



Capitol Region Watershed District

595 Aldine Street • Saint Paul, MN 55104

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Application & Instructions for Well Sealing Cost-Share Funds

1. Determine if your well is located within CRWD by entering your address into our online [MAP](#)
2. Complete the information on lines 1 – 8 of the Application Form.
3. If you have any of the additional information requested in lines 9 – 13, please fill in what you can. If you don't have the information, don't worry. We are simply trying to add to the existing geology and groundwater databases.
4. Send your completed Application Form to Rachel Funke rfunke@capitolregionwd.org or mail your application to CRWD, Well Sealing Program, 595 Aldine St, St Paul, MN 55104.
5. Obtain at least 2 bids for well-sealing costs from licensed well contractors. The Minnesota Department of Health (MDH) has a list of licensed contractors available by contacting the MDH Well Management section at (651) 201-4600 or online at the [Licensed Well and Boring Contractor Directory](#). You can also search online for "Well Drilling and Service Near Me" for a listing of businesses that perform well abandonment and sealing services.
6. CRWD will send you a Well Sealing Cost-Share Grant Agreement after you submit your Application Form. Please sign and mail a *hard copy* of your Agreement to the CRWD office. You must include copies of at least two (2) bids from licensed well contractors to receive 50 % or up to \$750.00 cost-share funding. If you submit only one bid, you will be considered for only 25 % or \$375.00 of the cost-share funding. Sealed wells are ineligible for receiving cost-share funds. You cannot apply to the program and expect to receive cost-share funds without approval from CRWD prior to the start of work.
7. Once you have received approval from CRWD you will have 120 days in which to get your well sealed and turn in the required documentation. *PLEASE NOTE:* If you do not submit all necessary documentation within 120 days, including a copy of the completed "Well and Boring Sealing Record" prepared for you by your contractor and a paid receipt from your licensed well contractor, you will NOT be reimbursed.
8. After all your paperwork is correctly submitted, the CRWD Board of Managers will authorize your reimbursement payment, at their regularly scheduled meeting occurring the third Wednesday of each month. A check will be processed and mailed to you.

