



**State of New Jersey  
Office of the Secretary of Higher Education**

**Higher Education Capital Facilities Programs**

**Solicitation for Grant Applications  
For the following Programs:**

Building Our Future Bond Act  
Higher Education Capital Improvement Fund  
Higher Education Facilities Trust Fund  
Higher Education Technology Infrastructure Fund  
Higher Education Equipment Leasing Fund

**Spring 2013 Cycle**

Applications Accepted  
March 1, 2013 through March 25, 2013 at 3 p.m. EST

Office of the Secretary of Higher Education  
20 West State Street, 4<sup>th</sup> Floor  
P.O. Box 542  
Trenton, NJ 08625-0542  
Attention: Rochelle R. Hendricks  
Subject: Higher Education Capital Facilities Programs Application

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## **Part I – GENERAL INFORMATION AND GUIDANCE**

### **1.1 BACKGROUND**

In May 2010, Governor Christie established the New Jersey Higher Education Task Force (“Task Force”), which studied how New Jersey might successfully improve higher education throughout the State, in all sectors and for the benefit of all who seek access to it. That Task Force’s report, issued in December 2010, declared that, among other important steps, New Jersey must recommitment itself to sustaining its colleges and universities and helping those institutions achieve greater success through capital investment.

Signaling his concurrence, Governor Christie immediately sought to end a long period of inadequate State capital investment in New Jersey’s institutions of higher education by developing a capital investment program that strategically reinvests in those institutions so that the needs of the State, its industries and its residents are met.

On August 7, 2012, the Governor signed into law the “Building Our Future Bond Act” (the “GO Bond Act”), the first such bonds dedicated to capital improvement projects for higher education since 1988. In November 2012, New Jersey voters approved a \$750 million public referendum, which authorized the State to issue and direct bond proceeds for capital improvements to the State’s various higher education sectors. In addition, the Governor’s signature authorized the Secretary of Higher Education (“Secretary”) to promulgate rules and approve grants to make use of four State-supported bond programs administered by the New Jersey Educational Facilities Authority (“NJEFA”). These State-supported bond programs (together with the Go Bond Act, hereinafter collectively referred to as the “Programs”) include:

- the Higher Education Capital Improvement Fund (“CIF”);
- the Higher Education Facilities Trust Fund (“HEFT”);
- the Higher Education Technology Infrastructure Fund (“HETI”); and
- the Higher Education Equipment Leasing Fund (“ELF”).

The Governor’s commitment to capital investment in New Jersey’s system of higher education totals \$1,316,905,000, which is comprised of:

- \$750 million under the GO Bond Act;
- \$191,905,000 under CIF;
- \$220 million under HEFT;
- \$55 million under HETI; and
- \$100 million under ELF.

This Solicitation consists of Seven Parts. Part I provides general information and guidance. Parts II-VI describes each of the Programs. Part VII sets forth the requirements for the Application.

## **1.2 OVERVIEW OF THE PROGRAMS**

This Solicitation (the “Solicitation”) is seeking applications for grants under the Programs for this Spring 2013 Cycle. Funding shall be made available under the Programs. Proposed Rules (the “Proposed Rules”) implementing the Programs were published in the New Jersey Register on January 22, 2013 and are currently available at <http://www.state.nj.us/highereducation/>.

### **1.2.1 THE BUILDING OUR FUTURE BOND ACT (P.L. 2012, c.41 - Proposed Rules N.J.A.C. 9A:18)**

- Purpose is to increase capacity at New Jersey’s institutions of higher education by authorizing the State to issue a maximum of \$750 million in general obligation bonds to provide grants to institutions for Projects to construct and equip academic facilities.
- Auxiliary facilities are not eligible for grant funding.
- All four-year public institutions of higher education, all county colleges and private nonprofit institutions of higher education authorized to grant degrees, organized under the New Jersey nonprofit corporation law and having an endowment valued at less than \$1 billion are eligible for this Program.
- Maximum amount available is \$750 million allocated by sector as follows:
  - \$300,000,000 for the public research universities;
  - \$247,500,000 for the State colleges and universities;
  - \$150,000,000 for county colleges; and
  - \$52,500,000 for eligible private nonprofit institutions.
- Institutions must provide matching funds equal to 25 percent of the cost of the project. If an institution fails to pay the matching funds, the Secretary may terminate the grant agreement.
- Funding of approved grants is dependent upon the issuance of bonds by the State of New Jersey.

### **1.2.2 State-Supported Bond Programs**

Under the four State-supported bond programs listed below, grants are funded by bonds issued through the NJEFA on which debt service is paid by the State Treasurer pursuant to a contract between the Authority and the Treasurer, subject to annual appropriation by the Legislature where appropriate. The statutes authorizing each of these Programs set forth a maximum principal amount of bonds that may be outstanding at any one time. As bonds are paid off, new capacity is made available. The amount of grant funding available under these State-supported bond programs is limited to the amount of new capacity available and is listed below. Funding of approved grants under any of the State-supported bond Programs is dependent on the issuance of bonds by the NJEFA at the direction of the Treasurer of the State of New Jersey.

A. HIGHER EDUCATION CAPITAL IMPROVEMENT FUND (N.J.S.A. 18A:72A-72 et seq. - Proposed Rules N.J.A.C. 9A:12 et seq.)

- Purpose is to provide grants for the cost of renewal, renovation, improvement, expansion, construction and reconstruction of facilities and technology infrastructure. The following are the authorized uses:
  - Existing renewal or renovation needs at instructional, laboratory, communication, research and administrative facilities. Existing renewal and renovation needs are defined as those needs necessary to address deferred capital maintenance, to meet all State and federal health, safety, fire and building code standards, or to provide a safe and appropriate educational or working environment.
  - Up to 20 percent of a grant may be used for renewal and renovation or improvement, expansion, construction and reconstruction within student resident halls, student dining facilities, student activity centers, and student health centers.
  - Funds may be used for improvement, expansion, construction and reconstruction of instructional, laboratory, communication and research facilities, or technology infrastructure provided that:
    1. The institution establishes that all renewal and renovation is completed or is accounted for through other funding sources;
    2. The institution is granted an exemption by the Secretary for purposes of maximizing Federal grant fund recoveries; or
    3. The institution proposes to replace a building where the projected renewal and renovation exceed the projected cost of replacement.

- Four-year public and private nonprofit institutions of higher education that are eligible to receive State aid may apply for grants. County colleges are not eligible.
- Maximum principal amount of bonds authorized under CIF is \$550 million; maximum funding available for new grants is \$191,905,000.
- A public institution must pay one-third of debt service on bonds issued to finance its projects; a private nonprofit institution must pay one-half of debt service on bonds issued to finance its projects.
- If an institution fails to pay its obligations when due, the State may retain an amount necessary to satisfy the deficiency from State appropriations for that institution.

B. HIGHER EDUCATION FACILITIES TRUST FUND (N.J.S.A. 18A:72A-49 et seq. - Proposed Rules N.J.A.C. 9A:15 et seq.)

- Purpose is to make grants for construction, reconstruction, development, extension and improvement of instructional, laboratory, communication, and research facilities.
- Public or private nonprofit institutions that are eligible to receive State aid may apply for a grant.
- Maximum principal amount of bonds under HEFT is \$220,000,000; maximum funding available for new grants is \$220,000,000.
- No institutional match or contribution to debt service is required.

C. HIGHER EDUCATION TECHNOLOGY INFRASTRUCTURE FUND (N.J.S.A.18A:72A-59 et seq. - Proposed Rules N.J.A.C. 9A:13 et seq.)

- Purpose is to develop technology infrastructure within and among New Jersey's institutions of higher education. Funds may also be used to enhance the connectivity of higher education institutions to libraries and elementary schools.
- Maximum principal amount of bonds under HETI is \$55,000,000; maximum funding available for new grants is \$55,000,000.

- Public or private nonprofit institutions of higher education that are eligible to receive State aid may apply for a grant.
- Institutions must provide a matching amount at least equal to the amount of the grant.
- If an institution fails to satisfy its matching obligation, the Treasurer may retain an amount from appropriations for the institution sufficient to satisfy the deficiency for that institution.

D. HIGHER EDUCATION EQUIPMENT LEASING FUND (N.J.S.A.18A:72A-40 et seq. - Proposed Rules N.J.A.C. 9A:14 et seq.)

- Purpose is to finance purchase of equipment for lease to public and private nonprofit institutions of higher education.
- Maximum principal amount of bonds under ELF is \$100,000,000; maximum funding available for new grants is \$100,000,000.
- Institutions are required to pay 25 percent of debt service on the bonds issued to purchase equipment for the institution.
- If an institution fails to pay its obligations when due, the State may retain an amount necessary to satisfy the deficiency from State appropriations, if any, for that institution.

### **1.3. APPLICATION PROCESS AND TIMELINE – SPRING 2013 CYCLE**

- 1.3.1 An institution which wishes to obtain funding for a project (the “Project”) under one or more of the Programs described above must submit a grant application (the “Application”).
- 1.3.2 The Secretary will host a Technical Assistance Session (“TAS”) for the Application process on February 8, 2013. The workshop will be held at the Mildred & Ernest E. Mayo Concert Hall at The College of New Jersey. Check-in will begin at 1:30 p.m., and the Session will run from 2:00 p.m. until 4:00 p.m. Preregistration by email at [RSVP@NJFEA.com](mailto:RSVP@NJFEA.com) is required. Attendance at the Session will be limited to five members of the administrative staffs of New Jersey’s colleges and universities and their associations. Attendance is optional.
- 1.3.3 The Secretary will host a webinar with respect to the Solicitation on February 19, 2013, if sufficient interest is shown. Register for the webinar by emailing [RSVP@NJFEA.com](mailto:RSVP@NJFEA.com) no later than February 12, 2013. Further details will be sent to those who RSVP by such date, providing details for accessing the webinar or in the case that there is not sufficient interest, notification that there will not be a webinar.

- 1.3.4 The Secretary will gather the questions raised at the TAS and at the webinar, if held. In addition, questions regarding the Application process may be submitted via email, on or before February 21, 2013, to the following email address: [QandA@NJEFA.com](mailto:QandA@NJEFA.com). **Phone calls/faxes will not be accepted.** Questions that are timely submitted may be answered in one or more posts on the NJEFA website at [www.NJEFA.com](http://www.NJEFA.com). Questions and Answers posted on the website are referred to herein as the “Question and Answer Documentation.” In addition to responses to questions, one or more Addenda to this Solicitation may be posted on the NJEFA’s website at the following address: [www.NJEFA.com](http://www.NJEFA.com).

There are no designated dates for release of Addenda or posting of Solicitation Question and Answer Documentation on the NJEFA’s website, provided however, that the final date for posting of such shall be no later than February 25, 2013. Interested parties should check the NJEFA’s website frequently, from the date that this Solicitation is issued. It is the sole responsibility of Applicants to be familiar with and review the Question and Answer Documentation and all Addenda related to this Solicitation prior to submission of an Application by an institution. Institutions must acknowledge that they are familiar with and have reviewed all Solicitation Question and Answer Documentation and Addenda posted before an Application is submitted. Executed acknowledgements substantially in the forms attached hereto as Appendix H (Question and Answer Certification) and Appendix I (Addenda Certification) must be submitted with the Application.

- 1.3.5 Applications for the Spring 2013 Cycle may be submitted beginning March 1, 2013, and **must** be received both in hard copy at the Secretary’s Office and via email on or before 3:00 p.m. March 25, 2013, (the “Submission Deadline”) for consideration in this cycle. Applications submitted before March 11, 2013, will be reviewed for completeness and will be provided the opportunity to submit a completed application consistent with the rules of this Solicitation by the Submission Deadline.
- 1.3.6 The Secretary will not accept or evaluate for funding consideration during the Spring 2013 Cycle any Application received after 3:00 p.m. March 25, 2013, and an institution will lose the opportunity to be considered eligible for an award during the Spring 2013 Cycle if the Application is received after that date, is missing required information or if the requisite number of copies are not submitted in the manner set forth in this Solicitation.
- 1.3.7 Communications with representatives of the State by the institution or the institution’s representatives concerning this Solicitation are not permitted during the term of the submission and evaluation process, except as specified above.

## **1.4 SUBMISSION OF APPLICATIONS**

- 1.4.1 One (1) original, six (6) copies and one (1) electronic copy (CD, DVD or flash drive) of the Application must be submitted to:

Mailing Address:

The Secretary of Higher Education  
P.O. Box 542  
Trenton, NJ 08625  
Attention: Rochelle Hendricks  
Subject: Higher Education Capital Facilities Programs Application

Delivery Address:

The Secretary of Higher Education  
20 West State Street, 4<sup>th</sup> Floor  
Trenton, NJ 08625-0542

In addition, one (1) additional electronic copy must be emailed to [JLamarsh@NJEFA.com](mailto:JLamarsh@NJEFA.com), no later than 3:00 p.m., EST, on March 25, 2013.

- 1.4.2 One (and only one) Application should be submitted for each Project for which an institution is applying for grant funding. If the institution is applying for grants from multiple Programs for such Project, the appropriate documentation and information requested for each specific Program requested in Part VII must be provided in the Application. Separate Applications should be submitted for any additional Projects for which the institution is applying for grant funding. All Applications must comply with the following formatting requirements:

- Each page of the application must include the name of the applicant.
- Each page of the application must be labeled with a page number and reference to the section of this Solicitation to which it is responding.
- All narrative portions must be typed in Times New Roman 12 point font and double spaced. However, any appendices, tables, figures, footnotes and/or endnotes may be single spaced.
- The State will not duplicate any portion of the application, including missing pages or documents. The applicant is to ensure that the submission includes the requisite number of copies and that every copy of a submitted Application is complete.
- Applications must be received by the Submission Deadline in order to be considered. Proof of mailing will not be accepted. If the Application is mailed, please call the NJEFA at (609) 987-0880 to confirm receipt prior to

the Submission Deadline. If the application is delivered via courier, a signed receipt should be requested upon delivery.

- 1.4.3 Institutions may withdraw their Applications at any time prior to the final filing date and time, as indicated above, by written notification signed by an authorized agent of the institution. Applications may thereafter be resubmitted, but only up to the final filing date and time.
- 1.4.4 The institution assumes the sole responsibility for the complete effort required to submit an Application. The State is not responsible for any expenses in the preparation and/or presentation of the Applications or for the disclosure of any information or material submitted in connection with the Application, whether by negligence or otherwise. No special consideration shall be given after the Applications are opened because of an institution's failure to be knowledgeable about all requirements of this Solicitation, except for those Applications submitted prior to March 11, 2013, and reviewed for completeness as set forth in Section 1.3.5. By submitting an Application in response to this Solicitation, the institution represents that it has satisfied itself, from its own investigation of all of the requirements of this Solicitation.
- 1.4.5 All Applications will be subject to disclosure, including but not limited to, a request pursuant to the Open Public Records Act ("OPRA"), N.J.S.A. 47:1A-1, et seq., the New Jersey Open Public Meetings Act ("OPMA"), N.J.S.A. 10:4-6, et seq., and common law right to know. If an applicant believes that information contained in its Application merits confidential treatment pursuant to OPRA, OPMA and/or common law right to know, any such purportedly confidential information submitted in an Application may be specifically identified and marked by the applicant. Notwithstanding any such designation, the State reserves the right in its sole discretion to disclose all of the Application.
- 1.4.6 The Secretary reserves the right to request additional information or clarification if necessary, or to reject all Applications with or without cause, and waive any irregularities or informalities in the Applications submitted. The Secretary further reserves the right, in her sole and absolute discretion, to make such investigations as she deems necessary as to the qualifications of any institutions submitting Applications. In the event that all Applications are rejected, the Secretary reserves the right to re-solicit Applications through an additional cycle of grant funding.

## **1.5 APPLICATION REVIEW AND EVALUATION PROCESS**

- 1.5.1 Each Application will be reviewed by the Secretary for completeness. If the Application is incomplete, it will be rejected for the Spring 2013 Cycle, except for those Applications submitted prior to March 11, 2013, and reviewed for completeness as set forth in Section 1.3.5.

- 1.5.2 Each Application will be reviewed to determine if the institution and Project meet the requirements for the specific Program or Programs for which it is applying. If the institution and/or the Project do not meet all eligibility requirements, the Application will be rejected for the Spring 2013 Cycle.
- 1.5.3 Applications that are complete and that meet the eligibility criteria will be reviewed by a review committee consisting of representatives from the Office of the Secretary, the NJEFA, the New Jersey Schools Development Authority (“NJSDA”) and the New Jersey Economic Development Authority (“NJEDA”), (collectively, the “Review Committee”). In addition, an external advisor with technical expertise in evaluating grant applications will provide technical assistance to the Review Committee.
- 1.5.4 Applications that are complete and that meet the eligibility criteria will be scored pursuant to the selection criteria set forth in Parts II through VI below.
- 1.5.5 The Review Committee will make its recommendations to the Secretary on the approval, disapproval, or in the instance of an application that contains severable components, approval in part and disapproval in part of each Application and the amount of funding to be provided to the Project covered by such Application under the various Programs.
- 1.5.6 After consideration of the Review Committee recommendations, and upon the adoption of the final Rules for the Programs by the Secretary, the Secretary shall, via written certification (the “Certification”), approve, disapprove, or in the instance of an application that contains severable components, approve in part and disapprove in part an Application and the amount of funding under the applicable Program(s). The Secretary may approve project funding sources from different than those specified by an institution in its Application. Additionally, the Secretary has the discretion to approve funding amounts that are different than those provided by the institution in its Application, upon verification from the institution that it will be able to move forward with a project or severable components of a project at the altered funding level.
- 1.5.7 The Certification does not guarantee funding of the Project. Each Program has its own Legislative review process that is summarized in Parts II through VI as applicable.
- 1.5.8 The awarding of the grants is subject to the applicable Legislative review process, appropriation by the Legislature, if required, for the particular grant, and issuance of bonds by the State (for the GO Bond Act) and by the EFA (for the State-supported Bond Acts) .

## **Part II – BUILDING OUR FUTURE BOND ACT ELIGIBILITY, SELECTION CRITERIA AND AWARD PROCESS**

### **2.1 ELIGIBILITY**

To be eligible to receive a grant pursuant to the GO Bond Act, the Application must demonstrate:

- A. The institution is a public or private nonprofit institution of higher education.

A public institution of higher education is defined as: Rutgers, the State University of New Jersey, the State colleges and universities established pursuant to chapter 64 of Title 18A of the New Jersey Statutes, the New Jersey Institute of Technology, the county colleges, and any other public university or college now or hereinafter established or authorized by law.

A private nonprofit institution of higher education is defined as: institutions of higher education organized as nonprofit corporations under N.J.S.A. 15A:1-1, et seq. with an endowment less than \$1,000,000,000 and acting under the authority of and licensed by the State to confer degrees pursuant to N.J.S.A. 18A-68-1 et seq.

- B. The Project is a “Project” as defined in the GO Bond Act;

Project is defined as: the establishment and construction of higher education buildings and the expansion and construction of additional facilities at, and the acquisition and installation of additional and upgraded equipment for, existing higher education buildings for the purpose of increasing academic capacity, which shall include, but not be limited to, classrooms, laboratories, libraries, computer facilities, and other academic buildings and all property appurtenant thereto, but shall not include dormitories, administrative buildings, athletic facilities or other revenue-producing facilities.

- C. The costs to be funded by the grant are “Costs” as defined in the GO Bond Act;

Costs are defined as: the expenses incurred in connection with the acquisition by purchase, lease or otherwise, the development, and the construction of any Project authorized by the bond act; the acquisition by purchase, lease, or otherwise, and the development of any real or personal property for use in connection with a Project authorized by the GO Bond Act, including any rights of interest therein; the execution of any agreements and franchises deemed by the Secretary to be necessary or

useful and convenient in connection with any Project; the procurement or provision of engineering, architectural design, surveying, inspection, planning, legal, financial, or other professional services, estimates, studies, reports or advice, including the services of a bond registrar or an authenticating agent, and feasibility studies; the issuance of bonds, or any interest or discount thereon; the administrative, organizational, operating or other expenses incident to the financing and completing of any Project authorized by this act; establishment of a reserve fund or funds for working capital, operating, maintenance, or replacement expenses and for the payment or security of principal and the interest on bonds, as the Director of the Division of Budget and Accounting in the Department of Treasury may determine; and reimbursement to any fund of the State of moneys which may have been transferred or advanced therefrom to any fund created by the bond act, or of any moneys which may have been expended therefrom for, or in connection with any Project authorized by the bond act.

- D. The Project is “construction ready”;

Construction ready is defined as: the extent to which the planning and design work have been completed and construction is able to begin, and the degree to which a Project shall be completed expeditiously once begun. An evaluation of whether a Project is construction ready shall include the status of the design work, Project site readiness, zoning and permitting approvals, as well as the anticipated timeframe during which the Project will be completed and the pacing of related construction.

- E. A commitment to provide matching funds to support 25 percent of the Project;

Matching Funds are defined as: funds that are allocated by the institution for a specific Project for which grant funds are used, which are equal to 25 percent of the total cost of such Project and which are generated from institutional sources, other grants, institutional borrowings, or other sources as permitted in the grant approval process. Notwithstanding anything herein to the contrary, grants from State of New Jersey sources may not be used to satisfy the matching requirement.

- F. A commitment to use the grant for the purposes described above; and

- G. A commitment, by resolution of the institution’s governing board, to operate and maintain the Project funded by the grant.

## **2.2 SELECTION CRITERIA**

Applications shall be reviewed and evaluated as set forth in Section 1.5 above to determine which Applications are the most qualified to receive funding in the Spring 2013 Cycle. As discussed in Section 1.2.2 above, there are four sector allocations for funding under the GO Bond Act. Applications will be reviewed and compared with each other within each sector pursuant to the following criteria:

1. the advancement of student education in the State of New Jersey;
2. the improvement and expansion of educational opportunities for students;
3. the promotion of academic research excellence, workforce readiness and the enhancement of the State's academic and economic competitiveness and prosperity by assisting in the production of a highly skilled workforce;
4. the promotion of innovation and improvement in the delivery of higher education;
5. the advancement of study at all levels in science, technology, engineering and mathematics education;
6. consistency with the institution's educational mission;
7. consistency with the institution's long-range facilities plan;
8. the cost-effectiveness of the Project;
9. consistency of the Project with the State's goals and priorities for development and redevelopment, including the promotion of industry clusters, job and business opportunities in areas designated by the State for growth, transportation choice and efficient mobility of goods and people, and promotion of access to opportunity for all New Jersey residents;
10. the demonstrated commitment of the institution over the past ten years to appropriate maintenance of facilities previously funded by State of New Jersey grant programs; and
11. serving the best interests of higher education in the State as a whole.

## **2.3 AWARD PROCESS**

- 2.3.1 The Secretary shall prepare a list of Projects that have been approved for funding as set forth under Section 1.5 above. This list shall be presented to the presiding officers of each House of the Legislature on a date that both Houses are in session. If the Legislature does not disapprove the list of projects by the

adoption of a concurrent resolution within sixty (60) days of receipt of the list of approved projects, the grants will be deemed to be authorized.

- 2.3.2 Any Project on the list approved by the Legislature must receive a specific appropriation.
- 2.3.3 Funding for such appropriations shall be made through the issuance by the State of New Jersey of general obligation bonds authorized under the GO Bond Act. Funding of approved grants is contingent upon the issuance of such bonds and upon the execution of a grant agreement with the Secretary that will set forth the terms and conditions for funding. Continued compliance with the grant agreement shall be required to ensure continued funding of the grant.

## **Part III – HIGHER EDUCATION CAPITAL IMPROVEMENT FUND ELIGIBILITY, SELECTION CRITERIA AND AWARD PROCESS**

### **3.1 ELIGIBILITY**

To be eligible to receive a grant under the CIF, the Application must demonstrate:

- A. The institution is a public or private nonprofit **four-year** institution of higher education that is eligible to receive State aid.

A public institution of higher education is defined as: Rutgers, The State University, the State colleges, the New Jersey Institute of Technology and any other public university or college now or hereafter established or authorized by law.

A private nonprofit institution of higher education is a four year independent college or university incorporated and located in New Jersey, which by virtue of law or character or license, is a nonprofit educational institution authorized to grant academic degrees and which provides a level of education which is equivalent to the education provided by the State's public institutions of higher education as attested by the receipt of and continuation of regional accreditation by the Middle States Association of Colleges and Schools, and which is eligible to receive State aid.

- B. The Project is the renewal, renovation, improvement, expansion, construction and reconstruction of facilities and technology infrastructure as follows:
1. For existing renewal or renovations needs at instructional, laboratory, communication, research and administrative facilities.
  2. Up to 20 percent of a grant within student resident halls, student dining facilities, student activity centers, and student health centers for renewal and renovation or improvement, expansion, construction and reconstruction.
  3. For improvement, expansion, construction, and reconstruction of instructional, laboratory, communication and research facilities, or technology infrastructure provided that:
    - i. The institution establishes that all renewal and renovation is completed or is accounted for through other funding sources;
    - ii. The institution is granted an exemption by the Secretary for purposes of maximizing Federal grant fund recoveries; or

- iii. The institution proposes to replace a building where the projected renewal and renovation exceed the projected cost of replacement.
- C. If the institution is a public institution, commit to paying one-third of the debt service on the bonds issued to fund the grant.
- D. If the institution is a private nonprofit institution, commit to paying one-half of the debt service on the bonds issued to fund the grant.
- E. Commit, by resolution of the governing board, to use the grant for the purposes set forth above and to operate and maintain the Project funded by the grant.

### **3.2 SELECTION CRITERIA**

Applications shall be reviewed and evaluated as set forth in Section 1.5 above, to determine which Applications are the most qualified to receive funding in this Spring 2013 Cycle pursuant to the following criteria:

1. the advancement of student education in the State of New Jersey;
2. the improvement and expansion of educational opportunities for students;
3. the promotion of academic research excellence, workforce readiness and the enhancement of the State's academic and economic competitiveness and prosperity by assisting in the production of a highly skilled workforce;
4. the promotion of innovation and improvement in the delivery of higher education;
5. the advancement of study at all levels in science, technology, engineering and mathematics education;
6. consistency with the institution's educational mission;
7. consistency with the institution's long-range facilities plan;
8. the cost-effectiveness of the Project;
9. the degree to which the Project is construction ready;
10. consistency of the Project with the State's goals and priorities for development and redevelopment, including the promotion of industry clusters, job and business opportunities in areas designated by the State for

growth, transportation choice and efficient mobility of goods and people, and promotion of access to opportunity for all New Jersey residents;

11. the demonstrated commitment of the institution over the past ten years to appropriate maintenance of facilities previously funded by State of New Jersey grant programs; and
12. serving the best interests of higher education in the State as a whole.

### **3.3 AWARD PROCESS**

- 3.3.1 The Secretary shall submit to the Legislature a copy of the Certification for approved projects as described in Section 1.5 above. If the Legislature does not disapprove the grant within forty-five (45) days of receipt, the grant shall be deemed to be authorized.
- 3.3.2 Funding for approved grants shall be made through the issuance by the NJEFA of bonds under CIF. Funding of approved grants is contingent upon the issuance of such bonds and upon the execution of a grant agreement with the NJEFA that will set forth the terms and conditions for funding, which will include, among other terms the requirement that the institution enter into a contract or contracts to construct the Project within one (1) year of the date on which grant funds are made available. Continued compliance with the grant agreement shall be required to ensure continued funding of the grant.

## **Part IV – HIGHER EDUCATION FACILITIES TRUST FUND ELIGIBILITY, SELECTION CRITERIA AND AWARD PROCESS**

### **4.1 ELIGIBILITY**

To be eligible to receive a grant under the HEFT, the Application must demonstrate:

- A. The institution is a public or private nonprofit institution of higher education that is eligible to receive State aid.

A public institution of higher education is defined as: Rutgers, The State University, the State colleges, the New Jersey Institute of Technology, the county colleges and any other public university or college now or hereafter established or authorized by law.

A private nonprofit institution of higher education is an independent college or university incorporated and located in New Jersey, which by virtue of law or character or license, is a nonprofit educational institution authorized to grant academic degrees and which provide a level of education which is equivalent to the education provided by the State's public institutions of higher education as attested by the receipt of and continuation of regional accreditation by the Middle States Association of Colleges and Schools, and which are eligible to receive State aid.

- B. The Project consists of the construction, reconstruction, development, extension, or improvement of instructional, laboratory, communication and research facilities.
- C. Commit, by resolution of the institution's governing board, to operate and maintain the Project funded by the grant.

### **4.2 SELECTION CRITERIA**

Applications shall be reviewed and evaluated as set forth in Section 1.5 above to determine which Applications are the most qualified to receive funding in this Spring 2013 Cycle. Applications will be reviewed and compared with each other pursuant to the following criteria :

1. the advancement of student education in the State of New Jersey;
2. the improvement and expansion of educational opportunities for students;

3. the promotion of academic research excellence, workforce readiness and the enhancement of the State's academic and economic competitiveness and prosperity by assisting in the production of a highly skilled workforce;
4. the promotion of innovation and improvement in the delivery of higher education;
5. the advancement of study at all levels in science, technology, engineering and mathematics education;
6. consistency with the institution's educational mission;
7. consistency with the institution's long-range facilities plan;
8. the cost-effectiveness of the Project;
9. the degree to which the Project is construction ready;
10. consistency of the Project with the State's goals and priorities for development and redevelopment, including the promotion of industry clusters, job and business opportunities in areas designated by the State for growth, transportation choice and efficient mobility of goods and people, and promotion of access to opportunity for all New Jersey residents;
11. the demonstrated commitment of the institution over the past ten years to appropriate maintenance of facilities previously funded by State of New Jersey grant programs; and
12. serving the best interests of higher education in the State as a whole.

### **4.3 AWARD PROCESS**

- 4.3.1 The Secretary shall submit to the Legislature a copy of the Certification for approved projects as described in Section 1.5 above. If the Legislature does not disapprove the grant within sixty (60) days of receipt, the grant shall be deemed to be authorized.
- 4.3.2 Funding for approved grants shall be made through the issuance by the NJEFA of bonds under HEFT. Funding of approved grants is contingent upon the issuance of such bonds and upon the execution of a grant agreement with the NJEFA which will set forth the terms and conditions for funding, which will include, among other terms the requirement that the institution enter into a contract or contracts to construct the Project within one (1) year of the date on which grant funds are made available. Continued compliance with the grant agreement shall be required to ensure continued funding of the grant.

## **Part V – HIGHER EDUCATION TECHNOLOGY INFRASTRUCTURE FUND ELIGIBILITY, SELECTION CRITERIA AND AWARD PROCESS**

### **5.1 ELIGIBILITY**

To be eligible to receive a grant under the HETI, the Application must demonstrate:

- A. The institution is a public or private nonprofit institution of higher education that is eligible to receive State aid.

A public institution of higher education is defined as: Rutgers, The State University, the State colleges, the New Jersey Institute of Technology, the county colleges and any other public university or college now or hereafter established or authorized by law.

A private nonprofit institution of higher education is an independent college or university incorporated and located in New Jersey, that by virtue of law or character or license, is a nonprofit educational institution authorized to grant academic degrees and that provides a level of education that is equivalent to the education provided by the State's public institutions of higher education as attested by the receipt of and continuation of regional accreditation by the Middle States Association of Colleges and Schools, and which is eligible to receive State aid.

- B. The Project consists of technology infrastructure.

Technology Infrastructure means video, voice, and data telecommunications equipment and linkages with a life expectancy of at least 10 years, including transport services and network interconnections, as well as future developments in multimedia equipment and linkages. Only computer software that is part of the operating or data base management systems is considered part of technology infrastructure for the purpose of the Act; application software, for purposes such as word processing, spreadsheets, desktop publishing, and email, does not qualify as technology infrastructure.

- C. The Project will advance the institution toward the next level in establishing integrated voice, video and data networks.
- D. The Project will enhance interinstitutional or intrainstitutional connectivity and information technology as it relates to advancing the instructional, research, or service/economic development missions of the institution.

- E. The interinstitutional networking enhancements are compatible with the recommended technology infrastructure for New Jersey higher education.
- F. The institution will address training, staffing and other indirect costs related to the Project.
- G. Commit to provide matching funds equal to the amount of the grant requested. "Matching Funds" are defined as: funds equal to or greater than the HETI grant, and which are generated from institutional sources, other grants, institutional borrowings, or other sources as permitted in the grant approval process. Notwithstanding anything herein to the contrary, grants from State of New Jersey sources may not be used to satisfy the matching requirement.
- H. Commit, by resolution of the institution's governing board, to maintain the Project funded by the grant.

## **5.2 SELECTION CRITERIA**

Applications shall be reviewed and evaluated as set forth in Section 1.5 above to determine which Applications are the most qualified to receive funding in this Spring 2013 Cycle. Applications will be reviewed and compared with each other pursuant to the following criteria:

1. the advancement of student education in the State of New Jersey;
2. the improvement and expansion of educational opportunities for students;
3. the promotion of academic research excellence, workforce readiness and the enhancement of the State's academic and economic competitiveness and prosperity by assisting in the production of a highly skilled workforce;
4. the promotion of innovation and improvement in the delivery of higher education;
5. the advancement of study at all levels in science, technology, engineering and mathematics education;
6. consistency with the institution's educational mission;
7. consistency with the institution's long-range facilities plan for technology;
8. the cost-effectiveness of the proposed infrastructure Project;

9. consistency of the proposed infrastructure Project with the State's goals and priorities for development and redevelopment, including the promotion of industry clusters, job and business opportunities in areas designated by the State for growth, transportation choice and efficient mobility of goods and people, and promotion of access to opportunity for all New Jersey residents; and
10. serving the best interests of higher education in the State as a whole.

### **5.3 AWARD PROCESS**

- 5.3.1 The Secretary shall forward to the NJEFA the Certification for each Project approved together with the Application. The NJEFA shall submit a copy of the proposed grant agreement to the Joint Budget Oversight Committee for review. The Joint Budget Oversight Committee shall approve or disapprove each agreement within ten (10) days of receipt or the grant agreement shall be deemed approved by the Joint Budget Oversight Committee.
- 5.3.2 Funding for approved grants is contingent upon the issuance of bonds by the NJEFA and upon the execution of a grant agreement with the NJEFA that will set forth the terms and conditions for funding, which will include, among other terms, the requirement that the institution enter into a contract or contracts to complete the Project within one (1) year of the date on which grant funds are made available. Continued compliance with the grant agreement shall be required to ensure continued funding of the grant.

## **Part VI – HIGHER EDUCATION EQUIPMENT LEASING FUND ELIGIBILITY, SELECTION CRITERIA AND AWARD PROCESS**

### **6.1 ELIGIBILITY**

To be eligible to lease equipment pursuant to the ELF, the Application must demonstrate:

- A. The institution is a public or private nonprofit institution of higher education that is eligible to receive State aid.

A public institution of higher education is defined as: Rutgers, The State University, the State colleges, the New Jersey Institute of Technology, the county colleges and any other public university or college now or hereafter established or authorized by law.

A private nonprofit institution of higher education is an independent college or university incorporated and located in New Jersey, which by virtue of law or character or license, is a nonprofit educational institution authorized to grant academic degrees and which provides a level of education which is equivalent to the education provided by the State's public institutions of higher education as attested by the receipt of and continuation of regional accreditation by the Middle States Association of Colleges and Schools, and which is eligible to receive State aid.

- B. The funds will be used to purchase Equipment, which will be held in the name of the NJEFA and leased to the institution.

Equipment is defined as: any property consisting of, or relating to, scientific, engineering, technical, computer, communications or instructional equipment for use by institutions.

- C. Commit to paying 25 percent of the debt service on the bonds issued to fund the equipment purchase.
- D. No grant shall be for an amount totaling less than \$500,000, unless the submission of a request for a smaller amount has been authorized by the Secretary.

### **6.2 SELECTION CRITERIA**

Applications shall be reviewed and evaluated as set forth in Section 1.5 above to determine what Applications are the most qualified to receive funding in this Spring 2013 Cycle. Applications will be reviewed and compared with each other pursuant to the following selection criteria:

1. the advancement of student education in the State of New Jersey;
2. the improvement and expansion of educational opportunities for students;
3. the promotion of academic research excellence, workforce readiness and the enhancement of the State's academic and economic competitiveness and prosperity by assisting in the production of a highly skilled workforce;
4. the promotion of innovation and improvement in the delivery of higher education;
5. the advancement of study at all levels in science, technology, engineering and mathematics education;
6. consistency with the institution's educational mission;
7. the cost-effectiveness of the proposed infrastructure Project;
8. consistency of the proposed infrastructure Project with the State's goals and priorities for development and redevelopment, including the promotion of industry clusters, job and business opportunities in areas designated by the State for growth, transportation choice and efficient mobility of goods and people, and promotion of access to opportunity for all New Jersey residents; and
9. serving the best interests of higher education in the State as a whole.

### **6.3 AWARD PROCESS**

- 6.3.1 The Secretary shall forward to the NJEFA a Certification for each Project that has been approved together with a copy of the Application.
- 6.3.2 The funding of the Project shall not occur until the issuance of bonds by the NJEFA for that purpose and the entering into a lease agreement with the EFA for the Equipment, which shall set forth the terms and conditions upon which the Equipment will be leased to the institution.

## Part VII - GRANT APPLICATION CONTENT

### 7.1 GENERAL INSTRUCTIONS

- 7.1.1 An institution may apply for funding under each of the Programs for which the Project or portion of the Project is eligible if the institution is eligible for funding under the particular Program and the Project is eligible for funding under the particular Program. One Application should be submitted for each Project. The institution must submit only one Application for a Project and such Application must indicate from which of the five Programs listed above the institution is seeking funding. **An Application may request funding under one or more of the five Programs and must specify the amount of funding requested under each of the Programs.** In no event shall the amount requested from all Programs exceed the financial need of the Project.
- 7.1.2 All Applications must include all documents and information set forth in Section 7.2 – “Grant Application Requirements for All Programs,” as well as those requested in Sections 7.3 through 7.7 relevant to each specific grant Program from which funding is being sought.
- 7.1.3 Any Application that fails to provide all required documents and information will not be considered for a grant for the Spring 2013 Cycle, except for those Applications submitted prior to March 11, 2013, and reviewed for completeness as set forth in Section 1.3.5.

### 7.2 GRANT APPLICATION REQUIREMENTS FOR ALL PROGRAMS

- 7.2.1 Applications for funds from any or all of the Programs must include the following materials and information (please label responses to correspond to the numbering used in this Application):
1. A **cover page**, the form of which is attached as Appendix A to this Solicitation. Please submit only one cover page for each Application regardless of the number of Programs for which the Application is applying.
  2. A **completed checklist**, the form of which is attached as Appendix B to this Solicitation. Please note that the checklist applies to all five Grant Programs so that only one completed checklist is required for each Application.
  3. A maximum **four-page summary** describing the Project and each Program for which the Application is applying. This summary should specify the amount of funding sought from each Program for which the Application is applying.

4. A copy of the institution's governing board's resolution approving the Application and committing to support the operating costs of and maintenance requirements for the Project.
5. A detailed description of the Project, including:
  - a. any design information related to the Project, including, but not limited to, conceptual site plans, elevations and schematics for construction projects;
  - b. the institution's general project development/construction/acquisition/installation budget (as the case may be) including a detail of costs for each component of the Project and the sources of revenue, including the requested grant funding, to be used for such costs;
  - c. if there are incremental operating costs to the institution, the institution's project operating budgets and identification of the sources of revenue, including the requested grant funding, to be used for such costs; and
  - d. the estimated useful life of the Project and each of its components.
6. Identification of the academic and/or research programs to be served by the Project and a description of how the Project enhances the academic capacity of the institution. If the Project is associated with a particular program of the institution, please provide operating budget(s) for the program to the extent that there are incremental costs to the institution associated with the Project or the program.
7. An executed Question and Answer Documentation Certification in the form attached as Appendix H and an executed Addenda Certification in the form attached as Appendix I.

### **7.3 GRANT APPLICATION REQUIREMENTS FOR BUILDING OUR FUTURE BOND ACT GRANTS**

7.3.1 An institution applying for a grant pursuant to the GO Bond Act must, in addition to the requirements of Section 7.2, include the materials and information listed in Section 7.3.2 below. Please label responses to correspond to the numbering used in this Solicitation.

7.3.2 To apply for a GO Bond Act grant, an institution's Application must provide:

1. Information that establishes the degree to which a Project is “construction ready” as defined and described in Section 2.1 including (please label each section accordingly):
  - a. Status of land acquisition necessary for Project development.
  - b. A description of key site and environmental risk factors that could affect construction readiness, including, but not limited to:

Status of demolition on site.

    - (i) Past usage of site.
    - (ii) Environmental issues such as the status of Preliminary Assessment/Site Investigation; a Remedial Action Work Plan; property restrictions; land use conflicts, including wetlands and/or endangered species; and historical preservation requirements.
    - (iii) Costs of any necessary environmental remediation.
    - (iv) Site readiness concerns including utilities impacts; drainage concerns; offsite improvements; geo-technical concerns; ground water concerns; foundation concerns; and any third party concerns.
    - (v) Any pending or, to the respondent’s knowledge, threatened litigation relating to the undertaking, construction or operation of the Project.
  - c. Status of design and/or construction documents.
  - d. Estimated timing for acquisition of site plan approvals and building permits.
  - e. An estimated Project development schedule including key milestones and estimate pre-construction/construction draws by month for the entire project development period.
2. Information that documents the cost-effectiveness with which the Project meets the identified academic need, including (please label each section accordingly):

- a. All cost data for the Project including Project cost/square foot and estimated cost per student utilizing the proposed facility (by headcount and FTE).
  - b. The ratio of program space to the gross square footage of the building.
  - c. A discussion of whether alternate and/or more efficient approaches to addressing the academic need have been considered.
3. A copy of the institution's long-range facilities plan and the resolution of its board approving said plan. In lieu of the plan, submit a certification indicating previous submittal of such plan to the Secretary and the date on which it was provided.
  4. A detailed listing and discussion of other institutional facilities that have been funded by State of New Jersey grant programs and the status of maintenance of such facilities over the past ten years.
  5. Identification of the source(s) of funding for the institution's required matching funds. If the source of funding for an institution will be funds other than funds currently on hand, please provide detailed documentation of the source of such funding (e.g., a grant/gift letter, a bank commitment letter, etc.). **Please note the definition of "matching funds" set forth in Section 2.1 (E).**
  6. A detailed list of any costs incurred for which reimbursement is sought or that could count toward any applicable matching requirements and the dates on which those costs were incurred.
  7. A narrative describing how the Project satisfies each of the Selection Criteria for the Program identified in Section 2.2. The narrative should include subsection headings that correspond to each selection criteria and should be as specific as possible. To support the narrative, an Application may cross reference other materials that are being submitted.
  8. An executed Certification in the form attached hereto as Appendix C.

#### **7.4 GRANT APPLICATION REQUIREMENTS FOR HIGHER EDUCATION CAPITAL IMPROVEMENT FUND GRANTS**

- 7.4.1 An institution applying for a grant pursuant to CIF must, in addition to the requirements of Section 7.2, include the materials and information listed in Section 7.4.2 below. Please label responses to correspond to the numbering used in this Solicitation. If the Application has applied for funding from the GO Bond Act Program and the Application has already provided responses to Questions 1 through 4 in Section 7.3.2 above, the Application may respond to Questions 1

through 4 below by indicating that it has previously responded to the corresponding items in Section 7.3.2.

7.4.2 To apply for a CIF grant, an institution's Application must provide:

1. Information which documents the degree to that a Project is construction ready as defined and described in Section 2.1. This information should include, as applicable (please label each section accordingly):
  - a. Status of land acquisition necessary for Project development.
  - b. A description of key site and environmental risk factors that could affect construction readiness, including, but not limited to:
    - (i) Status of demolition on site.
    - (ii) Past usage of site.
    - (iii) Environmental issues such as the status of Preliminary Assessment/Site Investigation; a Remedial Action Work Plan; property restrictions; land use conflicts, including wetlands and/or endangered species; and historical preservation requirements.
    - (iv) Costs of any necessary environmental remediation.
    - (v) Site readiness concerns including utilities impacts; drainage concerns; offsite improvements; geo-technical concerns; ground water concerns; foundation concerns; and any third party concerns.
    - (vi) Any pending or, to the respondent's knowledge, threatened litigation relating to the undertaking, construction or operation of the Project.
  - c. Status of design and/or construction documents.
  - d. Estimated timing for acquisition of site plan approvals and building permits.
  - e. An estimated Project development schedule including key milestones and estimate pre-construction/construction draws by month for the entire project development period.

2. Information that documents the cost-effectiveness with which the Project meets the identified academic need, including (please label each section accordingly):
  - a. All cost data for the Project including Project cost/square foot and estimated cost per student utilizing the proposed facility (by headcount and FTE).
  - b. The ratio of program space to the gross square footage of the building.
  - c. A discussion of whether alternate and more efficient approaches to addressing the academic need have been considered.
3. A copy of the institution's long-range facilities plan and the resolution of the board approving said plan. In lieu of the plan, submit a certification indicating previous submittal of such plan to the Secretary and the date on which it was provided.
4. A detailed listing and discussion of institutional facilities that have been funded by State of New Jersey grant programs and the status of maintenance of such facilities over the past ten years.
5. An acknowledgement by an institution of its obligation to pay one-half (by private nonprofit institutions) or one-third (by public institutions) of allocable debt service on NJEFA Bonds issued to fund the Program and a description of the source(s) of funding for the institution's required share of debt service. If the source of funding for an institution will be funds other than funds currently on hand, please provide detailed documentation of the source of such funding (e.g., a grant/gift letter, a bank commitment letter, etc.).
6. A detailed list of any costs incurred for which reimbursement is sought or that could count toward any applicable matching requirements and the dates on which those costs were incurred.
7. A detailed description of any renewal and renovation to be undertaken pursuant to the Project and a detailed description of how the Project will advance the goals of the long range facilities plan and addresses the institution's estimated need for renewal and renovation.
8. If a portion of the CIF grant will be used within student resident halls, student dining facilities, student activity centers, or student health centers for renewal and renovation or improvement, expansion, construction and reconstruction, please provide budget and cost information that establishes that no more than 20 percent of the CIF grant will be used for such purpose;

9. If the Project includes improvement, expansion, construction, and reconstruction of instructional, laboratory, communication and research facilities, or technology infrastructure, the institution must provide evidence that:
  - a. All renewal and renovation at the institution is completed or is accounted for through other funding sources;
  - b. The institution proposes to replace a building where the projected renewal and renovation costs exceed the projected cost of replacement;  
or
  - c. Such use will maximize federal grant fund recoveries and the institution is requesting the Secretary to grant an exemption allowing such use of the CIF grant.
10. A narrative describing how the Project satisfies each of the Selection Criteria for the Program identified in Section 3.2. The narrative should include subsection headings that correspond to each selection criteria and should be as specific as possible. To support the narrative, an Application may cross reference other materials that are being submitted. To the extent the Application seeks funding under other Programs and the Selection Criteria overlap to any degree, the Application may refer to the narrative provided for the other Program and add support for any additional criteria in this portion of the Application.
11. An executed Certification in the form attached as Appendix D.

## **7.5 GRANT APPLICATION REQUIREMENTS FOR HIGHER EDUCATION FACILITIES TRUST FUND GRANTS**

- 7.5.1 An institution applying for a grant pursuant to HEFT must, in addition to the requirements of Section 7.2, include the materials and information listed in Section 7.5.2 below. The Application should label responses to correspond to the numbering used in this Solicitation. If the Application has already provided responses to Questions 1 through 4 in Section 7.3.2 or 7.4.3 above, the Application may respond to Questions 1 through 4 in Section 7.5.2 below by so indicating.
- 7.5.2 To apply for a HEFT grant, an institution's Application must provide:
  1. Information that documents the degree to which a Project is construction ready. This information should include, as applicable (please label each section accordingly):

- a. Status of land acquisition necessary for Project development.
  - b. A description of key site and environmental risk factors that could affect construction readiness, including, but not limited to:
    - (i) Status of demolition on site.
    - (ii) Past usage of site.
    - (iii) Environmental issues such as the status of Preliminary Assessment/Site Investigation; a Remedial Action Work Plan; property restrictions; land use conflicts, including wetlands and/or endangered species; and historical preservation requirements.
    - (iv) Costs of any necessary environmental remediation.
    - (v) Site readiness concerns including utilities impacts; drainage concerns; offsite improvements; geo-technical concerns; ground water concerns; foundation concerns; and any third party concerns.
    - (vi) Any pending or, to the respondent's knowledge, threatened litigation relating to the undertaking, construction or operation of the Project.
  - c. Status of design and/or construction documents.
  - d. Estimated timing for acquisition of site plan approvals and building permits.
  - e. An estimated Project development schedule including key milestones and estimate pre-construction/construction draws by month for the entire project development period.
2. Information that documents the cost-effectiveness with which the Project meets the identified academic need, including (please label each section accordingly):
- a. All cost data for the Project including Project cost/square foot and estimated cost per student utilizing the proposed facility (by headcount and FTE).
  - b. The ratio of program space to the gross square footage of the building.

- c. A discussion of whether alternate and more efficient approaches to addressing the academic need have been considered.
3. A copy of the institution's long-range facilities plan and the resolution of the board approving said plan. In lieu of the plan, submit a certification indicating previous submittal of such plan to the Secretary and the date on which it was provided.
4. A detailed listing and discussion of institutional facilities that have been funded by State of New Jersey grant programs and the status of maintenance of such facilities over the past ten years.
5. A detailed list of any costs incurred for which reimbursement is sought or that could count toward any applicable matching requirements and the dates on which those costs were incurred.
6. A narrative describing how the Project satisfies each of the Selection Criteria for the Program identified in Section 4.2. The narrative should include subsection headings that correspond to each selection criteria and should be as specific as possible. To support the narrative, an Application may cross reference other materials that are being submitted. To the extent the Application seeks funding under other Programs and the Selection Criteria overlap to any degree, the Application may refer to the narrative provided for the other Program and add support for any additional criteria in this portion of the Application.
7. An executed Certification in the form attached as Appendix E.

## **7.6 GRANT APPLICATION REQUIREMENTS FOR HIGHER EDUCATION TECHNOLOGY INFRASTRUCTURE FUND GRANTS**

7.6.1 An institution applying for a grant pursuant to HETI must, in addition to the requirements of Section 7.2, include the materials and information listed in Section 7.6.2 below. Please label responses to correspond to the numbering used in this Solicitation. If the Application has already provided responses to Questions 1 through 4 in Section 7.3.2 , 7.4.2 or 7.5.2 above, the Application may respond to Questions 1 through 4 in Section 7.6.2 below by so indicating.

7.6.2 To apply for a HETI grant, an institution's Application must provide:

1. Information that documents the estimated schedule for acquisition and installation of the Project.
2. Information that documents the cost-effectiveness with which the Project meets the identified academic need, including:

- a. All cost data for the Project including an itemization of the proposed expenditure of the grant and matching funds, including all telecommunications equipment and linkages, transport services, network interconnections, and associated expenditures, with associated costs. Associated expenditures may only be included up to an amount equal to 10 percent of the institution's matching funds.
  - b. A discussion of whether alternate and more efficient approaches to addressing the academic need have been considered.
3. A copy of the institution's long-range facilities plan for technology and a description of how the Project enhances interinstitutional or intrainstitutional connectivity and information technology as these relate to advancing the instructional, research or service/economic development missions of the institution
4. A description of how the Project advances the institution toward the next level of establishing integrated voice, video and data networks for the institution.
5. A description of how the interinstitutional networking enhancements are compatible with the technology infrastructure plan for New Jersey higher education originally established.
6. Acknowledgement of the requirement for the institution to provide funds in an amount equal to 100 percent of the grant and identification of all revenue source(s) for funding the proposed Project, including specific sources of revenue for matching funds. If the source of funding for an institution will be funds other than funds currently on hand, please provide detailed documentation of the source of such funding (e.g., a grant/gift letter, a bank commitment letter, etc.). **Please note the definition of matching funds set forth in Section 5.1 (G).**
7. A narrative describing how the Project satisfies each of the Selection Criteria for the Program identified in Section 5.2. The narrative should include subsection headings that correspond to each selection criteria and should be as specific as possible. To support the narrative, an Application may cross reference other materials that are being submitted. To the extent the Application seeks funding under other Programs and the Selection Criteria overlap to any degree, the Application may refer to the narrative provided for the other Program and add support for any additional criteria in this portion of the Application.
8. An executed Certification in the form attached as Appendix F.

## **7.7 GRANT APPLICATION REQUIREMENTS FOR HIGHER EDUCATION EQUIPMENT LEASING FUND GRANTS**

7.7.1 An institution applying for a grant pursuant to ELF must, in addition to the requirements of Section 7.2, include the materials and information listed in Section 7.6.2 below. Please label responses to correspond to the numbering used in this Application.

7.7.2 To apply for an ELF grant, an institution's Application must provide:

1. A complete description of the proposed equipment purchase, including the type of equipment and number of units to be purchased (the "ELF Project"), the estimated cost of the equipment and the useful life of the equipment.
2. An estimated schedule of acquisition and installation of the equipment.
3. A description of how the proposed purchase relates to the current institutional mission and plans.
4. A description of the process used to generate the application for approval of the proposed purchase.
5. Information that documents the cost-effectiveness with which the Project meets the identified academic need, including a discussion of whether alternate and more efficient approaches to addressing the academic need have been considered.
6. An acknowledgement of the obligation to contribute to 25 percent of debt service on NJEFA bonds issued to fund the ELF grant a description of the source(s) of funding for the institution's required share of debt service. If the source of funding for an institution will be funds other than funds currently on hand, please provide detailed documentation of the source of such funding (e.g., a grant/gift letter, a bank commitment letter, etc.).
7. A narrative describing how the Project satisfies each of the Selection Criteria for the Program identified in Section 6.2 under "Selection Criteria." The narrative should include subsection headings that correspond to each selection criteria. The narrative should as specific as possible, especially with respect to selection criteria 2, 4, 5, 6, 9, and 10. To support the narrative, the Application may cross reference other materials that are being submitted. To the extent the Application has applied for funding under other Programs and the Selection Criteria overlap to any degree, the Application may refer to the narrative provided for the other Program and add support for any additional criteria in this portion of the Application.

8. An executed Certification in the form attached as Appendix G

**APPENDIX A**  
**COVER PAGE**

Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Included herein is an Application for a Project that seeks funding from the following grant programs in the amounts indicated below:

\$\_\_\_\_\_ Building Our Future Bond Act

\$\_\_\_\_\_ Higher Education Capital Improvement Fund

\$\_\_\_\_\_ Higher Education Facilities Trust Fund

\$\_\_\_\_\_ Higher Education Technology Infrastructure Fund

\$\_\_\_\_\_ Higher Education Equipment Leasing Fund

\$\_\_\_\_\_ TOTAL AMOUNT OF GRANT REQUESTED FOR PROJECT

**APPENDIX B**

**CHECKLIST**

	<b>Bond Act</b>	<b>CIF</b>	<b>HEFT</b>	<b>HETI</b>	<b>ELF</b>
<b>All Programs:</b>					
Checklist (Appendix B)					
2 Page Summary					
Institution Resolution					
Project Description					
Programs to be Served					
Q&A Documentation Cert					
Addenda Cert					
<b>Program Specific:</b>					
Construction Ready				N/A	N/A
Cost Effective (Different for Each Program)					
Long Range Facilities Plan				N/A	N/A
Long Range Technology Plan	N/A	N/A	N/A		N/A
State Funded Facilities & Maintenance				N/A	N/A
Narrative re: Selection Criteria (Different for Each Program)					
Source of Matching Funds		N/A	N/A		N/A
Source of Debt Service Match	N/A		N/A	N/A	
Reimbursement					
How Addressed Needs of LRP		N/A	N/A	N/A	N/A
How Increases Capacity & Direct Benefit to Students		N/A	N/A	N/A	N/A
Description of Renewal & Renovation & How Advances LRP	N/A		N/A	N/A	N/A
If Support Facilities, Demonstrate No More than 20%	N/A		N/A	N/A	N/A
If Not Renewal & Renovation, Evidence of 7.4.2 #9 (a),(b) or (c)	N/A		N/A	N/A	N/A
Schedule for Acquisition of Equipment	N/A	N/A	N/A		
How Enhances Interinstitutional Interconnectivity	N/A	N/A	N/A		N/A
How Advances to Next Level of Technology Integration	N/A	N/A	N/A		N/A
How Compatible with State Technology Plan	N/A	N/A	N/A		N/A
How Relates to Mission & Plan			N/A	N/A	

Process to Generate Application	N/A	N/A	N.A	N/A	
<b>Program Specific Certifications:</b>					
Certificate C		N/A	N/A	N/A	N/A
Certificate D	N/A		N/A	N/A	N/A
Certificate E	N/A	N/A		N/A	N/A
Certificate F	N/A	N/A	N/A		N/A
Certificate G	N/A	N/A	N/A	N/A	

## APPENDIX C

### **EXAMPLE OF BUILDING OUR FUTURE BOND ACT CERTIFICATION**

*Although the Application relates to one Project, an institution may apply for funding from one or more Programs for each Project. This certification is drafted on the assumption that funding for the entire Project is requested from the GO Bond Act. If funding is requested from multiple Programs, multiple certifications may be submitted.*

The undersigned officer of [insert institution] (the “Institution”) hereby certifies the following:

1. I am an officer of the Institution duly authorized to make this Certification and to submit to the Secretary of Higher Education, the Application dated \_\_\_\_\_, 2013 (the “Application”) to which this Certification is attached.
2. The Application requests funding pursuant to the Building Our Future Bond Act, P.L. 2012, c. 41 (the “GO Bond Act”) for the Project described in the Application.
3. The Project and the Institution satisfy the eligibility requirements for funding pursuant to the GO Bond Act. [Private nonprofit institutions please add – The Institution is a nonprofit incorporated under N.J.S.A. 15A:1-1, et seq. with an endowment less than \$1,000,000,000 and is acting under the authority of and licensed by the State to confer degrees pursuant to N.J.S.A. 18A-68-1 et seq.]
4. The Institution acknowledges and agrees that it is obligated to contribute matching funds to the cost of the Project and is authorized by the Resolution duly adopted by the governing body of the Institution dated \_\_\_\_\_ and submitted with the Application (the “Resolution”) to provide matching funds from the sources described in the Application in the amount of 25 percent of the costs of the Project (the “Matching Funds”).
5. The Institution has or will have the Matching Funds as required by the GO Bond Act.
6. The Institution acknowledges and agrees that it is obligated to maintain the Project and is authorized by the Resolution to fulfill this obligation.
7. The information provided in the Application regarding the Institution, the Project and the cost and uses thereof, and the benefit to and the effect of the Project on, the Institution, its students and the State of New Jersey is correct and complete.

8. The Project and the construction, operation and maintenance thereof will, at all times comply with all applicable State and federal laws, regulations, codes, statutes, and government guidelines, including the principles of affirmative action and equal employment opportunity where applicable.

[Institution]

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By:  
Name:  
Title:

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Date

## APPENDIX D

### **EXAMPLE OF HIGHER EDUCATION CAPITAL IMPROVEMENT FUND CERTIFICATION**

*Although the Application relates to one Project, an institution may apply for funding from one or more Programs for each Project. This certification is drafted on the assumption that funding for the entire Project is requested from CIF. If funding is requested from multiple Programs, multiple certifications may be submitted.*

The undersigned officer of [insert institution] (the “Institution”) hereby certifies the following:

1. I am an officer of the “Institution” duly authorized to make this Certification and to submit to the Secretary of Higher Education, the Application dated \_\_\_\_\_, 2013 (the “Application”) to which this Certification is attached.
2. The Application requests funding pursuant to the Higher Education Capital Improvement Fund Act, N.J.S.A 18A: 72A-72 et seq. (“CIF”) for the Project described in the Application.
3. The Project and the Institution satisfy the eligibility requirements for funding pursuant to CIF. [Private nonprofit institutions please add – The Institution is a four-year independent college or university incorporated and located in New Jersey, which is a nonprofit educational institution authorized to grant academic degrees and is accredited by the Middle States Association of Colleges and Schools and which is eligible to receive State aid.]
4. The Institution acknowledges and agrees that it will be obligated to pay the portion of the debt service on bonds issued by the New Jersey Educational Facilities Authority to fund a grant approved for [a public institution] [a private nonprofit institution] pursuant to CIF (the “Debt Service Contribution”) and is authorized by the Resolution duly adopted by the governing body of the Institution dated \_\_\_\_\_ and submitted with the Application (the “Resolution”) to satisfy such obligation.
5. The Institution will use the sources specified in the Application to satisfy its obligations to pay the Debt Service Contribution.
6. The Institution acknowledges and agrees that it is obligated to maintain the Project and is authorized by the Resolution to fulfill this obligation.
7. The information provided in the Application regarding the Institution, the Project and the cost and uses thereof, and the benefit to and the effect of the

Project on, the Institution, its students and the State of New Jersey is correct and complete.

8. The Project and the construction, operation and maintenance thereof will, at all times comply with all State and federal laws, regulations, codes, statutes, and government guidelines, including the principles of affirmative action and equal employment opportunity where applicable.

[Institution]

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By:  
Name:  
Title:

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Date

**APPENDIX E**

**EXAMPLE OF HIGHER EDUCATION FACILITIES TRUST FUND  
CERTIFICATION**

*Although the Application relates to one Project, an institution may apply for funding from one or more Programs for each Project. This certification is drafted on the assumption that funding for the entire Project is requested from HEFT. If funding is requested from multiple Programs, multiple certifications may be submitted.*

The undersigned officer of [insert institution] (the “Institution”) hereby certifies the following:

1. I am an officer of the Institution duly authorized to make this Certification and to submit to the Secretary of Higher Education, the Application dated \_\_\_\_\_, 2013 (the “Application”) to which this Certification is attached.
2. The Application requests funding pursuant to the Higher Education Facilities Trust Fund Act, N.J.S.A 18A: 72A-49 et seq. (“HEFT”) for the Project described in the Application.
3. The Project and the Institution satisfy the eligibility requirements for funding pursuant to HEFT.
4. The Institution acknowledges and agrees that it is obligated to maintain the Project and is authorized by the Resolution duly adopted by the governing body of the Institution dated \_\_\_\_\_ and submitted with the Application (the “Resolution”) to fulfill this obligation.
5. The information provided in the Application regarding the Institution, the Project and the cost and uses thereof, and the benefit to and the effect of the Project on, the Institution, its students and the State of New Jersey is correct and complete.
6. The Project and the construction, operation and maintenance thereof will, at all times comply with all State and federal laws, regulations, codes, statutes, and government guidelines, including the principles of affirmative action and equal employment opportunity where applicable.

[Institution]

\_\_\_\_\_  
By:  
Name:  
Title:

\_\_\_\_\_  
Date

## APPENDIX F

### **EXAMPLE OF HIGHER EDUCATION TECHNOLOGY INFRASTRUCTURE ACT CERTIFICATION**

*Although the Application relates to one Project, an institution may apply for funding from one or more Programs for each Project. This certification is drafted on the assumption that funding for the entire Project is requested from HETI. If funding is requested from multiple Programs, multiple certifications may be submitted.*

The undersigned officer of [insert institution] (the “Institution”) hereby certifies the following:

1. I am an officer of the Institution duly authorized to make this Certification and to submit to the Secretary of Higher Education, the Application dated \_\_\_\_\_, 2013 (the “Application”) to which this Certification is attached.
2. The Application requests funding pursuant to the Higher Education Technology Infrastructure Act, N.J.S.A. 18S: 72A-59 et seq. (“HETI”) for the Project described in the Application.
3. The Project and the Institution satisfy the eligibility requirements for funding pursuant to HETI.
4. The Institution acknowledges and agrees that it is obligated to contribute matching funds to the cost of the Project and is authorized by the Resolution duly adopted by the governing body of the Institution dated \_\_\_\_\_ and submitted with the Application (the “Resolution”) to provide matching funds from the sources described in the Application in an amount equal to 100 percent of the amount of the grant (the “Matching Funds”).
5. The Institution has or will have the Matching Funds as required by HETI.
6. The Institution acknowledges and agrees that it is obligated to maintain the Project and is authorized by the Resolution to fulfill this obligation.
7. The Institution will use the HETI grant to advance the institution toward the next level in establishing integrated voice, video and data networks.
8. The Institution will use the HETI grant to enhance interinstitutional or intrainstitutional connectivity and information technology as it relates to advancing the instructional, research, or service/economic development missions of the institution.

9. The information provided in the Application regarding the Institution, the Project and the cost and uses thereof, and the benefit to and the effect of the Project on, the Institution, its students and the State of New Jersey is correct and complete.
  
10. The Project and the construction, operation and maintenance thereof will, at all times comply with all State and federal laws, regulations, codes, statutes, and government guidelines, including the principles of affirmative action and equal employment opportunity where applicable.

[Institution]

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By:  
Name:  
Title:

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Date

## APPENDIX G

### **EXAMPLE OF HIGHER EDUCATION EQUIPMENT LEASING FUND CERTIFICATION**

*Although the Application relates to one Project, an institution may apply for funding from one or more Programs for each Project. This certification is drafted on the assumption that funding for the entire Project is requested from ELF. If funding is requested from multiple Programs, multiple certifications may be submitted.*

The undersigned officer of [insert institution] (the “Institution”) hereby certifies the following:

1. I am an officer of the “Institution” duly authorized to make this Certification and to submit to the Secretary of Higher Education, the Application dated \_\_\_\_\_, 2013 (the “Application”) to which this Certification is attached.
2. The Application requests funding pursuant to the Higher Education Equipment Leasing Fund Act, N.J.S.A 18A: 72A-40 et seq. (“ELF”) for the Project described in the Application.
3. The Project and the Institution satisfy the eligibility requirements for funding pursuant to ELF
4. The Institution acknowledges and agrees that it will be obligated to pay 25 percent of the debt service on bonds issued by the New Jersey Educational Facilities Authority to fund a grant approved for [a public institution] [a private nonprofit institution] pursuant to ELF (the “Debt Service Contribution”) and is authorized by the Resolution duly adopted by the governing body of the Institution dated \_\_\_\_\_ and submitted with the Application (the “Resolution”) to satisfy such obligation.
5. The Institution will use the sources specified in the Application to satisfy its obligations to pay the Debt Service Contribution.
6. The Institution acknowledges and agrees that it is obligated to maintain the Project and is authorized by the Resolution to fulfill this obligation.
7. The information provided in the Application regarding the Institution, the Project and the cost and uses thereof, and the benefit to and the effect of the Project on, the Institution, its students and the State of New Jersey is correct and complete.
8. The Project and the construction, operation and maintenance thereof will, at all times comply with all State and federal laws, regulations, codes, statutes,

and government guidelines, including the principles of affirmative action and equal employment opportunity where applicable.

[Institution]

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By:  
Name:  
Title:

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Date

**APPENDIX H**

**CERTIFICATION RELATING TO QUESTIONS AND ANSWERS**

The undersigned officer of [insert institution] (the “Institution”) hereby certifies the following:

1. I am an officer of the Institution duly authorized to make this Certification and to submit to the Secretary of Higher Education, the Application dated \_\_\_\_\_, 2013 (the “Application”) to which this Certification is attached.
2. The Application requests funding from one or more of the five New Jersey Higher Education Capital Funding Grant Programs (the “Programs”) to which the Application relates.
3. As of the date of this Application, the Institution has reviewed and understands the posted questions and answers and has taken such questions and answers into account in completing and submitting the Application.

[Institution]

\_\_\_\_\_  
By:  
Name:  
Title:

\_\_\_\_\_  
Date

**APPENDIX I**

**CERTIFICATION RELATING TO ADDENDA**

The undersigned officer of [insert institution] (the “Institution”) hereby certifies the following:

1. I am an officer of the Institution duly authorized to make this Certification and to submit to the Secretary of Higher Education, the Application dated \_\_\_\_\_, 2013 (the “Application”) to which this Certification is attached.
2. The Application requests funding from one or more of the five New Jersey Higher Education Capital Funding Grant Programs (the “Programs”) to which the Application relates.
3. As of the date of this Application, the Institution understands that Addenda to this Solicitation may be posted by the Secretary. The Institution has reviewed any Addenda, if any have been posted by the Secretary, and has taken such Addenda into account in completing and submitting the Application.

[Institution]

\_\_\_\_\_  
By:  
Name:  
Title:

\_\_\_\_\_  
Date