

Engagement Query #: EQ3013-007-P3--Belmar

**Addendum 1
Questions and Answers**

Page #	Engagement Query Section	Question	Answer
2	B. Items Noted during Risk Assessment	Was the fact that as of October 2, 2013, 'none of the requested procurement and monitoring documentation had been provided', but was subsequently provided, incorporated into EY's risk assessment?	Yes, 'as of October 2, 2013, none of the requested procurement and monitoring documentation had been provided, but was subsequently provided,' was incorporated into EY's risk assessment.
2	B. Items Noted during Risk Assessment	<p>What is the status of the 2012 audited financial statements?</p> <p>Were there any significant deficiencies or material weaknesses noted?</p> <p>If they have not been made available, has there been any discussion with management as to any significant deficiencies or material weakness with respect to grant expenditures?</p>	<p>2012 audited financials are not available at this time.</p> <p>Items noted during the Risk Assessment are outlined in the Engagement Query.</p>
2	B. Items Noted during Risk Assessment	<p>Was the fact that the borough had not received funding in this amount affect EY's preliminary risk assessment?</p> <p>If so, is the risk assessment report/evaluation available for review?</p>	<p>Yes, the fact that the borough had not received funding in this amount resulted in a higher risk in EY's preliminary risk assessment.</p> <p>The findings of EY's risk assessment were used to develop this engagement query and are defined in the Background, particularly sections 'A. Project Description' and 'B. Items Noted During Risk Assessment.'</p>
3	B. Scope of Work	With respect to 'review and evaluate the Borough's financial and administrative functions for this contract', has there been any changes in the internal control structure/environment that would impact the engagement query?	The firm awarded the task order resulting from this engagement query must determine this as required in the Scope of Work.
3	B. Scope of Work	<p>Has this grant award been audited as a major program in the borough's 2012 audit?</p> <p>Has anything been communicated to management that would be duplicating the engagement query process or that can be used to supplement the engagement query process?</p>	<p>This grant award has not been audited as a major program in the borough's 2012 audit.</p> <p>The State has provided all information believed to support this engagement query.</p>
3	B. Scope of Work	Does the contractor maintain all records related to subcontracted work?	Given the lack of specificity and context in the question, the State cannot provide a specific answer, however the

			contractor is responsible for maintaining all information related to subcontracted work.
5	Length of Engagement	If the construction contract is closed out, have all the awarded funds been disbursed?	This information isn't available at this time, but the State will provide it to the successful bidder awarded this a Task Order resulting from this Engagement Query.
3	II	If necessary, do we have the availability to meet with the engineering or construction firm to review compliance regarding licensing and codes as well as other approvals?	The firm awarded a Task Order resulting from this Engagement Query will have access to these resources.

ENGAGEMENT QUERY

EQ2013-007-P3: The Borough of Belmar - Boardwalk Reconstruction

INTRODUCTION:

The Department of Treasury (Treasury), on behalf of the Borough of Belmar, (Borough) is seeking quotes pursuant to the “Program and Process Management Auditing, Financial Auditing and Grant Management, and Integrity Monitoring/Anti-Fraud Services for Disaster Recovery Assistance” RFQ and the “Prequalification Pools: Auditing and Other Related Services in Support of Disaster Recovery” RFP from prequalified contractors in Pool 3: Integrity Oversight Monitor and Anti-Fraud (Contractor).

The Contractor is expected to have knowledge of FEMA Public Assistance Programs, and experience with state and local procurement processes, particularly the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.). This Contractor will monitor the State’s recovery efforts as pursuant to P.L. 2013, Chapter 37 (N.J.S.A. 52:15D-1 et seq.), the Integrity Oversight Monitor Act (the Act).

The purpose of this Engagement Query is to minimize the risk of deobligation, and prevent or rectify the duplication of benefits, process and payment errors, waste, fraud, abuse, malfeasance and mismanagement of funds. The focus is on the Belmar Boardwalk contract described in PW 4085 (**Attachment 1**). The Contractor will be responsible for reviewing and evaluating the financial and administrative functions for this contract; reviewing and evaluating the construction deliverables; ensuring that maximum Federal recovery opportunities have been pursued; and providing ongoing quality assurance/quality control reviews and assessments as necessary for the duration of this engagement.

I. BACKGROUND:

Superstorm Sandy was one of the most destructive hurricanes causing unprecedented damage to the State of New Jersey. The State is dedicated to ensure that all resources committed to the recovery efforts are applied in an efficient manner, and that all necessary precautions are taken to prevent, detect, and remediate waste, fraud, and abuse. On March 27, 2013, P.L. 2013, Chapter 37 (N.J.S.A. §§52:15D-1, et seq.), the Integrity Oversight Monitor Act (the Act) was enacted authorizing the Treasurer to establish a pool of qualified integrity monitors (IM Pool) from which the Treasurer could require the use of services on any State or federally-funded recovery and rebuilding contracts. Consequently, the Treasurer has required integrity oversight monitoring on any such contracts valued at \$5 million or more. **Note:** one (1) Project Worksheet (PW) could consist of multiple contracts.

Ernst and Young (EY) completed a risk assessment for the Belmar Boardwalk contract (valued at approximately \$7.5M) outlined in PW 4085. The contract is with Epic Management for permanent repairs to Belmar’s boardwalk. At the time the risk assessment was performed, there were 10 PWs written for Belmar, but only PW 4085

included a contract greater than the A60 proscribed threshold of \$5M. The risk assessment is based on information provided by Borough officials and includes:

- PW 4085
- Belmar's FY2011 audited financial statement, including the A-133 single audit report (Financial statements are available online: http://www.belmar.com/content.php?npid=69&npid1=184&pid=184&menu_id=20)
- Bid documentation for Epic Management, including bid package, public advertisement, bid tabulation for 23 bids received, board resolutions, the awarded contract with Epic for \$11.1M, and relevant change orders totaling \$3.6M
- Meeting with NJ State Treasury, Belmar and EY on August 14, 2013

A. Project Description

This contract is related to permanent work on the Belmar Boardwalk, which includes four (4) playground areas.

B. Items Noted during Risk Assessment

- Belmar has solicited bids and completed the work on the boardwalk.
- Belmar procured the services of Epic Management for reconstruction and materials for the boardwalk, decking, and the sea wall. The initial contract was awarded as a base bid and two alternates. Additionally, two change orders were executed after the work was started that reduced total contract value, primarily due to the fact that the sea wall was not built.
- The FY2011 financial statements and A-133 single audit report did not disclose any control deficiencies. The financial statements were audited by Samuel Klein and Company. The audited FY2012 financial statements were unavailable at the time of the assessment.
- While Belmar is not new to receiving federal funding, they have never received funding in this amount. A September 8, 2013 media report referenced procurement risks in the borough related to a separate project PW.
- EY originally performed a risk assessment of PW 4085 as of October 2, 2013. At that time, none of the requested procurement and monitoring documentation had been provided by the Borough and a consequently higher risk rating of 4.25 (out of 5) was assigned. The risk rating has since been revised to 3.47 to reflect documentation received. To the extent that additional information becomes available, the risk rating is subject to change.

II. SCOPE OF WORK (SOW) REQUIREMENTS:

Contractors must be able to perform all of the following tasks:

- A. Attend a kick-off meeting with representatives from Treasury to discuss the tasks and deliverables required under this work assignment. The Contractor is responsible for documenting and providing minutes of the meeting to the State Contract Manager within ten (10) business days of the meeting.
- B. Review and evaluate the Borough's financial and administrative functions for this contract.
 - 1. Ensure that these functions adhere to all grant/assistance program guidelines, procurement rules, and reporting requirements to minimize the risk of deobligation.
 - 2. Verify that the contract was procured in accordance with all Federal, State and Local laws, regulations, and ordinances.
- C. Verify that payments were disbursed consistent with applicable directives, and that there were no duplication of benefits, process and payment errors, waste, fraud, abuse, malfeasance or mismanagement of funds. Report findings to the Borough and copy the State Contract Manager.
- D. Review and evaluate the construction deliverables for this contract.
 - 1. Verify that construction plans, documentation, and permits are in compliance with all Federal, State and Local laws, regulations, and ordinances.
 - 2. Verify that all construction contract deliverables to date have been provided.
Report findings to the Borough and copy the State Contract Manager.
- E. Ensure maximum Federal recovery opportunities have been pursued.
Report findings to the Borough and copy the State Contract Manager.
- F. Provide ongoing quality assurance/quality control reviews for the duration of this engagement.
 - 1. Provide ongoing guidance and problem resolution to support account reconciliations, and other issues related to the payment processing and reporting if necessary.
Report findings to the Borough and copy the State Contract Manager.
- G. Provide deliverables as set forth in this Engagement Query.

Please note: The Contractor is expected to administer forensic accounting and other specialty accounting services as required; and to comply with all Federal, State and Local laws, regulations, and ordinances, as they are applicable to the program.

Each interested contractor is strongly urged to review the Act, contracts G-9004 and T-2939 and the respective Method of Operation, the Project Description and Risk Assessment Summary, and this Engagement Query to determine the best approach to develop its proposal and to meet the requirements of all tasks listed in this engagement query

III. DELIVERABLES

The Contractor must ensure compliance with the following:

A. Required Timelines

1. Task A meeting minutes are required to be completed within 10 business days of kick-off meeting.
2. Task B is required to be completed within 40 business days of receipt of letter of engagement.
3. Task C is required to be completed within 40 business days of receipt of letter of engagement.
4. All other tasks shall be performed on an ongoing basis and in a timely manner for the duration of this engagement, and may have completion dates assigned by Treasury. Status is to be reported to the State Contract Manager on a monthly and quarterly basis.

B. Required Reports and Documents

1. Findings of potential fraud, malfeasance, or criminal activity
 - Upon a finding of a likely criminal violation or lesser degree of any malfeasance, inefficiency, waste, fraud, abuse or mismanagement of funds, report findings to the State Comptroller and the Attorney General immediately consistent with the requirements of the Act. Provide a copy to the State Contract Manager.
2. Monthly Status Reports
 - Provide update on activities conducted on, or for, each task to include the type of activity, analysis, results, recommendations, resolutions, and/or preventative measures; and follow up on any previous outstanding issues. Provide monthly status reports to the City and copy the State Contract Manager.
3. Quarterly Report (**Attachment 2**)
 - On the first business day of each calendar quarter, the Contractor shall provide to the State Treasurer, for distribution to the Legislature and the Governor, a report detailing the Contractor's provision of services during the three-month period second preceding the due date of the report and any previously unreported provision of services, which shall include, but not be limited to, detailed findings concerning the Contractor's provision of services and recommendations for corrective or remedial action relative to findings of

malfeasance and inefficiency. The report shall not include any information which may compromise a potential criminal investigation or prosecution or any proprietary information. The report shall include a privilege log which shall detail each omission of any such information.

4. Time Logs

- Copies (and upon request, originals) of time logs shall be maintained by the Contractor and shall include information on the allocation of hours worked by the Contractor and staff to the respective federally-funded programs and all other data required in order to ensure compliance with all federal requirements.

IV. OTHER CONTRACTOR REQUIREMENTS

The Contractor is required to comply with all of the terms, including pricing, of its State contract (contract G-9004 or T-2939, as applicable), the applicable provisions of the New Jersey Standard Terms and Conditions, and the associated Method of Operation for the selected contracts. For the purpose of this engagement, the Contractor's indemnification obligation shall be limited in the aggregate to 500% of the value of the contract.

Contracts are available on the Department of the Treasury, Division of Purchase and Property website:

Contract G-9004 http://www.state.nj.us/treasury/purchase/noa/contracts/g9004_13-r-23144.shtml

Contract T-2939 http://www.state.nj.us/treasury/purchase/noa/contracts/t2939_14-x-23110.shtml

Or, on the NJ Sandy Transparency website:

<http://nj.gov/comptroller/sandytransparency/contracts/sandy/>

V. LENGTH OF ENGAGEMENT

The construction contract is closed out. The term of this engagement shall be for a period of **six (6)** months and may be extended for all or part of **two (2)** one-year periods. This engagement will begin once a Letter of Engagement is issued, and will end when all deliverables have been met and accepted by the State.

VI. CONFLICT OF INTEREST

Any person with FEMA/CDBG responsibilities, decision-making power or information may not obtain a financial interest or benefit from FEMA/CDBG activity or have any interest in

the contract(s) or subcontract(s). Firms are prohibited from acting as a contractor for both the auditing and integrity monitoring requirements for the same project.

VII. CONFLICT FOR FUTURE ENGAGEMENTS

The Department of the Treasury will determine, on a case-by-case basis, if the Contractor will be eligible to receive additional integrity monitoring engagements. If it is determined that award of this engagement presents a conflict of interest for participation in future engagements, the Contractor will be precluded from accepting subsequent Engagement Queries.

VIII. PROPOSAL CONTENT

The Contractor shall provide a detailed proposal with a detailed budget to perform the SOW in this engagement to the State Contract Manager:

Dave Ridolfino, Associate Deputy State Treasurer
IntegrityOversightMonitor@treas.state.nj.us
by 5pm on January 24, 2014

Questions related to this Engagement Query must be submitted to:

IntegrityOversightMonitor@treas.state.nj.us
by 5pm on January 6, 2014

Note: Use the attached template to submit questions. The compilation of all questions and answers will be sent to the group prior to the Engagement Query response due date. **(Attachment 3)**

If the contractor is unable to bid because of a conflict of interest or scheduling, the contractor must provide notice to the Department within **three (3)** business days of the receipt of Engagement Query.

The contractor's proposal must contain the following elements:

- A. A detailed proposal including a detailed budget, to perform the scope of work reflecting the requirements of the engagement query for competitive price quotes. The proposal must explain how the contractor intends to accomplish each task listed in the SOW.
- B. A contract schedule that shall identify the performance milestones and associated deliverable items to be submitted as evidence of completion of each task and/or sub-task.

- C. Person-hour and/or labor category mix: A comprehensive chart showing the person-hours proposed to meet the requirements of the Engagement Query. The chart shall be designed to reflect the tasks, sub-tasks, or other work elements required by the Engagement Query. The chart shall set forth, for each task, sub-task or other work element, the total number of person-hours, by labor category, proposed to complete the contract. The hourly rates used for each labor category shall be the hourly rates, or lower than the hourly rates specified in the contract. The person hours must be those originally bid or lower. The Contractor is to fill in each task listed in Section II Scope of Work in the column provided, and determine how many hours are required to complete each task. Provide a separate quote sheet for each year covering the entire term of this engagement. **(Attachment 4)**.
- D. Estimated travel and other direct costs for the duration of the engagement. Refer to contract T2939: 3.7 Travel Expenses and Reimbursements and Section 6.7.2 Bidders' Price Schedule; and contract G9004: 3.6 Travel Expenses and Reimbursements, and Section 6.0 Cost Proposal. (Note: Include total travel and direct costs on **Attachment 4** in the boxes provided.)
- E. A description of FEMA consulting experience on similar projects that demonstrates knowledge of eligibility, documentation and procurement requirements. Include client results in recovering the proposing contractor's fees as direct administrative costs, and a list of any deobligation of funds by FEMA in any of your projects.
- F. Detailed list of engagements or task orders in which the firm is currently providing services for any type of disaster recovery, including those of sub-contractors proposed for this engagement. The list must include the name of the contracting entity; a detailed list of the scope of services and the contract term; and identification of any sub-contractors to be utilized for this engagement which must be consistent with those identified in the original proposal/bid.
- G. Summary of experience of the primary and sub-contractor for engagements of similar scope and size.
- H. Resumes of any primary contractor or sub-contractor individuals proposed for this engagement.

IX. SELECTION PROCESS

The State Contract Manager, on behalf of the Treasurer, or the using agency will review the proposals and select the Contractor whose proposal is most advantageous, price and other factors considered.

The State Contract Manager, on behalf of the Treasurer or the using agency will then issue a letter of engagement with a "not to exceed" clause to the engaged firm and begin the issuance of

Task Orders. A firm may submit pricing lower than its original bid price for a specific project. The firm will then be held to that lower pricing for all future engagements.

X. LIQUIDATED DAMAGES

To the extent that actions of the contractor result in failure to meet performance standards, the State may suffer damages that could be difficult or impossible to quantify.

Given the significance of rehabilitation of New Jersey communities, businesses, and programs, the necessity that all resources dedicated to the recovery from Superstorm Sandy be applied in an efficient manner, and the need to take all necessary precautions to prevent, detect, and remediate waste, fraud, and abuse, the State and the Contractor agree to the specified liquidated damage amounts for late delivery of the following deliverables.

The methodology utilized to calculate liquidated damages pertaining to reviewing and evaluating financial/administrative functions and construction deliverables to determine risk, and reporting on status are based on the assumption that failure to have these key elements in place will directly result in loss of Federal funds. In addition, failure to provide reports could prevent the State from taking action to rectify issues early on, and may also cause harm to the public in the form of waste by the government and inefficiency in rebuilding projects.

Task	Deliverable	Due Date	Liquidated Damages
Task B	Review and evaluate the financial and administrative functions	Within 40 business days of receipt of letter of engagement	\$1000 a day for each day past due date
Task C	Review and evaluate the construction deliverables for this contract	Within 40 business days of receipt of letter of engagement	\$1000 a day for each day past due date
Monthly Status Reports	Provide update on activities conducted on, or for, each task to include the type of activity, analysis, results, recommendations, resolutions, and/or preventative measures; and follow-up on any previous outstanding issues.	On the first business day of each month	\$1000 a day for each day past due date

Quarterly Reports	Report detailing the integrity oversight monitor's provision of services during the three-month period second preceding the due date of the report and any previously unreported provision of services	On the first business day of each calendar quarter	\$1000 a day for each day past due date
-------------------	--	--	---

XI. NOTICE OF EXECUTIVE ORDER 125 REQUIREMENT FOR POSTING OF WINNING PROPOSAL AND CONTRACT DOCUMENTS

Pursuant to Executive Order No. 125, signed by Governor Christie on February 8, 2013, the Office of the State Comptroller (OSC) is required to make all approved State contracts for the allocation and expenditure of federal reconstruction resources available to the public by posting such contracts on an appropriate State website. Such contracts are posted on the New Jersey Sandy Transparency website located at: <http://nj.gov/comptroller/sandytransparency/contracts/sandy/>

The contract resulting from this Engagement Query is subject to the requirements of Executive Order No. 125. Accordingly, the OSC will post a copy of the contract, including the Engagement Query, the winning bidder's proposal and other related contract documents for the above contract on the Sandy Transparency website.

In submitting its proposal, a bidder may designate specific information as not subject to disclosure. However, such bidder must have a good faith legal and/ or factual basis to assert that such designated portions of its proposal (i) are proprietary and confidential financial or commercial information or trade secrets or (ii) must not be disclosed to protect the personal privacy of an identified individual. The location in the proposal of any such designation should be clearly stated in a cover letter, and a redacted copy of the proposal should be provided.

The State reserves the right to make the determination as to what is proprietary or confidential, and will advise the winning bidder accordingly. The State will not honor any attempt by a winning bidder to designate its entire proposal as proprietary, confidential and/or to claim copyright protection for its entire proposal. In the event of any challenge to the winning bidder's assertion of confidentiality with which the State does not concur, the bidder shall be solely responsible for defending its designation.

XII. ATTACHMENTS

- Attachment 1: Project Worksheet
- Attachment 2: Quarterly Report Template
- Attachment 3: Question Template
- Attachment 4: Cost Quote

PA-02-NJ-4086-PW-04085(0) P	
Applicant Name:	Application Title:
BELMAR	0493011 Boardwalk
Period of Performance Start:	Period of Performance End:
10-30-2012	04-30-2014

Subgrant Application - Entire Application

Application Title: [0493011 Boardwalk](#)
Application Number: [PA-02-NJ-4086-PW-04085\(0\)](#)
Application Type: [Subgrant Application \(PW\)](#)

Preparer Information

Prefix
First Name JAMES
Middle Initial
Last Name WAGEMAN
Title FEMA Project Specialist
Agency/Organization Name DHS/FEMA
Address 1 PO Box 7068
Address 2 River Road
City West Trenton
State NJ
Zip 08628
Email lpppau@gw.njsp.org

Is the application preparer the Point of Contact? No

Point of Contact Information

Prefix
First Name Colleen
Middle Initial
Last Name Connolly
Title Administrator
Agency/Organization BELMAR
Address 1 601 Main Street
Address 2 PO Box A
City Belmar
State NJ
ZIP 07719

Phone 732-681-9191
 Fax 732-681-3434
 Email cconnolly@boro.belmar.nj.us

Alternate Point of Contact Information

Prefix
 First Name Robbin
 Middle Initial
 Last Name Kirk
 Title Finance Officer
 Agency/Organization
 Address 1
 Address 2
 City
 State NJ
 ZIP
 Phone 732-681-3700
 Fax 732-681-3434
 Email rkirk@boro.belmar.nj.us

Project Description

Disaster Number: 4086
 Pre-Application Number: PA-02-NJ-4086-RPA-0235
 Applicant ID: 025-04930-00
 Applicant Name: BELMAR
 Subdivision:
 Project Number: 0493011
 Standard Project Number/Title: 799 - Recreational or Other
 Please Indicate the Project Type: Neither Alternate nor Improved
 Application Title: 0493011 Boardwalk
 Category: G.RECREATIONAL OR OTHER
 Percentage Work Completed? 0.0 %
 As of Date: 01-11-2013

Comments
Attachments

Damage Facilities (Part 1 of 2)

Facility Number	Facility Name	Address	County	City	State	ZIP	Site Previously Damaged?	Action
1	Boardwalk		Monmouth		NJ		No	

Comments
Attachments

Facility Name:	Boardwalk
Address 1:	
Address 2:	
County:	Monmouth
City:	
State:	NJ
ZIP:	
Was this site previously damaged?	No
Location:	PA-02-NJ-4086-PW-04085(0): Belmar (Borough of)
	<p>PA-02-NJ-4086-PW-04085(0): On 10/29/2012 post-tropical storm Sandy made landfall near Atlantic City, New Jersey. The National Weather Service (NWS) reported storm surge along the New Jersey Shore in excess of fourteen (14) feet reported. The NWS also recorded sustained winds up to of eighty-eight (88) mph. During the incident period October 29, 2012 and continuing thru November 8, 2012, Sandy caused widespread damage throughout New Jersey including widespread power outages, severe coastal erosion, widespread flooding, and damage or destruction to public properties / infrastructure, and very large volumes of storm related debris. The president declared NJ a major disaster area on October 30, 2012 - assigned FEMA-4086-DR-NJ. The applicant damages specific to this sub-grant application are as follows:</p> <p>The entire boardwalk was damaged. The description and dimensions are provided in the following section.</p> <p>BOARDWALK (North GPS 40.185566, -74.010415) (South GPS 40.168565, -74.016534)</p> <p>The Belmar boardwalk trends north-south along the length of the town, extending from First Avenue at the north to 20th Avenue at the south. The boardwalk was 6,436 feet long by 20 feet to 30 feet wide, with a total surface area of approximately 190,000SF. The boardwalk was supported on a driven timber pile foundation in a series of two to four pile bents. The limber piles had a butt diameter of 8 to 12 inches and were 12 foot in length. The piles depth into the sandy soil was an estimated 9 to 10 feet.</p> <p>At the boardwalk width of 20 feet the number of piles was typically 3 per section and at the 24 to 30 foot width there were typically 4 piles per section. The sections were 14 feet on center. The 20 foot width had longitudinal length of 1,695 feet and the 24 to 30 foot width existed for 4,741 feet. Using these dimensions, the total number of piles was</p>

Damage Description and Dimensions:

determined to be approximately 1,753. The timber piles appear to be creosoted treated.

The piles were connected by 4 inch by 12 inch pressure treated wood girders, supporting 3 inch by 10 inch pressure treated wood stringers installed at 12 inch centers. The deck consisted of 2 inch by 6 inch composite wood decking placed in a parallel pattern perpendicular to the length of the boardwalk with a 5 foot wide "chair rail" in the center of the boardwalk where the boards were placed parallel to the length of the boardwalk.

At 19 street intersections, the boardwalk included sets of ramps and stairs on the street-side and beachside of the boardwalk. Handrail existed at the stair and ramp locations. Handrails consisted of aluminum, galvanized metal or a combination of 4 inch by 4 inch by 42 inch long vertical wood posts every 5 feet with two horizontal rails comprised of 2 inch by 6 inch wood.

The boardwalk included an electrical system in a buried PVC conduit and 60 two arm light poles, 16 feet tall. The boardwalk also contained a 3/4 inch diameter water services to drinking fountains and outdoor showers.

Sand fencing existed along the beach on the seaside of the boardwalk. The sand fencing was estimated from air photos to be 9,500 feet long.

THE STORM SURGE CAUSED THE FOLLOWING BOARDWALK DAMAGES:

- Approximately 20 percent of the boardwalk piles were scoured out.
- The heads of the remaining piles were damaged by twisting of the stringers and girders by wave action.
- Approximately 1, 753 piles were damaged and require replacement.
- Approximately 190,000 SF of boardwalk deck, stringers, and a majority of girders were washed from the supporting piles.
- 19 sets of street-side and beachside stairs and pedestrian ramps were damaged beyond repair. The street-side ramps are 6 feet wide by 22 feet long. The beachside ramps vary in length and were 6 feet wide by average of 23 feet wide. Approximately 13 are substandard when compared to ADA requirements.
- 19 sets of railings located at the street-side stairs and ramps and at the beachside ramps were destroyed.
- Electrical system (1 inch and 2 inch PVC conduits and wires) buried below the boardwalk was damaged beyond repair.
- 60 two arm metal halide light poles, 16 feet tall, were damaged beyond repair.
- At 8 crossing locations, sewer, water, and electrical services below the boardwalk to beachside buildings and comfort stations were damaged beyond repair. These consisted of 4 to 6 inch PVC sewer pipe, 2 to 4 inch PVC water pipe and 3 to 4 inch PVC electrical conduits.
- An estimated 20 galvanized metal bicycle ramps, one at each stair ramp pair, were destroyed.
- An estimated 38 concrete trash receptacles, two at each stair ramp pair were destroyed.
- An estimated 83 concrete park benches were damaged; the benches consist of concrete pedestals with 2 inch by 4 inch by 8 foot long wood seats.
- Vehicle concrete ramps for beach access at 3rd Ave, 11th Ave, and 20th Ave were damaged by erosion undermining and differential settlement; 60 feet x 15 feet 6 inches thick, 3 locations.
- Concrete sidewalk, stairs and curbs adjacent to boardwalk were

	<p>undermined and damaged.</p> <ul style="list-style-type: none"> • Asphalt pavement and parking striping adjacent to boardwalk was damaged. • An estimate 9,500 LF of sand fencing was destroyed. <p>PLAYGROUND EQUIPMENT</p> <p>Four playgrounds located along the length of the boardwalk were damaged as follows:</p> <ul style="list-style-type: none"> • 4th Ave Playground (GPS 40.182956, -74.011177)- Playground equipment, consisting of climbing equipment, crawl tubes, slides and swings, were damaged by storm surge and debris and portions floated away. • 8th Ave Playground (GPS 40.0178839, -74.012640)- Playground equipment, consisting of climbing equipment, crawl tubes, slides and swings, were damaged by storm surge and debris and portions floated away. • 10th Ave Playground (GPS 40.176870, -74.0130401)- Playground equipment, consisting of climbing equipment, crawl tubes, slides and swings, were damaged by storm surge and debris and portions floated away. • 17th Ave Playground (GPS 40.171727, -74.015266) -Playground equipment, consisting of climbing equipment, crawl tubes, slides and swings, were damaged by storm surge and debris and portions floated away. <p>Damages to the boardwalk and playground equipment are a result of the declared disaster.</p> <hr/>
Scope of Work:	<p>PA-02-NJ-4086-PW-04085(0): WORK COMPLETED None</p> <p>WORK TO BE COMPLETED Applicant will use a combination of Force Account and Contract Services and Equipment to complete the following reconstruction and repairs:</p> <p>The applicant is replacing the boardwalk in the same footprint as the original boardwalk. This was confirmed from review of historic aerial photographs, available as-built plans and bid documents for the replacement project.</p> <p>SCOPE OF WORK TO BE COMPLETED BY CONTRACT SERVICES OR FORCE ACCOUNT IS AS FOLLOWS:</p> <ul style="list-style-type: none"> • Replace approximately 1,753 timber piles • Replace approximately 190,000 SF of girders, stringers, and boardwalk deck. • Replace 19 sets of street-side and beachside stairs and pedestrian ramps. • Replace 19 sets of railings located at street-side and beachside stairs and pedestrian ramps. • Replace electrical system consisting of 1 to 2 inch PVC conduit and wires buried below the boardwalk and attached to the boardwalk. • Replace 60 two arm light poles, 16 foot high. • Replace eight (8) sewer, water, and electrical services crossing the boardwalk, including 4 to 6 inch PVC sewer pipe, 2 to 4 inch PVC water pipe and 3 to 4 inch PVC electrical conduits. • Replace estimated 20 galvanized metal bicycle ramps.

- Replace estimated 40 concrete trash receptacles.
- Replace estimated 83 concrete park benches.
- Replace estimated 9,500 LF of sand fencing.
- Replace vehicle concrete ramps for beach access at 3rd Ave, 11th Ave, and 20th Ave, 60 feet x 15 feet x 6 inches thick, 2,700 SF total.
- Replace concrete sidewalk, stairs and curbs adjacent to boardwalk.
- Replace asphalt pavement and parking striping adjacent to boardwalk.
- Replace playground equipment, consisting of climbing equipment, crawl tubes and slides, at four locations.

CODES AND STANDARDS:

Since the facility must be replaced, the applicant is incorporating Codes and Standards upgrades to the boardwalk, see Exhibit A for list of Design Codes and Standards being used for the replacement design.

Based on discussions with the Applicant's engineer, all upgrades were a result of the Codes and Standards upgrade. Reducing the potential for scour and uplift of the boardwalk and piles was a major structural design element of the replacement project. Scour and uplift will be reduced with the project's conformance to regulations set forth by the New Jersey Department of Environmental Protection in NJAC 7:7E "Coastal Zone Management Rules" (CZMR). Published data from Section 7:7E-3A.5 of the CZMR specifies certain minimum requirements, including the following:

- Timber piles shall be a minimum 8 inches in diameter
- Support piles should be driven at least 10 feet below mean sea level in V-zone locations
- Support joists and timber connections should be anchored through the use of hurricane clips or metal plates

FEMA used the CZMR regulations and live loading requirement per AASHTO for elevated walkways to review the Codes and Standards upgrades for the replacement project. It was concluded that a majority of the upgrades are Codes and Standards related. Remaining upgrade will be considered in a hazard mitigation proposal, see HMP.

The beachside ramps were ADA noncompliant and hand railing at the street-side ramps and stairs and at beachside ramps were not to code. Replacement project will include Codes and Standards upgrades to the pedestrian ramps, stairs and handrails.

BOARDWALK EXTENSION:

The Applicant plans to extend the boardwalk from its original footprint to the south from 20th Street to North Boulevard. The extension is 470 feet by 20 feet wide, 410 feet by 20 feet of boardwalk and 60 feet by 20 feet of concrete (470 feet x 20 feet = 9,400 SF). The additional 9,400 SF will result in additional contract costs which will not be considered in the eligible portion of the replacement project.

ADDITIONAL NOTES:

PROCUREMENT:

The applicant is required to adhere to state, county, and/or local government procurement rules and regulations and maintain adequate records to support the basis for all purchasing of goods and services.

CEF:

The estimated cost to repair the boardwalk was prepared using the FEMA Cost Estimating Format (CEF). Using the CEF program a reserve for change orders and applicant costs for A/E design, project management and permits were added.

When project worksheets are prepared for "large projects", those with budgets greater than \$65,700 for FY 1012, an adjustment must be made during the closeout process in order to match the actual eligible dollars spent with the estimate in the original project worksheet. This will require an amendment to the project worksheet to be prepared to capture the over-run/under-run.

HAZARD MITIGATION:

The applicant has requested a Hazard Mitigation Proposal at this site.

INSURANCE:

The applicant is aware that all projects are subject to an insurance review as stated in 44 C.F.R. Sections 206.252 and 206.253. If applicable an insurance determination will be made either as anticipated proceeds or actual proceeds in accordance with the applicant's insurance policy that may affect the total amount of the project.

DIRECT ADMINISTRATIVE COSTS:

Direct Administrative costs were estimated at this time. Claimed DAC must be tracked, charged and accounted for. The costs must be both eligible and reasonable, Reference Disaster Assistance Policy DAP 9525.9, Section 324 Management Costs and Direct Administrative Costs, Section VII (D). (1).

PERMITS:

The PA Project Specialist has advised the applicant that it is their responsibility to obtain all local, state and Federal permits prior to any construction or debris disposal activity referenced on this project. The applicant has also been advised that not obtaining and maintaining these documents may jeopardize any Federal funding related to the declared disaster. The applicant provided the attached CAFRA Individual Permit, Provision Permit, dated January 11, 2013, see Exhibit Q.

SPECIAL CONSIDERATIONS:

Any changes to the improved scope of work will require re-evaluation by the Environmental/Historic Preservation section of compliance with environmental and historic considerations under the National Environmental Policy Act. Non-compliance with this requirement may jeopardize the receipt of federal funding.

DOCUMENTATION:

The Project Specialist has reviewed documentation required for this PW and these documents are attached to the PW and on file at the Subgrantee's office. The Project Specialist has advised the Subgrantee to retain these records for a period of three (3) years from the date of closeout.

LIST OF EXHIBITS INCLUDED IN THE PW:

A- CODES AND STANDARDS LETTER
B - COST ESTIMATE FOR EXTRA PILES
C - AS-BUILT PLANS
D- DECEMBER 2012 BID PLANS
E - JANUARY 2013 CONSTRUCTION PLANS
F - PLANS FOR ELECTRICAL WORK
G - PLANS FOR UTILITY SERVICES AND CONCRETE RAMPS AND PADS
H- PLANS FOR CONCRETE AND ASPHALT PAVEMENT AND STRIPING

I -RAILING PLANS
 J- LIST OF PLAYGROUND EQUIPMENT
 K- DECEMBER 2012 BID RESULTS
 L - COUNCIL RESOLUTIONS FOR BOARDWALK CONTRACTS
 M - BID SCHEDULE & PORITON OF CONTRACT WITH EPIC MANAGEMENT
 N-CHANGE ORDER NO. 1 TO CONTRACT WITH EPIC MANAGEMENT

 O -CODES AND STANDARDS JUSTIFICATION LETTER FOR C.O. NO. 1
 P- INSPECTION AND DAMAGE ASSESSMENT BACK-UP
 Q- CAFRA PERMIT

NARRATIVE

Emergency Protective Measure Berm
 Reasonable Construction Costs Using Available Sand

HARVEY CEDARS
 Contract Services \$176,694.77
 Eligible CAT B Sand Volume 60,150CY
 Unit Cost: (\$176,694.77/60,150CY = \$2.94) \$2.94

SEA GIRT
 Contract Services \$85,300
 Force Account Labor and Equipment \$22,321.51
 Eligible CAT B Sand Volume 30,186CY
 Unit Cost (\$85,300 + \$22,321.51 /30,186CY = \$3.56) \$3.56

Average: $\$2.94 + \$3.56/2 = \$3.25$

COSTWORKS

Item Description Title I Component Description: Excavating, bulk, dozer, open site, bank measure, common earth, 300 H.P. dozer, 150' haul
 Cost Code: 31 231646 5220
 Cost Code Units: CY
 Unit Price: \$3.34

Based on review of costs incurred from nearby towns, the cost for constructing an emergency protective measures berm using sand available on the beach ranges from \$2.94 to \$3.56 and averages \$3.25 for this disaster. This average cost is within 10% of CostWorks pricing for a 150ft push of earth in this area.

Based on our review, the average cost of \$3.25 appears reasonable.

GIS Coordinates		
Project Location	Latitude	Longitude
Belmar (Borough of)	40.18557	-74.01042

Special Considerations

1. Does the damaged facility or item of work have insurance coverage and/or is it an insurable risk (e.g., buildings, equipment, vehicles, etc)? Yes

If you would like to make any comments, please enter them below.

(maximum 4000 characters)

Buildings along boardwalk are insured.

2. Is the damaged facility located within a floodplain or coastal high hazard area and/or does it have an impact on a floodplain or wetland? Yes

If you would like to make any comments, please enter them below.

(maximum 4000 characters)

Yes, see ABFE Map, Zone V, E115ft, Asbury Park SE

3. Is the damaged facility or item of work located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area? No

4. Will the proposed facility repairs/reconstruction change the pre-disaster conditions (e.g., footprint, material, location, capacity, use of function)? Yes

If you would like to make any comments, please enter them below.

(maximum 4000 characters)

See Hazard Mitigation Proposal.

5. Does the applicant have a hazard mitigation proposal or would the applicant like technical assistance for a hazard mitigation proposal? Yes

If you would like to make any comments, please enter them below.

(maximum 4000 characters)

See Hazard Mitigation Proposal.

6. Is the damaged facility on the National Register of Historic Places or the state historic listing? Is it older than 50 years? Are there more, similar buildings near the site? Yes

7. Are there any pristine or undisturbed areas on, or near, the project site? Are there large tracts of forestland? No

8. Are there any hazardous materials at or adjacent to the damaged facility and/or item of work? No

If you would like to make any comments, please enter them below.

(maximum 4000 characters)

Existing piles appear to be creosote treated. Applicant shall dispose of hazardous materials in an approved disposal facility.

9. Are there any other environmental or controversial issues associated with the damaged facility and/or item of work? No

If you would like to make any comments, please enter them below.

(maximum 4000 characters)

No, replacement of damaged facility will be in the footprint of the original boardwalk. CAFRA Permit is provided, see Exhibit Q. Any change to the approved scope of work will require re-evaluation by the Environmental/Historic Preservation section for compliance with environmental and historic preservation considerations under the National Environmental Policy Act. Noncompliance with this requirement may jeopardize the receipt of federal funding.

10. Is the damaged facility or item of work located within two-hundred feet of a body of water? Yes

If you would like to make any comments, please enter them below.

(maximum 4000 characters)

Yes, located within 200 ft of the Atlantic Ocean.

Attachments

For Category C, D, E, F, and G Projects only

Is effective mitigation feasible on this project? Yes

If you answered **Yes** to the above question, the next question is required

Will mitigation be performed on any sites in this Yes

project?

If you answered **Yes** to the above question, the next question is required

Do you wish to attach a Hazard Mitigation Proposal? Yes

If you answered **Yes** to the above question, the next two questions are required

During the incident period October 29, 2012 and continuing thru November 8, 2012. Sandy caused widespread damage throughout New Jersey. The National Weather Service (NWS) reported storm surge along the New Jersey Shore in excess of fourteen (14) feet reported. The Belmar Boardwalk sustained significant damage. 4 in by 12 in girders supporting 3in by 10 in stringers were ripped from the timber pile foundation. About 20 percent of piles were scoured out and the heads of the remaining piles were damaged by twisting of the stringers and girders. Mitigation: The Applicant proposes to replace all piles and increase their number and depth to prevent future scour damage and twisting of the piles. The footprint for the boardwalk does not change. At the boardwalk width of 20 feet, the number of piles increases from 3 to 4 piles and at the 24 to 30 foot width the increase is from 4 to 5 piles. The 20 foot width has a longitudinal length of 1,695 feet and the 24 to 30 foot width exists for 4, 7 41 feet. The longitudinal spacing is 14 feet on center, the same as the original boardwalk. The total number of piles increase from 1,753 to 2,188, a 25% increase. The length of each pile increases from 12 feet to 25 feet. The 25 foot length of piles is required as part of the Codes and Standard upgrade. Additional straps and fasteners will be required for the extra number of piles. All the proposed work is to be done within the existing footprint of the boardwalk. Cost: The contract cost (CEF Part A) to construct an "in-kind" boardwalk with Codes and Standards upgrade is \$9,124,464. The cost to install the greater number and length of piles, (2,188- 1,753) or 435 additional piles, and the additional straps and screws is \$547,688. A construction cost estimate for the extra piles, straps and screws can be found in Exhibit B. The contract cost to construct an upgraded boardwalk is \$9,124,464 + \$547,688, or \$9,672,152. For 15% Rule: This Hazard Mitigation Proposal (HMP) is 6.00% (($\$547,688 / \$9,124,464$) x 100) of the replacement costs. In accordance with FEMA Recovery Policy 9526.1 , VI I. B.1, "Mitigation measures may amount to up to 15% of the total eligible cost of the eligible repair work on a particular project." This HMP is cost effective.

Please provide the Scope of Work for the estimate:

Would you like to add the Hazard Mitigation Proposal as a cost line item to the project cost? Yes

Comments						
Attachments						
User	Date	Document Type	Description	Hard Copy File Reference	File Name	Action
EBONY HOLLY	06-18-2013	Mitigation Proposal			0493011 - Belmar (Borough of) - HMP.pdf(597.14 kb)	View

Cost Estimate

Is this Project Worksheet for Cost Estimate Format

(Preferred) Repair									
Sequence	Code	Material and/or Description	Unit Quantity	Unit of Measure	Unit Price	Subgrant Budget Class	Cost Estimate	Action	
1	0000	Work to be Completed							
2	9000	CEF Cost Estimate (See Attached Spreadsheet)	1	LS	10,186,390.00	CONSTRUCTION	\$ 10,186,390.00		
3	9901	Direct Administrative Costs (Subgrantee)	8	HR	\$ 98.22	INDIRECT CHARGES	\$ 785.76		
Total Cost :							\$ 10,187,175.76		

Insurance Adjustments (Deductibles, Proceeds and Settlements)								
Sequence	Code	Material and/or Description	Unit Quantity	Unit of Measure	Unit Price	Subgrant Budget Class	Cost Estimate	Action
1	5901	Deduct Anticipated Insurance Proceeds	1	LS	\$ -108,777.60		\$ -108,777.60	
2	5901	Deduct Anticipated Insurance Proceeds	1	LS	\$ -324,000.00		\$ -324,000.00	
3	5901	Deduct Anticipated Insurance Proceeds	1	LS	\$ -30,210.00		\$ -30,210.00	
Total Cost :							\$ -462,987.60	

Hazard Mitigation Proposal - 0909								
Sequence	Code	Material and/or Description	Unit Quantity	Unit of Measure	Unit Price	Subgrant Budget Class	Cost Estimate	Action
1	9999	Hazard Mitigation Proposal	1	LS	\$ 547,688.00		\$ 547,688.00	
Total Cost :							\$ 547,688.00	

Total Cost Estimate:

(Preferred Estimate Type + Insurance Adjustments + Hazard Mitigation Proposal)

\$ 10,271,876.16

Comments

Attachments

User	Date	Document Type	Description	Hard Copy File Reference	File Name	Action
MICHELLE BALL	06-18-2013		CEF		0493011 - Belmar (Borough of) - CEF.pdf(143.11 kb)	View

Existing Insurance Information

Insurance Type	Policy No.	Bldg/Property Amount	Content Amount	Insurance Amount	Deductible Amount	Years Required
General	MELJIF	\$ 125,250,000.00	\$ 125,250,000.00	\$ 125,250,000.00	\$ 250,000.00	0

Required Insurance Information

Insurance Type	Policy No.	Bldg/Property Amount	Content Amount	Insurance Amount	Deductible Amount	Years Required
Flood	None	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0

Comments
Attachments

Comments and Attachments

Name of Section	Comment	Attachment
Preparer Information		PW 0493011 Signed by App.pdf
Mitigation		0493011 - Belmar (Borough of) - HMP.pdf
Cost Estimate		0493011 - Belmar (Borough of) - CEF.pdf
		0493011 - Belmar (Borough of) - Backup Documents 1.pdf
		0493011 - Belmar (Borough of) - Backup Documents 2.pdf
		0493011 - Belmar (Borough of) - Unsigned PW.pdf
		PW 0493011.pdf
		PW493011 Exh A.pdf
		PW493011 Exh B.pdf
		PW493011 Exh C.pdf
		PW493011 Exh D.pdf
		PW493011 Exh E.pdf
		PW493011 Exh F.pdf
Form 90-91		PW493011 Exh G.pdf
		PW493011 Exh H.pdf
		PW493011 Exh I.pdf
		PW493011 Exh J.pdf
		PW493011 Exh K.pdf
		PW493011 Exh L.pdf
		PW493011 Exh M.pdf
		PW493011 Exh N.pdf
		PW493011 Exh O.pdf
		PW493011 Exh P.pdf
		PW493011 Exh Q.pdf

Bundle Reference # (Amendment #)	Date Awarded
PA-02-NJ-4086-State-0084(81)	07-31-2013

Subgrant Application - FEMA Form 90-91

Note: The Effective Cost Share for this application is 90%

FEDERAL EMERGENCY MANAGEMENT AGENCY

PROJECT WORKSHEET

DISASTER					PROJECT NO.	PA ID NO.	DATE	CATEGORY
FEMA	4086	-	DR	-NJ	0493011	025-04930-00	06-05-2013	G
APPLICANT: BELMAR							WORK COMPLETE AS OF:	
							01-11-2013 : 0 %	
Site 1 of 1								
DAMAGED FACILITY:						COUNTY: Monmouth		
Boardwalk								
LOCATION:							LATITUDE:	LONGITUDE:
PA-02-NJ-4086-PW-04085(0):							40.18557	-74.01042
Belmar (Borough of)								
DAMAGE DESCRIPTION AND DIMENSIONS:								
PA-02-NJ-4086-PW-04085(0):								
<p>On 10/29/2012 post-tropical storm Sandy made landfall near Atlantic City, New Jersey. The National Weather Service (NWS) reported storm surge along the New Jersey Shore in excess of fourteen (14) feet reported. The NWS also recorded sustained winds up to of eighty-eight (88) mph. During the incident period October 29, 2012 and continuing thru November 8, 2012, Sandy caused widespread damage throughout New Jersey including widespread power outages, severe coastal erosion, widespread flooding, and damage or destruction to public properties / infrastructure, and very large volumes of storm related debris. The president declared NJ a major disaster area on October 30, 2012 - assigned FEMA-4086-DR-NJ. The applicant damages specific to this sub-grant application are as follows:</p> <p>The entire boardwalk was damaged. The description and dimensions are provided in the following section.</p> <p>BOARDWALK (North GPS 40.185566, -74.010415) (South GPS 40.168565, -74.016534)</p> <p>The Belmar boardwalk trends north-south along the length of the town, extending from First Avenue at the north to 20th Avenue at the south. The boardwalk was 6,436 feet long by 20 feet to 30 feet wide, with a total surface area of approximately 190,000SF. The boardwalk was supported on a driven timber pile foundation in a series of two to four pile bents. The limber piles had a butt diameter of 8 to 12 inches and were 12 foot in length. The piles depth into the sandy soil was an estimated 9 to 10 feet.</p> <p>At the boardwalk width of 20 feet the number of piles was typically 3 per section and at the 24 to 30 foot width there were typically 4 piles per section. The sections were 14 feet on center. The 20 foot width had longitudinal length of 1,695 feet and the 24 to 30 foot width existed for 4,741 feet. Using these dimensions, the total number of piles was determined to be approximately 1,753. The timber piles appear to be creosoted treated.</p> <p>The piles were connected by 4 inch by 12 inch pressure treated wood girders, supporting 3 inch by 10 inch pressure treated wood stringers installed at 12 inch centers. The deck consisted of 2 inch by 6 inch composite wood decking placed in a parallel pattern perpendicular to the length of the boardwalk with a 5 foot wide "chair rail" in the center of the boardwalk where the boards were placed parallel to the length of the boardwalk.</p> <p>At 19 street intersections, the boardwalk included sets of ramps and stairs on the street-side and beachside of the boardwalk. Handrail existed at the stair and ramp locations. Handrails consisted of aluminum, galvanized metal or a combination of 4 inch by 4 inch by 42 inch long vertical wood posts every 5 feet with two horizontal rails comprised of 2 inch by 6 inch wood.</p> <p>The boardwalk included an electrical system in a buried PVC conduit and 60 two arm light poles, 16 feet tall. The boardwalk also contained a 3/4 inch diameter water services to drinking fountains and outdoor showers.</p> <p>Sand fencing existed along the beach on the seaside of the boardwalk. The sand fencing was estimated from air photos to be 9,500 feet long.</p> <p>THE STORM SURGE CAUSED THE FOLLOWING BOARDWALK DAMAGES:</p> <ul style="list-style-type: none"> • Approximately 20 percent of the boardwalk piles were scoured out. • The heads of the remaining piles were damaged by twisting of the stringers and girders by wave action. • Approximately 1,753 piles were damaged and require replacement. • Approximately 190,000 SF of boardwalk deck, stringers, and a majority of girders were washed from the supporting piles. • 19 sets of street-side and beachside stairs and pedestrian ramps were damaged beyond repair. The street-side ramps are 6 feet wide by 22 feet long. The beachside ramps vary in length and were 6 feet wide by average of 23 feet wide. Approximately 13 are substandard when compared to ADA requirements. • 19 sets of railings located at the street-side stairs and ramps and at the beachside ramps were destroyed. • Electrical system (1 inch and 2 inch PVC conduits and wires) buried below the boardwalk was damaged beyond repair. 								

- 60 two arm metal halide light poles, 16 feet tall, were damaged beyond repair.
- At 8 crossing locations, sewer, water, and electrical services below the boardwalk to beachside buildings and comfort stations were damaged beyond repair. These consisted of 4 to 6 inch PVC sewer pipe, 2 to 4 inch PVC water pipe and 3 to 4 inch PVC electrical conduits.
- An estimated 20 galvanized metal bicycle ramps, one at each stair ramp pair, were destroyed.
- An estimated 38 concrete trash receptacles, two at each stair ramp pair were destroyed.
- An estimated 83 concrete park benches were damaged; the benches consist of concrete pedestals with 2 inch by 4 inch by 8 foot long wood seats.
- Vehicle concrete ramps for beach access at 3rd Ave, 11th Ave, and 20th Ave were damaged by erosion undermining and differential settlement; 60 feet x 15 feet 6 inches thick, 3 locations.
- Concrete sidewalk, stairs and curbs adjacent to boardwalk were undermined and damaged.
- Asphalt pavement and parking striping adjacent to boardwalk was damaged.
- An estimate 9,500 LF of sand fencing was destroyed.

PLAYGROUND EQUIPMENT

Four playgrounds located along the length of the boardwalk were damaged as follows:

- 4th Ave Playground (GPS 40.182956, -74.011177)- Playground equipment, consisting of climbing equipment, crawl tubes, slides and swings, were damaged by storm surge and debris and portions floated away.
- 8th Ave Playground (GPS 40.0178839, -74.012640)- Playground equipment, consisting of climbing equipment, crawl tubes, slides and swings, were damaged by storm surge and debris and portions floated away.
- 10th Ave Playground (GPS 40.176870, -74.0130401)- Playground equipment, consisting of climbing equipment, crawl tubes, slides and swings, were damaged by storm surge and debris and portions floated away.
- 17th Ave Playground (GPS 40.171727, -74.015266) -Playground equipment, consisting of climbing equipment, crawl tubes, slides and swings, were damaged by storm surge and debris and portions floated away.

Damages to the boardwalk and playground equipment are a result of the declared disaster.

SCOPE OF WORK:

PA-02-NJ-4086-PW-04085(0):

WORK COMPLETED

None

WORK TO BE COMPLETED

Applicant will use a combination of Force Account and Contract Services and Equipment to complete the following reconstruction and repairs:

The applicant is replacing the boardwalk in the same footprint as the original boardwalk. This was confirmed from review of historic aerial photographs, available as-built plans and bid documents for the replacement project.

SCOPE OF WORK TO BE COMPLETED BY CONTRACT SERVICES OR FORCE ACCOUNT IS AS FOLLOWS:

- Replace approximately 1,753 timber piles
- Replace approximately 190,000 SF of girders, stringers, and boardwalk deck.
- Replace 19 sets of street-side and beachside stairs and pedestrian ramps.
- Replace 19 sets of railings located at street-side and beachside stairs and pedestrian ramps.
- Replace electrical system consisting of 1 to 2 inch PVC conduit and wires buried below the boardwalk and attached to the boardwalk.
- Replace 60 two arm light poles, 16 foot high.
- Replace eight (8) sewer, water, and electrical services crossing the boardwalk, including 4 to 6 inch PVC sewer pipe, 2 to 4 inch PVC water pipe and 3 to 4 inch PVC electrical conduits.
- Replace estimated 20 galvanized metal bicycle ramps.
- Replace estimated 40 concrete trash receptacles.
- Replace estimated 83 concrete park benches.
- Replace estimated 9,500 LF of sand fencing.
- Replace vehicle concrete ramps for beach access at 3rd Ave, 11th Ave, and 20th Ave, 60 feet x 15 feet x 6 inches thick, 2,700 SF total.
- Replace concrete sidewalk, stairs and curbs adjacent to boardwalk.
- Replace asphalt pavement and parking striping adjacent to boardwalk.
- Replace playground equipment, consisting of climbing equipment, crawl tubes and slides, at four locations.

CODES AND STANDARDS:

Since the facility must be replaced, the applicant is incorporating Codes and Standards upgrades to the boardwalk, see Exhibit A for list of Design Codes and Standards being used for the replacement design.

Based on discussions with the Applicant's engineer, all upgrades were a result of the Codes and Standards upgrade. Reducing the potential for scour and uplift of the boardwalk and piles was a major structural design element of the replacement project. Scour and uplift will be reduced with the project's conformance to regulations set forth by the New Jersey Department of Environmental Protection in NJAC 7:7E "Coastal Zone Management Rules" (CZMR). Published data from Section 7:7E-3A.5 of the CZMR specifies certain minimum requirements, including the following:

- Timber piles shall be a minimum 8 inches in diameter
- Support piles should be driven at least 10 feet below mean sea level in V-zone locations
- Support joists and timber connections should be anchored through the use of hurricane clips or metal plates

FEMA used the CZMR regulations and live loading requirement per AASHTO for elevated walkways to review the Codes and Standards upgrades for the replacement project. It was concluded that a majority of the upgrades are Codes and Standards related. Remaining upgrade will be considered in a hazard mitigation proposal, see HMP.

The beachside ramps were ADA noncompliant and hand railing at the street-side ramps and stairs and at beachside ramps were not to code. Replacement project will include Codes and Standards upgrades to the pedestrian ramps, stairs and handrails.

BOARDWALK EXTENSION:

The Applicant plans to extend the boardwalk from its original footprint to the south from 20th Street to North Boulevard. The extension is 470 feet by 20 feet wide, 410 feet by 20 feet of boardwalk and 60 feet by 20 feet of concrete (470 feet x 20 feet = 9,400 SF). The additional 9,400 SF will result in additional contract costs which will not be considered in the eligible portion of the replacement project.

ADDITIONAL NOTES:**PROCUREMENT:**

The applicant is required to adhere to state, county, and/or local government procurement rules and regulations and maintain adequate records to support the basis for all purchasing of goods and services.

CEF:

The estimated cost to repair the boardwalk was prepared using the FEMA Cost Estimating Format (CEF). Using the CEF program a reserve for change orders and applicant costs for AIE design, project management and permits were added.

When project worksheets are prepared for "large projects", those with budgets greater than \$65,700 for FY 1012, an adjustment must be made during the closeout process in order to match the actual eligible dollars spent with the estimate in the original project worksheet. This will require an amendment to the project worksheet to be prepared to capture the over-run/under-run.

HAZARD MITIGATION:

The applicant has requested a Hazard Mitigation Proposal at this site.

INSURANCE:

The applicant is aware that all projects are subject to an insurance review as stated in 44 C.F.R. Sections 206.252 and 206.253. If applicable an insurance determination will be made either as anticipated proceeds or actual proceeds in accordance with the applicant's insurance policy that may affect the total amount of the project.

DIRECT ADMINISTRATIVE COSTS:

Direct Administrative costs were estimated at this time. Claimed DAC must be tracked, charged and accounted for. The costs must be both eligible and reasonable, Reference Disaster Assistance Policy DAP 9525.9, Section 324 Management Costs and Direct Administrative Costs, Section VII (D). (1).

PERMITS:

The PA Project Specialist has advised the applicant that it is their responsibility to obtain all local, state and Federal permits prior to any construction or debris disposal activity referenced on this project. The applicant has also been advised that not obtaining and maintaining these documents may jeopardize any Federal funding related to the declared disaster. The applicant provided the attached CAFRA Individual Permit, Provision Permit, dated January 11, 2013, see Exhibit Q.

SPECIAL CONSIDERATIONS:

Any changes to the improved scope of work will require re-evaluation by the Environmental/Historic Preservation section of compliance with environmental and historic considerations under the National Environmental Policy Act. Non-compliance with this requirement may jeopardize the receipt of federal funding.

DOCUMENTATION:

The Project Specialist has reviewed documentation required for this PW and these documents are attached to the PW and on file at the Subgrantee's office. The Project Specialist has advised the Subgrantee to retain these records for a period of three (3) years from the date of closeout.

LIST OF EXHIBITS INCLUDED IN THE PW:

- A- CODES AND STANDARDS LETTER
- B - COST ESTIMATE FOR EXTRA PILES
- C - AS-BUILT PLANS
- D- DECEMBER 2012 BID PLANS
- E - JANUARY 2013 CONSTRUCTION PLANS
- F - PLANS FOR ELECTRICAL WORK
- G - PLANS FOR UTILITY SERVICES AND CONCRETE RAMPS AND PADS
- H- PLANS FOR CONCRETE AND ASPHALT PAVEMENT AND STRIPING
- I -RAILING PLANS
- J- LIST OF PLAYGROUND EQUIPMENT
- K- DECEMBER 2012 BID RESULTS
- L - COUNCIL RESOLUTIONS FOR BOARDWALK CONTRACTS
- M - BID SCHEDULE & PORTION OF CONTRACT WITH EPIC MANAGEMENT
- N-CHANGE ORDER NO. 1 TO CONTRACT WITH EPIC MANAGEMENT
- O -CODES AND STANDARDS JUSTIFICATION LETTER FOR C.O. NO. 1
- P- INSPECTION AND DAMAGE ASSESSMENT BACK-UP
- Q- CAFRA PERMIT

NARRATIVE

Emergency Protective Measure Berm
Reasonable Construction Costs Using Available Sand

HARVEY CEDARS
Contract Services \$176,694.77
Eligible CAT B Sand Volume 60,150CY
Unit Cost: (\$176,694.77/60,150CY = \$2.94) \$2.94

SEA GIRT
Contract Services \$85,300
Force Account Labor and Equipment \$22,321.51
Eligible CAT B Sand Volume 30,186CY
Unit Cost (\$85,300 + \$22,321.51 /30,186CY = \$3.56) \$3.56

Average: \$2.94 + \$3.56/2 = \$3.25

COSTWORKS

Item Description Title I Component Description: Excavating, bulk, dozer, open site, bank measure, common earth, 300 H.P. dozer, 150' haul

Cost Code: 31 231646 5220
Cost Code Units: CY
Unit Price: \$3.34

Based on review of costs incurred from nearby towns, the cost for constructing an emergency protective measures berm using sand available on the beach ranges from \$2.94 to \$3.56 and averages \$3.25 for this disaster. This average cost is within 10% of CostWorks pricing for a 150ft push of earth in this area.

Based on our review, the average cost of \$3.25 appears reasonable.

Does the Scope of Work change the pre-disaster conditions at the site? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Special Considerations included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hazard Mitigation proposal included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is there insurance coverage on this facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

PROJECT COST

ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
1	0000	Work to be Completed	0/LS	\$ 0.00	\$ 0.00
2	9000	CEF Cost Estimate (See Attached Spreadsheet)	1/LS	\$ 10,186,390.00	\$ 10,186,390.00
3	9901	Direct Administrative Costs (Subgrantee)	8/HR	\$ 98.22	\$ 785.76
4	0000	Insurance Adjustments	0/LS	\$ 0.00	\$ 0.00
5	5901	Deduct Anticipated Insurance Proceeds	1/LS	\$ -108,777.60	\$ -108,777.60
6	5901	Deduct Anticipated Insurance Proceeds	1/LS	\$ -324,000.00	\$ -324,000.00
7	5901	Deduct Anticipated Insurance Proceeds	1/LS	\$ -30,210.00	\$ -30,210.00
8	0909	Hazard Mitigation Proposal	1/LS	\$ 547,688.00	\$ 547,688.00
				TOTAL COST	\$ 10,271,876.16

PREPARED BY JAMES WAGEMAN	TITLE FEMA Project Specialist	SIGNATURE
APPLICANT REP. Colleen Connolly	TITLE Administrator	SIGNATURE

BELMAR : PA-02-NJ-4086-PW-04085

Conditions Information					
Review Name	Condition Type	Condition Name	Description	Monitored	Status
Final Review	Other (EHP)	Endangered Species Act (ESA)	Applicant shall comply with conditions pertaining to federally listed species under their Coastal General Permit #6 (1306-07-0002.1) issued by the New Jersey Department of Environmental Protection, valid until 5/25/2017.	No	Approved
Final Review	Other (EHP)	Standard Condition #3	If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.	No	Approved
Final Review	Other (EHP)	Standard Condition #2	This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.	No	Approved
Final Review	Other (EHP)	Standard Condition #1	Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.	No	Approved
EHP Review	Other (EHP)	Standard Condition #3	If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.	No	Recommended
EHP Review	Other (EHP)	Standard Condition #2	This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.	No	Recommended
			Any change to the approved		

EHP Review	Other (EHP)	Standard Condition #1	scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.	No	Recommended
EHP Review	Other (EHP)	Endangered Species Act (ESA)	Applicant shall comply with conditions pertaining to federally listed species under their Coastal General Permit #6 (1306-07-0002.1) issued by the New Jersey Department of Environmental Protection, valid until 5/25/2017.	No	Recommended
Insurance Review	Conditions (Grant Specific)	1. Anticipated insurance proceeds with O&M 2. Uninsurable Other Category costs	1. Light Poles, Playground and fences The eligible cost estimates for this project worksheet have been reduced by the amount shown in cost code 5901 (Anticipated Insurance Proceeds). This reduction is based on a coverage review of the insurance documentation provided by the applicant. The final close-out assistance will be adjusted on the basis of the actual amounts received by the Applicant in the final insurance settlement. Insurance approval of this project worksheet is contingent upon the applicant complying with Title 44 of the Code of Federal Regulations (CFR), Parts 206.252 and 206.253 which states, assistance under section 406 of the Stafford Act will be approved only on the condition that insurance is obtained and maintained in such types and amounts as are reasonable and necessary to protect against future loss. The applicant must provide the New Jersey Department of Homeland Security and Emergency Preparedness with Insurance policy documentation that confirms the applicant's compliance with section 406 of the Stafford Act. Mike Winner, Insurance Specialist 2. All other boardwalk connected facilities The described Emergency Services may be covered by the applicant's insurance policy. The nature of the scope of work as	No	Recommended

			<p>described and the terms of the insurance policy reviewed make it unreasonable to deduct any anticipated insurance proceeds since there is a high probability that the insurance company will not reimburse the applicant for the costs for the Emergency Services. In the event, this work is deemed to be covered and paid by the Insurance Company then a duplication of benefits from insurance could occur which is prohibited under Section 312 of the Stafford Act As set forth by Title 44 of the Code of Federal Regulations (CFR), Part 206.251, assistance for purposes of the Stafford Act insurance requirements means any form of Federal grant under section 406 of the Stafford Act to replace, restore, repair, reconstruct, or construct any facility and/or its contents as a result of a disaster. Insurance approval of this project worksheet is based upon the applicant completing the work contained in this project worksheet under Section 403 of the Stafford Act. Mike Winner, Insurance Specialist</p>	
--	--	--	--	--

Internal Comments				
No.	Queue	User	Date/Time	Reviewer Comments
9	Award Review	SYSTEM	07-31-2013 09:49 PM GMT	ACCEPTED
8	OLA Review	JOHNSON STEPHANIE	07-31-2013 01:19 PM GMT	DHS embargo until 7/31/13.
	Final	JOHNSTON	07-24-2013	<p>7/24/13 - This is an OLA project for permanent work, SFM does not apply as construction has begun. There were no issues identified, the work is recommended as eligible. DAJ/QAQC</p> <p>44 CFR §.206.205.Payment.of.claims.(b)(1)(2) b. Large projects. 1. The Grantee shall make an accounting to the RD of eligible costs for each approved large project. In submitting the accounting the Grantee shall certify that reported costs were incurred in the performance of eligible work, that the approved work was completed, that the project is in compliance with the provisions of the FEMA-State Agreement, and that payments</p>

7	Review	DEBRA	08:29 PM GMT	<p>for that project have been made in accordance with 44 CFR 13.21, Payments. Each large project shall be submitted as soon as practicable after the sub grantee has completed the approved work and requested payment.</p> <p>2. The RD shall review the accounting to determine the eligible amount of reimbursement for each large project and approve eligible costs. If a discrepancy between reported costs and approved funding exists, the RD may conduct field reviews to gather additional information. If discrepancies in the claim cannot be resolved through a field review, a Federal audit may be conducted. If the RD determines that eligible costs exceed the initial approval, he/she will obligate additional funds as necessary.</p>
6	Grantee Review	TONG PETER	07-10-2013 06:51 PM GMT	<p>07/10/13. This PW is recommended eligible after consultation between SAL Butler and the applicant. Signature obtained and will be provided to FEMA QA/QC for scanning and uploading in EMMIE.</p> <p>07/05/13 - Pending the result of a meeting among FEMA, State and the applicant on 07/08/13 concerning this PW. (At this time, this PW is recommended eligible with reservation due to lack of applicant's signature, low DAC, potential missing scope [when compared to the applicant's damage assessment report, e.g., signage, fire hydrants, drinking fountains, comfort stations, badge booths, pavilions], temporary/emergency berm, and lack of soft cost for the HMP project. Damage description, scope, CEF, and calculations in the PW, and the associated attachments, including bid documentation were reviewed. PW faceplate changed to 90% recommended.</p>
				<p>Waiting on response from PS for more information regarding ESA. 6/26/13</p> <p>Borough of Belmar, Monmouth County NJ, CAT G: Recreation, Total Cost (without mitigation): \$10,187,175.76, Hazard Mitigation: \$547,688.00, Northern end Lat/Long: (40.185566, -74.010415), Southern End Lat/Long: (40.168565, -74.016534), 0% completed at time PW was written, Strong storm surge destroyed applicant-owned boardwalk. The boardwalk was 6,436 feet long by 20 feet to 30 feet wide, with a total surface area of approximately 190,000SF. At 19 street intersections, the boardwalk included sets of ramps and stairs on the street-side and beachside of the boardwalk. The boardwalk included an electrical system in a buried PVC conduit and 60 two arm light poles, 16 feet tall. The boardwalk also contained a 3/4 inch diameter water services to drinking fountains and outdoor showers. An estimated 9,500 feet of sand fencing existed along the beach on the seaside of the boardwalk. Concrete sidewalk, stairs, and curbs adjacent to boardwalk were undermined and damaged. Asphalt pavement and parking striping adjacent to boardwalk was damaged. Four playgrounds were also damaged. The applicant has contracted with Epic Management under competitive bids to reconstruct the original footprint of the boardwalk from First Avenue to 20th. Hazard Mitigation: Applicant proposes to replace all piles and increase their number and depth to prevent future scour damage and twisting of the piles. The footprint for the boardwalk does not change. The total number of piles increases from 1,753 to 2,188, a 25% increase. The length of each pile increases from 12 feet to 25 feet. The 25 foot length of piles is required as part of the Codes and Standard upgrade. Additional straps and fasteners will be required for</p>

5	EHP Review	BOWEN BERT	07-05-2013 02:31 PM GMT	<p>the extra number of piles. All the proposed hazard mitigation work is to be done within the existing footprint of the boardwalk. Note: Applicant plans to extend the boardwalk from its original footprint to the south from 20th Street to North Boulevard, however this action was determined ineligible and is not included in this review. Insurance deductible of \$-462,987.60 has been applied to this project leaving a total cost estimate of \$10,271,876.16. - ashiffne - 07/03/2013 19:00:34 GMT</p> <p>As per email communication with Georgeann Gray of NJDEP on 6/27/13, activity in scope of work is permitted under CAFRA Individual Permit 1306-04-0005.1, CAF130001 issued by the New Jersey Department of Environmental Protection. The sub-grantee shall comply with all conditions of the permit. - ashiffne - 06/27/2013 12:26:02 GMT</p> <p>*****Please disregard previous comment.*****</p> <p>As per email communication with Georgeann Gray of NJDEP on 6/27/13, repair to the existing boardwalk is deemed consistent in accordance with paragraph 1 of Administrative Order 2012-13 dated 11/13/12. - ashiffne - 07/01/2013 13:01:26 GMT</p> <p>Per NWI and NJDEP no wetlands are within the project area. - ashiffne - 06/27/2013 12:38:45 GMT</p> <p>As per Site Visit conducted on 7/3/13 by FEMA Environmental Specialist Allison Shiffner, the proposed activity, repair to boardwalk to pre-disaster condition and within the existing footprint, FEMA finds there will be no effect to federally listed or candidate species or designated critical habit (Piping Plover and Seabeach Amaranth). See attached documentation. - ashiffne - 07/03/2013 19:18:55 GMT</p> <p>The project is located within a V Zone per BFE Preliminary Work Map panel 34025C0342G dated June 17, 2013 available at www.Region2Coastal.com. Initial Disaster Public Notice was published on November 25, 2013. The proposed action is not likely to result in any direct impacts adversely affecting the natural values and function of floodplains, nor is it likely to increase the risk of flood loss. 8-step checklist attached. - ashiffne - 06/27/2013 14:32:33 GMT</p> <p>Proposed activity complies with Tier II programmatic allowances II C-1 identified in the May 2, 2013 signed Programmatic Agreement. - dowens</p>
4	Mitigation Review	MCPARTLAN PATRICK	06-25-2013 07:23 PM GMT	<p>6/25/13 - Add the number of piles, their length, and straps to the stringers and girders. This Hazard Mitigation Proposal (HMP) is 6% of the repair and restoration costs. In accordance with FEMA Recovery Policy 9526.1, VII.B.1, "Mitigation measures may amount up to 15% of the total eligible cost of the eligible repair work on a particular project." - P McPartlan</p>
3	Insurance Review	WINNER KENNETH	06-24-2013 01:39 PM GMT	<p>6/24/13 FEMA insurance finds the damages to include both insured and uninsured items under the applicant policy. The insurance reductions for duplication of benefits are shown in the insurance adjustment tab as 1-Light Poles 2-Playground equip 3- Fences. No insurance requirement attaches as coverage for these items is not likely to be reasonably available in the future. Mike Winner, Insurance Specialist</p>
				<p>6/21/13 Review in process. 6/22/13 CEF for this project worksheet covers the intended purpose. Costs in part A were derived from RS Means CostWorks using only the ratio of the original square footage of 190,000 SF to the project square</p>

2	Cost Estimate Format Review	MURATI CARLOS	06-22-2013 01:33 PM GMT	footage of 199,400 SF to determine the eligible portion of the project,(see SOW from the PW). Costs appears reasonable for the "in-kind" repairs with codes & standards of the damaged facility. Additional repairs to piles were considered mitigation,(see HMP porposal for this PW). It is the reviewer's recommendation that this project be forwarded as eligible. CMURATI
1	Initial Review	PLUNKETT RICK	06-21-2013 04:16 PM GMT	06-21-13 This pw is written based on an estimate or unaudited records only. All work and costs associated with this project worksheet must be reviewed, verified, and reconciled. Applicant must present all records including but not limited to invoices, proof of payment, and contracts, for further review as a condition of closeout. Direct Administration Costs will also need to be reconciled. Upon review adjustments to final grant funding may be made based on actual eligible work completed. Initial review completed. Work appears eligible, no other issues identified. rplunkett

Go Back

State of New Jersey
 Department of Treasury
 Integrity Monitoring Reporting Model
 For Quarter Ending: xx/xx/2013

Reports required under A-60 will be submitted by Integrity Monitors on the first business day of each calendar quarter to the State Treasurer and will contain detailed information on the projects/contracts/programs funded by the Disaster Relief Appropriations Act.

No.	Recipient Data Elements	Response	Comments
A. General Info			
1.	Recipient of funding		
2.	Federal Funding Agency? (e.g. HUD, FEMA)		
3.	State Funding (if applicable)		
4.	Award Type		
5.	Award Amount		
6.	Contract/Program Person/Title		
7.	Brief Description, Purpose and Rationale of Project/Program		
8.	Contract/Program Location		
9.	Amount Expended to Date		
10.	Amount Provided to other State or Local Entities		
11.	Completion Status of Contract or Program		
12.	Expected Contract End Date/Time Period		
B. Monitoring Activities			
13.	If FEMA funded, brief description of the status of the project worksheet and its support.		
14.	Quarterly Activities/Project Description (include number of visits to meet with recipient and sub recipient, including who you met with, and any site visits warranted to where work was completed)		

State of New Jersey
Department of Treasury
Integrity Monitoring Reporting Model
For Quarter Ending: xx/xx/2013

Reports required under A-60 will be submitted by Integrity Monitors on the first business day of each calendar quarter to the State Treasurer and will contain detailed information on the projects/contracts/programs funded by the Disaster Relief Appropriations Act.

No.	Recipient Data Elements	Response	Comments
15.	Brief Description to confirm appropriate data/information has been provided by recipient and what activities have been taken to review in relation to the project/contract/program.		
16.	Description of quarterly auditing activities that have been conducted to ensure procurement compliance with terms and conditions of the contracts and agreements.		
17.	Have payment requisitions in connection with the contract/program been reviewed? Please describe		
18.	Description of quarterly activity to prevent and detect waste, fraud and abuse.		
19.	Provide details of any integrity issues/findings		

State of New Jersey
 Department of Treasury
 Integrity Monitoring Reporting Model
 For Quarter Ending: xx/xx/2013

Reports required under A-60 will be submitted by Integrity Monitors on the first business day of each calendar quarter to the State Treasurer and will contain detailed information on the projects/contracts/programs funded by the Disaster Relief Appropriations Act.

No.	Recipient Data Elements	Response	Comments
20.	Provide details of any work quality or safety/environmental/historical preservation issue(s).		
21.	Provide details on any other items of note that have occurred in the past quarter		
22.	Provide details of any actions taken to remediate waste, fraud and abuse noted in past quarters		
C. Miscellaneous			
23.	Attach a list of hours and expenses incurred to perform your quarterly integrity monitoring review		
24	Add any item, issue or comment not covered in previous sections but deemed pertinent to monitoring program.		

Name of Integrity Monitor: Name of Report Preparer: Signature: Date:

Engagement Query Questions or Request for Clarification

Firm:

Engagement Query #:

Page #	Engagement Query Section	Question

