

OVERVIEW SECTION

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)
TITLE: FY 2007 TRIBAL SOLID WASTE MANAGEMENT ASSISTANCE PROJECT
ACTION: Request for Applications (RFA) - Initial Announcement
RFA NO: EPA-OSWER-OSW-07-03

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO.: For EPA assistance under the Office of Solid Waste, 66.808 - Solid Waste Management Assistance; for Bureau of Indian Affairs assistance under the Division of Environmental and Cultural Resources Management, 15.041 - Environmental Management Indian Programs; for Department of Agriculture assistance under the Rural Utility Services, 10.760 - Water and Waste Disposal Systems for Rural Communities; for Indian Health Service assistance, and Department of Defense assistance under the Native American Land Environmental Mitigation Program, CFDA is not applicable.

DATES: The closing date and time for submission or receipt of applications is March 22, 2007, 5:00 p.m. EST. Applications submitted through <http://www.Grants.gov> must be received by March 22, 2007, 5:00 p.m. EST. Applications submitted in hard-copy, as described below, must be received in the EPA Program Office via hand delivery, U.S. Postal Service, or express mail service by March 22, 2007, 5:00 p.m. EST to receive consideration.

SUMMARY: This notice announces the availability of funds and solicits applications from eligible entities for the Tribal Solid Waste Management Assistance Project. The Project helps tribes close or cleanup open dumps, develop alternative disposal options, and establish integrated solid waste management programs. Eligible entities may apply for funding under one of four categories: (1) proposals to characterize/assess open dumps; (2) proposals to develop integrated solid waste management (ISWM) plans and tribal codes and regulations; (3) proposals to develop and implement alternative solid waste management activities/facilities (including equipment acquisition); and, (4) proposals to develop and implement cleanup, closure, and post-closure programs for open dumps in Indian Country.

FUNDING/AWARDS: The total estimated funding for this competitive opportunity is \$2,000,000. The Tribal Solid Waste Interagency Workgroup (Workgroup) anticipates selection of up to 20 applications for further development with estimated award values ranging from \$10,000 to \$500,000. (*Refer to Section 2(B).*)

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Section 1 - Funding Opportunity Description.

A. Background.

The Tribal Solid Waste Interagency Workgroup (Workgroup) was created to assist in the coordination of federal assistance to tribes to help them comply with the municipal solid waste landfill criteria (40 CFR Part 258), establish integrated solid waste management programs, and to close open dumps. Since FY1999, the workgroup has funded over 120 projects valued at approximately \$17.5 million. FY2007 is the ninth year of the project.

The Workgroup members include representatives from the U.S. Environmental Protection Agency (EPA); the Bureau of Indian Affairs (BIA); the Indian Health Service (IHS); the U.S. Department of Agriculture, Rural Utilities Service (RUS); and the U.S. Department of Defense.

Assistance awards under this announcement from participating federal agencies may take the form of grants, cooperative agreements, loans, technical assistance, or use of equipment. The final decision is subject to the awarding agency's grants administration or financial management office. Because agency requirements differ, additional forms and information may be required to complete the award process depending on the agency making the award.

B. Scope of Work.

The Workgroup seeks to fund projects that support the development and strengthening of tribal or cooperative multi-tribal solid waste management programs. Since tribes may be at different stages in developing and implementing sustainable solid waste management plans, applicants may submit proposals seeking funding in one or more of the four proposal categories (if applying in more than one category, a tribe must submit separate proposals for each category). The categories and requirements for each application are:

- 1. Characterize/Assess Open Dump Sites.** The Workgroup recognizes that many sites are not adequately characterized and assessed to determine if they are truly high-threat open dumps. To address this deficiency, tribes may submit proposals to characterize and assess a waste site(s) in Indian Country to gauge the extent of its threat to human health and the environment. Under this category, a trained hazardous materials professional would examine the waste in the dump and determine if the dump presented a threat to human health and the environment. The hazardous materials professional may or may not need to do additional onsite and offsite monitoring. *(Note: The outcome of this project may show that a high threat dump as listed in the IHS report is in fact a lower threat.)*

Applications for this category must provide:

- a. Background summary of the open dump site(s) and surrounding area, including why the site is a threat to human health and the environment. Background information

shall include, but not be limited to:

1. Known information on the size and content;
 2. History of the open dump;
 3. Number of people that use the dump;
 4. Information that confirms that the site is located on reservation/tribal land;
 5. Is the site included in the IHS High Threat List within the Report on Open Dump in Indian Country?
 6. Does the site have an SDS number in the IHS Sanitation Deficiency System?
 7. The distance of human population(s) and development from the site;
 8. The distance from roads/highways or infrastructure (i.e., hospitals, schools, etc.) to the site; and
 9. The distance from important natural/environmental/cultural features to the site, including water bodies, drinking water wells, etc.
- b. Tribe's current solid waste management practices, including a description of the tribal officials or entities currently responsible for operation and maintenance of tribal sanitation facilities in the area covered by the proposal, including: (a) solid waste disposal; (b) drinking water systems; and (c) sewage treatment systems.
- c. A description of the tribe's future plans for solid waste management.
- d. Details on how the tribe will contribute in-kind resources, if any, to the project. In-kind resources can include labor, disposal fees, heavy equipment, administrative overhead, etc., and other fully-funded federal or state sources of assistance.
- e. Progress of projects previously awarded under the Tribal Solid Waste Assistance Project (if applicable).
- f. General budget (costs proposed in the budget must be linked directly to the proposal) for plan development that may include, but are not limited to:
1. Personnel costs and fringe benefits;
 2. Contractual costs;
 3. Travel and training;
 4. Equipment and supplies;
 5. Administrative costs;
 6. Other significant costs;
 7. Total indirect costs (must include documentation of accepted indirect rate) and;
 8. Total cost (including Workgroup and non-Workgroup funds).
- g. Include a milestones schedule indicating start times and completion dates of significant tasks under your proposal.
- h. Include an auditing record. Provide documentation of any adverse audit finding

related to your organization.

- i. Include a list of key personnel. The applicant must submit a summary of the qualifications of key personnel that will be significantly involved in the project. The summaries may be in the form of resumes.

- 2. Develop Integrated Solid Waste Management (ISWM) Plans and Model Tribal Codes and Regulations.** Integrated solid waste management (ISWM) plans and tribal solid waste codes and regulations are an essential part in developing a tribe's capacity to sustain management of solid waste. If a Tribe does not have an ISWM plan, it may submit a proposal to the Workgroup for the development of an ISWM plan. If the Tribe has developed an ISWM plan in the past, the proposal must describe what the updated plan will accomplish (i.e., accommodate additional housing or planned housing or development, etc.).

Applications for this category must provide:

- a. Timetable of activities involved in developing the tribal ISWM plan and model tribal codes and regulations.
- b. Tribe's current solid waste management practices, including a description of tribal officials or entities currently responsible for operation and maintenance of tribal sanitation facilities in the area covered by the proposal, including: (a) solid waste disposal; (b) drinking water systems; and (c) sewage treatment systems.
- c. Description of the types of activities being considered under the ISWM plan and how they fit into your tribe's unique situation. Activities that a plan might include are:
 1. Planned waste audits;
 2. Review existing or develop new model tribal solid waste codes;
 3. Regulations with fee structures;
 4. Solid waste enforcement programs;
 5. Management plans for currently generated wastes, including hazardous wastes;
 6. Details on waste pickup programs, including transportation of wastes to permitted landfills or approved transfer stations;
 7. Information on tribal recycling, waste prevention, education, environmentally preferable purchasing, and outreach programs; and
 8. If transfer stations are included in the plan, describe how and where the waste in the transfer station will be disposed.
- d. Details on how the proposal will contribute to overall sustainable tribal environmental program capacity building (for example, does the proposal include substantial tribal involvement in developing the ISWM plan? Does the proposal include development of a mechanism to pay for operation of the recommended solid

waste solution past the project period?).

- e. Details on how the tribe will contribute in-kind resources, if any, to the project. In-kind resources can include labor, disposal fees, heavy equipment, administrative overhead, etc., and other fully-funded federal or state sources of assistance.
- f. Progress of projects previously awarded under the Tribal Solid Waste Management Assistance Project (if applicable).
- g. General budget (costs proposed in the budget must be linked directly to the proposal) and a milestones schedule for plan development that may include, but are not limited to:
 - 1. Personnel costs and fringe benefits;
 - 2. Contractual costs;
 - 3. Travel and training;
 - 4. Equipment and supplies;
 - 5. Administrative costs;
 - 6. Other significant costs;
 - 7. Total indirect costs (must include documentation of accepted indirect rate);
 - 8. Total cost (including Workgroup and non-Workgroup funds).
- h. Include a milestones schedule indicating start times and completion dates of significant tasks under your proposal.
- i. Include an auditing record. Provide documentation of any adverse audit finding related to your organization.
- j. Include a list of key personnel. The applicant must submit a summary of the qualifications of key personnel that will be significantly involved in the project. The summaries may be in the form of resumes.

3. Develop and Implement Alternative Solid Waste Management Activities/Facilities (Including Equipment Acquisition). Integrated solid waste management (ISWM) plans and tribal solid waste codes and regulations are an essential part in developing a tribe's capacity to sustain management of its solid waste. If a tribe has a tribally approved ISWM plan, it may submit a proposal that will assist in implementing the plan and developing alternative solid waste management activities/facilities. This alternative or facility must be the final disposal site or final diversion/disposal solution for a tribe's solid waste.

Applications for this category must:

- a. Include a copy of the tribe's current solid waste management plan (mandatory).
- b. Include a description of the tribal officials or entities currently responsible for

operation and maintenance of tribal sanitation facilities in the area covered by the proposal, including: (a) solid waste disposal; (b) drinking water systems; and (c) sewage treatment systems.

- c. Demonstrate how the tribe is implementing the ISWM plan.
- d. Detail how the proposal will fund and lead to the development and use of an ultimate diversion/disposal option, which may include:
 - 1. Assistance in developing waste management activities and capabilities (e.g., waste pickup program development, including transportation of waste to compliant municipal solid waste landfill, purchase of equipment, etc.); or
 - 2. Assistance in developing on-site waste management facilities (i.e., transfer station, convenience center, compliant municipal solid waste landfill).

NOTE: Recycling and waste prevention program development is not a disposal option, but may be included as part of a project that leads to an ultimate disposal option. For example, as part of a transfer station project, a recycling collection program could be developed at the transfer station site and waste pickup programs structured to transport tribal recyclables to the transfer station for collection and recycling.

- e. Details on how the tribe will contribute in-kind resources, if any, to the project. In-kind resources may include labor, disposal fees, heavy equipment, administrative overhead, etc., and other fully-funded federal or state sources of assistance.
- f. Demonstrate progress of projects previously selected under the Tribal Assistance Management Project (if applicable).
- g. Include the general budget (costs proposed in the budget must be linked directly to the proposal) that may include but are not limited to:
 - 1. Personnel costs and fringe benefits;
 - 2. Contractual costs;
 - 3. Travel and training;
 - 4. Equipment and supplies;
 - 5. Administrative costs;
 - 6. Other significant costs;
 - 7. Total indirect costs (must include documentation of accepted indirect rate);
 - 8. Total cost (including Workgroup and non-Workgroup funds).
- h. Include a milestones schedule indicating start times and completion dates of significant tasks under your proposal.
- i. Include an auditing record. Provide documentation of any adverse audit finding

related to your organization.

- j. Include a list of key personnel. The applicant must submit a summary of the qualifications of key personnel that will be significantly involved in the project. The summaries may be in the form of resumes.

4. Develop and Implement Cleanup, Closure, and Post-Closure Programs for Open Dump Waste Sites in Indian Country. If a Tribe has a tribally approved ISWM plan, is implementing the plan and has developed alternative solid waste management activities/facilities that ensure the proper final disposal for the Tribe's solid waste, they may submit proposals for assistance in the cleanup and closure for open dump sites in Indian Country.

Applications for this category must:

- a. Include a copy of the Tribe's current solid waste management plan (mandatory).
- b. Include a description of the tribal officials or entities currently responsible for operation and maintenance of tribal sanitation facilities in the area covered by the proposal, including: (a) solid waste disposal; (b) drinking water systems; and (c) sewage treatment systems
- c. Detail that the tribe has formally adopted the ISWM plan and demonstrate that the ISWM plan is being implemented by the tribe (mandatory).
- d. Describe the sustainable alternative or alternatives currently in place for the solid waste generated (e.g., waste pickup program, transfer station, etc.) to ensure that after cleanup of the site a new open dump will not be created (mandatory).
- e. Give a background summary of the open dump site(s) including:
 1. Confirmation that the site is on Indian Land and is included on the IHS Open Dump List within the Report on Open Dumps in Indian Country and/or included in the IHS Sanitation Deficiency System (include SDS number and description from the SDS list) (mandatory); and
 2. Detail on the site(s) threat to human health and the environment and how it is having adverse impacts on tribal lands and resources.
- f. Include cleanup requirements:
 1. Description of the project needs for identification of contaminants and releases, quantification of releases and contaminants, and closure and post-closure monitoring and site cleanup verification; and
 2. Description of the project's cleanup goals.

- g. Include closure compliance requirements:
 - 1. Plans and procedures to ensure that the site will be closed and remain closed so a new open dump will not be created on the site.
- h. Include closure and post-closure financial information:
 - 1. Table that estimates the range of closure and post-closure maintenance costs of the site and alternative waste disposal costs (e.g., compliant municipal solid waste landfill) using the following categories: planning, equipment, construction, oversight, post-closure, and operation and maintenance.
- i. Include details on how the tribe will contribute in-kind resources, if any, to the project. In-kind resources can include labor, disposal fees, heavy equipment, administrative overhead, etc., and other fully-funded federal or state sources of assistance.
- j. Include progress of projects previously awarded under the Tribal Solid Waste Assistance Project (if applicable).
- k. Include a general budget (costs proposed in the budget must be linked directly to the proposal) and a milestones schedule for plan development that may include, but are not limited to:
 - 1. Personnel costs and fringe benefits;
 - 2. Contractual costs;
 - 3. Travel and training;
 - 4. Equipment and supplies;
 - 5. Administrative costs;
 - 6. Other significant costs;
 - 7. Total indirect costs (must include documentation of accepted indirect rate);
 - 8. Total cost (including Workgroup and non-Workgroup funds).
- l. Include a milestones schedule indicating start times and completion dates of significant tasks under your proposal.
- m. Include an auditing record. Provide documentation of any adverse audit finding related to your organization.
- n. Include a list of key personnel. The applicant must submit a summary of the qualifications of key personnel that will be significantly involved in the project. The summaries may be in the form of resumes.

C. EPA Strategic Plan Linkage.

The projects selected for award through this competition will support progress towards EPA Strategic Plan Goal 3 (Land Preservation and Restoration), Objective 3.1 (Preserve Land), Sub-Objective 3.1.1 (Reduce Waste Generation and Increase Recycling) and Objective 3.2 (Restore Land), Sub-Objective 3.2.2 (Clean Up and Reuse Contaminated Lands) by helping tribes to comply with the municipal solid waste landfill criteria, establish integrated solid waste management programs, and clean up open dumps in Indian Country.

D. Measuring Environmental Results: Anticipated Outcomes/Outputs.

Pursuant to EPA Order 5700.7, “*Environmental Results under EPA Assistance Agreements*,” EPA requires that all grant recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature and in how they are measured. Applicants must discuss environmental outputs and outcomes in their proposed work plan.

1. **Outcomes.** Outcomes refer to the result, effect, or consequence that will occur from carrying out the activities or outputs of the project. Outcomes may be environmental, behavioral, health-related or programmatic, must be quantitative, and may not necessarily be achievable during the project period.

EPA anticipates outcomes from projects expected to be awarded under this announcement will include increases in the amount of:

- a. Municipal solid waste characterized and assessed for risk at open dumpsites;
 - b. Municipal solid waste properly managed as a result of the newly-developed solid waste management system; and,
 - c. Municipal solid waste reduced/removed from open dump sites in Indian Country.
2. **Outputs.** Outputs refer to an environmental activity, effort, and/or associated work products related to an environmental goal or objective, that will be produced or provided during the project period.

EPA anticipates the output from the project expected to be awarded under this announcement will include:

- a. Development, production and distribution of educational and outreach materials;
- b. Development and/or approval of solid waste management plans, codes, and ordinances;
- c. Outreach events conducted in support of the solid waste management plan;
- d. Construction or acquisition of materials in support of the development of the alternative solid waste management system such as transfer stations, drop-off bins, trucks, recycling bins, garbage cans;
- e. Increases in the number of additional houses served by the new solid waste management system; and

- f. Development of open dump cleanup plans.

(View EPA's Strategic Plan on the Internet at:
http://www.epa.gov/ocfo/plan/2006/entire_report.pdf)

E. Supplementary Information.

For EPA, the statutory authority for this action is the Solid Waste Disposal Act, Section 8001, as amended.

Section 2 - Award Information.

A. What is the amount of available funding?

The total estimated funding available under this competitive opportunity is \$2,000,000.

The Workgroup reserves the right to make additional awards under this competition, consistent with Agency policy, if additional funding becomes available. Any additional selections for awards will be made no later than four months from the date of original selection decision.

B. How many agreements will the Workgroup award in this competition?

The Workgroup anticipates selection of up to 20 applications for further development with estimated award values ranging from \$10,000 to \$500,000 resulting from this competitive opportunity. Proposed project total budget may not exceed maximum value of \$500,000.

Assistance awards under this announcement may be made by any of the participating federal agencies listed in *Section 1(A)* of this announcement. Assistance awards under this announcement may take the form of grants, cooperative agreements, loans, technical assistance, or use of equipment. The final decision is subject to the awarding agency's grants administration or financial management office. Because agency requirements differ, additional forms and information may be required to complete the award process depending on which agency is making an award.

For EPA selections, cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process for projects they have selected for development, the anticipated substantial Federal involvement for these projects will be:

1. Close monitoring of the successful applicant's performance to verify the results proposed by the applicant.
2. Collaboration during performance of the scope of work.
3. Review proposed procurements in accordance with 40 CFR 31.36(g).
4. Approving qualifications of key personnel (EPA will not select employees or contractors

- employed by the award recipient).
5. Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient); and
 6. Review and concur on project outputs.

EPA reserves the right to reject all applications and make no awards under this announcement.

C. Will proposals be partially funded?

In appropriate circumstances, the Workgroup reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity to the competition and selection process.

D. What is the project period for awards resulting from this solicitation?

The estimated start date for projects resulting from this solicitation is October 1, 2007. All projects must be completed within the negotiated project performance period of one year.

E. Can funding be used to acquire services or fund partnerships?

EPA awards funds to one eligible applicant as the “recipient” even if other eligible applicants are named as “partners” or “co-applicants” or members of a “coalition” or “consortium.” The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and subaward or subgrant procedures contained in 40 [CFR](#) Parts 30 or 31, as applicable. For profit organizations are not eligible for subawards or subgrants under this announcement but may enter into procurement contracts with recipients.

Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligations to comply with competitive procurement requirements.

Subgrants or subawards may be used to fund partnerships with non profit organizations and governmental entities. **Recipients may only award subgrants to eligible entities as described in Section 3(A) below.** Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products to carry out its cooperative agreement. The nature of the transaction between the recipient and the subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B

Section .210 of [OMB Circular A-133](#), and the definitions of “subaward” at 40 CFR 30.2(ff) or “subgrant” at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions.

Section 3 - Eligibility Information and Threshold Criteria.

A. Eligible Entities.

Applications will only be accepted from federally recognized tribes and intertribal consortia. An intertribal consortium must meet the definition of eligibility in the Environmental Program Grants for Tribes Final Rule, at 40 [CFR](#) 35.504 (66 FR 3782, January 16, 2001) (<http://www.epa.gov/indian/pdfs/g219.pdf>), and be a non-profit organization within the meaning of [OMB Circular A-122](#). Profit-making organizations are not eligible.

Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

B. Cost-Sharing or Matching.

Although cost-sharing or matching is not required, as a condition of eligibility, or otherwise, for applications selected for award, applicants proposing a voluntary financial or in-kind commitment of resources will improve their scoring under the “Resources” evaluation criteria of this solicitation. (*Refer to Section 5(A), Evaluation Criteria*).

Voluntary contributions of funds and in-kind contributions of resources, if accepted by EPA, will be treated as cost-shares under 40 CFR 30.23 and 40 CFR 31.24. Applicants must propose eligible and allowable in-kind contributions of resources to qualify for an improved score for this voluntary criterion.

C. Threshold Criteria.

EPA must assure that an application selected for funding meets the following “threshold criteria,” applied on a pass/fail basis. Applications that fail any one of the threshold criteria will not be considered further. EPA will notify applicants who do not meet the threshold criteria within 15 calendar days of the “fail” determination. Applications that meet the threshold criteria, will then be evaluated based on the factors disclosed in *Section 5(A), Evaluation Criteria*. The threshold criteria are:

1. Each proposed project must address one of the proposal categories listed in *Section 1(B), Scope of Work* of this announcement.
2. Applicants must include a copy of the tribe’s current solid waste management plan.
3. Proposed project total budget may not exceed maximum value of \$500,000. Proposals requesting assistance funding in excess of this value will not be considered.

4. Organizations proposing to utilize proprietary information must provide evidence of permission to use the information.
5. Applications must substantially conform to the outline and content detailed in *Section 4(B), Content and Form of Application* of this announcement or they will be rejected. Pages in excess of the page limitations expressed in *Section 4(B), Content and Form of Application* of this announcement will not be reviewed.
6. Applications submitted through <http://www.Grants.gov> must be received by March 22, 2007, 5:00 p.m. EST. Applications submitted in hard copy, as described in Section 4(C) of this announcement, must be received in the EPA Program Office via hand delivery, U.S. Postal Service, or express mail service by March 22, 2007, 5:00 p.m. EST to receive consideration. Applications with a postmark date after the closing date of this announcement will be returned to sender without further consideration.
7. All application materials must be submitted in English.

Section 4 - Application and Submission Information.

A. How to Obtain an Application Package.

Applicants may download individual grant application forms, or electronically request a paper application package and an accompanying computer CD of information related to applicants/grant recipients roles and responsibilities from EPA's Grants and Debarment website by visiting: http://www.epa.gov/ogd/grants/how_to_apply.htm.

Copies of this solicitation will be sent to all federally recognized tribes in the United States. To download a copy of the solicitation from the Internet, go to: <http://www.epa.gov/oswer/grants-funding.htm>.

B. Content and Form of Application.

The following documents are required for all applications, irrespective of the mode of submission. All applications must contain a "Narrative Proposal," and one completed and signed Standard Form 424 (SF-424), Application for Federal Assistance. The "Narrative Proposal," a maximum of 20 pages in length, must explicitly describe the applicant's proposed project and specifically address how it meets each of the evaluation criteria disclosed in *Section 5(A), Evaluation Criteria*, and the threshold eligibility criteria in *Section 3(C)*.

1. **Standard Form 424 (SF-424), Application for Federal Assistance, with original signature.**

Individual grant application forms may be downloaded from EPA's Grants and Debarment website by visiting: <http://www.epa.gov/ogd/AppKit/application.htm>

2. The “**Narrative Proposal**” shall not exceed 20 typed, single-line spaced, 8 ½” x 11” pages. The “Narrative Proposal” must substantially conform to the following outline and content:
 - a. **Cover Letter or Tribal Resolution** signed by the tribal chairman or executive director, written on your organization’s official letterhead. Applicants must include a brief description of your project showing that the tribe has authorized the submission of the application. **The cover letter or resolution must also include:**
 - i. Project Title.
 - ii. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
 - iii. Contacts. Provide phone/fax numbers, e-mail address, and mailing address of the Project Director and head of organization/Executive Director responsible for the project application. These individuals may be contacted if other information is needed;
 - iv. Funding Requested. Specify the amount you are requesting from EPA. The total funding requested amount may not exceed \$500,000.
 - v. Project period. Provide beginning and ending dates (for planning purposes, applicants should assume a project start date of October 1, 2007).
 - vi. Cooperative Partners. Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any.
 - b. **Detailed Project Description.** The project description must provide the information below on how the applicant will implement and conduct its operation and **discuss how the application addresses each of the evaluation criteria in Section 5 of this announcement and the Section 3(C), Threshold Criteria.**
 - i. **Project Description.** Provide a description of how the proposed project supports the development and strengthening of tribal or cooperative multi-tribal solid waste management programs as referenced in *Section 1(B), Scope of Work*. The project description must identify one or more of the proposal categories the tribe is applying for and address the relevant proposal requirements, as detailed in *Section 1(B), Scope of Work* of this announcement.
 - ii. **Anticipated Outcomes and Performance Measurement.** Specify the expected environmental outcomes as described in *Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement. Discuss how you propose to track and measure your progress in achieving the project outcomes and results. (*Refer to Section 5(A), Evaluation Criteria, Performance Measurement.*)
 - iii. **Anticipated Outputs.** Identify the expected project outputs, including those described in *Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement and how you will track and measure you

project results. Outputs, quantitative or qualitative, must be measurable during the project performance period.

- iv. **Programmatic Capability.** Submit a list of Federally and/or non-Federally funded projects similar in size, scope and relevance to the proposed project that your organization performed within the last three years (limit 5, preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. In evaluating applicants under these factors in Section 5, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors under Section 5.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

- v. **Environmental Results Past Performance Reporting.** Submit a list of federally and/or non-federally funded projects that your organization performed within the last three years (limit 5, preferably EPA agreements) and describes how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section 5, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section 5.
- vi. **Cooperative Partnerships.** Identify all proposed partnerships and stakeholder groups that will be involved in the project. Describe what each group's role will be in project staffing, funding, design and implementation. Please note that procurement of commercial services (e.g. consultants, audio visual equipment, meeting space) is subject to the competitive procurement provisions of 40 CFR Part 30 or Part 31, as applicable. Naming a commercial vendor as a "partner" does not relieve the applicant of responsibility for complying with competitive

procurement requirements, including cost or price analysis, or justify a sole source procurement.

- c. **Letters of Support** from any partners involved with the proposal.

Proposals must be concise and well organized, and must provide the information detailed in *Section 4(B), Content and Form of Application and Submission*, **including responses to all Section 3(C), Threshold Criteria and Section 5(A), Evaluation Criteria identified in this announcement**. Factual information about your proposed project must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your proposal. **Responses to criteria must include the criteria number and title but need not restate the entire text of the criteria**. Sufficient detail must be provided to allow for an evaluation of the merits of the proposal. Vague descriptions, redundancy, and failure to address the selection criteria will result in a lower ranking.

Applicants are strongly advised to avoid submission of extraneous materials. Pages exceeding the maximum page limitation will not be considered. The maximum page length does not include the Standard Form 424, Cover Letter or Tribal Resolution, Letters of Support, or any pieces that may be submitted by a third party (e.g., references or letters confirming commitments). All application materials must be completed in English. Maps, photos and attachments other than those listed in *Section 4(B)(2)(c)* will not be considered.

C. Submitting an Application Package.

Applicants may choose to submit applications either in hard copy (paper) format or through <http://www.grants.gov> with an electronic signature. Application instructions for all methods are detailed below. Please select one method. The closing date and time for applicants to submit applications under this announcement is March 22, 2007, 5:00 P.M. EST. Applications submitted in hard-copy, as described below, must be received in the EPA Program Office via hand delivery, U.S. Postal Service, or express mail service by March 22, 2007, 5:00 p.m. EST to receive consideration.

1. **Hard copy (paper) submission.** Submit a complete application including all of the documents identified in *Section 4(B)* of this announcement. The complete application must be sent through regular mail, express mail, or courier to the EPA contact listed in *Section 7(A), Agency Contacts*. Paper submission must include one original signature document and two copies of the completed Application for Federal Assistance (SF-424), and “Narrative Proposal.”

Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants use an express mail option to transmit their application to the physical address of the EPA contact listed in *Section 7(A), Agency Contacts*.

2. **Grants.gov submission.** Using <http://www.grants.gov>, applicants may submit the complete application package on-line with no hard copy or computer disks. Please be

sure to view the additional instructions that are available for download on <http://www.grants.gov> for this announcement. If you have any technical difficulties while applying electronically, please refer to <http://www.Grants.gov/CustomerSupport> or call toll free Contact Center at 1-800-518-4726.

If you wish to apply electronically via <http://www.grants.gov>, the electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov. For more information, go to <http://www.grants.gov> and click on **“Get Registered” on the left side of the page.** *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on **“Apply for Grants” on the left side of the page.** **Then click on “Apply Step 1: Download a Grant Application Package and Instructions”** to download the PureEdge viewer and obtain the application package for the announcement. To download the PureEdge Viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OSWER-OSW-07-03, or the CFDA number that applies to the announcement (CFDA 66.808), in the appropriate field. Then complete and submit the application package as indicated. **You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities/Browse by Agency feature to find EPA opportunities).**

Application Submission Deadline: Your organization’s AOR must submit your complete application package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than 5:00 P.M. EST, March 22, 2007.

Please submit *all* of the application materials described below.

Application Materials. The following forms and documents are required under this announcement:

- A. Application for Federal Assistance (SF-424)
- B. Narrative Proposal
- C. Other Attachments, if applicable

The application package *must* include all of the following materials:

- A. **Standard Form (SF-424), Application for Federal Assistance.** Complete the form. There are no attachments. Please be sure to include organization fax

number and email address in Block 5 of the Standard Form SF-424. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

- B. **Narrative Proposal** (also referenced as “Project Narrative Attachment Form” on <http://www.grants.gov>.) Prepare your “Narrative Proposal” in accordance with the instructions detailed in *Section 4(B), Content and Form of Application Submission* of this announcement (EPA-OSWER-OS0W-07-03). The “Narrative Proposal” shall not exceed 20 pages and must substantially conform to the outline and content detailed in *Section 4(B)(2)* of this announcement.
- C. **Other Attachments Form - Negotiated Indirect Cost Rate Agreement (if indirect costs are included in the project budget)**. Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of your organization’s Indirect Cost Rate Agreement, if applicable. (See Application Preparation and Submission Instructions below for more details.) You must submit a copy of your organization’s Indirect Cost Rate Agreement as part of the application package if your proposed budget includes indirect costs.

Application Preparation and Submission Instructions.

Document A, listed under Application Materials above, should appear in the “Mandatory Documents” box on the Grants.gov “Grant Application Package” page.

For Document A, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic “Grant Application Page”, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For Document B, you will need to attach electronic files. Prepare your “Narrative Proposal” in accordance with the instructions detailed in *Section 4(B), Content and Form of Application Submission* of this announcement and save the document to your computer as an MS Word or WordPerfect file. (U.S. EPA prefers to receive documents in MS Word, but documents prepared in WordPerfect will also be accepted.) When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory

Project Narrative File Filename;” the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Document C, is listed in the “Optional Documents” box, but *please note that these so-called “optional” documents must also be submitted as part of the application package, if applicable to your organization.* You are required to submit Document C – Negotiated Indirect Cost Rate Agreement – if you have included any indirect costs in your proposed budget. To attach Document C, use the “Other Attachments Form” in the “Optional Documents” box. After attaching the document, please remember to highlight the “Other Attachments Form” and click “Move Form to Submission List” in order to move the documents to the box that says, “Optional Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY06 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 06 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY06 Assoc Prog Supp – 2nd Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] **If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp>, or contact Tonya L. Hawkins at 703-308-8278.**

Applications submitted through grants.gov will be time and date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from grants.gov*) within 30 days of the application deadline, please contact Tonya L. Hawkins, Grant Program Manager, at (703) 308-8278. Failure to do so may result in your application not being reviewed.

D. Confidential Business Information

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications or portions of applications they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

Under Public Law No. 105-277, data produced under awards resulting from this announcement is subject to the Freedom of Information Act.

E. Pre-proposal/Application Assistance and Communications.

In accordance with EPA’s Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/proposals.

EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. All questions and answers will be posted at the OSWER Grants/Funding website <http://www.epa.gov/oswer/grants-funding.htm>, bi-weekly, until the closing date for this announcement.

Section 5 - Application Review Information

A. Evaluation Criteria

Each application will be evaluated according to the criteria set forth below. Applicants must directly and explicitly address these criteria as part of their “Narrative Proposals.” Each application will be rated under a points system, with a total of 100 points possible.

Criterion	Maximum Points per Criterion
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<p>Project Description. This criterion will evaluate the extent to which the application effectively addresses one or more of the proposal categories and the relevant requirements described in <i>Section I(B), Scope of Work</i> of this announcement. This criterion will evaluate whether:</p> <ul style="list-style-type: none"> • The project proposal effectively describes a well-conceived strategy to achieve realistic goals and objectives that deal with the environmental problems or issues that pertain to the category (ies) to which the proposal relates. (20 points) • The “Narrative Proposal” clearly, concisely and realistically presents a description of the proposed project including goals, tasks, and project milestones (schedule). (15 points) 	35
<p>Programmatic Capability. Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the following factors: (i) its past performance in successfully completing and managing federally and/or non-federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years, (ii) its history of meeting reporting requirements under federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under those agreements, (iii) its organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) its staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</p> <p><i>Note: In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history (items i and ii above), will receive a neutral score for those elements of this criterion.</i></p>	20

<p>Environmental Results Past Performance. Under this criterion, applicants will be evaluated based on the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements or non-federally funded projects (e.g., state grants, contracts) performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not.</p> <p><i>Note: In evaluating applicants under this factor, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance reporting history will receive a neutral score for this factor.</i></p>	15
<p>Performance Measurement: Anticipated Outcomes and Outputs. Extent to which the “Narrative Proposal” realistically describes how the project will lead to measurable environmental results. The proposal should:</p> <ul style="list-style-type: none"> • Clearly specify anticipated environmental outcomes and outputs as described in <i>Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs</i>. • Clearly describe the measures of success for the project. Measure of success should be either measures of environmental improvement or should be directly linked to such measures. EPA will look for quantitative and qualitative measurability. • Describe how success in achieving project results (including the outcomes and outputs identified) will be evaluated and measured. 	15

<p>Resources. This criterion will evaluate the extent to which:</p> <ul style="list-style-type: none"> • The budget is clearly stated, detailed, and appropriate to achieve the project’s objectives. • The budget will effectively sustain the proposed project and the applicant’s plan for managing this budget. • The proposal demonstrates (i) how the applicant will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Applicants may use their own funds or other resources for a voluntary match or cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for matches or cost shares. Other Federal grants may not be used as matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants). <p><i>Note: EPA does not require that applicants use a match or cost share to receive points under this criteria for leveraging. However, applicants may choose to demonstrate leveraging by pledging their own funds or other resources for a voluntary match or cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Applicants who choose to cost share voluntarily must meet their cost share obligations if their applications are selected for award. Please note that only eligible and allowable costs may be used for matches or cost shares. Other Federal grants may not be used as matches or cost shares without specific statutory authority (e.g., HUD’s Community Development Block Grants).</i></p>	<p>15</p>
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B. Other Factors.

The Workgroup Selection Committee may consider the following factors, in addition to the evaluation results based on the criteria above, in making final funding decisions: (1) geographic equity, (2) demonstration of a variety of technical approaches and, (3) fair distribution of funds between Workgroup HQ and regional locations.

C. Review and Selection Process

All applications received by the closing date and time for submissions will first be reviewed to determine eligibility for funding consideration based upon compliance with all *Section 3-Eligibility Information and Threshold Criteria*. Only applications determined eligible will be evaluated for technical merit.

Each eligible application will be evaluated by a review panel of Workgroup Agency personnel for technical merit, based on the evaluation factors detailed in *Section 5(A), Evaluation Criteria* of this solicitation.

Upon completion of the technical merit evaluation, each application will be given an evaluated numerical score, with a total of 100 points possible. The evaluated numerical scores will be rank ordered. The highest evaluated applications (subject to the quality of proposals, availability of funds, and consideration of *Section 5(B), Other Factors*) recommended for award.

Completed evaluations will then be considered by the Workgroup Selection Committee as a whole. Each Agency in the Workgroup will make final funding decisions on proposals selected for further development. For EPA selections, the EPA Headquarters Selection Official will make the final funding decision. The decision will be based upon the recommendations of the review panel and consideration of “Other Factors” detailed in *Section 5(B)* of this announcement.

Section 6 - Award Administration Information.

A. Award Notices.

The Workgroup anticipates notification to both successful and unsuccessful applicants will be made, via telephone, electronic, or postal mail by May 2, 2007.

The notification to successful applicant(s) that their application has been selected for award is not an authorization to begin performance. EPA reserves the right to negotiate appropriate changes in work plans after the selection and before the final award consistent with the Agency’s Competition Policy (*EPA Order 5700.5A1, Section 11*). For applications selected for development by EPA, the “Award Notice” signed by the EPA Grants Officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of selection. Other Workgroup agencies have their own proposal development process for those Proposals selected for development by their respective agencies.

B. Administrative and National Policy Requirements.

1. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:
http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.
2. Executive Order 12372, Intergovernmental Review of Federal Programs, may be applicable to awards resulting from this announcement. Applicants *selected* for funding may be required to provide a copy of their application to their [State Point of Contact](#) (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the initial application and not all states require such a review.

C. Reporting Requirement.

For proposals selected by EPA for development, quarterly progress reports and a detailed final report will be required. The quarterly progress reports will be submitted to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.

The final report will address goals and objectives, performance measurements, lessons learned, any other resources leveraged during the project and how they were used, and any plans to continue the project after the expiration of the grant/cooperative agreement and associated sources of funding. The final report will be submitted to the EPA Project Officer at the close of the grant.

Reporting requirements may vary for applications selected by other Workgroup agencies.

D. Disputes.

Assistance agreement competition-related disputes will be resolved in accordance with the [dispute resolution procedures](#) published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) located on the web at: <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting the cognizant Agency contact identified in Section 7 of this announcement.

E. Pre-Award Administrative Capability Review.

Non-profit applicants that are recommended for funding will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of [EPA Order 5700.8](#), EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards.

Section 7 - Agency Contacts.

FOR FURTHER INFORMATION (TRIBAL SOLID WASTE INTERAGENCY WORKGROUP CONTACTS):

1. Tonya L. Hawkins, **U.S. Environmental Protection Agency**, Office of Solid Waste (MC 5303P), 1200 Pennsylvania Avenue, NW, Washington, DC 20460; Phone: (703) 308-8278

For courier delivery:

Tonya Hawkins, U.S. Environmental Protection Agency, 2733 South Crystal Drive, Potomac Yard North Building, 5th flr., Cubicle N-5711, Arlington, VA 22202.

2. Debbie McBride, **Bureau of Indian Affairs**, Office of Trust Responsibilities, 2051 Mercator Drive, Reston, VA 20191, (703) 390-6524.
3. Steve Aoyama, **Department of Health and Human Services**, Indian Health Service, Division of Sanitation Facilities Construction, 801 Thompson Ave, Ste. 120, Rockville, MD 20852-1627, (301) 443-1046.
4. Jayme Morris, **Department of Agriculture**, Rural Utilities Service, 14th Street and Independence Ave., Room 2235-S, Washington, DC 20250, (202) 720-9634.
5. Paul Lumley, **Department of Defense**, Native American Lands Environmental Mitigation Program, 1225 Jefferson Davis Highway, Crystal Gateway 2, Ste. 1500, Arlington, VA 22202, (703) 604-1926.