

**INSTRUCTIONS FOR COMPLETING DD FORM 2749,
TECHNICAL ASSISTANCE FOR PUBLIC PARTICIPATION (TAPP) APPLICATION**

Section I: TAPP Request Source Identification Data

The TAPP program funds activities that will facilitate public participation and improve the public's understanding of the technical conditions and cleanup activities at a DoD installation. A Restoration Advisory Board (RAB) or Technical Review Committee (TRC) is a stakeholder group that meets on a regular basis to discuss environmental cleanup at a specific property that is either currently or was formerly owned by the Department of Defense (DoD), and DoD is conducting environmental cleanup.

Community members of RABs/TRCs, who are also members of the affected community, are eligible to complete the DD 2749 TAPP Application for funding. To be eligible for TAPP funding, the RAB/TRC must include at least three community members to ensure broad representation of community interests. Local community members of a RAB/TRC interested in applying for TAPP funds can obtain this TAPP Application from the DoD installation that its RAB/TRC works with, the DoD Component headquarters, or directly from the Department of Defense, Office of the Deputy Assistant Secretary of Defense for Environment, Safety, and Occupational Health. More detailed information about the TAPP program and its application processes is available at 32 Code of Federal Regulations (CFR) Part 203. If you have questions or would like additional information about RABs/TRCs or the TAPP program, visit <http://www.denix.osd.mil/rab/>.

1. Installation: Provide the name of the installation that works with your RAB/TRC. A DoD installation is a facility that is controlled or operated or otherwise possessed by a department, or agency of DoD within the United States and its territories. For the purposes of the TAPP, formerly used defense sites are included within the definition of a DoD installation. A RAB/TRC should notify the installation of its intent to pursue TAPP funds.

2. Source of TAPP Request: Provide the name of the RAB/TRC.

3. Certification of Majority Request: The applicant must certify that the request represents the wishes of a simple majority of the community members of the RAB/TRC. Certification includes, but is not limited to, the results of a roll call vote of community members of the RAB/TRC documented in the meeting minutes.

4. Date of Request: Include the date that you sign and finalize the TAPP Application.

5 (a, b, and c). RAB Point of Contact: Include the name, address, and telephone number of the community member or other RAB/TRC member who will be the main point of contact for the TAPP project. This person will be the focal point for communications with DoD regarding the TAPP procurement process, and is responsible for completing the reporting requirements for the project.

Section II – TAPP Project Description

6. Project Title: Include the title of the proposed TAPP project.

7. Project Type: Provide information on the type of assistance you are requesting under TAPP, including interpretation of technical documents, assessing technologies, training, or technical assistance to evaluate relative risk at the site and/or understand health implications.

8. Project Purpose and Description: Provide the purpose of the TAPP project and a detailed description of the services you are requesting. The detailed description should include: 1) project goals; 2) an explanation of how the project will increase understanding of issues and public participation in the environmental cleanup process at the installation; and 3) descriptions, locations, and timetables of projects or services. The project description should contain sufficient detail to enable DoD to determine the nature and eligibility of the project, identify potential providers and estimate costs, and prepare a statement of work to begin the procurement process.

9. **Statement of Eligibility:** Specify how the proposed TAPP project meets the eligibility criteria in 32 CFR Section 203.10. TAPP projects are eligible only to the extent that Federal, State, or local agencies responsible for overseeing environmental restoration at the facility do not have the necessary technical expertise for the proposed project, or the proposed technical assistance will contribute to the efficiency, effectiveness, or timeliness of environmental restoration activities at the DoD installation and is likely to contribute to community acceptance. For reference, ineligible activities are outlined in 32 CFR Section 203.11. Explain how you considered existing resources to support your needs and the reasons why the existing resources are inadequate.
10. **Additional Qualifications or Criteria to Be Considered:** Technical assistance provider's qualifications will vary according to the type of assistance provided. Provide any additional qualifications beyond those outlined in 32 CFR Section 203.12 that a provider should demonstrate to perform the project to the satisfaction of the RAB/TRC, including prior work in the area, knowledge of local environmental conditions or laws, specific technical capabilities, or other relevant experience. Attach a separate statement if necessary.

Section III – Installation Commander/Designated Decision Authority Approval

11, 12, and 13. The installation commander or the identified decision authority designated for the installation will sign and date the TAPP application.

Section IV- Proposed Provider Data

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14. **Proposed Provider (a, b, and c):** Provide the name, address, and telephone number of the provider you are proposing for technical assistance through the TAPP.
15. **Provider Qualifications:** 32 CFR Section 203.12 provides the credentials DoD expects for someone providing technical assistance through the TAPP. Provide a statement of the qualifications of the proposed technical assistance provider that are consistent with these credentials. Attach a separate sheet with the qualifications if necessary.
16. **Alternate Proposed Provider (a, b, and c):** Provide the name, address, and telephone number of the alternate provider you are proposing to provide technical assistance through the TAPP.
17. **Provider Qualifications:** 32 CFR Section 203.12 provides the credentials DoD expects for someone providing technical assistance through the TAPP. Provide a statement of the qualifications of the alternate proposed technical assistance provider that are consistent with these credentials. Attach a separate sheet with the qualifications if necessary.