

WISCONSIN DISASTER FUND
County Emergency Management Packet

County Application for Wisconsin Disaster Funds

County EM Director should fill out completely and **E-Mail** each local jurisdiction a “Local Jurisdiction Packet”

Local Jurisdiction Packet

1. Local Jurisdiction Application Checklist
2. WDF Process Guide
3. Applicant Request for State Public Assistance
4. Damage Expense Criteria, Eligibility, and Acceptable Documentation



Wisconsin Emergency Management Department of Military Affairs

Wisconsin Disaster Fund (WDF) Process Guide

1. County EM Director submits a UDSR indicating that the County will apply for Wisconsin Disaster Funds
2. County submits “County Application for Wisconsin Disaster Funds” application and indicates jurisdictions and estimated damage.
3. County Sends Each Eligible Jurisdiction a “WDF Applicant Packet” It includes:
 - i. Local Jurisdiction Application Checklist
 - ii. Wisconsin Disaster Fund Process Guide
 - iii. “Applicant Request for State Public Assistance” Form
 - iv. Damage Expense Criteria, Eligibility, and Acceptable Documentation
4. WEM receives Application Paperwork from Applicant
5. WEM Reviews and Requests Documentation Packet (usually via e-mail). It includes:
 - i. Documentation Toolkit
 - ii. Damage Expense Criteria, Eligibility, and Acceptable Documentation
6. Eligible expenses and documentation is reviewed and final figures are determined.
 - i. This step may include site visits or other means to determine eligibility and cost
7. WEM sends County EM Director the final paperwork for the applicant to complete
 - i. Wisconsin Disaster Fund Public Assistance Form – DMA form 1017
 - ii. Assurance of Construction – DMA form 1017A
 - iii. Project Completion Form
8. Applicant Returns the Signed Documents
9. WEM Requests Check
10. WEM sends check to County EM Director
11. County EM presents check to Applicant

