



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

Higher Education Capital Facilities Programs

**Joint Solicitation for Grant Applications
for the Following Programs:**

Higher Education Capital Improvement Fund
Higher Education Facilities Trust Fund
Higher Education Technology Infrastructure Fund
Higher Education Equipment Leasing Fund

Summer 2022 Cycle

Issue Date: June 13, 2022

As Revised, July 8, 2022 (Change to Appendix H)

Issued By the:
Office of the Secretary of Higher Education
1 John Fitch Plaza
10th floor,
Trenton, NJ 08625
Attention: Brian K. Bridges

Applications Accepted
August 8, 2022 through September 7, 2022 at 4 p.m. Eastern Prevailing Time

TABLE OF CONTENTS

Section One	General Information and Guidance
Section Two	Higher Education Capital Improvement Fund Grant Program Information
Section Three	Higher Education Facilities Trust Fund Grant Program Information
Section Four	Higher Education Technology Infrastructure Fund Grant Program Information
Section Five	Higher Education Equipment Leasing Fund Grant Program Information
Section Six	Grant Application
Appendix A	Application Information
Appendix B	Checklist
Appendix C	Higher Education Capital Improvement Fund Certification
Appendix D	Higher Education Facilities Trust Fund Certification
Appendix E	Higher Education Technology Infrastructure Fund Certification
Appendix F	Higher Education Equipment Leasing Fund 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

SECTION ONE – GENERAL INFORMATION AND GUIDANCE

1.1 Overview of the Higher Education Capital Facilities Grant Program Joint Solicitation

On November 16, 2021, Governor Phil Murphy and the Secretary of Higher Education (the “Secretary”) announced the release of \$400 million to the following four funds:

- \$190,925,000 to the Higher Education Capital Improvement Fund (“CIF”)
- \$89,695,000 to the Higher Education Facilities Trust Fund (“HEFT”)
- \$32,525,000 to the Higher Education Technology Infrastructure Fund (“HETI”)
- \$86,855,000 to the Higher Education Equipment Leasing Fund (“ELF”)

This funding will be made available to eligible institutions through four different grant programs: CIF Grant Program, the HEFT Grant Program, the HETI Grant Program, and the ELF Grant Program (collectively, the “Programs”). The above-listed amounts are the maximum amounts available for grants for each of the four Programs.

These are bond-funded grant programs established by the New Jersey State Legislature (“Legislature”) to directly address funding for the preservation, renewal and construction of facilities and purchase of equipment at eligible institutions of higher education in the State of New Jersey (the “State”) and the creation of a regular financing mechanism for such purpose.

The statutes authorizing each of the Programs set forth a maximum principal amount of bonds that may be outstanding at any one time. As bonds are paid off, new bonding capacity becomes available to fund new grants, subject to approval by the State Treasurer and the Secretary, and issuance of bonds by the New Jersey Educational Facilities Authority (“NJEFA” or the “Authority”).

The Office of the Secretary of Higher Education (“OSHE”) administers the Programs, with the assistance of and in collaboration with the Authority pursuant to a Memorandum of Understanding. The statutory and regulatory provisions for the Programs are linked below:

CIF: [N.J.S.A. 18A:72A-72 to -80](#) // [N.J.A.C. 9A:12-1.1 to -1.8](#)

HEFT: [N.J.S.A. 18A:72A-49 to -58](#) // [N.J.A.C. 9A:15-1.1 to -1.7](#)

HETI: [N.J.S.A. 18A:72A-59 to -71](#) // [N.J.A.C. 9A:13-1.1 to -1.8](#)

ELF: [N.J.S.A. 18A:72A-40 to -48](#) // [N.J.A.C. 9A:14-1.1 to -1.8](#)

Please note that all the regulatory provisions, which are the rules implementing the Programs, have recently updated. It is important to review the most recent version of the rules. The most recent version of the rules and the statutes are provided in the links above. The rules are also published in the New Jersey Register as follows:

CIF: Final rules adopted March 7, 2022
HEFT: Final rules adopted April 18, 2022
HETI: Proposed rules published April 4, 2022*
ELF: Final rules adopted April 18, 2022

*Final HETI rules will be adopted in the New Jersey Register on or about July 5, 2022.

This is a joint solicitation for Applications for the Summer 2022 Cycle of the Programs (the “Solicitation” or “Summer 2022 Cycle). Institutions (also referred to as “Applicants”) must submit an Application for an eligible project (as defined below) in order to be considered for grant funding.

This Solicitation consists of six sections and Appendices A-J. Section 1 provides general information and guidance on the Solicitation. Sections 2 through 5 describe each Program, including applicant eligibility and Project eligibility. Section 6 sets forth the procedures for submitting an Application, including the required Application components. The Appendices contain certain required forms to be submitted with the Application.

1.2 Important Dates

1.2a Calendar

Important dates for critical milestones are noted in the box below:

Summer 2022 Solicitation Available:	June 13, 2022
Question and Answer Period Begins:	July 1, 2022
Question and Answer Period Ends:	July 18, 2022
Question and Answer Documentation to be Posted:	August 5, 2022
Technical Assistance Materials to be Posted:	On or before August 5, 2022
Application Submission Period Begins:	August 8, 2022
Application Submission Deadline:	September 7, 2022

1.2b Question and Answer Process

Questions regarding the application process may be submitted via email to FinanceDocs@oshe.nj.gov from July 1, 2022 through July 18, 2022. **Phone calls/faxes will not be accepted.** Responses to questions that are timely submitted will be posted in one or more posts on the OSHE website at <https://nj.gov/highereducation>, under “Question and Answer Documentation,” by August 5, 2022.

Applicants should check OSHE’s website frequently, from the date that this Solicitation is issued, for any updates.

It is the sole responsibility of Applicants to be familiar with, and review the Question and Answer Documentation and all addenda (“Addenda”) related to this Solicitation prior to submission of an Application.

Communications with representatives of OSHE, NJEFA, and the State by the Institution or Institution’s representatives concerning this Solicitation are not permitted from the time this Solicitation is released on June 13, 2022 until the Secretary sends written certification to the Legislature, except as specified above.

1.2c Technical Assistance Materials

The Secretary will provide technical assistance materials (“TA Materials”) to assist Applicants in the completion and submission of Applications. TA Materials will be posted to OSHE’s website by no later than August 5, 2022.

1.3. Application Process

1.3a Application Deadline

The Application Submission Period for this Solicitation begins August 8, 2022 and will end September 7, 2022 at 4:00 p.m. prevailing Eastern Prevailing Time (“Application Submission Period”).

Applications **must** be received at or before 4:00 p.m. Eastern Prevailing Time on September 7, 2022 (the “Submission Deadline”) for consideration in the Summer 2022 Cycle.

Applications received after the Submission Deadline will not be accepted or evaluated for the Summer 2022 Cycle.

Applications that are missing required information may be deemed incomplete and ineligible for consideration for the Summer 2022 Cycle.

1.3b Application Format

Applications for this Solicitation must be submitted online utilizing the Apply platform. Paper applications will not be accepted.

Applicants will be asked to respond to questions and upload documents related to their Institution and/or Project. Full instructions on accessing and utilizing the Apply platform will be covered in the TA Materials that will be posted on OSHE’s website at: <https://nj.gov/highereducation> on or before August 5, 2022.

1.3c Withdrawal of Application

In the event Applicants need to withdraw an Application, Applicants may withdraw their Applications at any time prior to the Submission Deadline. Applications may thereafter be resubmitted, but only up to the Submission Deadline.

Step-by-step instructions on how to withdraw an Application will be included in the TA Materials.

1.3d Applicant Assumes Responsibility

The Applicant assumes sole responsibility for the complete effort and cost required to submit an Application. Neither OSHE, NJEFA, nor the State is responsible for any expenses incurred in the preparation and/or presentation of the Applications, if any, or for the disclosure of any information or material received in connection with the Application, whether by negligence or otherwise. No special consideration shall be given after the Submission Deadline because of an Applicant's failure to know the requirements of this Solicitation, including but not limited to, failure to know the process for withdrawal of an Application or for submission of an incomplete Application. By submitting an Application in response to this Solicitation, the Applicant represents that it has satisfied itself, from its own investigation, of all of the requirements of this Solicitation.

Applicants will be required to submit a certification (Appendix G) certifying that they are familiar with and have reviewed the Question and Answer Documentation, any Addenda, and the TA Materials.

1.3e Open Public Records Act (OPRA)

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 must be specifically identified and marked by the Applicant. Notwithstanding any such designation, OSHE, NJEFA, and the State reserve the right in their sole discretion to disclose all of the Application.

1.3f Reservation of Rights

The Secretary reserves the right to request from Applicants 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 his sole and absolute discretion, to make such investigations as he 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.

1.4 Application Review and Evaluation

1.4a Completeness Review

In order for an Application to be deemed complete, an Application must include all general and Program-specific information and documentation that is applicable to the Project/Application, as set forth in this Solicitation.

1.4b Eligibility Review

Each Application will be reviewed to determine if the Institution and its project (“Project”) meet the eligibility requirements for grant funding under 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. Eligibility requirements for each program can be found in Sections 2.3, 2.4, 3.3, 3.4, 4.3, 4.4, 5.3 and 5.4 below.

1.4c Evaluation and Approval Process

Applications that are deemed complete and that meet the eligibility criteria will be reviewed based on a competitive application process whereby all Applications will be evaluated to determine which Projects are eligible for funding; best meet the applicable project selection criteria set forth in Sections 2 through 5 below, and are the overall most qualified to receive funding.

Applications will be reviewed and scored by a review committee (“Review Committee”) consisting of representatives from OSHE, NJEFA, the New Jersey Schools Development Authority, and the New Jersey Economic Development Authority. The application evaluation process includes but is not limited to the following procedures:

1. The Review Committee will collectively score each Application using the applicable project selection criteria set forth in Sections 2 through 5 below.
2. The Review Committee will rank all the Projects (highest-to-lowest) and submit to the Secretary, the ranked list of Projects together with an explanation of which Projects the Review Committee recommends for funding, including the recommended amount of grant funding.
3. When making recommendations to the Secretary, the Review Committee will consider the project score and the availability of funding; the Review Committee may consider an Institution’s project rankings. Project ranking is further described in Section 6.1 below. The Review Committee may also consider geographic distribution in recommending Projects for funding.
4. The Secretary will give consideration to the Review Committee’s recommendations and the Secretary shall, via written certification, approve, disapprove, or in the instance of an Application that contains severable components, approve in part and/or disapprove in part an Application. The Secretary’s certification will also include the amount of grant funding under the applicable Program(s) for any Application (or portion of Application) that the Secretary approves for grant funding.
5. The Secretary has discretion to approve amounts of grant funding that are different from the amount provided by the Institution in the 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 different funding level.

6. The Review Committee may recommend, and the Secretary may approve, grant funding from a Program other than the Program(s) specified in an Institution's Application.
7. The Secretary's certification will be submitted to the Legislature for final approval/authorization. Each Program has its own Legislative review process which are summarized in Sections 2 through 5 below. Grant awards are subject to the applicable Legislative review process (including appropriation by the Legislature, if required), and issuance of bonds by the NJEFA.

SECTION TWO – HIGHER EDUCATION CAPITAL IMPROVEMENT FUND GRANT PROGRAM INFORMATION

See CIF Statute and Regulation: [N.J.S.A. 18A:72A-72 to -80](#) // [N.J.A.C. 9A:12-1.1 to -1.8](#)

2.1 CIF Purpose

The purpose of the CIF Program is to 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.

2.2 CIF Project Definition

"CIF Project" means a project that the Applicant seeks a grant for, under the Higher Education Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 to -80.

2.3 CIF Applicant Eligibility

Four-year public and private institutions of higher education that are eligible to receive State aid may apply for a CIF Program grant. County colleges are not eligible.

Four-year public institutions of higher education include: Rutgers, The State University of New Jersey, the State colleges, the New Jersey Institute of Technology, Rowan University, Montclair State University, Kean University, and any other public university or college now or hereafter established or authorized by New Jersey law.

A private four-year institution of higher education is defined as 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.

2.4 CIF Project Eligibility

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 twenty percent (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.

2.5 CIF Institutional Funding Requirement

A four-year public institution of higher education must commit to paying one-third (1/3) of the debt service on the bonds issued to finance its CIF Project(s).

A four-year private institution of higher education must commit to paying one-half (1/2) of the debt service on the bonds issued to finance its CIF Project(s).

If an institution fails to pay its obligations in full, when due, the State Treasurer shall retain (from State aid or an appropriation payable to the institution) an amount sufficient to satisfy the deficiency.

2.6 CIF Grant Application

All Applicants applying for a CIF Program grant must complete the requirements of Section 6.3 and Section 6.4 (Grant Application Requirements for ALL Programs and CIF Grant Application Requirements, respectively).

2.7 CIF Project Selection Criteria

Each Application which is deemed to be complete, will be evaluated to determine its priority ranking. The criteria by which Applications to the CIF Program will be evaluated and scored shall consist of the “CIF Project Criteria” and “State Funding Criteria” discussed below (collectively referred to as the “CIF Project Selection Criteria”). Scoring and evaluation will be based on how well the Application addresses the CIF Project Selection Criteria. In evaluating how the Application meets the State Funding Criteria described below, priority will be given to projects that re-imagine spaces that better serve the 21st century student. Such re-imagined spaces would consist of projects that offer and/or support flexible spaces that include areas of multi-purpose use and/or support state-of-the-art pedagogical methods; for example, a learning commons facility that offers both physical space and state-of-the-art connectivity to support virtual learning, research, and collaboration.

A. CIF Project Criteria

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.

B. State Funding Criteria

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

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

2.8 CIF Award Process

The Secretary shall submit to the Legislature (with a copy to NJEFA), a copy of the form of grant application and a copy of the Secretary’s written certification preliminarily approving the grant (including the amount). If the Legislature does not disapprove the grant by the adoption of a concurrent resolution within **forty-five (45)** days of receipt from the Secretary, the grant shall be deemed to be authorized.

2.9 CIF Post-Award Grant Funding

Funding for approved grants is contingent upon the issuance of bonds by the NJEFA and upon the execution of a grant agreement between the Institution and the NJEFA that will set forth the terms and conditions for the grant, which will include, among other terms:

1. The Institution enters into a contract or contracts to construct the CIF Project within one (1) year of the date on which grant funds are made available, and
2. The Institution agrees to comply with all applicable laws, rules, codes, statutes, and government guidelines.

Continued compliance with the grant agreement shall be required to ensure continued funding of the grant.

SECTION THREE – HIGHER EDUCATION FACILITIES TRUST FUND GRANT PROGRAM INFORMATION

See HEFT Statute and Regulation: [N.J.S.A. 18A:72A-49 to -58](#) // [N.J.A.C. 9A:15-1.1 to -1.7](#)

3.1 HEFT Purpose

The Purpose of the HEFT Program is to 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.

3.2 HEFT Project Definition

“HEFT Project” means a capital construction project that the Applicant seeks a grant for, under the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A:72A-49 to -58.

3.3 HEFT Applicant Eligibility

Public or private institutions of higher education that are eligible to receive State aid may apply for a HEFT Program grant.

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

A private institution of higher education is defined as an independent college or university incorporated and located in New Jersey, which by virtue of law, 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.

3.4 HEFT Project Eligibility

HEFT grant funds can be used to finance the construction, reconstruction, development, extension, and improvement of instructional, laboratory, communication, and research facilities.

3.5 HEFT Grant Application

All Applicants applying for a HEFT Program grant must complete the requirements of Section 6.3 and Section 6.5 (Grant Application Requirements for ALL Programs and HEFT Grant Application Requirements, respectively).

3.6 HEFT Project Selection Criteria

Each Application which is deemed to be complete, will be evaluated to determine its priority ranking. The criteria by which Applications to the HEFT Program will be evaluated and scored shall consist of the “HEFT Project Criteria” and “State Funding Criteria” discussed below (collectively referred to as the “HEFT Project Selection Criteria”). Scoring and evaluation will be based on how well the Application addresses the HEFT

Project Selection Criteria. In evaluating how the Application meets the State Funding Criteria described below, priority will be given to projects that re-imagine spaces that better serve the 21st century student. Such re-imagined spaces would consist of projects that offer and/or support flexible spaces that include areas of multi-purpose use and/or support state-of-the-art pedagogical methods; for example, a learning commons facility that offers both physical space and state-of-the-art connectivity to support virtual learning, research, and collaboration.

A. HEFT Project Criteria

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 ten (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.

B. State Funding Criteria

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

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

3.7 HEFT Award Process

The Secretary shall submit to the Legislature (with a copy to NJEFA), a copy of the form of grant application and a copy of the Secretary's written certification preliminarily approving the grant (including the amount). If the Legislature does not disapprove the grant by the adoption of a concurrent resolution within **sixty (60)** days of receipt from the Secretary, the grant shall be deemed to be approved by the Legislature and by the Secretary.

3.8 HEFT Post-Award Grant Funding

Funding for approved grants is contingent upon the issuance of bonds by the NJEFA and upon the execution of a grant agreement between the Institution and the NJEFA that will set forth the terms and conditions for the grant, which will include, among other terms:

1. The Institution enter into a contract or contracts to construct the HEFT Project within one (1) year of the date on which grant funds are made available, and
2. The Institution agrees to comply with all applicable laws, rules, codes, statutes, and government guidelines.

Continued compliance with the grant agreement shall be required to ensure continued funding of the grant.

SECTION FOUR – HIGHER EDUCATION TECHNOLOGY INFRASTRUCTURE FUND GRANT PROGRAM INFORMATION

See HETI Statute and Regulation: [N.J.S.A. 18A:72A-59 to -71](#) // [N.J.A.C. 9A:13-1.1 to -1.8](#)

4.1 HETI Purpose

The purpose of the HETI Program 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.

4.2 HETI Project Definition

“HETI Project” means a project that the Applicant seeks a grant for, under the Higher Education Infrastructure Fund Act, N.J.S.A. 18A:72A-59 to -71.

4.3 HETI Applicant Eligibility

Public or private institutions of higher education that are eligible to receive State aid may apply for a HETI Program grant.

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

A private four-year institution of higher education is defined as 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.

4.4 HETI Project Eligibility

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.

4.5 HETI Institutional Funding Requirement

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). Notwithstanding anything herein to the contrary, grants from State government sources may not be used as Matching Funds.

If an institution fails to satisfy its Matching Funds obligation, the State Treasurer shall retain (from State aid or an appropriation payable to the institution) an amount sufficient to satisfy the deficiency of the institution’s Matching Funds obligation.

4.6 HETI Grant Application

All applicants applying for a HETI Program grant must complete the requirements of Section 6.3 and Section 6.6 (Grant Application Requirements for ALL Programs and HETI Grant Application Requirements, respectively).

4.7 HETI Project Selection Criteria

Each Application which is deemed to be complete, will be evaluated to determine its priority ranking. The criteria by which Applications to the HETI Program will be evaluated and scored shall consist of the “HETI Project Criteria” and “State Funding Criteria” discussed below (collectively referred to as the “HETI Project Selection Criteria”). Scoring and evaluation will be based on how well the Application addresses the HETI Project Selection Criteria. In evaluating how the Application meets the State Funding Criteria described below, priority will be given to projects that re-imagine spaces that better serve the 21st century student. Such re-imagined spaces would consist of projects that offer and/or support flexible spaces that include areas of multi-purpose use and/or support state-of-the-art pedagogical methods; for example, a learning commons facility that offers both physical space and state-of-the-art connectivity to support virtual learning, research, and collaboration.

A. HETI Project Criteria

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.

B. State Funding Criteria

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

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

4.8 HETI Award Process

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.

4.9 HETI Post-Award Grant Funding

Funding for approved grants is contingent upon the issuance of bonds by the NJEFA and upon the execution of a grant agreement between the Institution and the NJEFA that will set forth the terms and conditions for the grant, which will include, among other terms:

1. The Institution enters into a contract or contracts to construct the HETI Project within one (1) year of the date on which grant funds are made available, and
2. The Institution agrees to comply with all applicable laws, rules, codes, statutes, and government guidelines.

Continued compliance with the grant agreement shall be required to ensure continued funding of the grant.

SECTION FIVE – HIGHER EDUCATION EQUIPMENT LEASING FUND GRANT PROGRAM INFORMATION

See ELF Statute and Regulation: [N.J.S.A. 18A:72A-40 to -48](#) // [N.J.A.C. 9A:14-1.1 to -1.8](#)

5.1 ELF Purpose

The purpose of the ELF Program is to finance the purchase of equipment for lease to public and private nonprofit institutions of higher education.

5.2 ELF Project Definition

“ELF Project” means a project that the Applicant seeks a grant for, under the Higher Education Equipment Leasing Fund Act, N.J.S.A. 18A:72A-40 to -48.

5.3 ELF Applicant Eligibility

Public or private institutions of higher education that are eligible to receive State aid may apply for an ELF Program grant.

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

A private four-year institution of higher education is defined as 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.

5.4 ELF Project Eligibility

ELF grant funds can be used to purchase Equipment (as defined below), 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.

5.5 ELF Minimum Grant Request Requirement

No ELF grant 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.

5.6 ELF Institutional Funding Requirement

Institutions are required to pay twenty-five percent (25%) of the debt service on the bonds issued to purchase Equipment for the institution.

If an institution fails to pay its obligations when due, the State Treasurer shall retain (from State aid or an appropriation payable to the institution) an amount sufficient to satisfy the deficiency.

5.7 ELF Grant Application

All applicants applying for an ELF Program grant must complete the requirements of Section 6.3 and Section 6.7 (Grant Application Requirements for ALL Programs and ELF Grant Application Requirements, respectively).

5.8 ELF Project Selection Criteria

Each Application which is deemed to be complete, will be evaluated to determine its priority ranking. The criteria by which Applications to the ELF Program will be evaluated and scored shall consist of the “ELF Project Criteria” and “State Funding Criteria” discussed below (collectively referred to as the “ELF Project Selection Criteria”). Scoring and evaluation will be based on how well the Application addresses the ELF Project Selection Criteria. In evaluating how the Application meets the State Funding Criteria described below, priority will be given to projects that re-imagine spaces that better serve the 21st century student. Such re-imagined spaces would consist of projects that offer and/or support flexible spaces that include areas of multi-purpose use and/or support state-of-the-art pedagogical methods; for example, a learning commons facility that offers both physical space and state-of-the-art connectivity to support virtual learning, research, and collaboration.

A. ELF Project Criteria

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.

B. State Funding Criteria

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

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

5.9 ELF Award Process

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 lease agreement or lease information to the Joint Budget Oversight Committee for review. If the Joint Budget Oversight Committee does not affirmatively approve or disapprove each lease agreement or lease information within ten (10) days of receipt thereof, the lease agreement or lease information shall be deemed approved by the Joint Budget Oversight Committee.

5.10 ELF Post-Award Grant Funding

Funding for approved grants is contingent upon the issuance of bonds by the NJEFA and upon the execution of a lease agreement between the institution and the NJEFA that will set forth the terms and conditions for the NJEFA's leasing of the Equipment to the institution, which will include, among other terms, that the Institution agrees to comply with all applicable laws, rules, codes, statutes, and government guidelines.

Continued compliance with the lease agreement shall be required to ensure continued funding of the grant.

SECTION SIX - GRANT APPLICATION

6.1 General Instructions

An institution may apply for funding under any Program and an **Application may request funding under more than one of the four Programs** but both the Program-specific Applicant Eligibility and the Program-specific Project Eligibility must be satisfied for any project (or portion of a project) for which grant funding is requested.

One (and only one) Application should be submitted for each Project. Institutions submitting applications for more than one (1) project must rank each project in order of need and importance to the Institution with number one (1) being highest priority.

The amount of funding requested under the Program must be identified on the Application Information form (Appendix A).

When requesting funding from multiple Programs, the amount of funding requested under each Program must be identified on the Application Information form (Appendix A).

In no event shall the amount requested from all Programs exceed the total cost of the Project.

Applications must include all information and documentation set forth in Section 6.3 (Grant Application Requirements for All Programs). Additionally, Applications must include all information and documents set forth in the Program-specific Application Requirements which are located in Sections 6.4 (for CIF); Section 6.5 (for HEFT); Section 6.6 (for HETI); and Section 6.7 (for ELF).

Applications that are missing required information or required documentation may be deemed incomplete and ineligible for consideration of a grant for the Summer 2022 Cycle.

Applications must be received by the Submission Deadline in order to be considered.

6.2 Formatting Requirements for All Applications

All Applications must comply with the following formatting requirements:

- Each page of the Application must be labeled with a page number.
- Each page of the Application must reference 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. Appendices, tables, figures, footnotes and/or endnotes may be single spaced.

6.3 Grant Application Requirements for ALL Programs

Applications for funds from any or all of the Programs must include the following information and documents (please label responses to correspond to the bolded headers used in this Solicitation):

6.3.1 Application Information (Appendix A)

Answer all questions listed in Appendix A.

6.3.2 Checklist (Appendix B)

A completed Checklist for the Project. The Checklist applies to all four Programs so that only one completed Checklist is required for each Application.

6.3.3 Project Synopsis

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

6.3.4 Resolution (Appendix J is a Sample Resolution)

A copy of the institution's governing board's resolution that:

1. Approves the Project;
2. Commits to using the grant funds for the purposes set forth in the Program-specific Project Eligibility section;
3. Commits to support the operating costs of and maintenance requirements for the Project; and
4. Commits to providing the Program-specific Institutional Funding Requirements*

*Note: For HETI, the Resolution needs to specifically state the dollar amount of the Matching Funds, which needs to be equal to or greater than the requested HETI grant amount.

*Note: #4 is not required to be addressed by the resolution if the Application only requests a grant under the HEFT Program.

5. If the Application requests funding under the HEFT Program, the Resolution must include a pledge to use the HEFT grant to advance the institution's long-range facilities plan.

6.3.5 Executive Summary

A maximum **four-page summary** describing the Project and each Program to which the Application is applying. This summary should specify the amount of funding sought from each Program for which the Application is

applying. The summary should not exceed four (4) pages regardless of the number of Programs to which the Application is applying.

6.3.6 Detailed Project Description

A detailed description of the Project, including:

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).

6.3.7 Question and Answer Documentation /Addenda/ TA Materials Certification

An executed Question and Answer Documentation/Addenda/TA Materials Certification (Appendix G).

6.4 CIF Grant Application Requirements

CIF Applications must include the information and documents set forth in Section 6.3 above as well as information and documents set forth in this Section 6.4. Please label responses to correspond to the bolded headers used in this Solicitation.

6.4.1 CIF Construction Ready Status

Information which documents the degree to that a 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.

This information should include, as applicable (please label each section accordingly):

1. Status of land acquisition necessary for Project development.
2. A description of key site and environmental risk factors that could affect construction readiness, including, but not limited to:
 - a) Status of demolition on site.
 - b) Past usage of site.
 - c) 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.
 - d) Costs of any necessary environmental remediation.
 - e) Site readiness concerns including utilities impacts; drainage concerns; offsite improvements; geo-technical concerns; ground water concerns; foundation concerns; and any third-party concerns.
 - f) Any pending or, to the respondent’s knowledge, threatened litigation relating to the undertaking, construction or operation of the Project.
3. Status of design and/or construction documents.
4. Estimated timing for acquisition of site plan approvals and building permits.
5. An estimated Project development schedule including key milestones and estimate pre-construction/construction draws by month for the entire project development period.

6.4.2 CIF Cost Effectiveness

Information that documents the cost effectiveness with which the Project meets the identified academic need, including (please label each section accordingly):

1. All cost data for the Project including Project cost/square foot and estimated cost per student utilizing the proposed facility (by headcount and FTE).
2. The ratio of program space to the gross square footage of the building.
3. A discussion of whether alternate and more efficient approaches to addressing the academic need have been considered.

6.4.3 Long Range Facilities Plan

The Application must include a copy of the Institution's up-to-date long-range facilities plan (also known as Master Facilities Plan or Master Plan) that includes provisions to address deferred maintenance and other capital renewal requirements.

The Application must include:

1. A description of how the Project addresses the Institution's long-range facilities plan and meets the estimated need for renewal and renovation; and
2. A copy of the resolution of the Institution's governing board approving the long-range facilities plan.

6.4.4 Prior Grant Funded Facilities

A listing of institutional facilities that have been funded by State of New Jersey grant programs over the past ten (10) years (not including the Project) and a detailed discussion of the status of maintenance of such facilities over the past ten (10) years.

6.4.5 CIF Programs and Educational Objectives

Identify the program(s) or function(s) to be served by the Project, including specific educational objectives to be met and how the Project will support industry-valued credentialing programs and experiential learning opportunities.

6.4.6 Debt Service Acknowledgement and Source

Ensure Appendix H, (Sample Cost/Sources of Funds Information) identifies the sources of funds to be used to meet the Institutional Funding Requirement.

6.4.7 CIF Reimbursement

A detailed list of any costs incurred (and the dates on which those costs were incurred) for which reimbursement is sought.

6.4.8 CIF Renewal and Renovation Project Description

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.

6.4.9 CIF Budget for Student Support Facilities, if applicable

If a portion of the CIF grant will be used within student support facilities (defined as 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 twenty percent (20%) of the CIF grant will be used for such purpose.

6.4.10 CIF Non- Renewal and Renovation Projects

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:

1. Explain how the institution will meet its total estimated need for renewal and renovation as contained in its long-range facilities plan. The explanation should identify specific renewal and renovation projects, their funding sources, and a timetable for their completion; or
2. When an institution proposes a building replacement as an alternative to renewing or renovating a specific facility, the Application should include a justification for the replacement, including a comparison of the replacement costs with the costs of renewing or renovating that facility; or
3. 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. The explanation of how the Project will maximize such recoveries should include both sources of funds and dollar estimates of the federal grant fund recoveries that will be generated by the Project.

6.4.11 Prioritization of Deferred Maintenance

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.

6.4.12 CIF Energy Efficiency

Documentation supporting the energy efficiency of the Project, including manufacturer information or engineer reports.

6.4.13 CIF Project Selection Criteria Narrative

A narrative describing how the Project satisfies each of the CIF Project Selection Criteria set forth in Section 2. The narrative should include subsection headings that correspond to each of the CIF Project Selection Criteria, including the CIF Project Criteria and the State Funding 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 Program(s) and the project selection criteria overlap to any degree, identify all Program-specific project selection criteria being addressed.

6.4.14 CIF Certification

An executed Higher Education Capital Improvement Fund Certification (Appendix C).

6.5 HEFT Grant Application Requirements

HEFT Applications must include the information and documents set forth in Section 6.3 above as well as information and documents set forth in this Section 6.5. Please label responses to correspond to the bolded headers used in this Solicitation.

For Sections 6.5.1 through 6.5.4 below: if the responses match any of the responses provided in Sections 6.4.1 through 6.4.4 above, the Application may respond by simply referencing one of those earlier responses.

6.5.1 HEFT Construction Ready Status

Information that documents the degree to which a 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.

This information should include, as applicable (please label each section accordingly):

1. Status of land acquisition necessary for Project development.
2. A description of key site and environmental risk factors that could affect construction readiness, including, but not limited to:
 - a) Status of demolition on site.
 - b) Past usage of site.
 - c) 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.
 - d) Costs of any necessary environmental remediation.
 - e) Site readiness concerns including utilities impacts; drainage concerns; offsite improvements; geo-technical concerns; ground water concerns; foundation concerns; and any third-party concerns.
 - f) Any pending or, to the respondent’s knowledge, threatened litigation relating to the undertaking, construction or operation of the Project.
3. Status of design and/or construction documents.

4. Estimated timing for acquisition of site plan approvals and building permits.
5. An estimated Project development schedule including key milestones and estimate pre-construction/construction draws by month for the entire project development period.

6.5.2 HEFT Cost Effectiveness

Information that documents the cost effectiveness with which the Project meets the identified academic need, including (please label each section accordingly):

1. All cost data for the Project including Project cost/square foot and estimated cost per student utilizing the proposed facility (by headcount and FTE).
2. The ratio of program space to the gross square footage of the building.
3. A discussion of whether alternate and more efficient approaches to addressing the academic need have been considered.

6.5.3 Long Range Facilities Plan

The Application must include a copy of the Institution's long-range facilities plan (also known as Master Facilities Plan or Master Plan) that includes provisions to address deferred maintenance and other capital renewal requirements.

The Application must include a copy of the resolution of the Institution's governing board approving the long-range facilities plan.

6.5.4 Prior Grant Funded Facilities

A listing of institutional facilities that have been funded by State of New Jersey grant programs over the past ten (10) years (not including the Project) and a detailed discussion of the status of maintenance of such facilities over the past ten (10) years.

6.5.5 HEFT Programs and Educational Objectives

Identify the program(s) or function(s) to be served by the Project, including specific educational objectives to be met and how the Project will support and/or increase capacity for industry-valued credentialing programs and experiential learning opportunities.

6.5.6 HEFT Reimbursement

A detailed list of any costs incurred (and the dates on which those costs were incurred) for which reimbursement is sought.

6.5.7 Prioritization of Deferred Maintenance

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.

6.5.8 HEFT Energy Efficiency

Documentation supporting the energy efficiency of the Project, including manufacturer information or engineer reports.

6.5.9 HEFT Project Selection Criteria Narrative

A narrative describing how the Project satisfies each of the HEFT Project Selection Criteria set forth in Section 3. The narrative should include subsection headings that correspond to each of the HEFT Project Selection Criteria, including the HEFT Project Criteria and the State Funding 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 project selection criteria overlap to any degree, the Application may refer to the narrative provided for the other Program(s) and add support for any additional criteria in this portion of the Application.

6.5.10 HEFT Mission, Plans and Priorities

A description of how the Project relates to the current institutional mission, plans and priorities.

6.5.11 HEFT Certification

An executed Higher Education Facilities Trust Fund Certification (Appendix D).

6.6 HETI Grant Application Requirements

HETI Applications must include the information and documents set forth in Section 6.3, and the information and documents set forth in this Section 6.6. Please label responses to correspond to the bolded headers in this Solicitation.

For Sections 6.6.1 through 6.6.4 below: if the responses match any of the responses provided in Sections 6.4.1 through 6.5.4 above, the Application may respond by simply referencing one of those earlier responses.

6.6.1 HETI Cost Effectiveness

Information that documents the cost effectiveness with which the Project meets the identified academic need, including:

1. 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.
2. Identification of all direct costs associated with the acquisition or development of the proposed technology infrastructure
3. A discussion of whether alternate and more efficient approaches to addressing the academic need have been considered.

6.6.2 HETI Long-Range Technology Plan

A summary of the institution's long-range facilities plan for technology and a description of how the Project advances the plan.

6.6.3 Prior Grant Funded Facilities

A listing of institutional facilities that have been funded by State of New Jersey grant programs over the past ten (10) years (not including the Project) and a detailed discussion of the status of maintenance of such facilities over the past ten (10) years.

6.6.4 HETI Programs and Educational Objectives

Identify the program(s) or function(s) to be served by the Project, including specific educational objectives to be met and how the Project will support and/or increase capacity for industry-valued credentialing programs and experiential learning opportunities.

6.6.5 HETI Project Selection Criteria Narrative

A narrative describing how the Project satisfies each of the HETI Project Selection Criteria set forth in Section 4. The narrative should include subsection headings that correspond to each of the HETI Project Selection Criteria, including the HETI Project Criteria and the State Funding 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 project selection criteria overlap to any degree, the Application may refer to the narrative provided for the other Program(s) and add support for any additional criteria in this portion of the Application.

6.6.6 HETI Inter-institutional or Intra-institutional Enhancement

A description of how the Project enhances inter-institutional or intra-institutional connectivity and information technology as these relate to advancing the instructional, research, or service/economic development missions of the institution.

6.6.7 HETI Next Level Technology Integration

Description of how the Project advances the institution toward the next level of establishing integrated voice, video and data networks for the institution.

6.6.8 HETI Compatibility with State Technology Plan for Higher Education

A description of how the proposed inter-institutional networking enhancements are compatible with the technology infrastructure plan for New Jersey higher education originally established.

6.6.9 Matching Funds and Source

Ensure Appendix H, (Sample Cost/Sources of Funds Information) identifies the sources of funds to be used to meet the Matching Funds Requirement. **Please note the definition of matching funds set forth in Section 4.5.**

6.6.10 HETI Training, Staffing and Indirect Costs

A description of how the institution will address training, staffing, and other indirect costs related to the project.

6.6.11 HETI Certification

An executed Higher Education Technology Infrastructure Fund Certification (Appendix E).

6.7 ELF Grant Application Requirements

ELF Applications must include the information and documents set forth in Section 6.3 above, and the information and documents set forth this Section 6.7. Please label responses to correspond to the bolded headers used in this Solicitation.

6.7.1 ELF Description of Equipment to Purchase

A description of the proposed equipment to be purchased, including how the proposed purchase supports industry-valued credentialing programs and experiential learning opportunities, and the useful life of the equipment.

For any piece of equipment exceeding an estimated cost of \$10,000 per unit, the estimated cost per unit and the number of units to be purchased must be provided.

6.7.2 ELF Cost Effectiveness

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.

6.7.3 Prior Grant Funded Equipment

A listing of institutional equipment that has been funded by State of New Jersey grant programs over the past ten (10) years (not including the Project) and a detailed discussion of the status of maintenance of such equipment over the past ten (10) years.

6.7.4 ELF Programs and Educational Objectives

Identify the program(s) or function(s) to be served by the equipment, including the specific educational objectives to be met.

6.7.5 ELF Energy Efficiency

Documentation supporting the energy efficiency of the Project, including manufacturer information or engineer reports.

6.7.6 ELF Project Selection Criteria Narrative

A narrative describing how the Project satisfies each of the ELF Project Selection Criteria set forth in Section 5. The narrative should include subsection headings that correspond to each of the ELF Project Selection Criteria, including the ELF Project Criteria and the State Funding 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 project selection criteria overlap to any degree, the Application may refer to the narrative provided for the other Program(s) and add support for any additional criteria in this portion of the Application.

6.7.7 ELF Connection to Mission and Plans

A description of how the proposed purchase relates to the current institutional mission and plans.

6.7.8 ELF Process to Generate Application

A description of the process used to generate the application for approval of the proposed purchase.

6.7.9 Debt Service Acknowledgement and Source

Ensure Appendix H, (Sample Cost/Sources of Funds Information) identifies the sources of funds to be used to meet the Institutional Funding Requirement.

6.7.10 Schedule of Acquisition and Installation

An estimated schedule of acquisition and installation of the equipment (Appendix I, Anticipated Project Schedule).

6.7.11 ELF Certification

An executed Higher Education Equipment Leasing Fund Certification (Appendix F).

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

APPENDIX B

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	

APPENDIX C

HIGHER EDUCATION CAPITAL IMPROVEMENT 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 CIF. 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 Capital Improvement Fund Act, N.J.S.A 18A:72A-72 to -80 (“CIF”) for the Project described in the Application.
3. The Project is for the renewal, renovation, improvement, expansion, construction and/or reconstruction of facilities and technology infrastructure and complies with the requirements set forth under N.J.A.C. 9A:12-1.3
4. The Institution is:
 - a. A four-year public institution of higher education established or authorized by New Jersey law which is eligible to receive state aid; or
 - b. A private four-year 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 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 N.J.S.A 18A:72A-78(b) (the “Institutional

Funding Requirement”) 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.

6. The Institution will use the sources specified in the Application to satisfy its obligations to pay the Institutional Funding Requirement.
7. The Institution acknowledges and agrees that it is obligated to maintain the Project and is authorized by the Resolution to fulfill this obligation.
8. 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.
9. The Project and the construction, operation and maintenance thereof will, at all times comply with 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 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

APPENDIX E

HIGHER EDUCATION TECHNOLOGY INFRASTRUCTURE 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 HETI. 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 Technology Infrastructure Act, N.J.S.A. 18A:72A-59 to -71 (“HETI”) for the Project described in the Application.
3. The Project consists of 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 and complies with the requirements set forth under N.J.A.C. 9A:13-1.3.
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 four-year 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 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 one hundred percent (100%) of the amount of the grant (the “Matching Funds”).

- 6. The Institution has or will have the Matching Funds as required by HETI.
- 7. The Institution acknowledges and agrees that it is obligated to maintain the technology infrastructure proposed for purchase or development and is authorized by the Resolution to fulfill this obligation.
- 8. The Institution will use the HETI grant to advance the institution toward the next level in establishing integrated voice, video and data networks.
- 9. The Institution will use the HETI grant to enhance inter-institutional or intra-institutional connectivity and information technology as it relates to advancing the instructional, research, or service/economic development missions of the institution.
- 10. Applicants must certify they will use its best efforts to solicit bids from and/or award contracts to minority and women-owned businesses;
- 11. 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.
- 12. The Project and the construction, operation and maintenance thereof will, at all times comply with all applicable laws, rules codes, statutes, and government, including the principles of affirmative action and equal employment opportunity, where applicable, as specified in the Act.

[Institution]

By:
Name:
Title:

Date

APPENDIX F

HIGHER EDUCATION EQUIPMENT LEASING 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 ELF. 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 Equipment Leasing Fund Act, N.J.S.A. 18A:72A-40 to -48 (“ELF”) for the Project described in the Application.
3. The Project consists of the purchase of equipment consisting of, or relating to, scientific, engineering, technical, computer, communications, or instructional equipment for use by the Institution.
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 four-year 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 will be obligated to pay twenty-five percent (25%) 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 N.J.S.A. 18A:72A-42

(the “Institutional Funding Requirement”) 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.

- 6. The Institution will use the sources specified in the Application to satisfy its obligations to pay the Institutional Funding Requirement.
- 7. The Institution acknowledges and agrees that it is obligated to maintain the Project and is authorized by the Resolution to fulfill this obligation.
- 8. 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.
- 9. The Project and the construction, operation and maintenance thereof will, at all times comply with all applicable rules, codes, statutes and government guidelines.

[Institution]

By:
Name:
Title:

Date

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

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*	Total Institutional Funds	
	-								-
	-								-
	-								-
	-								-
	-								-
	-								-
	-								-
	-								-
	-								-
Total Project Cost	<u>\$ -</u>								-
Total Institutional Funds								<u>\$ -</u>	

* Additional costs to be provided by the college to complete the project

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 authorized	
<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>	

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.

WHEREAS: The Board commits to using the grant funds for the purposes set forth in the Program-specific Project Eligibility Criteria; and

WHEREAS: The Board desires to approve the aggregate costs of the Project paid and/or financed through all sources in an amount not to exceed \$ _____; and

WHEREAS: The Board desires to finance all or a portion of the Project through one or more of the hereinafter defined Programs made available by the State of New Jersey (the "State") for certain projects of New Jersey institutions of higher education (the "Programs"); and

WHEREAS: The Programs are the Higher Education Fund Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 et seq. ("CIF"); the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A:72A-49 et seq. ("HEFT"); the Higher Education Technology Infrastructure Trust Fund Act, N.J.S.A. 18A:72A-59 et seq. ("HETI"); and the Higher Education Equipment Leasing Fund Act, N.J.S.A. 18A:72A-40 et seq. ("ELF");

WHEREAS: The Board has determined that the Project will assist in serving the needs of its students and providing a benefit to the Institution; and

WHEREAS: The Board desires to approve financing of all or portions of the Project through [CIF, HEFT, HETI, and/or ELF] ⁵; and

WHEREAS: Portion(s) of the Project may also be financed by bonds issued by the New Jersey Educational Facilities Authority which bear tax- exempt interest for federal income tax purposes ("Tax-Exempt Bonds"), commercial loans or funds otherwise available to the Institution; and

WHEREAS: In order to provide maximum flexibility and most efficient borrowing costs, the Board wishes to authorize financing the Project through [insert Programs for which applying] (the "Proposed Programs"), issuance of Tax-Exempt Bonds, commercial loans and funds otherwise available to the Institution or any combination thereof (the "Financing Structure"); and⁶

WHEREAS: The Board wishes to approve the form of the Application to be submitted to the Secretary of Higher Education (the "Secretary") for the Proposed Programs for the Project, and to designate and authorize officers of the Institution to take necessary and desirable actions to undertake, implement and submit to the Secretary the Application for the Project;⁷ and

⁵ The specific Program(s) for which application is being authorized should be identified.

⁶ The sample resolution includes references and authorizes use sources of funding other than the Programs. If an institution intends to use one or more of these other sources for matching funds or otherwise, the institution may wish to include authorization for these other funding sources in this resolution. Please note however, that the institution's matching funds for HETI may not include any funds the institution receives under the other Programs.

[WHEREAS: The Board hereby approves the Long-Range Facilities Plan of the Institution in the form attached hereto as Exhibit A and authorizes and directs the officers designated in this resolution to include the Long-Range Facilities Plan in the Application (s) approved herein; ^{8]} and

WHEREAS: The Board desires to authorize certain officers of the Institution to determine the Financing Structure which is most economically advantageous to the Institution provided the Financing Structure includes utilization of the Proposed Programs, and take all action necessary or beneficial to accomplish the financing of the Project including the financing of capitalized interest, if any, and other costs of issuing any debt including, Tax-Exempt Bonds or other financings (“Financing Costs”); and

WHEREAS: The Board reasonably expects to reimburse expenditures for costs of the Project paid prior to issuance of Tax-Exempt Bonds or any debt bearing interest which is exempt from gross income for federal income tax purposes which will fund an applicable Project and/or Program;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF [_____] AS FOLLOWS:

SECTION 1. The Board approves the Project and authorizes the undertaking, implementation, and financing of the Project in a maximum aggregate amount not to exceed \$ _____ (including Financing Costs). [The Board approves the Long Range Facilities Plan of the Institution in the form attached hereto as Exhibit A].⁹

SECTION 2. The Board approves the financing of all or any portion of the Project through the [identify Program[s] for which funding will be requested]. The Board

⁷ A separate application must be submitted for each Project although an institution may apply for funding for different components of that Project through more than one Program. For example, if the institution intends to apply for funding under the GO Bond Act for one component of the Project and other components of the Project are eligible for funding under CIF, the institution must submit one application but may request funding under the GO Bond Act and CIF for the eligible components of that Project.

⁸ In order to be eligible for certain Programs the institution must submit a long-range facilities plan approved by the institutions’ governing body as part of the Application for that Program. If the institution does not already have a plan or has a plan that has not been approved by the governing body, the institution may want to approve the plan in the resolution authorizing the applications. If applying for HEFT funding, the Board must also pledge to use the HEFT grant funds to advance the Long-Range Facilities Plan

⁹ See footnote 8.

approves the Application for funding of the Project through such Program[s] in the form submitted to the Board and authorizes and directs the herein defined Designated Officers to submit such Application to the Secretary with such changes, modifications and additions as are approved by the Designated Officers and such changes, modifications and additions shall be conclusively evidenced by the submission of the Application to the Secretary. [The Board expressly directs and authorizes the Designated Officers to submit the Long-Range Facilities Plan in the Application for any Program for which it is required.] The Board acknowledges and agrees that approval of the Application and receipt of funds pursuant to the Program(s) will obligate the Institution to: (a) provide funds for the operation and maintenance of the Project, (b) contribute to the cost of the Project;¹⁰ (c) pay all or a portion of debt service on Tax-Exempt Bonds issued to fund the Proposed Program(s) as applicable; and (d) fulfill other conditions imposed under the Program(s) and hereby directs and authorizes the Designated Officers to certify such acknowledgement and agreement as part of the submitted Application. The Designated Officers are hereby authorized and directed to fulfill all conditions of the Proposed Program(s) including without limitation providing for the operation and maintenance of the Project and using available funds of the Institution to pay for such operation and maintenance and to satisfy conditions of the Proposed Program(s) to contribute to the cost of Projects and/or debt service on Tax-Exempt Bonds issued to fund the Proposed Program(s) from available funds of the Institution.¹¹

SECTION 3. The Board further authorizes the financing of all or any portion of the Project with Tax-Exempt Bonds, commercial loans and other funds available to the Institution and through the Financing Structure determined to be most economically advantageous to the Institution by _____ and _____ (the “Designated Officers”). The Designated Officers are expressly authorized and directed to determine such Financing Structure provided that the Financing Structure includes utilization of Programs which are approved by the Secretary for financing the Project.

SECTION 4. [The Board Chairperson, the Board Secretary, the Executive Assistant to the Board, the President and Vice President of Administration and Finance] (each an "Authorized Officer") are each hereby authorized and directed to approve, execute and deliver any and all agreements necessary to undertake, implement and finance the Project and any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the [Board/Institution], in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Project and to pay Financing Costs including through the financing thereof. The Authorized Officers are further authorized and directed to do and

¹⁰ If applying for HETI funding, the Resolution must state the dollar amount of the Matching Funds, which must be equal to or greater than the requested HETI grant amount.

¹¹ The Applications requires commitment of the institution to fulfill the actions described in the last 2 sentences of Section 2.

perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate to implement the purposes of this resolution to undertake, implement and finance the Project and Financing Costs and the payment and/or repayment thereof.

SECTION 5. This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the Project[s] paid prior to issuance Tax-Exempt Bonds or other tax-exempt debt issued to fund the Projects/Programs [“Applicable Tax-Exempt Debt”] in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of the Applicable Tax-Exempt Debt expected to be issued to finance costs of the Project [s] including amounts to be used to reimburse expenditures for such costs paid prior to the issuance of the such Applicable Tax-Exempt Debt is \$ (Including Financing Costs).

SECTION 6. All resolutions, orders and other actions of the Board of the Institution in conflict with the provisions of this resolution to the extent of such conflict are hereby superseded, repealed or revoked.

SECTION 7. This Resolution shall take effect immediately; and be it further

RESOLVED: That no further approvals by the Board are necessary to implement this Resolution.

**RESOLUTION
ADOPTED:**

**DULY
CERTIFIED:**