



OFFICE OF THE SECRETARY OF HIGHER EDUCATION

Higher Education Capital Facilities Programs Summer 2025 Cycle

Question and Answer Documentation

Questions regarding the Solicitation were submitted from August 18, 2025 through August 22, 2025 (12:00 p.m. Eastern Prevailing Time) via email to: FinanceDocs@oshe.nj.gov

Question and Answer Documentation was posted on August 28, 2025 at:
<https://www.state.nj.us/highereducation/>

Note: Capitalized terms used herein shall have the meanings assigned to them in the Higher Education Capital Facilities Programs Joint Solicitation for Grant Applications for the Summer 2025 Cycle. With the exception of institution names or other identifying information, the text of the questions has not been changed.

Q1) Will projects related to 3.6.A HEFT Project Criteria be equally evaluated/ranked to the projects types under 3.6.B. State Funding Criteria? We have projects that align directly with 3.6.B. but do not necessarily align with 3.6.A. and want to better understand the evaluation process.

A1) Pursuant to N.J.A.C. 9A:15-1.5(b), in determining whether an application shall be approved for a grant, the Secretary shall consider the degree to which the proposed facilities project supports the objectives set forth in Section 3.6.A of the Solicitation.

The criteria by which Applications for HEFT funds will be evaluated and scored are the “HEFT Project Selection Criteria,” which shall consist of the “State Funding Criteria” and the “HEFT Project Criteria”. (See Section 3.6 of the Solicitation.)

The State Funding Criteria will account for fifty-five percent (55%) of the overall score and the program-specific Project Criteria will account for forty-five percent (45%) of the overall score.

Q2) Is Capital Equipment allowable under any of the two Grants?

A2) “Capital Equipment” is not a defined term under the CIF and HEFT statutes and regulations. The eligibility of “capital equipment” would have to be evaluated in the context of the Project and the grant program(s). Examples of capital equipment that are not eligible include vehicles, such as shuttle buses.

For CIF Project Eligibility, please see Section 2.4 of the Solicitation. A CIF grant may be used for existing renewal or renovations needs at instructional, laboratory, communication, research and administrative facilities. "Renewal and renovation" means making the changes necessary to address deferred maintenance needs; to meet all State and Federal health, safety, fire, and building code standards; or to provide a safe and appropriate educational or working environment. (N.J.A.C. 9A:12-1.2). A CIF grant may be used 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.

For HEFT Project Eligibility, please see Section 3.4 of the Solicitation. HEFT grant funds can be used to finance the construction, reconstruction, development, extension, and improvement of instructional, laboratory, communication, and research facilities.

Q3) Note that the following question was revised, solely to provide anonymity for the specific institution that asked this question:

The Institution is preparing an application for the Higher Education Facilities Trust Fund opportunity. We are proposing two projects, and I need some guidance about how to present two projects within the narrative. Do you prefer that a separate narrative encompassing all the Project Information subheadings for each project be included within the narrative, or under each subheading should we describe Project 1, Project 2? We understand that we must prioritize the projects and prepare separate budgets. Thank you for the clarification.

A3) Either option presented is acceptable. Both “Project Description” and “Project Selection Criteria Narrative” must be addressed in full for each Project.

It is preferred that institutions submit a separate narrative for each project, addressing all of the “Project Information” subheadings within that individual narrative. This format is preferred as it allows reviewers to easily evaluate each project without needing to cross-reference different sections of the larger, combined narrative; however, if you choose to structure your submission differently—such as by addressing each project under each subheading—that approach is also acceptable and will have no impact on the evaluation or score. Please note that if an application includes more than one project, institutions should provide a separate, clearly identified “Project Selection Criteria Narrative” for each project.

Q4) The solicitation dated August 11th, references “construction ready” status. Is it necessary to have completed design work, as well as zoning and permitting approvals, to be considered for an award or will the extent of the project’s “construction ready” status be just one of the assessments along with the HEFT, CIF and State criteria? How much detail will be required to be considered construction ready?

A4) "Construction ready" means 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.

The degree to which a project is “construction ready” is one of the CIF Project Criteria and HEFT Project Criteria by which projects will be evaluated, as applicable. Projects do not need to have completed design work or secured zoning and permitting approvals to be eligible for a grant award.

Q5) The solicitation dated August 11th references Prioritization of Deferred Maintenance and requests information based on, or supported by, a review completed by an outside company. Is this necessary and would including a third party analysis improve the application chances of receiving an award?

A5) Pursuant to N.J.A.C. 9A:12-1.4(a)15 for CIF and N.J.A.C. 9A:15-1.4(a)11 for HEFT, the grant application shall include “[a]ny information regarding 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.”

The source of this information can be the Institution itself and/or an outside vendor. Materials from an outside facilities data analytics and planning company are not required, however, if an outside facilities data analytics and planning company conducted a review, the review should be submitted with the Application. (See page 18 of the Solicitation.)

The criteria by which Applications will be evaluated and scored are the “CIF Project Selection Criteria” and “HEFT Project Selection Criteria,” which shall each consist of the “State Funding Criteria” and the project criteria for the grant program from which the Applicant seeks funding (i.e. “CIF Project Criteria” or “HEFT Project Criteria”). (See Sections 2.7 and 3.6 of the Solicitation.)

The Review Committee will use the following State Funding Criteria in evaluating and ranking CIF and HEFT Projects for funding:

- “Priority will be given to eligible projects that address deferred maintenance. Among these, highest priority will be assigned 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.” (See Sections 2.7B and 3.6B of the Solicitation.)

For CIF Projects, one of the CIF Project Criteria that the Review Committee will use to evaluate and rank CIF Projects for funding is:

“Directly addresses deferred maintenance concerns or projects that will mitigate the need for future maintenance.” (See Section 2.7.A.8. of the Solicitation.)

The Review Committee will review the Applicant’s “Project Selection Criteria Narrative” to evaluate how well the project addresses the above criteria. To support the narrative, an Applicant may cross reference other materials submitted with the Application. (See page 16 of the Solicitation.)

Q6) For the HEFT grant, do private institution applicants have any institutional funding requirement for match?

A6) No. The HEFT grant program does not have an institutional funding requirement (neither debt service, nor matching funds).

Q7) For the CIF grant (and HEFT grant, if matching funds are applicable), what will be the duration of the grant awardee's repayment terms and other repayment details?

A7) Pursuant to the Higher Education Capital Improvement Fund Act, N.J.S.A. 18A:72A-78, CIF bonds may have a maximum maturity of thirty (30) years. Calculation of the Institution's debt service share can occur only at the time of bond issuance as market conditions will dictate the interest rate and maturity schedule. The Series 2016B CIF bonds had a final maturity of twenty (20) years. The Series 2023A CIF bonds had a final maturity of thirty (30) years. As there is no way to predict what the maturity of the CIF bonds for the Summer 2025 Cycle will be, we are unable at this time to provide information as to the duration of the grantee's repayment terms or other repayment details. For the HEFT grant, please see A6 above.

Q8) For the CIF funding opportunity, is a library considered a "student support facility" for a renewal and renovation project, and subject to the 20% cap of the total budget request?

A8) Pursuant to N.J.A.C. 9A:12-1.3, an institution may use up to 20% of a CIF grant within student support facilities, which are defined at N.J.A.C. 9A:12-1.2 as "student resident halls, student dining facilities, student activity centers, and student health centers."

Generally, a library is not considered a "student support facility" for a renewal and renovation project under CIF. However, if a library includes spaces which qualify as "student support facilities" and a portion of the grant funding is allocated to those spaces, the institution would be subject to the 20% cap on using a CIF grant within student support facilities.

Q9) Would bundleboard/smartboard technology included in a request meet the CIF definition for technology infrastructure: "video, voice, and data telecommunications equipment and networking with a life expectancy of at least 10 years, including future developments in multimedia equipment and networking"?

A9) "'Technology infrastructure' means video, voice, and data telecommunications equipment and networking with a life expectancy of at least 10 years, including future developments in multimedia equipment and networking. Only computer software that is part of the operating or data base management systems is considered part of technology infrastructure for the purpose of the [CIF] Act; application software, for purposes such as word processing, spreadsheets, desktop publishing, and email, does not qualify as technology infrastructure." (N.J.A.C. 9A:12-1.2.)

Note that CIF funds can be used for technology infrastructure only if:

1. 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;
2. the institutions is granted an exemption by the Secretary for the purpose of maximizing Federal grant fund recoveries; or

3. 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. (See Section 2.4.3 of the Solicitation.)

Q10) *Note that the following question was revised, solely to provide anonymity for the specific institution that asked this question:*

I am completing the form for ABC College and am filling out the resolution areas. I understand that we are not to change the verbiage and must use Times New Roman at 12 point font, but should we remove the highlights throughout or leave them behind the fill in sections? For example should I leave the [Institution Name] as A) ABC College or B) ABC College?

A10) The yellow highlights and instructional footnotes can be removed from the Institution's resolution. Also see A18 below. Sample resolutions are available as Microsoft Word documents on OSHE's website at:

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Q11) The College has prepared a project scope to address deferred maintenance campus-wide safety, fire, and technology infrastructure for health and safety inclusive of the comprehensive fire panel and external call box system, and switch/firewalls with access points, within 12 educational buildings. Would this scope meet project eligibility for HEFT funding?

A11) HEFT grant funds can be used to finance the construction, reconstruction, development, extension, and improvement of instructional, laboratory, communication, and research facilities. (See Section 3.4 of the Solicitation.)

In the absence of a submitted application, we cannot determine whether the proposed project scope meets HEFT eligibility requirements. The eligibility of the project scope within the 12 educational buildings would have to be evaluated in the context of the Project and the HEFT grant program.

Applicants are expected to exercise their own professional judgment and discretion in assessing whether a project aligns with the intent and requirements of the applicable grant program(s) prior to submitting an application.

If the question is asking if an Institution can submit an application for a project that includes multiple buildings, the answer generally is yes. However, in all cases, 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. See Slides 15-18 of the Technical Assistance Materials for examples of different ways an Institution may set up its application. The examples are illustrative

and are not an exhaustive list of all the possible scenarios. The Technical Assistance Materials are available on OSHE's website at:

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Q12) If an institution is applying only for CIF funds, but is open to HEFT consideration during the Review Committee or Secretary's approval as evidenced by completing Part B of the Appendix A (CIF) certification, would the institution also be required to submit the HEFT certification requirements for each project, or should responding to the CIF selection criteria alone be sufficient?

A12) If an Institution submits an Application for CIF funds and its Board of Trustees has authorized the Institution to accept HEFT funds, the Institution must submit all information required under Section 4.4 of the Solicitation ("CIF Grant Application Requirements") and Section 4.5 of the Solicitation ("HEFT Grant Application Requirements"), in order to be considered for both CIF and HEFT funds.

Note: In order to accept grant funding for eligible Projects from either CIF or 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 provide 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) and must sign both Parts A and B of each of the certifications.

Sample resolutions are available as Microsoft Word documents on OSHE's website at:

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Q13) What is the expected debt repayment schedule for CIF-funded projects?

A13) See A7 above.

Q14) Would energy efficiency capital improvement projects included in an institution's deferred maintenance plan be eligible for this solicitation through the CIF grant program?

A14) Please see A2 for CIF Project Eligibility. Per Section 2.7B of the Solicitation, the following State Funding Criteria will be used by the Review Committee to evaluate and rank CIF Projects for funding: Priority will be given to eligible projects that address deferred maintenance. Among these, highest priority will be assigned 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.

In addition, preference will be given to projects that promote energy efficiency. See N.J.A.C. 9A:12-1.5(c).

Applicants are expected to exercise their own professional judgment and discretion in assessing whether a project aligns with the intent and requirements of the applicable grant program(s) prior to submitting an application

Q15) Would life safety improvements for a campus-wide project (including both academic and residential buildings) that are included in an institution's deferred maintenance plan be an eligible project for the CIF grant application in this cycle?

A15) Please see A2 for CIF Project Eligibility. Per Section 2.7B of the Solicitation, the following State Funding Criteria will be used by the Review Committee to evaluate and rank CIF Projects for funding: Priority will be given to eligible projects that address deferred maintenance. Among these, highest priority will be assigned 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.

For purposes of clarification, pursuant to N.J.A.C. 9A:12-1.3, an institution may use up to 20% of a CIF grant within student support facilities, which are defined at N.J.A.C. 9A:12-1.2 as "student resident halls, student dining facilities, student activity centers, and student health centers."

Applicants are expected to exercise their own professional judgment and discretion in assessing whether a project aligns with the intent and requirements of the applicable grant program(s) prior to submitting an application.

Q16) In a campus-wide capital project (fire alarm project, energy efficiency project, etc.) that impacts all aspects of the campus community - academic, administrative, student residential life - how would the applicant denote the overarching reach of the project should it impact a residential building? Specifically, would the institution be limited to only spending 20% of the campus-wide capital project cost on residence halls, or does the 20% limitation in Section 2.4.2 of the joint solicitation apply only to targeted residence hall renovation projects, rather than to campus-wide capital projects?

A16) Pursuant to N.J.A.C. 9A:12-1.3, an institution may use up to 20% of a CIF grant within student support facilities, which are defined at N.J.A.C. 9A:12-1.2 as "student resident halls, student dining facilities, student activity centers, and student health centers."

If any portion of the CIF grant(s) being applied for will be used within student support facilities, Applicants must identify for each CIF grant which costs of the project will be used within student

support facilities and the percentage of the total CIF grant which will be allocated to student support facilities. (See Section 4.4 of the Solicitation and the First Addendum to the Solicitation, posted to OSHE's website.)

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In the example provided above, if a portion of the campus-wide capital project will be used within student support facilities, the Institution must identify which project costs will be used within student support facilities and the percentage of the total CIF grant which will be allocated to student support facilities. The institution would be limited to using a maximum of 20% of the CIF grant within residence halls or any other facilities which qualify as student support facilities.

Q17) I am writing to request some clarity regarding the HEFT Bond solicitation. Specifically, I am seeking information on the formatting requirements and the appendices that need to be included. I have reviewed the provided documentation but could not locate the templates or specific section headings required for formatting certain application components that were included in the Summer 2022 Cycle. These include the checklist, executive summary, questions and answers documentation, detailed project description, site plans, elevations and schematics, and the anticipated project schedule.

Q17.1) Will there be additional guidance provided on these elements, or could you direct me to where I might find this information?

A17.1) The application and solicitation requirements for the Summer 2025 Cycle Solicitation differ from the Summer 2022 Cycle. Applicants should review the Summer 2025 Cycle Solicitation, the First Addendum to the Solicitation, the Technical Assistance Materials, and Question and Answer Documentation for the Summer 2025 Cycle, which are posted on OSHE's website, and prepare their applications accordingly.

Q17.2) Additionally, may you provide further guidance on formatting the application by the corresponding section in the solicitation. Should each page merely reference the title of the section, such as "Construction Ready Status"? Or should it also include the numbered heading such as "4.3 Construction Ready Status" or "4.5 HEFT Mission, Plans and Priorities"? Your assistance in these areas would be invaluable as we aim to ensure our submission meets all the necessary requirements. Thank you very much for your time and support.

A17.2) Each page should reference the corresponding section title. Numbers are not necessary. Applicants should review the Summer 2025 Cycle Solicitation, the First Addendum to the Solicitation, the Technical Assistance Materials, and Question and Answer Documentation for the Summer 2025 Cycle, which are posted on OSHE's website, and prepare their applications accordingly.

Q18)

Q18.1) The yellow highlighting in the resolution and certifications do not delete in Adobe edit. Is it acceptable to submit with the yellow highlighting still in place?

A18.1) Yes. However, sample resolutions are available as Microsoft Word documents on OSHE's website at:

[Office of the Secretary of Higher Education - Summer 2025 Cycle for Higher Education Capital Facilities Grant.](#)

The yellow highlighting has been removed from these Microsoft Word versions.

Q18.2) For the resolution should institutions completely remove the text from version(s) (A) and/or (B), or strike it out to not remove the original text? Again the highlighting does not delete.

A18.2) See OSHE's website for sample resolutions as Microsoft Word documents where footnotes and highlights have been removed, illustrating selection of option "{A}" vs. option "{B}".

Four-Year Institution Sample Resolution #1 – Authorizing CIF and HEFT
Four-Year Institution Sample Resolution #2 – Authorizing HEFT only
Four-Year Institution Sample Resolution #3 – Authorizing CIF only

A County College Sample Resolution in Microsoft Word version is also available on OSHE's website.

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Q18.3) Under Section 3 of the resolution, should institutions edit and completely delete A and/or B or strike it out to not remove the original text?

A18.3) In the Resolution Template for Four-Year Institutions (Appendix C of the Solicitation), the inapplicable paragraph in Section 3 can be deleted entirely. Also see A18.2 above.

Q18.4) Is it correct that two copies of the resolution will be uploaded, Word and PDF formats, per page 17 of the solicitation?

A18.4) Yes.

Q19) Per pages 14 and 16 of the solicitation, Project Description and Selection Criteria Narratives, are there page limits for these components and a specific margin requirement (for example if letterhead is used that may impact the margins)?

A19) No.

Q20) What format is required for submission of the separate narratives--Word or PDF format?

A20) PDF format.

Q21) Are the enclosed project descriptions (Exhibit A) the only required descriptions or is this in addition to the separate written narrative that must also be submitted, per page 16 of the solicitation?

A21) Note that although this question references “enclosed project descriptions”, no attachments were enclosed or included with the question. If the question is referring to the project description in Exhibit A of the Institution’s Resolution, it is in addition to the separate written narrative that must also be submitted with the Application pursuant to Section 4.3 of the Solicitation.

Q22) Does more than one project mean proposed renovations/construction to multiple buildings at the same physical location (one address), and under the same project?

A22) 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. See Slides 15-18 of the Technical Assistance Materials for examples of different ways an Institution may set up its application. The examples are illustrative and are not an exhaustive list of all the possible scenarios. The Technical Assistance Materials are available on OSHE’s website at:

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Q23) On page 15 of the solicitation, under "campus," should institutions enter the physical address?

A23) Institutions can enter the physical address, the street address, and/or the name by which the campus is customarily identified. Institutions should include all locations at which grant funding is allocated within the Application.

Q24) If only applying for HEFT, will institutions be required to answer the information on page 19 of the solicitation titled "CIF Cash Flow?"

A24) No, an Institution applying for HEFT only does not need to provide CIF Cash Flow. However, if the Institution is a Four-Year Institution of Higher Education and its Board of Trustees has authorized the Institution to accept CIF funds, the Institution must submit all information requested in both Sections 4.4 and 4.5 of the Solicitation, including CIF Cash Flow, in order to be considered for funding under CIF.

Q25) What is the performance period of the HEFT grant (i.e., three years)?

A25) N.J.A.C. 9A:15-1.6(e) states: “Each grant award shall be contingent upon the recipient governing board’s entering into a contract or contracts to construct the facilities project within one year of the date on which the grant funds are made available. The funds shall be considered available on the date of the Authority’s issuance of the bonds to fund the facilities project or on the date of the authorization of the grant, whichever is later.” Each Institution will be required to enter into a Closing and Tax Certificate with NJEFA in connection with the issuance of the HEFT Bonds. In compliance with federal tax law, Institutions will be expected to proceed with due diligence to complete their project(s) within an 18-month to two-year time frame following the issuance of the HEFT Bonds.

Q26) Is there an anticipated award period to better align project start dates?

A26) Awards will not be announced until after expiration of the Legislative review period.

Q27)

Q27.1) From the time of the submission of a CIF or HEFT grant application, can the institution of higher education begin working on the Project prior to the awarding of the grants?

A27.1) Funding for applications is subject to approval of the New Jersey State Legislature and the issuance of bonds by the New Jersey Educational Facilities Authority (“NJEFA”), which are subject to various approvals outside of OSHE’s or the NJEFA’s control. There is no guarantee that legislative approval will be given or that bonds will be issued to finance grants for projects, or that all components of a project will be approved for grant funding and eligible for tax-exempt financing purposes. To the extent that institutions incur costs associated with projects with the expectation of reimbursement from grant funds, they do so at their own risk.

In addition, costs incurred prior to the date the Secretary submits the list of recommended projects to the Legislature will not be eligible for reimbursement.

Q27.2) If so, can said expenditures for the Project that will have been incurred on be reimbursed/covered/considered as part of the CIF match by the grant?

A27.2) There is no matching funds requirement for CIF. However, CIF has a debt service requirement. Debt service is the cash that is required to cover the repayment of interest and principal on the bonds issued by NJEFA to fund a grant approved for the Institution. 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).

Q28) Who determines whether a project falls under HEFT or CIF — is this the responsibility of the institution, or will OSHE make that determination?

A28) The Institution is responsible for identifying in its Application whether it is submitting an eligible Project for consideration under HEFT and/or CIF.

Eligibility requirements for each Program can be found in Sections 2.3, 2.4, 3.3, and 3.4, of the Solicitation. (See Section 1.4b, “Eligibility Review”, of the Solicitation.)

If a Project or a portion of a Project is eligible for funding from both the CIF and HEFT grant programs, the Secretary has discretion to approve funding for said Project or portion of said Project from a different grant program than that which the Institution applied. The Secretary also has discretion to approve amounts of grant funding that are different from the amount requested by the Institution in the Application. (See Sections 2.8 and 3.7 of the Solicitation.)

In addition, 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; and
- 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.

(See Technical Assistance Materials, Slide 28.)

Sample resolutions are available as Microsoft Word documents on OSHE’s website at:

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Q29) If a building serves multiple purposes for both education and recreation, is it eligible for full funding if a portion of its use is dedicated to student activities?

A29) In the absence of a submitted application, we cannot determine whether the proposed project meets CIF or HEFT eligibility requirements.

HEFT grant funds may be used within instructional, laboratory, communication, and research facilities. (See Section 3.4 of the Solicitation.) The building described in Q29 is not eligible for full funding under HEFT as recreational facilities are ineligible for HEFT funding.

For CIF grant funds, see A16 above.

For more information, please see the First Addendum to the Solicitation posted to OSHE's website.

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Applicants are expected to exercise their own professional judgment and discretion in assessing whether a project aligns with the intent and requirements of the applicable grant program(s) prior to submitting an application.

Q30) Can a project be considered eligible if it involves upgrading existing computing facilities—rather than addressing deferred maintenance—provided the upgrade enhances educational opportunities or supports academic research?

A30) For CIF Project Eligibility and HEFT Project Eligibility, see A2 above.

In the absence of a submitted application, we cannot determine whether the proposed project meets CIF or HEFT eligibility requirements.

Applicants are expected to exercise their own professional judgment and discretion in assessing whether a project aligns with the intent and requirements of the applicable grant program(s) prior to submitting an application.

Q31) Regarding the CIF grant: does the 20% allowable for use within student support facilities apply to 20% of each individual project's cost, or 20% of the institution's total CIF award?

A31) Pursuant to N.J.A.C. 9A:12-1.3, an institution may use up to 20% of a CIF grant within student support facilities, which are defined at N.J.A.C. 9A:12-1.2 as "student resident halls, student dining facilities, student activity centers, and student health centers." If any portion of the CIF grant(s) being applied for will be used within student support facilities, the institution must identify for each CIF grant which costs of the project will be used within student support facilities and the percentage of the total CIF grant which will be allocated to student support facilities.

The 20% cap applies to each CIF grant for each project, not to the institution's total CIF award.

Q32) Please see question below pertaining to the Higher Education Capital Improvement Fund (CIF):

If half of our building houses academic and instructional facilities and half the building is mixed use (Student Support Facilities), do we qualify for 100% of the deferred maintenance projects that benefit the entire building such as windows and doors, roof repair, Boiler replacement, air duct leaks?

A32) CIF funds may be used for deferred maintenance projects for a building that houses academic facilities, instructional facilities, and student support facilities. However, no more than 20% of the CIF funds can be used for the student support facilities. (See Section 2.4 of the Solicitation.)

Pursuant to N.J.A.C. 9A:12-1.3, an institution may use up to 20% of a CIF grant within student support facilities, which are defined at N.J.A.C. 9A:12-1.2 as “student resident halls, student dining facilities, student activity centers, and student health centers.”

If any portion of the CIF grant(s) being applied for will be used within student support facilities, please identify for each CIF grant which costs of the project will be used within student support facilities and the percentage of the total CIF grant which will be used for student support facilities. (See Section 4.4 of the Solicitation and the First Addendum to the Solicitation, posted to OSHE’s website.)

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In the scenario presented above, the portion of the grant for deferred maintenance costs that can be used for student support facilities cannot exceed 20% of the total CIF grant.

Q33) What is the required format for submitting the budget in the application?

A33) There is no required format for the Project budget. Institutions must provide separate budgets for each Project. 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. (See Technical Assistance Materials, slide 20.)

Q34) For this current cycle, we have a board approved Facility Master Plan (FMP) from 2022. Is this document current enough for the current submission cycle?

A34) For a HEFT project to be eligible to receive a grant, the Institution must have “an up-to-date long-range facilities plan approved by the institution’s governing board that includes provisions to address deferred maintenance and other capital renewal requirements and pledges to use the facilities trust fund grant to advance that plan.” (N.J.A.C. 9A:15-1.3(b)).

For a CIF Project to be eligible receive a grant, the Institution must have “an up-to-date long-range facilities plan approved by the institution’s governing board that includes provisions to address

deferred maintenance and other capital renewal requirements and pledges to use the capital improvement fund grant to advance that plan.” (N.J.A.C. 9A:12-1.3(e)).

If the board-approved Facility Master Plan from 2022 is up-to-date, then it is current enough for the 2025 Summer Cycle.

Q35) For the CIF funding opportunity, is a facility housing offices like financial aid, academic support/tutoring, advising, and other student services considered a “student support facility” for a renewal and renovation project, and subject to the 20% cap of the total budget request?

A35) A CIF grant may be used for existing renewal or renovations needs at instructional, laboratory, communication, research and administrative facilities. "Renewal and renovation" means making the changes necessary to address deferred maintenance needs; to meet all State and Federal health, safety, fire, and building code standards; or to provide a safe and appropriate educational or working environment. (N.J.A.C. 9A:12-1.2). “Student support facilities” means student residence halls, student dining facilities, student activity centers, and student health centers. (N.J.A.C. 9A:12-1.2).

Applicants are expected to exercise their own professional judgment and discretion in assessing whether a project aligns with the intent and requirements of the applicable grant program(s) prior to submitting an application.

In the absence of a submitted application, we cannot determine whether the proposed project meets CIF eligibility requirements.

While “financial aid, academic support/tutoring, advising” appear to be services provided in an administrative facility, which would not be subject to the 20% cap for student support facilities, the “other student services” are not described and Q35 does not identify what percentage of the facility would be used for the “other student services”. The eligibility of facilities would have to be evaluated in the context of the Project and the grant program(s).

For more information, please see the First Addendum to the Solicitation posted to OSHE’s website.

[Office of the Secretary of Higher Education - Summer 2025 Cycle for Higher Education Capital Facilities Grant](#)

Q36) On the webpage about Summer 2025 Cycle for Higher Education Capital Facilities Grant, it notes that technical assistance materials will be available on August 22. Do you expect this by the end of today?

A36) Yes. The Technical Assistance Materials were posted on OSHE’s website on August 22, 2025 and can be accessed at this link:

Office of the Secretary of Higher Education - Summer 2025 Cycle for Higher Education Capital Facilities Grant

Q37) Following is a question regarding the application process for OSHE's Higher Education Capital Facilities Programs: Can a project in an Athletic Facility in which academic instruction takes place be considered for CIF or HEFT funding?

A37) HEFT grant funds can be used to finance the construction, reconstruction, development, extension, and improvement of instructional, laboratory, communication, and research facilities. (See Section 3.4 of the Solicitation.)

An athletic facility is not eligible under HEFT. However, if within the athletic facility, there is a space dedicated for academic instruction, a project within that space may be eligible under HEFT depending on the details of the Project. For more information, please see the First Addendum to the Solicitation posted to OSHE's website.

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CIF grant funds may be used for renewal, renovation, improvement, expansion, construction or reconstruction at instructional, laboratory, communication, research and administrative facilities. Up to twenty percent (20%) of a CIF grant may be used within student support facilities for renewal and renovation or improvement, expansion, construction and reconstruction. "Student support facilities" means student residence halls, student dining facilities, student activity centers, and student health centers. (N.J.A.C. 9A:12-1.2).

If within the athletic facility, there is a space dedicated for academic instruction, a project within that space may be eligible under CIF depending on the details of the Project. Up to 20% of the CIF grant may be applied to student support facilities.

In the absence of a submitted application, we cannot determine whether the proposed project scope meets HEFT or CIF eligibility requirements. The eligibility of an athletic facility in which academic instruction takes place would have to be evaluated in the context of the Project and the grant program(s). For more information, please see the First Addendum to the Solicitation posted to OSHE's website (at the above link).

Applicants are expected to exercise their own professional judgment and discretion in assessing whether a project aligns with the intent and requirements of the applicable grant program(s) prior to submitting an application.