



# State of New Jersey

OFFICE OF THE SECRETARY OF HIGHER EDUCATION

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SECRETARY OF HIGHER EDUCATION

## GRANT AGREEMENT BETWEEN THE OFFICE OF THE SECRETARY OF HIGHER EDUCATION AND Passaic County Community College

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 **Passaic County Community College**, 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 \$ 1,135,292 (“EOF Grant”). These funds are to be allocated to the following EOF session(s):

GRANT AMOUNT	SESSION ALLOCATION
\$ 169,861	FY 2024/2025 - Summer 2024 Article III – Program Support and Cost of Education for Initials and Renewals

\$ 3,395	FY 2024 Summer 2024 Article IV – Summer Program Support (Only)
\$ 432,436	FY 2025 Article IV – Academic Year Support
\$ 529,600	FY 2025 Article III – Undergraduate Grants
\$ 0	FY 2025 Article III – Graduate Grants
\$ 1,135,292	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 June 1, 2024 and June 30, 2025.
- B. All monies expended pursuant to paragraph A of this section must be spent or encumbered by June 30, 2025.
- 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 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.

## **E. Dissemination**

1. All public events, activities, curricular materials, press releases, requests for proposals, bid solicitations, and other documents produced with OSHE funds provided pursuant to this agreement must state clearly that the project partnership is administered by OSHE and that OSHE is a partner in the project partnership. The only official name to be used in describing the overall program is “Educational Opportunity Fund (EOF)” and no other institutional-specific branded name shall be used in official communication about the grants.
2. Content of materials. Subject to any specific requirements that apply to the grant, the Grantee may decide the format and content of project materials that it publishes or arranges to have published.

## **F. Reporting**

1. The Grantee shall provide interim and final reports to OSHE regarding the completion of their programmatic responsibilities as detailed in paragraphs A, B, and C, above.
2. The Grantee shall ensure that all interim and final reports to OSHE are submitted by the identified deadline(s).
3. Other requests for information may be made by OSHE to the Grantee as needed for state reporting requirements.
4. The Grantee shall meet upon request with OSHE to discuss strategies for effectively achieving the programmatic objectives.

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

**2024-2025 GRANT AND REPORT DEADLINES<sup>34</sup>**

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>2023-2024 Annual Report Form (must be sent via-e-mail)</i>	October 18, 2024
<i>EOF FY 2025 Signed Contract</i>	July 8, 2024
<i>EOF FY 2025 Contract Attachments:</i>	
B1 Program Mission, Goals and Objectives	July 12, 2024
B2 Summer Program	June 12, 2024
B3 Academic Year Article IV Program Support	July 12, 2024
<i>EOF Expenditure Reports:</i>	
FY 2025 Summer Program Final Expenditure Report	September 23, 2024
FY 2025 Article IV 1 <sup>st</sup> Interim Expend. Report (July - Dec.)	January 30, 2025
FY 2025 Final Request for Article IV Budget Modifications	March 21, 2025
FY 2025 Article IV 2 <sup>nd</sup> Interim Expend. Report <sup>2</sup> (July – March)	April 14, 2025
FY 2025 Article IV Final Expenditure Report	August 22, 2025
<i>Graduate Grant Applications:</i>	
Fall & Spring Semester Graduate Grant Applications*	September 30, 2024
Spring Only Graduate Grant Applications*	February 6, 2025
(* = Late Applications will not be accepted.)	

<sup>1</sup> 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.

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

### **III. TERM**

The term of this Agreement shall be from **June 1, 2024 to June 30, 2025**, subject to state appropriations.

### **IV. BUDGET**

1. The Grantee budget for grant activities for the 2024 Summer Program and State fiscal year 2025 is \$ **1,135,292**. Any funds received under this grant will not be used to supplant funds normally budgeted for programs or service of the same or similar type.
2. The Grantee may transfer funds among its administrative budget line items as required to carry out the purposes of the grant. Transfer of funds within specified budget categories do not require approval from OSHE (i.e. moving funds from one counselor position to pay for another), however, any transfer of funds from one category to another will require prior approval from OSHE and will be treated as a modification to the program's contract Attachment.
3. Any request for a budget modification must be in writing and must include a revised budget. All budget revisions and modifications must be in accordance with the EOF Regulations, Section N.J.A.C. 9A:11-6.11. The Grantee will be liable for all unapproved debts.

### **V. GRANTEE'S MONITORING OF PROGRAM PERFORMANCE AND EXPENDITURES**

1. Grantee shall constantly monitor the expenditures and performance of grant-supported activities to assure that time schedules are met, projected time-bound objectives are accomplished, and other performance goals are achieved pursuant to the terms of the Grant Agreement.
2. Grantee shall inform OSHE in writing of the following types of conditions which affect program objectives and performance as soon as they become known:
  - a. Problems, delays, loss of personnel, including previously identified sub-grantees, sub-consultants, or adverse conditions which will materially affect the ability to attain project objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project activities by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any requests for OSHE assistance needed to resolve the situation.
  - b. Favorable developments or events which enable meeting time schedules and goals sooner than anticipated or that result in the expansion of activities beyond those originally projected.

3. OSHE may, at its discretion, make site visits to:
  - a. Review program accomplishments and management control systems.
  - b. Provide technical assistance as may be required.
  - c. Perform fiscal reviews to ensure grant funds are being properly expended in a timely manner.
  - d. Conduct a program audit.

## **VI. RECORDKEEPING**

As noted within N.J.A.C. 9A:11-6.14 of the EOF Regulations, the Grantee must maintain records that adequately identify the source and application of funds, the services rendered, and the individuals served. All source documents must be retained in compliance with the retention and access requirements for records as provided under State statute. Grantee will provide source documents to OSHE within five (5) working days of request.

Source documents include any program and accounting records as deemed appropriate by OSHE. Program source documents may include but are not limited to institutional plans and reports; student financial documentation used to determine eligibility; student contact, admission, and enrollment forms; event/session/seminar sign-in sheets; course attendance records; student transcripts; program schedules; event evaluation forms; and any other documentation related to program support activities. Accounting source documents include, but are not limited to, paid bills, cancelled checks, payrolls, time and attendance records, and appropriate financial aid/bursar records.

## **VII. RECORD RETENTION**

Except as otherwise provided, all financial and programmatic records, supporting documents, statistical records, and all other records pertinent to the Grant Agreement shall be retained by the Grantee in accordance with applicable State record retention law. Prior to the end of the applicable retention period, OSHE will notify the Grantee if accounting and financial records relating to grant activities need to be maintained beyond legal requirements, and upon such notice, the Grantee will transfer the requested records to OSHE.

## **VIII. STATEMENT OF ASSURANCES**

Grantee hereby assures OSHE that:

- A. The activities and services to be performed under the Grant Agreement will be administered by or under the supervision of the Grantee.
- B. Any funds received under the Grant Agreement shall not be used to supplant funds normally budgeted for programs or services of the same type.

- C. The project shall be operated in compliance with all applicable New Jersey State Laws and EOF.
- D. Grantee will submit project reports as specified in the Grant Agreement, including information relating to the achievement of project objectives. Grantee will keep project records and afford access thereto as OSHE may find necessary to assure correctness and verification of the reports.
- E. This Section shall survive termination of this Agreement.

#### **IX. RELEASE OF GRANT FUNDS**

- A. Upon the execution of the Agreement by the parties and the receipt of an OSHE approved budget from the Grantee, payment of grant funds awarded under this Agreement shall be made by OSHE to the Grantee according to the schedule below:
  - a. FY24 Article III 2024 Summer Program Advance (100% of allocation)
  - b. FY25 Article III 2024 Summer Program\* (Balance of allocation)
  - c. FY24 Article IV 2024 Summer Program Funding (100% of allocation)
  - d. FY25 Article IV Program Support\* (75% of allocation pending institutional match)
  - e. FY25 Article III Academic Year Undergraduate Advance (75% of half of allocation. Additional payments will be made based on the appropriate program roster after the final roster processing date at the end of each term.)
  - f. FY25 Article III Academic Year Graduate Advance (100% of initial enrollment requests submitted)

\* = A second payment of the balance the funds awarded under this Agreement shall be made by OSHE to the Grantee no later than June 30, 2025, but only subsequent to the review and approval of the appropriate program roster or expenditure reports submitted to OSHE.

#### **X. NO THIRD PARTY BENEFICIARY**

Nothing in this Agreement is intended or may be deemed to create or confer any right, action, or benefit in, to, or on the part of any person not a party to this Agreement.

#### **XI. NO ASSIGNMENT**

Grantee shall not assign or transfer any interest in this Agreement.

#### **XII. AMENDMENT**

No amendment to this Memorandum shall be effective unless in writing and signed by both parties.

**ON BEHALF OF THE INSTITUTION**

**EOF Director:** \_\_\_\_\_  
*Initials*

**President or Designee:**

\_\_\_\_\_  
*Signature* *Date*

**ON BEHALF OF THE OFFICE OF THE SECRETARY OF HIGHER EDUCATION (OSHE)**

**EOF Executive Director:**

\_\_\_\_\_  
*Signature* *Date*