

& Guidelines & Requirements



FLOOD DAMAGE AIDS PROGRAM

Program Manager: Janice Watzke, (608) 266-9497,

Email: janice.watzke@dot.wi.gov

Web Site: <http://www.dot.wisconsin.gov/localgov/highways/flood.htm>

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Flood Damage Aids Program Overview

Purpose

The Wisconsin Department of Transportation's (WisDOT) Flood Damage Aids (FDA) Program provides financial assistance to local governments to repair roads and roadway structures that have had major damage due to flooding.

Description

Towns, villages, cities or counties may apply for financial aid due to flood damage to any public highway, street, alley, or bridge under its jurisdiction that is not on the State Trunk Highway System, pursuant to [Wis. Stat. s. 86.34](#).

Applicants may obtain funds to repair a road to match its pre-flood condition (i.e., replacement) and to make changes to a road, its drainage facilities, etc. to prevent similar damage(s) from occurring in the future (i.e., improvement). The applicant pays a share of these replacement and improvement costs.

To apply for FDA, the county highway committee (county highway commissioner if there is no committee) or the governing body of the municipality having jurisdiction over the maintenance must adopt and certify a petition for aid, which includes information specified by WisDOT. The petition must be forwarded to the WisDOT Regional FDA Representative within **60 days** of the date of the flood.

WisDOT may extend the filing deadline for petitions if it appears that federal disaster aid in the form of [Emergency Relief](#) may be forthcoming. Extensions may also be granted if widespread or continuous flooding makes an evaluation of flood damage difficult. If federal aid is granted for damage, the federal aid shall be in lieu of aid otherwise available for such damage under [Wis. Stat. s. 86.34](#).

It is the applicant's responsibility to prove eligibility. Pictures are not required but have been proven very effective in documenting damages. Verifiable repair costs or cost estimates are required for each site. Proof may be in the form of invoices, receipts, or electronic or written records. Claims may be ruled ineligible if there is inadequate documentation.

It is not the intent of the law to assist local governments in the ordinary repair and conditioning of roads and bridges (heavy maintenance), but rather to take care of distinctly out-of-the-ordinary situations.

Eligibility

For road damages to be eligible, the road must have been closed or rendered impassable due to a flood. However, when water is over the road and it forces closure, it does not automatically make the resultant damages eligible. Typical damages considered eligible are:

- ◆ Roadbed and/or culvert washouts,
- ◆ Structure failures or undermining,
- ◆ Pavement (driving surface) undermining (to a significant safety level),
- ◆ Embankment failures, major shoulder washouts, and curb and gutter or storm sewer facility damages that cause a loss of roadbed integrity, and
- ◆ Debris removal costs if the road is damaged.

“Heavy maintenance” damages are not eligible. These include:

- ◆ Partial loss or marring of road surface material,
- ◆ Minor shoulder washouts or embankment failures,
- ◆ Minor damages to curb and gutter or storm sewer facilities,
- ◆ Ditch erosion or cleaning, and
- ◆ Debris removal, if there is no damage to the roadway.

Municipal utilities are not eligible unless they are an integrated part of a road, as in the case of a combination storm/sanitary sewer.

Funding

FDA receives an annual sum sufficient appropriation of \$600,000 from the state legislature. Sum sufficient appropriations are expendable from the indicated source in amounts necessary to accomplish the purpose specified. The dollar amount provided by the budget is the most reliable estimate of the funding needed.

A county or municipality having jurisdiction over the facilities damaged may apply for both state and federal aid for damage pending a determination of eligibility. If federal aid is granted, the federal aid shall be in lieu of aid otherwise available under [Wis. Stat. s. 86.34 \(c\)](#). An overview of Emergency Highway Aid Programs can be found on the last page of this document.

- ◆ On claims over \$15,000, an applicant may receive 75% of replacement costs, **PLUS** 50% of the increased cost of the reconstruction to a higher type or the improvement of any of the facilities.
- ◆ On claims of less than \$15,000, the applicant has the option of accepting payment equal to 75% of the total amount of the Department's estimate **OR** submitting final costs and receiving payment as described above for claims larger than \$15,000.

Flood Damage Aids Procedures

Program Timeline

Time	Action
Year round.	A flood event occurs.
Within 60 days of the flood event.	Local government notifies the WisDOT Regional FDA Representative of flooding.
Within 60 days of the flood event.	WisDOT Regional FDA Representative distributes forms and information.
Within 60 days of the flood event.	Local government submits a FDA petition to WisDOT Regional FDA Representative, unless an extension has been granted.
Within 180 days of the FDA Petition (date of resolution).	WisDOT Regional FDA Representative makes on-site investigation with the local government and makes a determination as to the granting of aid.
Within 2 years of the FDA Petition.	Local government submits the necessary paperwork for an eligible claim to WisDOT Regional FDA Representative to finalize the claim and forwards to statewide FDA Program Manager for payment.

Roles and Responsibilities

Local Government

1. Notify the appropriate WisDOT Regional FDA Representative of the flood damage (location and contact information on [page 7](#)).
 - ◆ The county highway committee (county highway commissioner if there is no committee) or the governing body of the municipality having jurisdiction over road maintenance may apply for Flood Damage Aids.
2. Complete and submit a [Flood Damage Aids Petition](#) within 60 days of the flood date to WisDOT Regional Office (location and contact information on [page 7](#)) This constitutes a formal request for aid.
 - ◆ The petition must describe the location, nature and extent of the damage for each site. (See list of eligible and ineligible damages on [page 2](#)).
 - ◆ A flood can occur from one storm or several storms over one or more days. Therefore, all sites in the local government's jurisdiction should be listed on a single petition for a flood event. This is especially important to fairly administer the provision allowing claims of \$15,000 or less to be paid on estimates.
 - ◆ The county highway committee or the governing body of the municipality's authorized representative must sign the petition. For counties, the committee chair may certify the petition, or county highway commissioner may certify if the county does not have a committee.
 - ◆ Should include for each site on the petition at least one picture. (**Note:** If work has to be done before a WisDOT FDA Representative is able to investigate the site, pictures provide proof that the project was more than heavy maintenance.)
 - ◆ A map showing site location(s).
3. Accompany a WisDOT Regional FDA Representative on a field review of damaged sites. The department shall conduct its investigation within 6 months of filing the petition (date of resolution).
4. Upon determination of eligibility, final costs must be submitted within two years of the petition date (date resolution is passed). In exceptional circumstances, extensions may be granted. When repairs are made, it is extremely important to keep detailed cost records for each site, since these costs must be reported to WisDOT and verified before any payment will be made. The Investigation and Cost Estimate ([DT2069](#)) for each site must include:
 - ◆ List of workers used; their hourly labor rate and hours worked.
 - ◆ List of equipment used, rental or charge rates and hours used.
 - ◆ List of materials used, price per unit and quantities used.
 - ◆ Invoices for labor, equipment and materials.
 - ◆ Invoices for contractor, engineering and similar services.

Also, eligible are:

- ◆ Costs for film, film processing, and labor to take pictures.
- ◆ Social Security and Medicare rates for labor.
- ◆ Traffic control devices used (rented or owned) to prevent access to the damaged site.
- ◆ Labor rates that include insurance, retirement, or personal benefits, if documented.

Ineligible

- ◆ Labor costs for field reviews, meetings and preparing claim documentation, which are considered administrative items.
- ◆ Site vandalism or theft.
- ◆ Debris removal if there is no damage to the highway.

Regional FDA Representative

1. As soon as possible after being notified of the flood, provide local officials with an information packet that includes the petition form, and act as a resource for any questions regarding the program.
 - ◆ Due to significant annual turnover in local government, it may be helpful to send packets every year.
2. Perform a field review, per [Wis. Stat. 86.34 \(2\)](#). A local government representative should also participate in the review.
3. If the claim is ineligible, either in whole or in part upon review, the local government must be notified in writing.
4. If the claim is eligible, assist local government officials to submit for eligible costs by completing a FDA Region Investigation and Cost Estimate ([DT2069](#)) for each site.
 - ◆ The local must submit any cost records, invoices, etc. used to tabulate final costs.
 - ◆ Claims for costs associated with flood damage should be submitted within 2 years of the flood event unless an extension has been granted.
5. After all eligible costs have been submitted complete FDA Payment Recommendation ([DT2068](#)) .
 - ◆ Claims \$15,000 or less calculate a cost estimate for repairs, if applicant consents. The applicant accepts payment equal to 75% of WisDOT's estimate for all repairs (replacement and improvement) which may include final costs if available. Submit any cost records, invoices, etc. if available and inform applicant that no additional funds will be paid on this type of claim.
 - ◆ Claims \$15,000 or less when the applicant does not agree to accept WisDOT's estimate, applicant submits final costs payable at 75% of replacement cost plus 50% of improvement costs.
 - ◆ Claims more than \$15,000 calculate actual costs payable at 75% of replacement cost plus 50% of improvement costs.
 - ◆ An authorized representative of the local government must sign the FDA Payment Recommendation.

- ◆ An authorized regional representative must also sign the FDA Payment Recommendation.
6. Prepare a cover memo ([DT2084](#)) and submit the completed claim to the statewide FDA [Program Manager](#). A claim must include the following:
- ◆ Cover Memo ([DT 2084](#)) from WisDOT FDA Representative,
 - ◆ Flood Damage Aids Petition ([DT2067](#)),
 - ◆ Payment Recommendation ([DT2068](#)),
 - ◆ Investigation and Cost Estimate ([DT2069](#)),
 - ◆ Photos, invoices, records, etc., for each site, and
 - ◆ Site map.

Bureau of Transit Local Roads, Rails & Harbors (BTLR)

Bureau of Highway Maintenance (BHM)

Bureau of Business Services (BBS)

1. The statewide FDA Program Manager in BTLR receives all claims.
 - Claims are checked for completeness (all required information has been provided, the petition date is within 60 days of the flood event, forms have proper signatures, etc.).
 - The claim information is entered into the FDA database, and a claim number is assigned.
2. Next, the BHM engineer reviews the claim for concurrence with WisDOT's regional office assessment of eligibility, signs off on the FDA Payment Recommendation, and returns the claim to the statewide FDA Program Manager.

Note: If discrepancies are found, the claim is returned to the regional office or a request is made for more information. BHM engineer can deny the claim or parts of a claim if they feel it is ineligible.
3. The statewide FDA Program Manager provides the final signature on the FDA Payment Recommendation, which authorizes payment of the claim. Payment recommendations are forwarded to BBS.
4. BBS processes the authorization memo and the Department of Administration (DOA) issues the check.
5. The statewide FDA Program Manager forwards the check and copies of the signed payment recommendation to the local government's treasurer. A copy of the letter and the payment recommendation are also sent to the local government's clerk, the county highway commissioner, and the Regional FDA Representative.

WisDOT Flood Damage Aids Representatives by County

**Northwest Region
Superior Office**

1701 North 4th St.
Superior, WI 54880
(715) 392-7965

[Lance Burger](#)
Ashland, Barron,
Bayfield, Burnett,
Douglas, Polk, Rusk,
Sawyer, Washburn

**North Central Region
Rhineland Office**

510 North Hanson Lake Rd.
Rhineland, WI 54501
(715) 365-5798

[Mike Wendt](#)
Forest, Florence, Iron,
Langlade, Menominee,
Oneida. Price. Shawano. Vilas

**North Central Region
Wisconsin Rapids Office**

1681 Second Ave. South
Wisconsin Rapids, WI 54495
(715) 421-8096

[Michael Kretschmer](#)
Adams, Lincoln,
Green Lake, Marathon,
Marquette, Portage,
Waupaca, Waushara, Wood

**Northwest Region
Eau Claire Office**

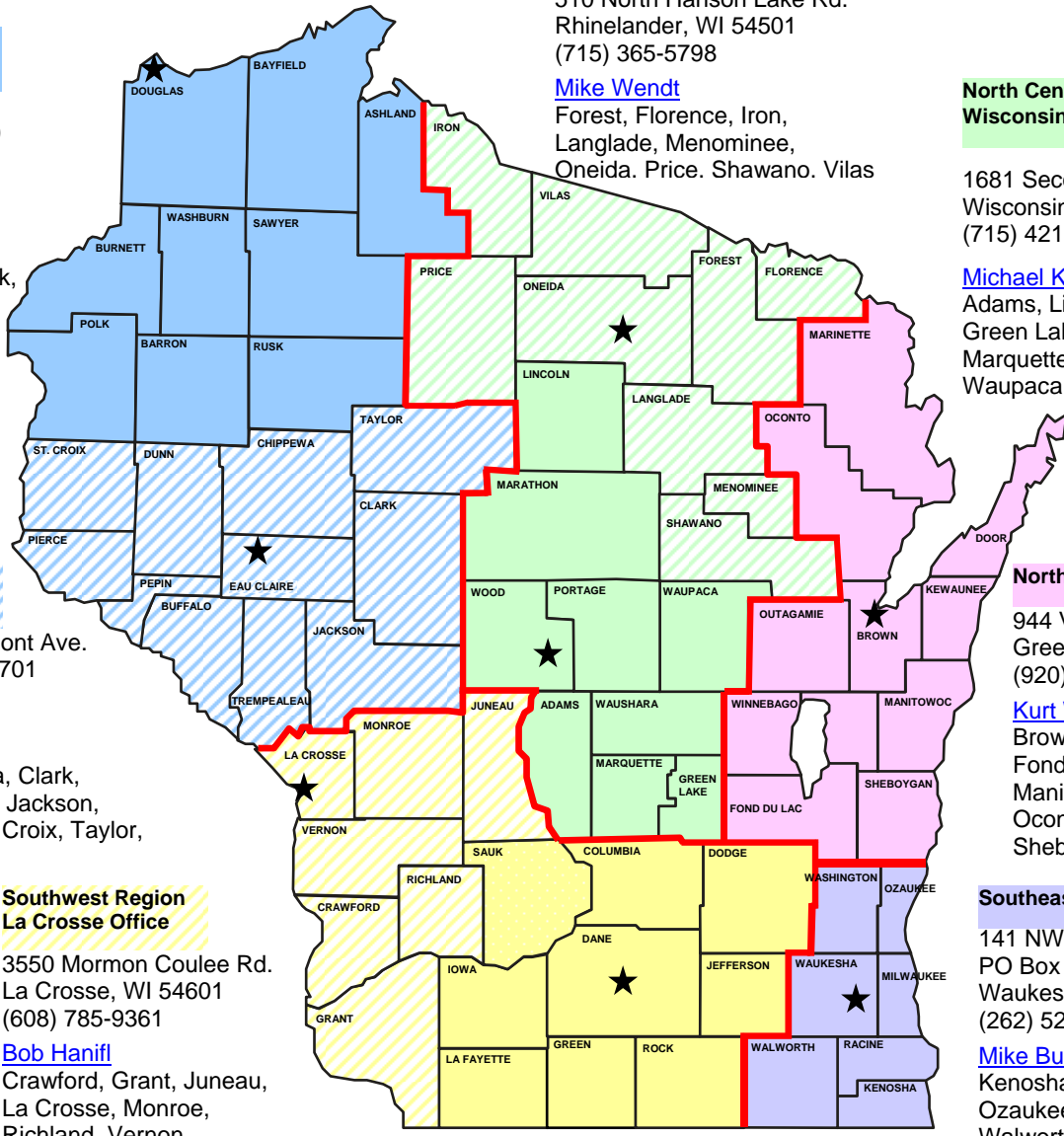
718 West Clairemont Ave.
Eau Claire, WI 54701
(715) 836-3038

[HPaul GingrasH](#)
Buffalo, Chippewa, Clark,
Dunn, Eau Claire, Jackson,
Pepin, Pierce, St. Croix, Taylor,
Trempealeau

Northeast Region

944 VanderPerren Way
Green Bay, WI 54304
(920) 492-5645

[Kurt Wranovsky](#)
Brown, Calumet, Door,
Fond du Lac, Kewaunee,
Manitowoc, Marinette,
Oconto, Outagamie,
Sheboygan, Winnebago



**Southwest Region
La Crosse Office**

3550 Mormon Coulee Rd.
La Crosse, WI 54601
(608) 785-9361

[Bob Hanifl](#)
Crawford, Grant, Juneau,
La Crosse, Monroe,
Richland, Vernon,

Southeast Region

141 NW Barstow St.
PO Box 798
Waukesha, WI 53188
(262) 521-4423

[Mike Burns](#)
Kenosha, Milwaukee,
Ozaukee, Racine,
Walworth, Waukesha,
Washington

**Southwest Region
Madison Office**

2101 Wright St.
Madison, WI 53704-2583

[Chris Ohm](#) (608) 246-3872
Green, Iowa, Lafayette, Sauk

[Dave Pilon](#) (608) 245-2622
Columbia, Dane, Dodge, Jefferson,
Rock

Flood Damage Aids Process

The following flowchart identifies the general procedures utilized for the Flood Damage Aids (FDA) program. The following is a step-by step description of each procedure:

Steps 1, 2, and 3: Once a flood occurs, the local government notifies the WisDOT Regional FDA Representative. As soon as possible after WisDOT is notified of the flood damage, they provide the local with a packet of information. For easy access, the FDA Information Packet is on WisDOT's website at: <http://www.dot.wisconsin.gov/localgov/highways/flood.htm>

Step 4: The local government submits a petition for flood damage aids to the Regional Office that describes the location, nature, and extent of the damage. This constitutes a formal request for aid.

Steps 5 and 6: Regional FDA Representative performs a field review of the damaged sites as, necessary, and within 6 months of filing the petition (date of resolution), pursuant to [Wis. Stat. s. 86.34](#). A local government representative also participates in the review.

Steps 7 and 8: Regional FDA Representative makes a determination as to the granting of aid, amount, and conditions under which it is granted, and notifies local government.

Step 9: Local government completes necessary documentation and submits to Regional FDA Representative.

Step 10: If the flood claim is eligible, Regional FDA Representative, assists local government officials to complete the necessary documentation within the designated time frame and submit to the statewide FDA Program Manager in BTLR.

Step 11: Statewide FDA Program Manager reviews claim for completeness (all required information has been provided, the petition date is within 60 day of the flood event, forms have proper signatures, etc.). A claim number is assigned and the claim is forwarded to BHM.

Steps 12: BHM engineer reviews for eligibility and concurrence with the Regional FDA Representative's assessment.

Steps 13: BHM engineer concurs and claim is sent back to statewide FDA Program Manager to authorize payment.

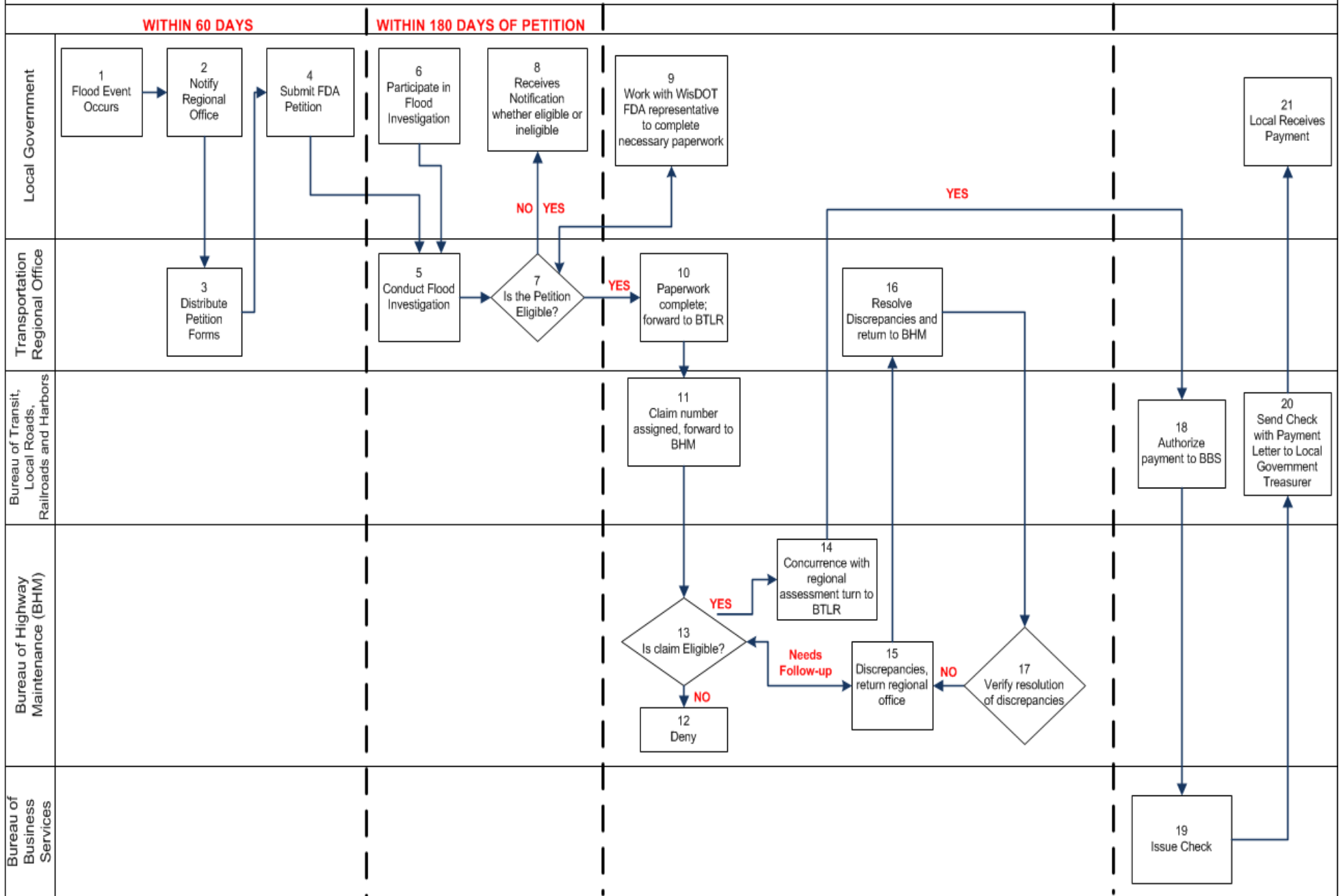
Steps 14, 15, 16, and 17: BHM engineer can deny the claim or parts of a claim if they feel it is ineligible. If discrepancies are found, the claim is returned to the Regional FDA Representative or a request is made for more information. Once all issues are resolved, the claim is sent back to statewide FDA Program Manager to authorize payment.

Steps 18: Statewide FDA Program Manager sends authorization memo requesting payment to BBS. BBS notifies FDA Program Manager when DOA issues payment.

Step 19 & 20: Statewide FDA Program Manager sends out a letter with the check and copies of the signed payment recommendation to the local government's treasurer. A copy of the letter and the payment recommendation are also sent to the local government's clerk, the county highway commissioner and the Regional FDA Representative.

Step 21: Local government treasurer receives check.

Flood Damage Aid Process



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FLOOD DAMAGE AIDS PETITION

DT2067 6/2008

Office Use Only
ClaimNo. _____

The Local Government must submit this petition within two months of the date of the flood to the appropriate Wisconsin Department of Transportation Regional Office.

Choose one:

The Governing Body of Town; City; Village; of _____

The Highway Committee/Commissioner of _____

_____ County petitions the Wisconsin Department of Transportation for aid, pursuant to s.86.34 Wisconsin Statutes, for damage to public highways under the its jurisdiction resulting from a flood which occurred on _____ (date). The location, nature, and extent of the damage to such highway(s) as a result of that flood is described below and indicated on the attached map.

Site Number	Road Name and Location	Nature and Extent of Damage	Estimated Repair Cost
			\$
			\$
			\$
			\$
			\$

Our preliminary estimate of the total cost of the damage is \$ _____

I certify that the foregoing is a true and correct copy of a petition adopted by the municipality or county identified above at its meeting held on _____ (date).

(Authorized Representative-Please Print)

(Signature)

(Date)

Mailing Address
Area Code - Telephone Number
E-mail Address (If available)

Please Attach A Map Showing Damaged Sites And Submit 1 Photo Per Site

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Examples of How Payments are Calculated

For claims over \$15,000, an applicant may receive 75% of replacement costs, **PLUS** 50% of improvement costs.

For claims less than \$15,000, the applicant has the option of accepting payment equal to 75% of the total amount of WisDOT's estimate, which may include replacement and improvement costs, **OR** submitting final costs and receiving payment as described above for claims larger than \$15,000.

Example 1: A 36" diameter culvert washes out closing the road. Instead of replacing it with another 36" culvert, a 48" diameter culvert is installed to minimize future flood damage. The total cost to install the 48" culvert along with the road grading is \$14,000. Assuming a 36" culvert costs \$500 and a 48" culvert costs \$1,000, here is how the payment is calculated:

Improvement Cost – The improvement is the incremental cost of the larger sized culvert: \$1,000 (48" culvert) minus \$500 (36" culvert) = \$500

Replacement Cost – If the 36" culvert was replaced in kind, the repair cost would be: \$14,000 (total cost) minus \$500 (improvement cost) = \$13,500

Replacement cost plus the improvement cost must equal the total cost of the job. In this case, \$13,500 + \$500 = \$14,000

Incorrect Calculation	Replacement @ \$13,500 x 0.75 =	\$10,125
	Plus Improvement @ \$500 x 0.50 =	\$250
	Payment Amount =	\$10,350

However, since the total costs are less than \$15,000, the correct payment calculation is:

Payment Amount	Replacement + Improvement @ \$14,000 X 0.75 =	\$10,500
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Example 2: A 48" diameter culvert washes out closing the road. Instead of replacing it with another 48" culvert, a 60" diameter culvert is installed to minimize future flood damage. The total cost to install the 60" culvert along with road grading is \$18,000. Assuming a 48" culvert costs \$1,000 and a 60" culvert costs \$2,000, here is how the payment is calculated:

Improvement Cost – The improvement is the incremental cost of the larger sized culvert: \$2,000 (60" culvert) minus \$1,000 (48" culvert) = \$1,000

Replacement Cost – If the 48" culvert was replaced in kind, the repair cost would be: \$18,000 (total cost) minus \$1,000 (improvement cost) = \$17,000

Replacement cost plus the improvement cost must equal the total cost of the job. In this case, \$17,000 + \$1,000 = \$18,000

Calculation	Replacement @ \$17,000 x 0.75 =	\$12,750
	Plus Improvement @ \$1,000 x 0.50 =	\$500
	Payment Amount =	\$13,250

Example 3: An existing twin box culvert has a 96 sq. ft. drainage opening and the local government wants to improve the structure and put in a 139 sq ft. drainage opening.

Actual Contract Costs

Contract	\$75,161.80	(Roadway = \$16,228; Structure = \$58,933.80)
Engineering	\$11,377.21	
Town Board	\$ 177.00	
Total cost of Job	\$86,716.11	

First, calculate the percentage of the improvement. Use the new 139 sq. ft. opening minus the old 96 sq. ft. opening = 43 sq ft. divided by 139 = 30.94%.

Improvement Cost: Only the structure was improved, so the roadway cost is considered a replacement.

Contract (Structure only)	$\$58,933.80 \times 0.3094$	\$18,234.12
Engineering	$\$11,377.21 \times (\$58,933.80 \text{ divided by } \$75,161.80 \text{ or } 0.7841) \times .3094$	\$2,760.12
Town Board	$\$177.00 \times (\$58,933.80 \text{ divided by } \$75,161.80 \text{ or } 0.7841) \times .3094$	\$42.93
	Total	\$21,037.17

Replacement Cost: The difference: \$86,716.11 minus \$21,037.17 = \$65,678.93.

Calculation	Replacement @ $65,678.93 \times 0.75 =$	\$49,259.40
	Plus Improvement @ $\$21,306.81 \times 0.50 =$	\$10,518.41
	Payment Amount =	\$59,777.81

Statute Governing Flood Damage Aids

86.34 Flood damage aids. (1) (a) When any public high-way, street, alley or bridge not on the state trunk highway system is damaged by flood, the county highway committee, or the governing body of the municipality having jurisdiction over the maintenance thereof, may adopt a petition for aid under this section and file a certified copy thereof with the department. To be eligible for aid the petition shall be filed not later than 2 months after the occurrence of the flood damage, except as provided in par. (b). All such petitions shall state the dates on which the flood damage occurred and as nearly as practical state the location, nature and extent of the damage.

(b) The department may extend the filing deadline under par. (a) if it appears reasonably likely that federal disaster aid may be forthcoming or when widespread or continuous flooding makes an evaluation of flood damage difficult.

(c) A county or municipality having jurisdiction over the facilities damaged may apply for both state and federal aid for damage to the facilities pending a determination of eligibility. If federal aid is granted for damage to a particular facility, the federal aid shall be in lieu of aid otherwise available for such damage under this section.

(2) The department shall make such investigation as it deems necessary and within 6 months from the date of filing the petition shall make its determination as to the granting of aid, the amount thereof, and the conditions under which it is granted. In making its determination the department shall cause an estimate to be made of the cost of repairing or replacing the facilities damaged or destroyed by the flood to standards and efficiency similar to those previously existing, and also an estimate of the cost of reconstructing to a higher type or improving any such facilities if determined to be warranted and advisable. Except as provided in sub. (2m), the amount of aid shall be three-fourths of the cost of repair or replacement to standards similar to those previously existing, plus 50% of the increased cost of the reconstruction to a higher type or the improvement of any of the facilities.

The department may revise estimates on the basis of additional facts. The county, town, village or city shall pay the remainder of the cost not allowed as aid, but this shall not invalidate any other pro-vision of the statutes whereby the cost may be shared by the county and the town, village or city.

(2m) If the department's estimate under sub. (2) of the cost of repair or improvement of the facilities determined by the department to be eligible for aid is \$15,000 or less, the department shall offer the petitioner an amount of aid equal to 75% of the total amount of the department's estimate. If the petitioner accepts aid under this subsection, the aid shall be paid to the petitioner or, subject to sub. (5), the county, and no other form of aid is available under this section for the repair or improvement of such facilities.

(3) Aid allotted under sub. (2) shall be held to the credit of the county, town, city or village for not more than 2 years or for such other period as the department may grant, and, except as otherwise provided in this section, shall be paid to the treasurer thereof upon presentation to and approval by the department of certified statements setting forth the cost of the construction, reconstruction, repair or improvement of the facilities determined by the department to be eligible for aid. The certified statement shall set forth separately the amount expended on each such facility. The aid to be paid shall be the summation of the amounts determined or revised under sub. (2), as adjusted by the certified statements approved by the department. This subsection does not apply to aid awarded under sub. (2m).

(5) Any town, city or village may, and at the discretion of the department shall, arrange to have such work for which aid is granted performed by the county, and in such case, on order of the town, city or village, the aid from the state for such work shall be paid to the county.

History: 1971 c. 125 s. 522 (1); 1973 c. 333 s. 201w; 1977 c. 29 ss. 981, 1654 (8) (c); 1979 c. 34 s. 2102 (52) (a); 1979 c. 110 s. 60 (12); 1981 c. 20; 1985 a. 29 s. 3202 (51); 1987 a. 137 s. 6; 1993 a. 16, 437.

Overview of Emergency Highway Aid Programs in Wisconsin

Revised: 1/25/11

CATEGORY	EMERGENCY RELIEF (ER)	PUBLIC ASSISTANCE (PA)	FLOOD DAMAGE AIDS (FDA)
(1) Administering Agencies	<ul style="list-style-type: none"> Federal Highway Administration (FHWA) WisDOT, DTSD BHO (admin-lead), Regions (damage assessments, project set-up); DBM BBS (accounting); DTIM BSHP (programming) 	<ul style="list-style-type: none"> Federal Emergency Management Agency (FEMA) Wisconsin Emergency Management (WEM) (admin-lead) WisDOT, DTSD, BHO (admin) and Regions (Inspections) 	<ul style="list-style-type: none"> WisDOT, DTIM Bureau of Transit, Local Roads, Railroads and Harbors(admin-lead) WisDOT, DTSD, Regions (Inspections, claim processing) and BHO (claim review)
(2) Coverage	Roadway or roadway structure damage on ALL Federal-aid highways (major collectors and above) resulting from a catastrophic failure or natural disaster. Besides physical damage, ER also includes debris removal and emergency protective measures such as traffic control and detour signing.	Damage to any publicly owned or private non-profit facility. This includes damage to parks, schools, buildings, utilities, and roads/structures NOT on the Federal-aid system (minor collectors and below). PA also covers debris removal and emergency protective measures on ALL roads regardless of functional classification. This includes traffic control, detour signing, police/fire protection, pumping and sandbagging.	Damage caused by flooding to any roadway or roadway structure that is not on the State Trunk Highway System.
(3) Activation & Eligibility	Governor's State of Emergency Declaration required. Presidential Disaster Declaration is not required. Minimum event damages of \$700,000 (Federal share) required to be eligible for ER. FHWA Washington HQ makes final decision on ER eligibility after state division office recommendation.	Presidential Disaster Declaration required for a county to become eligible for PA funds. A Governor's State of Emergency will precede the Presidential Declaration. Joint FEMA/WisDOT team determines eligibility on a site-by-site basis with Local representative concurrence.	A local government authority must submit a FDA petition to the local transportation Region office for damaged roads or structures under its jurisdiction. Region office makes the final decision on eligibility based upon interpretation of statute §86.34.
(4) Payment Coverage	Emergency repairs: 100% if done within 180 days of the event, otherwise they are paid on prorated basis. May also include permanent restoration upon prior approval from FHWA. Permanent restoration projects: 90/10 (Interstate) or 80/20 (non-Interstate). Also includes, if necessary, preliminary engineering on those projects.	Grant-share arrangement where: <ul style="list-style-type: none"> FEMA pays 75% WEM pays 12.5% Applicant pays 12.5% 	<ol style="list-style-type: none"> For claims > \$15,000, applicant receives 75% of replacement costs plus 50% of Improvement costs. For claims ≤ \$15,000, applicant may accept payment equal to 75% of WisDOT's estimate for all repairs (replacement and improvement), which may include final costs if available. For claims ≤ \$15,000 when applicant disagrees with WisDOT's estimate, applicant submits final costs payable as noted in 1. If Federal-aid is granted for damage reimbursement, it shall be in lieu of aid otherwise available under FDA.
(5) Time Limits	Emergency repairs are allowed up to 180 days of the event. After that, the work is considered permanent. Permanent restoration projects must be completed within 2 years of the event. The event duration is determined by FHWA.	Damage MUST have occurred within the incident (disaster) period as specified by FEMA and WEM. The incident period may cover one day or a series of days.	Petitions must be submitted within 60 days, and final costs submitted within 2 years of the flood damage event. If federal disaster aid may be forthcoming, the deadline may be extended.
(6) Limitations	Damage must be at least \$5,000 per site (Federal share). Heavy maintenance activities (minor shoulder washouts, slides, etc.) are not eligible. Damage must be directly related to disaster. A permanent restoration project needs prior approval from FHWA before commencing unless it is more economical or practical to perform as a related part of emergency repairs.	The costs to repair a damaged site must be at least \$1,000. Reimbursement will be made to repair the facility to its pre-disaster condition. Additional improvements may be allowed under certain circumstances such as hazard mitigation or code requirements.	The road MUST have been closed OR rendered impassable due to the flood damage. Water over a road does not automatically make a site eligible. Shoulder damage may not be eligible if non-4WD vehicles could still travel safely on the normal driving lanes. Heavy maintenance items (see FHWA column) are not eligible. Reimbursement will be made to repair a road to its pre-event condition. Improvements may also be done to prevent or minimize future damages to a site.
(7) Documentation	PICTURES of the damage are required. Each site should have: Location of, description of, and estimated cost to repair the damage (labor, equipment and materials). Final costs will be verified thru invoices and/or force account work. Permanent restoration projects require prior concept approval from FHWA.	FEMA and WisDOT inspectors prepare a Project Worksheet (PW) based upon applicant cost records of the finished work (labor, equipment and materials), contract work, and rental invoices. Any remaining work will be estimated and a partial payment made. Final payment will be made when final costs are completed and submitted to WEM.	<ol style="list-style-type: none"> Petition forms (available from WisDOT) Site map and pictures Estimated or final costs for labor, equipment and materials, plus any force account or contractual work for each site. Invoices and/or electronic or hand-written records for applicable costs listed in 3.
(8) Contacts	Tom Strock, FHWA, 608/829-7507 thomas.strock@dot.gov Mike Sproul, WisDOT, 608/266-8680 michael.sproul@dot.wi.gov	Robby Stolkes, WEM, 608/242-3226 robert.stolkes@wisconsin.gov Bob Fasick, WisDOT, 608/266-3438 robert.fasick@dot.wi.gov	Janice Watzke, WisDOT, 608/266-9497 janice.watzke@dot.wi.gov Bob Fasick, WisDOT, 608/266-3438 robert.fasick@dot.wi.gov