



# Wisconsin Disaster Fund Administrative Plan

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## Introduction

The Wisconsin Disaster Fund (WDF) was created by [2005 Wisconsin Act 269](#) and was enacted April 5, 2006 and is codified under § 323.30 of the Wisconsin Statutes. Wisconsin Emergency Management (WEM) was designated as the agency responsible for administering the fund and subsequently developed a Wisconsin Administrative Rule, [WEM 7](#), for this purpose.

WDF is a state-funded program designed to reimburse local governmental units, federally-recognized tribes and bands, and retail electric cooperatives – hereafter referred to as “the Applicant” – for costs imposed by a disaster when Federal Emergency Management Agency (FEMA) Public Assistance funding is not available. The State reimburses 70% of eligible costs while the Applicant is responsible for the remaining 30%. The fund reimburses three categories of work: debris clearance, protective measures (such as sandbagging against floodwater), and repairs made to roads and bridges that were damaged by a disaster. For more information on how to separate the categories of work, refer to the Public Assistance categories of work:

[https://dma.wi.gov/DMA/divisions/wem/recovery/docs/Public\\_Assistance\\_Categories\\_of\\_Work\\_Fact\\_Sheet.pdf](https://dma.wi.gov/DMA/divisions/wem/recovery/docs/Public_Assistance_Categories_of_Work_Fact_Sheet.pdf).

WDF is modeled after FEMA’s Public Assistance Program and is also guided by the [Robert T. Stafford Disaster Relief and Emergency Assistance Act](#). However, it is more limited in scope. Therefore, the fund does not cover losses suffered by individuals, businesses, or the agricultural sector. The Public Assistance Program and Policy Guide (PAPPG) is also referenced during the review of the application documentation<sup>1</sup>.

This handbook was prepared by WEM and contains the required administrative procedures, references, and guidance that will assist in the application process for WDF reimbursement. It is important to remember that WDF is a reimbursement program based on eligible, documented costs that were caused by a disaster. Accurate records are essential in documenting the costs of disaster recovery and are necessary to support a WDF claim. No funds will be disbursed until required documentation is provided to WEM-WDF.

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<sup>1</sup> The current version of the PAPPG can be found by visiting: <https://www.fema.gov/assistance/public/policy-guidance-fact-sheets>.

## Eligibility Criteria

The Applicant must meet all of the following criteria to be eligible to receive the WDF:

1. “Applicant” is defined as a local governmental unit<sup>2</sup>, which includes counties, cities, villages, and towns, local retail electrical cooperatives<sup>3</sup> and federally recognized tribal governments<sup>4</sup>.
2. The local governmental unit suffered a disaster and applies for disaster assistance funding.
3. The local governmental unit incurred disaster costs that are equal to or exceed \$4.60<sup>5</sup> per capita<sup>6</sup>. For example, a town of 2,000 residents would have to incur \$8,880.00 or more in damages (2,000 x \$4.60). The damage threshold is also referred to as the damage threshold.
4. Federal disaster assistance is not available to the Applicant because either:
  - a. The state did not meet eligibility thresholds for federal assistance<sup>7</sup>, or
  - b. The state did achieve eligibility, but the local governmental unit does not reside within a federally declared county<sup>8</sup>.

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<sup>2</sup> A local governmental unit is defined under WI Chapter 19.42(7u) as: “a political subdivision of this state, a special purposed district in this state, an instrumentality or corporation of such a political subdivision or special purposed district, a combination or subunit of any of the foregoing or an instrumentality of the state and any of the foregoing.”

<sup>3</sup> Eligible Retail Electrical Cooperatives as defined in WI Chapter 16.957(1)(t), which must be not-for-profit operations and meet the per capita of \$4.60 in terms of population served. Other Private-Non-Profit organizations are not eligible.

<sup>4</sup> The population estimate that would be used for eligible tribal governments would be the number of enrolled members at the start of the incident. This is the current process for the FEMA-PA program under the FEMA Tribal Declarations Pilot Guidance from 2017, <https://www.fema.gov/disaster/tribal-declarations>.

<sup>5</sup> The per capita rate which is determined by FEMA is updated every October 1<sup>st</sup> for the following year.

<sup>6</sup> The population numbers to be used are the most recent US Census decennial population values (i.e. 2020 survey), not the annual population estimates. <https://data.census.gov/>. In the search area type in the jurisdiction that you are seeking the population data from, ex. Madison, City, Dane County, Wisconsin.

<sup>7</sup> The state is deemed eligible for FEMA assistance if there is \$1.84 in documented damages per capita on a statewide basis.

<sup>8</sup> If the state receives FEMA assistance, specific counties will be deemed eligible for federal assistance by demonstrating \$4.60 in damages per capita on a countywide basis; these federally declared counties serve as FEMA assistance boundaries. A local governmental unit is not eligible for WDF funds if it resides within a federally declared county.

## Disaster Types

Chapter 323.02(6) defines a disaster as a severe or prolonged, natural or human-caused, occurrence that threatens or negatively impacts life, health, property, infrastructure, the environment, the security of the state or a portion of the state or critical systems, including computer, telecommunications, or agricultural systems. Many of these types of disasters include costs that which are eligible for insurance coverage, funding assistance from other state or federal agencies, occur on private property or would fall into categories of work that are not eligible for reimbursement under WDF. The typical disasters that WDF applicants encounter damage costs from are flooding, tornadoes, severe storms, and severe wind events.

### Incident Periods

Incident periods can vary from single day to multiple day disasters. An incident period is defined as the definite time interval with a specific start and end date, WEM 7.02 (8). For the majority of disasters, the incident period starts when the storm enters the state and ends when the storm exits the state. For flooding disasters, the incident period ends when the river gauges have returned to a lower stage from the Major Flood stage. The WDF Coordinator works with the National Weather Service (NWS) or other industry experts whenever possible when determining the incident period start and end date.

### Winter Disasters

Winter storms can bring a variety of different weather hazards together in a complex way. WDF follows the FEMA/PA Snow Assistance Policy<sup>9</sup>. For overall snow removal to qualify, a county must be within 10% or exceed the highest record snowfall within the county for either a 1-, 2-, or 3-day period. Information about the records can be found at the National Centers for Environmental Information site<sup>10</sup>. WDF discusses with the NWS to verify snowfall totals.

If the disaster does not meet the snowfall threshold, any costs associated with snow-related activities (other than the limited snow-related activities<sup>11</sup>) are ineligible for reimbursement or to go towards the applicant's costs to determine if the damage threshold is met or exceeded. These typically include snow removal, snow dumps, de-icing, salting, and sanding of roads and other eligible facilities.

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<sup>9</sup> Refer to Appendix H: Snow Assistance of the FEMA PAPPG v.4 for additional details on the limited snow-related activities.

<sup>10</sup> <https://www.ncdc.noaa.gov/snow-and-ice/snowfall-extremes/WI>

<sup>11</sup> Limited snow-related activities that are necessary to carry out emergency protective measures, such as clearing snow in the *immediate* area of a downed powerline that is owned and maintained by an eligible applicant. It does not include clearing of whole road sections.

## Application Process

The application process for WDF has two stages. The first is completed by the county/tribal emergency manager and the last stage is completed by the applicant within EM Grants Pro ("Pro") by the deadlines listed below.

Time After Disaster Starts	Task Item(s)
<b>Copu</b>	County/Tribal EM submits via email: <ul style="list-style-type: none"><li>County Notification form</li></ul>
<b>Within 60 days from the end of the incident period</b>	Eligible applicants submit via Pro: <ul style="list-style-type: none"><li>Application</li><li>Damage Assessment Information</li><li>Worksheet(s)<sup>12</sup> completion</li><li>Supporting documentation for claimed items.</li></ul>
<b>Within 30 days from the date documentation sent back for revision</b>	Eligible applicants submit via Pro: <ul style="list-style-type: none"><li>Signed Assurances</li><li>Corrections to submitted Worksheet(s)</li><li>Any outstanding supporting documentation for items identified by the WDF Coordinator</li><li>OR Time Extension Request</li></ul>

The application process is split into two sections, [County and Tribal Responsibility](#) and [Applicant Responsibility](#). The requirements for each of the stages are further explained below. Upon receipt of the documentation at each stage, the WDF Coordinator reviews the submitted materials to ensure claims are eligible and properly documented as required before proceeding to the next stages of the process.

### County and Tribal Responsibility

Within 72 hours of the start of a disaster, it is *recommended* that the County or Tribal Emergency Management (EM) Director submits a Uniform Disaster Situation Report (UDSR) through WebEOC. Only one UDSR should be submitted for the entire county or tribe for a specific disaster. Updates to the UDSR should be made to the original UDSR as necessary to reflect situational changes. The UDSR provides rough damage estimates to both private and public areas that may be affected. These estimates are used to determine possible funding options to support the state due to the severity of the disaster.

Within 30 days from the end of the disaster.

Within 30 days of the end of an incident period, the County or Tribal EM must submit the [County Notification to WEM of Eligible Applicants for Wisconsin Disaster Fund](#)<sup>13</sup> via email, which lists potential

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<sup>12</sup> This is formerly known as the Applicant ToolKit which was an excel file. The same type of information is now filled out within Pro.

<sup>13</sup> Refer to WEM 7.04(2) for the requirement language.

applicants (jurisdictions that plan on completing a WDF application), their damage estimates<sup>14</sup>, and their population totals to determine whether each applicant meets the eligibility threshold of \$4.60 in damages per capita<sup>15</sup>. Only one County Notification form needs to be submitted for the entire county or tribe.<sup>16</sup> Therefore, individual County Notification forms do not be submitted for each applicant.

Upon receipt of the County Notification form, the WDF Coordinator will verify the applicant's eligibility. All applicants listed on the County Notification will be set up within Pro.<sup>17</sup> If they do not have an existing Pro account, the eligible potential applicants will receive an email to finish setting up their account from [noreply@emgrants.wi.gov](mailto:noreply@emgrants.wi.gov). The WDF Coordinator will also send a separate email that outlines the future deadlines and supporting documentation to complete or is designed to assist with submitting the application and final documentation if an applicant decides to proceed with WDF reimbursement. Applicants should establish contact with the WDF Coordinator early to facilitate the application process. Ineligible potential applicants will receive written notification explaining why they are ineligible for WDF reimbursement.

**Note:** If there has been severe damage to roads, contact should be made as soon as possible with the Wisconsin Department of Transportation (WI-DOT)'s Disaster Damage Aids (DDA) program personnel<sup>18</sup> (<https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/disaster.aspx>). The County Highway Commissioner acts as a liaison between the local applicant and the DDA program. County and Tribal EMs should inform applicants of both the WDF and DDA programs and encourage them to proceed with the best available option.

### Eligible Applicant Types

The eligible applicant types for WDF are local governmental units as defined under WI Chapter 19.42(7u). These include counties, cities, towns, villages, federally recognized native American tribes and tribal organizations, special governmental districts (i.e. sanitary districts, fire districts, etc.), and non-profit retail electric cooperatives (as defined under WI Chapter 16.957(1)(t)). Other non-profit organizations are not eligible for WDF. Each applicant must meet the damage threshold individually.

### *Non-Profit Retail Electric Cooperative Eligibility*

To determine eligibility, electric cooperatives must determine their population within their service area as connections, customers, accounts, or other definable means from within each of the affected counties. The population must be separated by county and the damage threshold must be met separately for each affected county to be eligible for WDF. If the disaster is also partially funded through the FEMA Public Assistance program, only the counties that were not federally declared would be eligible for WDF. Cooperatives must submit documentation on how the population was determined

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<sup>14</sup> These estimates should not include any mitigation efforts or permits and should only include damages that were incurred during the incident period. Applicants should also refer to the [Eligible and Ineligible items section](#) within this document.

<sup>15</sup> Eligible jurisdiction must also meet the minimum application total of \$500.00.

<sup>16</sup> Tribal applicants can either submit their information on their own form or include their estimates on to one of the county neighbors.

<sup>17</sup> If a jurisdiction is listed on a notification form and is still under threshold as of the due date, then they are still ineligible. If additional costs are determined and they seek to try again with a WDF application, they would need to submit an appeal through EM Grants Pro.

<sup>18</sup> DDA has a better cost-sharing rate compared to WDF. Also, DDA allows for mitigation and/or improvements whereas WDF only allows roads to be restored to pre-disaster condition.



with the County Notification form. After the WDF Coordinator reviews the county notification information and determines if a cooperative is eligible in multiple counties for one disaster, only one application is necessary.

### Applicant Responsibility

Eligible applicants identified on the submitted County Notification form must submit the application, damage assessment information, and supporting documentation in EM Grants Pro<sup>19</sup> (“Pro”) by the deadlines set forth below. Upon receiving an initial application package from an applicant, the WDF Coordinator will evaluate the submitted materials to ensure claims are eligible for reimbursement and properly documented.

### Communication

Once the applicant starts a draft application within Pro, they are able to send notes through the system to the WDF Coordinator or other contacts with permissions within Pro for their jurisdiction. From this point until the application is closed, Pro is the main communication tool that the WDF Coordinator will use to communicate with the applicant point of contact(s). Applicants should make sure that the email address [noreply@emgrants.wi.gov](mailto:noreply@emgrants.wi.gov) is enabled as a safe email address so this communication does not go to the junk or spam mailboxes. The WDF Coordinator may also send emails, phone calls and paper memos during the application vetting, approval and payment process.

### Within 60 days of the end of the incident.

Within 60 days from the end of the incident period, the eligible applicant must submit an application through Pro and upload the damage assessment information for all Category A, B and C work and required supporting documentation for their claim. This allows the Applicant to communicate damage cost, that can be an estimate, actual or a combination of both, and extent of the damage being claimed within each category of work.

### Damage Assessment Requirements

A damage assessment provides the location, type of damage, dimensions of damage, and work necessary to bring the damaged area back to pre-disaster condition for each of the areas in which a jurisdiction received damage during a disaster<sup>20</sup>. This information should be gathered as quickly as possible in case there are other disasters, or seasonal changes that would delay or increase damage to the location. Only the Category A, B and C damages listed in the submitted damage assessment information received by the WDF Coordinator by the end of the 60-day deadline would be included in an application. Only the damage assessment information received by the 60-day deadline will be eligible. Any additional damage discovered after this timeframe will be listed as ineligible.

In general, the damage assessment should answer the following questions:

- Who performed or will perform the work (Force Account or contract)?

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<sup>19</sup> For assistance in working in the EM Grants Pro system, applicants can refer to the WEM-WDF Webpage (<https://wem.wi.gov/recovery/wisconsin-disaster-fund-wdf/>) for a walkthrough video ([Wisconsin Disaster Fund \(WDF\) & EM Grants Pro Walkthrough](#)) and written documentation.

<sup>20</sup> Applicants can also refer to the Damage Assessment Guide which can be found in WebEOC, WebEOC > Advanced File Library > Recovery > Damage Assessment > Damage Assessment Guide. If a local jurisdiction does not have access to WebEOC, ask your County or Tribal Emergency Management contact to send you a copy.

- If work was completed with Force Account labor, what is the number of labor and equipment hours and the amount and types of materials used?
- What is the basis for the costs, or cost estimate?
- Category A Debris Clearance:
  - How much debris was or will be removed and disposed of?
  - Where was or will the debris have been disposed of? Is it temporary or final disposal?
  - Was or will it be reduced and how?
  - Was or will removal/disposal efforts be monitored and by whom (Force Account or contract)?
- Category B Protective Services:
  - What emergency protective measures have been or will be performed?
  - How the work reduced or will reduce or eliminate the immediate threat?
- Category C Roads and Bridges:
  - What work was or will be completed to restore the facility to its pre-disaster design and function?
  - What work was or will be completed which changes the pre-disaster design and function of the facility and why?

Example Damage Description for Category C Roads and Bridge work.

- Site 1: Longview Drive (GPS Start: 43.005327, -89.242103 End: 43.003325, -89.243214)
  - Surface: 26 CY of asphalt, 140 FT long x 20 FT wide x 3 In deep, was washed out due to over the road flooding and culvert washed out. 0% complete
  - Base: 52 CY of aggregate, 140 FT long x 20 FT wide x 3 IN deep was washed out due to over the road flooding and culvert washed out. 0% complete
  - Culvert: 18" x 30 FT long washed out and damaged due to over the road flooding. 0% complete
- Site 2: Spring Road (GPS 42.952617, -89.180997)
  - Surface: 38 Cy of Asphalt, 250 FT long x 16 FT wide x 3 IN deep, was washed away due to heavy flowing flood waters/overtopped bank from nearby creek. 100% complete.

The damage assessment<sup>21</sup> information can be submitted multiple ways as long as the necessary level of information is included, as previously outlined. Examples of established forms or tools are listed below but applicants are not limited to these options. An applicant only needs to use one of the options, not all of them.

For Category A and C work, locations of damage should be completed on separate sheets or entries. All Category B work should be completed within 60 days from the end of the incident period and sheets or entries providing an overview of the Category B costs can be provided rather than individual locations. Examples include the following items, but applicants are not limited to these items as long as the damage assessment information is provided.

- Wisconsin Emergency Management Disaster Assessment for Public Infrastructure
- FEMA Damage Inventory Form

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<sup>21</sup> Refer to WEM 7.04 (3 (a & c)).

- Direct entry into a Worksheet within Pro
- Survey123<sup>22</sup> application (refer to the [Appendix A](#) for the Damage Assessment/Survey123 User Guide)
- WebEOC direct entry on to the Damage Assessment Board<sup>23</sup>.

#### *Application requirements*

The application is completed and submitted through EM Grant Pro. This system walks through the required areas that must be completed before the application can be submitted. By the 60-day deadline, applicants must complete:

- Contact selection for at least the Primary contact.
- Scope of work

The applicant must also create at least one Worksheet<sup>24</sup> for listing the claimed line items for damages. The required areas on the worksheet include:

- Site/Facility Intro
  - Site/worksheet name
  - Damage Description
  - Scope of Work for both work completed and work yet to be completed at the time of the initial application submittal.
- Enter the claimed costs into the worksheet as Individual Line Entries and should be separated by category of work. Applicants can refer to the [Eligible and Ineligible Costs](#) section on how these can be separated.

Upon the submittal of the application and damage assessment information, the WDF Coordinator reviews all information, attachments, and damage assessment information. For an application to move the application to Step 3 within Pro, the application must include, at a minimum, the items listed above and the damage assessment information that identifies the areas that received damage, completed or outstanding work, and damage costs. If these items require follow up, the WDF Coordinator will contact all applicant contact(s) for clarification. Once all questions have been satisfied, the WDF Coordinator will advance the application to Step 3 within Pro, marking the application as eligible.

If an applicant fails to meet the 60-day deadline, the applicant will not be eligible for WDF funds regarding that specific disaster<sup>25</sup>.

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<sup>22</sup> ArcGIS Survey123 app can be downloaded from the App store on your phone or other portable device.

<sup>23</sup> If Survey123 or direct entry into the WebEOC Damage Assessment board is used, applicants should state that the damage assessment information is available in WebEOC on the application either under the Scope of Work or Damage Description sections within Pro. The WDF Coordinator will then download the information from WebEOC to review.

<sup>24</sup> Applicants can create multiple worksheets if desired based on what the damaged areas consist of and how they desire to separate the costs associated with those areas.

<sup>25</sup> It is often the case that potential applicants listed on the County Notification never become official applicants. The 60-day deadline is an accountability procedure to ensure WDF tracking documents accurately reflect demand on the fund.

Within 30 days from date the application was returned for correction

All of the applicant contacts receive two emails from Pro when the application is sent to Step 3 within Pro. The first is an email to sign the assurances (DMA Form 1017A-Assurance of Construction) electronically and submit. The assurances must be signed before any time extensions will be granted, and the final application with supporting documentation can be reviewed.

The second is an email for the application advancing to Step 3. This email contains a link directly to the application and will list all the items to be completed and submitted through Pro within 30-days from the date of receipt. It is then the applicant's responsibility to resolve the outstanding items within 30 days of receipt. These outstanding items include signed assurances, corrections to submitted Worksheet(s), any additional outstanding clarification or supporting documentation identified by the WDF Coordinator. If additional time is needed to resolve the outstanding items, a [time extension](#) request should be submitted within Pro prior to the 30-day window.

Upon receipt of the advanced application, the WDF Coordinator reviews the updated application and all supporting documentation included for completeness. Upon review of the updated application, if there are outstanding questions on the claimed items, the WDF Coordinator will return the application to the applicant within Pro. It is then the applicant's responsibility to resolve any additional outstanding items within 30 days of receipt and advance the application within Pro.

A complete application contains:

- Worksheet(s) identifying the costs being claimed and entered directly into Pro.
- Damage assessment information outlining the damage received, completed work and any outstanding work as of the date of submittal.
- All supporting documentation for claimed costs uploaded<sup>26</sup> to Pro. For examples refer to the [Supporting Documents](#) section.
- Signed assurances (DMA Form 1017A-Assurance of Construction)

When the application is deemed complete from within WEM, the WDF Coordinator will send approval documents to the Applicant and request reimbursement for the Applicant in the form of a check or ACH payment.

An applicant should adhere to the above discussed deadlines, refer to the [Vetting, Approval and Payment Phases](#) section for additional discussion.

### Eligible and Ineligible Costs

To be eligible for WDF, costs must be the direct result of the declared disaster, have occurred during the designated incident period, and be the legal responsibility of an eligible applicant at the time of the disaster. Eligible costs<sup>27</sup> also must fall within the three following categories of work: Debris Removal (Category A), Emergency Protective Measures (Category B), and Road and Bridge Repair (Category C).

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<sup>26</sup> An applicant must reach out to the WDF Coordinator prior to submittal due dates if they encounter issues with uploading the supporting documentation.

<sup>27</sup> Refer to WEM 7.05(1) (a, b, & c).

Category A and B work is considered Emergency Work<sup>28</sup> while Category C work is considered Permanent Work<sup>29</sup>.

### Eligible Costs

- **Category A – Debris Clearance** to include woody debris<sup>30</sup>, stump grinding, dirt to fill stump holes, building wreckage, work to clear public roads, and debris placed on roadside for pickup.
- **Category B – Emergency Protective Measures** to eliminate or reduce immediate threats<sup>31</sup> to life, public health or safety, or a hazard that threatens significant damage to improved public or private property. Most often these measures include sandbagging for water control or road closure services.
- **Category C – Roads and Bridges** to include surfaces, bases, shoulders, ditches, drainage structures, culverts<sup>32</sup>, piers, girders, abutments, slope protection and approaches<sup>33</sup>.
  - Roads are eligible for repair if they do not receive federal funds for maintenance. Roads that do not receive federal funds for maintenance are typically rural major roads, rural minor roads, and rural local roads. See the Wisconsin DOT webpage on Functional Classification to determine road classification by county (<https://wisconsindot.gov/Pages/projects/data-plan/plan-res/function.aspx>).
  - Access roads, service roads, driveways, and private roads, including homeowners' association roads, are not eligible for this program. Roads owned by a tribal government may be eligible for the WDF even if the roads are not open to the general public.
  - Mitigation and/or improvement work on roads and bridges is not eligible for reimbursement under WDF. Roads and associated structures must be restored to pre-disaster condition only.

### Ineligible Costs

Below is a list of commonly encountered items which are ineligible<sup>34</sup> for reimbursement under WDF. This is not a complete list; if there are any questions about the eligibility of a particular item, please reach out to the WDF Coordinator.

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<sup>28</sup> Emergency work is considered work that must be done immediately to save lives, protect public health and safety, protect improved property, or eliminate or lessen an immediate threat of additional damage, as defined within the PAPPG on page 99-100. Also refer to page 101-107 of the PAPPG for debris removal specific descriptions.

<sup>29</sup> The only permanent work costs eligible under WDF are Roads and Bridge work. Therefore, other buildings and infrastructure, such as public libraries or public utility infrastructure, are ineligible for permanent work cost reimbursement through the WDF. (see "Ineligible Costs" for more clarification.)

<sup>30</sup> Debris must be causing or have the potential of causing an immediate threat to life and safety on improved property to be considered eligible.

<sup>31</sup> FEMA defines an immediate threat as the threat of additional damage or destruction from an incident that can be reasonably be expected to occur within 5 years of the declared disaster.

<sup>32</sup> Eligible culverts must be part of an eligible rural road, functional prior to the event, and if damaged during the event, replaced in-kind. An Applicant may be required to provide maintenance records to document prior conditions of the culvert.

<sup>33</sup> Road damage that resulted from debris removal or other emergency work, i.e., heavy machinery operating on roadways to clear debris, may be reimbursable if the damage was based on the necessity to use the road for debris removal or other emergency work.

<sup>34</sup> Also refer to WEM 7.05(2) (a, b, c, d, e, f, g).

- Damage to water control facilities including dams, reservoirs, levees, drainage channels, shore protective devices, irrigation facilities, structures outside the eligible road right-of-way and pumping facilities.
- Damage to buildings and equipment.
- Damage to utilities including power generation facilities, sewage collection systems and water treatment plants which would fall under permanent work categories D through G.
- Lodging and travel expenses.
- Fuel or gas for Applicant owned, volunteer owned, or rental equipment.
- Purchase of new equipment, repair or maintenance of equipment or vehicles.
- Purchase of supplies not exhausted during the response phase of the disaster, some examples include but are not limited to gas tanks, small tools, clipboards, coolers, signage, etc.
- Ordinary operating expenses of local governmental units, such as salaries and expenses of public elected officials, which are not directly related to the disaster and not part of their required duties.
- Administrative overhead costs associated with disaster response and recovery, including the time to gather and submit the application documents.
- Costs for which payment has been, or will be, received from any other funding source.
- Disaster-related costs which should be covered and compensated for by insurance.
- Applications with eligible damages totaling less than \$500.00.
- Mitigation and/or improvement projects.
- Assistance provided under written or verbal mutual aid agreements<sup>35</sup>.
- Costs associated with snow removal<sup>36</sup>.
- Interest incurred on loans for disaster recovery work.
- Donations provided by the jurisdiction to volunteers assisting with the disaster response and recovery.

#### Work Performed by Fire Departments/Districts

*Guiding Principle:* WDF funds are **only** available if a disaster imposed additional costs on a local or tribal governmental unit. If an established contract between a fire department/district and local or tribal unit of government covers disaster activities without imposing additional costs on a local or tribal government then WDF funds will not be available because additional billing beyond the contract was not necessary. In contrast, if the fire department/district operates on a pay-per-call basis, or if the fire department/district provided services not covered under contract, the amount billed to the Applicant for disaster work is reimbursable under WDF as long as it is eligible work. Please contact the WDF Coordinator with questions regarding fire departments/districts as this document does not cover every circumstance.

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<sup>35</sup> WDF funds are **only** available if a disaster imposed additional costs on a local governmental unit, because mutual aid agreements are based on the neighbor-helping-neighbor concept without billing procedures, mutual aid does not impose additional costs on the affected jurisdiction applying to WDF. Therefore, there is no cost to claim.

<sup>36</sup> Typically costs associated with snow-related activities are ineligible for reimbursement unless the disaster qualifies as a snow disaster. Refer to the [Disaster Types section](#) for additional information on snow events.

## Work Performed by Electrical Retail Cooperatives

Electrical retail cooperatives must be able to break out work using the guidelines listed in the FEMA Public Assistance Program and Policy Guide (PAPPG) to separate out the work into the appropriate category of work. Refer to pages 176-178 and 275 in version 4 of the PAPPG for further explanations of the separation of work categories for utility work, <https://www.fema.gov/assistance/public/policy-guidance-fact-sheets>.

- Category A Debris Clearance:
  - The cooperative may need to clear debris out of the right-of-way (ROW) to obtain access to the damaged facility. Only the efforts to clear the ROW could be eligible under Category A. *(Refer to pages 176-178 in the PAPPG for Category A separation.)*
    - If the facility completely removes the debris initially, it would be considered Category A work.
    - If any trees in the vicinity of the facility were damaged during the disaster and an arborist confirms that the tree is an immediate threat to the overhead lines or other portions of the facility, they would be considered Category A work.
    - If the pushes the debris is only pushed off to the sides of the ROW and removes the debris at a later date, then only the initial time/labor/costs to push the debris off to the sides would be considered Category A work. The work to remove the debris at that later date would be considered maintenance work and the cooperative's responsibility to maintain the ROW, and therefore ineligible for WDF funds.
- Category B Protective Services:
  - Only the emergency protective measures to address immediate threats to life, health or safety and to restore the disaster damaged facility back to pre-disaster condition are eligible.<sup>37</sup>
  - All other work performed that does not meet the definition of emergency work would be considered Category F work and therefore ineligible for WDF funds.

## Supporting Documentation Requirements

The Worksheet(s)<sup>38</sup> must be completed within Pro and submitted to the WDF Coordinator with all supporting documentation as part of the complete application. Claimed costs are separated into five categories: Applicant Labor costs, Applicant- Owned Equipment Usage costs, Applicant Purchased Material costs, Rental Equipment Costs, and Contract Work costs. The following supporting documentation must be uploaded to the worksheet or application within Pro to support the costs

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<sup>37</sup> Per FEMA memo Simplifying the Public Assistance Program, Part 2 (dated September 06, 2022, <https://www.fema.gov/assistance/public/simplifying-public-assistance-program>), FEMA is providing applicants flexibility in how work is claimed in order to support rapid restoration of power after a disaster. For power restoration projects that meet both emergency work and the permanent work criteria, to include being necessary to reduce or eliminate an immediate threat to life, health or safety and restoring the facility in accordance with applicable codes, standards and EHP requirements, Applicants may either claim the work as Category B Emergency Work or Category F Permanent Work. Under WDF, this would allow eligible electric cooperatives to claim Overtime from Force Account Labor, Force Account Equipment usage, Materials and Contract Work necessary to restore power and repair the damaged facilities back to pre-disaster conditions to meet the emergency work conditions.

<sup>38</sup> If donated resources are claimed, the claimed line items must be entered on a separate worksheet in Pro.

claimed so it can be used during the review of the application. If claimed items cannot be supported with appropriate supporting documentation, then those costs are ineligible.

- **Labor Claims:** Timesheets or Timecards **AND** documentation showing payrates and fringe benefits. I.e., pay policy approved prior to the start of the disaster, paystubs, etc. *This is for the Applicant's labor only, not contract labor.*
- **Equipment Usage Claims:** Official equipment log/dispatch records **OR** timesheets that validate a specific employee (operator) used the equipment for the hours claimed. This is for the Applicant's owned equipment not for rental or contract equipment costs.
- **Material Claims:** Itemized invoices
- **Rental Equipment Claims:** Itemized invoices
- **Contractor Work<sup>39</sup> Claims:** Itemized invoices

**NOTE:** Proof of payment is no longer required to be submitted as part of the supporting documentation. The Applicant should maintain records and be able to provide the proof of payment if the application is part of an audit.

### Labor Costs

This is for the Applicant's employees, and contract work labor does not need to be included in this section. Labor can also be referred to as Force Account Labor.

- Labor costs include actual wages paid plus fringe benefits, if applicable.
- Legible timecards/sheets/logs must be submitted that show the dates(s) and hours worked per employee.
- Documentation of pay and fringe rates for each claimed employee. Examples include the pay policy that was in effective prior to the incident start date, electronic pay stub showing the employees Regular Time and Overtime rates, fringe rate calculation, etc.

No elected official can benefit from their position within a local governmental unit under the Wisconsin Code of Ethics. Therefore, WDF cannot reimburse an Applicant for the cost of any elected official's labor. The costs for an elected official's labor include per diem, mileage for meetings, and administrative costs. If disaster assistance or road work is not part of the elected official's required duties, the Applicant must submit documentation to support a claim for that official's labor costs (i.e. contract, agreement, etc.) that was in effect prior to the incident period.

### Categories A & B (Emergency Work)

Only overtime is reimbursable in Categories A and B for full-time and/or part-time employees<sup>40</sup>. However, regular and overtime pay is eligible for reimbursement for non-budgeted employees (temporary hires) that are tasked to perform Category A and/or B work in response to a disaster<sup>41</sup>. If a

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<sup>39</sup> Make sure that proper procurement processes are followed. Refer to the Public Assistance Procurement Cheat Sheet, [https://wem.wi.gov/wp-content/library/recovery/PA\\_Procurement\\_Cheat\\_Sheet.pdf](https://wem.wi.gov/wp-content/library/recovery/PA_Procurement_Cheat_Sheet.pdf).

<sup>40</sup> Regular time is not reimbursed as the jurisdiction would have compensated force account employees (budgeted employees) for this time regardless of the disaster.

<sup>41</sup> In this instance, temporary hires are non-budgeted employees who are brought on at an additional expense to the local governmental unit to help with emergency response efforts such as debris clearance.



part-time worker is called in beyond their regularly scheduled hours, this work may be considered overtime and therefore eligible for reimbursement if documentation has been provided establishing how many hours the part-time employee worked per week prior to the disaster<sup>42</sup>.

The value of compensatory time may be eligible for WDF reimbursement if the Applicant provides a written policy which details employee eligibility and payment procedures. Standby labor costs are not eligible.

#### *Category C (Permanent Work)*

For permanent work on roads and bridges (Category C) work, both regular time and overtime work is eligible for reimbursement for all employees regardless of their status as a part-time, full-time, or temporary hire employee.

#### *Equipment Usage Costs*

This is for the Applicant owned equipment, and should not include rental, contract equipment or volunteer owned equipment. This can also be referred to as Force Account Equipment. All equipment usage costs are eligible for reimbursement<sup>43</sup>, regardless of the employee's status while operating the equipment, as long as the equipment was used to perform work within one of the eligible categories.

Equipment use can be validated through either:

- Timesheets/cards that validate an operator (employee) was on the job and operating the equipment for the stated amount of time on a specific date, OR
- An equipment log or dispatch record that includes a description of the equipment and the hours it was used, OR
- Written documentation or employee log describing where they were, what work was being performed, what equipment was being used and for how long.

Equipment usage reimbursement is determined through an hourly rate that can be locally adopted, from the Wisconsin DOT (WI-DOT) Highway Maintenance Manual<sup>44</sup> or the FEMA Schedule of Equipment Rates<sup>45</sup>. The Applicant can use separate locally adopted equipment rates that were in affect prior to the start of the incident period. The local rate documentation should be submitted with the application materials as additional documentation. If an applicant does not have a locally adopted rate, equipment usage reimbursement is determined by an hourly rate established in the WI-DOT Highway Maintenance Manual. If the Wisconsin DOT Schedule of Rates does not include the equipment in question, then the

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<sup>42</sup> For example, if it can be established that a part-time employee works 20 hours per week but was called in for 10 overtime hours to perform debris removal, then the additional 10 hours can be claimed as reimbursable overtime pay.

<sup>43</sup> Only the time that the piece of equipment is actively in use would be eligible. For example, if an employee has 10 hours recorded on their timesheet for a particular day, they must split the time that they were operating a truck and a chainsaw accordingly as one cannot drive a truck and operate a chainsaw at the same time.

<sup>44</sup> Ensure the most recent document is accessed as the current rates and archived rates are stored on the WI DOT site. For the most recent document, refer to Chapter 02 (Administration), Section 25 (Cost Invoicing), Subject 50 (Classified Equipment Rates). <https://wisconsindot.gov/Pages/doing-bus/local-gov/hwy-mnt/mntc-manual/chapter02.aspx>

<sup>45</sup> Refer to the following webpages for the FEMA Schedule of Equipment Rates, <https://www.fema.gov/schedule-equipment-rates>

FEMA Schedule of Equipment Rates will be used to determine an hourly rate (this is most common for chainsaws). Equipment rates in both the state and federal documents include depreciation, maintenance, fuel, lubricants, and other costs incidental to operations. Therefore, WDF does not reimburse incidental costs such as fuel.

If the equipment used does not have an established rate in the locally adopted, WI-DOT and FEMA Schedule of Equipment Rates, any submitted rate must include documentation that shows each component of the rate is comparable to current market rates. The suggested rate cannot be based on rental rates as rental rates include profit calculations that go beyond operational and maintenance costs for budgeted equipment. However, an applicant's costs for renting equipment can be reimbursed if the rented equipment was used to perform eligible work. For example, an applicant may be reimbursed if a rented chainsaw was used to perform debris removal. For assistance with determining these rates, contact the WDF Coordinator.

Automobile and truck usage can also be reimbursed on a mileage basis. For reimbursement, a vehicle must have been actively performing Category A, B, and/or C work. Miles used on routine patrolling, checking on sites, distribution of water, and welfare checks on workers are not eligible for reimbursement. To be reimbursed, an applicant must keep accurate records to document mileage used performing eligible work. For example, miles used by a truck to haul away downed trees would be eligible for mileage reimbursement under Debris Clearance (Category A). Where vehicles were used in a mostly stationary manner, such as road closure services, hourly reimbursement rates can be used, but only for the length of time that it was running.

Elected officials can claim equipment costs, if they are seeking reimbursement for:

- Town-owned equipment - the costs would go in the Equipment section and a timesheet must be included to verify the amount of time the equipment was used for.
- Rented equipment – the associated rental cost would go under the Rental Equipment section.
- Self-owned equipment and the jurisdiction is being billed for the equipment usage - the costs would go in the Contracts section.
- Self-owned equipment and the jurisdiction is not being billed for the equipment usage - the costs would go in the Equipment section on the separate Volunteer/Donated Resources Worksheet.

### Material Costs

Materials purchased by the applicant for disaster response and recovery may be eligible for reimbursement if the applicant provides an invoice showing quantities, unit price and total cost of the materials. Only materials expended during the repair or recovery period are eligible<sup>46</sup>.

Eligible materials may include, but are not limited to culverts, gravel, other aggregate for road repair, as well as sand and bags for water control operations. If materials are used from a municipal stockpile, a

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<sup>46</sup> Only expended materials are eligible as they are tied to a specific disaster. For example, if sandbags were purchased but only a portion of them were used during a specific disaster, only the ones used would be eligible. The remaining ones would be considered stockpile and could be used towards a different disaster where they would be eligible for reimbursement under that secondary event. This is to eliminate the possibility of duplication of benefits.

log showing the quantity of materials used and invoices that document cost per unit for those must be provided for an applicant to receive reimbursement. Additionally, food costs for emergency workers may be eligible for reimbursement only if those food costs occur within the first 72 hours of the disaster and are for reasonable amounts.

Ineligible materials include but are not limited to items such as gloves, rakes, purchase of new equipment like chainsaws, tables, signs, and cones, materials purchased to repair damages not received from the specific disaster or in ineligible areas like outside an eligible road right-of-way.

### Rental Equipment Costs

Rental equipment used during the response and recovery process can be eligible for reimbursement if the applicant provides an itemized invoice showing the itemized rental rate and any additional fees or add-ons listed. The claimed amount must only list the period of time that it was being used for eligible damages listed on the submitted damage assessment information. Standby equipment costs are not eligible for reimbursement, even if the equipment is rented but not used.

### Contract Work Costs

For an applicant to receive reimbursement for Contract Work costs, it must provide, for all persons and/or companies hired as contractors, an invoice on company letterhead detailing date(s), hour(s), and location(s) worked. The invoices should also be an itemized list of charges and not only provide a summary of total cost. While very few projects claimed under WDF are large enough to warrant bidding procedures but needed guidance on bidding procedures can be found through local or county highway departments, public works departments, or the regional DNR or WI-DOT office if needed.

### Donated Resources

The value of volunteer labor and equipment and donated materials or contract work can be used to offset the 30% local share, it does not add costs to the WDF reimbursement claim. An example of volunteer labor is volunteer fire departments and residents who perform eligible work under Categories A, B, and/or C, but who are not compensated for their time. The value of volunteer labor is calculated based on the federal minimum wage, currently at \$7.25 per hour<sup>47</sup>. For volunteer labor to be eligible, the applicant must have a sign-in sheet that documents the date, each volunteer's first and last name, time worked, work performed, and the location of work. Only documented volunteer work that falls within Categories A, B or C is eligible and should be entered on a separate Worksheet within Pro. If appropriate supporting documentation cannot be provided the volunteer work is ineligible.

#### Donated Resources Supporting Documentation Examples:

- Volunteer Labor Claims: Sign-in sheets that provide the date, volunteer's name, hours volunteered, location of work, and description of work performed.
- Volunteer Equipment Usage Claims: Official equipment log/dispatch records OR timesheets that demonstrate usage OR volunteer sign-in sheets if volunteer labor who operated the equipment.
- Donated Materials Claims: itemized invoices.
- Donated Rented Equipment Claims: itemized invoices.
- Contract Work Claims: Itemized invoices.

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<sup>47</sup> As defined in [WEM 7.06\(2\)\(b\)2.](#)

Additionally, the value of volunteer equipment can be calculated based on rates provided on the Wisconsin DOT and FEMA schedules of rates. Refer to the [Equipment Usage Costs](#) section for more information about equipment costs. The amount of volunteer equipment usage can be validated through:

- An equipment log, or dispatch record that includes a description of the equipment and the hours that it was used for,
- Timesheets/cards that validate an operator (volunteer) was on the job and operating the equipment for the stated amount of time on a specific date, or
- A volunteer labor sign-in sheet that describes the type of work a volunteer operator performed by location, date, and the total usage time of the equipment.

If there are any donated materials or contract work provided to the jurisdiction, documentation of this must be submitted as an invoice or other written documentation along with the details of the donated materials or what the contract work entailed. For assistance with how to include Donated Resources, please contact the WDF Coordinator.

#### *Volunteer Fire Departments*

A volunteer fire department isn't always considered a donated resource. If the firefighter receives payment for the time that they are responding to a call, the response time would not be considered volunteer labor. If the fire department equipment is owned by the local jurisdiction applying, then the equipment would also not be considered volunteer equipment. If the volunteer fire department is considered to be a part of the jurisdiction's employee and owned equipment costs, then the eligible time and equipment costs would be included in the Labor and Equipment sections of the non-donated resource Worksheet within Pro.

#### **Vetting, Approval and Payment Phases**

The WDF Coordinator will respond within 30 days of receiving the applicant-completed materials to either request more documentation from the applicant or determine that the application claimed items are properly documented and able to be validated through the supporting documentation provided.

An applicant has 30 days to fully respond to any request from the WDF Coordinator or their application may be partially or wholly denied. The WDF Coordinator will make several attempts to contact the applicant for the outstanding information. If the outstanding information has not been resolved, the WDF Coordinator will send a 30-day notification memo to non-responsive applicants giving a final opportunity to provide the outstanding information necessary to validate all of the claimed costs. At the end of the 30-day period listed on the memo, the WDF Coordinator will close the application with what can be validated or deny the application for WDF funding for that disaster.

The WDF Coordinator has 30 days upon the receipt of the completed application to approve or deny it. Once it has been deemed complete, the WDF Coordinator will finalize the review within Pro. The applicant contacts then receive two emails about signature documentation for payment.

The first email is from the WDF Coordinator to all applicant contacts notifying them to sign and submit the 1017 along with an ACH Notification form for applicants that are set up in the state system to indicate if payment is requested as a physical check or ACH payment.

The second is an email sent from Pro for the signature on the 1017 form. This form identifies the validated dollar amount on the application and the total eligible amount for reimbursement. The 1017 form must be signed by an individual with signature authority for the applicant, which is typically an elected official. The electronically signed document must be returned within 30 days of receipt, or funding may be withdrawn.

Upon receipt of the signed documents, the WDF Coordinator requests reimbursement via ACH or physical check which is sent to the County or Tribal EM Director for the Director to distribute to the applicant.

The applicant must keep all documentation in accordance with [WEM 7.06\(3\)\(a\)](#).

### Time Extensions

If unforeseen or extenuating circumstances<sup>48</sup> prevent the applicant from completing the eligible repair and recovery work prior to the application submittal, the applicant must submit a time extension request through Pro within 30 days of the application being sent to Step 3 within Pro. The outstanding work should be described on the submitted damage assessment information and worksheet(s) indicating the extent of the work and its location. The time extension is only for recovery and repair work<sup>49</sup>.

The time extension form within Pro lists the following options for the extenuating circumstances beyond the applicants control for eligible reasons in which a time extension should be granted.

- Permitting or FEMA Environmental and Historic Preservation (EHP) compliance related delays due to other agencies involved.
- Environmental limitations (such as short construction window).
- Inclement weather conditions where site access is prohibited, or adverse impacts would occur on construction.
- Lack of availability of materials, equipment, or contractors to complete work.

The time extension request also needs to include details on the outstanding work which was described in the submitted damage assessment. The applicant should provide the necessary information outlining where the outstanding work is located, what it consists of and how it is to be completed (i.e., force account verses contract work). If this is not included at the time of submission, the WDF Coordinator will contact the applicant for the necessary details before the extension request is approved. For any work that has been completed, the claimed line items should be entered into the Worksheet and supporting documentation should be uploaded to Pro. These details are required so that the work from a specific disaster is separate from other disasters.

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<sup>48</sup> Extensions are typically provided when a disaster imposes enough damage on a region that materials and/or contractors are unavailable in the near future. Additionally, projects may be granted an extension for seasonal changes.

<sup>49</sup> Time Extensions will not be granted for performing damage assessments as additional events may occur and cause additional damages that are not attributed to the disaster event the application is seeking WDF reimbursement. They will also not be granted for administrative work, such as, entering claimed costs into the application and worksheet because there is a 60-day window after the time extension expires before the information for the applicant to complete the worksheet entries and upload supporting documentation.

The WDF Coordinator will review the request and the proposed completion date of the pending work. If the request is approved, time extensions will be granted based on the circumstance, when such circumstances are expected to subside, and the amount of recovery work still pending. Multiple extensions may be submitted and granted depending on the situation. In most cases, extensions will only be granted for up to one entire construction year past the end of the incident period. Depending on the situation, an extension could be granted for a longer period but may have conditions that are required with a separate deadline.

Applicants will have 60-days from the end of the approved time extension to supply the supporting documentation, enter the claimed line items into the worksheet, and advance the application within Pro. If the materials are not received, the WDF Coordinator will send a 30-day notice to the applicant contacts as listed under the [Vetting, Approval, and Payment Phases](#) section.

## Denials

An application may be denied at any step in the process if the applicant is deemed ineligible. Some examples of how an application could be deemed ineligible include:

- Applicant does not meet the [eligibility criteria](#).
- Eligible damages totaling \$500.00 or less.
- Damages under Category D-G only.
- Submittal of required documentation after the documentation submittal due date. (Refer to the [Application Process](#) section for these deadlines.)

If an application is denied, the applicant will receive written documentation from the WDF Coordinator via email, within Pro and/or mail explaining the reasoning behind the denial.

## Appeal Process

An applicant may appeal a denial of funds decision made by the WDF program under the procedures in [WEM 7.09](#). An applicant is required to submit the appeal request within 30 days from the receipt of the denial determination memo. Appeals of decisions made on applications submitted through Pro must be submitted through Pro. The appeal request should include the rationale for challenging the original determination and any other information listed as required on the determination letter. Any appeal requests will be reviewed by the WDF Coordinator and sent to the Division of Emergency Management Administrator. The applicant will receive a notification memo stating whether the appeal request was granted, partially granted, or denied from the Administrator.

If the appeal request is granted or partially granted, the WDF Coordinator will send a secondary email notification outlining the outstanding documentation to be submitted by the applicant within a 30-day time frame. The 30-day timeline starts with the date listed on the memo. The WDF Coordinator will then complete an initial review of the final documentation. During the review of the appeal request, a Request for Further Information (RFI) may be requested. The applicant has 30 days from the receipt of the RFI request to submit the requested documentation or clarification. After the 30-day time frame has passed, the appeal determination will be made based on the received documentation.

Following the initial appeal, an applicant may also submit a written request for a problem resolution process. The Adjutant General (TAG) of the Department of Military Affairs reviews the materials that were previously submitted by the applicant and either issues a decision based on those materials or meets with the parties to discuss a resolution of the problem. The applicant has 30 days upon receipt of

the initial appeal determination to submit this second written request. TAG will review the materials and decide. Upon exhaustion of a departmental appeal, the applicant may also request an administrative hearing under 227, Stats (WEM 7.09 (4)).

## Appendices

### Appendix A – Damage Assessment/Survey123 User Guide

Below is a copy of the Survey123 Directions. These can also be found in WebEOC → Advanced File Library → Recovery → Damage Assessment → Survey123 Directions. There is also a video that discusses an overview of Survey123 on WebEOC that can be found WebEOC → Daily Operations → Training Videos → Damage Assessment using Survey123 AND WEM Recovery Refresher: Survey123 (rev. 2022).

### TRAINING Version

#### Damage Assessment/Survey123 User Guide

*The guide is intended to help guide you through the process of accessing and using the Damage Assessment Survey123 as well as accessing the survey data in WebEOC and ArcGIS (if applicable) during training activities – the “live” version is available [elsewhere](#).*

**\*\*\* You must complete the steps below IN ORDER, to open the Survey123 form as designed. \*\*\***

- PLEASE ENSURE ACCURATE UPDATES to the version of “ArcGIS Survey123” you currently have  
**OR**
- Download/Update the Survey123 app from either the Google Play Store (Android) or Apple Store (iOS)
  - Open your browser and type this **TRAINING** link <https://arcg.is/0nHyL1>.
  - The correct survey should read “TrainWEMDamageAssessment”

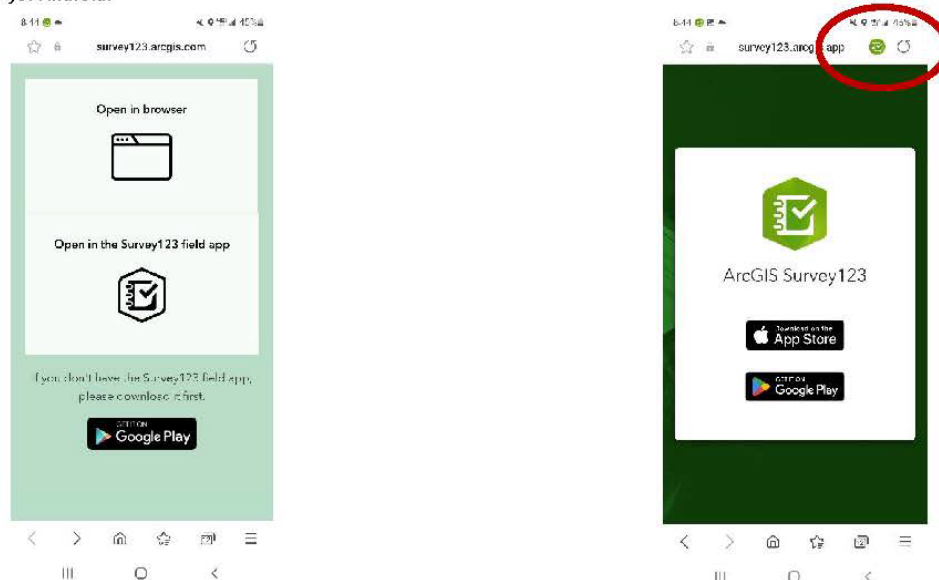


- You’ll be prompted to either “Open in browser” or “**Open in the Survey123 field app**”. Unless you’re on a device that doesn’t support the app, **please use the app**. The new survey does not require login credentials, but if you have them, feel free to use them.





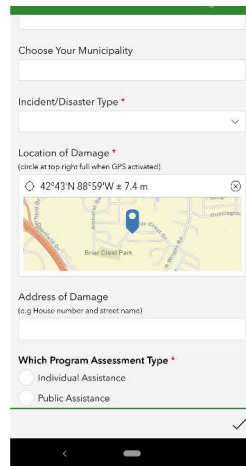
- If your survey does not open up in your Survey123 App after clicking "Open in the Survey123 field app" click the Survey123 in the upper right-hand corner of your phone's browser (see image below to the right). Please note this solution may only work for Android.



Once you're in the app, take some time to familiarize yourself with the options for each question. Please answer the survey in order from top to bottom. Some fields are not populated until you answer the previous question. For example, you cannot choose your County/Tribe until you first choose your Region, and you can't choose your Municipality until you choose your County/Tribe, etc.

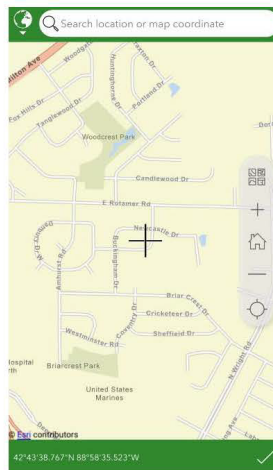
When it comes time to add your location to the survey, please make sure the GPS on your device is enabled. The app may ask you permission to allow using your location while using the app. On the green bar at the top

of the screen you'll see a satellite on the right side. If you click the satellite it will tell you information about your phone GPS and accuracy.



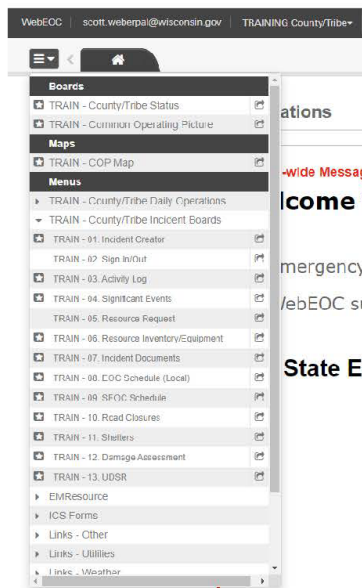
A screenshot of a mobile application survey form. The form is displayed on a smartphone screen with a black navigation bar at the bottom. The form fields are as follows: a text input for 'Choose Your Municipality'; a dropdown menu for 'Incident/Disaster Type \*'; a 'Location of Damage \*' section which includes a small map showing a blue location pin and the text '(circle at top right full when GPS activated)' and '42°43'N 88°59'W ± 7.4 m'; a text input for 'Address of Damage (e.g. House number and street name)'; and a 'Which Program Assessment Type \*' section with two radio button options: 'Individual Assistance' and 'Public Assistance'. A green checkmark icon is located at the bottom right of the form.

You can also manually place your location on the map by clicking on the map and dragging it around then clicking the check mark on the bottom green bar when you are finished.



After you've finished filling out the survey, click the check mark in the far bottom right corner to submit it. If you do not have an internet connection when you click the checkmark, the survey will save to an outbox and can be submitted when your device has service again.

- After submission, your entry will populate to both the TRAINING ArcGIS Online Damage Assessment feature service as well as the TRAIN Damage Assessment portion of WebEOC.
  - WebEOC: TRAIN - County/Tribe login: Menus > TRAIN – County/Tribe Incident Boards > TRAIN - 12. Damage Assessment



- The **TRAINING Damage Assessment Dashboard**:  
<https://wem.maps.arcgis.com/apps/dashboards/66425f56de2846f2bc49d8b709eb7c46>
- Please bring any errors or omission in this document to the attention of Teresa Erler ([teresa.erler@wi.gov](mailto:teresa.erler@wi.gov)) or Alex Krebs ([alex.krebs@widma.gov](mailto:alex.krebs@widma.gov)).

## Appendix B – EM Grants Pro Application flow chart

Flowchart of Application Submittal and Review Process

