

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, N.Y. 12230

OFFICE OF EQUITY AND ACCESS
BUREAU OF HIGHER EDUCATION OPPORTUNITY PROGRAMS

ADM 9507

TO: Project Directors
FROM: Douglas P. Mercado *DPM*
SUBJECT: Policy and Information
DATE: March 22, 1996

Policy

Correct mailing address for payments - SED's Office of Finance has requested that all programs send a letter or memo on institution letterhead indicating the correct mailing address for HEOP payments. The Office of Finance is required to send checks to the address in the contract which, in most cases, is not the address shown on the voucher. Please send the letter to me by June 1 and we will forward it to the Office of Finance.

Information

1. HEOP Annual Report - 1994-95 - Two copies of the report are enclosed for your use. A copy was sent, under separate cover, to your President. The 1994-95 program year was a successful one for our students, especially after a very stressful spring term. You, your staff, and institution should take pride in your students' achievements.

Please use the many instances of success contained in the report to bolster your own advocacy efforts. You, your staff, students, alumni and institution need to keep supplying the Legislature with the information that HEOP Still Works! and that it should keep on working. Visits to members of the legislature, especially in their district offices, are very important.

2. HEOP Bureau Procedures - As a service, in connection with your 1995-96 Final Report, our Statistical Support Unit will again review and clear the roster pages, page 2, and page 3 of your Final Report in advance of the submission of the rest of the report. These pages are where most problems with the Final Report originate; thus, it will help you and us, to have them reviewed prior to finalizing the remainder of the report. To take advantage of this service, please send the roster pages, page 2, and page 3 of the 1995-96 Final Report no later than **May 10, 1996**. We will clear them and return them to you by June 10, 1996. The corrected pages should be submitted as part of the complete Final Report, with Columns 7 and 8 of the roster pages and Columns 6, 7 and 8 of page 3 filled in as appropriate for Spring 1996. (Don't submit these pages until your February 15 Report has been cleared and approved.)

Enclosed is a Checklist For Early Final Rosters for your use in preparing the rosters.

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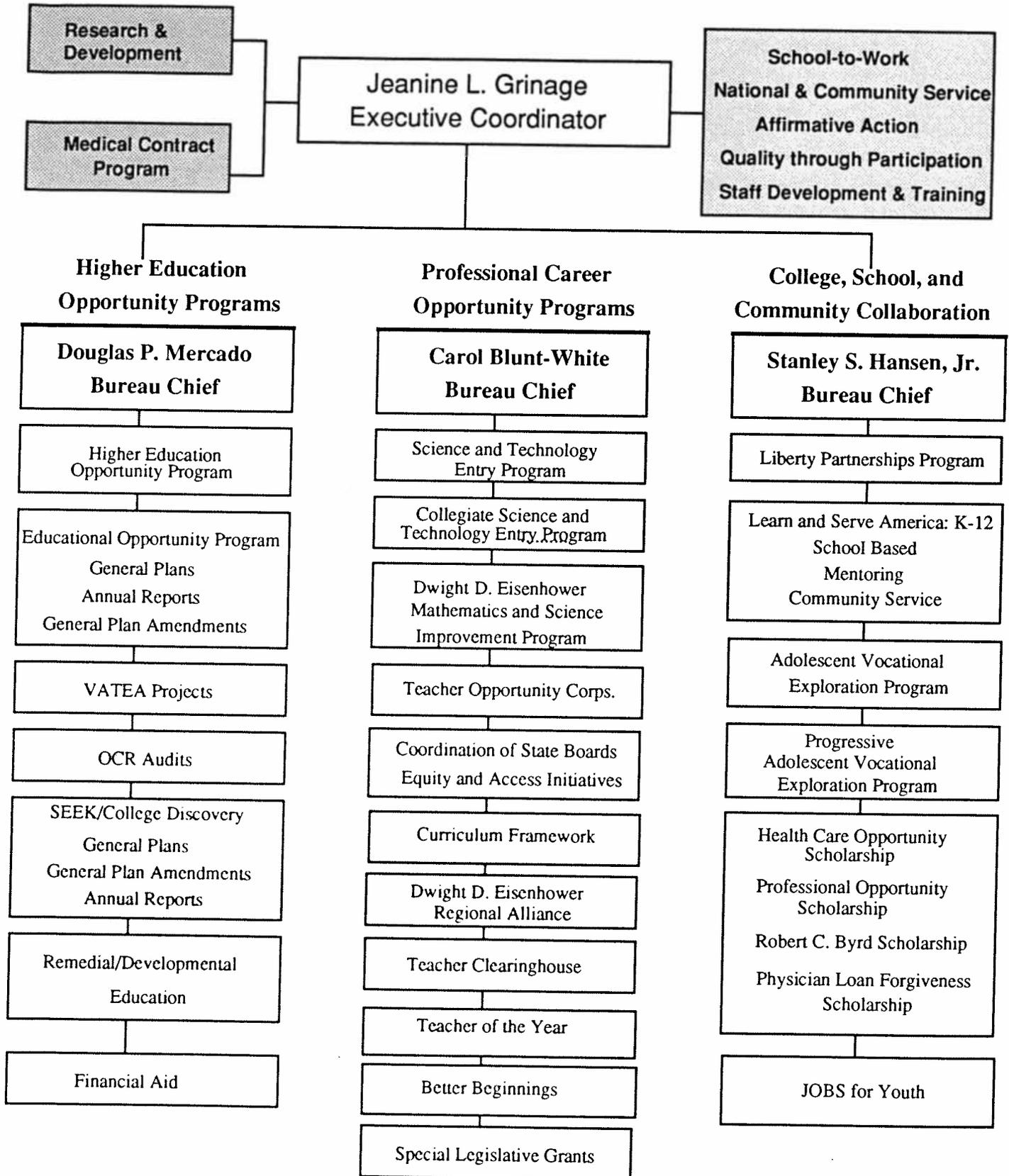
CHECKLIST FOR EARLY FINAL ROSTERS

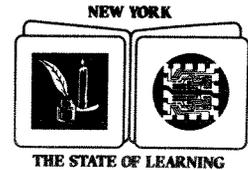
1. Carry over any corrections that were made from the October 15th and February 15th reports. For example, deletions, additions, change of date of entry or number of part-time hours, etc. Please proof the Final Report rosters to be sure any changes were included.
2. Enter an "X" in column 7 or column 8 on the summer and fall rosters. These determinations were made at the time of the review of the February reports. Also, fill in columns 7 & 8 of the Spring roster if a determination has been made. Please review the October and February reports carefully and proof them against the Final Report rosters to make sure the "X" has been carried forward.
3. Submit page 2 (Table 2-Retention Report).
4. Submit page 3 (Table 3-Separation Report). Columns 3 (and 7 or 8) must include any students not reported on last year's Final Report as either a graduate or an attrite. This information is included on a list compiled at the time of the October 15th Report analysis.
5. Use final roster pages and not the roster pages from the February and October reports. Please do not just copy previous roster pages and send them in.
6. Make sure rosters are submitted for all required semesters.
7. If originals are not sent, please make sure copies are legible.

It is important to note that if any Director disagrees with the FTE or headcount that SED comes up with, they should notify SED immediately and not assume that "SED is always correct"!

Early submission of the final roster pages and tables 2 and 3 is beneficial to both SED and the institutions. Please keep this checklist handy and call HEOP-SED if you have any questions. Thank you.

New York State Education Department
Office of Higher Education and the Professions
Office of Equity and Access





THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, N.Y. 12230

OFFICE OF EQUITY AND ACCESS
BUREAU OF HIGHER EDUCATION OPPORTUNITY PROGRAMS

TO: Project Directors ADM 9506

FROM: Douglas P. Mercado *DPM*

DATE: January 22, 1996

SUBJECT: Policy and Information

Policy

1. February 15th Report - Please submit your February 15th Report on or before **February 15** and submit your voucher for the second payment by **March 1, 1996**.
2. HEOP 1996-97 Reapplication for funding is due by **February 28, 1996**. If you need an extension of this submission date, please review what is required (see page 57 of the 1996-97 HEOP Guidelines).
3. Eligibility Questions for Fall 1995 visit - if your program received a visit this past fall, you need to clear up any eligibility questions by **February 1, 1996**.

Information

1. 1996-97 Executive Budget - the Governor has recommended the elimination of the Office of Higher and Professional Education in the State Education Department. This Office houses the Office of Equity and Access under which the Bureau of Higher Education Opportunity Programs/VATEA falls. The Executive Budget states that the following State funded "financial aid programs" be transferred to the Higher Education Services Corporation (HESC):

Higher Education Opportunity Program (HEOP) -	\$16.4 million
Liberty Partnership Program (LPP) -	\$11.0 million
Science and Technology Entry Program (STEP) -	\$ 4.5 million
Bundy Aid -	\$39.0 million
Aid to Native American Students -	\$635,000

The budget for "the Services Corporation" does not contain any new money for staffing of these programs and no State Education Department funds or personnel were transferred to "the Corporation." The budget also stated that no funding will be provided for the Collegiate Science and Technology Entry Program (CSTEP) and the Teacher Opportunity Corp (TOC).

The Governor is also recommending the funding of SEEK/CD in The City University and EOP in the State University of New York at the same level as 1995-96.

The budget contains changes in the Tuition Assistance Program that will mainly effect the State and City University, but will also have some impact on students in the independent sector. The changes that will effect students in the independent sector as well as those in the public and proprietary sectors are:

- a. The use of Adjusted Gross Income (AGI) rather than New York State Net Taxable Income (NTI). Analysis shows that use of AGI will lower some TAP awards at the higher end of the award scale. The larger effect will be on students who are independent without dependents.
- b. TAP will no longer be an entitlement program. In December of each year, the President of HESC will make a recommendation to the Director of the Budget and the Governor on whether there are enough State funds to cover all of the TAP awards. If there is not enough, then Spring awards will be reduced for all students.
- c. Students will need to have attained a C average after four semesters of receiving TAP in order to get a fifth award. The President of the Corporation will be the only one able to grant a waiver. The Governor states that this will make the TAP requirement the same as required by the federal government for Pell. (This is not true.)
- d. Students who do not have a high school diploma or GED, will have to pass an ability-to-benefit test. This is already required for a Pell award.

The Governor is also recommending that appropriations be based on a "cash basis." They expect to save \$2.7 million in HEOP funds from the 1995-96 program year because they believe that this is the amount of the last HEOP payment to be made for the 1995-96 year in September, 1996.

2. Consequences for HEOP - If the Governor's budget is approved by the Legislature, the Bureau will no longer exist and the program will be transferred to the Services Corporation with no staff being transferred to administer the program. Since they are considering this program along with STEP and LPP, to be "State financial aid programs," the possibility of no HEOP funds for support services exists. If this occurs, can "block grants" be the future for HEOP?

The TAP changes will have some effect on our program. The C average after four semesters doesn't take into account the five years of eligibility for HEOP students. Each institution eligible for the TAP program already has a progress and pursuit chart approved by the State Education Department that indicates what a student

needs as a minimum to remain eligible. The use of the one-time waiver is left to the judgement of an academic official at your institution, not a bureaucrat at HESC. There is no indication as to whether a student can ever receive TAP after improving his/her average to C or better. The change of TAP from an entitlement program will impact all of our students if Spring awards have to be reduced.

The switch to a "cash basis" means that the last payment for 1995-96 will be taken out of the HEOP funds that are approved in the 1996-97 State budget. It assumes that there will be enough funds approved for 1997-98 to make the last payment for the 1996-97 year. Each program will still be allowed to spend the amount approved in the budget, then must trust that the funding will not be cut in the following year.

None of the proposed changes that the Governor is recommending for HEOP should be allowed to occur! The Office of Higher Education, in the State Education Department, should not be abolished! The functions that are performed by the Office in the area of academic review and accreditation, data collection and analysis, and the equity and access programs are vital for higher education in our State. Higher education in New York is a \$41 billion industry that needs oversight.

In the area of Equity and Access, HEOP, STEP/CSTEP, TOC and LPP are the most successful programs in our State and country. They are not financial aid programs and should not be treated as such. The staff who work in these programs are seasoned professionals with years of program experience. In HEOP, the present staff (which was reduced from 11 to 6 full time equivalents) have more than 141 years of program experience.

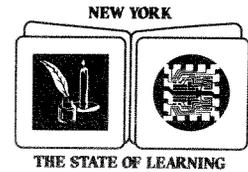
HEOP is not a State financial aid program. It is, as you know, a support service program which has allowed some funds to be used for supplemental financial assistance. It is the services that are supplied to program students beginning with the pre-freshman summer program, counseling, and tutoring, and supplemental academic courses (remedial, developmental and supportive) that has made HEOP the most successful program of its kind. It is you and your staff who work with these students. It is not the HEOP supplemental financial assistance given to our students that has produced a 53 percent graduation rate. Our students take out large loans and many are required to work.

The need for advocacy for HEOP this year is different than what it was last year. The recommended funding level of \$16.4 million is the same as this year. There is a need for a higher level of funding to restore at least the \$5.1 million that was cut last year. The value of the HEOP Bureau and its staff needs to be recognized and the services that are provided to each program need to be maintained in an educational environment, not in a financial aid processing agency. The changes in TAP will have some effect on your students and you should advocate to have TAP remain the same as this year.

An advocacy approach that supports the retention of the Office of Higher Education and the Office of Equity and Access and the HEOP Bureau is critical. The programs in the area of Equity and Access need to be continued, need to receive an increase in funding, and need the seasoned staff to ensure that the success of these programs continue for years to come.

3. Correction of HEOP Economic Eligibility - attached is a revised Page 12 for the HEOP 1996-97 Guidelines. The correction is the maximum for a family size of 7, 8, and 9 or more.
4. Salary Ranges for 1995-96 - attached is the analysis of the professional salaries for HEOP.
5. HEOP 1994-95 Annual Report - the report was sent to the Governor and Legislative leadership. Due to restrictions on printing funds, HEOP will not be able to print the required copies.
6. Office of Equity and Access Presentation to the Board of Regents - December 14, 1995 - Attached is a summary of the presentation made by OEA unit managers on the State programs that are funded through the Office.
7. Dates to Remember:
 - February 1 - Last day to clear up eligibility questions from Fall visits.
 - February 15 - February 15th Report is to be submitted.
 - February 28 - 1996-97 HEOP Renewal Application due from all programs (5 copies).
 - March 1 - Third-payment voucher to be submitted.

Att.
DPM:gs



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OFFICE OF EQUITY AND ACCESS
BUREAU OF HIGHER EDUCATION OPPORTUNITY PROGRAMS

ADM 9505

TO: Project Directors
FROM: Douglas P. Mercado *DPM*
SUBJECT: Policy & Information
DATE: October 30, 1995

Policy

1. Enrollment Winter and Spring, 1995-96 Semesters - The Bureau's 1995-96 policy toward Winter and Spring Enrollment is that **no program can admit any new freshman** for the winter and spring semesters. This policy is due to higher enrollment for the fall term at our programs and the overall cut in enrollment that the program had to endure this year. Readmits and transfers may be accepted for the winter and/or spring as long as your enrollment does not exceed your budgeted academic year full-time equivalent (FTE). Readmits have first priority.

The Bureau will try to ensure that programs will not suffer "contract rate" problems because of these restrictions.

2. 1994-95 Equipment Survey - Programs that have not submitted their 1994-95 Equipment survey forms must do so as soon as possible.

Information

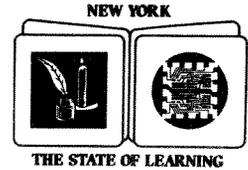
1. Revised Program Roster is enclosed.
2. Organization Chart for the Office of Equity and Access is enclosed.
3. Dates to Remember:

Nov. 1 HEOP Equipment Inventory form due.

Nov. 7 Election Day

alc Nov. 15 Last day to request transfer of unspent summer funds.

DPM:gs
Encs.



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OFFICE OF EQUITY AND ACCESS
BUREAU OF HIGHER EDUCATION OPPORTUNITY PROGRAMS

ADM 9504

TO: Project Directors
FROM: Douglas P. Mercado *DPM*
SUBJECT: Policy and Information
DATE: October 6, 1995

Policy

1. 1996-97 HEOP Guidelines - Enclosed are two sets of the Higher Education Opportunity Program Guidelines for 1996-97. Kindly forward one set, with the enclosed cover letter, to your Director of Financial Aid. A copy of the Guidelines has been sent separately to your Chief Executive Officer.

No programs will need to submit a Letter of Intent by **January 31, 1995**. Application for renewal for 1996-97 is due by **February 28, 1996**. The changes in the Guidelines are the following:

Donald J. Nolan's Memo

Application for Renewal is due by February 28, 1996.
Workshops - October 25, 1995 - Omni, Albany, NY.
- January 9, 1996 - Room 5B01, CEC, Albany, NY.

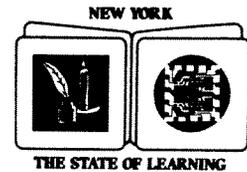
Table of Contents

IV - New section - Public Relations/Attribution of Project Findings, page 29.
VIII - Application for Renewal, page 57.

Guidelines

Page 12 - Income Table is same as for 1995-96.
Page 27 - Eligibility due to STAP usage.
Page 29 - Public Relations/Attribution of Project Funding
Page 30 - Self-help - maximum loans for resident students is \$16,500; \$14,000 for commuter students.
Pages 57-63 - Application for Renewal.

DPM:gs
Encs.



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, N.Y. 12230

OFFICE OF EQUITY AND ACCESS
BUREAU OF HIGHER EDUCATION OPPORTUNITY PROGRAMS

October 6, 1995

Dear Director of Financial Aid:

Attached is a set of the 1996-97 HEOP Guidelines for your use in the next program year. The HEOP economic criteria used to determine eligibility for new freshmen was approved by the Board of Regents, four years ago, for the 1996-97 program year. The definition of an HEOP independent student was amended for the 1993-94 program year to be consistent with the Federal definition of an independent student.

At this time, we assume that the changes made in the TAP/STAP program for 1995-96 will be carried over for 1996-97. If this assumption is accurate, the 1996-97 TAP award for first-time students will be the same as that for 1995-96 and that HEOP students will not be eligible for STAP. It also appears that the maximum Pell award will be \$2,440 for 1996-97.

The Bureau has requested an increase in the HEOP supplemental financial assistance allocation for 1996-97. We hope that the Governor and the Legislature will realize the effectiveness of HEOP and will move to reduce the burden placed on the independent institutions and program students. Your support of our request is vital and we ask you to use your influence on the Governor and the State Legislature, especially when you consider what occurred in the spring of 1995.

The major changes in the 1996-97 Guidelines as it relates to student financial assistance are as follows:

1. Cumulative loan policy:
 - a. Resident HEOP student in a baccalaureate program - the maximum amount is \$16,500.
 - b. Commuter HEOP student in a baccalaureate program - the maximum amount is \$14,000.

This will require you to again fill out two self-help policy charts, one for resident students and one for commuter students.

The following HEOP policies are still in effect for the 1996-97 program year:

1. Independent Students - HEOP's definition of "independent" conforms to the Federal definition.

2. Packaging - As you know, HEOP requires full need packaging. HEOP-SED has never permitted the substitution of Stafford (GSL) or another loan for a calculated parental or student contribution on an automatic basis. We do allow for professional judgement as does the Office of Education. Thus when we find substitutions that result in overpackaging (if the EFC is included), we will normally make a disallowance of HEOP funds.

On the other hand, if a student refuses work or a loan, which is a regular part of the package, we do not consider the student underpackaged for that reason. The refusal amount can be considered to be part of the student/family contribution.

3. Award Letters - When a student's package changes during a program year, our requirement is that a new award letter be generated to complete the documentation cycle and place full information in the hands of the student. We try not to be unreasonable when changes are multiple or minor, but by year's end the last award letter in the student's file should reflect reality.
4. Institutional Commitment - The dollars from an institution's discretionary sources which the institution has committed in its annually approved HEOP budget are a contractual obligation, as is the State's commitment in the same document. We recognize that situations change throughout the year (e.g., revenues from the entitlement program are not always predictable), thus we permit budget amendments through May of a contract year. If, however, at the end of a year, an institution is found to have underspent its financial aid commitment, after taking enrollment shifts into account, and especially if students are underpackaged as a result, we consider the initial obligation not to have been met and will expect an adjustment to be made.
5. Flexibility in Student Awards - While institutions may choose to award all HEOP students identical amounts in the maintenance and tuition areas, guidelines permit considerable variation, with individual student HEOP awards for 1996-97 allowed up to \$4,250. This amount may go even higher under special circumstances as described in HEOP Guidelines, Section III.B.10.c.2.

As always, if you have questions on any aspect of HEOP as it affects your responsibilities, do not hesitate to call or write.

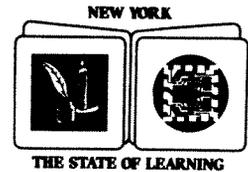
Sincerely,



Douglas P. Mercado, Chief
Bureau of Higher Education
Opportunity Programs

DPM:gs

Att.



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OFFICE OF EQUITY AND ACCESS
BUREAU OF HIGHER EDUCATION OPPORTUNITY PROGRAMS

ADM 9503

TO: Project Directors

FROM: Douglas P. Mercado *DPM*

SUBJECT: Policy and Information

DATE: October 4, 1995

Policy

1. HEOP Bureau - On Friday, September 29, 1995, we received notification that Division of the Budget had approved the reinstatement of Douglas P. Mercado as Chief of the Bureau of Higher Education Opportunity Programs and Barbara Leonard as Supervisor of the Bureau.
2. New Responsibilities for the Bureau - The federally funded Carl D. Perkins Vocational and Applied Technology Education Act (VATEA) program is now part of the Bureau of Higher Education Opportunity Programs. The six professions and three support staff will now report to and be part of HEOP. In the near future, HEOP will move to a new area on the fifth floor of CEC so that both units will share a common area. At the present time, each unit's responsibilities will be kept separate.

Information

1. Revised Program Roster - is enclosed.
2. Dates to Remember:

Oct. 15	October 15th Report to be submitted.
Oct. 23-25	HEOP-PO Conference - Omni Hotel, Albany, NY
Oct. 25-26	Mini ATW - Omni Hotel, Albany, NY
Oct. 31-Nov. 3	NYSFAAA Conference
Nov. 1	HEOP Equipment Inventory form due.
Nov. 7	Election Day

DPM:gs

Enc.

HIGHER EDUCATION OPPORTUNITY PROGRAM
 N. Y. S. Education Department - Albany, New York 12230
ROSTER OF PROGRAMS AND PROJECT DIRECTORS

REVISED 9/2012

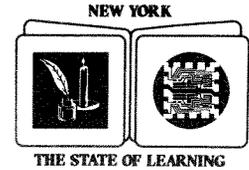
<u>ACADEMIC LEVEL</u>	<u>INSTITUTION</u>	<u>PROJECT DIRECTOR</u>	<u>TELEPHONE</u>
Four-year	Alfred University Alfred, NY 14802	Raymond Loh	(607) 871-3379
Four-year	Bard College Annandale-on-Hudson, NY 12504	Donna M. Ford	(914) 758-7491
Four-year	Barnard College 5 Millbank 606 West 120th Street New York, NY 10027-6598	Francesca Cuevas-Cruz	(212) 854-3583
Four-year	Boricua College 3755 Broadway New York, NY 10032	Gilbert Perez	(212) 694-1000 (718) 782-2200
Four-year	Canisius College 2001 Main Street Buffalo, NY 14208	Lilly Adams-Dudley	(716) 888-2575
Two-year	Cazenovia College Cazenovia, NY 13035	Jesse Lott	(315) 655-9446 Ext 161
Four-year	Clarkson University Minority Student Development CAMP #101, Box 5512 Potsdam, NY 13699-5512	Julius P. Mitchell	(315) 268-3785
Four-year	Colgate University Office of Undergraduate Studies Hamilton, NY 13346	Lisa De Leon	(315) 824-7377 or -7375
Four-year	College of Mount Saint Vincent Riverdale Avenue at 263rd Street Riverdale, NY 10471	Audrey Rose	(718) 405-3275
Four-year	The College of New Rochelle 29 Castle Place New Rochelle, NY 10805	Loretta Vaughan	(914) 654-5356 Ext 356
Four-year	The College of Saint Rose 432 Western Avenue Albany, NY 12203	Jacqueline Curtis	(518) 454-5280
Four-year	Columbia University Columbia College 202 Hamilton Hall New York, NY 10027	Gabriel Lee Villanueva	(212) 854-3514
Four-year	Columbia University School of Engineering & Applied Sciences Seeley W. Mudd Building New York, New York 10027	Nathaniel Wood	(212) 854-2981 or -6445
Four-year	Columbia University School of General Studies 408 Lewisohn Hall New York, New York 10027	Cheryl McIntyre	(212) 854-2766
Four-year	Cornell University 227 Day Hall Ithaca, NY 14853	Ginia Anderson	(607) 255-6384

Two-year	The Culinary Institute of America P. O. Box 53 - North Road Hyde Park, New York 12538	Ingrid Lewis	(914) 451-1258
Four-year	Daemen College 4380 Main Street Amherst, NY 14226-3592	Michael Ranahan	(716) 839-8249 or -8255
Four-year	Dowling College Idle Hour Boulevard Oakdale, NY 11769	Anthony Nese	(516) 224-3262 or -3263
Four-year	D'Youville College 320 Porter Avenue Buffalo, NY 14201	Sr. Mary Brendan Connors	(716) 881-7775
Two-year	Five Towns College 305 North Service Rd. Dix Hills, NY 11746	Douglas Jones	(516) 424-7000 Ext 129
Four-year	Fordham University College at Lincoln Center New York, NY 10023	Dr. Elena Lozano Vranich	(212) 636-6238 or -6235
Four-year	Fordham University Rose Hill Campus Freeman Hall, Room 102 Bronx, NY 10458	Stephie Mukherjee	(718) 817-4205
Four-year	Hamilton College Clinton, NY 13323	C. Christine Johnson	(315) 4399 or - 4398
Four-year	Hobart & William Smith Colleges Geneva, NY 14456	Edward Blackwell	(315) 781-3319
Four-year	Hofstra University 113 Hofstra University Gallon Wing, Room #132 Hempstead, NY 11550-1090	Frank W. Smith	(516) 463-6976 or -6982
Four-year	Iona College 715 North Avenue New Rochelle, NY 10801	Marlin Thomas	(914) 633-2226
Four-year	Ithaca College Danby Road Ithaca, NY 14850	Nicholas Wharton	(607) 274-3381
Four-year	Keuka College Keuka Park, NY 14478	Emanuel Blount	(315) 536-4411
Four-year	LeMoyne College LeMoyne Heights Syracuse, NY 13214	Carl Thomas	(315) 445-4190 or -4198
Four-year	Long Island University Brooklyn Campus One University Plaza Brooklyn, NY 11201	Okarita Stevens Diana Voelker	(718) 488-1043
Four-year	Long Island University C. W. Post Campus Brookville, NY 11548	William Clyde, Jr.	(516) 229-2241 or -2397

Four-year	Long Island University Southampton Campus Southampton, NY 11968	Ronald Richard	(516) 287-8356
Four-year	Manhattan College 513 Manhattan College Parkway Bronx, New York 10471	Marilyn Carter	(718) 920-0332
Four-year	Manhattanville College Purchase, NY 10577	Judith McQuade-Socolow	(914) 694-2200
Four-year	Marist College 82 North Road Poughkeepsie, NY 12601-1387	Iris Ruiz-Grech	(914) 575-3204
Four-year	Marymount College Tarrytown, NY 10591	Madeleine Torres-Diaz	(914) 631-3200 Ext 250
Four-year	Marymount Manhattan College 221 East 71st Street New York, NY 10021	James Scagliola	(212) 517-0512
Two-year	Mater Dei College Rural Route #2, Box 45 Ogdensburg, NY 13669-9699	Doris Best	(315) 393-5930 Ext. 401
Four-year	Medaille College 18 Agassiz Circle Buffalo, NY 14214	Beverly Weeks	(716) 884-3281 Ext 276/251
Four-year	Mercy College 555 Broadway Dobbs Ferry, NY 10522	William Lindsey	(914) 693-4500
Four-year	Molloy College 1000 Hempstead Avenue Rockville Center, NY 11570-1199	Pamela Branham	(516) 678-5000 Ext 241/335
Four-year	Mount Saint Mary College 330 Powell Avenue Newburgh, NY 12550	Edwena Chance	(914) 569-3113 (914) 561-0800 Gen. Info.
Four-year	Nazareth College 4245 East Avenue Rochester, NY 14618	Clemont Lynch	(716) 586-2525 Ext 445/448
Four-year	New School of Social Research: Parsons School of Design/Eugene Lang College 66 Fifth Avenue New York, New York 10011	Gregg Payne	(212) 229-8996
Four-year	New York Institute of Technology Metropolitan Center 1855 Broadway New York, New York 10023	Hazel Campbell	(212) 261-1545
Four-year	New York Institute of Technology Old Westbury Campus Wheatley Road Old Westbury, NY 11568	Frank Rodriguez	(516) 686-7574 or -7575 OW (516) 348-3039 CI
Four-year	New York University Opportunities Programs 239 Green Street New York, New York 10003-6674	Dr. Param Chawla	(212) 998-5670

Four-year	Niagara University Niagara University, NY 14109	Patricia Kinner	(716) 286-8068
Four-year	Nyack College Nyack, New York 10960	Joyce Simons	(914) 358-1710 Ext 560
Two-year	Paul Smith's College Paul Smiths, NY 12970	Terrye Michaud	(518) 327-6370
Four-year	Polytechnic University 6 Metro Tech. Center Brooklyn, NY 11201	Teresina Tam	(718) 260-3031
Four-year	Pratt Institute 200 Willoughby Avenue Brooklyn, NY 11205	Kenneth Clay	(718) 636-3748
Four-year	Rensselaer Polytechnic Institute 110 Eighth Street Troy, New York 12181	Mark Smith	(518) 276-6272
Four-year	Rochester Institute of Technology One Lomb Memorial Drive Rochester, New York 14623	Linda Meyer	(716) 475-2221 or -6617
Four-year	Russell Sage College 45 Ferry Street Troy, NY 12180	Doris Waiters	(518) 270-2209
Two-year	Sage Junior College of Albany 140 New Scotland Avenue Albany, New York 12208	Joseph Tine	(518) 445-1764
Four-year	St. Bonaventure University St. Bonaventure, NY 14778	Margaret Bryner	(716) 375-2402 or -2404
Four-year	St. John Fisher College 3690 East Avenue Rochester, NY 14618	Clarence Norman	(716) 385-8034 - 8036
Four-year	St. John's University Grand Central & Utopia Parkways Jamaica, NY 11439	Anna Donnelly	(718) 990-6591
Four-year	St. Lawrence University Canton, NY 13617	Norma Tarbell Sunday	(315) 379-5580
Four-year	St. Thomas Aquinas College Route 340 Sparkill, NY 10976	Peggy Brady-Amoon	(914) 398-4026
Four-year	Siena College Loudonville, NY 12211	Carol Sandoval	(518) 783-2567 or -2335
Four-year	Skidmore College Saratoga Springs, NY 12866-1632	John Stein	(518) 584-5000 Ext 2127
Four-year	Syracuse University 804 University Avenue - Room B02 Syracuse, New York 13210	JoAnn K. May	(315) 443-3867 or -4260
Four-year	Syracuse University Continuing Education 610 East Fayette Street Syracuse, New York 13244-6020	Rodger Smith	(315) 443-3257
Four-year	Union College Schenectady, NY 12308	Ethel David	(518) 338-6115

Four-year	University of Rochester River Campus Station 211 Morey Hall Rochester, New York 14627	Norman Burnett	(716) 275-0651
Four-year	Utica College Burrstone Road Utica, New York 13502	Stephen M. Pattarini	(315) 792-3209
Two-year	Villa Maria College of Buffalo 240 Pine Ridge Road Buffalo, NY 14225	Vanessa Lillard	(716) 896-0700 Ext 313/201



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, N.Y. 12230

OFFICE OF EQUITY AND ACCESS
BUREAU OF HIGHER EDUCATION OPPORTUNITY PROGRAMS

ADM 9502

TO: Project Directors

FROM: Douglas P. Mercado *DM*

SUBJECT: Policy and Information

DATE: August 22, 1995

Policy

1. Liaison Assignments - for the 1995-96 program year, the attached liaison assignment chart will be in effect as of September 1, 1995.
2. Analysis of the 1994-95 Final Reports - based on this year's review of final reports, there are some items that we need to re-emphasize:
 - All corrections to the October 15th and February 15th Reports should be carried over to the Final Report.
 - All proposed changes in institution funds should be sent to us, in writing, prior to submitting the Final Report.
 - A reduction in institution student financial assistance, because of increases in other sources of funds, must be sent to HEOP for approval prior to submission of the Final Report.
 - Final Reports are due to be submitted to HEOP/SED by **June 30**, unless a 5-work-day extension has been requested and approved.
 - Final vouchers are due to HEOP **August 1** or 30 days after submission of the Final Report, whichever comes first.
3. 1995-96 Report Formats and Instruction Manual - Enclosed are the October 15th, February 15th, and Final Report formats and the Instruction Manual for use with all of the report formats.
4. Payment Vouchers - Enclosed are State Aid Vouchers for the 1995-96 program year. **Do not** submit your first voucher until you have an approved contract.

Information

1. Bureau Staff - As of September 1, Ann Marie Jann will be assigned as an Associate in the Bureau of Grants Administration working on Vocational Adult Training and Employment Act (VATEA) programs. This is a federally funded program. Ann Marie's loss will be felt by the HEOP Bureau, and we thank her for the important contributions she has made to the Bureau and her programs since October, 1990.

2. Dates to Remember:

Oct. 15	October 15th Report to be submitted.
Oct. 23-25	HEOP-PO Conference - Omni Hotel, Albany.
Oct. 25-26	Mini-ATW - Omni Hotel, Albany.
Oct. 31-Nov. 3	NYSFAAA Conference
Nov. 1	HEOP Equipment Inventory form due.
Nov. 7	Election Day

DPM:gs
Atts.

1995-96 HEOP LIAISON ASSIGNMENTS TO INSTITUTIONS

Geneva Miller	Barbara Leonard	Douglas Mercado	Jacqueline Kane
<p>Bard College College of Mt. St. Vincent College of New Rochelle College of St. Rose Cornell University Culinary Inst. of America Fordham Univ.-Lincoln Ctr. Fordham Univ.-Rose Hill Hobart & Wm. Smith College Iona College Ithaca College Keuka College Manhattan College Manhattanville College Marist College Marymount College Mercy College Mount St. Mary College Nyack College Polytechnic University Pratt Institute Rensselaer Polytechnic Inst. Russell Sage College Sage Junior College of Albany St. Thomas Aquinas College</p>	<p>Alfred University Canisius College Clarkson University Daemen College D'Youville College Mater Dei College Medaille College New York University Niagara University Paul Smiths College St. Bonaventure University St. Lawrence University Skidmore College Villa Maria College</p>	<p>Barnard College Bortuca College Columbia Univ: Columbia College Columbia Univ: School of Engineering Columbia Univ: School of General Studies Marymount Manhattan College</p>	<p>Cazenovia College Colgate University Dowling College Five Towns College Hamilton College Hofstra University LeMoyn College LIU-Brooklyn Campus LIU-CW Post Campus LIU-Southampton Campus Molloy College Nazareth College New School for Social Research NYTT-Metro NYTT-OW Rochester Inst. of Tech. St. John Fisher College St. John's University Siena College Syracuse University SU Continuing Education Union College University of Rochester Utica College</p>

INSTRUCTIONS FOR PREPARING HEOP STATE AID VOUCHERS

- A. The only acceptable voucher for HEOP payments is the one that reads **State Aid Voucher** (see attached sample) in bold letters at the top. Other forms will not be accepted and will be returned to you. This will hold up payment.
- B. The only information necessary is the following:
- Box 2 - Payee I.D. Enter your college/university Federal I.D. number in this box.
 - Box 4 - Enter the name and address of your college/university.
 - Box 5 - Enter whatever information is required by your agency for identification purposes.
 - Box 6 - On the first line and centered, enter your current contract number. If you don't know the number, contact HEOP at State Ed. Description of charges is entered below the contact number and should read "**HEOP Grant 1995-96.**" The amount should be the dollars requested. Vouchered payments should be for appropriate percentages of your total grant. Please round dollar amount to nearest whole dollar. The payment schedule is as follows:
 - Payment #1 September 1 - 25% of grant
 - Payment #2 October 15 - 25% of grant
 - Payment #3 February 15 - 30% of grant
 - Payment #4 June 30 - 20% of grant, or actual balance of expenditures, whichever is less.Adjustments to vouchers will be made by our office based on enrollments and approved expenditures.
 - Box 8 - The Signature, title, and date of signature for the controller or other appropriate official at your campus.
- C. Vouchers are due on the following dates:
- #1 September 1, 1995
 - #2 30 days after submission of the October 15 Report
 - #3 30 days after submission of the February 15 Report
 - #4 30 days after the submission of the Final Report **no later than August 1st**

DO NOT enter any information in the box labeled "Voucher No." in the upper right hand corner. This area is used by our Finance Office for processing.

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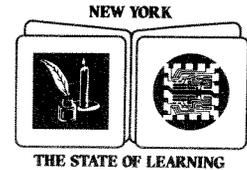
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OFFICE OF EQUITY AND ACCESS
BUREAU OF HIGHER EDUCATION OPPORTUNITY PROGRAMS

ADM 9501

TO: Project Directors
FROM: Douglas P. Mercado *DPM*
DATE: August 9, 1995

Policy

Economic Eligibility Documentation

When using the 1994 Internal Revenue Forms to document the family and/or applicants' income, the appropriate lines are the following:

IRS 1040 - line 22
IRS 1040A - line 14
IRS 1040EZ - line 3

Information

The SED/HEOP Bureau

The Bureau has been opened and functioning since June 9. Our reduced staff has been working very diligently to answer your concerns and questions, assist you as you work your way through the 1995-96 budget process, and clear your 1994-95 HEOP Final Report so that final payment can be made on time.

In the Office of Equity and Access, the Division of the Budget has not taken any action on my restoration as Chief of the Bureau, nor has it approved the appointment of Barbara Leonard as Supervisor. In the Bureau of Career Opportunity Programs, it has denied the permanent appointment of the Bureau Chief and Supervisor.

With the loss of key staff, the HEOP Bureau needs to rethink how it will conduct its affairs in the 1995-96 program year. Members of the Bureau staff are handling your questions and concerns as quickly as possible, but you will need to have patience if we are not as responsive as we have been in the past. I will keep you up-to-date on what we will and will not be able to do this year.

1995-96 Administrative Training Workshop

The 1995-96 Administrative Training Workshop that was to be held in July at R.P.I., had to be canceled this year. The Bureau's intention is to conduct a one day ATW that will be held on Wednesday afternoon, October 25 and Thursday morning, October 26 at the Omni Hotel in Albany. It will only be for new HEOP administrators (Directors and Assistant Directors). More details will follow.

Future Mailings

September	1995-96 Report Formats, Manual and State Aid Vouchers
November	1996-97 HEOP Guidelines

Dates to Remember

October 15	October 15 Report to be submitted
October 23-29	HEOP-PO Conference - Omni Hotel, Albany
October 25-26	ATW-Omni Hotel, Albany
October 31 - November 3	NYSFAAA Conference, Sagamore Hotel
November 1	HEOP Equipment Inventory form due
November 7	Election Day

Voter Registration

It is vital that all program students who are eligible to vote, be registered to vote. Those who will not be home to vote on November 7 must file for a absentee ballot with their Board of Elections. Our students, their families and friends, our staff and our supporters need to remember what occurred last November. Each of their votes are critical!

Assembly and Senatorial Districts

Last February, the HEOP-PO asked each program to submit a listing of all of their program students and their respective state assembly and senatorial districts. The Bureau strongly supports the collection of this information and encourages those programs that have not submitted this data to do so **as soon as possible**. All programs should also submit this information for all new 1995-96 program students. Send this information to:

Frank W. Smith
NOAH Executive Director
113 Hofstra University
Gallon Wing, Rm. 132
Hempstead, NY 11550-1090

DPM:mp