

## Abandoned Well Sealing Checklist

Thank you for your interest in applying for the Abandoned Well Sealing Cost-Share Program with Washington County Department of Public Health & Environment. Below is a checklist of steps to assist you in the process:

- \_\_\_\_\_ Complete and submit the well sealing application form.
- \_\_\_\_\_ Once the Department receives the application, you will be contacted to set up a site visit. The purpose of the site visit is to gather information and rank the well to determine the priority of the well relative to other applicants in the county (if there are others).
- \_\_\_\_\_ After the site visit and application review, the Department will determine your eligibility status for 1) 50% of the cost of sealing the well, or 2) 100% of the cost (maximum of \$2,000 for either status).

If your application is approved after the site visit, the Department will send a grant agreement.

- \_\_\_\_\_ Sign and return the grant agreement and W-9 form.
- \_\_\_\_\_ **Once the Department receives the signed contract, you will be notified that your agreement is active, and that you can proceed with the well sealing.** Wells that have been sealed prior to execution of the grant agreement will not be eligible for reimbursement.
- \_\_\_\_\_ Obtain two bids from licensed well contractors. Proceed with well sealing from the lowest bid.
- \_\_\_\_\_ Submit a copy of both bids, along with a provided reimbursement form, the invoice from the licensed well contractor and proof of payment for sealing the well to the Department.
- \_\_\_\_\_ Depending on your eligibility, the Department will then reimburse qualified applicants for 1) 50% of the cost of sealing the well, or 2) 100% of the cost (maximum of \$2,000 for either status).

If you have any questions please feel free to contact either:

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