

# Guidelines & Requirements



## FLOOD DAMAGE AIDS PROGRAM



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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 governing body must adopt a petition for aid, which includes information specified by WisDOT, and file the petition with the WisDOT Regional Coordinator within 60 days of the date of the flood. The local clerk must certify the petition. For counties, the county highway committee may adopt the petition and the committee chair may certify the petition, or a county highway commissioner may do both if the county does not have a committee.

WisDOT may extend the filing deadline for petitions 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. 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, 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 improvement costs.
- ◆ 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.
- ◆ If it appears that federal disaster aid may be forthcoming, the Department may extend the two-month petition deadline.

# Flood Damage Aids Procedure

## Program Timeline

The following is a basic schedule of the approval and programming process:

| Time                                 | Action  |
|--------------------------------------|---|
| Year round.                          | A flood event occurs.   |
| Within 60 days of the flood event.   | Local government notifies the regional FDA Coordinator of flooding.   |
| Within 60 days of the flood event.   | Regional FDA Coordinator distributes forms and information.   |
| Within 60 days of the flood event.   | Local government submits a FDA petition to the regional FDA Coordinator, unless an extension has been granted.  |
| Within 180 days of the FDA Petition. | Regional FDA Coordinator conducts an on-site investigation with the local government.   |
| Within 2 years of the FDA Petition.  | The Local government completes the necessary paperwork for an eligible claim and submits to Regional FDA Coordinator to finalize the claim and forwards to FDA Program Manager for payment. |

## Roles and Responsibilities

### Local Government

1. Notify the appropriate the WisDOT Regional FDA Coordinator of the flood damage (location and contact information on [page 7](#)).
  - ◆ The county highway committee (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. Submit a Flood Damage Aids petition within 60 days of the flood date to WisDOT Regional Office.
  - ◆ The petition must describe the location, nature and extent of the damage. This constitutes a formal request for aid.
  - ◆ A flood can occur from one storm or several storms over one or more days. Therefore, all sites in a local government 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 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.

#### For each site on the petition, include:

- ◆ At least one picture.
- ◆ A complete description of the nature and extent of the damages. (See list of eligible damages above).
- ◆ A map showing site location(s).

3. Accompany a WisDOT Regional office FDA coordinator on a field review of damaged sites. WisDOT is required to investigate within 6 months of filing the petition.
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. Cost records 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.

## **WisDOT**

### Regional FDA Coordinator

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. Within six months of receiving the petition, perform a field review, per [Wis. Stat. 86.34 \(2\)](#). A local government representative should also participate in the review. If the claim is ineligible, either in whole or in part upon review, the local government must be notified in writing.

3. If the claim is eligible, assist local government officials with completing the necessary documentation within the designated time frame, and submit it to the statewide FDA Program Manager.
  - ◆ If repairs are completed and final costs can be tabulated, submit all necessary records, invoices, etc., with the claim.
  - ◆ Calculate a cost estimate for repairs (\$15,000 or less) if applicant consents, and submit any cost records, invoices, etc. if available. Inform applicant that no additional funds will be paid on this type of claim.
  - ◆ An authorized representative of the local government must sign the payment recommendation.
  - ◆ An authorized regional representative must also sign the payment recommendation.
4. A complete claim consists of the following:
  - ◆ Cover Memo (DT 2084) from FDA coordinator,
  - ◆ Petition (DT2067),
  - ◆ Payment Recommendation (DT2068),
  - ◆ Investigation and Cost Estimate (DT2069),
  - ◆ Photos, invoices, records, etc., and
  - ◆ Site map.

Bureau of Transit, Local Roads, Railways and Harbors (BTLR), Local Transportation Programs and Finance Section (LTPF), Bureau of Highway Operation (BHO), and Bureau of Business Services (BBS)

1. The statewide FDA Program Manager in LTPF 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. BHO engineer reviews the claim for eligibility and indicates concurrence with WisDOT's regional office assessment, signs off on the claim, and returns it to the statewide FDA Program Manager.
3. The statewide FDA Program Manager authorizes payment and sends to the BBS.
4. BBS processes the authorization memo and DOA issues the check.
5. FDA Program Manager sends 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 FDA coordinator in the WisDOT Regional Office.

# WisDOT Flood Damage Aids Coordinators 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

### Northwest Region Eau Claire Office

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

[Paul Gingras](#)

Buffalo, Chippewa, Clark,  
Dunn, Eau Claire, Jackson,  
Pepin, Pierce, St. Croix, Taylor,  
Trempealeau

### Southwest Region La Crosse Office

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

[Bob Hanifl](#)

Crawford, Juneau,  
LaCrosse, Monroe,  
Richland, Sauk, Vernon,

### Southwest Region Madison Office

2101 Wright St.  
Madison, WI 53704-2583

### North Central Region Rhineland Office

510 North Hanson Lake Rd.  
Rhineland, WI 54501  
(715) 421-8342

[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) 421-8342

[Jim Wendels](#)

Adams, Lincoln,  
Green Lake, Marathon,  
Marquette, Portage,  
Waunaca Waushara Wood

### 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

### Southeast Region

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

[Mike Burns](#)

Kenosha, Milwaukee,  
Ozaukee, Racine,  
Walworth, Waukesha,  
Washington

[Chris Ohm](#) (608) 246-3872

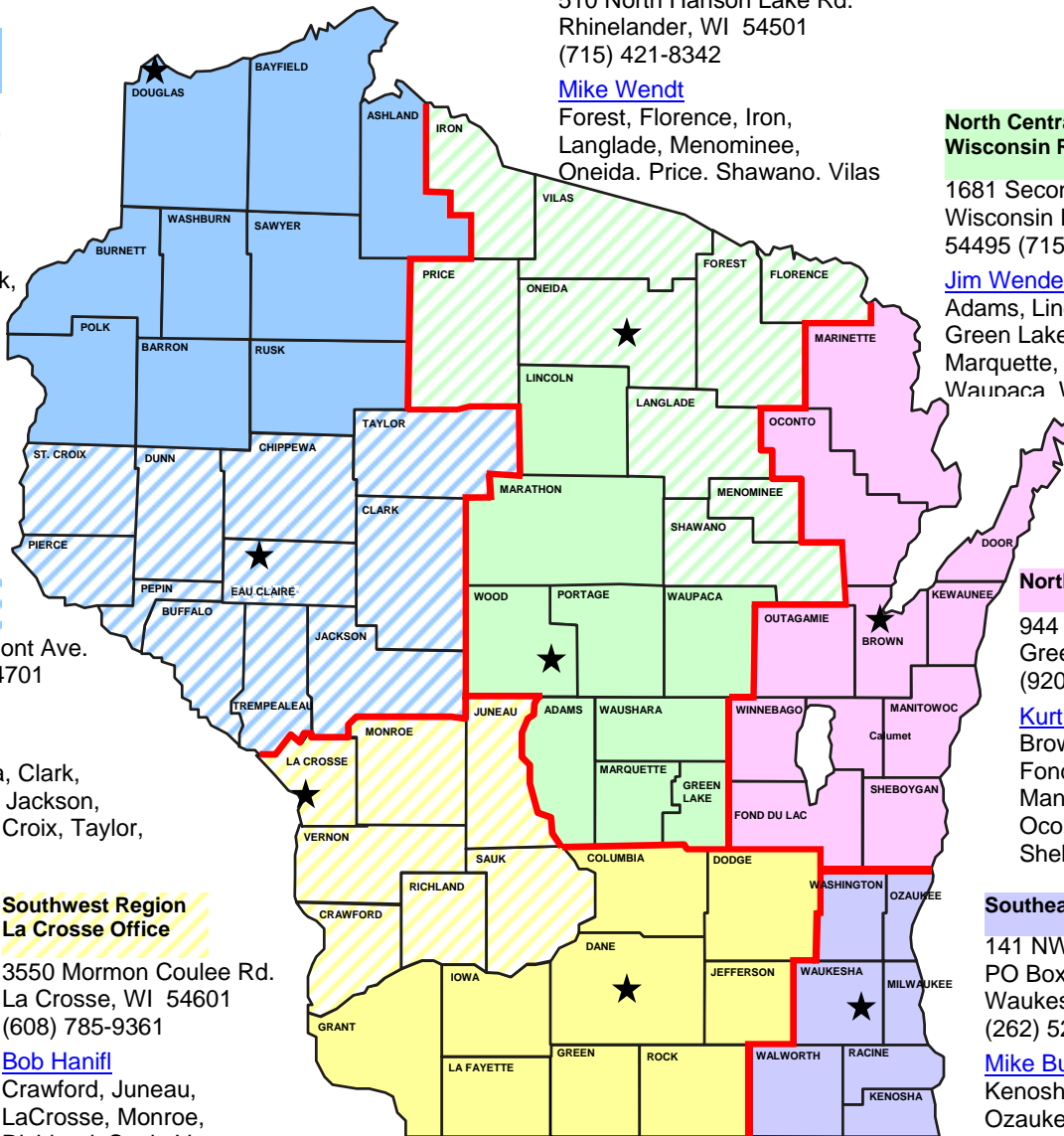
Grant, Iowa, Lafayette

[Rick Marz](#) (608) 245-2672

Dodge, Green, Jefferson, Rock

[Dave Pilon](#) (608) 245-2622

Columbia, Dane



## 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 Office. 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. A flood can occur from one storm or several storms over one or more days. Therefore, all sites in a local government 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. If federal aid is granted for damage to a particular facility, it shall be in lieu of aid otherwise available under the FDA Program.

**Steps 5 and 6:** A WisDOT Regional Office representative performs a field review of the damaged sites 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:** The WisDOT Regional Office determines eligibility of petition and notifies local government.

**Step 9:** Local government completes necessary documentation and submits to Regional Office representative.

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

**Step 11:** LTPF reviews claim for completeness (all required information has been provide, the petition date is within 60 day of the flood event, forms have proper signatures, etc.). The claim information is entered into the FDA database, a claim number is assigned and the claim is forwarded to BHO.

**Steps 12 and 13:** BHO reviews eligibility and indicates concurrence with the WisDOT's Regional Office assessment.

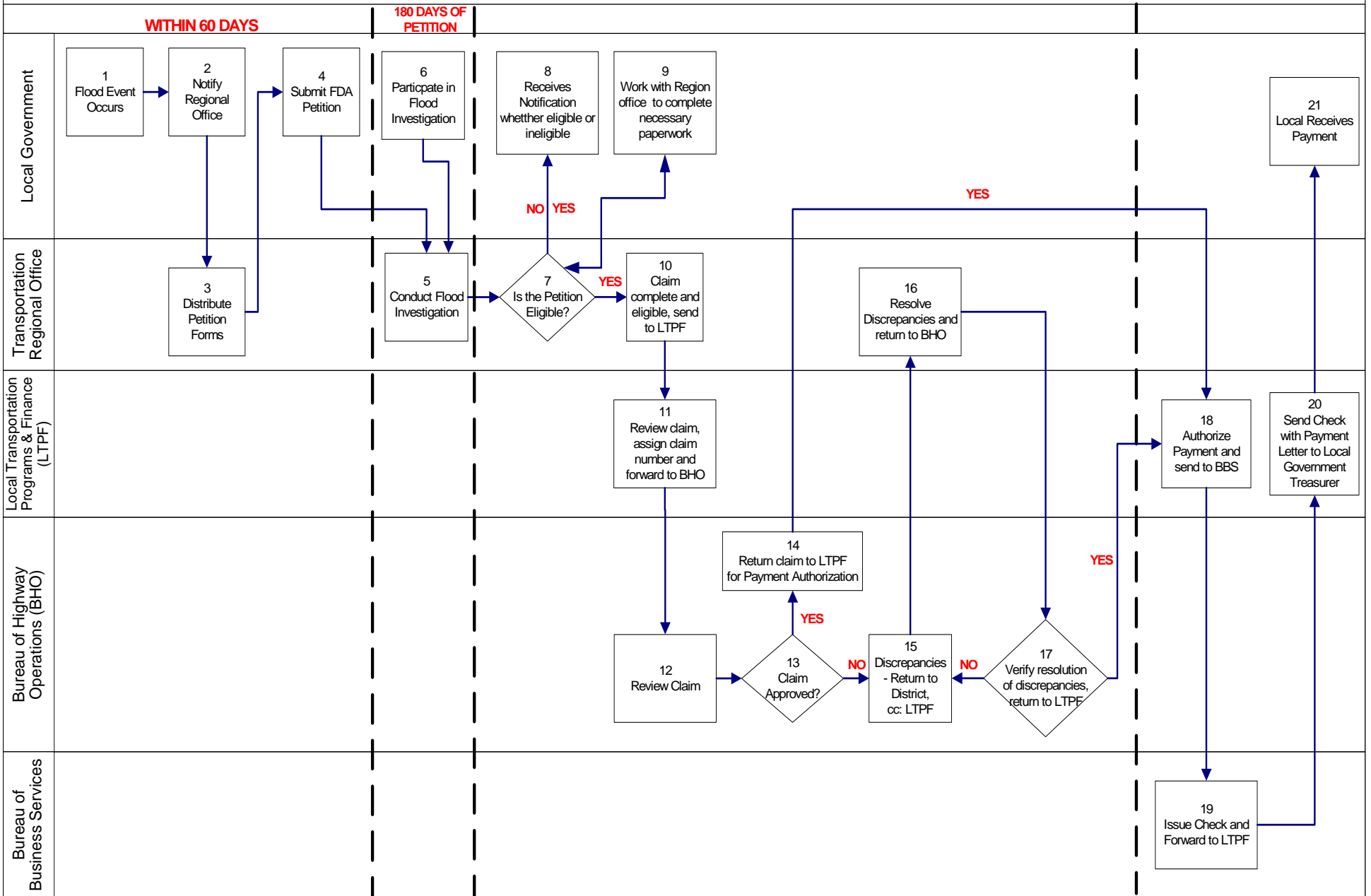
**Steps 14, 15, 16, and 17:** If discrepancies are found, the claim is returned to the regional office or a request is made for more information. BHO can deny the claim, or parts of a claim if they feel it is ineligible. Once all issues are resolved, the claim is approved and sent to LTPF to authorize payment.

**Steps 18:** LTPF sends authorization memo requesting payment to WisDOT Bureau of Business Services (BBS). BBS notifies LTPF when DOA issues payment.

**Step 19 & 20:** LTPF 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 FDA coordinator in the WisDOT Regional Office.

**Step 21:** Local government receives check.

# Flood Damage Aid Process



**FLOOD DAMAGE AIDS PETITION**

DT2067 6/2008

Wisconsin Department of Transportation

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 If Available**

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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

|                              |                                   |                 |
|------------------------------|-----------------------------------|-----------------|
| <b>Incorrect Calculation</b> | Replacement @ \$13,500 x 0.75 =   | \$10,125        |
|                              | Plus Improvement @ \$500 x 0.50 = | \$250           |
|                              | Payment Amount =                  | <b>\$10,350</b> |

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

|                       |   |                 |
|-----------------------|---|-----------------|
| <b>Payment Amount</b> | Replacement + Improvement @ \$14,000 X 0.75 = | <b>\$10,500</b> |
|-----------------------|---|-----------------|

**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

|                    |                                     |                 |
|--------------------|-------------------------------------|-----------------|
| <b>Calculation</b> | Replacement @ \$17,000 x 0.75 =     | \$12,750        |
|                    | Plus Improvement @ \$1,000 x 0.50 = | \$500           |
|                    | Payment Amount =                    | <b>\$13,250</b> |

**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 x 0.3094   | \$18,234.12        |
| Engineering               | \$11,377.21 x (\$58,933.80 divided by \$75,161.80 or 0.7841) x .3094 | \$2,760.12         |
| Town Board                | \$177.00 x (\$58,933.80 divided by \$75,161.80 or 0.7841) x .3094    | \$42.93            |
|                           | Total  | <b>\$21,037.17</b> |

**Replacement Cost:** The difference: \$86.716.11 minus \$21,037.17 = \$65,678.93.

|                    |   |                    |
|--------------------|---|--------------------|
| <b>Calculation</b> | Replacement @ 65,678.93 x 0.75 =        | \$49,259.40        |
|                    | Plus Improvement @ \$21,306.81 x 0.50 = | \$10,518.41        |
|                    | Payment Amount =                        | <b>\$59,777.81</b> |

## 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 provision 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

| CATEGORY                        | EMERGENCY RELIEF (ER)   | PUBLIC ASSISTANCE (PA)  | FLOOD DAMAGE AIDS (FDA)  |
|---------------------------------|---|---|--|
| (1)<br>Administering Agencies   | <ul style="list-style-type: none"> <li>• Federal Highway Administration (FHWA)</li> <li>• WisDOT, DTSD BHO (admin/lead), Regions (damage assessments, project set-up); DBM BBS (accounting); DTIM BSHP (programming)</li> </ul>   | <ul style="list-style-type: none"> <li>• Federal Emergency Management Agency (FEMA)</li> <li>• Wisconsin Emergency Management (WEM)</li> <li>• WisDOT, DTSD, BHO (admin) and Regions (inspections)</li> </ul>   | WisDOT, Bureau of Transit, Local Roads, Railroads and Harbors, Local Transportation Program and Finance Section.   |
| (2)<br>Coverage                 | Roadway or roadway structure damage on <b>ALL</b> 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 <b>NOT</b> on the Federal-aid system (minor collectors and below). PA also covers debris removal and emergency protective measures on <b>ALL</b> roads regardless of functional classification. This includes traffic control, detour signing, police/fire protection, pumping and sandbagging. | Damage to any roadway or roadway structure that is caused by flooding and is <b>not</b> on the State Trunk Highway System.   |
| (3)<br>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)<br>Payment Coverage         | <p>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.</p> <p>Permanent restoration projects: 90/10 (Interstate) or 80/20 (non-Interstate). Also includes, if necessary, preliminary engineering on those projects.</p>      | <p>Grant-share arrangement where:</p> <ul style="list-style-type: none"> <li>• FEMA pays 75%</li> <li>• WEM pays 12.5%</li> <li>• Applicant pays 12.5%</li> </ul>   | <ol style="list-style-type: none"> <li>1. For claims &gt; \$15,000, applicant receives 75% of replacement costs plus 50% of improvement costs.</li> <li>2. 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.</li> <li>3. For claims ≤ \$15,000 when applicant disagrees with WisDOT's estimate, applicant submits final costs payable as noted in 1.</li> <li>4. If Federal-aid is granted for damage reimbursement, it shall be in lieu of aid otherwise available under FDA.</li> </ol> |
| (5)<br>Time Limits              | <p>Emergency repairs must be completed within 180 days of the event.</p> <p>Permanent restoration projects must be completed within 2 years of the event.</p> <p>The event duration is determined by FHWA.</p>  | Damage <b>MUST</b> 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)<br>Limitations              | Damage must be at least <b>\$5,000</b> per site. Heavy maintenance activities (minor shoulder washouts, slides, etc.) are not eligible. Damage must be directly related to disaster. A permanent restoration project needs FHWA approval 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 <b>\$1,000</b> . 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 <b>MUST</b> have been closed <b>OR</b> 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)<br>Documentation            | <b>PICTURES</b> are required. Each site should include: 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 FHWA concept recommendation.  | 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"> <li>1. Petition forms (available from WisDOT)</li> <li>2. <b>Site map</b> and pictures</li> <li>3. Estimated or final costs for labor, equipment and materials, plus any force account or contractual work for each site.</li> <li>4. Invoices and/or electronic or hand-written records for applicable costs listed in 3.</li> </ol>   |
| (8)<br>Contacts                 | Tracey McKenney, FHWA, 608/829-7522<br><a href="mailto:Tracey.McKenney@fhwa.dot.gov">Tracey.McKenney@fhwa.dot.gov</a>   | David LaWall, WEM, 608/242-3252<br><a href="mailto:david.lawall@dma.state.wi.us">david.lawall@dma.state.wi.us</a>   | Janice Watzke, WisDOT, 608/266-9497<br><a href="mailto:janice.watzke@dot.wi.gov">janice.watzke@dot.wi.gov</a>  |

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