Community Advisory Group Services

EPA and the Community Working Together

Service	EPA	Community
Space for CAG meetings	EPA does not pay for meeting space, but may assist the CAG in identifying free meeting space. *Hint: A teleconference may be appropriate for this community.*	*Hint: "Free meeting space" can often be found by a community member.*
Office space for CAG-related activities	EPA does not pay for office space.	*Hint: If community has a TAG, it may be able to use that money for this service.*
Telephone services for CAG-related activities (*e.g.*, phone, phone line, phone bills)	EPA does not pay phone bills. *Hint: EPA teleconference facilities can arrange conference calls and call community members so they aren't billed for call.*	*Hint: If community has a TAG, it may be able to use that money for this service.*
Training for CAGs (*e.g.*, areas could include Superfund Workshop, conflict resolution, *Robert's Rules of Order*)	EPA cannot pay directly for training, but EPA (or an EPA contractor) can provide training when appropriate.	*Hint: Community could ask a local church to teach them parliamentarian procedures, such as* Robert's Rules of Order.
Audio visual equipment for meetings	EPA can bring audio-visual equipment to meetings.	

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Prepare and/or print fact sheets, and/or mail meeting notices, and newsletters and/or letters to the community	EPA can prepare and print informational materials intended for distribution to broader community. EPA can provide mailing services and postage.	*Hint: If community has a TAG, it may be able to use that money for these service.*
Maintain CAG mailing lists	**Note:** All updates to the CAG Toolkit will be distributed by headquarters to the community through the CIC -- HQ will not have lists.	
Purchase, loan, or lease computer, fax, and copying equipment	EPA cannot provide this service.	*Hint: If community has a TAG, it may be able to use that money for this service.*
Provide facilitation (*e.g.*, neutral facilitator and/or mediation)	EPA can pay for a neutral facilitator.	*Hint: A local university may be able to provide such a service.*
Take meeting minutes and make them available to the community	EPA or its contractor (assuming it is within the SOW) can take meeting minutes.	
Video tape and/or record meeting	EPA or its contractor (assuming it is within the SOW) can video tape or record a meeting.	

Service	EPA	Community
Provide translation services for fact sheets and newsletters	*Note: This can be done through the Interagency Agreement between EPA and the State Dept. for translation services.*	*Hint: Community members may be able to review translated documents to ensure accuracy.*
Find and secure Technical Assistance	*Note: EPA Technical Assistance Grants (TAG) available, and Technical Assistance Services for Communities (TOSC) also available.*	

Another option is to use existing site work assignments or "amend" an existing work assignment to include support in many of the areas mentioned above. If you would like assistance in this area, please call Leslie Leahy at (703)603-9929.