

## **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 a discussion with the QAQC Team regarding the local program. The QAQC team requires this discussion to be held prior to the in-person visit via Microsoft Teams conference call. The conference call is typically scheduled for 1.5 hours, and all QAB members are interviewed together at the start of the call. Then, QAB members are welcome to leave the call or stay on for the discussion with district staff and management. District staff and management are interviewed together. Please contact **Andrew Mickey** to schedule.

- All QAB Members & Alternates (it is okay if not all QAB members can participate)
- 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 participate in the field review visits as their schedule permits.

☐ **Submit a copy (email) of the following material to Andrew Mickey:**

- List of QAB member's names, affiliations, and role on QAB
- Name and contact information (email address) for Chair of the Conservation District Board
- Local QAB policy
- Project ranking criteria sheet
- Minutes from your last three QAB meetings.
- Evidence that QAB meetings follow the Sunshine Act
- Minutes from the most recent District Board meeting where DGLVR Projects were acted on (Projects approved for funding, etc.)

☐ **Submit a copy (email) of the following financial documentation to Sherri Law:**

- The purpose of the financial portion of the QAQC visit is to ensure that DGLVR policy is being met and that DGLVR funds are **spent on eligible expenses** and **accurately reported in the GIS**. As you compile documentation, please keep this in mind and provide the necessary information.
  - **Documentation of all DGR and LVR income and expenses reported in the 4 most recent quarterly reports.**
    - Includes interest, advance payments, replenishments, administrative expenses, education expenses, project expenses, and any "other" income or expenses reported in the quarterly reports.
    - This is typically a list of transactions from QuickBooks but can also be another format, such as an Excel spreadsheet, report from other accounting software, or bank statements.
  - **Documentation that each admin and education expense in this timeframe is eligible.**

- Often includes staff timesheets, vehicle mileage log, and receipts/invoices as needed.
  - **Bank statement(s) showing the DGR and LVR account balances at the end of the most recently completed quarter.**
  - **A list of all cost allocation methods (CAM) used to determine eligible DGLVR admin and edu expenses and an explanation of how each cost allocation method was determined/developed.**
- **Submit a list of projects the District recommends the QAQC team visit during field reviews to Andrew Mickey:** The QAQC team will work with the District to determine which projects will be reviewed during the field visit. 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
  - Potential projects in need of technical assistance
  - Any sites with policy questions
- **Municipal Officials / Grant Recipients:** There is **no** requirement to have a representative from the road-owning entity on site for any of the project visits. If the District wishes to have grantee representatives onsite, they may continue to do so. Please be mindful that when visiting several sites throughout the day, it is difficult to stay on an exact time schedule. Municipal representatives may need to be flexible regarding exact meeting times.
- **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 Andrew Mickey.
  - 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 were not involved in the projects, consider having them visit the sites before the QAQC team arrives.
  - Ensure that all GIS Data has been updated and is current, and check to ensure it is accurate.

*Submit all financial documentation to:*

Sherri Law  
shlaw@pa.gov

*Submit all other preliminary information to:*

Andrew Mickey  
anmickey@pa.gov