



NRC-38-10-914

**ATTACHMENT A - SCHEDULE**

**A.1 PURPOSE OF GRANT**

The purpose of this Grant is to provide support to the "Lake Michigan College Nuclear Scholarship Program" as described in Attachment B entitled "Program Description."

**A.2 PERIOD OF GRANT**

1. The effective date of this Grant is May 1, 2010. The estimated completion date of this Grant is April 30, 2011.
2. Funds obligated hereunder are available for program expenditures for the estimated period: May 1, 2010 – April 30, 2011.

**A. GENERAL**

1. Total Estimated NRC Amount: \$90,000
2. Total Obligated Amount: \$90,000
3. Cost-Sharing Amount: \$0
4. Activity Title: Lake Michigan College Nuclear Scholarship Program
5. NRC Project Officer: John Gutteridge
6. DUNS No.: 078916889

**B. SPECIFIC**

- RFPA No.: HR-10-914  
FFS: N/A  
Job Code: T8460  
BOC: 4110  
B&R Number: 0-8415-5C1115  
Appropriation #: 31X0200  
Amount Obligated: \$90,000

**A.3 BUDGET**

Revisions to the budget shall be made in accordance with Revision of Grant Budget in accordance with 2 CFR 215.25.

Budget Line Items	Year 1
Personnel	\$ 16,905.00
Fringe Benefits	\$ 4,344.00
Travel	\$ 680.00
Scholarships	\$ 66,318.00
<b>TOTAL DIRECT COSTS</b>	<b>\$ 88,247.00</b>
Indirect Costs	\$ 1,753.00
<b>Total</b>	<b>\$ 90,000</b>

All travel must be in accordance with the Lake Michigan College Travel Regulations or the US Government Travel Policy absent Grantee's travel regulation.

**A.4 AMOUNT OF AWARD AND PAYMENT PROCEDURES**

1. The total estimated amount of this Award is \$90,000 for one year.

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2. NRC hereby obligates the amount of \$90,000 for program expenditures during the period set forth above and in support of the Budget above. The Grantee will be given written notice by the Contracting Officer when additional funds will be added. NRC is not obligated to reimburse the Grantee for the expenditure of amounts in excess of the total obligated amount.

3. Payment shall be made to the Grantee in accordance with procedures set forth in the Automated Standard Application For Payments (ASAP) Procedures set forth below.

### **Attachment B – Program Description**

#### **PROGRAM DESCRIPTION**

*The U.S. Nuclear Regulatory Commission  
Trade School and Community College Scholarship Grant*

#### **Need for the Project**

The U.S. Department of Energy estimates that the U.S. will need 44% more electricity by 2020. According to the NEI, about 30% of the nuclear energy workforce will retire within five years.

Hiring for more than 300 jobs locally is anticipated over the next five years. The U.S. Dept of Labor has designated energy as a high growth industry. The energy industry is projected to add substantial numbers of new jobs to the economy or affect the growth of other industries.

The collaboration of Lake Michigan College (LMC), D.C. Cook (AEP), and Palisades (Entergy) will address these needs by focusing on educating and training new workers. Graduates of LMC's Energy Production Technology Program provide our industry partners, locally and beyond, with the human resources required for the anticipated growth in the nuclear industry.

#### **Number and Size of Scholarships**

LMC proposes to award up to 10 scholarships. Recipients must enroll full-time and maintain a GPA of 2.0 or better. This request includes two objectives:

- (1) Provide full-time scholarships for up to 17 students in the Energy Production Technology Program; and
- (2) 90% of scholarship recipients will remain in good academic standing.

At the completion of the 2008-09 grant, 100% of the students were retained with cumulative GPAs ranging from 2.50 to 4.00. To maintain this benchmark, applicants demonstrating the ability to achieve this level of academic excellence will be selected.

#### **Description of the Energy Production Program/Innovative Partnerships**

Scholarship recipients will enroll in the Associate Degree in Industrial Technology with a major in Energy Production program. This program is based on industry standards with course objectives aligned with industry accredited programs and is one of seven pilot consortia implementing the industry supported Uniform Curriculum. The "Uniform Curriculum Guide for Nuclear Power Plant Technician, maintenance, and Nonlicensed Operations Personnel Associate Degree Programs." The content of the LMC courses are in transition to meet this curriculum guide. Completion of this degree will be recognized by industry employers.

Students must complete LMC liberal arts requirements including math and science courses as prerequisites to the Energy Production core curriculum. After completing core courses, students select one concentration for their final 12 hours of intensive study: (1) Energy Production/Power Plant Operation, (2) Energy Production/Chemistry, (3) Energy Production/Crafts (Electrical, Mechanical or Instrument and Control), and (4) Energy Production/Radiation Protection.

After completing one year of courses, students are required to participate in a 40-hour field experience. Site personnel provide site orientation and debrief students daily. With the assistance of the NRC Recruiter-Advisor, the Department Chair validates attendance and verifies that students have varied opportunities for observing and "shadowing" plant personnel. A capstone course completes the students' degree. As part of

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this course, students participate in activities that help prepare them for interviews and testing related to industry hiring practices.

### **Management Structure/Capacity**

Principal Investigator -Marge Zibbel, LMC's PI and liaison with the energy industry has more than 30 years of business and industry college administration experience. Her work experience includes educational partnerships with the Perry Nuclear Power Plant (OH), D.C. Cook Plant and Palisades. The PI is responsible for submitting reports and providing oversight.

Energy Production Advisory Committee - This group meets monthly to discuss program curriculum, internships, concentration areas, graduate placement, and other program components. It consists of: D.C. Cook Nuclear Plant, Palisades Nuclear Power Plant, Consumers Energy, Michigan Works Berrien-Cass-Van Buren, Berrien Regional Education Service Agency, and Van Buren Intermediate School District, and College staff.

NRC Recruiter- Academic Advisor - The College will hire a Recruiter-Academic Advisor to work solely with NRC scholarship recipients. This position is essential to the College's ability to recruit 17 high quality students who will achieve the academic standards set by previous NRC recipients. This individual will implement an extensive recruiting plan targeting high school students, women and minorities. The dedicated NRC Recruiter-Advisor will have in depth knowledge of the Energy program, working relationships with industry partners and complete details of the NRC scholarship opportunity. From the recruited pool of students, the application and selection process implemented by the advisor will strive to secure the highest caliber of scholarship applicants for the Energy Production Technology Program. The advisor will provide intensive support for all NRC scholarship students and be responsible for the following:

- Implementing recruitment/marketing strategies to attract a large and diverse pool of student applicants for the NRC scholarships.
- Monitoring the application/registration process and handling student issues.
- Advising students to enroll in courses in a customized schedule.
- Planning and organizing open house events and presentations.
- Monitoring student progress by updating student pre-graduation audit forms.
- Conducting onsite advising sessions at the nuclear power plants upon request.
- Scheduling student field experience at two participating power plants.

The NRC Recruiter-Academic Advisor is a one-year position. Prior to NRC recruiter-advisor's departure, he/she will complete the registration of scholarship students for the Spring-Summer 2011 semester. A seamless transition will occur in March 2011 when the full-time LMC Academic Advisor based at M-TEC will assume responsibility for the student support of the NRC scholarship recipients through their final semester. It is anticipated that systems are in place to effectively and efficiently handle the student support needs of the scholarship students in their final semester.

Capability for Administering the Program and Institutional/Partner Support LMC has a track record in collaborative and partnership programs in addition to the management of grant funds. Many of these programs include partnerships with employment and training agencies, four-year institutions, and local school districts. All projects involve time constraints and requirements that are managed by College staff to ensure quality programs.

An advisor with expertise in program management and student services will be hired to lead this program. The PI and the NRC Academic Advisor will be supported by the Offices of Financial Aid, Records, Registration, Recruitment, Marketing, Advising, Tutoring Center, Special Populations and faculty to ensure that recipients receive support throughout their academic career.

In the spirit of fulfilling the LMC mission, support and commitment is given to continuing this energy production technology degree as a signature program. In December 2009, the LMC

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### **Student Support**

The NRC Recruiter-Academic Advisor will implement the plan to recruit minority and women into the Energy Production program and encourage them to apply for the Energy Production Technology Program and full-time U.S. NRC scholarships. The NRC scholarship students will receive support services offered by the NRC Recruiter-Academic Advisor. The recruiter-advisor will meet with NRC students to develop an academic plan, assist them with registration, confirm the six-month employment requirement, and recommend appropriate support services.

Five weeks into each semester, the recruiter-advisor will call students to check on academic progress and any need for support services. Faculty members will provide individual progress reports mid-way through the semester to the advisor for review. The recruiter-advisor will meet with students to discuss the report and if unsatisfactory progress is being made, support services are scheduled for the student. The recruiter-advisor also monitors final grades at the conclusion of each semester. NRC scholarship recipients will also receive electronic correspondence from the academic advisor on a regular basis announcing upcoming deadlines, internship opportunities, and campus activities.

When funding for this position is eliminated, the Academic Advisor based at the M-TEC facility will seamlessly provide student support services for the final semester covered by the 2010-11 scholarships. She will use tracking systems established by the NRC Recruiter-Advisor.

NRC scholarship students will meet with Human Resource personnel from Cook and Palisades on resume writing, effective employment searches for nuclear industry jobs, and documentation of job searches. Plans are also underway for an annual energy industry job fair. College staffs have received calls from nuclear industry organizations throughout the country wishing to be invited to the recruitment event such as Kiewit Federal Group and Excel Energy.

At LMC's invitation, the Women in Nuclear organizations Cook and Palisades meet with women students on a regular basis. The WIN members share their experiences and encourage the women students to continue their path toward a career in nuclear power. Their encouragement is one of the factors that have led to more women applying for NRC scholarships.

Attachment C – Standard Terms and Conditions

The Nuclear Regulatory Commission's  
Standard Terms and Conditions for U.S. Nongovernmental Grantees

Preface

This award is based on the application submitted to, and as approved by, the Nuclear Regulatory Commission (NRC) under the authorization 42 USC 2051(b) pursuant to section 31b and 141b of the Atomic Energy Act of 1954, as amended, and is subject to the terms and conditions incorporated either directly or by reference in the following:

- Grant program legislation and program regulation cited in this Notice of Grant Award.
- Restrictions on the expenditure of Federal funds in appropriation acts, to the extent those restrictions are pertinent to the award.
- Code of Federal Regulations/Regulatory Requirements - 2 CFR 215 Uniform Administrative Requirements For Grants And Agreements With Institutions Of Higher Education, Hospitals, And Other Non-Profit Organizations (OMB Circulars), as applicable.

To assist with finding additional guidance for selected items of cost as required in 2 CFR 220, 2 CFR 225, and 2 CFR 230 these URLs to the Office of Management and Budget Cost Circulars are included for reference:

A-21 (now 2CFR 220): <http://www.whitehouse.gov/omb/circulars/a021/print/a021.html>  
A-87 (now 2CFR 225): <http://www.whitehouse.gov/omb/circulars/a087/print/a087-all.html>  
A-122 (now 2 CFR 230): <http://www.whitehouse.gov/omb/circulars/a122/print/a122.html>  
A-102, SF 424: <http://www.whitehouse.gov/omb/circulars/a102/print/a102.html>  
Form 990: <http://www.irs.gov/pub/irs-pdf/i990-ez.pdf>

Any inconsistency or conflict in terms and conditions specified in the award will be resolved according to the following order of precedence: public laws, regulations, applicable notices published in the Federal Register, Executive Orders (EOs), Office of Management and Budget (OMB) Circulars, the Nuclear Regulatory Commission's (NRC) Mandatory Standard Provisions, special award conditions, and standard award conditions.

By drawing funds from the Automated Standard Application for Payment system (ASAP), the recipient agrees to the terms and conditions of an award.

Certifications and representations. These terms incorporate the certifications and representations required by statute, executive order, or regulation that were submitted with the SF424B application through Grants.gov.

**I. Mandatory General Requirements**

The order of these requirements does not make one requirement more important than any other requirement.

**1. Applicability of 2 CFR Part 215**

a. All provisions of 2 CFR Part 215 and all Standard Provisions attached to this grant/cooperative agreement are applicable to the Grantee and to sub-recipients which meet the definition of "Grantee" in Part 215, unless a section specifically excludes a sub-recipient from coverage. The Grantee and any sub-recipients must, in addition to the assurances made as part of the application, comply and require each of its sub-awardees employed in the completion of the project to comply with Subpart C of 2 CFR 215 Part 180 and include this term in lower-tier (subaward) covered transactions.

b. Grantees must comply with monitoring procedures and audit requirements in accordance with OMB Circular A-133. < [http://www.whitehouse.gov/omb/circulars/a133\\_compliance/08/08toc.aspx](http://www.whitehouse.gov/omb/circulars/a133_compliance/08/08toc.aspx) >

## **2. Award Package**

### **Grant Performance Metrics:**

The Office of Management and Budget requires all Federal Agencies providing funding for educational scholarships and fellowships as well as other educational related funding to report on specific metrics. These metrics are part of the Academic Competitiveness Council's (ACC) 2007 report and specifically relates to Science, Technology, Engineering, and Mathematics (STEM) curricula.

As part of the FY 2010 HR grant awards, in addition to the customary performance progress report requested on the SF-PPR, SF-PPR-B, and SF-PPR-E forms, HR requires the following metrics to be reported on by the awardees as follows:

### **Trade Schools and Community College Awards**

1. The number and percentage of STEM graduates who take a job in a STEM or STEM-related field.

### **Service Agreement**

A signed service agreement and resume are required for all student recipients of scholarships or fellowships funded by the US Nuclear Regulatory Commission. The Service Agreement is attached to the Terms and Conditions.

### **§ 215.41 Grantee responsibilities.**

The Grantee is obligated to conduct such project oversight as may be appropriate, to manage the funds with prudence, and to comply with the provisions outlined in 2 CFR 215.41. Within this framework, the Principal Investigator (PI) named on the award face page, Block 11, is responsible for the scientific or technical direction of the project and for preparation of the project performance reports. This award is funded on a cost reimbursement basis not to exceed the amount awarded as indicated on the face page, Block 16., and is subject to a refund of unexpended funds to NRC.

The standards contained in this section do not relieve the Grantee of the contractual responsibilities arising under its contract(s). The Grantee is the responsible authority, without recourse to the NRC, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurements entered into in support of an award or other agreement. This includes disputes, claims, protests of award, source evaluation or other matters of a contractual nature. Matters concerning violation of statute are to be referred to such Federal, State or local authority as may have proper jurisdiction.

### **Subgrants**

#### **Appendix A to Part 215—Contract Provisions**

Sub-recipients, sub-awardees, and contractors have no relationship with NRC under the terms of this grant/cooperative agreement. All required NRC approvals must be directed through the Grantee to NRC. See 2 CFR 215.180 and 215.41.

### **Nondiscrimination**

(This provision is applicable when work under the grant/cooperative agreement is performed in the U.S. or when employees are recruited in the U.S.)

No U.S. citizen or legal resident shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity funded by this award on the basis of race, color, national origin, age, religion, handicap, or sex. The Grantee agrees to comply with the non-discrimination requirements below:

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Title VI of the Civil Rights Act of 1964 (42 USC §§ 2000d et seq)  
Title IX of the Education Amendments of 1972 (20 USC §§ 1681 et seq)  
Section 504 of the Rehabilitation Act of 1973, as amended (29 USC § 794)  
The Age Discrimination Act of 1975, as amended (42 USC §§ 6101 et seq)  
The Americans with Disabilities Act of 1990 (42 USC §§ 12101 et seq)  
Parts II and III of EO 11246 as amended by EO 11375 and 12086.  
EO 13166, "Improving Access to Services for Persons with Limited English Proficiency."  
Any other applicable non-discrimination law(s).

Generally, Title VII of the Civil Rights Act of 1964, 42 USC § 2000e et seq, provides that it shall be an unlawful employment practice for an employer to discharge any individual or otherwise to discriminate against an individual with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, or national origin. However, Title VII, 42 USC § 2000e-1(a), expressly exempts from the prohibition against discrimination on the basis of religion, a religious corporation, association, educational institution, or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution, or society of its activities.

### **Modifications/Prior Approval**

NRC prior written approval may be required before a Grantee makes certain budget modifications or undertakes particular activities. If NRC approval is required for changes in the grant or cooperative agreement, it must be requested of, and obtained from, the NRC Grants Officer in advance of the change or obligation of funds. All requests for NRC prior approval must be made, in writing (which includes submission by e-mail), to the designated Grants Specialist and Program Office no later than 30 days before the proposed change. The request must be signed by both the PI and the authorized organizational official. Failure to obtain prior approval, when required, from the NRC Grants Officer may result in the disallowance of costs, termination of the award, or other enforcement action within NRC's authority.

### **Lobbying Restrictions**

The Grantee will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

The Grantee shall comply with provisions of 31 USC § 1352. This provision generally prohibits the use of Federal funds for lobbying in the Executive or Legislative Branches of the Federal Government in connection with the award, and requires disclosure of the use of non-Federal funds for lobbying.

The Grantee receiving in excess of \$100,000 in Federal funding shall submit a completed Standard Form (SF) LLL, "Disclosure of Lobbying Activities," regarding the use of non-Federal funds for lobbying within 30 days following the end of the calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed. The Grantee must submit the SF-LLL, including those received from sub-recipients, contractors, and subcontractors, to the Grants Officer.

### **§ 215.13 Debarment And Suspension.**

The Grantee agrees to notify the Grants Officer immediately upon learning that it or any of its principals:

- (1) Are presently excluded or disqualified from covered transactions by any Federal department or agency;
- (2) Have been convicted within the preceding three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft,

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forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;

(3) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b); and

(4) Have had one or more public transactions (Federal, State, or local) terminated for cause or default within the preceding three years.

b. The Grantee agrees that, unless authorized by the Grants Officer, it will not knowingly enter into any subgrant or contracts under this grant/cooperative agreement with a person or entity that is included on the Excluded Parties List System (<http://epls.arnet.gov>).

The Grantee further agrees to include the following provision in any subgrant or contracts entered into under this award:

'Debarment, Suspension, Ineligibility, and Voluntary Exclusion

The Grantee certifies that neither it nor its principals is presently excluded or disqualified from participation in this transaction by any Federal department or agency. The policies and procedures applicable to debarment, suspension, and ineligibility under NRC-financed transactions are set forth in 2 CFR Part 180.

### **Drug-Free Workplace**

The Grantee must be in compliance with The Federal Drug Free Workplace Act of 1988. The policies and procedures applicable to violations of these requirements are set forth in 41 USC 702.

### **Implementation of E.O. 13224 -- Executive Order On Terrorist Financing**

The Grantee is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Grantee to ensure compliance with these Executive Orders and laws. This provision must be included in all contracts/sub-awards issued under this grant/cooperative agreement.

Award Grantees must comply with Executive Order 13224, Blocking Property and Prohibiting Transactions with Persons who Commit, Threaten to Commit, or Support Terrorism. Information about this Executive Order can be found at: [www.fas.org/irp/offdocs/eo/eo-13224.htm](http://www.fas.org/irp/offdocs/eo/eo-13224.htm).

### **Procurement Standards. § 215.40**

Sections 215.41 through 215.48 set forth standards for use by Grantees in establishing procedures for the procurement of supplies and other expendable property, equipment, real property and other services with Federal funds. These standards are furnished to ensure that such materials and services are obtained in an effective manner and in compliance with the provisions of applicable Federal statutes and executive orders. No additional procurement standards or requirements shall be imposed by the Federal awarding agencies upon Grantees, unless specifically required by Federal statute or executive order or approved by OMB.

### **Travel**

Travel is an appropriate charge to this award and prior authorization for specific trips are not required, as long as the trip is identified in the Grantee's original program description and original budget. All other travel, domestic or international, must not increase the total estimated award amount. Trips that have not been identified in the approved budget require the written prior approval of the Grants Officer.

Travel will be in accordance with the US Government Travel Regulations at: [www.gsa.gov/federaltravelregulation](http://www.gsa.gov/federaltravelregulation) and the per diem rates set forth at: [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

Travel costs to the grant must be consistent with provisions as established in Appendix A to 2 CFR 220 (J.53)

**Property Management Standards**

Property standards of this award shall follow provisions as established in 2 CFR 215.30.

**Equipment** procedures shall follow provision established in 2 CFR 215.34.

**Procurement Standards**

Procurement standards of this award shall follow provisions as established in 2 CFR 215.40.

**Intangible and Intellectual Property**

Intangible and intellectual property of this award shall generally follow provisions established in 2 CFR 215.36.

**Inventions Report** - The Bayh-Dole Act (P.L. 96-517) affords Grantees the right to elect title and retain ownership to inventions they develop with funding under an NRC grant award ("subject inventions"). In accepting an award, the Grantee agrees to comply with applicable NRC policies, the Bayh-Dole Act, and its Government-wide implementing regulations found at Title 37, Code of Federal Regulations (CFR) Part 401. A significant part of the regulations require that the Grantee report all subject inventions to the awarding agency (NRC) as well as include an acknowledgement of federal support in any patents. NRC participates in the trans-government Interagency Edison system (<http://www.iedison.gov>) and expects NRC funding Grantees to use this system to comply with Bayh-Dole and related intellectual property reporting requirements. The system allows for Grantees to submit reports electronically via the Internet. In addition, the invention must be reported in continuation applications (competing or non-competing).

**Patent Notification Procedures**- Pursuant to EO 12889, NRC is required to notify the owner of any valid patent covering technology whenever the NRC or its financial assistance Grantees, without making a patent search, knows (or has demonstrable reasonable grounds to know) that technology covered by a valid United States patent has been or will be used without a license from the owner. To ensure proper notification, if the Grantee uses or has used patented technology under this award without license or permission from the owner, the Grantee must notify the Grants Officer. This notice does not necessarily mean that the Government authorizes and consents to any copyright or patent infringement occurring under the financial assistance.

**Data, Databases, and Software** - The rights to any work produced or purchased under a NRC federal financial assistance award are determined by 2 CFR 215.36. Such works may include data, databases or software. The Grantee owns any work produced or purchased under a NRC federal financial assistance award subject to NRC's right to obtain, reproduce, publish or otherwise use the work or authorize others to receive, reproduce, publish or otherwise use the data for Government purposes.

**Copyright** - The Grantee may copyright any work produced under a NRC federal financial assistance award subject to NRC's royalty-free nonexclusive and irrevocable right to reproduce, publish or otherwise use the work or authorize others to do so for Government purposes. Works jointly authored by NRC and Grantee employees may be copyrighted but only the part authored by the Grantee is protected because, under 17 USC § 105, works produced by Government employees are not copyrightable in the United States. On occasion, NRC may ask the Grantee to transfer to NRC its copyright in a particular work when NRC is undertaking the primary dissemination of the work. Ownership of copyright by the Government through assignment is permitted under 17 USC § 105.

**Records retention and access requirements** for records of the Grantee shall follow established provisions in 2 CFR 215.53.

**Organizational Prior Approval System**

In order to carry out its responsibilities for monitoring project performance and for adhering to award terms and conditions, each Grantee organization shall have a system to ensure that appropriate authorized officials provide necessary organizational reviews and approvals in advance of any action that would result in either the performance or modification of an NRC supported activity where prior approvals are required, including the

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obligation or expenditure of funds where the governing cost principles either prescribe conditions or require approvals.

The Grantee shall designate an appropriate official or officials to review and approve the actions requiring NRC prior approval. Preferably, the authorized official(s) should be the same official(s) who sign(s) or countersign(s) those types of requests that require prior approval by NRC. The authorized organization official(s) shall not be the principal investigator or any official having direct responsibility for the actual conduct of the project, or a subordinate of such individual.

**Conflict Of Interest Standards** of this award shall follow provisions as established in 2 CFR 215.42 Codes of Conduct.

### **Dispute Review Procedures**

- a. Any request for review of a notice of termination or other adverse decision should be addressed to the Grants Officer. It must be postmarked or transmitted electronically no later than 30 days after the postmarked date of such termination or adverse decision from the Grants Officer.
- b. The request for review must contain a full statement of the Grantee's position and the pertinent facts and reasons in support of such position.
- c. The Grants Officer will promptly acknowledge receipt of the request for review and shall forward it to the Director, Office of Administration, who shall appoint a review committee consisting of a minimum of three persons.
- d. Pending resolution of the request for review, the NRC may withhold or defer payments under the award during the review proceedings.
- e. The review committee will request the Grants Officer who issued the notice of termination or adverse action to provide copies of all relevant background materials and documents. The committee may, at its discretion, invite representatives of the Grantee and the NRC program office to discuss pertinent issues and to submit such additional information as it deems appropriate. The chairman of the review committee will insure that all review activities or proceedings are adequately documented.
- f. Based on its review, the committee will prepare its recommendation to the Director, Office of Administration, who will advise the parties concerned of his/her decision.

**Termination and Enforcement.** Termination of this award by default or by mutual consent shall follow provisions as established in 2 CFR 215.60.

### **Monitoring and Reporting § 215.51**

- a. Grantee Financial Management systems must comply with the established provisions in 2 CFR 215.21
  - Payment – 2 CFR 215.22
  - Cost Share – 2 CFR 215.23
  - Program Income – 2 CFR 215.24
    - Earned program income, if any, shall be added to funds committed to the project by the NRC and Grantee and used to further eligible project or program objectives.
  - Budget Revision – 2 CFR 215.25
    - In accordance with 2 CFR 215.25(e), the NRC waives the prior approval requirement for items identified in sub-part (e)(1-4).
    - The Grantee is not authorized to rebudget between direct costs and indirect costs without written approval of the Grants Officer.

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- o Allowable Costs – 2 CFR 215.27

### b. Federal Financial Reports

Effective October 1, 2008, NRC transitioned from the SF-269, SF-269A, SF-272, and SF-272A to the Federal Financial Report (SF-425) as required by OMB:

[http://www.whitehouse.gov/omb/fedreg/2008/081308\\_ffr.pdf](http://www.whitehouse.gov/omb/fedreg/2008/081308_ffr.pdf)

[http://www.whitehouse.gov/omb/grants/standard\\_forms/ffr.pdf](http://www.whitehouse.gov/omb/grants/standard_forms/ffr.pdf)

[http://www.whitehouse.gov/omb/grants/standard\\_forms/ffr\\_instructions.pdf](http://www.whitehouse.gov/omb/grants/standard_forms/ffr_instructions.pdf)

The Grantee shall submit a "Federal Financial Report" (SF-425) on a semi-annual basis for the periods ending March 31 and September 30, or any portion thereof, unless otherwise specified in a special award condition. Reports are due no later than 30 days following the end of each reporting period. A final SF-425 shall be submitted within 90 days after expiration of the award.

### Period of Availability of Funds 2 CFR § 215.28

- a. Where a funding period is specified, a Grantee may charge to the grant only allowable costs resulting from obligations incurred during the funding period and any pre-award costs authorized by the NRC.
- b. Unless otherwise authorized in 2 CFR 215.25(e)(2) or a special award condition, any extension of the award period can only be authorized by the Grants Officer in writing. Verbal or written assurances of funding from other than the Grants Officer shall not constitute authority to obligate funds for programmatic activities beyond the expiration date.
- c. The NRC has no obligation to provide any additional prospective or incremental funding. Any modification of the award to increase funding and to extend the period of performance is at the sole discretion of the NRC.
- d. Requests for extensions to the period of performance shall be sent to the Grants Officer at least 30 days prior to the grant/cooperative agreement expiration date. Any request for extension after the expiration date shall not be honored.

### Automated Standard Application For Payments (ASAP) Procedures

Unless otherwise provided for in the award document, payments under this award will be made using the Department of Treasury's Automated Standard Application for Payment (ASAP) system < <http://www.fms.treas.gov/asap/> >. Under the ASAP system, payments are made through preauthorized electronic funds transfers, in accordance with the requirements of the Debt Collection Improvement Act of 1996. In order to receive payments under ASAP, Grantees are required to enroll with the Department of Treasury, Financial Management Service, and Regional Financial Centers, which allows them to use the on-line method of withdrawing funds from their ASAP established accounts. The following information will be required to make withdrawals under ASAP: (1) ASAP account number – the award number found on the cover sheet of the award; (2) Agency Location Code (ALC) – 31000001; and Region Code. Grantees enrolled in the ASAP system do not need to submit a "Request for Advance or Reimbursement" (SF-270), for payments relating to their award.

### Audit Requirements

Organization-wide or program-specific audits shall be performed in accordance with the Single Audit Act Amendments of 1996, as implemented by OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations." <http://www.whitehouse.gov/omb/circulars/a133/a133.html> Grantees are subject to the provisions of OMB Circular A-133 if they expend \$500,000 or more in a year in Federal awards.

The Form SF-SAC and the Single Audit Reporting packages for fiscal periods ending on or after January 1, 2008 must be submitted online.

1. Create your online report ID at <http://harvester.census.gov/fac/collect/ddeindex.html>
2. Complete the Form SF-SAC

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3. Upload the Single Audit
4. Certify the Submission
5. Click "Submit."

Organizations expending less than \$500,000 a year are not required to have an annual audit for that year but must make their grant-related records available to NRC or other designated officials for review or audit.

### **III. Programmatic Requirements**

#### **Performance (Technical) Reports**

- a. The Grantee shall submit performance (technical) reports electronically to the NRC Project Officer and Grants Officer as specified in the special award conditions in the same frequency as the Federal Financial Report unless otherwise authorized by the Grants Officer.
- b. Unless otherwise specified in the award provisions, performance (technical) reports shall contain brief information as prescribed in the applicable uniform administrative requirements 2 CFR §215.51 which are incorporated in the award.
- c. The Office of Human Resources requires the submission of the semi-annual progress report on the SF-PPR, SF-PPR-B, and the SF-PPR-E forms. The submission for the six month period ending March 31<sup>st</sup> is due by April 30<sup>th</sup>. The submission for the six month period ending September 30<sup>th</sup> is due by October 31<sup>st</sup>.

#### **Unsatisfactory Performance**

Failure to perform the work in accordance with the terms of the award and maintain at least a satisfactory performance rating or equivalent evaluation may result in designation of the Grantee as high risk and assignment of special award conditions or other further action as specified in the standard term and condition entitled "Termination".

Failure to comply with any or all of the provisions of the award may have a negative impact on future funding by NRC and may be considered grounds for any or all of the following actions: establishment of an accounts receivable, withholding of payments under any NRC award, changing the method of payment from advance to reimbursement only, or the imposition of other special award conditions, suspension of any NRC active awards, and termination of any NRC award.

#### **Other Federal Awards With Similar Programmatic Activities**

The Grantee shall immediately provide written notification to the NRC Project Officer and the Grants Officer in the event that, subsequent to receipt of the NRC award, other financial assistance is received to support or fund any portion of the program description incorporated into the NRC award. NRC will not pay for costs that are funded by other sources.

#### **Prohibition Against Assignment By The Grantee**

The Grantee shall not transfer, pledge, mortgage, or otherwise assign the award, or any interest therein, or any claim arising thereunder, to any party or parties, banks, trust companies, or other financing or financial institutions without the express written approval of the Grants Officer.

#### **Site Visits**

The NRC, through authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. If any site visit is made by the NRC on the premises of the Grantee or contractor under an award, the Grantee shall provide and shall require his/her contractors to provide all reasonable facilities and assistance for the safety and convenience of the Government representative in the performance of their duties. All site visits and evaluations shall be performed in such a manner as will not unduly delay the work.

#### **IV. Miscellaneous Requirements**

##### **Criminal and Prohibited Activities**

- a. The Program Fraud Civil Remedies Act (31 USC §§ 3801-3812), provides for the imposition of civil penalties against persons who make false, fictitious, or fraudulent claims to the Federal government for money (including money representing grant/cooperative agreements, loans, or other benefits.)
- b. False statements (18 USC § 287), provides that whoever makes or presents any false, fictitious, or fraudulent statements, representations, or claims against the United States shall be subject to imprisonment of not more than five years and shall be subject to a fine in the amount provided by 18 USC § 287.
- c. False Claims Act (31 USC 3729 et seq), provides that suits under this Act can be brought by the government, or a person on behalf of the government, for false claims under federal assistance programs.
- d. Copeland "Anti-Kickback" Act (18 USC § 874), prohibits a person or organization engaged in a federally supported project from enticing an employee working on the project from giving up a part of his compensation under an employment contract.

##### **American-Made Equipment And Products**

Grantees are hereby notified that they are encouraged, to the greatest extent practicable, to purchase American-made equipment and products with funding provided under this award.

##### **Increasing Seat Belt Use in the United States**

Pursuant to EO 13043, Grantees should encourage employees and contractors to enforce on-the-job seat belt policies and programs when operating company-owned, rented or personally-owned vehicle.

##### **Federal Employee Expenses**

Federal agencies are generally barred from accepting funds from a Grantee to pay transportation, travel, or other expenses for any Federal employee unless specifically approved in the terms of the award. Use of award funds (Federal or non-Federal) or the Grantee's provision of in-kind goods or services, for the purposes of transportation, travel, or any other expenses for any Federal employee may raise appropriation augmentation issues. In addition, NRC policy prohibits the acceptance of gifts, including travel payments for Federal employees, from Grantees or applicants regardless of the source.

##### **Minority Serving Institutions (MSIs) Initiative**

**Pursuant to EOs 13256, 13230, and 13270, NRC is strongly committed to broadening the participation of MSIs in its financial assistance program. NRC's goals include achieving full participation of MSIs in order to advance the development of human potential, strengthen the Nation's capacity to provide high-quality education, and increase opportunities for MSIs to participate in and benefit from Federal financial assistance programs. NRC encourages all applicants and Grantees to include meaningful participations of MSIs. Institutions eligible to be considered MSIs are listed on the Department of Education website: <http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html>**

##### **Research Misconduct**

Scientific or research misconduct refers to the fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. It does not include honest errors or differences of opinions. The Grantee organization has the primary responsibility to investigate allegations and provide reports to the Federal Government. Funds expended on an activity that is determined to be invalid or unreliable because of scientific misconduct may result in a disallowance of costs for which the institution may be liable for repayment to the awarding agency. The Office of Science and Technology Policy at the White House published in the Federal Register on December 6, 2000, a final policy that addressed research misconduct. The policy was developed by the National Science and Technology Council (65 FR 76260). The

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NRC requires that any allegation be submitted to the Grants Officer, who will also notify the OIG of such allegation. Generally, the Grantee organization shall investigate the allegation and submit its findings to the Grants Officer. The NRC may accept the Grantee's findings or proceed with its own investigation. The Grants Officer shall inform the Grantee of the NRC's final determination.

### **Publications, Videos, and Acknowledgment of Sponsorship**

Publication of the results or findings of a research project in appropriate professional journals and production of video or other media is encouraged as an important method of recording and reporting scientific information. It is also a constructive means to expand access to federally funded research. The Grantee is required to submit a copy to the NRC and when releasing information related to a funded project include a statement that the project or effort undertaken was or is sponsored by the NRC. The Grantee is also responsible for assuring that every publication of material (including Internet sites and videos) based on or developed under an award, except scientific articles or papers appearing in scientific, technical or professional journals, contains the following disclaimer:

"This [report/video] was prepared by [Grantee name] under award [number] from [name of operating unit], Nuclear Regulatory Commission. The statements, findings, conclusions, and recommendations are those of the author(s) and do not necessarily reflect the view of the [name of operating unit] or the US Nuclear Regulatory Commission."

**2010 Trade School Scholarship Program  
Service Agreement**

1. This service agreement is required for all student recipients of scholarships (hereinafter referred to as the "recipient") funded by the U.S. Nuclear Regulatory Commission (NRC) through the \_\_\_\_\_ (name of institution).
2. This agreement confirms the recipient's obligations to maintain satisfactory academic progress and serve 6 months in nuclear-related employment for each full year of academic support. The employment may be with nuclear-related industry, State agencies, Department of Energy laboratories, the NRC or other Federal agencies, or academia in the recipients' sponsored fields of study.
3. The scholarship recipient must:
  - a. remain matriculated in the degree program for the field of study for which the scholarship was approved,
  - b. maintain satisfactory academic progress in the recipient's field of study, and
  - c. maintain a course load of at least 12 credit hours per semester as a full-time student in good standing.
4. If a recipient fails to maintain satisfactory academic progress, the scholarship will be terminated and the recipient could be obligated to repay the NRC the full amount of the scholarship/fellowship.
5. If a recipient receives any subsequent scholarship(s) through this program, the service obligation periods will be consecutive.
6. At the discretion of the NRC, the service obligation period may be delayed to allow the recipient to continue a subsequent degree program immediately following that sponsored under this program. For example, if a recipient receives a scholarship to earn a baccalaureate degree, he/she may request and be permitted to delay fulfilling their service obligation until after they complete a subsequent terminal degree program. Any such requests must be made to the NRC before a student enrolls in a subsequent degree program. If a student enrolls in a subsequent degree program before or without NRC approval, and the NRC does not subsequently approve the request, the NRC will not be held liable for any expenses incurred to dis-enroll, or for failure to otherwise meet the terms of this service obligation. Recipients only incur a service obligation to NRC for funded periods of study.
7. If the student receives no employment offers or does not accept any of the offers received, the student is not relieved of the service obligation, unless, pursuant to this service agreement, the student applies for and receives a waiver from the NRC. Implicit in the waiver request is data or explanation by the student that efforts to secure employment in a nuclear-related field were undertaken. This can be in the form of job searches, referrals, etc. Absent a waiver from the NRC, rejection of one or more job offers could trigger the service agreement obligation.
8. If a recipient voluntarily leaves the employment of an approved employer in a field related to nuclear power during the period of obligated post-academic service, the recipient may immediately become liable to the U.S. Government for repayment of the entire amount of the assistance provided under the scholarship for which the service obligation has not been fulfilled.
9. By accepting this scholarship/fellowship, I agree to provide the NRC with current contact information (address, telephone, email), and employment information, subject to the provisions of the Privacy Act, for as long as I remain under obligated service. This information will be used solely for the purposes of

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verifying appropriate nuclear related employment in compliance with the service obligation requirements of this service agreement. In accordance with the Privacy Act, providing this information is voluntary; however, failure to do so may result in removal from the scholarship/fellowship program and/or repayment of all scholarship/grant money received. Contact information should be reported to: [eduscholar@nrc.gov](mailto:eduscholar@nrc.gov).

10. By signing this agreement, the recipient certifies that he or she has read this agreement and agrees to all of the obligations it entails.

\_\_\_\_\_  
Scholarship Recipient

\_\_\_\_\_  
Date

\_\_\_\_\_  
Institution Program Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
NRC Office of Human Resources

\_\_\_\_\_  
Date