www.nj.gov/highereducation/EOF/EOF_Program_Resources.shtml)



# Questions

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# Thank You!

We look forward to working with  
you