



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER
EDUCATION**

HIGHER EDUCATION CAPITAL FACILITIES GRANT PROGRAMS FALL 2025 CYCLE :

TECHNICAL ASSISTANCE MATERIALS

December 1, 2025

TABLE OF CONTENTS

- ❖ Section 1 - General Information and Guidance
- ❖ Section 2 - Higher Education Capital Improvement Fund (CIF) – Grant Program Information
- ❖ Section 3 - Higher Education Facilities Trust Fund (HEFT) – Grant Program Information
- ❖ Section 4 - Grant Application

SECTION 1 - GENERAL INFORMATION AND GUIDANCE

Fall 2025 Cycle

Important Dates

Release of Fall 2025 Solicitation:	December 1, 2025
Question and Answer Period Begins (Email questions to FinanceDocs@OSHE.nj.gov)	December 1, 2025
Technical Assistance Materials Available	December 1, 2025
Question and Answer Period Ends	By December 5, 2025 12 p.m. Eastern Prevailing Time
Question and Answer Documentation to be Posted	By December 10, 2025
Application Submission Period Begins	December 15, 2025 12 p.m. Eastern Prevailing Time
Application Submission Deadline	December 16, 2025 at 12 p.m. Eastern Prevailing Time

GENERAL INFORMATION AND GUIDANCE

Higher Education Capital Facilities Grant Programs

❖ \$1,142,675.12* to the Higher Education Capital Improvement Fund (“CIF”)

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

❖ \$4,456,024.20* to the Higher Education Facilities Trust Fund (“HEFT”)

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

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

GENERAL INFORMATION AND GUIDANCE

Submission

- ❖ New Jersey City University (“NJCU”) is the only eligible applicant for the Fall 2025 Cycle in furtherance of the purposes of P.L. 2025, c. 74.
- ❖ The applicant may submit one (1) application.
- ❖ The application may consist of one or more Projects.
- ❖ The applicant may apply for CIF and HEFT.

GENERAL INFORMATION AND GUIDANCE

Project Selection Criteria

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

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

GENERAL INFORMATION AND GUIDANCE

State Funding Criteria

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

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

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

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

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

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

CIF

HIGHER EDUCATION CAPITAL IMPROVEMENT FUND

CIF Project Criteria

(See Solicitation Section 2.7A)

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

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

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

HEFT

HIGHER EDUCATION FACILITIES TRUST FUND

HEFT Project Criteria

(See Solicitation Section 3.6A)

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

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

SECTION 4 – GRANT APPLICATION

GRANT APPLICATION

General Instructions

- ❖ Submit the application to FinanceDocs@OSHE.nj.gov
- ❖ The applicant may submit one (1) application.
- ❖ It is at the applicant's discretion whether to submit an application for a single Project or for multiple Projects.
- ❖ The next few slides provide examples of different ways the applicant may set up its application.

GRANT APPLICATION

General Instructions – Example #1

The applicant has the option of submitting an application for a single Project that is funded by one Grant Program.

Example:

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

❖ This Project will be evaluated and scored against the CIF Project Criteria and State Funding Criteria.

GRANT APPLICATION

General Instructions – Example #2

The applicant also has the option of submitting an application containing multiple Projects that are funded by the same Grant Program.

Example:

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

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

GRANT APPLICATION

General Instructions – Example #3

The applicant also has the option of submitting an application containing multiple Projects where each Project is funded by either CIF or HEFT.

Example:

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

GRANT APPLICATION

General Instructions – Example #4

The applicant also has the option of submitting an application for a single Project that is funded by both CIF and HEFT.

Example:

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

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

GRANT APPLICATION

General Instructions

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

GRANT APPLICATION

General Instructions

- ❖ An Application containing multiple Projects must provide certain information specific to each Project so that the Project may be evaluated independently. Three requirements are listed below. **This is not an exhaustive list.**
- ❖ For a complete list of requirements, see Section 4.1, 4.2, 5.3, 5.4, 5.5 and 5.14a (if applicable) of the Solicitation.
 - ❖ Rank each project in order of need and importance to the applicant, with number one being the highest priority.
 - ❖ Provide separate Project Information Charts for each Project.
 - ❖ Provide separate budgets for each Project using the provided Budget/ Source of Funds template. Estimated debt service numbers should not be included in the budget.

Grant Application Eligibility Breakdown (Project Information Chart)

For each Project, provide a breakdown of the total space by category, including both the percentage of total space and the square footage for each category.

Eligibility Breakdown for project (list % of space and square footage):

Instructional space :

Laboratory space :

Communication space:

Research space :

Administrative space (including offices):

Faculty Offices:

Student Support :

Residence Hall

Student Dining Facility

Student Activity Center

Student Health Center

Other:

GRANT APPLICATION

Components

Project Description

1. Focus on design specifications of the Project and what the grant award will fund rather than on providing an overview of the Institution and its mission.
2. For renewal and renovation projects, also include an explanation of modifications to the facilities other than repairs.
3. Include the estimated useful life of the Project and each of its components. The useful life of any equipment should be determined either by reference to the Internal Revenue Service's Class Life Asset Depreciation Range System set forth in Revenue Procedure 87-56, as amended, supplemented or superseded, or by appraisal of any independent engineering or accounting firm, as appropriate.
4. If the application includes more than one (1) Project provide the following information **for each project** on the Project Information Chart:
 - 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.

GRANT APPLICATION

Components

Project Selection Criteria Narrative

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

Example: Section 2.7 CIF Project Selection Criteria

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

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

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

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

GRANT APPLICATION

SOURCES OF FUNDS

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

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

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

	Funding Sources For Debt Service/Institutions Cost	Date Funding Will Be Available	Funds will be Used For Debt Service	
i	Cash on hand		YES	NO
ii	Budgeting appropriations		YES	NO
	Please document:			
iii	General obligation bonds or debt to be authorized		YES	NO
	Please explain:			
iv	Negotiable or non-negotiable securities		YES	NO
	Please explain:			
v	Gifts or bequests		YES	NO
	Please explain:			
vi	Federal funds		YES	NO
	Please explain:			
vii	Other		YES	NO
	Detail other funding source:			

GRANT APPLICATION

APPENDIX C – RESOLUTION TEMPLATE

Tips for Using the Resolution Template in Appendix C

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

GRANT APPLICATION

APPENDIX C – RESOLUTION TEMPLATE

Tips for Using the Resolution Template in Appendix C (continued)

IMPORTANT:

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

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

See OSHE’s website for sample resolutions in word version, illustrating selection of option “{A}” or option “{B}”.

Sample Resolution #1 – Authorizing CIF and HEFT

Sample Resolution #2 – Authorizing HEFT only

Sample Resolution #3 – Authorizing CIF only

GRANT APPLICATION

APPENDIX C – RESOLUTION TEMPLATE

Tips for Using the Resolution Template in Appendix C (continued)

IMPORTANT

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

- The applicant's Resolution (see the Resolution Template in Appendix C of the Solicitation), must include the WHEREAS paragraph that is labeled "{A}" and Sections 3A and 3B.
- In addition, the applicant must submit all information requested in both Sections 5.14 and 5.15 of the Solicitation, including but not limited to the Higher Education 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.

GRANT APPLICATION

ANTICIPATED CASH FLOW

If the applicant requests CIF funds, it will be asked to identify the anticipated cash flow requirements for the CIF request.

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

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

CIF Cash Flow

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

<u>\$</u>	<u>2026</u>
<u>\$</u>	<u>2027</u>
<u>\$</u>	<u>2028</u>

GRANT APPLICATION

CIF and HEFT Certifications

Appendix A and Appendix B – Certifications

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

The Applicant

If the applicant's resolution authorizes the acceptance of grant awards under a grant program different from the one to which the applicant applied, the applicant **must sign both Parts A and B** of the Certification.

If the applicant's resolution does not provide such authorization, the applicant should **sign Part A** of the applicable Certification.



NEW JERSEY OFFICE OF THE SECRETARY OF

HIGHER EDUCATION



nj.gov/highereducation
[@njhighered](#)

Have questions?

FinanceDocs@oshe.nj.gov