



## TILE MAINTENANCE ASSISTANCE PROGRAM GUIDELINES/ INSTRUCTIONS

### **Guidelines:**

- Program established for maintaining privately owned tile already installed in the field.
- Participants must verify control of land.
- Property must be located in Madison County.
- **An application for Tile Maintenance Assistance Program (TMAP) for repairing or improving tile MUST be approved by the Madison Co. SWCD Board of Supervisors prior to any work being started.** Applications are due December 13, 2019.
- Payment will cover the cost up to \$500 maximum.
- Only one application will be accepted per property per year.
- Work must be completed by June 30, 2020 unless weather exceptions are approved by Madison Co. SWCD Board of Supervisors.

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

1. Complete an application for participation in the Tile Maintenance Assistance Program and submit to the Madison Co. SWCD located at 182 W. 300 N. Anderson, IN 46012.
2. A member of the Madison Co. SWCD will contact you to meet at the location(s) listed in the application and document the repairs/improvements required.
3. After documentation, the completed application will be taken to the January 2020 Madison Co. SWCD board meeting for approval of participation in the program. You will be notified if your application is approved.
4. After notification that your application has been approved, tile maintenance work can begin. **(You are not eligible for funds if work is started prior to having approval for participation in the program by the Madison Co. SWCD Board.)**
5. The applicant is responsible for payment of work completed. Reimbursement will be made directly to the applicant whose name is on the application, upon completion of the requirements of the program.
6. Once work has been completed, it is the responsibility of the applicant to notify Madison Co. SWCD and submit copies of paid receipts.
7. Madison Co. SWCD will verify the work has been completed per terms of the program.
8. Upon verification of work being completed, the applicant's file will be taken to the next Madison Co. SWCD Board meeting for payment approval.
9. Upon SWCD Board approval for payment, funds will be sent to the applicant whose name appears on the application.

If you have questions or would like more information regarding the Tile Maintenance Assistance Program contact the Madison County SWCD at (765) 644-4249 x3.