

From: [Bohnsack, David - DOT](#)
To: [County Highway Commissioners and Directors](#)
Local Small Structures Program Agreement
Friday, April 19, 2024 3:10:00 PM

Commissioners/Directors:

WisDOT has drafted the 2024-2025 Local Small Structures Inspection and Inventory Program Agreement which outlines the reimbursement for inventory and inspection for local small structures. It has been reviewed by Wisconsin County Highway Association (WCHA) and is ready for review and signature by county highway/transportation department/public works representative. The agreement will come to you in an email from DocuSign. Included will be a cover letter, the agreement, and 2 memos referenced in the agreement that outlining the inventory and inspection phases of the program.

Invoices: Once we have received the signed agreement, WisDOT will create a purchase order for each county. Invoices from the county must contain the purchase order number (PO #), the county name and address, a list of the structure numbers (which start with the letter V), the structure owner (county, city, village, or township), and the inventory or inspection phase for which reimbursement is being requested. Attached is a sample template that can be used to record the structures completed and being invoiced. An electronic version will be placed on the BOS webpage under [Local Structures 6-20 feet](#).

Finding the assigned V numbers: The V numbers to include on the invoices can be found in the .txt file emailed from the HSI system when the inventory spreadsheet is uploaded. Attached is an example of the .txt file with the assigned V numbers. These are the V numbers to include on the invoices. The V numbers can also be found by searching HSIS for the V numbers. In HSIS, on the search bar next to "go", type **V##** (## is the county number), ENTER. This will provide a list of all V numbers assigned in the county.

If you have any questions or need assistance, I can be reached at (608) 785-9781 or david.bohnsack@dot.wi.gov.

Dave

David Bohnsack, P.E.

Structures Maintenance Chief

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