Message

From: Blair Stone-Schneider [bsschneider@skeo.com]
Sent: 6/1/2016 2:32:31 PM
To: Moler, Robert [Moler.Robert@epa.gov]; Ashenafi, Sisay [Ashenafi.Sisay@epa.gov]; Gatson, Crystal [Gatson.Crystal@epa.gov]; Cirian, Mike [Cirian.Mike@epa.gov]; Margand, Freya [Margand.Freya@epa.gov]; Conley, Tina [Conley.Tina@epa.gov]
CC: Krissy Russell-Hedstrom [krissy@skeo.com]; Emily Chi [echi@skeo.com]; Sarah Alfano [salfano@skeo.com]; Alison Frost [afrost@skeo.com]; Faulk, Libby [Faulk.Libby@epa.gov]
Subject: Re: For your review: CFAC Draft Project Approach (Phase One)
Attachments: TO15R8 CFAC DRAFT Project Approach 6-1-16 revised.doc

Hi everyone,

Please find the revised draft project approach attached, based on your feedback. The hours for "Provide note-taking and compile interview results" include travel Monday and Thursday, interviews Tuesday and Wednesday, as well as compiling interview results.

Please note that I will be out of the office for the remainder of this week, but my colleague Sarah Alfano (cc'd here) can cover any questions you may have.

Best,
Blair

Blair Stone-Schneider
Technical Assistance Specialist/Associate
Skeo Solutions
307-349-3601

From: Moler, Robert <Moler.Robert@epa.gov>
Sent: Tuesday, May 31, 2016 1:26:41 PM
To: Ashenafi, Sisay; Blair Stone-Schneider; Gatson, Crystal; Cirian, Mike
Cc: Krissy Russell-Hedstrom; Emily Chi; Sarah Alfano; Alison Frost; Faulk, Libby
Subject: RE: For your review: CFAC Draft Project Approach (Phase One)

Yes that works. 4 – 5 interviews per day is feasible. Mike Cirian and I plan to travel to Columbia Falls on Monday, June 13 and will arrive early evening (5 pm). We hope to conduct most of the 10 – 15 interviews Tuesday through Thursday 6/14 – 6/16. Mike will return on Thursday but I will stay Friday in case we have remaining interviews.

I hope this helps.

Robert Moler
Community Involvement Coordinator
EPA – Montana
406.457.5032

From: Ashenafi, Sisay
Sent: Tuesday, May 31, 2016 2:05 PM
To: Blair Stone-Schneider <bsschneider@skeo.com>; Gatson, Crystal <Gatson.Crystal@epa.gov>; Moler, Robert <Moler.Robert@epa.gov>; Cirian, Mike <Cirian.Mike@epa.gov>
Cc: Krissy Russell-Hedstrom <krissy@skeo.com>; Emily Chi <echi@skeo.com>; Sarah Alfano <salfano@skeo.com>; Alison

Frost <afrost@skeo.com>; Faulk, Libby <Faulk.Libby@epa.gov>
Subject: RE: For your review: CFAC Draft Project Approach (Phase One)

The amount of days we will need site support from Skeo will depend on the schedule of the interviews. We anticipate each interview to go for about an hour, so if Skeo can schedule 4-5 interviews a day, we can get it done within 2-3 days. I never done these types of interviews, so correct me if compiling 4-5 interviews in a day isn't logistically possible. I hope that answers your question, and let me know if you need more information to revise the project approach.

Thanks,

From: Blair Stone-Schneider [mailto:bsschneider@skeo.com]
Sent: Tuesday, May 31, 2016 1:36 PM
To: Ashenafi, Sisay <Ashenafi.Sisay@epa.gov>; Gatson, Crystal <Gatson.Crystal@epa.gov>; Moler, Robert <Moler.Robert@epa.gov>; Cirian, Mike <Cirian.Mike@epa.gov>
Cc: Krissy Russell-Hedstrom <krissy@skeo.com>; Emily Chi <echi@skeo.com>; Sarah Alfano <salfano@skeo.com>; Alison Frost <afrost@skeo.com>; Faulk, Libby <Faulk.Libby@epa.gov>
Subject: Re: For your review: CFAC Draft Project Approach (Phase One)

Hi Sisay,

Thank you for the response. We will revise the estimate for the "identifying people and groups" portion based on your feedback. For the second task of "provide notetaking and compile interview results" can you give us an idea of how many days at the site you anticipate needing support? Our estimate was based on a full week, but it sounds like you all are planning on less time for interviews. If you can give us an idea of how many days you anticipate needing support there, we can adjust that number accordingly and send along a revised draft. On a related note, once the project approach is approved, we would like to touch base on the dates and times for the interviews, so that we can plan travel as far out as possible.

Many thanks,
Blair

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From: Ashenafi, Sisay <Ashenafi.Sisay@epa.gov>
Sent: Tuesday, May 31, 2016 12:25:11 PM
To: Blair Stone-Schneider; Gatson, Crystal; Moler, Robert; Cirian, Mike
Cc: Krissy Russell-Hedstrom; Emily Chi; Sarah Alfano; Alison Frost; Faulk, Libby
Subject: RE: For your review: CFAC Draft Project Approach (Phase One)

Hi Blair,

The content in the project approach looks great. The only concern the site team at EPA has is the amount of hours that are allocated for "Identify people and groups..." and "Provide note-taking and compile interview results". Considering that EPA will provide potential people that will be interviewed and only 10-15 people will be interviewed (about an hour each) during the first phase of the project, the estimated hours for the two services seem excessive. Please revise the hours scheduled for those services and we can move on to the next stage of the project.

Thanks,

From: Blair Stone-Schneider [mailto:bsschneider@skeo.com]
Sent: Friday, May 27, 2016 9:34 AM
To: Margand, Freya <Margand.Freya@epa.gov>; Conley, Tina <Conley.Tina@epa.gov>; Gatson, Crystal <Gatson.Crystal@epa.gov>; Moler, Robert <Moler.Robert@epa.gov>; Ashenafi, Sisay <Ashenafi.Sisay@epa.gov>; Cirian, Mike <Cirian.Mike@epa.gov>
Cc: Krissy Russell-Hedstrom <krissy@skeo.com>; Emily Chi <echi@skeo.com>; Sarah Alfano <salfano@skeo.com>; Alison Frost <afrost@skeo.com>
Subject: For your review: CFAC Draft Project Approach (Phase One)

Hi everyone,

Please find attached, for your review, the draft Phase One project approach for the CFAC site. This draft project approach covers activities through June 21, 2016.

Please note that this approach budgets an entire week for interviews (during the week of June 13th), which could be revised if the site team doesn't feel that the whole week will be needed. Also given that this is a multi-phased project with CAG formation as the end goal, having experienced staff on the ground in the beginning phase will allow for a more seamless transition into the next phase.

If you have any questions or need more information, please let me know. We look forward to working with the site team in the coming days to coordinate on quickly approaching activities, including travel.

Best,
Blair

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