

GUIDANCE FOR RAB ADMINISTRATIVE SUPPORT FUNDING

1. RAB administrative support is the only source of funding available to assist in the establishment and conduct of RABs.
2. RAB administrative support for installations will be paid from either the Environmental Restoration, Navy (ER,N) account or BRAC account, as appropriate. All RAB administrative support, whether provided directly by installation ER,N or BRAC funds or by an Engineering Field Division through a CLEAN, RAC or other contracting mechanism, is reportable against the RAB administrative funding. Installations may not exceed their RAB expenditure ceiling without written permission by N453.
3. FY2003 RAB administrative support funding is allocated based on an analysis of the IR program and the status of RABs as reported in the RAB Reporting Requirements questionnaire. Installations that did not provide a RAB Reporting Requirements questionnaire will have all RAB funding withheld until the appropriate forms are received by CNO (N453). In response to a Congressional mandate, all installations with an active cleanup program are required to annually submit RAB Reporting Requirements whether or not a RAB has actually been formed. RAB administrative support will be provided only where installations have reported a functioning RAB or a RAB in the final stages of formation.
4. Only those costs incremental to the normal public relations plan should be included as RAB administrative support. Costs that can be construed to provide a benefit to the general public rather than specifically to the RAB should be not funded using RAB support dollars nor should they be included when reporting RAB administrative costs.
5. Allowable RAB administrative support includes, but may not be limited to, meeting facilitation, preparing and distributing meeting minutes and agendas, RAB training and rental of meeting space when RAB meetings are held outside the base.
 - a. Contractor provided RAB administrative support is an expense that must be counted against the ceiling. For example, if an installation or EFD elects to use a contractor to take RAB meeting minutes, the cost of providing those minutes is reported against the RAB administrative support ceiling. Use of CLEAN contractor support for routine RAB administrative functions is discouraged.

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- b. Non-administrative contractor expenses should not be charged against the RAB administrative support ceiling. Expenses associated with a DON contractor giving a presentation to a RAB on the status of cleanup activities at an installation are not considered RAB administrative support costs. They are considered to be part of the project cost.
6. Expenses such as travel to attend RAB meetings, preparation and distribution of fact sheets, and maintenance of the information repository are not considered unique RAB costs. Salaries and travel costs of all DON employees should not be counted as administrative support costs.
7. Purchase of durable equipment such as computers, cameras, and audiovisual equipment is not permitted using RAB administrative support funding.
8. Community RAB members serve as volunteers and may not be compensated for individual travel, training, or any other expenses associated with their participation as a RAB member.
9. RAB Technical Assistance for Public Participation (TAPP) will be funded separately from RAB administrative support. TAPP funding will be distributed only when a completed and approved TAPP application, including a detailed statement of work, has been received by CNO (N453). TAPP assistance will be provided using project funds either from the ER,N or BRAC account, as appropriate. RABs are encouraged to pursue other avenues of assistance such as EPA's Technical Assistance Grant (TAG) and Technical Outreach Services for Communities (TOSC) programs prior to applying for TAPP assistance.