Technical Assistance Services *for* Communities
Columbia Falls Aluminum Company (CFAC)
Technical Directive Project Approach- Phase One

Contract No.: EP-W-13-015
Task Order No.: 15 OSRTI Region 8
Technical Directive No.: R8 Columbia Falls Aluminum Company (CFAC)

Site Name: Columbia Falls Aluminum Company
Site Location: Columbia Falls, Montana
TD Received: May 10, 2016

Section 1: Description of Work

This project approach describes support for the development of a Community Involvement Plan (CIP) and Community Advisory Group (CAG) for the CFAC site. Specific support for this project, through June 21, 2016, includes:

- Researching and obtaining materials to be included in the CIP on chapter profiles.
- Identifying people and groups that represent a broad cross-section of stakeholders to interview and scheduling interviews with participants and site team.
- Developing interview questions.
- Providing note-taking and compiling interview results.

Note: activities described in this Phase One project approach only reflect work taking place by June 21, 2016. Additional work described in Technical Directive R8 Columbia Falls Aluminum Company that is scheduled to take place after June 21, 2016 will be described in a Phase Two project approach.

Independent senior TASC staff member Eric Marsh (emarsh@skeo.com) will serve as the TASC Quality Control Monitor. Concerns or questions that cannot be resolved through direct communication with Skeo Solutions Task Order Manager can be directed to Dr. Marsh. A formal project evaluation will be conducted by Dr. Marsh at the conclusion of the last phase of this project.

Section 2: Specific Project Services, Key Tasks, and Schedule

The following table describes the services that Skeo Solutions will provide, in the approximate order in which they will be provided. Key tasks, deliverables, and timeframes associated with each service are also described.

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Service	Key Tasks	Schedule
Discuss project with EPA Region 8, identify project team and draft *project approach*	• Hold clarifying meeting to learn details of project from EPA Region 8 • Draft project approach • Revise project approach after review by EPA	Draft project approach: May 27, 2016. Revised project approach (if needed): Within three days of receiving EPA feedback
Research and obtain materials to be included in the CIP on *chapter profiles*	• Discuss chapter profiles with site team to identify areas in need of research • Conduct research and obtain materials as identified during discussion with site team • Draft chapter profiles and revise based on site team review.	Draft: by June 21, 2016 Final: within 5 days of receiving EPA feedback
Identify people and groups that represent a broad cross-section of stakeholders to interview and *schedule interviews* with participants and site team	• Identify existing contacts, individuals or groups for stakeholder outreach • Identify additional stakeholders • Communicate with site team on date, time and location for scheduling interviews • Schedule interviews	May- June 21, 2016
Develop *interview questions*	• Highlight areas of interest for CIP question development • Draft list of interview questions and revise as needed, after site team review	Draft: June 3, 2016 Final: within 3 days of receiving EPA feedback
Provide note-taking and compile interview results	• Discuss format and style of notetaking preferred by site team • Travel to site and interview locations • Provide notetaking and logistical assistance during interviews • Compile interview results	June 13-17, 2016

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Section 3: Key Personnel and Estimated Project Costs
The table below describes the key personnel and number of hours to be expended for each service.

	Staff				
Service	**Stone-Schneider**	**Torres**	**Chi**	**Russell-Hedstrom/ Wilkinson**	**Frost/Alfano**
Scope project with EPA Region 8, identify project team and draft *project approach*	10	5		5	5
Research and obtain materials to be included in the CIP on chapter profiles	15	10	15		5
Identify people and groups that represent a broad cross-section of stakeholders to interview and schedule interviews with participants and site team	10	15	15		
Develop interview questions	5	5			
Provide note-taking and compile interview results		60	55		
Additional project management hours	5				10
Total Hours/Staff	45	95	85	5	20
Total Hours	250				

The total hours for the project are 250 and the total fully loaded staff cost is $21,893. Other direct costs include: $6,139.

The total Phase One project cost estimate: $28,032

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