



209235

CHARLEVOIX SITE
COMMUNITY RELATIONS PLAN
WORK PLAN

000001

The following work plan for the Charlevoix Site Community Relations Plan outlines the objectives and scope of the activities, the tasks needed to complete the work, a cost estimate and a time schedule.

OBJECTIVES AND SCOPE OF ACTIVITIES

- o To develop a Community Relations Plan to support technical activities conducted during the Remedial Investigation/Feasibility Study.
- o To meet with EPA and Michigan Department of Natural Resources Staff to ensure an accurate Community Relations Plan that can be implemented by Michigan Department of Natural Resources.
- o To develop the Community Relations Plan within a short time frame to accommodate early signing of the state contract.

SCOPE OF WORK

The following tasks outline the scope of work to be completed in the preparation of the Charlevoix Community Relations Plan.

Task 1: Meet with EPA and Michigan Department of Natural Resource Staff

CH2M HILL project staff will meet with EPA Region 5 to discuss their comments on the community relations assessment contained in the draft RAMP. Discussions will be held with both the technical and community relations staff to determine the appropriate community relations technique and scope of work. Project staff will also meet with the Michigan Department of Natural Resources staff to review the community relations assessment.

Task 2: Revise Community Relations Assessment

Based on review comments obtained from EPA Region 5 and MDNR staff, the draft community relation assessment will be revised.

Task 3: Prepare Community Relations Implementation Plan

Based on the community relations techniques outlined in the above assessment, an implementation plan will be prepared.

The implementation plan will consist of a work plan, personnel allocation, budget and schedule.

Task 4: Prepare Draft Community Relations Plan

Upon completion of Task 3, the draft Community Relations Plan will be completed. Section I of the plan will contain the community relations assessment. Section II will contain the implementation plan, Section III will include supporting information as appropriate. The draft Community Relations Plan will be submitted to EPA Region 5, EPA headquarters and Michigan Department of Natural Resources for their review and comment.

Task 5: Prepare Final Community Relations Plan

Upon receipt of draft review comments, a final Community Relations Plan will be prepared and submitted.

COST ESTIMATE

A cost estimate for preparation of the Charlevoix Community Relations Plan is included in the attached Optional Form 60 Total cost is estimated to be \$3,646.79.

SCHEDULE

Work on the Charlevoix Community Relations Plan began on March 15, 1983. Completion dates for each task are outlined below:

Task 1:	Completed	March 22, 1983
Task 2:	Complete	April 4, 1983
Task 3:	Complete	April 5, 1983
Task 4:	Complete	April 8, 1983
Task 5:	Schedule for completion April 27 (dependent upon length of time required for region and state review.)	