

PARTNERS FOR CONSERVATION COST-SHARE PROGRAM
Landowner Responsibilities

Please note you are responsible for the following:

1. Selecting a contractor. We encourage you to seek bids from several contractors. **Contractors are to be notified that this is a “public works” project and it is subject to the provisions of the Prevailing Wage Act.**
2. Making cropping plans that will allow timely installation of the practice. Implementation of the project shall occur within 6 months of signing a contract.
3. Obtaining any property rights, easements or permits that may be necessary in conjunction with this practice.
4. Notifying our office 5 days before construction is to start, so that a pre-construction meeting can be scheduled between the landowner and/or farm manager, tenant, and all contractors (both tile and earthwork). This meeting is required before construction can start.
5. Contacting J.U.L.I.E. (1-800-892-0123) for the location of underground utilities at least 48 hours before excavation begins. Be prepared to answer questions such as county, township, section, address and/or directions from nearest town, and (if possible) location where excavation will occur. A dig number will be given, which will need to be provided at the time of project checkout.
6. Locating any existing field tile in the area to be excavated **PRIOR TO CONSTRUCTION**. Unplanned tile, tile connections, and repair of damaged tile will not be cost-shared. The _____ County SWCD is not responsible for any tile damaged during construction.
7. Seeing that the practice is built according to plans and materials are used/installed according to specifications, with our assistance.
8. Notifying our office when construction is completed for a construction check-out.
9. Supplying itemized bills and material receipts (including seed tags, geotextile fabric material specifications, tile specification). Once all bills are received, the project will be submitted for payment approval from the Illinois Department of Agriculture. The cost-share payment will be provided to the landowner once payment is authorized. Any construction costs which exceed the cost-share rate estimate will be your responsibility.
10. Paying your contractor. It is your responsibility to compensate the contractor once the project is complete. The payment process could take several weeks; please do not keep your contractor waiting for money unless you have made a prior arrangement.
11. Maintenance of the cost-share project, yearly or as needed, for the life of the practice.

I acknowledge that I have read the preceding information and understand my responsibilities regarding my cost-share project.

Landowner Signature

Date

Print Name