



Policy for the 2024-2027 Safe Drinking Water for Private Well Users Grant Program

Sibley Soil and Water Conservation District - Nicollet Soil and Water Conservation District

Approved: 3/10/2026

Cost-share contracts with private well-owners will be developed through the local SWCD office and will require board approval for contracting and final reimbursements to ensure proper documentation of funding occurs and for proof a licensed well driller conducted the work.

Reference the Safe Drinking Water for Private Well Users Grant Program Application Guide for further information on application instructions.

Contract Approval Process

- a. The landowner must complete fully, sign, and date designated areas of the Safe Drinking Water for Private Well User's Application.
- b. Local staff will determine applications to be funded based on a completed application and supporting documentation including:
 - i. Certification that the well meets contamination criteria through a test report from a certified laboratory within the past three years.
 - ii. Estimate from a licensed plumber, licensed well driller, licensed pump installer or water treatment professional to detailing work to be performed and project details
 - iii. Certification that well owner meets financial hardship eligibility criteria (if applicable)
- c. Local SWCD coordinators may submit the project to Sibley SWCD (Jack Bushman, Water Resources Coordinator) by the first Tuesday of the month for approval at the Sibley SWCD board meeting, typically held on the second Tuesday of the month.
- d. The cost-share contract will be submitted to the authorized Board for review and approval. The landowner will receive written or electronic notification of the Board's action within 15 days of said approval.
- e. The cost share amount will not exceed the amount specified on the contract unless amended by the Board or designee prior to payment.
- f. Income Thresholds will be established using the current poverty guidelines from the U.S Department of Health and Human Services. These numbers will be updated annually.
- g. For well owners meeting the contamination criteria & with an income at or below 400% of the federal poverty level, the grant program will provide funding to pay for:
 - i. Well Repair or reconstruction – each eligible well owner is allowed 50% cost-share up to \$3,000 for well repair or reconstruction, including the cost of new pump or associated piping for a replaced well.



- iii. The applicant is responsible for maintenance of any equipment, including water treatment, for the life span of the equipment receiving financial cost-share assistance.
 - c. Before final payment is approved by the Board; ensure completed application and supporting documentation is on file and provided to the Grant Administrator including:
 - i. certification that the well meets contamination criteria through a test report from a certified laboratory within the past three years.
 - ii. work is certified by a licensed well driller, plumber, pump installer or water conditioning professional. Copy of state-issued license is required. Photo documentation of the complete project/installation is encouraged.
 - iii. all invoices; invoices must be dated and itemized according to the equipment components and when work was performed. (i.e. filtration system installation, dates/hours worked, and equipment utilized.)
 - iv. Well and boring sealing record from MDH or the delegated well program (applicable if funding is provided for new well construction)
 - v. Well reconstruction permit from MDH or the delegated well program authority for any applicant receiving funds for well reconstruction.
 - vi. If an applicant is requesting funds for installation of a water treatment device, the water treatment device must be installed in accordance with State of Minnesota Plumbing Code (MN Rules, chapter 4714), by a water contractor licensed under chapter 326B or a plumber licensed under chapter 326B. It must comply with MN Rules, on "Water Conditioning Equipment" (part 4714.0611); appropriate technology to address the contaminant must be used, and be labeled under MN Rules, part 4714.0611, UPS section 611.1.3 as an appropriate technology to address the contaminant identified in the testing.
 - vii. Photo documentation of the complete project/installation
 - d. The landowner must sign a cost share voucher (note: Private work is NOT an eligible component of the cost share practice).
 - e. Well owner signature and date
 - f. Grant award reimbursement check will be mailed to landowner or renter. The check amount will match the amount specified by contract with the landowner or renter.
 - g. Grantee is responsible for maintaining their water system components for the life of the system. Recommend following the specifications of the unit to properly replace any filters or well-system components and contracting with a licensed professional to perform routine maintenance.