



## Steps for Dakota County Well Seal Cost Share Program

1. **Applicant** confirms that their well is grant eligible:
  - Well is not already sealed
  - Well is not on property that is "For Sale" or being prepared "For Sale"
2. **Applicant** secures minimum of **two written bids** from well sealing contractors
3. **Applicant** completes Well Seal **grant application** form
4. **Applicant** sends 2 bids with completed grant application to:  
Michael Rutten  
Dakota County Water Resources Department  
Western Service Center  
14955 Galaxie Ave.  
Apple Valley, MN 55124
5. Dakota County reviews the submitted grant application and two bids
6. Dakota County approves the agreement and best bid for Well Seal Grant Program
7. Dakota County calls the applicant to confirm the approved bid, and mails a **grant agreement** form for the applicant to sign and return
8. **Applicant** calls well contractor with approved bid to seal the well
9. Well contractor seals the well and sends invoice to well owner for well sealing cost
10. **Applicant** pays the well contractor invoice in full for well sealing cost
11. The well contractor then sends the invoice marked "paid" to well owner
12. **Applicant** sends a copy of the "paid" invoice to Dakota County
13. Dakota County sends applicant a grant check for 50% of the paid invoice

Please call Dakota County Water Resources Department at 952-891-7008 with Well Seal Grant questions.

Additional information on sealing wells: Minnesota Dept of Health website:  
<http://www.health.state.mn.us/divs/eh/wells/index.html>