

## Oneida County Cost Share Program Shoreline Restoration program

1. Landowner to obtain, complete, and return a Cost Share application to Oneida County Land & Water Conservation Department, P.O. Box 400, Rhinelander, WI 54501. This application does not obligate the applicant or Oneida County to enter into a cost share agreement. A completed application is merely stating the landowner is interested in the cost share program and the process can start.
2. An on site visit will be scheduled. The Conservation Specialist will go to the site and perform an assessment of the site. At this point, the landowner may be present but it is not necessary. This visit will determine if the site is eligible for the cost share program.
3. If a complete assessment was not performed during the first visit, another site visit may be necessary to gather more information. That information could be for the type of existing vegetation of the area, measurements, type of soils, etc.
4. The Conservation Specialist will then meet with the landowner to exchange ideas, determine the view corridor if there is one, explain and answer questions regarding the program, future contract obligations, operation and maintenance agreement, etc.
5. A plan will be designed
6. The plan will then be shown to the landowner for their approval. Final tweaking can be made here.
7. The landowner will then be required to obtain a minimum of three cost estimates from contractors of their choice. The landowner will be given four copies of the plan; one for the landowner and three for the contractors. Quantities will be the same for all three contractors and a cost estimate sheet will be provided for completion.
8. The Land and Water Conservation Department staff will reviewed the submitted cost estimates. When the review is completed they will be scheduled on the Land and Water Conservation Committee agenda. The Committee meets once a month and depending on when the cost estimates are submitted, approval may be several

- days to up to a month. Usually the low cost estimate will be approved. The amount of the cost share is determined by the lowest cost estimate. This does not mean that the landowner must choose the contractor with the lowest estimate. If the landowner chooses to hire a contractor with a higher cost estimate, the landowner will be responsible for the difference in cost.
9. Before the contract can be signed, Oneida County must have a copy of the homeowner's insurance and the contractor's insurance.
  10. Once the Committee approves a cost estimate, it is now time to sign the contract, operation and maintenance agreement and tax form (W-9).
  11. The Land and Water Conservation Department shall be notified five working days in advance of start work.
  12. Once the work is complete, the landowner is responsible to pay the contractor. Submit paid invoices to the Land and Water Conservation Department. Invoices must have date, check number (if paying by check), paid in full written or stamped, and initials of contractor on them.
  13. The Committee must approve payment; therefore payment will be placed on the next available agenda for approval.
  14. Payment will be sent to the landowner
  15. Periodical site visits will be made over the next ten years