

**To:** Senior Public Institutions  
County Colleges  
Independent Public Mission Institutions that Receive State Operating Aid

**From:** Office of the Secretary of Higher Education

**Date:** October 4, 2023

**Subject:** Extended Deadline and Updated Reporting Guidance: ARP Mental Health Grants

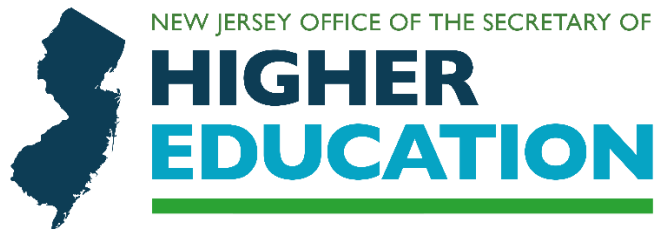
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As a condition of receiving a Mental Health in Higher Education: Community Provider Partnership and Professional Development Grant, funded by Federal American Rescue Plan Act (ARP), grantees will be required to report certain information to the Office of the Secretary of Higher Education (OSHE) on quarterly and annual bases.

**To provide grantees with adequate time to begin expending funds, the October 10, 2023 grant reporting deadline has been extended to November 6, 2023.**

With the exception of this one-time November 6<sup>th</sup> deadline, OSHE will request institutions to submit quarterly reports by the fifth (5<sup>th</sup>) day of the month following the close of each quarter. An updated guidance document with revised reporting deadlines is attached. Please note that all updates to the original document are highlighted in yellow.

Please contact [Jessie.Steiger@oshe.nj.gov](mailto:Jessie.Steiger@oshe.nj.gov) with any questions.



**Mental Health in Higher Education:  
Community Provider Partnership and Professional Development Grant**

**Grant Reporting Guidance**

**September 2023**

As a condition of receiving a Mental Health in Higher Education: Community Provider Partnership and Professional Development Grant, funded by Federal American Rescue Plan Act (ARP), grantees will be required to report certain information to the Office of the Secretary of Higher Education (OSHE) on quarterly and annual bases.

With respect to a reporting schedule, grantees will be required to submit quarterly reports to OSHE by the **fifth (5th)** day of the month following the close of each quarter. For example, the report for the January-March quarter would be due to OSHE on or before April **5<sup>th</sup>**. In the event that the fifth day of the month falls on a weekend or holiday, the report will be due to OSHE on the first business day following the **fifth** day of the month. An annual report will also be required one year, two years, and three years from the date of the executed Grant Agreement. **Annual reports will follow the same format as quarterly reports.**

**The quarterly reporting schedule is as follows:**

<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>
<b>November 6, 2023*</b> <b>January 5, 2024</b> <b>April 5, 2024</b>	<b>July 5, 2024</b> <b>October 7, 2024</b> <b>January 6, 2025</b> <b>April 7, 2025</b>	<b>July 7, 2025</b> <b>October 6, 2025</b> <b>January 5, 2026</b> <b>April 6, 2026</b>	<b>July 6, 2026</b> <b>October 5, 2026</b> <b>January 5, 2027</b>

**\*Due to the delay in the disbursement of grant funds, in lieu of the original October 5, 2023 reporting deadline, institutions are instead required to submit their first quarterly report by November 6, 2023.**

**Please note that these dates may be subject to change. Sufficient communication will be provided to grantees if a change in the projected reporting schedule occurs.**

To assist grantees in gathering the information necessary to satisfy reporting requirements, OSHE is sharing, in advance, the questions and prompts that will compose the reporting. Formal reports will be submitted by way of Qualtrics survey that OSHE will provide prior to the first reporting deadline. Please note that additional information may be required as the Federal ARP reporting requirements are subject to change.

The below questions are aligned with the reporting required by the Federal government in connection with ARP spending.

Grantees will only be required to submit reports for the grant(s) received.

Mental Health Professional Development Data Submission:

1. Describe grantee's equity goals regarding professional development.
2. How will progress towards equity goals be measured?
3. How much progress has been made towards accomplishing equity goals?
4. Provide details on any complaints that the chosen professional development programming has received from faculty and staff on the grounds of race, color, national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964.
5. Provide a brief description of the structure and objectives of the professional development programming.
6. What is the dollar amount of the total project spending that is allocated towards evidence-based interventions?
7. How many faculty and staff are participating in the professional development programming (both overall figure and figure disaggregated by race)?
8. How will the grantee measure the effectiveness of professional development programming implemented using grant funds?
9. Has grantee encountered any major roadblocks or challenges in the implementation of the professional development programming?
10. Optional: Please submit any promotional materials or websites related to this grant opportunity, if available.

Mental Health Community Provider Partnership Data Submission:

1. Describe grantee's progress during this current quarter regarding each community provider partnership, including milestones achieved and any unexpected delays/barriers.
2. Describe the grantee's equity goals with respect to each community provider partnership.
3. How will progress towards equity goals be measured?
4. Provide details on any complaints that any of the implemented community provider partnerships have received from faculty and staff on the grounds of race, color, national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964.
5. Provide a brief description of structure and objectives of each community provider partnership.
6. What is the dollar amount of the total project spending that is allocated towards evidence-based interventions?
7. How many students are served by each community provider partnership (both aggregate number and disaggregated number by race)?
8. How is the grantee tracking engagement with community provider partnership offerings among diverse student populations?
9. Has grantee encountered any major roadblocks or challenges in the implementation of any community provider partnership offerings?
10. Optional: Please submit any promotional materials or websites related to this grant opportunity, if available.