



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

Higher Education Capital Facilities Programs

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

Higher Education Capital Improvement Fund
Higher Education Facilities Trust Fund

Summer 2025 Cycle

Issue Date: August 11, 2025

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

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

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SECTION ONE – GENERAL INFORMATION AND GUIDANCE

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

Pursuant to the FY 2026 budget, P.L. 2025, c. 74, signed into law by Governor Murphy, no less than \$250 million in funding has been made available for the Summer 2025 Cycle (as defined below) of the Higher Education Capital Facilities grant programs.

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

- \$110,000,000 is available from the Higher Education Capital Improvement Fund (“CIF”).
 - \$100,000,000 will be available for aggregate award to New Jersey’s eligible four-year institutions of higher education (with the exception of New Jersey City University (“NJCU”)) and \$10,000,000 will be available for award to NJCU, as discussed in the bullet below.
- \$140,000,000 is available from the Higher Education Facilities Trust Fund (“HEFT”).
 - \$100,000,000 will be available for aggregate award to New Jersey’s eligible public and private institutions of higher education (with the exception of NJCU) and \$40,000,000 will be available for award to NJCU, as discussed in the bullet below.
- Pursuant to P.L. 2025, c.74, the Secretary has determined that \$10,000,000 of the available funding under the CIF Grant Program and \$40,000,000 of the available funding under the HEFT Grant Program during the Summer 2025 Cycle will be allocated for award to NJCU. During the Summer 2025 Cycle, NJCU will not be eligible to apply for CIF grant funding or HEFT grant funding outside of these allocations. Notwithstanding anything to the contrary contained in this paragraph, NJCU will be required to comply with all application submission and project eligibility requirements contained in this Solicitation when applying for such allocations.
- Each Institution may request funding in an aggregate amount of no more than \$20,000,000 for all submitted projects.

The Programs were established by the New Jersey State Legislature (“Legislature”) to directly address funding for the modernization, renewal and construction of facilities and purchase of equipment at eligible institutions of higher education in

the State of New Jersey (the “State”) and the creation of a revolving financing mechanism for such purpose.

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

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

CIF: N.J.S.A. 18A:72A-72 to -80 // N.J.A.C. 9A:12-1.1 to -1.8

HEFT: N.J.S.A. 18A:72A-49 to -58 // N.J.A.C. 9A:15-1.1 to -1.7

This is a joint solicitation for Applications for the Summer 2025 Cycle of the Programs (the “Solicitation” or “Summer 2025 Cycle”). Institutions (also referred to as “Applicants”) must submit an Application for an eligible project(s) (as defined below) in order to be considered for grant funding.

This Solicitation consists of four (4) sections and Appendices A-D. Section 1 provides general information and guidance on the Solicitation. Sections 2 and 3 describe each Program, including Applicant eligibility and Project eligibility. Section 4 sets forth the procedures for submitting an Application, including the required Application components. The Appendices contain certain required forms to be submitted with an Application.

1.2 Important Dates

1.2a Calendar

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

| | |
|---|-------------------------|
| Summer 2025 Solicitation Available: | Aug. 11, 2025 |
| Question and Answer Period Begins: | Aug. 18, 2025 |
| Question and Answer Period Ends: | Aug. 22, 2025 (12 p.m.) |
| Technical Assistance Materials to be Posted: | Aug. 22, 2025 |
| Question and Answer Documentation to be Posted: | Aug. 28, 2025 |
| Application Submission Period Begins: | Sept. 10, 2025 |
| Application Submission Deadline: | Sept. 22, 2025 (4 p.m.) |

1.2b Question and Answer Process

Questions regarding the application process may be submitted via email to FinanceDocs@oshe.nj.gov from August 18, 2025 through August 22, 2025, (12:00 p.m. Eastern Prevailing Time). **Phone calls/faxes will not be**

accepted. Responses to questions that are timely submitted will be posted in one or more posts on the OSHE website at <https://nj.gov/highereducation>, under “Question and Answer Documentation,” by August 28, 2025. Applicants should check OSHE’s website frequently, from the date that this Solicitation is issued, for any updates.

It is the sole responsibility of Applicants to become familiar with and review the Question and Answer Documentation and all addenda (“Addenda”), if any, related to this Solicitation to ensure Applications are consistent with the guidance provided in the Addenda, prior to submission of an Application.

Communications with representatives of OSHE, NJEFA, and the State by the Institution or Institution’s representatives concerning this Solicitation are not permitted from the time this Solicitation is released on August 11, 2025, until the Secretary sends written certification to the Legislature, except as specified in this Section 1.2b and in Section 1.3f below.

1.2c Technical Assistance Materials

The Secretary will provide technical assistance materials (“TA Materials”) to assist Applicants in the completion and submission of Applications. TA Materials will be posted to OSHE’s website no later than August 22, 2025.

1.3. Application Process

1.3a Application Deadline

The Application Submission Period for this Solicitation begins September 10, 2025 and will end September 22, 2025 at 4:00 p.m. Eastern Prevailing Time (“Application Submission Period”).

Applications **must** be received at or before 4:00 p.m. Eastern Prevailing Time on September 22, 2025 (the “Submission Deadline”) for consideration in the Summer 2025 Cycle.

Applications received after the Submission Deadline will not be accepted or evaluated for the Summer 2025 Cycle.

Applications that are missing required information may be deemed incomplete and ineligible for consideration for the Summer 2025 Cycle.

1.3b Application Format

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

Applicants will be asked to respond to questions and upload documents related to their Institution and/or Project(s). Full instructions on accessing and utilizing the Apply platform will be covered in the TA Materials.

1.3c Withdrawal of Application

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

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

1.3d Applicant Assumes Responsibility

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

1.3e Open Public Records Act (OPRA)

All Applications will be subject to disclosure, including but not limited to, a request pursuant to the Open Public Records Act ("OPRA"), N.J.S.A. 47:1A-1, et seq., the New Jersey Open Public Meetings Act ("OPMA"), N.J.S.A. 10:4-6, et seq., and common law right to know. If an Applicant believes that information contained in its Application merits confidential treatment pursuant to OPRA, OPMA, and/or common law right to know, any such purportedly confidential information submitted in an Application must be specifically identified and marked by the Applicant. Notwithstanding any such designation, OSHE, NJEFA, and the State reserve the right in their sole discretion to disclose all of the Application.

1.3f Reservation of Rights

The Secretary reserves the right to request from Applicants additional information or clarification if necessary, or to reject all Applications with or without cause, and waive any irregularities or informalities in the Applications submitted. The Secretary further reserves the right, in his sole and absolute discretion, to make such investigations as he deems necessary as to the qualifications of any Institutions submitting Applications. In the event that all Applications are rejected, the Secretary reserves the right to re-solicit Applications through an additional cycle of grant funding.

1.4 Application Review and Evaluation

1.4a Completeness Review

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

1.4b Eligibility Review

Each Application will be reviewed to determine if the Institution and the Project or Projects described therein (collectively, “Project”) meet the eligibility requirements for grant funding under the specific program or programs for which the Institution is applying. If the Institution and/or the Project do not meet all eligibility requirements, the Application will be rejected, or the ineligible Project will be rejected. Eligibility requirements for each Program can be found in Sections 2.3, 2.4, 3.3, and 3.4, below.

1.4c Evaluation and Approval Process

Applications that are deemed complete and that meet the eligibility criteria will be reviewed based on a competitive application process whereby all Applications will be evaluated to determine which Projects are eligible for funding, best meet the applicable project selection criteria set forth in Sections 2 and 3 below, and are the overall most qualified to receive funding.

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

1. The Review Committee will score each Project using the applicable project selection criteria set forth in Sections 2 and 3 below.
2. The Review Committee will rank all the Projects (highest-to-lowest) and submit to the Secretary the ranked list of Projects together with an explanation of which Projects the Review Committee recommends for funding, including the recommended amount of grant funding.
3. When making recommendations to the Secretary, the Review Committee will consider the Project score and the availability of funding. The Review Committee may also consider geographic distribution and project ranking in recommending Applications for funding.
4. The Secretary will consider the Review Committee’s recommendations and will give further consideration to factors including, but not limited to, Project ranking, distributing available funding across sectors and geographic areas and funding a wide range of projects. The Secretary shall, via written certification,

approve, disapprove, or in the instance of a Project that contains severable components, approve in part and/or disapprove in part a Project. The Secretary's certification will also include the amount of grant funding under the applicable Program(s) for any Application (or portion of Application) that the Secretary approves for grant funding.

5. The Secretary may approve certain Projects submitted as part of an Application for funding and not others.
6. The Secretary has discretion to approve amounts of grant funding that are different from the amount requested by the Institution in the Application.
7. For four-year public and private institutions of higher education, the Review Committee may recommend, and the Secretary may approve, grant funding from a Program other than the Program specified in an Institution's Application. The Secretary will not approve funding from a different Program for an eligible Project and Applicant unless the Institution has included the required language in the applicable certification(s) and its Board of Trustees resolution. See Appendices A and B for the required certifications and Appendices C and D for the applicable required resolution.
8. The Secretary's certification will be submitted to the Legislature for final approval/authorization. Each Program has its own Legislative review process which are summarized in Sections 2 and 3 below. Grant awards are subject to the applicable Legislative review process (including appropriation by the Legislature, if required), and issuance of bonds by the NJEFA.

SECTION TWO – HIGHER EDUCATION CAPITAL IMPROVEMENT FUND GRANT PROGRAM INFORMATION

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

2.1 CIF Purpose

The purpose of the CIF Program is to provide grants for the cost, or a portion of the cost, of the renewal, renovation, improvement, expansion, construction, and reconstruction of facilities and technology infrastructure.

2.2 CIF Project Definition

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

2.3 CIF Applicant Eligibility

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

A "Public institution" of higher education is defined as "Rutgers, The State University of New Jersey, the State colleges, the New Jersey Institute of Technology, Rowan University, Montclair State University, Kean University, and any other public university or college now or hereafter established or authorized by law." (N.J.S.A. 18A:72A-3). The "State colleges" as referenced above are New Jersey City University, Ramapo College of New Jersey, Stockton University, The College of New Jersey, Thomas Edison State University, and William Paterson University.

"Private institutions of higher education" are defined as "independent colleges or universities incorporated and located in New Jersey, which by virtue of law or character or license, are nonprofit educational institutions authorized to grant academic degrees and which provide a level of education which is equivalent to the education provided by the State's public institutions of higher education as attested by the receipt of and continuation of regional accreditation by the Middle States Association of Colleges and Schools, and which are eligible to receive State aid." (N.J.S.A. 18A-72A-3).

As previously stated, eligibility for the CIF Program is limited to four-year public and private institutions of higher education which are eligible to receive State aid. Therefore, the county colleges and any other institutions which fall under the above definitions but are not four-year institutions, or are not eligible to receive State aid, are not eligible for funding from the CIF Program.

2.4 CIF Project Eligibility

CIF grant funds can be used to finance the renewal, renovation, improvement, expansion, construction and reconstruction of facilities and technology infrastructure as follows:

1. 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).
2. 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).
3. 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.

2.5 CIF Institutional Funding Requirement

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

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

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

2.6 CIF Grant Application

All Applicants applying for a CIF Program grant must complete the requirements of Section 4.3 and Section 4.4 (Grant Application Requirements for ALL Programs and CIF Grant Application Requirements, respectively).

2.7 CIF Project Selection Criteria

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

A. CIF Project Criteria

The following criteria will be used by the Review Committee to evaluate and rank CIF Projects for funding:

1. Improvement and expansion of educational opportunities for students;
2. Promotion of academic research excellence, workforce readiness and the enhancement of the State’s academic and economic competitiveness and prosperity by assisting in the production of a highly skilled workforce;
3. Consistency with the institution’s educational mission;
4. Consistency with the institution’s long-range facilities plan;
5. The cost effectiveness of the CIF Project;
6. The degree to which the CIF Project is construction ready;
7. Demonstrated commitment over the past ten (10) years to appropriate maintenance of facilities previously funded by State of New Jersey grant programs;
8. Directly addresses deferred maintenance concerns or projects that will mitigate the need for future maintenance; and
9. Preference will be given to projects that promote energy efficiency.

B. State Funding Criteria

The following State Funding Criteria will be used by the Review Committee to evaluate 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.

2.8 CIF Award Process

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.

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

2.9 CIF Post-Award Grant Funding

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

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

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

SECTION THREE – HIGHER EDUCATION FACILITIES TRUST FUND GRANT PROGRAM INFORMATION

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

3.1 HEFT Purpose

The Purpose of the HEFT Program is to provide grants for the cost, or a portion of the cost, of the construction, reconstruction, development, extension, and improvement of instructional, laboratory, communication, and research facilities.

3.2 HEFT Project Definition

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

3.3 HEFT Applicant Eligibility

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

A “public institution of higher education” is defined as “Rutgers, The State University of New Jersey, the State colleges, the New Jersey Institute of Technology, Rowan University, Montclair State University, Kean University, the county colleges and any other public university or college now or hereafter established or authorized by law.” (N.J.S.A. 18A:72A-3). The “State colleges” as referenced above are New Jersey City University, Ramapo College of New Jersey, Stockton University, The College of New Jersey, Thomas Edison State University, and William Paterson University.

“Private institutions of higher education” are defined as “independent colleges or universities incorporated and located in New Jersey, which by virtue of law, character or license, are nonprofit educational institutions authorized to grant academic degrees and which provide a level of education which is equivalent to the education provided by the State's public institutions of higher education as attested by the receipt of and continuation of regional accreditation by the Middle States Association of Colleges and Schools, and which are eligible to receive State aid.” (N.J.S.A. 18A:72A-3).

3.4 HEFT Project Eligibility

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

3.5 HEFT Grant Application

All Applicants applying for a HEFT Program grant must complete the requirements of Section 4.3 and Section 4.5 (Grant Application Requirements for ALL Programs and HEFT Grant Application Requirements, respectively).

3.6 HEFT Project Selection Criteria

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

A. HEFT Project Criteria

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

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

B. State Funding Criteria

The following State Funding Criteria will be used by the Review Committee to evaluate and rank 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.

3.7 HEFT Award Process

If a Project or a portion of a Project is eligible for funding from both the HEFT and CIF grant programs, the Secretary has discretion to approve funding for said Project or portion of said Project from a different grant program than which the Institution applied for funding.

The Secretary also has discretion to approve amounts of grant funding that are different from the amount requested by the Institution in the Application.

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

3.8 HEFT Post-Award Grant Funding

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

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

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

SECTION FOUR - GRANT APPLICATION

4.1 General Instructions

Program-specific Applicant Eligibility and Program-specific Project Eligibility must be satisfied for any project (or portion of a project) for which grant funding is requested.

Each Institution may submit one (1) Application and may request funding in an aggregate amount of no more than \$20,000,000 for all submitted projects across all of its campus locations. An Application may consist of one (1) or more projects. If more than one (1) project is submitted, please prepare separate budgets for each project or phase.

Institutions submitting more than one project must rank each project in order of need or importance to the Institution with number one (1) being highest priority.

When requesting funding from multiple Programs, the amount of funding requested under each Program must be identified in the Application. In no event shall the amount requested from all Programs exceed the total cost of the Project.

Applications that are missing required information or required documentation may be deemed incomplete and ineligible for consideration of a grant for the Summer 2025 Cycle.

Applications must be received by the Submission Deadline of September 22, 2025 (4:00 pm Eastern Prevailing Time) in order to be considered.

4.2 Formatting Requirements for All Applications

All Applications must comply with the following formatting requirements:

- Each page uploaded to Apply must reference the Section of this Solicitation to which it is responding, the Institution's name and a page number.
- All narrative portions must be typed in Times New Roman 12-point font and double spaced. Appendices, tables, figures, footnotes and/or endnotes may be single spaced.

4.3 Grant Application Requirements

Section 4.3 through Appendix D illustrates questions Applicants will be required to answer and information they will be required to provide in the Apply portal.

APPLICATION INFORMATION

Name of Institution: _____

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.)

CONTACT INFORMATION

Contact Person: _____

Title: _____

Telephone: _____

E-mail: _____

PROJECT INFORMATION

Project Description

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

Provide the estimated useful life of the Project. The useful life of any equipment should be determined either by reference to the Internal Revenue Service's Class Life Asset Depreciation Range System set forth in Revenue Procedure 87-56, as amended, supplemented or superseded, or by appraisal of any independent engineering or accounting firm, as appropriate.

If the Application includes more than one (1) Project, Institutions should 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.

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

Project Selection Criteria Narrative

Provide a narrative describing how the Project satisfies each of the CIF Project Selection Criteria set forth in Section 2 and HEFT Project Selection Criteria set forth in Section 3. The narrative should include subsection headings that correspond to each of the CIF or HEFT Project Selection Criteria, including 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. Institutions should provide a justification for why the Project is emergent.

If the Application includes more than one (1) Project, Institutions should provide a separate, clearly identified Project Selection Criteria Narrative for each Project.

Funding Sources

Provide anticipated sources of funding using the Sources of Funds Table below. (The below table will be available as a fillable table in the Application.) 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.

| Funding Sources | Date Funding will be available |
|---|-----------------------------------|
| i. Cash on Hand | |
| ii. Budgeting appropriations | |
| iii. General obligation bonds or debt to be authorized | |
| iv. Negotiable or non-negotiable securities | |
| v. Gifts or bequests | |
| vi. Federal funds | |
| vii. Other | |
| | |

Resolution

The required form of Board of Trustees Resolution is available in Appendix C and Appendix D.

All 4-year institutions are required to use the template provided in Appendix C. All county colleges are required to use the template provided in Appendix D.

The Resolution incorporates statutory and regulatory requirements under the CIF and HEFT Programs in order for an Institution to be authorized by its Board of Trustees to submit a grant application for funding. Revision or deletion of required text in the Resolution template may potentially result in an application being deemed incomplete. Footnotes in the Resolution Template will indicate which areas may be revised by an Institution. Areas to be filled in by an Institution are highlighted in yellow. (Footnotes may be deleted from the final version of the Institution's Resolution.)

Institutions are encouraged to have their counsel review their Resolution.

Upload a copy of the Board of Trustees Resolution approved by the Board of Trustees.

Also, upload a Word version of the approved Resolution.

Long-Range Plan

Upload a copy of the Institution's approved Long-Range Facilities Plan.

Upload a copy of the Resolution approving the Long-Range Facilities Plan.

[CIF – Projects only] Describe how the Project addresses the Institution's long-range facilities plan and meets the estimated need for renewal and renovation.

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. 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.

Select the appropriate box in Apply.

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

Applicants should consider status of planning and design work, status of permitting/approvals, site readiness, environmental issues, and any other matters that may cause the project to not be construction ready.

Prior Grant Funded Facilities

For each Higher Education Capital Facilities grant award and Building Our Future grant award received in past cycles of funding, please demonstrate how the Institution has committed over the past ten (10) years to maintaining the facilities funded by those grants.

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.

Prioritization of Deferred Maintenance

Information regarding the priorities for or the prioritization of deferred maintenance projects, including those based on or supported by a review done by an outside facilities data analytics and planning company.

Energy Efficiency

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

Cost Effectiveness

Information that documents the cost effectiveness with which the Project meets the identified academic need.

4.4 CIF Grant Application Requirements

An Application for a CIF grant, or an Application willing to accept CIF funds if HEFT funds are unavailable, must include the information and documents set forth in Section 4.3 above as well as information and documents set forth in this Section 4.4.

CIF Student Support Facilities

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 allocated to student support facilities.

CIF Cash Flow

Anticipated cash flow requirements for the Project over the next three (3) years.

| | |
|----|------|
| \$ | 2026 |
| \$ | 2027 |
| \$ | 2028 |

CIF Non-Renewal and Renovation Projects

If the Project includes improvement, expansion, construction, and reconstruction of instructional, laboratory, communication and research facilities, or technology infrastructure, the Institution must provide the following:

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

CIF Certification

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

4.5 HEFT Grant Application Requirements

An Application for a HEFT grant, or an Application willing to accept HEFT funds if CIF funds are unavailable, must include the information and documents set forth in Section 4.3 above as well as information and documents set forth in this Section 4.5.

HEFT Mission, Plans and Priorities

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

HEFT Certification

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

APPENDIX A

HIGHER EDUCATION CAPITAL IMPROVEMENT FUND CERTIFICATION

PART A – GENERAL PROJECT CERTIFICATIONS

Note: A four-year public or private institution of higher education may apply for funding from one or both of the Higher Education Capital Facilities grant programs (the “Programs”) for each project (“Project”). This certification is drafted on the assumption that funding for the entire Project is requested from the Capital Improvement Fund. If funding is requested from both Programs, both certifications (in the forms provided in Appendix A and B to the “Higher Education Capital Facilities Programs Joint Solicitation for Grant Applications – Summer 2025 Cycle” (“Solicitation”)) must be submitted.

The undersigned officer of [Insert Name of Institution] (the “Institution”) hereby certifies the following:

1. I am an officer of the Institution and am duly authorized to make this Certification and to submit to the Secretary of Higher Education, the Application dated [Insert Date] (the “Application”) to which this Certification is attached.
2. The Application requests funding pursuant to the Higher Education Capital Improvement Fund Act, N.J.S.A 18A:72A-72 to -80 (“CIF”) for the Project described in the Application.
3. The Project is for the renewal, renovation, improvement, expansion, construction and/or reconstruction of facilities and technology infrastructure and complies with the requirements set forth under N.J.A.C. 9A:12-1.3.
4. The Institution is:
 - a. A four-year public institution of higher education established or authorized by New Jersey law which is eligible to receive state aid; or
 - b. A private four-year institution of higher education, which is an independent college or university incorporated and located in New Jersey, which by virtue of law or character or license, is a nonprofit educational institution authorized to grant academic degrees and which provides a level of education which is equivalent to the education provided by the State's public

institutions of higher education as attested by the receipt of and continuation of regional accreditation by the Middle States Association of Colleges and Schools, and which is eligible to receive State aid.

5. The Institution acknowledges and agrees that it will be obligated to pay the portion of the debt service on bonds issued by the New Jersey Educational Facilities Authority to fund a grant approved for an institution, at the rate applicable to the Institution pursuant to N.J.S.A 18A:72A-78(b) (the “Institutional Funding Requirement”) and is authorized by the Resolution duly adopted by the governing body of the Institution dated and submitted with the Application (the “Resolution”) to satisfy such obligation.
6. The Institution will use the sources specified in the Application to satisfy its obligations to pay the Institutional Funding Requirement.
7. The Institution acknowledges and agrees that it is obligated to maintain the Project and is authorized by the Resolution to fulfill this obligation.
8. The information provided in the Application regarding the Institution, the Project and the cost and uses thereof, and the benefit to and the effect of the Project on, the Institution, its students and the State of New Jersey is correct and complete.
9. The Project and the construction, operation and maintenance thereof will, at all times comply with laws, regulations, codes, statutes, and government guidelines, including the principles of affirmative action and equal employment opportunity where applicable.
10. As of the date of this Application, the Institution has reviewed and understands any posted Solicitation Addenda (as defined in the Solicitation) and has taken such information into account in completing and submitting the Application.
11. As of the date of this Application, the Institution has reviewed and understands the Technical Assistance Materials (as defined in the Solicitation) and has taken such information into account in completing and submitting the Application.
12. A copy of the Institution’s current long-range facilities plan approved by the Institution’s governing board that includes provisions to address deferred maintenance and other capital renewal requirements is included with this Application or the Institution has submitted such plan to the Secretary of Higher Education pursuant to P.L. 2009, c. 90.

13. The Institution acknowledges that the Secretary retains the discretion to award grant funding in an amount that may differ from that requested in the Application, and agrees to proceed with and complete the Project even if the funding awarded is less than the amount requested.

[Insert Name of Institution]

By: _____
Name:
Title:

Date

***PART B – CERTIFICATION AS TO INSTITUTION’S UNDERSTANDING
AS TO FUNDING SOURCES***

Note: If Part B is not signed, the Institution will not be eligible to be considered for alternate grant funding.

1. The Institution acknowledges that 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 either or both Programs, even if the Institution applied for funding from the other grant program or applied for funding from only one of the grant programs. The Institution certifies that its Board of Trustees authorizes the Authorized Officers to accept grant funding for the Projects from either or both of the Programs.

[Insert Name of Institution]

By: _____
Name:
Title:

Date

APPENDIX B

HIGHER EDUCATION FACILITIES TRUST FUND CERTIFICATION

PART A – GENERAL PROJECT CERTIFICATIONS

Note: An institution may apply for funding from one or both of the Higher Education Capital Facilities grant programs (the “Programs”) for each project (“Project”). This certification is drafted on the assumption that funding for the entire Project is requested from the Higher Education Facilities Trust Fund. If funding is requested from both Programs, both certifications (in the forms provided in Appendix A and B to the “Higher Education Capital Facilities Programs Joint Solicitation for Grant Applications – Summer 2025 Cycle” (“Solicitation”) hereto) must be submitted.

The undersigned officer of [Insert Name of Institution] (the “Institution”) hereby certifies the following:

1. I am an officer of the Institution and am duly authorized to make this Certification and to submit to the Secretary of Higher Education, the Application dated [Insert Date] (the “Application”) to which this Certification is attached.
2. The Application requests funding pursuant to the Higher Education Facilities Trust Fund Act, N.J.S.A 18A:72A-49 to -58 (“HEFT”) for the Project described in the Application.
3. The Project is for the construction, reconstruction, development, extension, or improvement of instructional, laboratory, communication and research facilities and complies with the requirements set forth in N.J.A.C. 9A:15-1.3.
4. The Institution is:
 - a. A public institution of higher education established or authorized by New Jersey law which is eligible to receive state aid; or
 - b. A private institution of higher education, which is an independent college or university incorporated and located in New Jersey, which by virtue of law or character or license, is a nonprofit educational institution authorized to grant academic degrees and which provides a level of education which is equivalent to the education provided by the State's public institutions of higher education as attested by the receipt of and continuation of regional accreditation by the Middle States Association of Colleges and Schools, and which is eligible to receive State aid.

5. The Institution acknowledges and agrees that it is obligated to maintain the Project and is authorized by the Resolution duly adopted by the governing body of the Institution dated and submitted with the Application (the “Resolution”) to fulfill this obligation.
6. The information provided in the Application regarding the Institution, the Project and the cost and uses thereof, and the benefit to and the effect of the Project on, the Institution, its students and the State of New Jersey is correct and complete.
7. The Project and the construction, operation and maintenance thereof will, at all times comply with all laws, rules, codes, statutes, and government guidelines.
8. As of the date of this Application, the Institution has reviewed and understands any posted Solicitation Addenda (as defined in the Solicitation) and has taken such information into account in completing and submitting the Application.
9. As of the date of this Application, the Institution has reviewed and understands the Technical Assistance Materials (as defined in the Solicitation) and has taken such information into account in completing and submitting the Application.
10. A copy of the Institution’s current long-range facilities plan approved by the Institution’s governing board that includes provisions to address deferred maintenance and other capital renewal requirements is included with this Application or the Institution has submitted such plan to the Secretary of Higher Education pursuant to P.L. 2009, c. 90.
11. The Institution acknowledges that the Secretary retains the discretion to award grant funding in an amount that may differ from that requested in the Application, and agrees to proceed with and complete the Project even if the funding awarded is less than the amount requested.

[Insert Name of Institution]

By: _____

Name:

Title:

Date

***PART B – CERTIFICATION AS TO INSTITUTION'S UNDERSTANDING AS TO
FUNDING SOURCES***

Note: If Part B is not signed, the Institution will not be eligible to be considered for alternate grant funding.

1. The Institution acknowledges that if a Project or a portion of a Project is eligible for funding from both the Programs, the Secretary has discretion to approve funding for said Project or portion of said Project from either or both grant programs, even if the Institution applied for funding from the other grant program or applied for funding from only one of the grant programs. The Institution certifies that its Board of Trustees authorizes the Authorized Officers to accept grant funding for the Projects from either or both of the Programs.

[Insert Name of Institution]

By: _____
Name:
Title:

Date

APPENDIX C

RESOLUTION TEMPLATE FOR FOUR-YEAR INSTITUTIONS

RESOLUTION¹ AUTHORIZING [INSERT FOUR-YEAR PUBLIC OR PRIVATE INSTITUTION NAME] TO SUBMIT A GRANT APPLICATION TO THE SECRETARY OF HIGHER EDUCATION FOR GRANT FUNDING UNDER THE SUMMER 2025 CYCLE OF THE HIGHER EDUCATION CAPITAL FACILITIES PROGRAM FOR THE PURPOSE OF PROVIDING FUNDING FOR ONE OR MORE PROJECTS OF THE INSTITUTION AND AUTHORIZING ALL OTHER NECESSARY ACTIONS REQUIRED IN CONNECTION THEREWITH

Adopted: [REDACTED]

WHEREAS: On August 11, 2025, the Office of the Secretary of Higher Education (the “Secretary”) released a solicitation for grant funding (the “Summer 2025 Cycle”) under the Higher Education Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 et seq. (“CIF Act”) and under the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A:72A-49 et seq. (“HEFT Act”) (collectively, the “Higher Education Capital Facilities Program”); and

WHEREAS: The purpose of the Capital Improvement Fund (“CIF”) grant program is to provide grants to New Jersey’s four-year public and private institutions of higher education for the cost, or a portion of the cost, of the renewal, renovation, improvement, expansion, construction, and reconstruction of facilities and technology infrastructure. “Renewal and renovation” means “making the changes necessary to address deferred capital maintenance needs, to meet all [State of New Jersey] and federal health, safety, fire, and building code standards, or to provide a safe and appropriate educational or working environment” (N.J.S.A. 18A:72A-75); and

WHEREAS: The purpose of the Higher Education Facilities Trust Fund (“HEFT”) grant program is to provide grants to New Jersey’s public and private institutions of higher education for the cost, or a portion of the cost, of the construction, reconstruction, development, extension, and/or improvement of instructional, laboratory, communication, and research facilities (N.J.S.A. 18A:72A-52); and

WHEREAS: Pursuant to the CIF grant program, the CIF grants are expected to be funded from the proceeds of tax-exempt bonds (the “CIF Bonds”) to be issued by the New Jersey Educational Facilities Authority (the “Authority”) pursuant to the CIF Act; and

¹ Except for areas highlighted in yellow or addressed in footnotes, the text of this Resolution template cannot be changed. Revision or deletion of required text in the Resolution template may potentially result in an application being deemed incomplete.

- WHEREAS:** Pursuant to the HEFT grant program, the HEFT grants are expected to be funded from the proceeds of tax-exempt bonds (the “HEFT Bonds”, and, together with the CIF Bonds, the “Tax-Exempt Bonds”) to be issued by the Authority pursuant to the HEFT Act; and
- WHEREAS:** The deadline to submit a grant application (the “Grant Application”) for funding under the Summer 2025 Cycle of the Higher Education Capital Facilities Program is September 22, 2025; and
- WHEREAS:** Pursuant to N.J.S.A. 18A:72A-77(a), “the governing board of a four-year public or private institution of higher education may determine, by resolution, to apply for a grant from CIF. Upon adoption of the resolution, the board shall file an application with the [S]ecretary, which application shall include a complete description of the project to be financed and an identification of any additional sources of revenue to be used”; and
- WHEREAS:** Pursuant to N.J.S.A. 18A:72A-54(a), “the governing board of a public or private institution of higher education may determine, by resolution, to apply for a grant from HEFT. Upon adoption of the resolution, the board shall file an application with the Secretary of Higher Education, which application shall include a complete description of the project to be financed and an identification of any additional sources of revenue to be used”; and
- WHEREAS:** The Board of Trustees (the “Board”) of [Insert Institution Name] (the “Institution”) desires to approve the submission and form of a Grant² Application to the Secretary for funding under the Higher Education Capital Facilities Program for the projects (each, a “Project” and collectively, the “Projects”) described on **Exhibit A** attached hereto (“**Exhibit A**”). Words used in the singular shall include the plural and vice versa, as the context may require; and
- WHEREAS:** The Board further desires to designate and authorize officers of the Institution to take all necessary and desirable actions to (i) submit to the Secretary a Grant Application for the purpose of providing funding for the Projects, (ii) obtain such other sources of financing for such Projects as may be necessary to complete such Projects, (iii) execute and deliver grant agreement(s) and such other documents and instruments as may be required to implement the grant funding, and (iv) undertake and implement the Projects; and
- WHEREAS:** The Board desires to approve the aggregate costs of the Projects paid and/or financed through all sources in an amount not to exceed the total amount set forth on **Exhibit A** with respect to such Projects; and
- WHEREAS:** The Board reasonably expects to reimburse expenditures for costs of the Projects paid by the Institution prior to the issuance by the Authority of the Tax-Exempt Bonds; and

² Each eligible 4-year public or private institution may submit one application to be funded by the CIF and/or HEFT grant programs.

³**WHEREAS:** 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 which the Institution applied for funding; and

[Select either Choice A or Choice B, and delete the one you are not using]⁴:

{A}

[WHEREAS: The Board desires to authorize the Authorized Officers (as defined below) of the Institution to accept grant funding for the Projects from either of the Capital Facilities Grant Programs and to make the certifications and commitments necessary to qualify the Projects for said grant funding from either of the Capital Facilities Grant Programs; and]

OR

{B}

[WHEREAS: The Board desires to authorize the Authorized Officers (as defined below) of the Institution to accept grant funding for the Projects only from **[Insert either CIF or HEFT]** and to make the certifications and commitments necessary to qualify the Projects for said grant funding from **[Insert either CIF or HEFT]**; and]

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF (INSERT INSTITUTION NAME) AS FOLLOWS:

SECTION 1. The recitals set forth above are incorporated herein by reference as if set forth at length herein.

SECTION 2. The Board hereby authorizes the undertaking of the Projects described on **Exhibit A** attached hereto; approves the aggregate cost of such Projects, to be paid and/or financed through all sources in an aggregate amount not to exceed the total amount set forth on **Exhibit A** with respect to such Projects; authorizes the financing of all or any portion of the Projects with Tax-Exempt Bonds, commercial loans and other funds available to the Institution, as necessary and as further described in **Exhibit A**; acknowledges that should additional funding be needed to complete the Projects, such funding will be the responsibility of the Institution; and authorizes the submission and form of a Grant Application to the Secretary of Higher Education for grant funding of the Projects under the Summer 2025 Cycle of the Higher Education Capital Facilities Program.

³Note: Applications will not be penalized for Board resolutions omitting authorization to accept grant funding from all of the Capital Facilities Grant Programs. However, the Institution will not be considered for funding from a Program that the Board does not authorize the Institution to accept in this resolution.

⁴ If the Institution chooses version {A}, include both Section 3A and Section 3B below in this resolution. If the Institution chooses version {B}, the Institution should select either CIF or HEFT and the Institution must include either Section 3A for CIF or Section 3B for HEFT, as applicable, in this resolution. Although the Institution may select Section 3A and/or Section 3B, please be advised that the text should not be revised; revisions may potentially result in an application being deemed incomplete.

SECTION 3. A. CIF Grant Program⁵

With respect to any Project that receives funding pursuant to the CIF grant program, in accordance with N.J.A.C. 9A:12-1.3(e):

- the Board hereby certifies that the Institution has an up-to-date long-range facilities plan approved by the Board that includes provisions to address deferred maintenance and other capital renewal requirements and the Board hereby pledges to use the CIF grant to advance that plan; and
- the Board commits to maintaining the capital improvement project funded by the CIF grant; and
- the Board certifies that the Institution will use the CIF grant funds for renewal or renovation of instructional, laboratory, communication, research, and/or administrative facilities, or for improvement, expansion, construction, and reconstruction of instructional, laboratory, communication, and research facilities, or technology infrastructure if the criteria found at N.J.A.C. 9A:12-1.3(d) are met; and
- the Board commits to paying the Institution's required share of the debt service on the CIF Bonds issued to fund the CIF grant (one-third of the debt service on the CIF Bonds if the Institution is a public institution or one-half of the debt service on the CIF Bonds if the Institution is a private institution).

B. HEFT Grant Program⁶

With respect to any Project that receives funding pursuant to the HEFT grant program, in accordance with N.J.A.C. 9A:15-1.3(b):

- the Board hereby certifies that the Institution has an up-to-date long-range facilities plan approved by the Board that includes provisions to address deferred maintenance and other capital renewal requirements and the Board hereby pledges to use the HEFT grant to advance that plan; and
- the Board commits to maintaining the facilities project funded by the HEFT grant; and
- the Board certifies that the Institution will use the HEFT grant funds for the cost, or a portion of the cost, of the construction, reconstruction, development, extension, or improvement of instructional, laboratory, communication, and research facilities.

SECTION 4. This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the Projects paid prior to the issuance of the Authority's Tax-Exempt Bonds ("Applicable Tax-Exempt Debt") in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of the Applicable Tax-Exempt Debt expected to be issued to finance costs of the Projects, including amounts used to reimburse expenditures for such costs

⁵ See footnote 4.

⁶ See footnote 4.

paid prior to the issuance of the Applicable Tax-Exempt Debt is \$ [REDACTED].⁷

SECTION 5. The Authorized Officers (as set forth in **Exhibit B** attached hereto) (each an "Authorized Officer") are each hereby authorized and directed to take all necessary and desirable action to submit to the Secretary a Grant Application for the purpose of providing funding for the Projects, to approve, execute and deliver any and all agreements necessary, including but not limited to grant agreements, to undertake, implement and finance the Projects, and to approve, execute and deliver any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the Institution, in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same, and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Projects and to pay financing costs including through the financing thereof. The Authorized Officers are further authorized and directed to do and perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate, to implement the purposes of this Resolution to undertake, implement and finance the Projects and to provide for the payment and/or repayment of the financing costs thereof.

SECTION 6. The Board hereby authorizes the Authorized Officers to accept grant funding for the Projects as may be awarded to the Institution as a result of participating in the Summer 2025 Cycle.

SECTION 7. All resolutions, orders and other actions of the Board in conflict with the provisions of this Resolution to the extent of such conflict are hereby superseded, repealed or revoked.

SECTION 8. This Resolution shall take effect immediately; and be it further resolved that no further approvals by the Board are necessary to implement this Resolution.

RESOLUTION ADOPTED: [REDACTED]

DULY CERTIFIED: [REDACTED]

⁷ This amount should not be less than the aggregate cost of the Project(s) expected to be funded by CIF and/or HEFT as listed on Exhibit A (i.e. The Total Amount of Grant Request). The cost of a Project should include eligible capital costs of the Project.

EXHIBIT A⁸

PROJECT DESCRIPTION

A. Project Description:

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| |

B. Grant Request:

| | | |
|--|-----------|---|
| Amount of CIF Grant Request | \$ | <div style="background-color: yellow; height: 1.2em; border: 1px solid black;"></div> |
| Amount of HEFT Grant Request | \$ | <div style="background-color: yellow; height: 1.2em; border: 1px solid black;"></div> |
| Total Amount of Grant Request ⁹ | <u>\$</u> | <div style="background-color: yellow; height: 1.2em; border: 1px solid black;"></div> |

| | | |
|--|----|---|
| C. <u>Total Amount of Institutional Funds to be Provided (if any)</u> | \$ | <div style="background-color: yellow; height: 1.2em; border: 1px solid black;"></div> |
|--|----|---|

| | | |
|---|----|---|
| D. <u>Total Cost of Project</u>¹⁰ | \$ | <div style="background-color: yellow; height: 1.2em; border: 1px solid black;"></div> |
|---|----|---|

⁸ Attach additional pages as are necessary to account for all projects being submitted for funding consideration.

⁹ Insert this amount in Section 4. If the Institution is submitting an Application for multiple projects, insert the Total Amount of Grant Request for all projects in Section 4.

¹⁰ Total Cost of Project = Amount of CIF Grant Request + Amount of HEFT Grant Request + Total Amount of Institutional Funds to be Provided.

EXHIBIT B¹¹

AUTHORIZED OFFICERS OF [INSERT INSTITUTION NAME]

| |
|--|
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| |

¹¹ List by applicable titles, i.e. President, Treasurer, Chief Financial Officer, Vice President of Finance and Administration, etc.

APPENDIX D

RESOLUTION TEMPLATE FOR COUNTY COLLEGES

RESOLUTION¹ AUTHORIZING [INSERT COUNTY COLLEGE INSTITUTION NAME] TO SUBMIT A GRANT APPLICATION TO THE SECRETARY OF HIGHER EDUCATION FOR GRANT FUNDING UNDER THE SUMMER 2025 CYCLE OF THE HIGHER EDUCATION CAPITAL FACILITIES PROGRAM FOR THE PURPOSE OF PROVIDING FUNDING FOR ONE OR MORE PROJECTS OF THE INSTITUTION AND AUTHORIZING ALL OTHER NECESSARY ACTIONS REQUIRED IN CONNECTION THEREWITH

Adopted: [REDACTED]

- WHEREAS:** On August 11, 2025, the Office of the Secretary of Higher Education (the “Secretary”) released a solicitation for grant funding (the “Summer 2025 Cycle”) under the Higher Education Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 et seq. (“CIF Act”) and under the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A:72A-49 et seq. (“HEFT Act”) (collectively, the “Higher Education Capital Facilities Program”); and
- WHEREAS:** The purpose of the Higher Education Facilities Trust Fund (“HEFT”) grant program is to provide grants to New Jersey’s public and private institutions of higher education for the cost, or a portion of the cost, of the construction, reconstruction, development, extension, and/or improvement of instructional, laboratory, communication, and research facilities (N.J.S.A. 18A:72A-52); and
- WHEREAS:** Pursuant to the HEFT grant program, the HEFT grants are expected to be funded from the proceeds of tax-exempt bonds (the “Tax-Exempt Bonds”) to be issued by the Authority pursuant to the HEFT Act; and
- WHEREAS:** The deadline to submit a grant application (the “Grant Application”) for funding under the Summer 2025 Cycle of the Higher Education Capital Facilities Program is September 22, 2025; and
- WHEREAS:** Pursuant to N.J.S.A. 18A:72A-54(a), “the governing board of a public or private institution of higher education may determine, by resolution, to apply for a grant from HEFT. Upon adoption of the resolution, the board shall file an application with the Secretary of Higher Education, which application shall include a complete description of the project to be financed and an identification of any additional sources of revenue to be used”; and

¹ Except for areas highlighted in yellow or addressed in footnotes, the text of this Resolution cannot be changed. Revision or deletion of required text in the Resolution template may potentially result in an application being deemed incomplete.

- WHEREAS:** The Board of Trustees (the “Board”) of [Insert Institution Name] (the “Institution”) desires to approve the submission and form of a Grant² Application to the Secretary for funding under the Higher Education Capital Facilities Program for the projects (each, a “Project” and collectively, the “Projects”) described on **Exhibit A** attached hereto (“**Exhibit A**”). Words used in the singular shall include the plural and vice versa, as the context may require; and
- WHEREAS:** The Board further desires to designate and authorize officers of the Institution to take all necessary and desirable actions to (i) submit to the Secretary a Grant Application for the purpose of providing funding for the Projects, (ii) obtain such other sources of financing for such Projects as may be necessary to complete such Projects, (iii) execute and deliver grant agreement(s) and such other documents and instruments as may be required to implement the grant funding, and (iv) undertake and implement the Projects; and
- WHEREAS:** The Board desires to approve the aggregate costs of the Projects paid and/or financed through all sources in an amount not to exceed the total amount set forth on **Exhibit A** with respect to such Projects; and
- WHEREAS:** The Board reasonably expects to reimburse expenditures for costs of the Projects paid by the Institution prior to the issuance by the Authority of the Tax-Exempt Bonds; and
- WHEREAS:** The Board desires to authorize the Authorized Officers (as defined below) of the Institution to accept grant funding for the Projects from HEFT and to make the certifications and commitments necessary to qualify the Projects for said grant funding from HEFT;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF [INSERT INSTITUTION NAME] AS FOLLOWS:

- SECTION 1.** The recitals set forth above are incorporated herein by reference as if set forth at length herein.
- SECTION 2.** The Board hereby authorizes the undertaking of the Projects described on **Exhibit A** attached hereto; approves the aggregate cost of such Projects, to be paid and/or financed through all sources in an aggregate amount not to exceed the total amount set forth on **Exhibit A** with respect to such Projects; authorizes the financing of all or any portion of the Projects with Tax-Exempt Bonds, commercial loans and other funds available to the Institution, as necessary and as further described in **Exhibit A**; acknowledges that should additional funding be needed to complete the Projects, such funding will be the responsibility of the Institution; and authorizes the submission and form of a Grant Application to the Secretary of Higher Education for grant funding of the Projects under the Summer 2025 Cycle of the Higher Education Capital Facilities Program.

² Each eligible county college may submit one application to be funded by the HEFT grant program.

SECTION 3. With respect to any Project that receives funding pursuant to the HEFT grant program, in accordance with N.J.A.C. 9A:15-1.3(b):

- the Board hereby certifies that the Institution has an up-to-date long-range facilities plan approved by the Board that includes provisions to address deferred maintenance and other capital renewal requirements and the Board hereby pledges to use the HEFT grant to advance that plan; and
- the Board commits to maintaining the facilities project funded by the HEFT grant; and
- the Board certifies that the Institution will use the HEFT grant funds for the cost, or a portion of the cost, of the construction, reconstruction, development, extension, or improvement of instructional, laboratory, communication, and research facilities.

SECTION 4. This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the Projects paid prior to the issuance of the Authority's Tax-Exempt Bonds ("Applicable Tax-Exempt Debt") in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of the Applicable Tax-Exempt Debt expected to be issued to finance costs of the Projects, including amounts used to reimburse expenditures for such costs paid prior to the issuance of the Applicable Tax-Exempt Debt is \$ [REDACTED].³

SECTION 5. The Authorized Officers (as set forth in **Exhibit B** attached hereto) (each an "Authorized Officer") are each hereby authorized and directed to take all necessary and desirable action to submit to the Secretary a Grant Application for the purpose of providing funding for the Projects, to approve, execute and deliver any and all agreements necessary, including but not limited to grant agreements, to undertake, implement and finance the Projects, and to approve, execute and deliver any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the Institution, in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same, and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Projects and to pay financing costs including through the financing thereof. The Authorized Officers are further authorized and directed to do and perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate, to implement the purposes of this Resolution to undertake, implement and finance the Projects and to provide for the payment and/or repayment of the financing costs thereof.

SECTION 6. The Board hereby authorizes the Authorized Officers to accept grant funding for the Projects as may be awarded to the Institution as a result of participating in the Summer 2025 Cycle.

³ This amount should not be less than the aggregate cost of the Project(s) expected to be funded by HEFT as listed on Exhibit A (i.e. The Total Amount of Grant Request). The cost of a Project should include eligible capital costs of the Project.

SECTION 7. All resolutions, orders and other actions of the Board in conflict with the provisions of this Resolution to the extent of such conflict are hereby superseded, repealed or revoked.

SECTION 8. This Resolution shall take effect immediately; and be it further resolved that no further approvals by the Board are necessary to implement this Resolution.

RESOLUTION ADOPTED:

DULY CERTIFIED:

EXHIBIT A⁴

PROJECT DESCRIPTION

A. Project Description:

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B. Amount of HEFT Grant Request⁵ \$

C. Total Amount of Institutional Funds to be Provided (if any) \$

D. Total Cost of Project⁶ \$

⁴ Attach additional pages as are necessary to account for all projects being submitted for funding consideration.

⁵ Insert this amount in Section 4. If the Institution is submitting an Application for multiple projects, insert the Total Amount of HEFT Grant Request for all projects in Section 4.

⁶ Total Cost of Project = Amount of HEFT Grant Request + Total Amount of Institutional Funds to be Provided.

EXHIBIT B⁷

AUTHORIZED OFFICERS OF [INSERT INSTITUTION NAME]

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⁷ List by applicable titles, i.e. President, Treasurer, Chief Financial Officer, Vice President of Finance and Administration, etc.