

Interview Checklist for new District Staff:

County:

Staff Member/Role:

Date and time:

- Able to define their role in the program?
- Attended ESM, Admin, and GIS Training?
- Provide enough outreach efforts to eligible applicants on program updates. Ensure all eligible entities are aware of Program updates/training/deadlines
 - Types of Outreach Completed By District:
 - Workshops
 - Demo Days
 - Municipal Visits
 - Mailings
 - Website / social media / emails
 - Municipal Conventions
 - Other: _____
- Familiar with QAB policy? Policy up to date? Includes all required policies?
- Knows QAB members/what are their roles. Do all QAB members attend meetings? Discuss alternates with the District.
- Staff involvement in project planning/design? (pre-app, co-design projects, suggest changes, or just approved and reject apps)
 - Preapplication meetings?
- QAB involvement in the program. Visits sites before, during, or after?
- Following Sunshine act requirements?
- Discuss how projects are ranked and selected for funding
- District Board approves all Contracts?
- Discuss contract attachments, ensure they know all are required
- Is district staff on site during project implementation? How often?
 - Preconstruction Meetings?

- Site Inspection / Project oversight?
- Project Completion w/municipality?

- Discuss finalization of a project. Final inspections, reviewing receipts, final payments, completion report, etc.

- 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.

- 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?

- 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: