

## **EMERGENCY RELIEF (ER) DOCUMENTATION FOR BILLING**

### *COUNTY WORK FORCES:*

- ❖ Job Report (Project Cost Record Journal)
- ❖ Hourly rates for each employee
- ❖ Indirect labor (benefits) rate calculations
- ❖ Equipment rates sheet
- ❖ Tickets for materials

### *CONTRACTED WORK:*

- ❖ Information on advertisement for bids
- ❖ Or information regarding obtaining 3 quotes
- ❖ Approved commission minutes for annual bids
- ❖ Copy of the Contract with contractor and any sub-contractor
- ❖ Proof of Davis Bacon Wage rates (certified payrolls)
- ❖ Copy of material tickets
- ❖ Copy of billing information
- ❖ Any special environmental clearances
  - 404 Permit
  - SHPO clearance of borrow sites
  - Storm water permit

Include project number, site location, and dates on all information.