



**STATE OF WISCONSIN**  
**DEPARTMENT OF MILITARY AFFAIRS**  
**DIVISION OF EMERGENCY MANAGEMENT**

Brian M. Satula  
Administrator

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Governor

**DAMAGE EXPENSE**  
**CRITERIA, ELIGIBILITY, and ACCEPTABLE DOCUMENTATION**

**Wisconsin Disaster Fund**

**CRITERIA**

- Only damages directly caused by the declared disaster, during the incident period, in the declared area are eligible.
- Damaged Facilities must be in use at the time of the disaster.
- Damages cannot be covered by insurance.
- No Mitigation Projects

**ELIGIBLE EXPENSES**

Eligible expenses include – labor, materials, equipment, rental equipment, contractor costs and the cost to replace stockpiled materials for each of the following categories.

- Debris Removal - from public roads and streets including the right-of-way, public property and the demolition of damaged structures presenting a safety hazard.
  - **Regular Employees – Only overtime labor costs**
  - Temporary Hires - Regular and overtime costs
  - Reasonable contractor costs
- Protective Services include actions to protect lives and property during the event. Police, Fire, EMS, sandbagging, temporary repairs, safety barricades, signs, security and feeding of emergency workers.
  - **Regular Employees – Only overtime labor costs**
  - Temporary Hires - Regular and overtime costs
  - Reasonable contractor costs
- Road Systems include work and costs required to repair, restore, reconstruct or replace eligible facilities to pre-disaster condition.
  - **Regular Employees – Regular and overtime labor costs**
  - Temporary Hires - Regular and overtime costs
  - Reasonable contractor costs

**ACCEPTABLE DOCUMENTATION**

- Is obtained from Time Cards, Payroll Records, Invoices, or other documents that are available for audit.
- Identifies the type of work done, overtime or regular time hours, temporary employee or regular employee, machinery used, for how long and the dates the work was done.

- Must provide proof of how fringe benefits are derived. (if claiming)
- Must identify equipment by type, horsepower, and capacity to verify the eligible reimbursement rate.
- Photos and maps of road damage.