

SUPPORTING STATEMENT - PART A

Technical Assistance for Public Participation (TAPP) Application

OMB Control Number 0704-0392

Summary of Changes from Previously Approved Collection

- The Agency Disclosure Notice on the DD Form 2749 has been updated and the burden has decreased due to a more accurate calculation of the labor cost to respondents.

1. Need for the Information Collection

The information collection is necessary to identify products or services requested by community members of Restoration Advisory Boards (RABs) or Technical Review Committees (TRCs), and to receive community members' feedback on their overall satisfaction with the quality of the services and/or products received. The Department of Defense (DoD) formed RABs and TRCs to enhance public participation in the Defense Environmental Restoration Program (DERP) at DoD installations. Their request for technical assistance to help them actively participate in the DERP is the foundation of DoD's TAPP program. The TAPP program is an outgrowth of the recommendations of the Federal Facilities Environmental Restoration Dialogue Committee, also known as the Keystone Committee (Interim Report of the Federal Facilities Environmental Restoration Dialogue Committee, February 1993). Sec. 2705 of Title 10, U.S. Code, Notice of Environmental Restoration Activities, as amended by Sec. 326 of the National Defense Authorization Act for Fiscal Year 1996, directed DoD to develop and propose a program to provide technical assistance to community members of RABs and TRCs.

Detailed information about the TAPP program, including its authority, requirements, application process are outlined in Part 203 of title 32, Code of Federal Regulations (CFR). The TAPP application form is available at Section 203.9 of title 32, CFR Appendix A, as well as from DoD installations, DoD Component headquarters, or directly for the Office of the Deputy Assistant Secretary of Defense for Environment, Safety and Occupational Health (ODASD(ESOH)). Applicants should return completed TAPP applications to the installation included in section one of the TAPP application. ODASD(ESOH) has a website with additional information about the RABs or TRCs and the TAPP (<http://www.denix.osd.mil/rab/>).

2. Use of the Information

This information collection involves the submission of an application form, DD Form 2749, Technical Assistance for Public Participation (TAPP) Application, and a Letter Report. RABs or TRCs can apply for TAPP funds when Federal, State, or local agencies responsible for overseeing environmental cleanup 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 cleanup activities and is likely to contribute to community acceptance of those activities. Community members of RABs and TRCs submit the application to indicate those products or services they wish to obtain to assist them in participating in the DERP. Eligible activities for TAPP funding include interpretation of technical documents; training; and technical assistance to help community members understand the function and implications of technologies, contribute to risk evaluations, and to interpret potential health implications.

The DD Form 2749 instructions specify that applicants should return completed Forms directly to the installation identified in Section 1 of the DD 2749. Applicants can return the form electronically via email or in-person at a RAB or TRC meeting. Respondents who are asking for assistance will have an on-going working relationship with the installation through the RAB or TRC and will know the appropriate point of contact for submission through these working relationships. All communication between the installation and the applicant regarding the TAPP program will occur informally through the RAB or TRC. DoD uses the collected information to determine the eligibility of the project and, if eligible, begin the procurement process to obtain the requested products or services.

In addition, the community point of contact for the RAB or TRC will submit a brief Letter Report as part of the TAPP reporting requirements to installation and the ODASD(ESOH). The installation will forward the report to the DoD Component Deputy Assistant Secretary for the Environment (or equivalent). The Letter Report enables DoD to ensure value for its investment and meet its reporting requirements to Congress.

The Letter Report, which is required per section 203.14 of title 32 CFR, will include 1) a description of the TAPP project; 2) a summary of services and products obtained; 3) the amount of TAPP funds obligated by fiscal year; and 4) an evaluation of project. The point of contact preparing the letter can use the information from the DD Form 2749 to describe the TAPP project and summarize the services and products obtained. The evaluation of the TAPP project should be a written narrative, not to exceed one page and address whether the TAPP project assisted the community in participating in the environmental cleanup program and include a statement regarding the overall satisfaction with the quality of service and/or products received.

3. Use of Information Technology

Approximately 15% of the total number of responses are collected electronically. In many instances, TAPP applicants give their applications to installation personnel at RAB meetings.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

5. Burden on Small Businesses

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

Information is collected as required to conduct the TAPP program and provide technical assistance to community members of RABs and TRCs, as directed by Title 10 U.S. Code, Sec. 2705, and receive feedback on the overall level of satisfaction with the TAPP program.

7. Paperwork Reduction Act Guidelines

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice (FRN) for the collection published on Friday, May 3, 2019. The 60-Day FRN citation is 84 FRN 19058.

No comments were received during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on Friday, July 26, 2019. The 30-Day FRN citation is 84 FRN 36088.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. Confidentiality

A Privacy Act Statement is not required for this collection because we are not requesting individuals to furnish personal information for a system of records.

A System of Record Notice (SORN) is not required for this collection because records are not retrievable by PII.

A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically.

11. Sensitive Questions

No questions considered sensitive are being asked in this collection.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

- 1) [TAPP Application – DD Form 2749 and Letter Reports]
 - a) Number of Respondents: 25
 - b) Number of Responses Per Respondent: 2
 - c) Number of Total Annual Responses: 50
 - d) Response Time: 4 hours
 - e) Respondent Burden Hours: 200 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) [TAPP Application – DD Form 2749 and Letter Reports]
 - a) Number of Total Annual Responses: 25
 - b) Response Time: 4 hours
 - c) Respondent Hourly Wage: \$7.25
 - d) Labor Burden per Response: \$29
 - e) Total Labor Burden: \$1,450

The Respondent hourly wage was determined by using the Federal minimum wage of \$7.25/hr.

13. Respondent Costs Other Than Burden Hour Costs

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection.

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

- 1) [TAPP Application – DD Form 2749 and Letter Reports]
 - a) Number of Total Annual Responses: 50
 - b) Processing Time per Response: 20 hours
 - c) Hourly Wage of Worker(s) Processing Responses : \$35.02
 - d) Cost to Process Each Response: \$700.40
 - e) Total Cost to Process Responses: \$35,020

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
 - a) Equipment: \$0
 - b) Printing: \$0
 - c) Postage: \$0
 - d) Software Purchases: \$0
 - e) Licensing Costs: \$0
 - f) Other: \$0

- 2) Total Operational and Maintenance Cost: \$0

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$35,020
- 2) Total Operational and Maintenance Costs: \$0
- 3) Total Cost to the Federal Government: \$35,020

15. Reasons for Change in Burden

The burden has decreased since the previous approval due to recalculating the average wage of community members participating in RABs and TRCs.

16. Publication of Results

The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.