



State of New Jersey

OFFICE OF THE SECRETARY OF HIGHER EDUCATION

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DIANA GONZALEZ
INTERIM SECRETARY

November 13, 2020

Dear colleague:

New Jersey's institutions of higher education continue facing significant financial burdens in continuing to provide high-quality education services due to the unprecedented COVID-19 pandemic. Upon review of the financial needs of public and four-year public-mission independent institutions and their use of \$150 million in Coronavirus Relief Funds (CRF) originally allocated, the Murphy Administration is making available an additional \$75 million in new federal Coronavirus Aid, Relief and Economic Security (CARES) Act funds. In addition, the Administration will be distributing \$5 million to New Jersey's minority-serving institutions. This will be the final CRF allocation to institutions of higher education.

These additional CRF awards will be available to public institutions and four-year public mission independent institutions to offset remaining eligible costs incurred as a result of the ongoing public health emergency.

Application Instructions: Action Needed by Thursday, November 19

To receive these funds, institutions must submit an updated budget to the Office of the Secretary of Higher Education (OSHE) outlining how it would utilize this additional allocation in accordance with [U.S. Department of the Treasury](#) and [New Jersey's CRF Frequently Asked Questions](#) to cover eligible expenditures incurred due to the public health crisis between March 1 and December 30, 2020.

Institutions should submit a budget that captures *all* their CRF allowable expenses, even if it goes beyond their allocated amount. Please see [OSHE's CRF Frequently Asked Questions](#) for list of allowable expenses.

The attached budget template titled "[Institution Name CRF II Budget Template](#)" must be submitted in order to be eligible for the second round of funding. The template has a column for institutions to indicate use of their allocated funding (Column E), as well as a separate column for remaining expenses above and beyond their allocation amount (Column F). As done with the first round of funding, institutions will also need to complete the questions in columns B-D, and the budget justification in column K for the additional funding. Note the columns for "total need," "final budget expenditure," and "remaining budget" will automatically tabulate.

Applications for this round of funding are **due by 5 p.m., Thursday, November 19**. Institutions should email the completed CRF II budget to OSHE@oshe.nj.gov with the subject line "Institution Name_Second Round of CRF." OSHE will send an email confirming receipt. Budgets will be reviewed

for eligible expenses, and institutions will be notified of approval. As budgets are approved, OSHE will send grant agreement modifications for review and signature by each institution.

If your institution does not have any remaining need for CRF funding and does not plan to apply for these additional funds, a notification email must be submitted to OSHE@oshe.nj.gov by 5 p.m., Thursday, November 19.

Distribution Methodology

This second distribution of CRF is for a total of \$80 million. Seventy five million dollars of the distribution is shared among all eligible institutions based on the institution's full-time equivalent enrollment (FTE). Full-time equivalent enrollment is based on the 2018-19 academic year, the most recently available data.

Five million dollars is distributed evenly to New Jersey's 18 minority-serving institutions as identified by the U.S. Department of Education. This distribution method aligns with the Administration's focus on an equitable restart of state operations, since underrepresented minority populations have been disproportionately affected by this COVID-19 pandemic.

These two amounts summed together provide the grand total for the second allocation of CRF. As with the first round of CRF, these amounts represent the maximum amounts institutions may receive in this round of funding, pending receipt of a budget that outlines sufficient eligible expenses.

CRF Maximum Institutional Allocations

A breakdown of the second tranche of CRF eligible award allocations by institution is as follows:

Institution Name	Student FTE 2018-19	Grand Total Eligible for Second Allocation
Kean University*	12,395	\$3,195,923.73
Montclair State University*	18,814	\$4,707,144.28
New Jersey City University*	6,464	\$1,799,592.66
New Jersey Institute of Technology	9,259	\$2,179,839.72
Ramapo College of NJ	5,993	\$1,410,927.69
Rowan University	17,547	\$4,131,077.61
Rutgers, New Brunswick	48,930	\$11,519,554.76
Rutgers, Camden	6,381	\$1,502,274.25
Rutgers, Newark*	11,738	\$3,041,246.69
Stockton University	10,126	\$2,383,956.91
The College of New Jersey	8,094	\$1,905,564.61
Thomas Edison State University	3,805	\$895,808.42
William Paterson University*	8,835	\$2,357,795.48
Atlantic Cape Community College	3,609	\$849,664.28
Bergen Community College*	9,884	\$2,604,760.80
Brookdale Community College	8,549	\$2,012,684.93
Camden County College	6,874	\$1,618,340.88
County College of Morris	5,525	\$1,300,746.78

Essex County College*	5,881	\$1,662,337.38
Hudson County Community College*	6,032	\$1,697,887.21
Mercer County Community College	4,835	\$1,138,300.58
Middlesex County College*	8,180	\$2,203,589.30
Ocean County College	6,741	\$1,587,028.79
Passaic County Community College*	4,640	\$1,370,169.65
Raritan Valley Community College	5,239	\$1,233,414.01
Rowan College at Burlington County	5,744	\$1,352,305.79
Rowan College of South Jersey	7,615	\$1,792,794.98
Salem Community College	809	\$190,462.29
Sussex County Community College	1,704	\$401,171.50
Union County College*	6,848	\$1,889,997.50
Warren County Community College	1,195	\$281,337.99
Bloomfield College*	1,653	\$666,942.38
Caldwell College*	1,923	\$730,508.29
Centenary University	1,577	\$371,271.98
Drew University	2,273	\$535,130.76
Fairleigh Dickinson University*	7,928	\$2,144,261.12
Felician University*	1,870	\$718,030.51
Georgian Court University	1,973	\$464,501.97
Monmouth University	6,036	\$1,421,051.14
Pillar College*	414	\$375,245.50
Princeton University**	7,137	\$0
Rider University	4,358	\$1,026,000.81
Saint Elizabeth University*	872	\$483,072.11
Saint Peter's University*	3,142	\$1,017,496.57
Seton Hall University	9,432	\$2,220,568.99
Stevens Institute of Technology	6,831	\$1,608,217.42
Grand Totals	318,567	\$80,000,000

* designates a Minority-Serving Institution

** Princeton University requested their allocation be redistributed to other institutions facing greater financial need.

To see the maximum allocations for the first tranche of CRF to institutions of higher education, see [“Murphy Administration Announces \\$150 Million in Coronavirus Relief Funds Awarded to New Jersey Colleges and Universities.”](#)

Update on Eligible Uses of CRF

As indicated in Question 57 in the October 19, 2020 update to [U.S. Treasury’s Frequently Asked Questions](#), CRF may now be used to provide certain university student refunds for education-related expenses. Pursuant to U.S. Treasury’s guidance, eligible higher education institutions may reimburse certain expenses associated with refunds to students for tuition, room and board, meal plan, and other fees (such as activities fees). As with all CRF expenditures, student refunds must be reasonable must be incurred between March 1, 2020 and December 30, 2020, must be incurred due to the public health emergency, and must not have been included as part of a previously adopted budgeted. And, to avoid a

duplication of benefits, student refunds must not be reimbursed by another federal program. New Jersey's institutions may utilize the new funding or make modifications to their original budgets to cover this expense.

If an institution did not utilize their maximum allocation from the first tranche of CRF and would like to submit an update to their first round of funding budget, the institution must notify OSHE by 5pm, Thursday, November 19 with their updated first tranche budget using subject header "Re-Application for Tranche 1 of CRF_Institution Name." OSHE will send confirmation of receipt of email. If no notice is provided by this deadline, institutions will remain at their current budget approval amount for tranche 1.

For any additional questions about the Coronavirus Relief Fund and/or the updated allocations, please direct them to: OSHE@oshe.nj.gov.

Sincerely,

A handwritten signature in blue ink that reads "Diana A." with a stylized flourish at the end.

Diana Gonzalez
Interim Secretary of Higher Education