

GRANT APPLICATION – SUMMER 2022 CYCLE

HIGHER EDUCATION CAPITAL FACILITIES GRANT PROGRAMS

ELIGIBILITY CHECK

Please select the option that best describes your Institution:

- The Institution is a two- year public institution of higher education accredited by Middle States Association of Colleges and Schools, and is eligible to receive State aid.

- The Institution is a four-year public institution of higher education accredited by Middle States Association of Colleges and Schools, and is eligible to receive State aid.

- The Institution is a four-year private nonprofit institution of higher education accredited by the Middle States Association of Colleges and Schools, and is eligible to receive State aid.

- The institution is none of the above.

APPLICATION INFORMATION

6.3 Grant Application Requirements for ALL Programs

6.3.1 Application Information

Name of Applicant:

Fill in the following information as it relates to this Project:

Project Name: _____

Project Location Address: _____
Street City Zip code

Campus This Project is Identified With: _____

County Where Project is Located:

Total Project Cost: _____

Total Project cost includes all costs associated with the Project (CIF, HEFT, HETI and/or ELF grant funds, institutional funds, other sources, etc.

Indicate below the amounts requested from each grant program for this Project :

\$ _____ 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

CONTACT INFORMATION

Contact Person: _____

Title: _____

Telephone Number: _____

E-mail: _____

Alternate Contact Person: _____

Title: _____

Telephone Number: _____

E-mail: _____

GENERAL PROJECT INFORMATION

If submitting applications for more than one Project, rank all Projects according to the priority, need, and importance to the Institution with one (1) being highest priority:

This Project's ranking is: _____ or N/A

Requirements for ALL Programs

(Label uploaded documents to correspond to section headers (i.e. 6.3.2 Checklist, 6.3.3 Project Synopsis, etc.) unless additional upload instructions are provided)

6.3.2 Checklist

Upload a completed Checklist (Appendix B, Checklist) for the Project. The Checklist applies to all four Grant Programs so that only one completed Checklist is required per Application.

Checklist (Accepted format: .pdf)

6.3.3 Project Synopsis

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

6.3.4 Resolution

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

Resolution (Accepted format: .pdf)

6.3.5 Executive Summary

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

Executive Summary (Accepted format: .pdf)

6.3.6 Detailed Project Description

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

Detailed Project Description (Accepted format: .pdf)

Upload Site Plans, Elevations, Schematics

Site Plans, Elevations, Schematics (Accepted format: .pdf)

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

Appendix H-Sample Cost/Sources of Funds (Accepted formats: .xls, .xlsx)

Upload a completed Appendix I, Anticipated Project Schedule

Appendix I -Anticipated Project Schedule (Accepted formats: .xls, .xlsx)

6.3.7 Question and Answer Documentation /Addenda/ TA Materials Certification

Upload an executed Question and Answer Documentation/Addenda/TA Materials Certification (Appendix G, Q&A Documentation/Addenda/TA Materials Certification).

Appendix G, Q&A Documentation/Addenda/TA Materials Certification
(Accepted format: .pdf)

6.4 CIF Grant Application Requirements

Requirements for CIF (Label uploaded documents to correspond to section headers (i.e., 6.4.2 CIF Cost Effectiveness, 6.4.4 Prior Grant Funded Facilities, etc.) unless additional upload instructions are provided)

6.4.1 CIF Construction Ready Status

Upload information documenting the degree to which the Project is construction ready, as detailed in Section 6.4.1 of the Solicitation. Label responses to correspond to each subsection of Section 6.4.1.

Construction Ready Status (Accepted format: .pdf)

6.4.2 CIF Cost Effectiveness

Upload information that documents the cost effectiveness with which the Project meets the identified academic need, as detailed in Section 6.4.2 of the Solicitation. Label responses to correspond to each subsection of Section 6.4.2.

Cost Effectiveness (Accepted format: .pdf)

6.4.3 Long-Range Facilities Plan

Upload 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 and the resolution of the board approving said plan. The plan and resolution only need to be uploaded once per Project. If submitted in Section 6.5.3 of this application select the appropriate box below.

Provide a description of how the Project addresses the Institution's long-range facilities plan and meets the estimated need for renewal and renovation.

Long-Range Facilities Plan

- Long-Range Facilities Plan uploaded in 6.5.3 of this application

Upload Resolution Approving Long-Range Facilities Plan

Resolution approving Long-Range Facilities Plan (Accepted format: .pdf)

- Resolution approving Long-Range Facilities Plan uploaded in 6.5.3 of this application

Upload description Long-Range Facilities Plan

Description Long-Range Facilities Plan (Accepted format: .pdf)

6.4.4 Prior Grant Funded Facilities

Upload a listing of institutional facilities that have been funded by State of New Jersey grant programs over the past ten years (not including the Project) and a detailed discussion of the status of maintenance of such facilities over the past ten years. This information only needs to be uploaded once per Project. If submitted in Section 6.5.4, 6.6.3, or 6.7.3 of this application select the appropriate box below.

Prior Grant Funded Facilities (Accepted format: .pdf)

- Prior grant funded facilities documents uploaded in Section 6.5.4, 6.5.3, or 6.7.3 of this Application

6.4.5 CIF Programs and Educational Objectives

Upload a document identifying 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.

CIF Programs and Educational Objectives (Accepted format: .pdf)

6.4.6 Debt Service Acknowledgement and Source

Confirm Appendix H, (Sample Cost/Sources of Funds Information), uploaded as part of Section 6.3.6 of this Application, identifies the sources of funds to be used to meet the Institutional Funding Requirement.

- Yes, Appendix H uploaded as part of Section 6.3.6 of this Application

6.4.7 CIF Reimbursement

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

CIF Reimbursement (Accepted format: .pdf)

6.4.8 CIF Renewal and Renovation Project Description

Upload 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.

CIF Renewal and Renovation Project Description (Accepted format: .pdf)

N/A. Project does not include any renewal and renovation.

6.4.9 CIF Budget for Student Support Facilities

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

CIF Budget for Student Support Facilities (Accepted format: .pdf)

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

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, upload evidence supporting one or more of the statements in Section 6.4.10 of the Solicitation.

CIF Non-Renewal and Renovation Projects (Accepted format: .pdf)

N/A. Project does not include improvement, expansion, construction, and reconstruction of instructional, laboratory, communication and research facilities, or technology infrastructure

6.4.11 Prioritization of Deferred Maintenance

Upload information regarding the priorities for or the prioritization of deferred maintenance projects, including those based on or supported by a review done by an outside facilities data analytics and planning company. This information only needs to be uploaded once per Project. If Prioritization of Deferred Maintenance is submitted in Section 6.5.7 of this application select the appropriate box below.

Prioritization of Deferred Maintenance (Accepted format: .pdf)

- Prioritization of Deferred Maintenance document uploaded in Section 6.5.7 of this application

6.4.12 CIF Energy Efficiency

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

CIF Energy Efficiency (Accepted format: .pdf)

6.4.13 CIF Project Selection Criteria Narrative

Upload a narrative describing how the Project satisfies each of the CIF Project Selection Criteria identified in Section 2 of the Solicitation. The narrative should include subsection headings that correspond to each of the CIF Project Selection Criteria, including the CIF Project Selection 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.

CIF Project Selection Criteria Narrative (Accepted format: .pdf)

6.4.14 CIF Certification

Upload an executed Higher Education Capital Improvement Fund Certification (Appendix C, CIF Certification Form).

CIF Certification (Accepted format: .pdf)

6.5 HEFT Grant Application Requirements

Requirements for HEFT (Label uploaded documents to correspond to section headers (i.e., 6.5.2 HEFT Cost Effectiveness, 6.5.5 HEFT Programs and Educational Objectives, etc.) unless additional upload instructions are provided)

6.5.1 HEFT Construction Ready Status

Upload information documenting the degree to which the Project is construction ready, as detailed in Section 6.5.1 of the Solicitation. Within the document, label responses to correspond to each subsection of Section 6.5.1. (i.e., 1. Status of land acquisition necessary for Project development, 2. A description of key site and environmental risk factors that could affect construction readiness, etc.).

HEFT Construction Ready Status (Accepted format: .pdf)

6.5.2 HEFT Cost Effectiveness

Upload information that documents the cost effectiveness with which the Project meets the identified academic need, as detailed in Section 6.5.2 of the Solicitation. Label responses to correspond to each subsection of Section 6.5.2.

HEFT Cost Effectiveness (Accepted format: .pdf)

6.5.3 Long-Range Facilities Plan

Upload 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 and the resolution of the board approving said plan. The plan and the resolution only need to be uploaded once per Project. If submitted in Section 6.4.3 of this application select the appropriate box below.

Long-Range Facilities Plan (Accepted format: .pdf)

Long-Range Facilities Plan uploaded in 6.4.3 of this application

Upload Resolution Approving Long-Range Facilities Plan

Resolution Approving Long-Range Facilities Plan (Accepted format: .pdf)

Resolution approving Long-Range Facilities Plan uploaded in 6.4.3 of this application

6.5.4 Prior Grant Funded Facilities

Upload a listing of institutional facilities that have been funded by State of New Jersey grant programs over the past ten years (not including the Project) and a detailed discussion of the status of maintenance of such facilities over the past ten years. This information only needs to be uploaded once per Project. If Prior Grant Funded Facilities is submitted in Section 6.4.4, 6.6.3, or 6.7.3 of this application select the appropriate box below.

Prior Grant Funded Facilities (Accepted format: .pdf)

Prior Grant Funded Facilities document uploaded in Section 6.4.4, 6.6.3, or 6.7.3 of this application

6.5.5 HEFT Programs and Educational Objectives

Upload a document identifying 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.

HEFT Programs and Educational Objectives (Accepted format: .pdf)

6.5.6 HEFT Reimbursement

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

HEFT Reimbursement (Accepted format: .pdf)

6.5.7 Prioritization of Deferred Maintenance

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

Prioritization of Deferred Maintenance (Accepted format: .pdf)

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

6.5.8. HEFT Energy Efficiency

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

HEFT Energy Efficiency (Accepted format: .pdf)

6.5.9 HEFT Project Selection Criteria Narrative

Upload a narrative describing how the Project satisfies each of the HEFT Project Selection Criteria identified in Section 3 of the Solicitation. 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 Program(s) 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.

HEFT Project Selection Criteria Narrative (Accepted format: .pdf)

6.5.10 HEFT Mission, Plans and Priorities

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

HEFT Mission, Plans, and Priorities (Accepted format: .pdf)

6.5.11 HEFT Certification

Upload an executed Higher Education Facilities Trust Fund Certification (Appendix D, HEFT Certification Form).

HEFT Certification (Accepted format: .pdf)

6.6 HETI Grant Application Requirements

Requirements for HETI (Label uploaded documents to correspond to section headers (i.e., 6.6.1 HETI Cost Effectiveness, 6.6.4 HETI Programs and Educational Objectives, etc.) unless additional upload instructions are provided)

6.6.1 HETI Cost Effectiveness

Upload information that documents the cost effectiveness with which the Project meets the identified academic need, as detailed in Section 6.6.1 of the Solicitation.

HETI Cost Effectiveness (Accepted format: .pdf)

6.6.2 HETI Long-Range Technology Plan

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

HETI Long-Range Technology Plan (Accepted format: .pdf)

6.6.3 Prior Grant Funded Facilities

Upload 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. This information only needs to be uploaded once per Project. If Prior Grant Funded Facilities is submitted in Section 6.4.4, 6.5.4 or 6.7.3 of this application select the appropriate box below.

Prior Grant Funded Facilities (Accepted format: .pdf)

Prior Grant Funded Facilities document uploaded in Section 6.4.4, 6.5.4, or 6.7.3 of this application

6.6.4 HETI Programs and Educational Objectives

Upload a document identifying 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.

HETI Programs and Educational Objectives (Accepted format: .pdf)

6.6.5 HETI Project Selection Criteria Narrative

Upload a narrative describing how the Project satisfies each of the HETI Project Selection Criteria identified in Section 4 of the Solicitation. 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 Program(s) 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.

HETI Project Selection Criteria (Accepted format: .pdf)

6.6.6 HETI Inter-institutional or Intra-institutional Enhancement

Upload 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.

HETI Inter-institutional or Intra-institutional Enhancement (Accepted format: .pdf)

6.6.7 HETI Next Level Technology Integration

Upload a description of how the Project advances the Institution toward the next level of establishing integrated voice, video and data networks for the Institution.

HETI Next Level Technology Integration (Accepted format: .pdf)

6.6.8 HETI Compatibility with State Technology Plan for Higher Education

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

HETI Compatibility with State Technology Plan for Higher Education (Accepted format: .pdf)

6.6.9 Matching Funds and Source

Confirm that Appendix H, (Sample Cost/Sources of Funds Information), uploaded as part of Section 6.3.6 of this Application, 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.

Yes, Appendix H uploaded as part of Section 6.3.6 of this Application

6.6.10 HETI Training, Staffing and Indirect Costs

Upload a description of how the Institution will address training, staffing, and other indirect costs related to the Project.

HETI Training, Staffing and Indirect Costs (Accepted format: .pdf)

6.6.11 HETI Certification

Upload an executed Higher Education Technology Infrastructure Fund Certification (Appendix E, HETI Certification Form).

HETI Certification (Accepted format: .pdf)

6.7 ELF Grant Application Requirements

Requirements for ELF (Label uploaded documents to correspond to section headers (i.e., 6.7.1 ELF Description of Equipment to Purchase, 6.7.2 ELF Cost Effectiveness, etc.) unless additional upload instructions are provided)

6.7.1 ELF Description of Equipment to Purchase

Upload 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.

ELF Description of Equipment to Purchase (Accepted format: .pdf)

6.7.2 ELF Cost Effectiveness

Upload 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.

ELF Cost Effectiveness (Accepted format: .pdf)

6.7.3 Prior Grant Funded Facilities

Upload 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. If discussion of Prior Grant Funded Equipment is included in the Prior Grant Funded Facilities document submitted in Section 6.4.4, 6.5.4, or 6.6.3 of this application select the appropriate box below.

Prior Grant Funded Facilities (Accepted format: .pdf)

Prior Grant Funded Facilities uploaded in Section 6.4.4, 6.5.4, or 6.6.3 of this application.

6.7.4 ELF Programs and Educational Objectives

Upload a document identifying the program(s) or function(s) to be served by the equipment, including the specific educational objectives to be met.

ELF Programs and Educational Objectives (Accepted format: .pdf)

6.7.5 ELF Energy Efficiency

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

ELF Energy Efficiency (Accepted format: .pdf)

6.7.6 ELF Project Selection Criteria Narrative

Upload a narrative describing how the Project satisfies each of the ELF Project Selection Criteria identified in Section 5 of the Solicitation. The narrative should include subsection headings that correspond to each of the ELF Project Selection Criteria and should be as specific as possible. To support the narrative, an Application may cross reference other materials that are being submitted. To the extent that the Application seeks funding under other Program(s) 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.

ELF Project Selection Criteria Narrative (Accepted format: .pdf)

6.7.7 ELF Connection to Mission and Plans

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

ELF Connection to Mission and Plans (Accepted format: .pdf)

6.7.8 ELF Process to Generate Application

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

ELF Process to Generate Application (Accepted format: .pdf)

6.7.9 Debt Service Acknowledgement and Source

Confirm that Appendix H, (Sample Cost/Sources of Funds Information), uploaded as part of Section 6.3.6 of this Application, identifies the sources of funds to be used to meet the Institutional Funding Requirement.

Yes, Appendix H uploaded as part of Section 6.3.6 of this Application

6.7.10 Schedule of Acquisition and Installation

Confirm Appendix I (Anticipated Project Schedule), uploaded as part of Section 6.3.6 of this Application, includes the estimated schedule of acquisition and installation.

Yes, Appendix I uploaded as part of Section 6.3.6 of this Application

6.7.11 ELF Certification

Upload an executed Higher Education Equipment Leasing Fund Certification (Appendix F, ELF Certification Form).

ELF Certification (Accepted format: .pdf)

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

Signature

Print Name

Date