

Step-by- Step Guide for Completing the Technical Assistance for Public Participation (TAPP) Application (DD Form 2749)

The TAPP program funds activities that facilitate public participation and improve the public's understanding of the technical conditions and cleanup activities at a DoD installation. Community members, who are also members of the Restoration Advisory Board (RAB) or Technical Review Committee (TRC) are eligible to apply for TAPP. This guide is intended to help the user fill out the application and provide example language to clarify the blocks in the form. This guidance document was prepared and written in accordance with the guidelines of [32 Code of Federal Regulations \(CFR\) Part 203](#).

Prior to completing this form, applicants must ensure the following:

- An eligible TAPP project has been identified (examples include projects seeking technical assistance with interpreting technical documents, assessing technologies, training, or evaluating risk and/or understanding health risks).
- The RAB/TRC members have voted on the project resulting in a majority vote in favor of requesting the funds. A majority must include at least three community members to ensure broad representation of community interests.
- The RAB/TRC Installation Co-chair was notified in advance of the interest in requesting TAPP funds.

If all of the above steps have been completed and TAPP funds are being requested, applicants must complete Sections I and II of the DD Form 2749.

SECTION I – TAPP REQUEST SOURCE IDENTIFICATION DATA

BLOCK 1. INSTALLATION: Provide the name of the installation that works with your RAB/TRC.

BLOCK 2. SOURCE OF TAPP REQUEST: Provide the name of the RAB/TRC.

BLOCK 3. CERTIFICATION OF MAJORITY REQUEST: List the document(s) that recorded the majority decision to support obtaining TAPP funds. For example, a copy of RAB meeting minutes or petition from RAB members. Submit a copy of the majority vote documentation with this form.

BLOCK 4. DATE OF REQUEST: Provide the date of submittal of this form.

BLOCK 5. RAB POINT OF CONTACT: Do not write in block 5. Enter contact information for the RAB member who will serve as the central point of contact for all TAPP-related communications in Blocks 5a, 5b, and 5c below.

BLOCK 5a. NAME: Provide the name of the RAB member who will be the point of contact for the TAPP project. (*Last name, First name, Middle Initial*)

BLOCK 5b. ADDRESS: Provide the mailing address of the RAB member who will be the point of contact for the TAPP project. **Although not specified in the form, please include an email address in this block in the space below the mailing address.**

BLOCK 5c. TELEPHONE NUMBER: Provide the phone number (including area code) of the RAB member who will be the point of contact for the TAPP project.

SECTION II – TAPP PROJECT DESCRIPTION

BLOCK 6. PROJECT TITLE: Include a title for the proposed TAPP project.

BLOCK 7. PROJECT TYPE: List one or more of the following project types for the TAPP project you are requesting from the eligible project types below:

- interpreting technical documents,
- assessing technologies,
- training,
- technical assistance to evaluate relative risk, or
- technical assistance to understand health risks

BLOCK 8. PROJECT PURPOSE AND DESCRIPTION: Describe the project purpose and a detailed description to include:

- (1) Project goals and expected benefits;
- (2) How this project will increase understanding and public participation in the environmental cleanup process;
- (3) Description of the desired project;
- (4) Location(s) of project; and
- (5) Project/services timelines (e.g., expected duration of project, key dates for milestones, training frequency, etc.).

Example: “We are seeking this assistance to gain a better understanding of the main types of remediation technologies used in the cleanup process at (Installation Name), how they function, and when they are used. We would like a technical assistant to attend our quarterly RAB meetings to help interpret technical information presented by (Installation Name). RAB meetings are held in February, May, August, and November each year. This will increase public participation because our community will have a better grasp of the cleanup technologies and will better understand the cleanup process, thereby leading to community acceptance of the final cleanup remedy.”

Additional examples for Block 8 are provided on the Appendix pages.

BLOCK 9. STATEMENT OF ELIGIBILITY: Specify how the proposed TAPP project meets the eligibility criteria in [32 CFR Section 203.10](#) Statement of Eligibility. Identify what other sources of assistance were considered, if any, and why they were not adequate.

Eligible activities include:

- Interpreting technical documents
- Assessing technologies
- Training
- Prioritizing cleanup sites based on the level of risk to human health and the environment
- Understanding health risks

Ineligible activities include:

- Litigation or underwriting of legal activities
- Political activity or lobbying
- Other activities inconsistent with cost principles stated in in [OMB Circular A-122](#)

- Activities already included as part of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) cleanup process
- Reopening final DoD decisions, such as Record of Decision documents
- Epidemiological health studies such as blood or urine testing
- Community outreach efforts: e.g., public meetings, distributing newsletters

Example: “This proposed TAPP project is eligible because it is seeking assistance with assessing technologies and interpreting technical decision documents, and is directly listed as an eligible activity per 32 CFR Section 203.10. EPA Technical Assistance Grant (TAG) funds could not be used because this installation is not on the National Priorities List (NPL).”

Additional examples for Block 9 are provided on the Appendix pages.

BLOCK 10. ADDITIONAL QUALIFICATIONS OR CRITERIA TO BE CONSIDERED:

Identify any additional provider qualifications or criteria to be considered for your requested project. Examples may include, but not be limited to, requesting a provider with knowledge of local environmental conditions or laws, experience working at a specific installation, experience with specified remedial technologies, or scientific area of expertise (e.g., risk assessment, hydrogeology, or chemistry). If more space is needed, you may submit a separate statement with this form.

If desired, RAB members may suggest the names of preferred technical experts to the Contracting Officer. If they meet the requirements, the Contracting Officer may add them to the list of candidates. The responsibility of evaluation and selection, however, remains with the Contracting Officer.

Per [32 CFR §203.18 \(c\)](#), the Contracting Officer will evaluate the technical qualifications of the technical assistant candidates and identify potential conflicts of interest, such as business or financial relationships with existing contractors, or familial relationships with RAB members, technical staff, or contractors, to help select an unbiased technical assistant to provide information to the RAB.

Example: “This community requests a representative from (specified location/school/university) because of his/her extensive knowledge about the subject matter and his/her credentials/degree in (specified area(s) of expertise). This individual is also a community member who is familiar with the cleanup actions at (Installation Name). This individual will assist with explaining technical information associated with cleanup to local community members.”

Additional examples for Block 10 are provided on the Appendix pages.

After completion of Section II, the RAB Community Co-chair should submit the DD Form 2749 to the RAB Installation Chair. The RAB Installation Co-chair will submit to the Installation Commander/Designated Decision Authority to complete Section III.

SECTION III – INSTALLATION COMMANDER/DESIGNATED DECISION AUTHORITY APPROVAL

BLOCKS 11-13: This section is the responsibility of the Installation Commander. The Installation Commander selects “Approved” or “Not Approved”; signs the form in Block 11; provides the Project Title in Block 12; and annotates the date of signature in Block 13. If approved, the Installation Commander notifies the RAB Community Co-chair in writing indicating approval. If disapproved, the Installation Commander must also contact the RAB Community Co-chair in writing, explaining the rationale for disapproval.

SECTION IV – PROPOSED PROVIDER DATA

BLOCKS 14-17: This section is the responsibility of the Contracting Officer. RAB members should ensure the information in Section II Block 10 is sufficiently detailed to assist the Contracting Officer with drafting the requirements and obtaining the requested services.

SECTION V – CONTRACTING OFFICE APPROVAL

BLOCKS 18-20: Community members do not fill out this section.

When a proposed provider is selected, the Contracting Officer will approve, sign, and notify the RAB Installation Co-chair of the next steps. After this approval, the installation will begin the process of obtaining services through a purchase order, or will forward the request to the contracting authority designated by the DoD Component (responsible military Service/office) to act for that installation.

Appendix 1

Alternative Block Language

Block 8

Example 2: “We would like a technical assistant to review and explain the baseline risk assessment recently completed for Operable Unit X. We would like an explanation of the risks to human health and the environment at the site, especially to nearby residents. We would like to better understand how those data are collected and what they mean. This assistant would report to us at the Month/Date/Year RAB meeting. This will help to answer many questions the community has regarding the risks and will help them better understand how cleanup actions will help to address that risk.”

Example 3: “We are seeking this assistance to gain a better understanding of the recently completed Five-Year Review (FYR). We would like assistance with understanding what the FYR’s findings say about the success of the cleanup operations to date and to understand the recommendations outlined in the report. We would like the technical assistant to give a presentation to the RAB at the first RAB meeting following the start of the contract. We would like the technical assistant to provide a one- to two-page summary of the findings and recommendations in plain language to the RAB and community members.”

Block 9

Example 2: “This proposed TAPP project is eligible because it is seeking assistance with training RAB members to better understand the environmental cleanup process and related activities, which is directly listed as an eligible activity per 32 CFR Section 203.10. EPA Technical Assistance Grant (TAG) funds could not be used because this installation is not on the National Priorities List (NPL).”

Example 3: “This proposed TAPP project is eligible because it is seeking assistance with training RAB members to better understand the Feasibility Study, the different technologies involved, and how preferred remedies are selected, which is directly listed as an eligible activity per 32 CFR Section 203.10. EPA Technical Assistance Grant (TAG) funds could not be used because this installation is not on the National Priorities List (NPL).”

Block 10

Example 2: “This RAB is seeking a technical assistant with specific knowledge and experience of groundwater modeling, with either a PhD in geology or hydrogeology or a Master’s Degree and 15 years of field experience in groundwater modeling. The assistant should have at least five years of experience performing groundwater modeling in this specific geographic area near

(Installation Name). This individual should be familiar with the installation and the community members. This individual will assist with explaining technical information associated with cleanup to local community members.”

Example 3: “This RAB is seeking a technical assistant with specific experience in human toxicology, specifically with experience designing, executing, and interpreting risk assessments. The assistant should have the ability to interpret risk data and report that data in clear and concise language to RAB members. The selected candidate should have at least a PhD in toxicology or a related field and 10 years of experience with CERCLA risk assessments.”