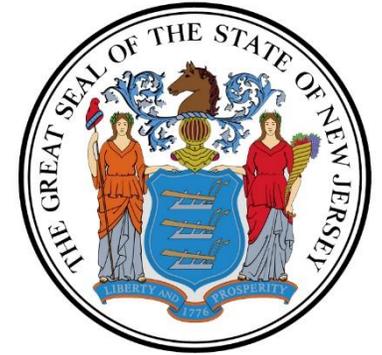


HIGHER EDUCATION CAPITAL FACILITIES GRANT PROGRAMS SUMMER 2022 CYCLE



TECHNICAL ASSISTANCE SESSION

JULY 13, 2022

OFFICE OF THE SECRETARY OF HIGHER EDUCATION

INTRODUCTION

PRESENTERS

Office of the Secretary of Higher Education (OSHE)

- Maisha Andrychowski, Financial Consultant

New Jersey Educational Facilities Authority (NJEFA)

- Jamie O'Donnell, Grant Program Manager

AGENDA

- ❖ Section 1 - General Information and Guidance
- ❖ Section 2 - Higher Education Capital Improvement Fund – Grant Program Information
- ❖ Section 3 - Higher Education Facilities Trust Fund – Grant Program Information
- ❖ Section 4 - Higher Education Technology Infrastructure Fund – Grant Program Information
- ❖ Section 5 - Higher Education Equipment Leasing Fund - Program Information
- ❖ Section 6 - The Grant Application
- ❖ How to Use Apply

SECTION 1 - GENERAL INFORMATION AND GUIDANCE

GENERAL INFORMATION AND GUIDANCE

Higher Education Capital Facilities Grant Programs

❖ \$190,925,000 to the Higher Education Capital Improvement Fund (“CIF”)

CIF Purpose - Provide grants for the cost, or a portion of the cost, of the renewal, renovation, improvement, expansion, construction, and reconstruction of facilities and technology infrastructure.

❖ \$89,695,000 to the Higher Education Facilities Trust Fund (“HEFT”)

HEFT Purpose - Provide grants for the cost, or a portion of the cost, of the construction, reconstruction, development, extension, and improvement of instructional, laboratory, communication, and research facilities.

❖ \$32,525,000 to the Higher Education Technology Infrastructure Fund (“HETI”)

HETI Purpose - Develop technology infrastructure within and among New Jersey’s institutions of higher education to provide access effectively and efficiently to information, educational opportunities, and workforce training. Funds may also be used to enhance the connectivity of higher education institutions to libraries and elementary schools.

❖ \$86,855,000 to the Higher Education Equipment Leasing Fund (“ELF”)

ELF Purpose - Finance the purchase of equipment for lease to public and private nonprofit institutions of higher education.

Summer 2022 Cycle

Important Dates

Release of Summer 2022 Solicitation:	June 13, 2022
Question and Answer Period Begins (Email questions to FinanceDocs@OSHE.nj.gov)	July 1, 2022
Technical Assistance Session Available	July 13, 2022
Question and Answer Period Ends	July 18, 2022
Question and Answer Documentation to be Posted	August 5, 2022
Application Submission Period Begins	August 8, 2022
Application Submission Deadline	September 7, 2022 at 4:00 p.m. Eastern Prevailing Time

GENERAL INFORMATION AND GUIDANCE

Eligible Institutions

Q: Which Institutions are eligible to apply for a grant?

A: New Jersey public and private institutions of higher education that are accredited by the Middle States Association of Colleges and Schools, and are eligible to receive State aid, may apply for CIF, HEFT, HETI, and ELF grants with one exception for county colleges.

Eligibility				
	CIF	HEFT	HETI	ELF
Four Year Public Institutions	Yes	Yes	Yes	Yes
Four Year Private Institutions	Yes	Yes	Yes	Yes
County Colleges (Two year)	No	Yes	Yes	Yes

GENERAL INFORMATION AND GUIDANCE

Evaluation Process

Q: How will applications be evaluated?

A: Applications that are deemed complete and that meet the eligibility criteria will be reviewed and scored by a **Review Committee** consisting of representatives from:

- ❖ Office of the Secretary of Higher Education
- ❖ New Jersey Educational Facilities Authority
- ❖ New Jersey Schools Development Authority
- ❖ New Jersey Economic Development Authority
- ❖ An external advisor with technical expertise

GENERAL INFORMATION AND GUIDANCE

Project Selection Criteria

Q: What are the Project Selection Criteria by which a project will be evaluated?

A: Applications will be evaluated and scored by a Review Committee based on program-specific **Project Criteria and **State Funding Criteria**.**

GENERAL INFORMATION AND GUIDANCE

State Funding Criteria

The Review Committee will evaluate projects based on the following State Funding Criteria:

1. Providing opportunities for students' academic success, including, laboratories, libraries, and learning commons;
2. Providing multi-purpose learning facilities and/or supporting flexible multi-purpose use of space;
3. Projects that align with three focus areas of the [NJ State Plan for Higher Education: Where Opportunity Meets Innovations](#) as follows:
 - a) Improving and/or supporting College Attainment in NJ Goal -- ("65 by 25 Campaign." 65% of working-age New Jerseyans will have a high-quality credential or degree by 2025)
 - b) Providing and/or supporting experiential learning opportunities
 - c) Offering and/or supporting high quality in-demand academic programs

SECTION 2 - HIGHER EDUCATION CAPITAL IMPROVEMENT FUND – GRANT PROGRAM INFORMATION

CIF

HIGHER EDUCATION CAPITAL IMPROVEMENT FUND

CIF Project Eligibility

(See Solicitation Section 2.4)

CIF grant funds can be used to finance 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% of a grant within student support facilities 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:
 - a) The institution establishes that all renewal and renovation is completed at instructional, laboratory, communication, research and administrative facilities or is accounted for through other funding sources;
 - b) The institution is granted an exemption by the Secretary for the purpose of maximizing Federal grant fund recoveries; or
 - c) The institution is granted an exemption by the Secretary for the purpose of replacing a building when projected renewal and renovation costs exceed the projected cost of replacement.

HIGHER EDUCATION CAPITAL IMPROVEMENT FUND

CIF Institutional Funding Requirement

(See Solicitation Section 2.5)

- ❖ Four-year **public institution** of higher education - must commit to paying **1/3** of the debt service on the bonds issued to finance its CIF Project(s).
- ❖ Four-year **private institution** of higher education - must commit to paying **1/2** of the debt service on the bonds issued to finance its CIF Project(s).

HIGHER EDUCATION CAPITAL IMPROVEMENT FUND

CIF Project Criteria

(See Solicitation Section 2.7A)

The following criteria will be used by the Review Committee to evaluate CIF Projects for funding:

1. Improvement and expansion of educational opportunities for students;
2. 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;
3. Consistency with the institution's educational mission;
4. Consistency with the institution's long-range facilities plan;
5. The cost effectiveness of the CIF Project;
6. The degree to which the CIF Project is construction ready;
7. Demonstrated commitment over the past ten (10) years to appropriate maintenance of facilities previously funded by State of New Jersey grant programs;
8. Directly addresses deferred maintenance concerns or projects that will mitigate the need for future maintenance; and
9. Preference will be given to projects that promote energy efficiency.

SECTION 3 - HIGHER EDUCATION FACILITIES TRUST FUND – GRANT PROGRAM INFORMATION

HEFT

HIGHER EDUCATION FACILITIES TRUST FUND

HEFT Project Eligibility

(See Solicitation Section 3.4)

HEFT grant funds can be used to:

Finance the construction, reconstruction, development, extension, and improvement of instructional, laboratory, communication, and research facilities.

HIGHER EDUCATION FACILITIES TRUST FUND

HEFT Project Criteria

(See Solicitation Section 3.6A)

The following criteria will be used by the Review Committee to evaluate HEFT Projects for funding:

1. The improvement and expansion of educational opportunities for students;
2. 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;
3. Consistency with the institution's educational mission;
4. Consistency with the institution's long-range facilities plan;
5. The cost effectiveness of the Project;
6. The degree to which the Project is construction ready;
7. Demonstrated commitment over the past 10 years to appropriate maintenance of facilities previously funded by State of New Jersey grant programs;
8. The degree to which the Project increases capacity for industry-valued credentialing programs and experiential learning opportunities;
9. How the Project enriches existing materials and coursework that support current academic curricula; and
10. Preference will be given to Projects that promote energy efficiency.

SECTION 4 - HIGHER EDUCATION TECHNOLOGY INFRASTRUCTURE FUND – GRANT PROGRAM INFORMATION

HETI

HIGHER EDUCATION TECHNOLOGY INFRASTRUCTURE FUND

HETI Project Eligibility

(See Solicitation Section 4.4)

- ❖ HETI grant funds can be used to finance the acquisition and installation of technology infrastructure in and for institutions of higher education to enhance connectivity within and among higher education institutions and between such institutions of higher education and libraries and elementary/secondary schools.
- ❖ **“Technology Infrastructure”** means video, voice, and data telecommunications equipment and networking, including transport services and network interconnections, as well as future developments in multimedia equipment and linkages.
- ❖ Technology Infrastructure includes computer software that is part of the operating or data base management systems.
- ❖ Application software, for purposes such as word processing, spreadsheets, desktop publishing, and email, does not qualify as Technology Infrastructure.

HIGHER EDUCATION TECHNOLOGY INFRASTRUCTURE FUND

HETI Institutional Funding Requirement

(See Solicitation Section 4.5)

- ❖ Institutions must commit Matching Funds to the HETI Project.

- ❖ “**Matching Funds**” are defined as: funds equal to or greater than the HETI grant amount requested, and which are generated from:
 - Institutional sources, other grants, borrowings through the NJEFA, or,
 - Other sources as permitted in the grant approval process, i.e.
 - Local governmental appropriations,
 - Funds from any private or appropriate Federal source,
 - The proceeds from the sale of municipal bonds, or,
 - Other similar sources of funds acceptable to the Secretary and at the Secretary’s sole discretion.

- ❖ Grants from State government sources may not be used as Matching Funds.

HIGHER EDUCATION TECHNOLOGY INFRASTRUCTURE FUND

HETI Project Criteria

(See Solicitation Section 4.7A)

The following criteria will be used by the Review Committee to evaluate HETI Projects for funding:

1. The improvement and expansion of educational opportunities for students;
2. 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;
3. Consistency with the institution's educational mission;
4. Consistency with the institution's long-range facilities plan for technology;
5. The cost effectiveness of the proposed Project;
6. Demonstrated commitment over the past 10 years to appropriate maintenance of facilities previously funded by State grant programs;
7. Increased capacity for industry-valued credentialing programs, stackable credential pathways, and experiential learning opportunities; and
8. Enrichment of existing material and coursework in support of current academic curricula.

SECTION 5 - HIGHER EDUCATION EQUIPMENT LEASING FUND – GRANT PROGRAM INFORMATION

ELF

HIGHER EDUCATION EQUIPMENT LEASING FUND

ELF Project Eligibility

(See Solicitation Sections 5.4 and 5.5)

- ❖ ELF grant funds can 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.
- ❖ Minimum Grant Application Amount:
 - No application to the ELF program shall be for an amount totaling less than **\$50,000**, unless it is for the final portion of an institution’s allocation, or the submission of an application for such smaller amount has been authorized by the Secretary.

HIGHER EDUCATION EQUIPMENT LEASING FUND

ELF Institutional Funding Requirement (See Solicitation Section 5.6)

❖ ELF Institutional Funding Requirement

25% of the debt service on the bonds issued to purchase the Equipment

HIGHER EDUCATION EQUIPMENT LEASING FUND

ELF Project Criteria

(See Solicitation Section 5.8A)

The following criteria will be used by the Review Committee to evaluate ELF Projects for funding:

1. The improvement and expansion of educational opportunities for students;
2. 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;
3. Consistency with the institution's educational mission;
4. Consistency with the institution's long-range facilities plan;
5. The cost effectiveness of the proposed infrastructure Project;
6. Demonstrated commitment over the past 10 years to appropriate maintenance of equipment previously funded by State of New Jersey grant programs.
7. Supports industry-valued credentialing programs and experiential learning opportunities; and
8. Enrichment of existing material and coursework in support of current academic curricula.
9. Preference will be given to projects that promote energy efficiency.

SECTION 6 – THE GRANT APPLICATION

THE GRANT APPLICATION

General Instructions

- ❖ Submit a separate application for each Project.
- ❖ There is no limit on the number of applications an Applicant can submit.
- ❖ If submitting multiple applications, rank each project in order of need and importance to the Institution, with number one being the highest priority.

THE GRANT APPLICATION

General Instructions – Example #1

Applicants have the option of submitting a single application for a project that requests funding from multiple grant programs.

- ❖ Example – Academic Building Project
 - ❖ CIF – renovation of research facilities on 2nd floor of Academic Building
 - ❖ ELF – scientific equipment for laboratories on 3rd floor Academic Building

THE GRANT APPLICATION

General Instructions – Example #2

Applicants have the option of submitting a single application for a project that requests funding for multiple facilities under one grant program.

- ❖ Example – Deferred Maintenance Project
 - ❖ CIF – Replace windows in North Building
 - ❖ CIF – Replace roof on South Building

THE GRANT APPLICATION Requirements

Applications must include all required information and documentation.

Application Requirements for **All Programs** – See Solicitation Section 6.3.

Additional Mandatory Application Requirements for:

- **CIF** See Solicitation Section 6.4
- **HEFT** See Solicitation Section 6.5
- **HETI** See Solicitation Section 6.6
- **ELF** See Solicitation Section 6.7

Application Submission Deadline - 4:00 pm Eastern Prevailing Time on September 7, 2022. Incomplete or late applications are not eligible for review.

THE GRANT APPLICATION

CHECKLIST

	CHECKLIST			
	CIF	HEFT	HETI	ELF
All Programs:				
Application Information (Appendix A)				
Checklist (Appendix B)				
Executive Summary				
Question and Answer Documentation/Addenda/TA Materials Certification (Appendix G)				
Detailed Project Description				
Site Plans, Elevations and Schematics				
Sample Cost/Sources of Funds Information (App. H)				
Anticipated Project Schedule (Appendix I)				
Resolution (Appendix J)				
Program Specific Certifications:				
CIF Certification (Appendix C)		N/A	N/A	N/A
HEFT Certification (Appendix D)	N/A		N/A	N/A
HETI Certification (Appendix E)	N/A	N/A		N/A
ELF Certification (Appendix F)	N/A	N/A	N/A	
Program Specific:				
Construction Ready Status			N/A	N/A
Description of Equipment to Purchase	N/A	N/A	N/A	
Cost Effectiveness				
Long Range Facilities Plan			N/A	N/A
Long Range Technology Plan	N/A	N/A		N/A
Prior Grant Funded Facilities or Equipment				
Programs and Educational Objectives				
Reimbursement			N/A	N/A
Renewal and Renovation Project Description		N/A	N/A	N/A
Budget for Student Support Facilities, if applicable		N/A	N/A	N/A
Non- Renewal and Renovation Projects		N/A	N/A	N/A
Prioritization of Deferred Maintenance			N/A	N/A
Energy Efficiency			N/A	
Project Selection Criteria Narrative (different for each program)				
Mission, Plans and Priorities	N/A		N/A	N/A
Connection to Mission and Plans	N/A	N/A	N/A	
Inter-institutional or Intra-institutional Enhancement	N/A	N/A		N/A
Next level Technology Integration	N/A	N/A		N/A
Compatibility with State Technology Plan for HE	N/A	N/A		N/A
Training, Staffing and Indirect Costs	N/A	N/A		N/A
Process to Generate Application	N/A	N/A	N/A	

THE GRANT APPLICATION

APPENDICES

APPENDIX A – APPLICATION INFORMATION

APPENDIX B – CHECKLIST

APPENDIX C – CIF CERTIFICATION

APPENDIX D – HEFT CERTIFICATION

APPENDIX E – HETI CERTIFICATION

APPENDIX F – ELF CERTIFICATION

APPENDIX G – QUESTION AND ANSWER DOCUMENTATION/
ADDENDA/ TA MATERIALS CERTIFICATION

APPENDIX H – SAMPLE COST/ SOURCES OF FUNDS INFORMATION

APPENDIX I – ANTICIPATED PROJECT SCHEDULE

APPENDIX J – SAMPLE RESOLUTION

THE GRANT APPLICATION

APPENDIX A – APPLICATION INFORMATION

APPENDIX A

APPLICATION INFORMATION

Name of Institution: _____

Campus: _____

County: _____

Project Name: _____

Total Project Cost: _____

Contact Person: _____

Title: _____

Signature: _____

Telephone: _____

E-mail: _____

Included herein is the Application for the following grant program(s) in the following amounts:

\$ _____ 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

THE GRANT APPLICATION

APPENDIX B - CHECKLIST

CHECKLIST

	CIF	HEFT	HETI	ELF
All Programs:				
Application Information (Appendix A)				
Checklist (Appendix B)				
Executive Summary				
Question and Answer Documentation/Addenda/TA Materials Certification (Appendix G)				
Detailed Project Description				
Site Plans, Elevations and Schematics				
Sample Cost/Sources of Funds Information (App. H)				
Anticipated Project Schedule (Appendix I)				
Resolution (Appendix J)				
Program Specific Certifications:				
CIF Certification (Appendix C)		N/A	N/A	N/A
HEFT Certification (Appendix D)	N/A		N/A	N/A
HETI Certification (Appendix E)	N/A	N/A		N/A
ELF Certification (Appendix F)	N/A	N/A	N/A	
Program Specific:				
Construction Ready Status			N/A	N/A
Description of Equipment to Purchase	N/A	N/A	N/A	
Cost Effectiveness				
Long Range Facilities Plan			N/A	N/A
Long Range Technology Plan	N/A	N/A		N/A
Prior Grant Funded Facilities or Equipment				
Programs and Educational Objectives				
Reimbursement			N/A	N/A
Renewal and Renovation Project Description		N/A	N/A	N/A
Budget for Student Support Facilities, if applicable		N/A	N/A	N/A
Non- Renewal and Renovation Projects		N/A	N/A	N/A
Prioritization of Deferred Maintenance			N/A	N/A
Energy Efficiency			N/A	
Project Selection Criteria Narrative (different for each program)				
Mission, Plans and Priorities	N/A		N/A	N/A
Connection to Mission and Plans	N/A	N/A	N/A	
Inter-institutional or Intra-institutional Enhancement	N/A	N/A		N/A
Next level Technology Integration	N/A	N/A		N/A
Compatibility with State Technology Plan for HE	N/A	N/A		N/A
Training, Staffing and Indirect Costs	N/A	N/A		N/A
Process to Generate Application	N/A	N/A	N/A	

THE GRANT APPLICATION

APPENDIX C – CIF CERTIFICATION

APPENDIX D - HEFT CERTIFICATION

APPENDIX E - HETI CERTIFICATION

APPENDIX F - ELF CERTIFICATION

APPENDIX D

HIGHER EDUCATION FACILITIES TRUST FUND CERTIFICATION

Note: 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 must be submitted.

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

1. I am an officer of the Institution, and am duly authorized to make this Certification and to submit to the Secretary of Higher Education, the Application dated _____, 2022 (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 to -58 ("HEFT") for the Project described in the Application.
3. The Project is for the construction, reconstruction, development, extension, or improvement of instructional, laboratory, communication and research facilities and complies with the requirements set forth in N.J.A.C. 9A:15-1.3.
4. The Institution is:
 - a. A public institution of higher education established or authorized by New Jersey law which is eligible to receive state aid; or
 - b. A private institution of higher education, which 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.
5. 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.
6. 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.
7. The Project and the construction, operation and maintenance thereof will, at all times comply with all laws, rules, codes, statutes, and government guidelines.

[Institution]

By: _____
Name:
Title:

Date

THE GRANT APPLICATION

APPENDIX G – QUESTION AND ANSWER DOCUMENTATION/ ADDENDA/ TA MATERIALS CERTIFICATION

APPENDIX G

QUESTIONS AND ANSWER DOCUMENTATION/ADDENDA/TA MATERIALS CERTIFICATION

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

1. I am an officer of the Institution, and am duly authorized to make this Certification and to submit to the Secretary of Higher Education, the Application dated _____, 2022 (the "Application") to which this Certification is attached.
2. The Application requests funding from one or more of the four 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.
4. As of the date of this Application, the Institution has reviewed and understands any posted Solicitation Addenda and has taken such information into account in completing and submitting the Application.
5. As of the date of this Application, the Institution has reviewed and understands the Technical Assistance Materials and has taken such information into account in completing and submitting the Application.

[Institution]

By:
Name:
Title:

Date

THE GRANT APPLICATION

Appendix H – Sample Cost/Sources of Funds

APPENDIX H									
SAMPLE COST									
Name of Institution:									
Name of Project:									
Project Component Name	Project Costs								Estimated Useful Life (Years)
	Estimated Project Cost	CIF Funds Requested	HEFT Funds Requested	HETI Funds Requested	ELF Funds Requested	HETI Match Funds	Additional Institutional* Funds	Total Institutional Funds	
<i>New Roof</i>	2,500,000.00	2,500,000.00						-	
<i>Replace HVAC</i>	500,000.00		500,000.00					-	
<i>Network upgrades</i>	2,000,000.00			1,000,000.00		1,000,000.00		1,000,000.00	
<i>15 smart classrooms</i>	2,500,000.00	1,000,000.00			1,000,000.00		500,000.00	500,000.00	
	-							-	
	-							-	
	-							-	
	-							-	
	-							-	
	-							-	
	-							-	
Total Project Cost	<u>\$ 7,500,000.00</u>							-	
Total Institutional Funds								<u>\$ 1,500,000.00</u>	
* Additional costs to be provided by the college to complete the project									

THE GRANT APPLICATION

APPENDIX H – SAMPLE COST/ SOURCES OF FUNDS

A	B	C	D	E	F	G
APPENDIX H						
SOURCES OF FUNDS						
Name of Institution:						
Name of Project:						
Instructions: Identify all sources of revenue to be used for the institution's share of debt service and/or matching funds for the Project. For funds to be used to meet the HETI matching funds requirement, please include dollar amounts in the appropriate explanation section to show that funds will be available in an amount equal to the HETI funds requested.						
Funding Sources For Debt Service and/or Matching Funds						Date Funding Will Be Available
i Cash on hand						
ii Budgeting appropriations						
<i>Please document:</i>						
iii General obligation bonds or debt to be aut						
<i>Please explain:</i>						
iv Negotiable or non-negotiable securities						
<i>Please explain:</i>						
v Gifts or bequests						
<i>Please explain:</i>						
vi Federal funds						
<i>Please explain:</i>						
vii Other						
<i>Detail other funding source:</i>						

THE GRANT APPLICATION

APPENDIX I – ANTICIPATED PROJECT SCHEDULE

APPENDIX I ANTICIPATED PROJECT SCHEDULE								
Institution Name: Project Name: Anticipated Start Date (Design): Anticipated Start Date (Project): Anticipated Completion Date:								
	Date	Requested CIF Funds	Requested HEFT Funds	Requested HETI Funds	Requested ELF Funds	HETI Match Funds	Other Institutional Funds	% Complete
Month 1								
Month 2								
Month 3								
Month 4								
Month 5								
Month 6								
Month 7								
Month 8								
Month 9								
Month 10								
Month 11								
Month 12								
Month 13								
Month 14								
Month 15								
Month 16								
Month 17								
Month 18								
Month 19								
Month 20								
Month 21								
Month 22								
Month 23								
Month 24								

THE GRANT APPLICATION

APPENDIX J – SAMPLE RESOLUTION

APPENDIX J

SAMPLE RESOLUTION¹

RESOLUTION APPROVING AND AUTHORIZING THE UNDERTAKING AND IMPLEMENTATION OF A PROJECT² CONSISTING OF [] AND AUTHORIZING THE FINANCING OF ALL OR A PORTION OF THE PROJECT THROUGH PROGRAM(S)³ MADE AVAILABLE BY THE STATE OF NEW JERSEY FOR NEW JERSEY INSTITUTIONS OF HIGHER EDUCATION AND OTHER AVAILABLE FUNDING SOURCES; APPROVING AND AUTHORIZING THE FORM OF THE APPLICATION⁴ TO THE SECRETARY OF HIGHER EDUCATION FOR PARTICIPATION IN SUCH PROGRAM[(S)] AS ARE APPLICABLE TO THE PROJECTS WITH SUCH CHANGES AS ARE APPROVED BY THE OFFICERS OF THE INSTITUTION DESIGNATED HEREIN AND THE SUBMISSION OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION; APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF ANY AND ALL AGREEMENTS IN CONNECTION WITH UNDERTAKING, IMPLEMENTING AND FINANCING THE PROJECTS IN THE FORM(S) APPROVED BY THE OFFICERS OF THE INSTITUTION EXECUTING SUCH AGREEMENT(S); AND DESIGNATING AND AUTHORIZING THE OFFICERS OF THE INSTITUTION TO TAKE THE AFOREMENTIONED ACTIONS AND TO TAKE ANY AND ALL SUCH OTHER ACTIONS DEEMED NECESSARY OR DESIRABLE TO UNDERTAKE, IMPLEMENT AND FINANCE THE PROJECT(S)

WHEREAS: The Board of Trustees (the “Board”) of [name of the Institution] (the “Institution”) desires to approve the undertaking, implementation and financing of a project (the “Project”) consisting of [insert description of project]; and

¹ This sample resolution is intended to provide a guideline for institutions to utilize in drafting a resolution or resolutions to authorize applications for funds pursuant to CIF, HEFT, HETI and/or ELF.

² The sample resolution assumes that the institution will be authorizing one project which will be described fully in the resolution by describing various aspects of the project. If the institution has more than one project, the institution may either make appropriate changes to the resolution to reflect that or use a separate resolution.

³ Different components of a Project may be eligible for funding under more than one Program.

⁴ If an institution has more than one project, a separate application must be submitted for each project even if the institution intends to request funding from more than one Program for a specific project.

THE GRANT APPLICATION

Components

❖ Project Synopsis

- Description of the Project
- Maximum of 100 words

❖ Executive Summary

- Description of the Project
- Specify the amount of funding sought from each Grant Program
- Maximum of 4 pages

THE GRANT APPLICATION

Components

(See Solicitation Section 6.3.6)

Detailed Project Description

1. Any design information related to the Project including, but not limited to, conceptual site plans, elevations and schematics for construction projects.
2. The institution's general project development/construction/acquisition/ installation budget (as applicable) 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. Anticipated costs, budget and source of funding should be provided following the format provided in **Appendix H, (Sample Cost/Sources of Funds Information)**. Information regarding the anticipated Project schedule should be provided following the format used in **Appendix I, (Anticipated Project Schedule)**.
3. If there are incremental operating costs to the institution, the institution's project operating budgets and identification of the sources of revenue to be used for such costs.
4. The estimated useful life of the Project and each of its components. The useful life of any equipment should be determined either by reference to the Internal Revenue Service's Class Life Asset Depreciation Range System set forth in Revenue Procedure 87-56, as amended, supplemented or superseded, or by appraisal of any independent engineering or accounting firm, as appropriate. Ensure the estimated useful life of the Project and each of its components is included in Appendix H (Sample Cost/Sources of Funds Information).

THE GRANT APPLICATION

Components

Project Selection Criteria Narrative

- **CIF** See Solicitation Section 6.4.13
- **HEFT** See Solicitation Section 6.5.9
- **HETI** See Solicitation Section 6.6.5
- **ELF** See Solicitation Section 6.7.6

THE GRANT APPLICATION

Components

Project Selection Criteria Narrative Example:

4.7 HETI Project Selection Criteria

4.7A1 The improvement and expansion of educational opportunities for students

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

4.7.A2 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;

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THE GRANT APPLICATION

Components

Program Specific Requirements for Cost Effectiveness

- **CIF** See Solicitation Section 6.4.2
- **HEFT** See Solicitation Section 6.5.2
- **HETI** See Solicitation Section 6.6.1
- **ELF** See Solicitation Section 6.7.2

THE GRANT APPLICATION

Components

Program Specific Requirements for Long-Range Plans

- **CIF** See Solicitation Section 6.4.3
- **HEFT** See Solicitation Section 6.5.3
- **HETI** See Solicitation Section 6.6.2
- **ELF** Not Applicable

THE GRANT APPLICATION

Components

❖ Prior Grant Funded Facilities or Equipment

- List all institutional facilities or equipment funded by State of NJ grant programs over the previous 10 years and
- Document the status of maintenance of the facilities or equipment over the past 10 years.

❖ Prioritization of Deferred Maintenance

- Detail the prioritization of deferred maintenance projects
- Third-party information is permitted to be submitted

THE GRANT APPLICATION

CIF – Reminders

❖ **CIF Renewal and Renovation Project Description (See Solicitation Section 6.4.8)**

- Required for Projects that contain any renewal and renovation.

❖ **CIF Non-Renewal and Renovation Projects (See Solicitation Section 6.4.10)**

- These projects are only allowed if one of the three criteria are met:
 - The institution will meet its total estimated need for renewal and renovation as contained in its long-range facilities plan through other means; or
 - The institution proposes a building replacement as an alternative to renewing or renovating a specific facility; or
 - Such use will maximize federal grant fund recoveries and the institution is requesting the Secretary grant an exemption allowing such use of the CIF grant.

❖ **CIF Budget for Student Support Facilities, if applicable (See Solicitation Section 6.4.9)**

- Submit if grant funds will be used within student support facilities for renewal and renovation or improvement, expansion, construction and reconstruction.
 - Student support facilities are defined as student resident halls, student dining facilities, student activity centers, or student health centers.

THE GRANT APPLICATION

ELF – Reminders

How to describe Equipment to be purchased:

If estimated per unit cost **under \$10,000**, then:

General description and useful life

If estimated per unit cost **\$10,000+**, then:

Itemized description and useful life

A description of how the proposed purchase supports industry-valued credentialing programs and experiential learning opportunities is required for all Equipment.

THE GRANT APPLICATION

General Reminders

- ❖ Do not wait until the last day to submit your application.
- ❖ All of the Appendix forms are available after Section 6 of the Solicitation. The Checklist is Appendix B.
- ❖ The Excel spreadsheets for Appendix H and Appendix I are available on OSHE's website.
- ❖ The Question-and-Answer period ends July 18.

Email questions to FinanceDocs@OSHE.nj.gov

THE GRANT APPLICATION

Application Formatting

(See Solicitation Section 6.2)

- ❖ Each page must be labeled with a page number and reference the corresponding Solicitation section
- ❖ Use Times New Roman, Font size 12, double-spaced for all application components
 - However, appendices, tables, figures, footnotes, and/or endnotes can be single-spaced
- ❖ All Apply portal uploads are to be in .PDF format, except for Appendix H and Appendix I
- ❖ Documents are to be titled to match the corresponding bolded headers throughout the Solicitation

HOW TO USE APPLY ONLINE APPLICATION PORTAL

APPLY – ONLINE APPLICATION

Registration Page

Log In

Register

Higher Education Capital Facilities Programs Joint Solicitation for Grant

This is a sample homepage. You can use this page to provide your site visitors with information about your organization, the purpose of the site, and details about the programs you are collecting applications for. You are welcome to modify the page content, include a listing of your site's programs or create additional pages from your administrator portal.

Programs

Search programs..

Higher Education Capital Facilities Progr...

Accepting applications on Jun 10 2022 12:00 AM (EDT)

MORE >

Register with

f

t

G

OR

First name

Last name

Email

Password

Confirm password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

I'm not a robot



CREATE ACCOUNT

APPLY – ONLINE APPLICATION

Application Start Page

Higher Education Capital Facilities Programs Joint
Solicitation for Grant Applications - Summer 2022

8 Applications

APPLY

Opens

Jun 10 2022 12:00 AM (EDT)

APPLY – ONLINE APPLICATION

Add Collaborators

0 of 1 tasks complete

Last edited: Jun 28 2022 02:36 PM (EDT)

REVIEW **SUBMIT**

Add collaborator

Collaborators

Add collaborators to view or contribute to your application

Email address of collaborators Separate addresses by commas

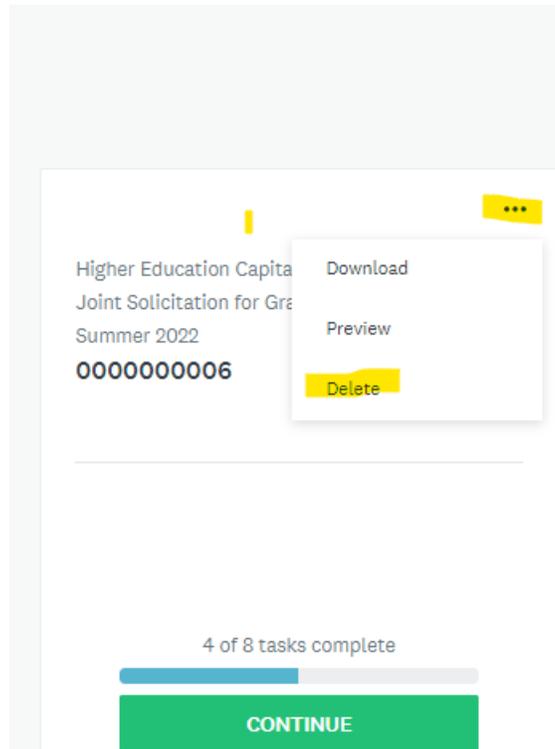
Type of access

View & edit View only

Message (optional)

APPLY – ONLINE APPLICATION

Withdraw an Application

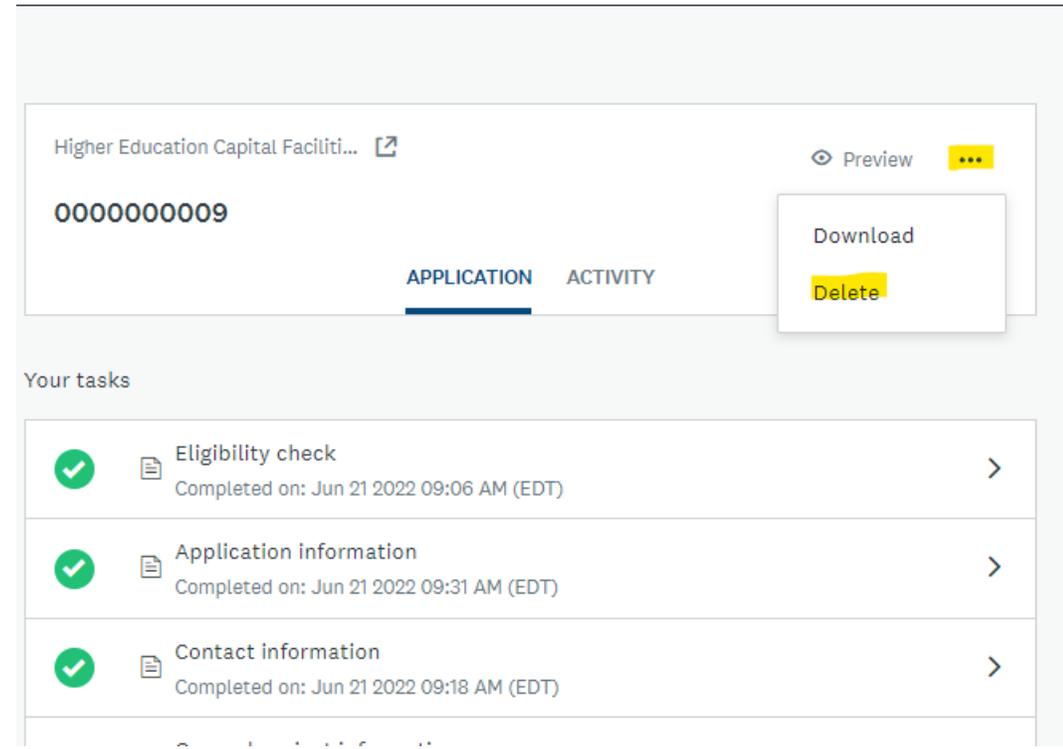


Higher Education Capital Facilities
Joint Solicitation for Grants
Summer 2022
0000000006

- Download
- Preview
- Delete**

4 of 8 tasks complete

CONTINUE



Higher Education Capital Facilities [↗](#) Preview ⋮

0000000009

APPLICATION ACTIVITY

Delete

Your tasks

- ✓ Eligibility check
Completed on: Jun 21 2022 09:06 AM (EDT) >
- ✓ Application information
Completed on: Jun 21 2022 09:31 AM (EDT) >
- ✓ Contact information
Completed on: Jun 21 2022 09:18 AM (EDT) >

APPLY – ONLINE APPLICATION

Example - Directly Entering Text into the Application

6.3.3 Project Synopsis

Provide a maximum 100-word description of the Project. This synopsis will be used as an identifier of the Project moving forward.

0 of 100 words



APPLY – ONLINE APPLICATION

Example – Uploading a single file

6.3.4 Resolution

Upload a copy of the Institution’s governing board’s resolution for the Project as detailed in Section 6.3.4 of the Solicitation (Appendix J, Sample Resolution).

 Upload a file

Accepted formats: .pdf

APPLY – ONLINE APPLICATION

Example – Uploading Multiple Files

6.3.6 Detailed Project Description

Upload a detailed description of the Project, as described in Section 6.3.6 of the Solicitation

 Upload a file

Accepted formats: .pdf

Upload Site Plans, Elevations, Schematics

 Upload a file

Accepted formats: .pdf

Upload a completed Appendix H, Sample Cost/Sources of Funds Information

 Upload a file

Accepted formats: .pdf

Upload a completed Appendix I, Anticipated Project Schedule

 Upload a file

Accepted formats: .pdf

APPLY – ONLINE APPLICATION

Uploads that Apply to Multiple Programs

6.5.7 Prioritization of Deferred Maintenance

Upload information regarding the priorities for or the prioritization of deferred maintenance projects, including those based on or supported by a review done by an outside facilities data analytics and planning company. This information only needs to be uploaded once per Project. If submitted in Section 6.4.11 of this application select the appropriate box below.

 Upload a file

- Prioritization of Deferred Maintenance document uploaded in a Section 6.4.11 of this application

APPLY – ONLINE APPLICATION

CIF Specific Questions

6.4.9 CIF Budget for Student Support Facilities

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, upload budget and cost information that establishes that no more than twenty percent (20%) of the CIF grant will be used for such purpose.

 Upload a file

- N/A. Project does not include student support facilities.

APPLY – ONLINE APPLICATION

Signature Confirming Application Upload

I understand and agree that by completing this form I am submitting the Online Application portion of the Higher Education Capital Facilities Programs Joint Solicitation for Grant Funds Summer 2022 Cycle and I have uploaded all other required documents for my project application.

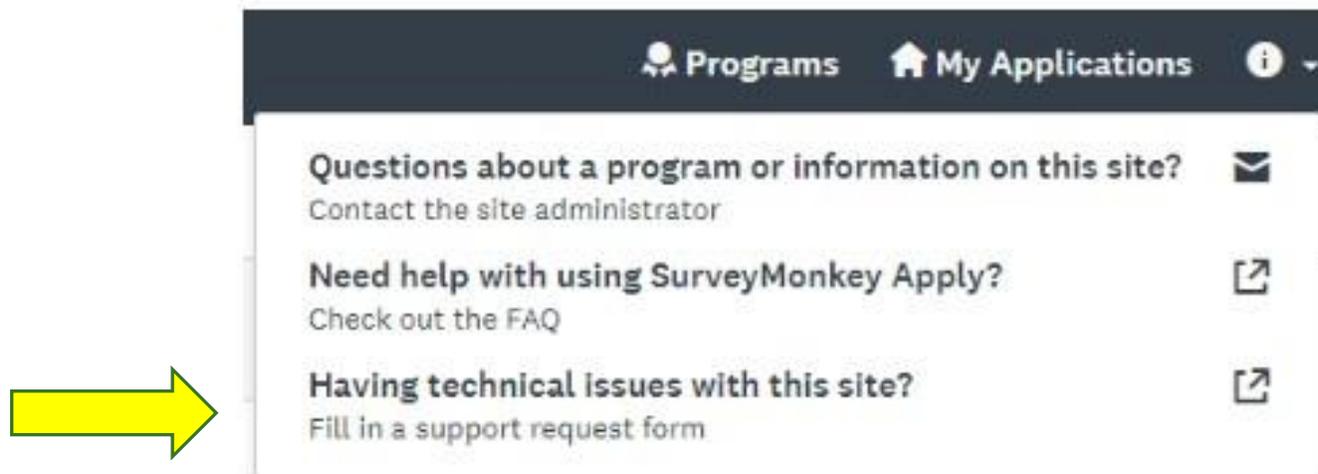
Clear

Date

APPLY – ONLINE APPLICATION

Portal Assistance

- ❖ If you need Apply website support, you can contact Apply by clicking the Information button (which appears as an “i” in a circle) in the upper right-hand side of the screen.
- ❖ Click to “Fill in Support Request Form”





A STUDENT-CENTERED VISION FOR HIGHER EDUCATION

Questions?

FinanceDocs@oshe.nj.gov

New Jersey Office of the Secretary of Higher Education

nj.gov/highereducation

