

**Guidelines:**

- To be eligible for District Cost Share Program (DCSP) the property must be located in DeKalb County.
- **An application for DCSP for Well Capping MUST BE APPROVED by the DeKalb County Soil & Water Conservation District (SWCD) Board of Supervisors prior to any work being started.**
- Work must be completed by a licensed well driller.
- Payment will be made based on whichever is less: 75% of the total cost or a maximum payment of \$500 for wells 4 inches and larger or a maximum payment of \$300 for wells up to and including 2 inches.
- A maximum of 2 wells per individual/household.
- Work must be completed within one year of the date the application was approved by the DeKalb County SWCD Board of Supervisors.

**Step-by-step instructions for participating in the program are as follows:**

1. Complete an application for participation in the DCSP for Well Capping. Applications can be picked up at the DeKalb County SWCD office at 942 W 15<sup>th</sup> Street, Auburn, IN 46706, or mailed out by contacting DeKalb County SWCD personnel at (260) 925-5620 extension 3.
2. **Return the completed application to DeKalb County SWCD, 942 W 15<sup>th</sup> Street, Auburn, IN 46706.**
3. A member of the DeKalb County SWCD will contact you to verify the location and number of abandon water wells to be plugged.
4. After verification the completed application will be taken to the monthly DeKalb County SWCD board meeting for approval of participation in the program. (The DeKalb SWCD Board meets the 3<sup>rd</sup> Thursday of each month. Applicants are welcome, but not required, to attend.) You will be notified when your application is approved.
5. Applicant is responsible for payment due to the contractor. Reimbursement will be made directly to the applicant whose name is on the application upon completion of the requirements of the program.
6. After notification that your application has been approved you can then have the water wells plugged. **(You are not eligible for cost share funds if work is started prior to having approval for participation in the program by the DeKalb SWCD Board)**
7. Once work has been completed it is the responsibility of the applicant to notify DeKalb County SWCD by submitting a copy of the paid receipt for work completed.
8. DeKalb County SWCD will verify the work has been completed per terms of the program.
9. Upon verification of work being completed applicants file will be taken to the DeKalb County SWCD Board meeting for payment approval.
10. Upon DeKalb County SWCD Board approval for payment reimbursement will be sent to the applicant whose name appears on the application.