

CEPRA Cycle 6

Guidance for Completing and Submitting the Structure Relocation/Demolition Expense Reimbursement Application Form

Section I provides general information and guidance. Section II summarizes the information required for an application to be considered complete.

I. General Information

- The deadline for submission of applications for Cycle 6 structure relocation/demolition expense reimbursement eligibility consideration is **5p.m., July 1, 2009**. The General Land Office (GLO) will accept an application submitted by:

1. E-mail with the application attached as a Word document downloaded from the GLO's Coastal Erosion web page (<http://www.glo.state.tx.us/coastal/erosion.html>) and sent to the following address:

coastalprojects@glo.state.tx.us

2. Mail postmarked no later than July 1, 2009 sent to the following address:

Texas General Land Office
c/o CEPRA Cycle 6 Structure Relocation/Demolition Expense Reimbursement Application
Attn: Thomas Durnin
Coastal Resources Program Area
P.O. Box 12873
Austin, TX 78711-2873

3. Fax sent to the following number: (512) 475-0680, Attention: CEPRA Cycle 6 Structure Relocation/Demolition Expense Reimbursement Application, Attn: Thomas Durnin

GLO will send Applicants a confirmation notice after their application has been received.

- Upon being granted approval for reimbursement, Applicant will enter into a Project Cooperation Agreement (PCA) with the GLO. The PCA will outline the Applicant's obligations and the terms and conditions required for expense reimbursement claims.
- **No claims for reimbursement of costs that are incurred by Applicant prior to execution of a PCA will be accepted. The GLO cannot reimburse Applicant for the purchase of real property.**
- **Applicant must cover all expenses related to structure relocation/demolition up front.** Expenses that are eligible for reimbursement include the performance of services relating to:
 - 1) Relocation/demolition of a structure, which entails dismantling of the structure, removal of any underground utilities, and disposal of the materials in an approved landfill or recycling.
 - 2) Relocation of a structure by a building mover to another location, including removal of

underground utilities, and re-establishment of structure at new site.

3) Removal and disposal or recycling of bulkheads, riprap or similar materials associated with the structure.

4) Final site grading.

- **Applicant (or applicant's agent) shall be responsible for obtaining all required local, state or federal permits, and should be aware of timelines associated with the permit acquisition process.** Relocation/demolition work cannot begin until all applicable permits have been issued and received by the Applicant (or Applicant's agent).
- Applicant will be required to submit copies of all applicable permits as well as all expense documentation, such as invoices and receipts remitted by the contractor(s) undertaking all services relating to the relocation or demolition of the structure, in addition to proof of out-of-pocket reimbursable expenses, such as cancelled checks and/or bank statements, as supporting proof of reimbursement claim.
- Upon completion of all relocation/demolition work, the GLO will conduct an on-site inspection to ensure work has been conducted in accordance with all applicable permits, and that site has been left in an condition in accordance with the terms and conditions of the PCA. The original location site must be mitigated to the GLO's satisfaction per the PCA before any reimbursement can be made.

II. Required Information

All expense reimbursement applications submitted to the GLO must include:

1. Date of application.
2. Applicant name, permanent mailing address, e-mail address, fax and telephone numbers.
3. If different from permanent mailing address, physical address of the structure to be relocated or demolished, including subdivision (if applicable) and county.
4. If different from Applicant, name, e-mail address, and telephone number of the person who will be the primary point of contact with the GLO.
5. An indication of the type of project for which expense reimbursement is sought (either **Relocation** from or **Demolition** of structure on the public beach).
6. An estimate of the relocation/demolition expense reimbursement claim, if known.
7. The amount of any federal funds, such as Federal Emergency Management Agency (FEMA) funds, that will be applied towards the cost of relocation/demolition of the structure.

NOTE: CEPRAs funding sought through submission of this application is limited in use to projects for the relocation from or demolition of structures on the public beach. The source of state funding for Structure Relocation/Demolition Expense Reimbursement is money appropriated pursuant to the Coastal Erosion Planning and Response Act (CEPRA), Texas

Natural Resources Code §33.601 through §33.613. Section 33.603(b)(11) of CEPRAs states that the GLO shall undertake studies and projects that shall address storm damage mitigation, post-storm damage assessment, debris removal, and removal and relocation of structures from public beaches. CEPRAs requires the GLO to consider certain factors in determining whether to approve expenditure for a proposed project. The GLO has determined that the following statements listed below generally apply to the structures that are the subject of this reimbursement program. **The applicant is instructed to place a check (✓) mark beside whichever statement(s) that apply, and may also provide additional information for the GLO to consider. Note that the box by the first statement on the application form MUST be checked for the applicant to qualify for reimbursement:**

- Applicant seeks funding for the project to relocate/demolish the structure identified in this application pursuant to § 33.603(b)(11) of CEPRAs.
- The shoreline erosion rate in the area where the structure relocation/demolition project is located is two feet per year or greater as determined by the Bureau of Economic Geology of The University of Texas at Austin, which has published the Texas Shoreline Change Atlas available on line at <http://www.beg.utexas.edu/coastal/intro.htm>.
- The project to relocate/demolish the structure will lessen negative economic impacts of erosion in the area by promoting tourism in the area and improving access to the public beach.
- The project to relocate/demolish the structure will benefit public and private infrastructure, resources, and property that have been impacted or threatened by erosion. Potential benefits include storm hazard mitigation.
- The project to relocate/demolish the structure is adjacent to a current or proposed erosion response project such as a dune restoration or beach nourishment project.
- The project to relocate/demolish the structure will lessen the natural resource impacts of erosion in the area. For example, the project may lessen the negative impact of erosion on the habitat of threatened or endangered species.
- The project to relocate/demolish the structure is in response to an emergency situation.

Finally, the Applicant must identify any potential public or private co-sponsor and sources of funding, the amount of estimated funding from each source, and whether there is a commitment to the funding.