



LNNLRCD
404 Lake Court
Dixon, IL 61021

Dear Shoreline Property Owner:

Enclosed is the kit you will need in order to complete your Shoreline Stabilization project to qualify for the **RCD's** rebate program.

Kit Contents:

- 1 Standard Operating Procedure (SOP): Rip-Rap or Vegetation**
- 1 Liability and Insurance Agreement**
- 1 EZ Guide: Step-by-step Procedure To Stabilization Success**
- 1 Application For Stabilization Rebate**

Missing any of this?? Please call the RCD Office @ 815.652.2006 before you get started! Most documents are available on our web site at www.lostlakercd.org.

For purposes of calculating your rebate, the RCD will use a rate of \$20 per linear foot of shoreline. This rate was established as of April, 2009 and may be modified by Board action. Simply stated, the rebate is **the lesser of:** your linear footage times \$20 per foot – **or** – ½ the total cost of the materials and labor for the installation of the stabilization solution for your property.

Finally, it is important that your contractor is in compliance with the Illinois Prevailing Wage Act. The RCD maintains a list of contactors who do so -you may call the office to obtain a list.

Please proceed to the **EZ Guide** and start your project.

Marty Portner
President, LNNLRCD

IMPORTANT CONTACT INFORMATION:

Administrative Manager, Becky Breckenfelder:
RCD OFFICE Phone: 815.652.2006
E-mail Address: becky.breckenfelder@lostlakercd.org

RCD SHORELINE STABILIZATION

E Z G U I D E

STEP 1. Indicate Whether You Will Participate.

Please call the office to indicate whether or not you will be participating in the program.

STEP 2. Complete and Sign the Liability Insurance Agreement.

You are required to sign this document before constructions starts. A signed contract is mandatory in order to receive the rebate as well. Make sure that you fully understand the contract.

STEP 3. Mail or Hand-Deliver the Liability Insurance Agreement to the RCD.

Our mailing address is:

**LNNLRCD
404 Lake Court
Dixon, IL 61021**

Our Office and Drop Box is located in the United Lost Lake Community (enter the West Gate) at **404 LAKE COURT. Office hours are 10-2pm Monday through Thursday.**

Once your contract is on file, you will receive a verbal acknowledgment from the office. You may then proceed to **Step 4.**

STEP 4. Arrange To Have Your Contractor(s) Bid the Work

Submit a copy of the contractor's bid that you have chosen, along with a detailed drawing of the project for board approval. It is up to you to choose the contractor to complete the work. The **SOP** in your kit should act as the definitive guide for your contractor to follow in order to complete the project so that it is "rebate-worthy". If you have a project that varies from the SOP, then you must apply for a variance (enclosed) and get board approval before proceeding further. Significant cost savings can be achieved through work done in bulk. Ask your contractor if this is an option for you.

In order to receive your rebate, it is important that your contractor provide proof of compliance with the **Illinois Prevailing Wage Act**. The RCD maintains a list of contractors who do so. Call the office to obtain the list.

STEP 5. Complete the Work

The **RCD** is available to answer your questions before, during and after the project. Call or email the office at becky@rcdinfo.com.

STEP 6. Apply For Your Rebate

Fill out the **Application For Rebate** (in your Kit).

Include:

1. Copies of a signed invoice by your contractor, indicating that it is PAID IN FULL.
2. Pictures of the project before, during, and after the work is performed.
3. Bill of lading for all material used on the job (provided by contractor).

You will be contacted to set up a date and time for an inspection of the work. Another requirement for your rebate is that the final product complies with the **SOP or variance**. Once your work has been inspected, the inspector will report to the office. The RCD office will process your application and, if all is in order, your rebate check will be issued.

STEP 7. Receive the Results Of Your Application

The RCD will either issue a rebate check, or send you a list of items that need to be corrected in order for the funds to be released to you. In most cases you will have 30 days to fix any non-compliance issues.

SEND IN YOUR REBATE APPLICATION AS SOON AS THE WORK HAS BEEN COMPLETED! THE RCD HAS ALLOCATED A SPECIFIC AMOUNT OF FUNDS FOR THE REBATE ON A 1ST COME, 1ST SERVED BASIS.

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Administrative Manager, Becky Breckenfelder:

RCD OFFICE Phone: 815.652.2006

E-mail Address: becky.breckenfelder@lostlakercd.org

**HOLD HARMLESS AND
LIABILITY INSURANCE AGREEMENT**

Re: Lost Nation-New Landing River Conservancy District:
Shoreline Stabilization Program (the "Program")

Owner(s): _____

Address: _____

Lot(s): _____

The undersigned hereby agree to save **Lost Nation-New Landing River Conservancy District** (the "District") fully and completely harmless from any and all suits, actions, claims, costs, fees, and/or judgments which might arise by reason of the making of all shoreline improvements under the Program by owner(s) or their contractors, agents, and/or employees.

The undersigned further agree during all construction periods to maintain insurance with a reputable carrier insuring owner(s) with liability and property damage insurance for no less than \$500,000 per occurrence. Owner(s) shall furnish District with a Certificate of Insurance naming District as an additional insured before undertaking any work under the Program.

Owners: _____ (Seal) Date: _____

_____ (Seal) Date: _____

Subscribed and Sworn to before me this _____ day of _____, 20__.

Notary Public

APPLICATION FOR REBATE
RCD SHORELINE STABILIZATION PROGRAM

Applicant's Information

Name _____

PARCEL #'s _____

Mailing Address _____

Phone: ____ - ____ - _____

DATE: ____/____/____

Contractor's Information

Name _____

Phone _____

No rebates can be processed or made to individual owner(s) unless the improvements are made in full compliance with the Illinois Prevailing Wage Act and the contractor has supplied District with a written verification of this fact.

Please attach proof that your project has been paid for, along with pictures of the project and bill of lading for materials. We will accept an invoice or receipt from your contractor marked PAID IN FULL, showing the full amount with line item detail for time and materials. We will contact your contractor to verify that the project has indeed been completed and paid for.

Office Use Only

Project Inspected On ____/____/____ BY: _____

Result of Inspection ____ PASSED ____ FAILED

Rebate Calculation:

Paid-In-Full Construction Cost: \$ _____ X .50 = \$ _____

RCD Maximum Rebate: _____ ft. X \$20ft. = \$ _____

Lesser Of the Two Above Amounts Is Your Rebate

Notes:
