



OFFICE OF HIGHER EDUCATION

Assistant Commissioner
The Office of Access, Equity and Community Engagement Services
Room 960 Education Building Annex
Albany, New York 12234

Tel: (518) 486-5202
Fax: (518) 474-7468

Date: February 16, 2024

To: HEOP Projects Below 95% FTE Enrollment

From: Dr. Anael Alston, Assistant Commissioner *AA*

Re: Latest Guidance on HEOP 95% FTE Enrollment due to the COVID-19 Pandemic

Due to the major impact and unpredictable implications that the coronavirus pandemic had on recruitment, admission, enrollment, and retention during the current HEOP cycle, NYSED will allow exceptions to the specific terms and conditions of the current HEOP RFP requirements:

1. Awardees with less than 95% FTE during the Fall 2023 semester will not be considered for probation at this time;
2. For the 2023-2024 fiscal year, awardees may request an additional 5% award funding if they are below the 95% target. For example, if your actual FTE is 80%, you may submit reimbursement requests for up to 85% of your total award amount.

All awardees that did not meet the 95% target will have to submit a Performance Improvement Plan (PIP) to NYSED within two weeks from the receipt of this memo.

In order to qualify for what is likely a final pandemic-related exception, the PIP must include plans to attend annual college recruitment fairs that target HEOP-eligible students, such as the MBK symposium, or events affiliated with NYCDOE, NYSED, or other statewide Opportunity Programs where the targeted population resides or attends school. The PIP must show how the awardee plans to work with their admissions office and collaborate with other campus-based or external resources to recruit HEOP-eligible students to meet its contractual obligations.

If you have any questions, please contact your program liaison. Thank you for your commitment to serving our students during these extraordinary times.

Copy: William Murphy, Ph.D., Deputy Commissioner
Program Office, NYSED