



City of Dania Beach
FLORIDA

November 8, 2010

Department of Environmental Protection
Florida Coastal Management Program, MS47
Attn: CPI Applications
3900 Commonwealth Blvd
Tallahassee, FL 32399-3000

Via Federal Express

Re: Coastal Partnership Initiative Grant Application

To Whom It May Concern:

Enclosed please find one original, four copies and an electronic PDF version on disk for the Coastal Partnership Initiative Grant.

Sincerely,

Colin Donnelly
Assistant City Manager

"Broward's First City"

A. TITLE PAGE

Project Title: Dania Beach Waterfront Rehabilitation
CPI Initiative Priority Area(s): Working Waterfronts, Resilient Communities, Access to Coastal Resources
Applicant Name and Name of Partner Entity (if applicable):
City of Dania Beach

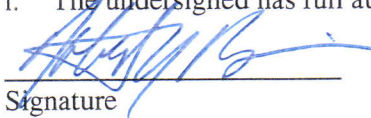
Official Contact Name: Robert Baldwin
Title: City Manager
Phone/Fax: 954-924-6800
Email Address: rbaldwin@ci.dania-beach.fl.us
Postal Address: 100 West Dania Beach Boulevard
Dania Beach, FL 33004
Applicant DUNS Number: _____

Proposed Project Manager Name: Dominic Orlando Email: dorlando@ci.dania-beach.fl.us

Certification Statement

“By signing this title page, the undersigned certifies that:

- a. This application is in all respects fair and submitted in good faith without collusion or fraud;
- b. If selected through this application process, the recipient will work in good faith and in partnership with the Florida Coastal Management Program to manage its subgrant in a timely and accurate manner;
- c. Any funds awarded as a result of this application process will not be used to supplant or replace any state or local funds;
- d. Any funds awarded as a result of this application process will not be used as matching funds to apply for or receive other federal funds;
- e. No federal funds will be used as match for funds awarded as a result of this application process;
- f. The applicant local government’s adopted comprehensive plan has been found to be in compliance with Chapter 163, Part II, F.S.;
- g. [If construction is proposed] The applicant has conducted preliminary consultation with appropriate federal, state, regional and local regulatory agencies regarding any construction proposed in the application and has documented the results of the consultation in the Permitting Requirements section of the Work Plan;
- h. [If construction projects, habitat restoration or invasive species removal are proposed] The property on which these activities will take place is owned or leased by the applicant or the applicant holds a sufficient easement; and
- i. The undersigned has full authority to bind the applicant.”

 _____ Robert Baldwin, City Manager _____ 11/8/10
Signature Name & Title Date

If applicant is a Florida college, community college, state university, regional planning council, national estuary program or non-profit group, include the signature, name, and title of contact for partnering entity; the name of the eligible county or city partner; and the date.

N/A _____
Signature of Partner Name & Title County or City Partner Entity Date

B. PROJECT LOCATION MAP

Include a project location map no larger than 8½” x 11”.

(10 pts.)*



* NOTE: The maximum number of points for scored application components is indicated in each section.

C. WORK PLAN (Expand text boxes as needed, keeping within the 10-page Work Plan limit)

This section describes the project and cannot exceed 10 single sided pages or 5 double sided pages. If letters of support or other materials are submitted to address the Work Plan components below, these items will count toward the maximum 10 pages of the application Work Plan; any additional pages or Appendices will be discarded and not considered in the evaluation of the application. The Title Page, Location Map, Budget and Budget Narrative do not count toward the 10-page limit of the Work Plan.

1. PROJECT DESCRIPTION.

a. Describe in detail the activity or work to be conducted; include project location information. **(15 pts.)**

This project is located at the Dania Beach waterfront, the easternmost portion of Dania Beach, situated between John U. Lloyd State Park to the North and the City of Hollywood to the south. The project site consists of the City's public beach and accompanying facilities including a vegetated beach dune, a parking lot with lighting and landscaping, restroom facilities and a pier with a restaurant. The beach waterfront lies adjacent to a City marina with associated parking, a small city park, a private restaurant and an FAU research facility.

The existing waterfront facility provides public access to the beach but City staff and local residents have voiced consistent complaints that need to be addressed, namely:

- Deteriorating infrastructure such as parking, lighting and bathroom facilities may discourage some users from visiting the beach.
- Existing dune vegetation is not adequately providing erosion protection, needs invasive species treatment and poses significant safety and maintenance concerns.
- Previous major storm events have damaged the waterfront infrastructure and severely eroded the beach.
- Minor storm events currently transport sand into the parking area due to their straight orientation (perpendicular to beach) and lack of dune walkovers.
- Existing parking lot lights are visible from the beach and may have a negative impact on sea turtle nesting activities.
- Stormwater management from the existing parking lot is not being treated in accordance with current state standards for new permits (site predates requirements).
- Parking lot has minimal vegetation with little canopy cover.
- Site does not have strong visual appeal or continuity with the look of other City facilities.
- Site does not provide ADA access to the beach.
- There is no designated pedestrian or bicycle access from the north or the south.

The proposed project consists of developing a master plan for the rehabilitation and enhancement of the City's waterfront, with these major focus areas:

1. Enhancing the aesthetics, functionality and safety of the site
2. Increasing the appeal of the site to local residents and tourists, especially families
3. Assessing potential impacts from climate change and storm activities and accommodating for these scenarios in waterfront design
4. Enhancing the environmental quality of the site including public education
5. Improving the connectivity for pedestrians and bicyclists to the surrounding area

Specifically, the City will use the grant funding to contract with planning and engineering design firms to create a master plan for the reconstruction of the site.

- b. Describe specific project objectives, tasks, and deliverables and related timelines for each. Objectives and tasks should clearly relate to the project description. **(20 pts.)**

The proposed project's objectives are those stated in the project description:

1. Enhancing the aesthetics, functionality and safety of the site
2. Increasing the appeal of the site to local residents and tourists, especially families
3. Assessing potential impacts from climate change and storm activities and accommodating for these scenarios in waterfront design
4. Enhancing the environmental quality of the site including public education
5. Improving the connectivity for pedestrians and bicyclists to the surrounding area

The major tasks required to accomplish these objectives consist of the following:

1. Stakeholder Coordination
 - A. Coordinating with stakeholders including City residents and local interest groups to articulate the priority design components of the site. Coordination will take the form of public involvement meetings with local residents and presentations at local interest group meetings.
 - B. Coordinating with regulatory agencies to identify likely permitting requirements and agency concerns. Regulatory agencies identified for coordination include:
 - US Fish and Wildlife Service and Florida Fish and Wildlife Conservation Commission- *sea turtle and other wildlife issues*
 - FDEP - *CCCL and drainage issues*
 - Broward County - *applicable site development regulations*
 - C. Identifying opportunities to incorporate recommendations from existing local, County and regional planning initiatives including:
 - The City's comprehensive plan
 - Broward County Climate Change Action Plan
 - Broward County Bicycle and Pedestrian Advisory Committee
 - Broward County Land Use Plan
 - FDEP Statewide Comprehensive Outdoor Recreation Plan
2. Feasibility Analysis
 - A. Coordinating with City and County staff on design principles. This coordination will include:
 - Working with County law enforcement (Broward Sherriff's Office) to incorporate Crime Prevention Through Environmental Design (CPTED) measures into design concepts.
 - Working with city Fire Department to identify fire protection and rescue needs.
 - Working with City Public Services Department to identify maintenance concerns and preferences for access, facility layout, utility preferences.
 - Working with the City Parks and Recreation Department to determine typical and anticipated use of the site including preferred amenities and needs to accomodate special events.
 - Working with Community Development Department to identify code requirements and City preferences for lighting, landscaping and aesthetics.
 - B. Performing an economic feasibility analyses to determine funding mechanisms and limits available for the project's design and construction, along with projected revenue from the beach rehabilitation from sources both direct (parking, restaurant and other private vendor lease fees) and indirect (increased local tourism, increased use of adjacent City marina).
 - C. Performing engineering studies and feasibility analysis including:

- Identifying stormwater management requirements
- Identifying lighting requirements to protect sea turtles
- Identifying wildlife usage and native habitat
- Identifying parking requirements
- Identifying landscape requirements
- Identifying utility requirements including extensions and upgrades
- Performing storm event and sea level rise hydrodynamic modeling to assess potential effects
- Identifying potential storm and sea level rise resiliency measures to incorporate into the rehabilitation

3. Conceptual Plan

- A. Developing conceptual designs that incorporate stakeholder interests, meet regulatory requirements and adequately address the three major focus areas listed above.
- B. Conducting design charrettes for local residents, City staff and City elected officials to allow stakeholder input on initial design alternatives
- C. Producing a final set of conceptual design plans that incorporate the following disciplines and components:
 - Paving and grading
 - Drainage
 - Utilities
 - Structures including buildings, walkways and dune walkovers and signs
 - Lighting
 - Landscaping

Design work will depict conceptual layouts, typical sections and specifications for key components such as turtle-friendly lighting

- 4. Assisting the City with the development of bid documents to contract the development of final design and construction plans

The following deliverables with timelines are projected for the proposed project:

1. **Summary of stakeholder concerns.** This is a short report that summarizes the findings of the stakeholder coordination meetings, regulatory coordination and planning initiative identification described in Task 1.

Timeline: Stakeholder coordination and site requirement determination activities will begin immediately upon availability of funds on July 1, 2011 (or before if independent City funding is available). The summary report of stakeholder concerns is scheduled to be completed on or before October 2011.

2. **Feasibility analysis report.** This activity involves cross-disciplinary studies of key engineering, economic and design constraints and requirements of the site. Specific activities include those identified in Task 2.

Timeline: Feasibility studies will begin immediately upon availability of funds on July 1, 2011. The feasibility analysis and site assessment report is scheduled to be completed on or before January 1, 2012.

3. **Conceptual plan.** The conceptual plan includes a written narrative and a set of design plans depicting all of the major proposed site components (paving and grading, stormwater management,

landscaping, lighting, structures and utilities). The conceptual plan components will include typical sections, details and designs, renderings and plan-view layouts. Specific activities required to produce the plans are identified in Task 3.

Timeline: Development of the conceptual plan will begin upon completion of the stakeholder concerns and feasibility analysis/site assessment reports; no later than January 1, 2012. The conceptual plans will be completed on or before April 30, 2012.

4. **Request for Proposals for Design.** Upon completion of the Conceptual Plan, a request for proposals (RFP) will be prepared to solicit bids from engineering firms to develop design and construction plans for all of the proposed site components, as well as all site permits and preparation of construction bid RFP and construction administration. Task items follow Task 4.

Timeline: The creation of the design RFP will begin in the final stages of the development of the conceptual plan, on or before April 1, 2012. The RFP will be complete and ready for advertisement by May 30, 2012.

2. PROJECT NEED AND BENEFIT.

- a. Explain the demonstrated need, which the project addresses.

(25 pts.)

The needs of the project are as stated in the Project Description:

The existing waterfront facility provides public access to the beach but City staff and local residents have voiced consistent complaints that need to be addressed, namely:

- Deteriorating infrastructure such as parking, lighting and bathroom facilities, along with vegetation layout that is visually obstructive creates safety risks and may discourage some users from visiting the beach.
- Existing dune vegetation is not adequately providing erosion protection, needs invasive species treatment and poses significant safety and maintenance concerns.
- Previous major storm events have damaged the waterfront infrastructure and severely eroded the beach.
- Minor storm events currently transport sand into the parking area due to dune pedestrian pathway orientation perpendicular to beach and lack of dune walkovers.
- Existing parking lot lights are visible from the beach and may have a negative impact on sea turtle nesting activities.
- Stormwater management from the existing parking lot is not being treated in accordance with current state standards for new permits (site predates requirements).
- Parking lot has minimal vegetation with little canopy cover.
- Site does not have strong visual appeal or continuity with the look of other City facilities.

Demonstration of these needs is provided by specific reports from the Broward County Sheriff's Office, the Parks and Landscape Maintenance Supervisor, the City Fire Chief and the City Environmental Consultant.

Due to space requirements for this grant application, these reports could not be included so they are summarized below. Following the report summaries is a series of photos depicting existing site conditions.

- **October 6, 2010 Report from Detective Richard Tarrant of the Broward Sheriff's Office:**

The vegetation along the edge of the parking lot obstructs the view of public safety patrols. The vegetation currently provides homeless overnight shelter and may be used by criminals for concealment. Overgrown vegetation around bathroom facilities also provide similar cover and make these areas difficult to secure. Recommendations include replacement of tall, dense vegetation with low, maintained vegetation, and installation of security cameras and installation of cautionary signs in the parking lot. The site assessment performed and recommendations given are in accordance with the Crime Prevention through Environmental Design assessment methodology.

- **October 5, 2010 Report from Joseph Fernandez, Dania Beach Fire Chief:**

The current configuration of the waterfront restricts access to emergency response vehicles to the beach area. Currently, rescue units do not have a vantage point to observe the beach or to access the beach with rescue equipment. These scenarios hinder the coordination between emergency respondents and ocean rescue personnel and increase the response time for hazardous incidents and fire. Recommendation is for reconfiguration of the waterfront to provide for improved visibility for and access of emergency vehicles.

- **October 7, 2010 Report from Leah Connolly, Dania Beach Parks and Landscape Maintenance Supervisor:** The current configuration of vegetation requires frequent maintenance beyond the City's capability to handle. Accordingly, the beach area is consistently overgrown, providing an unsightly appearance. Evidence of homeless encampment within vegetated areas is common. The current layout of the dune walkways and lack of ability of existing vegetation to effectively hold dune sand allows sand to routinely blow or wash into the parking lot, destabilizing the dune and creating another unsightly maintenance issue. Recommendation is to rehabilitate the dune area to replace vegetation with species that provide better erosion control and less maintenance and reconfigure sand pathways to reduce washover/blowover off of the beach and into the parking lot.

- **October 13, 2010 Report from Metric Engineering, Environmental Consultants for the City of Dania Beach:** The existing layout of the beach provides some environmental value but has several major issues that are negatively affecting the environmental quality of the beach. Several of the parking lot lights shine directly onto the beach, and are at a height and proximity which cannot be shielded by vegetation. The existing dune vegetation has several large areas of invasive species, and is not sufficiently acting to prevent sand erosion by wind or wave action. The height of some of the seagrape shrubs along the dunes makes them susceptible to overturn by wave action during a storm, which would have devastating impacts on the dune. The density of the seagrape canopy in certain areas along the edge of the parking lot is such that no ground cover is found beneath them and thus the dunes show high erosion rates in these areas. Runoff from the parking lot is currently untreated and may be contributing to the degradation of the adjacent Intracoastal Waterway. The configuration of beach access pathways through the dunes are at the low points in the dune and are perpendicular to the beach with no curvature, underlying vegetation or raised walkway. This configuration facilitates the loss of sand from the beach into the parking lot from wind and wave events. The parking area currently provides minimal canopy cover. This increases the heat from the parking lot (urban heat island effect) and does not capitalize on the opportunity to add native vegetation to this

area. Recommendations are to retrofit existing parking lot lights to reduce or eliminate visibility from the beach, update dune landscaping to remove invasive species and replace overgrown woody vegetation with a combination of sea oats, railroad vine small shrubs and similar native plants, reconfigure beach access paths to add "U or "S" curves and/or elevated walkovers to minimize impacts to dune vegetation and loss of sand, and add additional landscaping to the parking area to increase the total canopy cover of the beachfront site. An additional recommendation is to install educational kiosk or other displays to educate users on importance of not disturbing dune vegetation, addressing sea turtle lighting and turtle hatchling protection and related local resource protection concerns.

Site Photos



Sand from the dunes and the beach are being transported into the parking lot, causing maintenance issues and loss of beach area. Adjustments to beach access points will keep sand on the beach. The use of dune walkovers and/ or wheelchair access mats will improve accessibility to the beach, especially for disabled visitors.



Parking lot lighting indirectly lighting the adjacent beach during sea turtle nesting season



Example of invasive species growth (scaevola), bare sand areas on dune within areas designated for dune vegetation.



Open areas within overgrown vegetation that serve as refuges for homeless encampment and undesirable activities at the beach.



Deficient bathroom facilities: non-ADA compliant, poor aesthetics, overgrown vegetation poses safety concerns.



Shoreline erosion: on the beach, nearly all of the sand replenished after Hurricane Wilma has been lost (note several foot drop-down at edge of life guard stand).



Dune erosion: lack of adequate vegetation/sand retaining features allow backside of sand dune to erode into parking lot.

b. Explain how the proposed project meets the purpose of at least one CPI priority area. (10 pts.)

The proposed Dania Beach Waterfront Redevelopment project meets the purpose of three CPI priority areas. The explanations for each are as follows.

1. **Resilient Communities.** In 2005 the beach (Dania's only beach area) was renourished to offset the ongoing erosion caused by interruption in the littoral transport by Port Everglades as well as impacts from Hurricane Wilma. Since the renourishment project the majority of the beach has eroded to previous conditions with a narrow and in some cases reduced berm elevation. In the event of another major storm (or continued smaller events over time), the beach could further erode or possibly breach and damage to nearby infrastructure and natural habitat including mangroves and seagrass could increase. The sea level rise combined with the effect of storm surge will allow waves to propagate further and impact larger areas. This project will include modeling of potential storm events and sea level rise for various return periods along with the incorporation of storm and sea level abatement tactics which may include increasing and enhancing dune vegetation, adding structural protection (such as a "wavebreak wall" at the edge of the parking lot to reduce storm impacts further landward and reduce erosion from minor storms), upgrading utility and other infrastructure components to hurricane-resistant types and increasing public knowledge and awareness of potential effects of storm events and sea level rise and measures to take to mitigate the effects.

2. **Coastal Resource Stewardship.** As part of the proposed Master Plan for beach redevelopment, the City will include plans for removing invasive vegetation, enhancing dune vegetation for habitat and erosion control, increasing landscape vegetation in the parking lot and throughout the beachfront area, improving water quality through stormwater management, addressing beach illumination during sea turtle nesting season and including environmental education information on kiosk displays.
3. **Access to Coastal Resources.** The proposed project will include the addition of several site amenities specified under this category to include handicap accessibility, dune crossovers, improved pedestrian and bicycle access, lighting, information kiosks and possibly more depending on stakeholder interest, such as bike racks, benches and picnic tables.

- c. Discuss the extent to which the project will improve the management and protection of coastal resources. (25 pts.)

The project will improve the management and protection of coastal resources by addressing key environmental concerns that have not been previously addressed on the site due to the age of the facility and the absence of rehabilitation activities since key environmental research and understanding, planning initiatives and regulations have come into effect. Specific management and protection issues addressed include:

- Increasing the stability of the coastal dune by adding dune walkovers and reconfiguring access pathways, enhancing vegetation and adding storm protection measures
- Enhancing the natural vegetation habitat on the coastal dune
- Increasing the tree canopy in the parking area (reducing urban heat island effect, reducing greenhouse gases, improving air quality)
- Improving nesting/hatchling habitat for sea turtles by reducing beach lighting
- Improving water quality by retrofitting the parking lot to meet current stormwater management water quality standards
- Increasing public environmental awareness through the installation of kiosks and similar educational displays

- d. Discuss how project is feasible and can be completed within one year. (10 Pts.)

The project's feasibility is apparent by its accepted scope of using an established planning company (or team of companies) to perform a master plan, similar to what many communities have already completed. The existing capability, availability and expertise of local firms to perform this work is abundant, especially given current availability of work for these companies. There are no outside time constraints (such as permits or other approvals) which could hinder the progress of the project beyond the control of the City. Further, this grant application was developed with technical support from an engineering planning firm, experienced and capable in identifying typical and achievable timelines, typical and necessary tasks and deliverables and budget requirements.



City of Dania Beach FLORIDA

November 8, 2010

Department of Environmental Protection
Florida Coastal Management Program, MS47
Attn: CPI Applications
3900 Commonwealth Blvd
Tallahassee, FL 32399-3000

Re: Coastal Partnership Initiative Grant Application

To Whom It May Concern:

The City of Dania Beach is seeking \$30,000 in CPI grant funding to assist the creation of a beach master plan. This project has the support of the Dania Beach City Commission.

Sincerely,

C.K. McElyea, Mayor
City of Dania Beach

Robert Baldwin, City Manager
City of Dania Beach

"Broward's First City"

BUDGET and BUDGET NARRATIVE**(15 Pts.)**

Type dollar amounts only in applicable categories (round to nearest dollar; no cents) and leave other categories blank. A recipient will be required to provide 100% (1:1) matching funds, cash or in-kind. No more than one-half (50%) of match can be provided by a third party.

<u>Budget Category</u>	<u>FCMP Funds</u>	<u>MATCH Funds</u>
1. Salaries	_____	_____
2. Fringe Benefits	_____	_____
3. Travel	_____	_____
4. Equipment	_____	_____
5. Supplies	_____	_____
6. Contractual Services	<u>\$30,000</u>	<u>\$30,000</u>
7. Other Expenses	_____	_____
8. Indirect Charges	_____	_____
FCMP Total	<u>\$30,000</u>	
Match Total		<u>\$30,000</u>
Total FCMP & Match Funds	<u>\$60,000</u>	

If budget exceeds the amount shown on the "Total" line above, indicate the total project cost: \$109,800
 (Balance will be paid through City funds)

BUDGET NARRATIVE: Describe line items for each applicable budget category shown above. Provide sufficient detail to show cost relationship to project activities for both FCMP and match items. **Indirect costs are not allowed as match.**

Total FCMP Funds Requested \$30,000

Salaries: \$0

Fringe Benefits: \$0

Travel: \$0

Equipment: \$0

Supplies: \$0

Contractual Services: The FCMP funds will be used to fund contractual services to hire a professional planning firm to perform the Beach Waterfront Masterplan tasks as listed in item b of the Workplan. The cost and hours estimates were developed with the assistance of a professional planning and engineering firm. Per

City requirements, the masterplan contract will be issued as an RFP for competition from regional planning and engineering firms.

An estimation of hours/costs for the services covered by the grant, based on industry average hour requirements and fees are as follows:

- Feasibility analysis components:
 - Engineering studies/analysis for stormwater, parking, lighting, landscape and utilities: 100 hours/\$15,000
 - Storm event and sea level rise modeling: 80 hours/\$15,000

Other Expenses: \$0

Indirect Charges: \$0

Total Match (and additional) Funds: \$79,800

Salaries:

Fringe Benefits:

Travel:

Equipment:

Supplies:

Contractual Services:

- Stakeholder coordination:
 - Public meetings: 18 hours/ \$5,400
 - Regulatory agency coordination: 18 hours/ \$3,200
 - Research on applicable local/regional planning efforts: 16 hours/ \$2,900
- Feasibility analysis components:
 - Coordinating with City and County staff on design principles/requirements: 24 hours/\$2,900
 - Economic feasibility analysis: 70 hours/ \$10,500
 - Engineering studies/analysis for stormwater, parking, lighting, landscape and utilities: 160 hours/\$21,100
- Conceptual plan design: 185 hours/\$22,200
- RFP development: 80 hours/\$9,600
- Ancillary costs for printing, presentation supplies: \$2,000

Other Expenses:

NOTE: Project costs will be evaluated for reasonability, and the application is eligible for up to 10 points based on the evaluation of costs.

COASTAL PARTNERSHIP INITIATIVE

www.dep.state.fl.us/cmp/grants/index.htm

GRANT APPLICATION

Refer to Rule Chapter 62S-4, Florida Administrative Code, available at <http://www.dep.state.fl.us/cmp/grants/index.htm> for information on funding requirements and evaluation criteria.

Eligible applicants for the Coastal Partnership Initiative are local governments of the 35 coastal counties and all municipalities within their boundaries required to include a coastal element in the local comprehensive plan. Florida colleges, community colleges, state universities, regional planning councils, national estuary programs and non-profit groups may also apply, as long as an eligible local government agrees to participate as a partner.

Submittal Requirements

1. One application per applicant may be submitted per grant cycle (i.e., one application per county, city, or other eligible applicant.)
2. Applicants may request:
 - a) no more than \$30,000 and no less than \$10,000 for planning, design and coordination activities; and
 - b) no more than \$60,000 and no less than \$10,000 for construction projects, habitat restoration, invasive exotic plant removal, and land acquisition. These projects cannot involve planning/coordination tasks or components.
3. Non-profit groups are not eligible to receive funds for construction projects, invasive exotic plant removal, habitat restoration, or land acquisition. Applications submitted by non-profit groups that propose these activities (as listed in 62S-4.004(2)(c)) will be disqualified.
4. Funding is available only for project work initiated and completed during a 12-month period beginning July 1 and ending June 30.
5. One original, signed application must be submitted along with four copies of the application and one CD/DVD copy of the application.
6. All applications must be submitted on the CPI Application Form.
7. Applications must be submitted in person, by certified or registered mail or by courier service by 4:00 p.m. on the date identified in the notice of availability of funds to:

Department of Environmental Protection
Florida Coastal Management Program, MS 47
ATTN: CPI Applications
3900 Commonwealth Blvd., Tallahassee, FL 32399-3000

Faxed, electronic, or late applications will not be considered and will be disqualified.