



## Sisseton-Wahpeton Oyate Emergency Management Disaster Documentation Check List

Section A. Work Completed			Section B. Work To Be Completed		
Category	Required Documentation	Date Submitted	Category	Required Documentation	Date Submitted
Donated Labor	Volunteer Work Forms		Labor	Estimated Labor Estimate	
	Copy of Timesheets			Fringe Benefit Calculations	
	Copy of Payperiod Check Stub		Material	Estimated Material Estimate	
Donated Material/ Resources	Material Usage Summary			Historical Cost Records	
	Receipts, Invoices		Equipment	Estimated Equipment Estimate	
	Proof of Payment (if available)			Historical Cost Records	
Donated Equipment	Equipment List		Contracts	Contract	
	Usage Summary			Bid Documents	
	Rental Contract/Receipts			Procurement Documentation	
	Proof of Payment (if available)			<b>Section C. Program Eligibility</b>	
Contracts	Contract		Entity	Accounting Procurement Policy	
	Bid Documents			Insurance Policy	
	Receipts, Invoices			Lease Agreement	
	Proof of Payment (if available)			Maintenance Agreement	
	Procurement Documentation			Personnel Pay Policy	
Section D. General Documentation					
Category	Required Documentation	Date Submitted	Category	Required Documentation	Date Submitted
Photographs	Demonstrating Threat		Technical Reports	Inspection Reports	
	Equipment			Structural Assessment	
	Hazardous Materials			Environmental Assessment	
Regulatory Permits	Environmental Permits		Facility Reports	Maintenance Records	
	Historic Preservation			Site Stability Records	
	Fish & Wildlife			Demonstrating Threat	
Maps	Site Location Map		Direct Administrative Costs	Specific description of tasks performed, skill level, and job description per individual	
	Flood Insurance Rate Map				
	Area Maps				

*Notes:*

1. Provide invoices, receipts, and proof of payment for all event purchases.
2. Submit all applicable documentation to the Emergency Management Office each week of activity.