



Planning and Engineering

Administration Program
700 East Broadway Ave.
Pierre, SD, 57501
Phone: 605-773-5109

EMERGENCY RELIEF (ER) DOCUMENTATION FOR BILLING

COUNTY WORK FORCES:

- Job Report (Project Cost Record Journal)
- Hourly rates for each employee
- Indirect labor (fringe 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
 - Other

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