Message

From: Blair Stone-Schneider [bsschneider@skeo.com]
Sent: 5/25/2016 4:38:32 PM
To: Moler, Robert [Moler.Robert@epa.gov]; Ashenafi, Sisay [Ashenafi.Sisay@epa.gov]; Cirian, Mike [Cirian.Mike@epa.gov]
CC: Alison Frost [afrost@skeo.com]; Sarah Alfano [salfano@skeo.com]
Subject: Re: Follow up to CFAC kick off call

Hi Robert,

Thank you for the reply, this is very helpful. We are working on staffing now to be sure that we have the support you need for interviews the week of June 13. As Alison mentioned on the call, we generally prefer more turn around time for these activities, but given the circumstances here we would like to accommodate this schedule as best we can.

One question: for the chapter profiles, are you wanting a rough draft of topics like background information and community concerns? Are there additional topics that you'd like us to prepare? I ask because typically information on communities and their concerns come out of the interviews themselves, and if interviews take place the week of June 13, there is little time to pull together a draft before June 21. Also, if there are plans for follow up interviews later, we would want to make sure information captured then would be included in the draft profiles. If you can share some insight into this piece of support and what you have in mind, that would be great.

On a relate note, we received clarification from headquarters on what information should be covered in the draft project approach, given that activities will be organized pre and post-June 21. The draft project approach we will be sending out Friday will cover just those activities we anticipate to complete between now and June 21. An additional project approach for other activities will come later.

Thanks again, we look forward to working on this project with you all!
Blair

Blair Stone-Schneider
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From: Moler, Robert <Moler.Robert@epa.gov>
Sent: Wednesday, May 25, 2016 9:01:27 AM
To: Blair Stone-Schneider; Ashenafi, Sisay; Cirian, Mike
Cc: Alison Frost; Sarah Alfano
Subject: RE: Follow up to CFAC kick off call

Blair,

Yes, we are available the week of June 13 (no longer Jun 6). Mike Cirian and I will coordinate so at least one or both of us can attend each interview that week. We hope to accomplish several steps before June 21:

- research, compile, and draft CIP chapters profiles
- Develop list of people to interview and schedule interviews
- Conduct (>10 interviews - week of June 13), begin to compile notes
- During interviews – begin to assess feasibility of CAG and identify potential participants.

After June 21, we will look for support to:

- Schedule and conduct follow up interviews (+ 5 - 10), based on interviews and research:
- Compile list of follow up topics based on interviews
- Build contact list
- Draft CIP including figures, factsheets, infographics and other visual educational tools.
- Seek and incorporate public feedback and finalize CIP
- Determine viability of CAG – follow up if viable

We anticipate the level of support to be the same whether interviews are carried out before or after June 21. Ideally we would like the (initial) interviews to occur the week of June 13.

If this schedule doesn't work for you, we can adjust the schedule and push activities to after June 22. Thanks for your help and support on this!

Robert Moler
Community Involvement Coordinator
EPA – Montana
406.457.5032

From: Blair Stone-Schneider [mailto:bsschneider@skeo.com]
Sent: Tuesday, May 24, 2016 4:33 PM
To: Ashenafi, Sisay <Ashenafi.Sisay@epa.gov>; Cirian, Mike <Cirian.Mike@epa.gov>; Moler, Robert <Moler.Robert@epa.gov>
Cc: Alison Frost <afrost@skeo.com>; Sarah Alfano <salfano@skeo.com>
Subject: Follow up to CFAC kick off call

Hi everyone,

I apologize for not being able to attend last week's kick off call. As I begin working on the project approach, I wanted to touch base with you all about the timing of the initial interviews. My understanding is that there was discussion of completing interviews during the first few weeks in June but there was some question on the site team's availability for this window of time. Can you tell me if you all are available during the week of June 6 or June 13, or if we should scope that work out for later in the month and post- June 21? Also, should the interviews be carried out later than mid-June, would you anticipate a higher level of support for things like logistics or coordinating with community members or do you anticipate the level of support to be the same whether interviews are carried out before or after June 21?

In terms of CAG development, it sounds like there wasn't as much discussion on these pieces of support during the call. Based on that, our estimates of support in the project approach for these pieces may require more follow-up discussion to be sure we adequately capture your needs.

Thank you for providing more information on interview scheduling. We'll be able to better assess staffing and resources needed on our end once we have an idea of timing for the CIP activities.

Best,
Blair

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