

**LETTER OF AGREEMENT  
BETWEEN THE [Community] AND  
TECHNICAL OUTREACH SERVICES TO COMMUNITIES PROGRAM**

Successful community revitalization depends on dedicated involvement by residents. However, the degree of technical expertise varies from one community member to another. Providing appropriate knowledge to all parties involved is vital for residents to become informed decision-makers in redevelopment projects. The objective of the Technical Outreach Services to Communities (TOSC) Program at the South & Southwest Hazardous Substance Research Center and its commitment to the community is to improve the ability of communities to be informed participants in environmental cleanup processes by providing impartial technical assistance and education on environmental science, technology, and policy issues.

This Letter of Agreement between the [Community] and the Technical Outreach Services to Communities Program (TOSC) will serve to state the principles and nature of collaboration between the two parties. Specifically, this Letter of Agreement serves to describe services provided in relation to environmental contamination at [community].

**Scope of Services**

The [community] and the TOSC Program are entering into this relationship with the understanding that TOSC will perform the following services: [examples]

- review, evaluate, and interpret environmental documents prepared for the site;
- review, evaluate, and interpret environmental documents related to the presence of lead
- review, evaluate, and interpret environmental data pertaining ....;
- review and interpret other technical environmental documents and materials as available and requested.

TOSC representatives will remain outside of any decision-making processes, will maintain a position of non-advocacy, and will not make substantive technical recommendations regarding a community's options. Technical assistance will not supersede nor interpret federal, state, or local laws and regulations, and assistance provided cannot be considered legal advice.

The [community] will contribute its knowledge, experience, and time. Additionally, the [community] will forward relevant documents to the TOSC program for review.

At any time, the [community] is free to propose a change in the Scope of Services. A letter indicating the desired change(s) should be sent to the TOSC Program Representative, who will evaluate requests based on TOSC capabilities and objectives, and respond with an appropriately modified Letter of Agreement.

**Project Evaluation**

The success of any project hinges on all parties being able to accurately assess and convey the needs, abilities, and goals of the effort, and the ability to respond timely and properly. During and following the completion of assistance activities described above, parties will be asked to complete questionnaires to evaluate and to provide suggestions for improved support. If problems develop with the quality of support that are not adequately addressed by the evaluation process or by specific verbal and written communications between the [community] and TOSC personnel, a written list of specific problems should be provided to the EPA Grant Officer for further assistance.

[EPA Grant Officer contact information]

**Project Duration**

Technical assistance to the community shall begin upon execution of this Letter of Agreement. Progress and satisfaction under this Agreement will be evaluated every six months with a determination to be made regarding the continuing nature of the relationship. This relationship can be terminated at any time by written request of the [community]. Reasons for termination should be included in the termination request in order for both parties to evaluate the effectiveness of the services provided, and to improve future attempts at similar agreements.

The TOSC program also reserves the right to cease activities at the site in the case of funding constraints or if it is determined that conditions at the site are such that TOSC outreach services will not be beneficial to the community. The community will be given written notice 30 days prior to the termination of TOSC assistance.

**Contacts**

Primary [community] and TOSC points of contact are listed below. The Community contact will coordinate and be the focal point for information exchange between the [community] and the TOSC program. TOSC representatives will occasionally interact with appropriate state and federal environmental protection agencies for technical information, with information requests copied to the [community].

[community/TOSC contact names and numbers]

**Approval**

Please indicate the [community's] approval of this Letter of Agreement by executing the signature block below. If you require revisions to the scope of this agreement please send or fax proposed revisions to the TOSC representatives. We look forward to your response.

\_\_\_\_\_  
For the Community

\_\_\_\_\_  
For TOSC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date