

Interview Checklist for District Staff that were present at previous QAQC:

County:

Staff Member/Role:

Date and time:

- Review previous report:
 - required actions addressed?
 - implement recommendations of the QAQC team?

- Current ESM certified and attend Admin Training every 3 years?

- How is program running? What's new? Any issues locally?

- Types of Outreach Completed By District since QAQC:
 - Workshops
 - Demo Days
 - Municipal Visits
 - Mailings
 - Website / social media / emails
 - Municipal Conventions
 - Other: _____

- QAB policy updated since QAQC? If so how?

- Has QAB changed? New members? How is QAB functioning? QAB involvement in the program. Visits sites before, during, or after?

- Staff involvement in project planning/design? (pre-app, co-design projects, suggest changes, or just approved and reject apps)
 - Preapplication meetings?
 - Preconstruction Meetings?
 - Site Inspection / Project oversight?
 - Project Completion w/municipality?

- How much time are they spending on the program? Issues with time involvement?

- Discuss prevailing wage act requirements.
 - What evidence are they keeping in the file to show prevailing wage was followed?

- Discuss permitting, engineering cap of 10%, etc.

- What do you see is the biggest challenge in running the Program in your County?

- Any issues or suggestions for the Program or Center? Additional comments or concerns from District Staff:

Notes: