

# Maintenance Program Management (MPM)

## Winter Readiness Agreement – Region Review and Approval

This job aid will walk you through the steps necessary to review and approve an annual Winter Readiness Agreement submitted and approved by a county. This job aid is directed at users that have the “Region Reviewer” and “Region Approver” Roles.

When a county has submitted and approved a Winter Readiness Agreement for Region your review, you will get an email notification and an entry in your ‘To Do’ list:

To Do screen - User Group Remaining To Do List										Back	Print
Show 25 entries										Excel	PDF
Search: Enter search criteria here .....											
Category Name	Year	Version	Region	County	Data Id 1	Data Id 2	Role Name	Assigned Date/Time	Remaining Days		
<a href="#">Winter Readiness Agreement</a>	2020		NC	ADAMS			<a href="#">Region Approver</a>	10/04/2020 2:42:07 PM	406		

You can click on the Winter Readiness Agreement link on the To Do list or navigate to the Winter Readiness Agreement link that is located at the bottom of the Survey main screen (click on the Survey tab). The “Finalize Review” will be completed by the Maintenance Coordinator (primary), with Maintenance Engineer as a backup. The assignment of Reviewing the Winter Readiness Agreement will be on all Region Reviewer’s To Do List until completed.

If the county does not participate in the Winter Readiness Agreement, they will have selected the Check Box at the top of the screen.

☒ Confirming no data to report for Winter Readiness Agreement

All you need to do is review and approve the counties election to not participate in the Winter Readiness Agreement.

Click on the Finalize Review button below.

County:  Region:  Year:

**Winter Readiness Agreement Screen**

Data Saved Successfully.

County : BUFFALO Region : Northwest Year : 2020

☒ Confirming no data to report for Winter Readiness Agreement

The Region Approver will get an email notification and an entry on their To Do list to approve the agreement.

The Approver can either Reject or Approve the agreement by clicking the appropriate link on the agreement screen.

Approve

Reject

Save

Back

Print

If you select Reject, the agreement is sent back to the Survey Editor in the county. You must enter something in the Notes section at the bottom of the screen (either by attaching a document or typing in the free form box).

**Notes**  
Document Name:  Document:

If the county is electing to participate in the Winter Readiness Agreement, you should review the equipment they have listed, and the agreement certification attached. Your options for a submitted/approved agreement are to either Reject the agreement (this sends it back to the county) or Finalize Review.

**Winter Readiness Agreement Screen**  
  

Data Saved Successfully.

County : **ADAMS**

Region : **North Central**

Year : **2020**

Finalize Review

Reject

Save

Back

Print

Once review is complete, click on Finalize Review.

The agreement is then passed on to the Region Approver for final approval, who will get an email notification and an entry in their To Do list. Use the same navigation described above to get to the Winter Readiness Agreement screen. The options presented are to Approve or Reject the agreement.

County:  Region:  Year:

**Winter Readiness Agreement Screen**  
  

County : **ADAMS**

Region : **North Central**

Year : **2020**

Approve

Reject

Save

Back

Print

Current Status: Rev  
[Show WorkFlow](#)

Assigned Role

Name

☐ Confirming no data to report for Winter Readiness Agreement

**ADAMS** County Highway Department  
Re: 2020 Winter Readiness Rates, Chapter 01-05-15  
Winter Readiness Rates request for the following  truck(s) assigned to State Winter Maintenance and certified as ready to perform winter maintenance as enumerated in Chapter 01-05-15:  

Winter Readiness Class Code*	Unit Number*	Winter Patrol State Section*	Percentage*	Delete All
<input type="text" value="106"/>	<input type="text" value="36"/>	Route 1	<input type="text" value="100"/>	<input type="checkbox"/>
<input type="text" value="118"/>	<input type="text" value="123"/>	Route 1	<input type="text" value="100"/>	<input type="checkbox"/>

(NOTE: The number of trucks receiving the winter readiness rate does not to exceed the number of state winter routes in the county.  
If an eligible truck is assigned to a blended winter route, the reimbursement shall be a proportional amount, based on mileage, of the winter readiness rate assigned to the truck class. The combined sum of the trucks used on blended routes shall not exceed the original number of state winter routes.)  
This agreement covers November 15, 2020 through April 15, 2021.  
By: **Rachael Lohr**  
(County) Highway Commissioner  
Date: **10/04/2020**  
  
By:  
(WisDOT) Region Highway Operations Supervisor  
Date:  
  
Link to Winter Readiness Agreement Certification: [DMA Contract Workflow v3.pdf](#)

If you select Reject, the agreement is sent back to the Survey Editor in the county. You must enter something in the Notes section at the bottom of the screen (either by attaching a document or typing in the free form box).

Notes

Document Name:

Document:

Browse...

If you Approve the agreement, the status will be changed to Temporarily Closed (Reopen if Needed). Region reviewers can reopen an approved agreement; this takes the agreement back to the Survey Editor in the county where they can make modifications and resubmit/reapprove for regional review.

Reopen

Save

Back

Print

Current Status: Temporarily Closed (Reopen if needed)

Show Workflow

Assigned Role	Name	Action Performed	Date Performed	Status
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Note that there will be no “partial payments” made for equipment that isn’t certified as completely winter ready.

Rates will not appear on this form until BHM approves the rates. At that time, you can go back and see the rates and the total payment the county will be receiving when the reimbursement payment is made. Please consult Bureau of Highway Management staff as to the scheduling of Winter Readiness Agreement payments.