

## Round 4 QAQC District Staff Interview Checklist

County:

Staff Member/Role:

Date and time:

- What aspects of the program does each staff member cover?
- What trainings has each staff member been to in the past 3 years?
  - Is District staff meeting the minimum training requirements of the Program?
    - i. ESM
    - ii. Admin Training
    - iii. GIS Training
  - Has District staff gone above and beyond the minimum training requirements?
    - i. Stream Crossing Bootcamp
    - ii. Webinars
    - iii. Other:
    - iv. District seeking out other training opportunities not provided by the Program?
- Is the staff member aware of Program training requirements/opportunities available to them? Is the District Board and/or the District Manager supportive of training efforts on behalf of the local DGLVR staff person?
- Does the District provide enough outreach efforts to eligible applicants on program updates?
  - Does the District ensure all eligible entities are aware of Program updates/training/deadlines?
  - What types of Outreach is completed By District:
    - Workshops
    - Demo Days
    - Municipal Visits
    - Mailings
    - Website / social media / emails
    - Municipal Conventions
    - Other: \_\_\_\_\_
- Is the District familiar with their local QAB policy?
  - Is the Policy up to date?
  - Includes all required policies.
  - Local factors included in local policy?
- Does the District know the QAB members and what are their roles are?
  - Maximum of 3 voting members and 1 non-voting chairman

- Alternates appointed?
- See QAB interview checklist.
  
- What is Staff involvement in project planning/design?
  - Are preapplication meetings held for all or most projects?
    - Is District helping to steer applications to be more environmentally sensitive or be in line with program goal, objectives, and policy?
  
- How are the applications scored and ranked?
  - Does the District complete the ranking form to determine a score and provide scores to the QAB for ranking? Or.
  - Does the QAB visit each site and determine a score / ranking?
  
- QAB's are recommending applications to the District Board for final contracting?
  
- When writing a contract, does the District ensure all required contract attachments are sent with the contract?
  
- Is district staff on site during project implementation? How often?
  - Preconstruction Meetings?
  - Site Inspection / Project oversight?
    - What level of project oversight is the District doing?
      - Is the District ensuring projects are implemented meet/exceed the policy, goals, and objectives of the program?
  
- Discuss finalization of a project. Final inspections, reviewing receipts, final payments, completion report, etc.
  - How does a District finalize a contract?
    - Project walk through with project participant
    - Highlight areas that need to be fixed prior to finalization
    - Get necessary documentation that shows how program funding was utilized. (invoices, receipts, etc.)
  
- Discuss prevailing wage act requirements.
  - What evidence are they keeping in the file to show prevailing wage was followed?
  - Attachment F completed with contract
  - Attachment G provided before final payment
  
- Discuss permitting, engineering cap of 10%, etc.
  - Is District ensuring that engineering expenses are not reimbursed prior to the contract?
  - District staff ensures all necessary permits are obtained prior to start of work on the section that requires a permit?

- Would Staff like another day visit from Commission and Center staff to do some more one on one assistance/training?
- Any issues or suggestions for the Program or Center? Additional comments or concerns from District Staff:

Notes: