

Attachment A: Pre-Visit Checklist for the District

Please complete these tasks at least three weeks before your visit:

- **Schedule QAB & District Staff Interviews:**

Contact the people listed below and request that they participate in an interview with the QAQC Team. If possible, please schedule all QAB members for an interview at the same time. The QAQC team prefers to host these interviews prior to the in person visit via conference call. The QAQC team can host these via Zoom, Skype, or Microsoft Teams. Please contact Justin Challenger to schedule.

 - All QAB Members & Alternates, at the same time, if possible
 - ANY District Staff & Management involved in the Program

- **District Board & Chairman Notified / Encouraged to attend:**

The QAQC team finds it important to have the Board Chairman / District Board Members attend the QAQC visit. There is no set or pre-developed interview for the Board Chairman. However, they can be interviewed if they prefer. Also, they are invited to participant in the field review visits as their schedule permits.

- **Submit a copy (email or hard copy) of the following material:**
 - List of QAB member's names, affiliations, and role on QAB
 - Local QAB policy:
 - Project ranking criteria sheet
 - Equal access criteria
 - Environmental standards for products and practices
 - QAB rules of conduct
 - Any other adopted policies
 - Minutes from your last three QAB meetings.
 - Itemized accounting of program expenditures for the previous fiscal year.
 - Must detail the Administration, Education/Training, Project, and Interest funds for both D&GR and LVR programs
 - Must adequately detail how the expenditures claimed in the quarterly reports were utilized

- **Submit a list of projects the District recommends the QAQC team visit during field reviews:** The QAQC team will work with the District to determine which projects will be reviewed during the field visit. Considerations will be made for distance between projects and fitting maximum project sites into the time allotted. The QAQC team will visit select projects to review during the field visit based off the recommendations of the District in combination with the sites the QAQC team selects. The project sites reviewed during the QAQC can be a combination of the following:
 - Completed projects (majority of the sites reviewed)
 - Under contract projects
 - Proposed project you need technical assistance with
 - Sites with policy questions

- **Municipal Officials / Grant Recipients:** During the pre-visit interviews, the District and the QAQC team will choose up to three projects that the District is asked to invite the Grant Recipient to participate. The District should attempt to have officials onsite from the grant recipient during the field site review for those projects. This normally works best for the District to have these grant recipients available to meet on a flexible basis. But can have a set schedule of when to meet them if needed. The purpose of this is to have the them onsite during the field review so they can utilize it as a learning experience, and the QAQC team can get feedback directly from the project participants.

- **Have the person responsible for administering the Dirt, Gravel, and Low Volume Roads Program in your county review:**
 - The District's previous QAQC report.
 - The proposed agenda. Some Districts require two days while others will only require one day. If you have any scheduling questions or concerns, please contact Justin Challenger.
 - The projects and contract files for all projects completed since the previous QAQC visit and all projects currently under contract. District staff should be familiar with these projects enough to describe the project and deliverables. If current staff was not involved in the projects, consider having them visit the sites before the QAQC team arrives.
 - Ensure that all your GIS Data has been updated and is current and check to ensure it is accurate.

Submit all preliminary information to:

Justin Challenger
jchallenge@pa.gov
State Conservation Commission
2301 North Cameron Street, Room 311
Harrisburg, PA 17110