



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER
EDUCATION**

**HIGHER EDUCATION CAPITAL
FACILITIES GRANT PROGRAMS
SUMMER 2025 CYCLE :**
TECHNICAL ASSISTANCE MATERIALS

August 22, 2025

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SECTION 1 - GENERAL INFORMATION AND GUIDANCE

Summer 2025 Cycle

Important Dates

HIGHER EDUCATION CAPITAL FACILITIES PROGRAMS

Release of Summer 2025 Solicitation:	August 11, 2025
Question and Answer Period Begins (Email questions to FinanceDocs@OSHE.nj.gov)	August 18, 2025
Question and Answer Period Ends	August 22, 2025
Technical Assistance Materials Available	By August 22, 2025
Question and Answer Documentation to be Posted	By August 28, 2025
Application Submission Period Begins	September 10, 2025
Application Submission Deadline	September 22, 2025 at 4:00 p.m. Eastern Prevailing Time

[Link to OSHE's website for Summer 2025 Solicitation information](#)

GENERAL INFORMATION AND GUIDANCE

Higher Education Capital Facilities Grant Programs

❖ \$110,000,000* to the Higher Education Capital Improvement Fund (“CIF”)

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

❖ \$140,000,000* to the Higher Education Facilities Trust Fund (“HEFT”)

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

* See the Notice of Grant Availability and Joint Solicitation for Grant Applications for details.

GENERAL INFORMATION AND GUIDANCE

Submission

- ❖ Each Institution may submit one (1) application.
- ❖ An application may consist of one or more Projects.
- ❖ A four-year Institution may apply for HEFT and/or CIF. County Colleges may only apply for HEFT.
- ❖ The aggregate amount of grant funds requested in an application may not exceed \$20 million.*

* See the Notice of Grant Availability and Joint Solicitation for Grant Applications for details.

GENERAL INFORMATION AND GUIDANCE

Project Selection Criteria

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

A: Applications will be evaluated and scored by a Review Committee based on program-specific **Project Criteria** and **State Funding Criteria**. In the Solicitation, see Section 2.7 for CIF Project Selection Criteria and Section 3.6 for HEFT Project Selection Criteria.

GENERAL INFORMATION AND GUIDANCE

State Funding Criteria

(See Solicitation, Sections 2.7.B. and 3.6.B)

The Review Committee will evaluate CIF and HEFT Projects based on the following State Funding Criteria:

Priority will be given to eligible projects that address deferred maintenance.

Highest priority will be given to deferred maintenance projects that are emergent and critical to complying with State and federal health, safety, fire, and building code standards.

Next in priority are projects that are emergent and must be addressed within one to three years to ensure a safe and appropriate educational or working environment.

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

CIF

HIGHER EDUCATION CAPITAL IMPROVEMENT FUND

CIF Project Criteria

(See Solicitation Section 2.7A)

The following project 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 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. Directly addresses deferred maintenance concerns or projects that will mitigate the need for future maintenance; and
9. Preference will be given to projects that promote energy efficiency.

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

HEFT

HIGHER EDUCATION FACILITIES TRUST FUND

HEFT Project Criteria

(See Solicitation Section 3.6A)

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

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

SECTION 4 – GRANT APPLICATION

GRANT APPLICATION

General Instructions

- ❖ The application process is handled through Apply. See Section 5 for instructions on completing and submitting an application in Apply.
- ❖ Each Institution may submit one (1) application.
- ❖ It is at the Institution's discretion whether to submit an application for a single Project or for multiple Projects.
- ❖ Each Institution* may request grant funding in an aggregate amount of no more than \$20 million for all submitted projects across all of its campus locations.
- ❖ The next few slides provide examples of different ways an Institution may set up its application.

* See the Notice of Grant Availability and Joint Solicitation for Grant Applications for details.

GRANT APPLICATION

General Instructions – Example #1

Applicants have the option of submitting an application for [a single Project that is funded by one Grant Program.](#)

Example:

1. CIF Project - Replace windows in North Building and South Building.
❖ This Project will be evaluated and scored against the CIF Project Criteria and State Funding Criteria.

GRANT APPLICATION

General Instructions – Example #2

Applicants also have the option of submitting an application with [multiple Projects that are funded by the same Grant Program.](#)

Example:

1. CIF Project - Replace windows in North Building
2. CIF Project - Replace windows in South Building

❖ Each of the two Projects listed above will be evaluated and scored separately against the CIF Project Criteria and State Funding Criteria.

GRANT APPLICATION

General Instructions – Example #3

Applicants also have the option of submitting an application with multiple Projects where each Project is funded by *either CIF or HEFT*.

Example:

1. CIF Project - HVAC replacement in the STEM building.
 2. HEFT Project – Renovate A-Wing for ADA accessibility and air purification system.
- ❖ Project 1 will be evaluated and scored against the CIF Project Criteria and State Funding Criteria. Project 2 will be evaluated and scored against the HEFT Project Criteria and State Funding Criteria.

GRANT APPLICATION

General Instructions – Example #4

Applicants also have the option of submitting an application for one Project that requests funding from both CIF and HEFT.

Example:

1. Project - HVAC replacement in the STEM building to be funded by CIF and HEFT

- ❖ Project 1 will be evaluated and scored as a CIF Project against the CIF Project Selection Criteria and the State Funding Criteria. It will also be evaluated and scored as a HEFT Project against the HEFT Project Selection Criteria and the State Funding Criteria.

GRANT APPLICATION

General Instructions

- ❖ Examples 1 – 4 on the previous slides are illustrative and are not an exhaustive list of all the possible scenarios.
- ❖ It is at the Institution's discretion whether to submit an application for a single Project or for multiple Projects and how to present them in the application.

GRANT APPLICATION

General Instructions

(See Solicitation Section 4.2)

❖ Applications containing multiple Projects must provide certain information specific to each Project in Apply so that the Project may be evaluated independently. Three requirements are listed below. **This is not an exhaustive list.** For a complete list of requirements, see Section 4.1 and the following subsections of Section 4.3 “Project Description,” “Project Selection Criteria Narrative,” and “CIF Student Support Facilities” (if applicable) of the Solicitation.

- ❖ Rank each project in order of need and importance to the Institution, with number one being the highest priority.
- ❖ Provide separate anticipated start and completion dates for each Project.
- ❖ Provide separate budgets for each Project. There is no required format for the Project budget. However, each budget should include the amount of the CIF request, HEFT request, other sources of funding, and total Project cost. The sum of the CIF request, HEFT request, and other sources of funding should equal the total Project cost. Estimated debt service numbers should not be included in the budget.

GRANT APPLICATION

General Instruction

(See Solicitation Section 4.2)

- ❖ Each page uploaded to Apply must include the Section of the Solicitation to which it is responding, the Institution's name and a page number.
- ❖ Use Times New Roman, font size 12, double-spaced for all application components (Appendices, tables, figures, footnotes, and/or endnotes can be single-spaced).
- ❖ All Apply portal uploads are to be in .PDF format, except for a Word version of the Resolution.
- ❖ All documents should be titled to match the corresponding bolded headers throughout the Solicitation.

GRANT APPLICATION

APPLICATION INFORMATION

HIGHER EDUCATION CAPITAL FACILITIES PROGRAMS

APPLICATION INFORMATION

Name of Applicant: _____

Campus: _____

County: _____

Application Name: _____

Anticipated Start Date (Design): _____

Anticipated Start Date (Project): _____

Anticipated Completion Date: _____

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

\$ _____ TOTAL AMOUNT OF GRANT REQUESTED FOR PROJECT

\$ _____ Additional costs to be provided by the Institution to complete the Project

\$ _____ Total Cost to complete the Project (CIF grant funds, HEFT grant funds, institutional funds, other sources, etc.)

For applications that have more than one Project, use the earliest start dates and latest completion date for this section. Applicants will be asked to provide dates specific to each Project in the Project Description.

When entering dollar amounts DO NOT use commas. They interfere with the system and the system will not allow you to move on.

GRANT APPLICATION

Components

Project Description

1. 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.
2. For renewal and renovation projects, also include an explanation of modifications to the facilities other than repairs.
3. Include 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.
4. If the application includes more than one (1) Project:
 - Provide design information, and for renewal and renovation projects, an explanation of modifications to the facilities other than repairs, Project budget, anticipated start and end date, priority ranking, percentage of requested CIF grant amount to be used for student support facilities, and useful life information **for each Project** contained in the application.

GRANT APPLICATION

Components

Project Selection Criteria Narrative

When providing a Project Selection Criteria Narrative, list the criteria from the Solicitation, then describe how the project satisfies both the Program Specific Project Criteria and State Funding Criteria.

Example: Section 2.7 CIF Project Selection Criteria

2.7.A.1 Improvement and expansion of educational opportunities for students.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce Posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

2.7.A.3 Consistency with the Institution's educational mission.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce Posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

GRANT APPLICATION

SOURCES OF FUNDS

HIGHER EDUCATION CAPITAL FACILITIES PROGRAMS

Applicants will be asked to identify all sources of revenue to be used for the Institution's share of debt service (if applicable) and for any costs not funded by the grant(s).

Applicants should identify the specific funding source under the appropriate heading and the date the funding will be available.

Not all funds are eligible sources for debt service payments. Grants from State government sources are ineligible to be used for debt service repayment.

	Specify Funding Source	Date Funding Will Be Available
i. Cash on Hand	<input type="text"/>	<input type="text"/>
ii. Budgeting appropriations	<input type="text"/>	<input type="text"/>
iii. General obligation bonds or debt to be authorized	<input type="text"/>	<input type="text"/>
iv. Negotiable or non-negotiable securities	<input type="text"/>	<input type="text"/>
v. Gifts or bequests	<input type="text"/>	<input type="text"/>
vi. Federal funds	<input type="text"/>	<input type="text"/>
vii. Other	<input type="text"/>	<input type="text"/>

GRANT APPLICATION

APPENDIX C – RESOLUTION TEMPLATE
FOR 4-YEAR INSTITUTIONS

HIGHER EDUCATION CAPITAL FACILITIES PROGRAMS

Tips for 4-Year Institutions on Using the Resolution Template in Appendix C

- The CIF and HEFT statutes require that the Board of Trustees of an Institution adopt a resolution authorizing submission of an application. As certain representations and certifications are statutorily required, **4-year Institutions** must use the Resolution Template provided in **Appendix C**. Revision or deletion of required text in the Resolution template may result in an application being deemed incomplete.
- All text or spaces highlighted in yellow should be updated by the 4-year institution. Brackets should be removed, if applicable.
- All 4-year Institutions are required to submit a Word version of the final resolution in addition to the version approved and signed by your governing board.

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GRANT APPLICATION

APPENDIX C – RESOLUTION TEMPLATE
FOR 4-YEAR INSTITUTIONS

HIGHER EDUCATION CAPITAL FACILITIES PROGRAMS

Tips for 4-Year Institutions on Using the Resolution Template in Appendix C (continued)

IMPORTANT:

The Secretary has discretion to approve funding for an eligible Project or a portion of an eligible Project under a Grant Program that is different than the one under which an Institution applied.

Footnotes in the Resolution Template provide instructions on which WHEREAS paragraph (marked “(A)” or “(B)”) and section (marked “3A” and “3B”) should be selected and/or deleted if the Board of Trustees authorizes the Institution to be considered for funding under a Grant Program other than the one under which the Institution applied.

See OSHE's website for sample resolutions for Four-Year Institutions in word version, illustrating selection of option “(A)” or option “(B)”.

Sample Resolution #1 – Authorizing CIF and HEFT

Sample Resolution #2 – Authorizing HEFT only

Sample Resolution #3 – Authorizing CIF only

[Link to OSHE's website for Summer 2025 Solicitation information](#)

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GRANT APPLICATION

APPENDIX C – RESOLUTION TEMPLATE
FOR 4-YEAR INSTITUTIONS

HIGHER EDUCATION CAPITAL FACILITIES PROGRAMS

Tips for 4-Year Institutions on Using the Resolution Template in Appendix C (continued)

IMPORTANT

In order to accept grant funding for eligible Projects from both CIF and HEFT:

- The Institution's Resolution (see the Resolution Template for Four-Year Institutions in Appendix C of the Solicitation), must include the WHEREAS paragraph that is labeled "{A}" and Sections 3A and 3B.
- In addition, the Institution must submit all information requested in both Sections 4.4 and 4.5 of the Solicitation, including but not limited to the Higher Education Facilities Capital Improvement Fund Certification (see Appendix A of the Solicitation) and the Higher Education Facilities Trust Fund Certification (see Appendix B of the Solicitation), with Parts A and B of each of the certifications signed by an authorized officer.

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GRANT APPLICATION

APPENDIX D – RESOLUTION TEMPLATE
FOR COUNTY COLLEGES

HIGHER EDUCATION CAPITAL FACILITIES PROGRAMS

Tips for County Colleges on Using the Resolution Template in Appendix D

- The HEFT statute requires that the Board of Trustees of an Institution adopt a resolution authorizing submission of an application. As certain representations and certifications are statutorily required, county colleges must use the Resolution Template provided in **Appendix D**. Revision or deletion of required text in the Resolution template may result in an application being deemed incomplete.
- All text or spaces highlighted in yellow should be updated by the Institution. Brackets should be removed, if applicable.
- All Institutions are required to submit a Word version of the final resolution in addition to the version approved and signed by your governing board.
- See OSHE's website for a County College sample resolution in word version. [Link to OSHE's website for Summer 2025 Solicitation information](#)

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GRANT APPLICATION

SOURCES OF FUNDS

Applicants requesting CIF funds will be asked to identify the anticipated cash flow requirements for the CIF request.

If the application requests CIF funding for multiple Projects, the aggregate cash flow for all CIF Projects should be identified.

If an application is awarded funding for one or more Projects within the application, additional detail may be requested, at a later date.

CIF Cash Flow

Provide anticipated cashflow requirements for the Project over the next three (3) years.
(Do not use commas).

Cashflow Required

FY Ending 6/30/26

FY Ending 6/30/27

FY Ending 6/30/28

GRANT APPLICATION

CIF and HEFT Certifications

HIGHER EDUCATION CAPITAL FACILITIES PROGRAMS

Appendix A and Appendix B – Certifications

The CIF and HEFT Certifications are each 3 pages long and are comprised of Parts A and B.

Four-Year Institutions

Four-Year Institutions with Resolutions that authorize acceptance of grant awards, under a Grant Program other than the one the Institution applied for, should **sign both Parts A and B** in the Certification(s).

Four-Year Institutions with Resolutions that **do not** authorize acceptance of a grant award under a Grant Program other than the one the Institution applied for, should **sign Part A** of the Certification.

County Colleges

County colleges should **sign Part A** of the HEFT Certification in Appendix B.

SECTION 5 - HOW TO USE APPLY ONLINE APPLICATION PORTAL

This section will illustrate how to create an account for the Apply online application site, how to submit application materials, and demonstrate the various question formats applicants will see online.

APPLY – ONLINE APPLICATION

Registration Page

NJEFA Grant Administration Portal

Log In Register

Welcome to NJEFA's Grant Administration Portal. Here you will find solicitations for grant funding and annual compliance reporting for grant programs administered by NJEFA.

If you are new to this site, you must first register by clicking the green button at the top right of the screen.

Programs

Search programs...

Higher Education Capital Facilities Progr...

Accepting applications from Aug 8 2022 08:00 AM (EDT) to Oct 28 2022 04:00 PM (EDT)

MORE >

Grant Program Annual Compliance Repor...

Accepting applications on Aug 15 2024 12:00 AM (EDT)

MORE >

Register with

Facebook Twitter Google

OR

First name Last name

Email

Password

Confirm password

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

☐ I'm not a robot

CREATE ACCOUNT

All applications must be submitted using the Apply online application portal. A link to the application will be available on OSHE's website near the Solicitation once the Application Submission Period begins.

When you click on the link you will be brought to the NJEFA Grant Administration Portal page. In the top right hand corner you will see the green Register button. Click to register.

You have the option to register using a social media account or creating a new account. If you want to create a new account, enter your first name, last name, email address and create a password.

If you registered with Apply for the Summer 2022 Solicitation, you should be able to log in using your previous log in and password.

APPLY – ONLINE APPLICATION

Application Start Page

Higher Education Capital Facilities Programs Joint
Solicitation for Grant Applications - Summer 2025

[See my application](#)

Opens
Sep 10 2025 08:00 AM (EDT)

Deadline
Sep 22 2025 04:00 PM (EDT)

Once you are registered, you will be brought to the application start page and from here you can begin your application.

APPLY – ONLINE APPLICATION

Add Collaborators

0 of 5 tasks complete

Last edited: Aug 21 2025 03:42 PM (EDT)

REVIEW **SUBMIT**

Deadline: Sep 22 2025 04:00 PM (EDT)

LA Lynne Accisano (Owner)
lynne.accisano@njefa.nj.gov

Add collaborator

Collaborators

Add collaborators to view or contribute to your application

Email address of collaborators Separate addresses by commas

Type of access
☒ View & edit ☐ View only

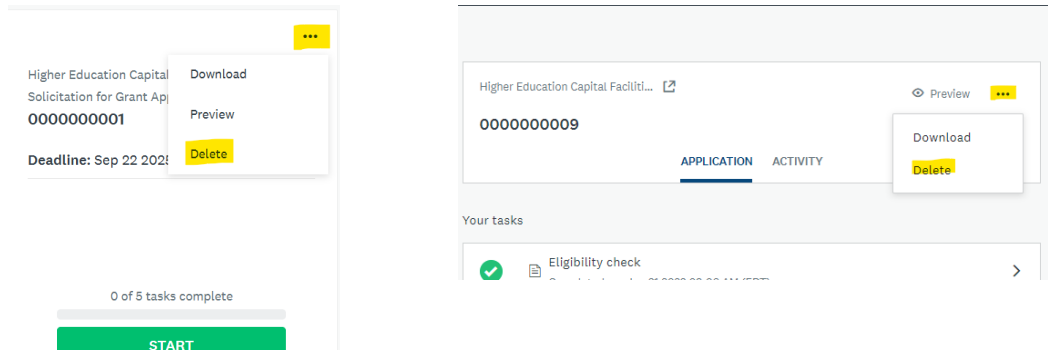
Message (optional)

Once you are logged in, you will be given the option to add collaborators to the application. This will allow multiple individuals to edit or just view the application with their own log in credentials.

Click on “add collaborator” and you can add the email address of additional individuals who can view and/or edit the application.

APPLY – ONLINE APPLICATION

Withdraw an Application



If you started an application and decide you no longer wish to continue, you have the option of deleting your application. This process can only be done prior to submitting the application.

If you are on the My Applications Page of the application portal, click the ellipses on the top right of the tile of the application you want to delete. You will be asked to confirm that you want to delete this application.

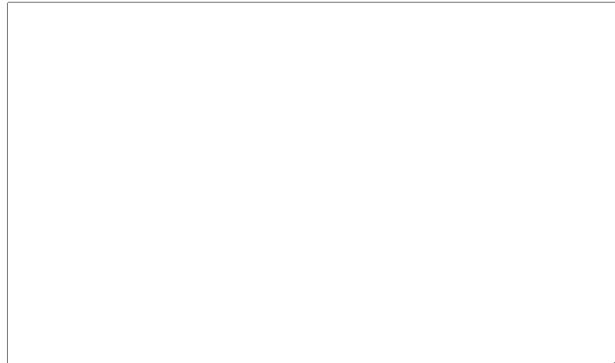
If you are in one of the applications, click the ellipses on the top right, next to preview, and select delete. You will again be asked to confirm that you want to delete this application.

APPLY – ONLINE APPLICATION

Example - Directly Entering Text into the Application

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.



Throughout the application, there are a few different question formats – fill in, upload, multiple choice, and charts to complete.

There are a few questions in the application that require the Institution to type a response directly into a text box online. Watch your word count. The portal will allow you to continue typing past 100 words but will not allow you to move on to the next question until the text is reduced. You will be able to watch your word count increase as you type.


Applicants will also be asked to type in information about the institution and contact persons.

APPLY – ONLINE APPLICATION

Example – Uploading a single file

Long-Range Facilities Plan

Upload a copy of the Institution's approved Long-Range Facilities Plan (also known as Master Facilities Plan or Master Plan).

 Upload a file

Accepted formats: .pdf

Most of the questions in the application will look like the slide shown here. Upload the relevant document to the portal. Once uploaded, double check that the correct file is attached.

APPLY – ONLINE APPLICATION

Example – Filling in a Chart

Funding Sources

Provide anticipated sources of funding using the Sources of Funds Table below. Identify all sources of revenue to be used for the Institution's share of debt service (if applicable) and for any costs not funded by the grant.

	Specify Funding Source	Date Funding Will Be Available
i. Cash on Hand	<input type="text"/>	<input type="text"/>
ii. Budgeting appropriations	<input type="text"/>	<input type="text"/>
iii. General obligation bonds or debt to be authorized	<input type="text"/>	<input type="text"/>
iv. Negotiable or non-negotiable securities	<input type="text"/>	<input type="text"/>
v. Gifts or bequests	<input type="text"/>	<input type="text"/>
vi. Federal funds	<input type="text"/>	<input type="text"/>
vii. Other	<input type="text"/>	<input type="text"/>

There are a few application questions that require Applicants to complete a chart. This chart requires Applicants to type in a specific funding source in the first column and the date funding will be available to the Institution in the second column.

APPLY – ONLINE APPLICATION

Multiple Choice

Construction Ready Status

“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.

Based on the definition of “Construction ready” above, if the Institution receives an award for this Application, the project will commence:

- ☐ Immediately
- ☐ In 1 - 3 months
- ☐ In 3 - 12 months
- ☐ In 12+ months

Select only one option to identify when the project will be ready to commence.

APPLY – ONLINE APPLICATION

Signature Confirming Application Upload

Signature

I understand and agree that by completing this form I am submitting the Online Application portion of the Higher Education Capital Facilities Programs Joint Solicitation for Grant Funds Summer 2025 Cycle and I have uploaded all other required documents for my application.

Clear

Date

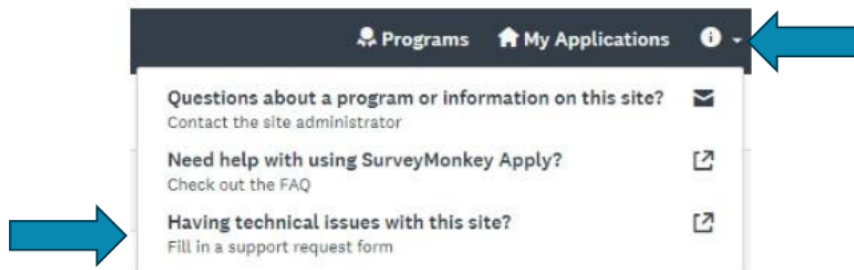
At the end of the application, the applicant must sign, using their mouse or keypad to draw a signature, indicating that they agree that they are submitting an Online Application to the Higher Education Capital Facilities Program Joint Solicitation for the Summer 2022 Cycle and they have uploaded all required documents with the application.

Please also add the name and title of the Authorized Signer, and the date of signing in the date box. Clicking the Clear button will erase the signature if you need to redo it.

APPLY – ONLINE APPLICATION

Portal Assistance

- ❖ Do not wait until the last day to submit your application.
- ❖ If you need Apply website support, you can contact Apply by clicking the Information button (which appears as an “i” in a circle) in the upper right-hand side of the screen.
- ❖ Click to “Fill in Support Request Form”



If you have any technical questions and need to reach out to an Apply customer representative, you can do so by clicking the Information button at the upper right of your screen, shown as an “i” in a circle. From there, click to “Fill in support request form”



NEW JERSEY OFFICE OF THE SECRETARY OF

HIGHER EDUCATION



nj.gov/highereducation
[@njhighered](https://twitter.com/njhighered)

Have questions?

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