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| <b>PA-02-NJ-4086-PW-04737(0)</b> P         |  |
| Applicant Name:<br>BELMAR                  | Application Title:<br>0493007 Silver Lake Repair |
| Period of Performance Start:<br>10-30-2012 | Period of Performance End:<br>04-30-2014         |

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|---|----------------------------|
| Bundle Reference # (Amendment #)<br>PA-02-NJ-4086-State-0120(119) | Date Awarded<br>11-21-2013 |
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**Subgrant Application - FEMA Form 90-91**

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

| FEDERAL EMERGENCY MANAGEMENT AGENCY<br>PROJECT WORKSHEET   |               |                        |                           |   |                         |  |
|--|---------------|------------------------|---------------------------|---|-------------------------|--|
| DISASTER   |               | PROJECT NO.<br>0493007 | PA ID NO.<br>025-04930-00 | DATE<br>08-22-2013                      | CATEGORY<br>G           |  |
| FEMA   | 4086 - DR -NJ |                        |                           |   |                         |  |
| APPLICANT: BELMAR  |               |                        |                           | WORK COMPLETE AS OF:<br>07-29-2013 : 9% |                         |  |
| Site 1 of 6  |               |                        |                           |   |                         |  |
| DAMAGED FACILITY:<br>0493007 Silver Lake Repair  |               |                        |                           | COUNTY: Monmouth                        |                         |  |
| LOCATION:<br><br>PA-02-NJ-4086-PW-04737(0):<br><br>Silver Lake   |               |                        |                           | LATITUDE:<br>40.18167                   | LONGITUDE:<br>-74.01319 |  |
| DAMAGE DESCRIPTION AND DIMENSIONS:<br><br>PA-02-NJ-4086-PW-04737(0):<br><br>During the Post-tropical Cyclone Sandy incident period, from 10/26/12 to 11/8/12, the storm surge and flood water inundated the Silver Lake (Ferruccio Park) and damaged the following sites at Silver Lake in Belmar, Monmouth County, NJ 07719.<br>See attached SITE SHEETS for detailed DAMAGE DESCRIPTION and MEASUREMENTS.<br>Site #1: Silver Lake Gazebo<br>Site #2: Silver Lake Electrical Work<br>Site #3: Silver Lake Outfall Structure and Piping<br>Site #4: Silver Lake Concrete Sidewalks<br>Site #5: Silver Lake Walking Paths and Shoreline Embankment Soil<br>GPS readings above were taken at Site #1, Silver Lake Gazebo, Ocean Ave between 5th and 6th Aves., Belmar, Monmouth County, NJ 07719 |               |                        |                           |   |                         |  |
| DAMAGE DESCRIPTION AND MEASUREMENTS.<br>See attached SITE SHEETS #1 through #4 for DAMAGE DESCRIPTION and SCOPE OF WORK.   |               |                        |                           |   |                         |  |
| SCOPE OF WORK:<br><br>PA-02-NJ-4086-PW-04737(0):<br><br>See attached SITE SHEETS for detailed SCOPE OF WORK.<br>At the time the PW was prepared, the applicant used force account labor and materials to complete the following:   |               |                        |                           |   |                         |  |

**WORK COMPLETED**

Site #1: Silver Lake Gazebo - See attached force account labor and material of SITE SHEET #1  
 Site #4: Silver Concrete Sidewalks - See attached force account labor and material of SITE SHEET #2  
 Sub grantee intends to use contracts for the following scope of work:

**WORK TO BE COMPLETED**

Site #2: Silver Lake Electrical Work - see attached FEMA Project Specialist Estimate on SITE SHEET #2  
 Site #3: Silver Lake Outfall Structure and Piping - See attached bid line item estimate on SITE SHEET #3  
 Site #5: Silver Lake Walking Paths and Lakeshore embankment. See attached bid line item estimate on SITE SHEET #5

**SITE SHEET #5: FEMA Project Specialist RECOMMENDATION.**

During the declared event, the storm surge inundated the Silver Lake and surrounding Ferruggio Park, damaging the stone dust walking paths. The sub grantee hired an engineer to design restoration plans for the walkway that specifies removal and replacement of the entire walkway cross section, consisting of a surface layer of stone dust on top of a 6-in crushed stone base course. See attached section detail from plans. In the FEMA Project's Specialist's opinion, the crushed stone base course is ineligible was undamaged by the declared incident. Based upon visual inspection of the walking paths after the storm, damage is limited to the eastern half of the stone dust walking path surface.

Therefore, the FEMA Project Specialist recommends reducing the damage quantity for the Silver Lake walkway to remove-replace 2-in of stone dust surface course (4140 LF x 8-ft wide x 2-in deep = 3,680 SY

Fema Project Specialist used 25% of the contractor's unit price (Bid Line Item #13) which was for the bid 8-in cross section:

2-in / 8-in = 25%; (.25 x \$11.00/SY = \$2.75); 3,680 SY x \$2.75 per SY = \$10,120

In Summary the FEMA Project Specialist recommends, including the stone dust surface course 3,680 SY for \$10,120, and omitting the crushed stone base course (5600 SY for \$51,480), because the base course was undamaged by the declared event.

Please refer to the attached Determination Memo which recommends reducing the applicant's request by \$51,480, from of \$61,600 to \$10,120.

**PROJECT NOTES:**

**RECORD RETENTION:** Complete records and cost documents for all approved work must be maintained for at least three (3) years from the date the project was completed or from the date final payment is received, whichever is later. Applicant is responsible for all documentation associated with this project.

**SUPPORTING DOCUMENTATION:** 20% or more of the documentation to support this project has been reviewed and verified by the Applicant and Project Specialist for eligibility and correctness.

**PROCUREMENT:** The Applicant is required to adhere to State Government procurement rules and regulations and maintain adequate records to support the basis for all purchasing of goods and materials and contracting services for projects approved under the Public Assistance program, as stated in 44 CFR 13.36. The applicant has advised they have/will follow their normal procurement procedures.

**PERMITS:** The PA Project Specialist has advised the Applicant that it is their responsibility to obtain all applicable local, state and federal permits prior to any construction or debris disposal activity referenced on this project. Applicant has also been advised that the lack of obtaining and maintaining these permits may jeopardize funding.

**INSURANCE:** The Applicant is aware that all projects are subject to an insurance review as stated in 44 CFR 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 COST:** The sub grantee is requesting Direct Administrative Cost (DAC) that are directly chargeable to this specific project. Associated eligible work is related to the administration of the PA project only and in accordance with 44 CFR 13.22. These costs are treated consistently and uniformly as direct costs in all federal awards and other sub grantee activities and are not included in any approved indirect costs rates. The FEMA Project Specialist estimates for DAC related activities are presented on the Site Sheets.

**HAZARD MITIGATION MEASURES:** 406 Hazard Mitigation opportunities exist and will be evaluated and added at a later time.

**Disaster Relief Appropriations Act Two-Year Expenditure Requirement**

In compliance with the direction provided by the memorandum dated August 1, 2013 from Edward H. Johnson, Chief Financial Officer, Disaster Relief Appropriations Act 2-Year Expenditure Requirement, the following is included as a condition of this grant:

Funds obligated pursuant to this Project Worksheet (PW) are subject to expenditure time limits imposed under Section 904(c) of the Disaster Relief Appropriations Act, 2013, P. L., 113-2, and are required to be expended by the grantee or sub-grantee (paid as an outlay of money in furtherance the grant purpose) within 730 days of the date FEMA obligates the funds for this PW in its financial system. Any funds not expended by the grantee or sub-grantee within 730 days will be deobligated by FEMA within 30 days from the end of this 730 day period and any funds withdrawn and not expended must be returned to FEMA within 30 days from the end of the 730 day period, ceasing FEMA's financial liability.

"Expended" occurs when the grantee or sub-grantee pays, commits, or obligates the grant funding to a contractor or service provider but does not include a disbursement of grant funds by the grantee to a sub-grantee.

Site 2 of 6

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| <p><b>DAMAGED FACILITY:</b></p> <p>Site #1: Silver Lake Gazebo</p> | <p><b>COUNTY:</b> Monmouth</p> |
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| LOCATION:<br><br>PA-02-NJ-4086-PW-04737(0):<br><br>Silver Lake at Ocean Ave, Belmar, Monmouth County, NJ 07719 | LATITUDE:<br>40.18167 | LONGITUDE:<br>-74.013194 |
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| DAMAGE DESCRIPTION AND DIMENSIONS:<br><br>PA-02-NJ-4086-PW-04737(0):<br><br>During the Post-tropical Cyclone Sandy incident period, from 10/26/12 to 11/8/12, the storm driven tidal surge caused flood damage to Site #1, Gazebo located at the eastern edge of Silver Lake at Ocean Avenue, between 5th and 6th Aves. in Belmar, Monmouth County, NJ 07719.<br>The facility is a one story wood framed structure that is octagonal in plan and measures 25.5-ft across and 11-ft on each side. The floor is approximately 2-ft above grade and is accessed via a 24-ft ramp. The roof is pitched and has asphalt shingles. There is a railing surrounding the floor and the interior is illuminated with lighting fixtures fed from a 100 amp service to a distribution panel.<br>1) Damaged access ramp decking, 24-ft long x 7.5-ft wide. Total 180 SF<br>2) Damaged gazebo floor decking, 8 sections: 5.5-ft wide x 12.75-ft long. Total 561 SF<br>3) Damaged ramp and gazebo railing, 8 U x 11-ft=88 LF (Gazebo) + 24-ft x 2 sides=48 LF (Ramp) = 136-ft long x 3.5-ft high. Total 476 S |
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| SCOPE OF WORK:<br><br>PA-02-NJ-4086-PW-04737(0):<br><br>At the time this PW was prepared, the sub grantee used force account labor and materials to complete the work to return the facility to its pre-disaster design, capacity and function that existed immediately prior to the declared event. The applicant provided invoices, documenting their purchase of lumber and other building materials, and provided force account labor records for the IN Kind repairs to the damaged gazebo.<br>Site #1 Force Account Labor per sub grantee Records: \$6,017.30<br><br>WORK COMPLETED<br>1) Replace access ramp decking, 24-ft long x 7.5-ft wide. Total 180 SF<br>2) Replace gazebo floor decking, 8 sections: 5.5-ft wide x 12.75-ft long. Total 561 SF<br>3) Replace ramp and gazebo railing, 8 U x 11-ft=88 LF (Gazebo) + 24-ft x 2 sides=48 LF (Ramp) = 136-ft long x 3.5-ft high. Total 476 SF<br><br>See attached Force Account Labor and Material summaries. |
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Site 3 of 6

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| DAMAGED FACILITY:<br><br>Site # 2: Silver Lake- Electrical Work | COUNTY: Monmouth |
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| LOCATION:<br><br>PA-02-NJ-4086-PW-04737(0):<br><br>The electrical panels are located at Silver Lake, Belmar, Monmouth County, NJ 07719:<br>1) Gazabo on 6th Ave.; 2) On 6th Ave. opposite fountain #1; on South Lake Drive opposite Fountain #2 | LATITUDE:<br>40.18167 | LONGITUDE:<br>-74.013194 |
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| DAMAGE DESCRIPTION AND DIMENSIONS:<br><br>PA-02-NJ-4086-PW-04737(0):<br><br>During the Post-tropical Cyclone Sandy declared incident period, from 10/26/12 to 11/8/12, the storm driven tidal surge caused flood damage to Site #3, Silver Lake Electrical Work located 6th Ave. and Silver Lake in Belmar, Monmouth County, NJ 07719. The elctrical work is enclosed in three aluminum weather proof panel enclosures which were not damaged. The enclosures are mounted on the ground between the curb and sidewalk and the lake, opposite the fountains and the gazebo. Flood waters damaged the internal electrical components, including the disconnect switches and circuit breakers, junction boxes, conduit and wire, and the lake spray fountains and wiring in the lake. Applicant reports that the fountains were dislodged by the storm surge and were not recovered.<br><br>1) Damaged electrical breaker/disconnect switches inside panel boxes, Total 3 U |
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- 2) Damaged underground service feeders to panels. 100-ft x 3 U. Total 300 LF
- 3) Damaged electric pump and spray fountain in lake, including wiring from panel boxes. Total 3 U
- 4) Damaged electrical junction pull boxes. Total 3 U
- 5) Damaged electrical, 1 1/2-in, conduit. Total 300 LF

GPS readings were taken at the Site #1 Gazebo

SCOPE OF WORK:

PA-02-NJ-4086-PW-04737(0):

At the time this PW was prepared, the sub grantee has not completed the work to return the facility to its pre-disaster design, capacity and function that existed immediately prior to the declared event.  
The sub grantee will hire a contractor to complete the repairs. The FEMA Project Specialist estimated the repair cost using RS Means Cost Works 2013, for Zip Code 07719, Long Branch, NJ; Cost Adjustment factor 1.0

WORK TO BE COMPLETED

- 1) Replace 100 Amp distribution Panels, 3 U
- 2) Replace underground service feeders to panels. 100-ft x 3 U. Total 300 LF
- 3) Replace electric fountains in lake, (Note: includes 100-LF ea. of power wiring from panel boxes to fountains). 3 U
- 4) Replace electrical junction pull boxes. Total 3 U
- 5) Replace electrical conduit. 100-ft x 3 U. Total 300 LF

Site 4 of 6

DAMAGED FACILITY:

Site #3: Silver Lake Outfall Structure and Storm Pipe

COUNTY: Monmouth

LOCATION:

PA-02-NJ-4086-PW-04737(0):

6th Ave. and Ocean Ave at Silver Lake, Belmar, Monmouth County, NJ 07719

LATITUDE:  
40.18167

LONGITUDE:  
-74.013194

DAMAGE DESCRIPTION AND DIMENSIONS:

PA-02-NJ-4086-PW-04737(0):

During the Post-tropical Cyclone Sandy declared incident period, from 10/26/12 to 11/8/12, the storm driven tidal surge caused flood damage to Site #3, Silver Lake Outfall Structure and Storm Pipe located at Silver Lake and Ocean Ave. in Belmar, Monmouth County, NJ 07719.

The outfall structure is at the Ocean Ave. end of the lake and serves to control the water level in Silver Lake. During the declared incident, the structure was damaged by floating debris and flood waters from the storm surge. The flood waters also damaged a type A inlet and damaged 15-ft of concrete storm sewer pipe.

The sub grantee hired a consulting engineer to design an IN KIND replacement outfall structure, type A inlet, and concrete storm sewer pipe. See attached plans.

- 1) Damaged concrete block outfall structure in lake, 3-ft x 3-ft x 3-ft. Total 1 U (See Bid line item #6)
- 2) Damaged inlet Type A at the top of the structure. 1 U (See Bid line item #8)
- 3) Damaged 24-in Reinforced Concrete storm outlet pipe. Total 15 LF (See Bid line item #7)

SCOPE OF WORK:

PA-02-NJ-4086-PW-04737(0):

At the time this PW was prepared, the sub grantee had not completed the work to return the facility to its pre-disaster design, capacity and function that existed immediately prior to the declared event.

The sub grantee took bids based upon the engineering plans and has awarded a contract to replace the outfall structure, Type A Inlet and 15-ft of 24-in concrete storm sewer pipe. The FEMA Project Specialist used the bid schedule of values as the basis for the estimated cost, adjusted as noted below to account for indirect contract costs. See attached Bid Schedule of Values.

WORK TO BE COMPLETED

Direct costs from the Bid Schedule of Values:

- 1) Remove-replace outfall structure in lake, 3-ft x 3-ft x 3-ft. Total 1 U (See Bid line item #6)
- 2) Repair inlet Type A, 3-ft x 3-ft x 3-ft. Total 1 U (See Bid line item #8)

3) Replace 24-in Reinforced Concrete storm outlet pipe. Total 15 LF (See Bid line item #7)  
 The Bid Schedule of Values includes indirect cost items that apply to all work line items, such as: soil erosion controls, surveys and general work. In the estimate below, the FEMA Project Specialist prorated the indirect costs that apply only to 1) Outfall structure, 2) Type A inlet and 3) Concrete sewer pipe, by calculating the following ratio:  
 Site #3 Direct Cost: Site line items #2 + #3 + #4 = \$54,450  
 Divided by the Total Direct Cost for All work of the Bid Schedule items = \$313,700. See Schedule of Values.  
 Ratio calculation: \$54,450 / \$313,700 = .16  
 The Site #3 pro rated share of the Soil Erosion, Surveys, and General Work is 16% and is applied to the indirect costs below.

Site 5 of 6

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| DAMAGED FACILITY:                       | COUNTY: Monmouth |
| Site #4: Silver Lake Concrete Sidewalks |                  |

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|---|-----------|------------|
| LOCATION:   | LATITUDE: | LONGITUDE: |
| PA-02-NJ-4086-PW-04737(0):  | 40.18167  | -74.013194 |
| Extending along Ocean Avenue from the corner of 5th Ave to the corner of 6th Avenue in the Borough of Belmar, Monmouth County, NJ 07719 |           |            |

DAMAGE DESCRIPTION AND DIMENSIONS:

PA-02-NJ-4086-PW-04737(0):

The concrete sidewalk was damaged by the heavy trucks and other construction vehicles that were moving between the storage and staging area for the Boardwalk-Beach restoration projects. The storage-staging area was located between Silver Lake and Ocean Ave., and it was necessary to cross the sidewalk to transport materials and equipment to the beach and boardwalk construction areas. The damage occurred as a direct result of the recovery efforts from the declared event, Post Tropical Cyclone Sandy. The Boardwalk and Beach Restoration work are not included in this PW, because these damages were captured in separate PWs.

The concrete sidewalk runs parallel to Ocean Ave., and extends along 5th Avenue and 6th Avenues. See attached location map.

1) Damaged 4-in thick, fiber-mesh reinforced concrete sidewalk, 285-ft long x 4-ft wide = 1140 SF / 9 SF/SY. Total 127 SY

SCOPE OF WORK:

PA-02-NJ-4086-PW-04737(0):

The sub grantee used force account labor and material to replace the concrete sidewalks IN KIND and to return the facility to the pre-incident design and capacity.

WORK COMPLETED

1) Remove-replace concrete sidewalk, Ocean Ave. 285-ft long x 4-ft wide x 4-in thick = 1,140 SF / 9 SF/SY =Total 127 SY

See Force Account Material Summary for concrete material costs and Force Account Labor furnished by the applicant.

Site 6 of 6

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| DAMAGED FACILITY:  | COUNTY: Monmouth |
| Site #5: Silver Lake Walking Paths and Shoreline Restoration |                  |

|   |           |            |
|---|-----------|------------|
| LOCATION:   | LATITUDE: | LONGITUDE: |
| PA-02-NJ-4086-PW-04737(0):  | 40.18167  | -74.013194 |
| Located around the circumference of Silver Lake, between North and South Blvds. In Belmar, NJ 07719 |           |            |

DAMAGE DESCRIPTION AND DIMENSIONS:

PA-02-NJ-4086-PW-04737(0):

During the declared incident the storm surge eroded the shoreline and the surface course of the walking paths. The damage includes scouring of the walking paths and shoreline soil embankment and salt water contamination of the grass that stabilized the embankment slope.

The sub grantee hired a consulting engineer to prepare plans that included replacing the complete walking path surface course and the supporting 4-in gravel base course over an area of 5,600 SY.

However, the FEMA Project Specialist did not observe damage to the full extent of the walking path around the entire lakeshore, and did not observe any damage to the supporting stone base course. See attached Section Detrail. Therefore, the recommended eligible damage is limited to the following:

1) Damaged to 2-in stone dust walking path surface course for 66% (2/3) of the lakeshore circumference, a length of 4,141-ft. and an 8-ft width. The eligible damage area is: 4141-ft long x 8-ft wide x 2-in thick = 33,128 SF / 9 SF/SY. Total 3,680 SY

The engineer's plans and the bill of quantities show replacing 9000 SY of topsoil, amending the topsoil with 2-in of compost and seeding the top soiled areas. The FEMA project specialist has adjusted the quantities to match the damaged element (Topsoil).

Values show on the engineer's Bill of Quantities is shown in parentheses.

2) Damaged shoreline embankment: replace topsoil (resulting from flood erosion), 4140-ft long x 12-ft wide. Total 9,000 SY

3) Damaged organic soil amendment (incidental to salt water contamination of the soil). Total 9,000 SY (14,200 SY)

4) Damaged grass (to stabilize the embankment from erosion) Total 9,000 SY 22,300 SY)

SCOPE OF WORK:

PA-02-NJ-4086-PW-04737(0):

The sub grantee has awarded a contract to complete the following damage repairs. FEMA Project Specialist used the attached bid schedule of values as the basis for the estimate and has validated the costs on the attached CEF.

WORK TO BE COMPLETED:

1) Replace stone dust on walkway surface: FEMA Project Specialist's eligible work recommendation. Total 3,680 SY

2) Replace Lake Shoreline embankment topsoil. Adjusted Engineer's Bill of Quantities, Bid Item #15: Total 9,000 SY

3) Amend topsoil with 2-in of compost, FEMA Project Specialist's eligible work recommendation: Total 9,000 SY

4) Replace seeding of shoreline embankment, FEMA Project Specialist's eligible work recommendation: Total 9,000 SY

The Bid Schedule of Values includes indirect cost items that apply to all work line items, such as: soil erosion controls, surveys and general work. In the estimate below, the FEMA Project Specialist prorated the indirect costs that apply only to 1) Stone Dust Walking Path, 2) Topsoil, 3) Soil Amendment compost, and 4) Seeding, by calculating the following ratio:

Site #5 Direct Cost: Site line items below #2 + #3 + #4 + #5 = \$103,480

Divided by the Total Direct Cost for All work of the Bid Schedule items = \$313,700. See Schedule of Values.

Ratio calculation: \$103,480 / \$313,700 = .33

The Site #3 pro rated share of the Soil Erosion, Surveys, and General Work is 33% and is applied to the indirect costs below.

NOTE: The sub grantee's restoration contract includes landscape work. Per FEMA 322, p. 87, Category G: Parks, under heading: Recreation and Other, Trees and Ground Cover, the landscaping is ineligible: "The replacement of trees, shrubs and other ground cover is not eligible. Grass and sod are eligible only when necessary to stabilize slopes and minimize erosion."

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| Does the Scope of Work change the pre-disaster conditions at the site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Special Considerations included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No              |
| Hazard Mitigation proposal included? <input type="checkbox"/> Yes <input checked="" 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 Completed                           | 0/LS          | \$ 0.00       | \$ 0.00       |
| 2    | 9007 | Labor                                    | 1/LS          | \$ 8,199.76   | \$ 8,199.76   |
| 3    | 9007 | Labor                                    | 1/LS          | \$ -2,082.10  | \$ -2,082.10  |
| 4    | 9009 | Material                                 | 1/LS          | \$ 6,646.88   | \$ 6,646.88   |
| 5    | 9009 | Material                                 | 1/LS          | \$ -2,950.00  | \$ -2,950.00  |
| 6    | 0000 | Work to be Completed                     | 0/LS          | \$ 0.00       | \$ 0.00       |
| 7    | 9999 | Estimated Repair Cost                    | 1/LS          | \$ 146,764.00 | \$ 146,764.00 |
| 8    | 9901 | Direct Administrative Costs (Subgrantee) | 1/LS          | \$ 784.80     | \$ 784.80     |
| 9    | 0000 | Insurance Adjustments - 5900/5901        | 0/LS          | \$ 0.00       | \$ 0.00       |

|                                 |      |  |                               |                   |                      |
|---------------------------------|------|--|-------------------------------|-------------------|----------------------|
| 10                              | 5901 | Deduct Anticipated Insurance Proceeds (Flood - Site 1 Gazebo)          | 1/LS                          | \$ -9,714.18      | \$ -9,714.18         |
| 11                              | 5901 | Deduct Anticipated Insurance Proceeds (Flood - Site 2 Electrical Work) | 1/LS                          | \$ -13,599.00     | \$ -13,599.00        |
|                                 |      |  |                               | <b>TOTAL COST</b> | <b>\$ 134,050.16</b> |
| PREPARED BY JOHN P BELLI        |      |  | TITLE FEMA Project Specialist | SIGNATURE         |                      |
| APPLICANT REP. Colleen Connolly |      |  | TITLE OEM Coordinator         | SIGNATURE         |                      |