



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Bureau of Higher Education Opportunity Programs, Vocational and Applied Technology Education Act, and Scholarships  
Room 1071 Education Building Addition, Albany, New York 12234  
Tel. (518) 474-5313  
Fax (518) 486-5221

ADM 9906

TO: Project Directors

FROM: Douglas P. Mercado *DPM*

SUBJECT: Information

DATE: March 8, 2000

**Information**

1. HEOP Annual Report - two copies of the report are enclosed for your use. A copy has been sent to your president under separate copy from Gerald W. Patton, Deputy Commissioner for Higher Education. The 1998-99 program year was another successful one for our students and programs. 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. Also, please remember to send us information regarding your students and their success with the 1999-2000 Final Report.

2. Dates to Remember:

March 20	Last day for Early Final Report Rosters Review.
June 15	Last day to request transfer of HEOP academic year funds.
June 30	Submission of 1999-2000 HEOP Annual Report.
July 9-12	2000 ATW at RPI
August 1	Submit last payment voucher

DPM/gs  
Enclosures



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Tel. (518) 474-5313

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ADM 9905

TO: Project Directors

FROM: Douglas P. Mercado *DP*

SUBJECT: Policy & Information

DATE: December 14, 1999

### Policy

#### Payments and October 15th Report

Although second payment vouchers were due December 1, 1999, payments can only be made when the amended contract (Appendix X) is signed by your President and returned to the State Education Department's Contract Administration Unit and approved by the State Comptroller. The amended contract is not sent to your President until an approved budget is finalized.

Because the first payment for 1999-2000 was driven by a Written Directive (25% of last year's award), the second payment will be 55% of this year's award. If your institution did not receive a first payment, the payment that we will submit will be for 80%. The final payment for 1999-2000 will occur when the Final Report for 1999-2000 is cleared.

The October 15th Report will be cleared as soon as we have an approved budget. Since both budgets and October 15th Reports are later than usual this year, it will not be necessary to request budget transfers by December 15. You will have until February 1, 2000 to make this request.

### Information

#### 1. HEOP Bureau Procedures

As a service, in connection with your 1999-2000 HEOP Final Report, we 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. This early review will be particularly useful because of the elimination of the February 15th Report.

To take advantage of this service, please send the requested pages of the 1999-2000 Final Report no later than March 20, 2000. We will clear them and return them to you by April 21, 2000. The corrected pages should be submitted as part of the completed Final Report; with Columns 7 and 8 of the roster pages and Column 7, 8 and 9 of Page 3 filled in as appropriate for Spring 2000. Enclosed is a checklist for early final rosters for your use in preparing the rosters.

2. Dates to Remember:

- |                  |   |
|------------------|---|
| January 12, 2000 | Reapplication Workshop, Albany, New York - Wednesday, 10:30 a.m.<br>Room 1074 EBA |
| February 1, 2000 | Last day for transfer requests - Summer 1999.                                     |
| March 20,2000    | Last day for Early Final Report Rosters Review.                                   |

DPM/gs

## EARLY FINAL ROSTERS

### COMMON ERRORS

1. Failure to carry over any corrections that were made on the October 15th report. For example, deletions, additions, change of date of entry or number of part-time hours.
2. Omission of the "X" in column 7 or column 8 on the summer and fall rosters.
3. Failure to submit page 2 (Table 2).
4. Failure to submit page 3 (Table 3).
5. Table 3--Omitting the attrites and graduates from Spring of the previous year from this page. The attrites and graduates that were not counted on last year's final report must be on this page (Column 3). Those names were determined when doing the October report.
6. Use of roster pages from the October report instead of the final roster pages.
7. Omission of one or more of the required semester rosters.

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"!

It should also be stressed that early submission of the final roster pages and Tables 2 and 3 is beneficial to both SED and the institutions.



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Tel. (518) 474-5313  
Fax (518) 486-5221

ADM 9904

TO: Project Directors  
FROM: Douglas P. Mercado *DPM*  
SUBJECT: Policy & Information  
DATE: October 15, 1999

Policy

Spring Enrollment - The Bureau has decided to allow programs to admit transfers and readmits for the spring term (winter and spring terms for programs operating on a trimester system). The restriction is that the total academic year full-time equivalent (FTE) cannot be higher than your approved Budget academic-year FTE. Programs are not encouraged to admit new spring freshmen to their programs. If you have any questions, speak with your liaison.

Information

Dates to Remember:

October 15	October 15 <sup>th</sup> Report was due.
October 27-29	HEOP-PO Conference, Rochester, NY
December 1	Second payment voucher is due.

DPM/gs



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Tel. (518) 474-5313  
Fax (518) 486-5221

ADM 9903

TO: Project Directors  
FROM: Douglas P. Mercado *DPM*  
SUBJECT: Policy and Information  
DATE: October 8, 1999

Policy

1. 2000-01 HEOP Guidelines - Enclosed are two sets of the Higher Education Opportunity Program Guidelines for 2000-01. Kindly, forward one set to your Director of Financial Aid with the enclosed letter. A copy of the Guidelines has been sent earlier this week to your Chief Executive Officer.

No programs will need to submit a Letter of Intent in January 2000. A renewal application is due by February 29, 2000. The enclosed memo indicates what changes have been made to the Guidelines for 2000-01.

Information

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

October 15	October 15 <sup>th</sup> Report is due.
October 27-29	HEOP-PO Conference - Rochester, New York
November 1-4	NYSFAAA Conference - Lake Placid, New York
December 1	Second payment voucher is due.

DPM/gs  
Enclosures



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Room 1071 Education Building Addition, Albany, New York 12234  
Tel. (518) 474-5313  
Fax (518) 486-5221  
E-mail: dmercado@mail.nysed.gov

October 7, 1999

Dear Director of Financial Aid:

Attached is a set of the 2000-01 HEOP Guidelines for your use in the next program year. The HEOP economic criteria used to determine eligibility for new freshmen is increased for the new program year.

There is no indication that TAP will be increased for the next year. Pell will be at a \$3,125 maximum unless it is increased by Congress.

The Bureau has requested a \$3 million increase for HEOP for 2000-01. This requested increase is for supplemental financial assistance and academic support services. 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 those that will make the final decision.

The major changes in the 2000-01 Guidelines as it relates to student financial assistance are as follow:

1. Cumulative loan policy:
  - a. Commuter HEOP student in a baccalaureate program - the maximum amount is \$16,750.
  - b. Maximum self-help for freshman should not be more than \$4,850 for a resident and \$4,175 for a commuter student.

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 2000-01 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

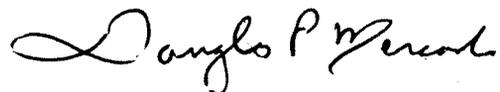
the Office of Education. Thus when we find substitutions that result in over-packaging (if the EFC is included), we will normally make a disallowance of HEOP funds.

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 under-packaged for that reason. The refusal amount can be considered to be part of the student/family contribution.

3. Award Letter - 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 under-packaged 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 2000-01 allowed up to \$4,500. 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

DPM/gs  
Att.

HIGHER EDUCATION OPPORTUNITY PROGRAMS  
New York State Education Department  
ROSTER OF PROGRAMS AND PROJECT DIRECTORS

Acad. Level	Institution	Project Director	Telephone	Fax Number
4-yr	<b>Alfred University</b> Alfred, NY 14802	Raymond Loh LOHR@BIGVAX.ALFRED.edu	(607) 871-2283	(607) 871-2490
4-yr	<b>Bard College</b> Annandale-on-Hudson, NY 12504	Idahlia Stokas	(914) 758-7491	(914) 58-7628
4-yr	<b>Barnard College</b> 11 Lehman, 3009 Broadway New York, NY 10027-6598	Francesca Cuevas-Cruz Fcuevasc@barnard.columbia.edu	(212) 854-3583	(212) 854-7491
4-yr	<b>Boricua College</b> 3755 Broadway New York, NY 10032	Cynthia Lopez L.Cynthia@Latino.com	(212) 694-1000 Ext 530 (718) 782-2200 Ext 289	(212) 694-1015 (Manhattan) (718)782-2050 (Brooklyn)
4-yr	<b>Canisius College of Buffalo</b> 2001 Main Street Buffalo, NY 14208-1098	Lilly Adams-Dudley ADAMSL@CANISIUS.edu	(716) 888-2575	(716) 888-3266
2-yr	<b>Cazenovia College</b> Cazenovia, NY 13035	Paco Batista Batista@cazcollege.edu	(315) 655-7370	(315) 655-2190
4-yr	<b>Clarkson University</b> 316 Science Center Potsdam, NY 13699-5512	Susan Owen SPO@Clarkson.edu	(315) 268-7974	(315) 268-7615
4-yr	<b>Colgate University</b> Office of Undergraduate Studies Hamilton, NY 13346	Audran Ward Award@center.colgate.edu	(315) 228-7375	(315) 228-7975
4-yr	<b>College of Aeronautics (The)</b> LaGuardia Airport Flushing, NY 11371	Melanie Williams Melanie@aero.edu	(718) 429-6600 Ext 160	(718) 429-0256
4-yr	<b>College of Mount St. Vincent</b> Riverdale Avenue at 263 <sup>rd</sup> Street Riverdale, NY 10471	Audrey Rose Arose@cmsv.edu	(718) 405-3275	(718) 601-6392
4-yr	<b>College of Saint Rose (The)</b> 432 Western Avenue Albany, NY 12203	Mary Fitzsimmons- Tschantret Fitzsimm@rosnet.strose.edu	(518) 454-5280	(518) 438-3293 -3294
4-yr	<b>Columbia Univ: Columbia College &amp; School of Engineering &amp; Applied Sciences</b> 1130 Amsterdam Ave., Mail Code 2801 New York, NY 10027	Gabriel Lee Villanueva GHL1@Columbia.edu	(212) 854-3514	(212) 854-2458
4-yr	<b>Columbia Univ: School of General Studies</b> 2970 Broadway, Mail Code 4102 New York, NY 10027	Deirdre Goss Dg259@columbia.edu	(212) 854-4097	(212) 854-6313
4-yr	<b>Cornell University</b> 227 Day Hall Ithaca, NY 14853	Ginia Anderson Gjal1@cornell.edu	(607) 255-6384	(607) 254-2773
2-yr	<b>Culinary Institute of America (The)</b> 433 Albany Post Rd. Hyde Park, NY 12538	Ingrid Lewis I_lewis@culinary.edu	(914) 451-1258	(914) 451-1058
4-yr	<b>Daemen College</b> 4380 Main Street Amherst, NY 14226-3592	Deloris Fields Dfields@Daemen.edu	(716) 839-8249 or 839-8255	(716) 839-8516
4-yr	<b>Dowling College</b> Idle Hour Boulevard Oakdale, NY 11769	Anthony Nese Nesea@dowling.edu	(516) 244-3262 or 244-3263	(516) 589-6644
4-yr	<b>D'Youville College</b> 320 Porter Avenue Buffalo, NY 14201-1084	Sr. Mary Brendan Connors Connorsm@dyc.edu	(716) 881-7775	(716) 881-7790
4-yr	<b>Five Towns College</b> 305 North Service Road Dix Hills, NY 11746	Susan Abdullah	(516) 424-7000 Ext 129	(516) 424-7006

4-yr	<b>Fordham University-College at Lincoln Center</b> New York, NY 10023	Dr. Elena Lozano Vranich Vranich@mary.fordham.edu	(212) 636-6238 or 636-6235	(212) 581-1284
4-yr	<b>Fordham University-Rose Hill Campus</b> Freeman Hall, Room 102 Bronx, NY 10458	Stephie Mukherjee Bhowmick@murray.fordham.edu (AD)	(718) 817-4205	(718) 367-9404
4-yr	<b>Hamilton College</b> Clinton, NY 13323	C. Christine Johnson Cjohnson@hamilton.edu	(315) 859-4399 or 859-4398	(315) 859-4632
4-yr	<b>Hobart &amp; Wm Smith Colleges</b> Geneva, NY 14456	Edward Blackwell Blackwell@hws.edu	(315) 781-3319	(315) 781-3303
4-yr	<b>Hofstra University</b> 113 Hofstra University Gallon Wing, room 132 Hempstead, NY 11550-1090	Cynthia Diaz-Wilson Noapzk@hofstra.edu	(516) 463-6982	(516) 463-5139
4-yr	<b>Iona College</b> 715 North Avenue New Rochelle, NY 10801	Thomas Delvechio	(914) 633-2473	(914) 633-2096
4-yr	<b>Ithaca College</b> Danby Road Ithaca, NY 14850	Ethel David Edavid@Ithaca.edu	(607) 274-3381	(607) 274-1224
4-yr	<b>Keuka College</b> Keuka Park, NY 14478	Nancy Bailey NMBailey@mail.keuka.edu	(315) 536-5336	(315) 536-5216
4-yr	<b>LeMoyne College</b> LeMoyne Heights Syracuse, NY 13214	Carl Thomas Thomasca@oak.lemoyne.edu	(315) 445-4190 or 445-4198	(315) 445-4540
4-yr	<b>Long Island University Brooklyn Campus</b> One University Plaza Brooklyn, NY 11201	Okarita Stevens/Diana Voelker Co-Directors Okarita.Stevens@liu.edu Dvoelker@hornet.liunet.edu	(718) 488-1043	(718) 780-4054
4-yr	<b>Long Island University C.W. Post Campus</b> Brookville, NY 11548	William Clyde, Jr. Wclyde@titan.liunet.edu	(516) 299-2241 or 299-2397	(516) 299-2849
4-yr	<b>Long Island University Southampton Campus</b> Southampton, NY 11968	Annette Crippen Mcrippen@southampton.liunet.edu	(516) 287-8356	(516) 283-4081
4-yr	<b>Manhattan College</b> 513 Manhattan College Parkway Bronx, NY 10471	Marilyn Carter Mcarter@manhattan.edu	(718) 862-8000 Ext 7958	(718)543-2132 *let them know is for HEOP
4-yr	<b>Manhattanville College</b> Purchase, NY 10577	Delwing Gaines/Amanda Vasquez (Co-Directors) Dgaines@mville.edu	(914) 694-2200	(914) 694-1732
4-yr	<b>Marist College</b> 82 North Road Poughkeepsie, NY 12601-1387	Iris Ruiz-Grech hmhppirg@marista.marist.edu	(914) 575-3204	(914) 471-6213
4-yr	<b>Marymount College</b> Tarrytown, NY 10591	Anna Brown	(914) 631-3200 Ext 250	(914) 631-8586
4-yr	<b>Marymount Manhattan College</b> 221 East 71 <sup>st</sup> Street New York, NY 10021	James Scagliola	(212) 517-0512	(212) 517-0413
4-yr	<b>Mercy College</b> 555 Broadway Dobbs Ferry, NY 10522	Winston Harrison Wharrison@mercy.edu	(914) 674-7207	(914) 693-9455
4-yr	<b>Molloy College</b> 1000 Hempstead Avenue Rockville Center, NY 11570-1199	Pamela Branham Pbranahm@molloy.edu	(516) 678-5000 Ext 6241	(516) 678-7295
4-yr	<b>Mount Saint Mary College</b> 330 Powell Avenue Newburgh, NY 12550	Marta Newkirk Newkirk@msmc.edu	(914) 569-3113 (914) 561-0800 General Info	(914) 562-6762
4-yr	<b>Nazareth College</b> 4245 East Avenue Rochester, NY 14618	Clemont Lynch Http://ww.naz.edu/heop Calynch@naz.edu	(716) 389-2513	(716) 586-2452

4-yr	<b>New School University</b> 66 Fifth Avenue New York, NY 10011	Gregg Payne Payneg@newschool.edu	(212) 229-8996	(212) 929-2456
4-yr	<b>New York Institute of Technology Metropolitan Center</b> 1855 Broadway New York, NY 10023	Hazel Campbell Hcampbel@iris.NYIT.edu	(212) 261-1545	(212) 977-3460
4-yr	<b>New York Institute of Technology Old Westbury Campus</b> Wheatley Road Old Westbury, NY 11568	Frank Rodriguez	(516) 686-7574 or 686-7575 OW (516) 348-3039 CI	(516) 626-9004
4-yr	<b>New York University Opportunities Programs</b> 239 Greene Street New York, NY 10003-6674	Dr. Param Chawla Param.chawla@nyu.edu	(212) 998-5670	(212) 995-4193
4-yr	<b>Niagara University</b> P.O. Box 1916 Niagara University, NY 14109-1916	Constance Mathews (Associate Director) Cm@niagara.edu	(716) 286-8068	(716) 286-8061
4-yr	<b>Nyack College</b> Nyack, NY 10960	Dr. Joyce Simons Simonsj@nyack.edu	(914) 358-1710 Ext 560	(914) 353-6334
2-yr	<b>Paul Smith's College</b> P.O. Box 265 Paul Smiths, NY 12970-0265	Anne Launt (Acting) Launta@paulsmiths.edu	(518) 327-6480	(518) 327-6369
4-yr	<b>Polytechnic University</b> 6 Metro tech. Center Brooklyn, NY 11201	Teresina Tam Ttam@duke.poly.edu	(718) 260-3031	(718) 260-3136
4-yr	<b>Pratt Institute</b> 200 Willoughby Avenue Brooklyn, NY 11205	Horace Williams	(718) 636-3783	(718) 636-3455
4-yr	<b>Rensselaer Polytechnic Institute</b> 110 Eighth Street Troy, NY 12181	Mark Smith Smithm@rpi.edu	(518) 276-6272	(518) 276-4034
4-yr	<b>Rochester Institute of Technology</b> One Lomb Memorial Drive Rochester, NY 14623	Linda Meyer Llmheo@rit.edu	(716) 475-2221 or 475-6617	(716) 475-7350
4-yr	<b>Russell Sage College</b> 45 Ferry Street Troy, NY 12180	Doris Waiters Waited@sage.edu	(518) 244-2209	(518) 244-2460
2-yr	<b>Sage Junior College of Albany</b> 140 New Scotland Avenue Albany, NY 12208	Linda Seaman	(518) 292-1764	(518) 292-1964
4-yr	<b>St. Bonaventure University</b> St. Bonaventure, NY 14778	Margaret Bryner MBRYNER@SBU.edu	(716) 375-2402 or 375-2404 (2208 Voice)	(716) 375-2677
4-yr	<b>St. John Fisher College</b> 3690 East Avenue Rochester, NY 14618	Clarence Norman Norman@sjfc.edu	(716) 385-8036	(716) 385-8305
4-yr	<b>St. John's University</b> Grand Central & Utopia Parkway Jamaica, NY 11439	Anna Donnelly Donnelat@stjohns.edu	(718) 990-1371	(718) 990-5952
4-yr	<b>St. Lawrence University</b> Canton, NY 13617	Norma Tarbell Sunday Ntar@music.stlawu.edu	(315) 229-5580	(315) 229-7415
4-yr	<b>St. Thomas Aquinas College</b> Route 340 Sparkill, NY 10976	Peggy Brady-Amoon	(914) 398-4026	(914) 359-8136
4-yr	<b>Siena College</b> Loudonville, NY 12211	Carol Sandoval Sandoval@siena.edu	(518) 783-2335	(518) 786-5069
4-yr	<b>Skidmore College</b> Saratoga Springs, NY 12866-1632	Susan Layden Slayden@skidmore.edu	(518) 580-5770	(518) 580-5799
4-yr	<b>Syracuse University</b> 804 University Avenue, Room B02 Syracuse, NY 13210	JoAnn K. May Jamay@syr.edu	(315) 443-3867 or 443-4260	(315) 443-5020

4-yr	<b>Syracuse University Continuing Education</b> 700 University Ave. Syracuse, NY 13244-2530	Carol White (Acting) Carwhite@uc.syr.edu	(315) 443-3257	(315) 443-3806
4-yr	<b>Union College</b> Schenectady, NY 12308	Kimmo Rosenthal (Interim)	(518) 388-6115	(518) 388-6520
4-yr	<b>University of Rochester</b> 220 Morey Hall - RC Box 270445 Rochester, NY 14627-0445	Norman Burnett Nbbt@uhura.cc.rochester.edu	(716) 275-0651	(716) 473-6494
4-yr	<b>Utica College</b> Burrstone Road Utica, NY 13502-4892	Ms. Johnni Mahdi Jmahdi@utica.ucsu.edu	(315) 792-3209	(315) 792-3292
2-yr	<b>Villa Maria College of Buffalo</b> 240 Pine Ridge Road Buffalo, NY 14225-3999	Vanessa Lillard Lillard@villa.edu	(716) 896-0700 Ext 313/201	(716) 896-0705

Higher Education Opportunity Program  
New York State Education Department  
Roster of Bureau Staff

SED-HEOP STAFF	E-Mail Addresses
Douglas P. Mercado, Chief	Dmercado@mail.nysed.gov
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Geneva Miller, Associate in Higher Education Opportunity	Gmiller@mail.nysed.gov
Ann Marie Jann, Associate in Higher Education Opportunity	Ajann@mail.nysed.gov
Marianne Esposito, Education Program Assistant II	Mesposit@mail.nysed.gov
Gloria Salvatore, Secretary	Gsalvato@mail.nysed.gov
Phone: (518) 474-5313 Fax: (518) 486-5221  Bureau Address:  New York State Education Department Bureau of HEOP/VTEA/Scholarships Room 1071, Education Building Addition Albany, NY 12234	

Updated 10/99

THE UNIVERSITY OF THE STATE OF NEW YORK  
THE STATE EDUCATION DEPARTMENT

To: HEOP Project Directors  
From: Douglas P. Mercado *DPM*  
Subject: Changes in the 2000-01 HEOP Guidelines  
In reply to:

Date: October 4, 1999

Gerald W. Patton's Cover Memo

- Date for submission of Letter of Intent --January 31, 2000 (new applicants only).
- Date for submission of full proposal --February 29, 2000 (new applicants only).
- Dates for proposal preparation and reapplication workshops:

**Tuesday, January 11, 2000 - New Proposals**  
**Wednesday, January 12, 2000 - Reapplications**

Guidelines

Page 7:

I. D. 7. Progress Reports, Vouchers and Payments

- a. Timetable for Submission of Reports  
Reduced the number of reports an institution must submit from three to two.
  - a. (2) Eliminated reference to the spring enrollment report due February 15.
- b. Timetable for Submission of Statewide Aid Vouchers.
  - b. (1) Increased the amount of the First Voucher submitted on or after September 1<sup>st</sup> to 50%.
  - b. (2) Increased the amount of the Second Voucher to 30%.  
Changed the submittal period for the Second Voucher to be forty-five (45) days after the receipt of a satisfactory October 15<sup>th</sup> enrollment and summer expenditure report.  
Eliminated reference to a voucher to be submitted thirty (30) days after the receipt of a February 15<sup>th</sup> Report.
  - b. (3) Changed the Final Voucher from the fourth voucher to become the Third Voucher.

Pages 7 and 8:

- c. Timetable for Payment  
Changed the number of payments from four to three.
  - c. (1) Increased the first payment to 50%.

- c. (2) Increased the second payment to 30%.
- c. (3) Eliminated reference to a third payment of 30%. The final payment is now the third payment.

Page 13:

D. 1. Increased the income eligibility guidelines for each household size:

Number of members in household (including head of household)	Total annual income in preceding calendar year.
1	\$10,750
2	\$17,600
3	\$20,150
4	\$25,100
5	\$29,700
6	\$34,980
7	\$38,850
8	\$42,750
9 or more	\$46,650 plus \$3,900 for each family number in excess of 9.

Page 23:

III. B.1.b. HEOP Salary Guide for 2000-01 increased:

Director - \$27,500, minimum increased \$250.  
Other FT professionals - \$22,200, minimum increased \$200.

Page 27:

III. B.10.b. Maintenance

b. (2)(a) Increased the maximum HEOP maintenance assistance range allowable in average per student grants from \$3,750 to \$4,000.

III. B.10.c. Total HEOP Financial Aid Award.

c. (1) Increased the maximum total academic year financial aid award, including maintenance and tuition, to any one student from HEOP funds, to \$4,500 (from \$4,250).

Page 30:

IV. Public Relations/Attribution of Project Funding  
Corrected title of the office that the HEOP/VTEA/Scholarships Bureau reports through to:

Office of Equity, Access and K-16 Collaboration.

Page 31:

V. A.3.

Self-help maximums have increased:

4-year loans for Commuters	\$16,750	(+\$250)
Freshman Self-help for Residents	\$ 4,850	(+\$100)
Freshman Self-help for Commuters	\$ 4,175	(+\$100)



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Bureau of Higher Education Opportunity Programs, Vocational and Applied Technology Education Act, and Scholarships  
Room 1071 Education Building Addition, Albany, New York 12234  
Tel. (518) 474-5313  
Fax (518) 486-5221

ADM 9902

TO: HEOP Project Directors

FROM: Douglas P. Mercado *DPM*

SUBJECT: Policy and Information

DATE: September 17, 1999

Policy

1. Budget 1999-2000. If you have not submitted your revised budget for 1999-2000, please submit as soon as possible. **Your second payment will be held up without an approved budget.**
2. Change in Liaison Assignment. As of November 11, 1999, Dr. Jacqueline A. Kane will no longer be assigned to our Bureau. She will be an Associate in the Office of College and University Evaluations. Jackie has been with the Bureau since 1975 and her work and devotion to HEOP will surely be missed.

Mr. Harold Rutherford, who has been in the Scholarship Unit of the Bureau, will become the liaison for fourteen HEOP programs. The remaining programs will be split among Ms. Geneva Miller and Ms. Ann Marie Jann (see attached liaison assignment list).

3. 1999-2000 Report Formats and Instruction Manual. Enclosed are the October 15 and Final Report forms and the Instruction Manual for use with this year's report formats. There will not be a February 15 Report format. The Final Report will include the two sign off forms that were part of the February 15 Report.

We need to ensure that this year's reports are done correctly and submitted on time. Your cooperation will be greatly appreciated. Please share copies of these report formats with appropriate campus officers and discuss with them their role in helping you to complete the reports on a timely basis.

4. Economic Eligibility Documentation. When using the 1998 IRS forms to document the family's and/or applicant's total income, the appropriate lines are as follow:

IRS 1040 Line 22  
IRS 1040A Line 14  
IRS 1040EZ Line 4

Information

Dates to Remember:

October 15  
October 27-29  
November 1-4  
November 30

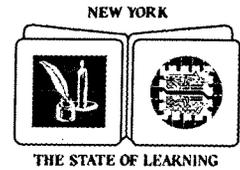
October 15 Report is due  
HEOP-PO Conference - Rochester, New York  
NYSFAAA Conference - Lake Placid, New York  
Submit second payment voucher

DPM/gs  
Enclosures

# 1999-2000 HEOP LIAISON ASSIGNMENTS TO INSTITUTIONS

(as of November 11, 1999)

Geneva Miller	Ann Marie Jann	Harold Rutherford
<p>Bard College            College of Mt. St. Vincent            College of St. Rose            Cornell University            Culinary Inst. Of America            Fordham University-Lincoln Center            Fordham University-Rose Hill            Hobart &amp; Wm. Smith Colleges            Iona College            Ithaca College            Keuka College            Manhattan College            Manhattanville College            Marist College            Marymount College            Mercy College            Mount St. Mary College            Nazareth College            Nyack College            Polytechnic University            Pratt Institute            Rensselaer Polytechnic Institute            Rochester Institute of Technology            Russell Sage College            Sage Junior College of Albany            St. John Fisher College            St. Thomas Aquinas College            University of Rochester</p>	<p>Alfred University            Barnard College            Boricua College            Canisius College            Clarkson University            Columbia University: Columbia College &amp;            School of Engineering            Columbia Univ: School of General Studies            Daemen College            D'Youville College            Hofstra University            LeMoynes College            Marymount-Manhattan College            New School University            New York University            Niagara University            Paul Smith's College            St. Bonaventure University            St. Lawrence University            Skidmore College            Syracuse University            Syracuse University Continuing Education            Utica College            Villa Maria College of Buffalo</p>	<p>Cazenovia College            Colgate University            Dowling College            Five Towns College            Hamilton College            LIU-Brooklyn Campus            LIU-CW Post Campus            LIU-Southampton Campus            Molloy College            NYIT-Metro            NYIT-OW            St. John's University            Siena College            Union College</p>
Barbara J. Leonard		College of Aeronautics



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Albany, NY 12234

(518) 474-5313  
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**ADM 9901**

TO: Project Directors  
FROM: Douglas P. Mercado *DPM*  
SUBJECT: Policy and Information  
DATE: August 17, 1999

**Policy**

1. **First Payment for 1999-2000** - Please submit a voucher for your first payment for 1999-2000. The amount you may claim is 25% of your 1998-99 grant (see Written Directive sent to your President on April 21, 1999). The voucher should be sent so that the Bureau will receive it by September 1.
2. **HEOP increase for 1999-2000** - the 1999-2000 State budget calls for a \$3,700,000 increase for the program. The total amount of funds available is \$20.1 million. The increase comes out to be approximately \$715 per FTE. Our recommendation is to put \$215 per FTE in academic support services and \$500 per FTE in supplemental financial assistance. Each program has the flexibility to change this distribution, as long as justification is submitted.

The Bureau expresses its thanks to all who advocated strongly for an increase for the program. Advocacy for an increase for 2000-2001 must begin now!

**Information**

1. **Vouchers** - Enclosed with this ADM are five State Aid Vouchers for 1999-2000. Please submit your first one by September 1.
2. **Dates to Remember:**  
September 1 - First voucher for 1999-2000 is due even if you do not have an approved budget for 1999-2000.

- September 15 - Regents Legislative Conference on Quality Assurance: Outcomes Assessment in Higher Education (Room 5A/B, Education Building, Albany, New York; 11:45 a.m. to 1:15 p.m.)
- October 15 - October 15 Report is due.
- October 27-29 - HEOP-PO Conference - Rochester, New York.
- November 1-4 - NYSFAAA Conference - Lake Placid, New York

DPM/gs  
Enclosures (5 vouchers)