



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

**Higher Education Capital Facilities Programs**

**Second Addendum to Joint Solicitation for Grant Applications  
for the following Programs:**

Higher Education Capital Improvement Fund  
Higher Education Facilities Trust Fund

**Summer 2025 Cycle**

**Joint Solicitation Issue Date: August 11, 2025**

**First Addendum Date: August 28, 2025**

**Second Addendum Date: September 9, 2025**

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

Applications Accepted September 10, 2025  
until 4 p.m. Eastern Prevailing Time on September 22, 2025

This Second Addendum (Second Addendum) to the Higher Education Capital Facilities Programs Joint Solicitation for Grant Applications - Summer 2025 Cycle (Solicitation) hereby amends the Solicitation as follows:

1. Section 4.2 of the Solicitation is hereby amended to include the following paragraph:

- Institutions submitting more than one project must use the following naming convention when providing Project-specific information: “[Applicant Name]\_Project Priority Ranking [#]”. The [#] should match the Project’s priority ranking as outlined in Section 4.1 of this Solicitation. This naming convention must also be used for all Project-specific files uploaded to the Apply portal.

Example of an Institution Submitting an Application for Three Projects:

University of New Jersey\_Project Priority Ranking 1

University of New Jersey\_Project Priority Ranking 2

University of New Jersey\_Project Priority Ranking 3

2. Section 4.3 of the Solicitation, sub-section “Project Description,” is hereby amended and restated as follows<sup>1</sup>:

**Project Description**

Description - Provide a complete description of the proposed Project, including design information, and for renewal and renovation projects, an explanation of modifications to the facilities other than repairs. The project description should focus on design specifications of the Project and what the grant award will fund rather than on providing an overview of the Institution and its mission.

**Note for multi-use facilities:**

- HEFT grant funds may be used within instructional, laboratory, communication, and research facilities. If the Application for a HEFT grant involves a multi-use building that includes both eligible uses (such as instructional, laboratory, communication, and research facilities) and ineligible uses, the Applicant must clearly identify in the Project description which areas of the building, the square footage, and which project costs relate specifically to the HEFT-eligible portions.
- CIF grant funds may be used within instructional, laboratory, communication, research and administrative facilities. If the Application for a CIF grant involves a

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<sup>1</sup> **Note:** To consolidate the additional information requests added to the "Project Description" sub-section of the Solicitation by the First and Second Addenda, this sub-section has been fully revised and restated in this Second Addendum. The language in this sub-section which appeared in the Solicitation and First Addendum has been restructured for clarity. The only new information in this sub-section not already included in the Solicitation or the First Addendum appears under the headings “Project Budget,” “Funding Sources,” “Religious Use,” and “Right to Use.”

multi-use building that includes both eligible uses (such as instructional, laboratory, communication, research and administrative facilities) and ineligible uses, the Applicant must clearly identify in the Project description which areas of the building, the square footage, and which project costs relate specifically to the CIF-eligible portions.

- Please note that “student support facilities,” as defined at N.J.A.C. 9A:12-1.2, are considered administrative facilities for CIF. To address the allocation within a CIF grant to student support facilities, please see Section 4.4, “CIF Grant Application Requirements”, of the Solicitation.

**Useful Life** - Provide the estimated useful life of the Project. 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.

**Project Budget** - Provide a Project budget outlining the Institution’s general project development/construction/acquisition/ installation budget (as applicable) including a detail of costs for each component of the Project and whether each component will be paid for with CIF funds, HEFT funds, and/or institutional funds. The Project budget should be uploaded in the format below. A Microsoft Excel version of this budget template is available on OSHE’s website at <https://nj.gov/highereducation/jointsolicitation2025.shtml>.

Budget Template				
Name of Institution:				
Name of Project:				
Project Component Name	BUDGET			
Estimated Project Cost <sup>1</sup>	CIF Funds Requested	HEFT Funds Requested	Additional Institutional Funds <sup>2</sup>	Total Funding Sources
	-			-
	-			-
	-			-
	-			-
	-			-
	-			-
	-			-
	-			-
	-			-
	-			-
Total Project Cost/Funding	\$ -	\$ -	\$ -	\$ -

0

CHECK - MUST BE ZERO (Total Funding = Total Project Cost)

<sup>1</sup> Total Project Cost for this schedule should EXCLUDE Debt Service Costs

<sup>2</sup> Additional funds to be provided by the Institution to complete the project

**Funding Sources** - Provide anticipated sources of funding for the Project. Identify all sources of funding to be used for the Institution’s share of debt service (if applicable) and for any costs not funded by the grant. The sources of funds information should be uploaded in the format below. A Microsoft Excel version of this sources of funds template is available on OSHE’s website at <https://nj.gov/highereducation/jointsolicitation2025.shtml>.

SOURCES OF FUNDS TEMPLATE					
Name of Institution:					
Name of Project:					
Instructions: Identify all sources of funds to be used for the institution's share of debt service for any CIF project (if applicable) and for any costs not funded by the grant.					
	Funding Sources For Debt Service/Institutions Cost			Date Funding Will Be Available	Funds will be Used For Debt Service
i	Cash on hand				YES NO
ii	Budgeting appropriations				YES NO
	Please document:				
iii	General obligation bonds or debt to be authorized				YES NO
	Please explain:				
iv	Negotiable or non-negotiable securities				YES NO
	Please explain:				
v	Gifts or bequests				YES NO
	Please explain:				
vi	Federal funds				YES NO
	Please explain:				
vii	Other				YES NO
	Detail other funding source:				

Religious Use - Please be aware that CIF and HEFT grant funds may not be allocated towards facilities used for sectarian instruction or religious worship at any time. If any portion of the Project facilities will be used for such purpose, please provide a detailed description, including the specific nature of the use, the percentage of space within the Project facilities to be used for sectarian instruction or religious worship, the frequency and duration of such use, and how the Institution will cover the costs associated with this portion of the Project. This information is required to ensure compliance with funding guidelines.

Right to Use - If the Institution does not currently own, or have a legal and enforceable right to use and occupy pursuant to a written agreement, the facilities comprising the

Project, provide a detailed explanation that clearly describes the Institution's current and future right to use and occupy the proposed Project facilities.

Multiple Projects - If the Application includes more than one (1) Project, Institutions should provide the information requested above under "Description," "Useful Life," "Project Budget," "Funding Sources," "Religious Use," and "Right to Use" for **each Project contained in the Application**. Institutions should also provide the anticipated start and end date and priority ranking among the other projects contained in the Application for each Project.

Additionally, clearly indicate whether any portion of the Application is dependent on or must be completed alongside others to ensure funding supports only feasible, stand-alone work or coordinated portions.

3. Section 4.3 of the Solicitation, sub-section "Funding Sources," is hereby deleted in its entirety.

Except as otherwise provided in the First Addendum issued on August 28, 2025, and this Second Addendum, all other sections of the Solicitation shall remain the same. In the event of any conflict between the First Addendum and this Second Addendum, this Second Addendum shall control.