



**Application for the Beach Cleaning and Maintenance  
Assistance  
Program for Fiscal Year 2018**

**Beginning September 1, 2017**

Texas General Land Office  
George P. Bush, Commissioner  
P.O. Box 12873  
Austin, Texas 78711-2873

City or county making application (applicant):
Name and address of administrative body responsible for beach cleaning:
Name, organization, and title of official with day-to-day responsibility for project:
Name, address, and title of official authorized to receive state reimbursement:

The applicant understands and agrees that the requirements set forth in Section 61.069 of the Texas Natural Resources Code must be met, and the applicant expressly pledges and represents that it has met or will meet the requirements through the following:

1. The applicant has a duly constituted beach park board or like body with adequate authority to administer an effective program of keeping the public beaches under its jurisdiction clean. (OBA §61.069 (1))
2. The applicant shall provide for receipt of all project funds by its treasurer or like official who shall adequately safeguard such funds and assure same are expended solely for project purposes. The applicant agrees to reimburse the General Land Office for any project funds lost or spent for non-project purposes. (OBA §61.069 (2))
3. The applicant shall submit such reports as to amounts and types of project expenditures as may be required by the General Land Office. (OBA §61.069 (3))
4. The applicant provides free entrance to all public beaches within its jurisdiction. (OBA §61.069 (4))
5. The applicant operates and maintains one or more coastal parks which are satisfactory to the General Land Office with respect to size and facilities. (OBA §61.069 (5))

## Application for the Beach Cleaning and Maintenance Assistance Program

Total linear feet of beach to be cleaned \_\_\_\_\_

1.	Equipment rental, litter and debris removal	\$	_____
2.	Labor, litter and debris removal		_____
3.	Signs, litter-related		_____
4.	Supervision, litter and debris removal		_____
5.	Solid waste collection and disposal, including purchase of containers		_____
6.	Portable toilet rental and servicing		_____
7.	Barricades, bollards, and traffic signs		_____
8.	Lifeguard expenses		_____
9.	Litter patrol expenses		_____
10.	Beach patrol expenses		_____
11.	Administration		_____
TOTAL		\$	_____

Amount of state assistance requested for current state fiscal year (may not exceed two-thirds of amount shown in line above as provided by Section 61.076 of the Texas Natural Resources Code): \$ \_\_\_\_\_

The General Land Office reserves the right to require of the applicant any additional evidence it may deem necessary for the approval of the application or management of the program.

Supporting documents: **(The application is incomplete unless the following documents are included.)**

**Mark the applicable box** as the corresponding document is included with the application.

- ☐ A current resolution authorizing application for funds and vesting an official with full authority to act for purposes of the program.
- ☐ A Texas Department of Transportation county map upon which are delineated the public beaches to be cleaned and the linear feet of beach therein.
- ☐ A site plan of applicant's beach park which meets the minimum requirements established by the state.
- ☐ A certified copy of documentation establishing a beach park board or like body.
- ☐ A current written statement attesting that the maintenance to be provided is consistent with the applicant's community adopted plan for Beach Access and Dune Protection.
- ☐ A current written statement acknowledging that compliance with the regulations for collection and expenditure of beach user fees, contained in Section 15.8 of the state's beach access and dune protection regulations, is a requirement of the program.
- ☐ A current written statement that the applicant will supply an adequate number of garbage and litter receptacles for that area of the beach which the applicant cleans and maintains in this program. Receptacles for recyclables are suggested, but not required.
- ☐ A current list, adopted by the governing body, of the equipment rates to be charged per hour or per day which also indicates whether with or without operator and which includes portable toilets, if provided.
- ☐ A current beach-cleaning proposal describing the cleaning and maintenance operations at the beach.

\_\_\_\_\_ acting by and through \_\_\_\_\_  
Applicant Official

hereunto duly authorized, submits this application and certifies its contents are true and correct, and agrees to the above terms and conditions.

by \_\_\_\_\_  
Name Signature  
\_\_\_\_\_  
Title Date

## Application Checklist

### For State Assistance in Cleaning and Maintaining Public Beaches

Review the following prior to submitting the Application for State Assistance in Cleaning and Maintaining Public Beaches. Each bulleted item is required to process the application; the text following each item explains how to comply with the requirement. **Incomplete applications will not be approved.**

**The Original Application.** The 2-page application containing the vested official's original signature must be submitted. Emailed or photocopied applications are acceptable during the agency's review period, but aren't eligible for use in the final contract. The attachments to the application do not have to be originals. **Note: The application must be signed by the person/official authorized by the resolution to apply for funds.**

**A Signed Resolution.** Ensure the resolution authorizes the application for program funds and declares an official with full authority to act for purposes of the program.

**An Estimate of Expenditures.** Provide the total amount of projected expenditures on the space adjacent to "Total;" this amount is the sum of the expenditures above it (i.e. equipment, labor, supervision, administrative, etc). Provide the amount of state assistance being requested on the line following the "Total" projected expenditures line. This amount may not exceed 2/3<sup>rd</sup>s of the "Total" projected expenditures.

**A Current Equipment Rate Sheet.** List all equipment items used; equipment not listed on the contract rate sheet will not be approved for reimbursement. Therefore if four Chevy pickups are used, the equipment rate sheet should indicate such. Indicate whether rates are with or without an operator. If an operator's wages are included, indicate the dollar amount per hour included in the equipment rate. **Do not include rental equipment on the equipment rate sheet.** The agency has the discretion to request documentation for how each equipment reimbursement rate was calculated in order to ensure the rate does not exceed expenditures. **Be prepared to provide justification for the agency to approve your equipment rates.**

Each piece of equipment must be adequately described before the agency will approve the item's rate as reasonable. An adequate description should provide the equipment's make and model, horsepower, wheel type (crawler or tires), capacity (bucket size), and attachments (rake/tiller). **Note: Equipment rates must be approved by resolution or other similar record of official action.**

**A Garbage and Litter Receptacle Statement.** A statement assuring an adequate supply of garbage and litter receptacles will be provided for the community's total linear footage of beaches.

**A Beach Dune Rule Compliance Statement.** A statement acknowledging that beach cleaning and maintenance is consistent with the applicant's Beach Dune Plan.

**A Beach User Fees Regulations Compliance Statement.** A statement, pledging adherence to the regulations for collection and expenditure of beach user fees in Section 15.8 of the Texas Administrative Codes. Accompany the statement with a declaration of compliance to Beach User Fee Reporting requirements. **Note: The garbage litter statement, beach dune rule statement, and beach user fees statement may all be included on the same document.**

**A County Map.** A map that plainly marks/highlights the beaches to be maintained and has the linear footage written on the map. **Note: TxDOT map(s) will be provided to you by the agency, if requested. Please contact us, if needed.** For TxDOT maps, see [http://www.txdot.gov/travel/county\\_grid\\_search.htm](http://www.txdot.gov/travel/county_grid_search.htm). Google Earth maps may be used if preferred, see <http://earth.google.com/>. Submit the notated maps with the application packet. Additional maps (non-TxDOT or Google Earth) may be submitted in addition to the acceptable maps detailed above.

**A site map of all applicable beach parks.** A current, preferably updated within 2 years, site map is required. A site map should detail the location of shower areas, restrooms, parking areas, potable water, and any other facilities provided.

**A beach-cleaning proposal (BCP).** A summary of the maintenance activities being performed by the community. Detail the amount of staffing, trash pick-up procedures, labor and patrol schedules, special events, special/seasonal maintenance, etc. BCP's should be updated periodically and must be thorough enough for the GLO to ascertain what maintenance is being performed. Most BCP's are two pages or less. The summary should be titled as a beach-cleaning proposal or equivalent.

Remember to include a date and have the BCP signed by either the vested official or official with day-to-day responsibility as listed on the cover of the application. **Note: A community's Beach Dune Protection and Beach Access Regulations may not serve as a beach-cleaning proposal unless the maintenance activities describe therein are current (written no more than 3 years ago) and detailed.**

**Miscellaneous.** Other supporting documentation to the application is welcomed but not required. **Note: For any of the above items designated as "on file," indicate the original fiscal year they were provided.** If the original fiscal year is not indicated, the items cannot be transferred into the current file and the applicant must re-supply the document.

Failure to include the required documentation will delay approval of the application. The General Land Office, as the agency authorized to enforce the program's rules, has the discretion to require of the applicant any additional evidence it may deem necessary for the application or management of the program. (31 TAC §25.3)

## Instructions for Texas Department of Transportation County Maps and Beach Park Site Maps

The agency requests that Texas Department of Transportation (TxDOT) County Maps be used to designate the beach areas your community maintains and the linear feet of those beaches. Use the following instructions to meet your community's county map and site map requirements for the Beach Maintenance Reimbursement Fund Program. **If you need maps to work from, please contact us.**

- A. For each TxDOT County map (full-scale view and inset maps) or Google Earth Image, do the following:
1. Mark the eligible beach areas to be cleaned.
  2. Write the linear footage of each area.
  3. If your beach areas are separated, write the total linear footage (sum of each area) somewhere on the map.

Example:



- B. For beach park site maps, do the following:
1. Indicate the location of restrooms, shower facilities and potable water.
  2. Indicate the location of on or off-beach parking areas.
  3. Indicate any other facilities that are provided on the site map.

Return the maps and beach park site maps with the Application for State Assistance in Cleaning and Maintaining Public Beaches. Texas Department of Transportation County Maps can be accessed at [http://www.dot.state.tx.us/travel/county\\_grid\\_search.htm](http://www.dot.state.tx.us/travel/county_grid_search.htm).

Contact Troy Ridley at [troy.ridley@glo.texas.gov](mailto:troy.ridley@glo.texas.gov) or by phone at (512) 463-5168 if you have questions.