Boardwalk Preservation Fund Application Instructions

<u>Application</u>

The following information must be provided in the fillable fields within the application or addressed in corresponding attachments.

- Applicant/ Entity Name
- Project Title
- Project Cost
- Site Address
- Federal Employer ID Number (FEIN)
- SAM Unique Entity Number (UEI)
    - The Federal government has transitioned from the use of the Dun and Bradstreet Data Universal Numbering System (DUNS) to the Unique Entity Identifier (UEI) as the primary means of entity identification for Federal awards government-wide. All entities wishing to receive Federal grants and subgrants must obtain a UEI in order to be awarded funds.
- NJ Start Number
- Primary Contact
- Primary Contact Title
- Primary Contact Phone Number
- Primary Contact Email Address
- Primary Contact Mail Address
- Secondary Contact Name
- Secondary Contact Title
- Secondary Contact Phone Number
- Secondary Contact Email Address
- Secondary Contact Mailing Address
- Other relevant applicant/entity information
- Narrative Questions
    - Project Description
        - Please provide a general profile of your community and the role your boardwalk plays in the economy of your municipality.
        - Does your community have a boardwalk plan? Please describe your plan or provide a copy as an attachment.
    - Funding Objective Descriptions
        - Describe how your plan seeks to improve the storm resiliency of your town's boardwalk.
        - Describe how your plan seeks to improve ADA access to your town's boardwalk and facilities.
        - How will your project adhere to current health and safety regulations?
    - Phases and Timelines
        - As stated in the guidelines, BPF projects must adhere to all deadlines and timelines set forth in the American Rescue Plan Act of 2021, CFDA 21.027. All ARP funds must be obligated by December 31,2024 and expended by December 31, 2026. Due to these timelines, it will be important for your municipality to demonstrate the ability to meet these deadlines and complete all work on time. If your plan includes different phases, please describe each phase, and provide timelines for completing each of those phases.
            - Timelines may be presented as a chronological timeline, roadmap, or Gantt chart.

- o Project Match
  - ▪ A minimum match of 5% is required, please provide a breakdown of other funding sources that will be leveraged for a local match on this project (municipalities inside the top 50 MRI are not required to produce a local match).
- o Budget
  - ▪ Please complete the attached budget form.

- ➢ When naming digital attachments, please make sure the document type and name of town/municipality are included in the file name.

Submission Instructions

- Application
  - o When?
    - ▪ Available starting August 15, 2023.
  - o Where?
    - ▪ The application and all attachments will be posted and available on the DCA website.
      - Guidelines (RFP)
      - Application Instructions
      - Application
      - Scoring Criteria
      - Budget Template
      - Timeline Template/Example
      - Statement of Assurances
- Due Date
  - o When?
    - ▪ Completed applications must be submitted by 5 p.m. E.T. on October 31, 2023.
      - DCA DRM reserves the right to reject any application submitted after the deadline listed above.
  - o Where?
    - ▪ Online
      - Applications may be submitted via email to DRM.BPFApplication@dca.nj.gov
    - ▪ In Person
      - DCA DRM staff will be set up in the lobby of the DCA building located at 101 South Broad Street, Trenton, NJ 0862, on October 31, 2023 to accept hand delivered applications.
        - o Completed paper application with supporting documentation or a completed application on a flash drive that includes supporting documentation are both acceptable.

Application Questions

- Any questions regarding the BPF or the application will have to be submitted in writing by September 15, 2023.
- Questions must be submitted to: DRM.BPFApplication@dca.nj.gov
- Answers will be posted on the DCA Website by September 22, 2023.

Additional Information

- Application Assistance
  - A Technical Assistance Webinar will be held on August 29, 2023, over Microsoft Teams.