

March 1, 2010

The Honorable Arne Duncan
Secretary of Education
U.S. Department of Education
White House Initiative on HBCUs
1990 K Street, NW, 6th Floor
Washington, D.C. 20006

Dear Mr. Secretary:

I am pleased to submit the U.S. Nuclear Regulatory Commission's (NRC's) fiscal year (FY) 2009 Annual Federal Performance Report on Executive Agency Actions to Assist Historically Black Colleges and Universities (HBCUs). Consistent with Executive Order 13256, the NRC established HBCU goals for FY 2009 based on a percentage of the NRC budget for grants, contracts, and cooperative agreements available for institutions of higher education. As required, the report includes: an Executive Summary; the Summary of Fiscal Year 2009 Agency Awards by Category; the Table of Federal Agency Awards to Institutions by Category; and the Fiscal Year 2009 Awards Narrative. A program brochure, "Minority Serving Institutions Program" and set of frequently asked questions and answers are also enclosed.

The Energy Policy Act of 2005, Section 651(c)(4), "Partnership Programs with Institutions of Higher Education," permits the NRC to establish and operate a Partnership Program with institutions of higher education, including minority serving institutions (MSIs) such as HBCUs, Tribal colleges and universities, and Hispanic serving institutions. The NRC's Minority Serving Institutions Program (MSIP) completed its third full year of operation in FY 2009. The MSIP provides financial assistance to a broad range of programs and activities that address the needs of MSIs, their students, and faculty.

If you have questions regarding NRC's FY 2009 Annual Performance Report to assist in carrying out Executive Order 13256, please contact me or Ms. Corenthis B. Kelley, Director, Office of Small Business and Civil Rights 301-415-7380 or corenthis.kelley@nrc.gov.

Sincerely,

/RA/

Gregory Jaczko

Enclosures:
As stated

cc: John Silvanus Wilson, Jr.
U.S. Department of Education

**FY 2010 ANNUAL FEDERAL PLAN ON EXECUTIVE AGENCY ACTIONS TO ASSIST
HISTORICALLY BLACK COLLEGES AND UNIVERSITIES**

Transmittal Sheet

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Return this sheet to the White House Initiative Office

Executive Summary

The information provided in this report includes: (1) goals and measureable objectives; (2) programs that increase opportunities for institutions of higher education (IHEs) including historically Black colleges and universities (HBCUs); (3) total funding awards made to HBCUs during Fiscal Year (FY) 2009; and (4) an explanation for the increase in FY 2009 funding.

I. GOALS AND MEASUREABLE OBJECTIVES

Goals:

- Increase the capacity of HBCUs to compete effectively for grants, contracts, or cooperative agreements (Executive Order (E.O.) 13256 §4);
- Increase the capacity of HBCUs to participate in Federal programs (E.O. 13256 §§4 and 6);
- Provide programs and activities that develop the capacity of HBCUs to contribute to the development of human capital and to strengthen America's economic and technological base through:
 - a. Infrastructure development and acquisitions for instruction and research;
 - b. Student and faculty doctoral fellowships, scholarships and faculty development;
 - c. Domestic and international faculty and student exchange opportunities;
 - d. Undergraduate and graduate student internships; and
 - e. Summer part-time and permanent employment opportunities (E.O. 13256 §7).

Measureable Objectives:

- Administered an HBCU program and a grant program directed toward minority serving institutions (MSIs).
- NRC was named a 2009 Top Supporter of HBCU Accredited Engineering Programs by the U.S. Black Engineer and Information Technology Magazine (BEIT). NRC received a congratulatory letter along with a certificate of recognition. NRC was also recognized in the May 2009 Edition of BEIT and was honored at the magazine's annual breakfast in February 2009.
- Participated in the White House Initiative on HBCU's Technical Assistance Conference at Norfolk State University. The workshop focused on forging partnerships between HBCUs and small businesses and prime contractors, and collaborative applications for agency funding.
- Participated in the White House Historically Black Colleges and Universities Conference held 8-31 thru 9-2-09. Conducted a capacity building session at the Minority Serving Institutions Research Project Committee (MSIRPC) annual retreat and provided information on NRC's grant programs, including Science, Technology, Engineering and Math initiatives (emphasis on R&D projects) during the "Global Competitiveness" workshop.
- Co-sponsored and coordinated efforts to conduct the 3rd national annual Minority Serving Institutions Technical Assistance and Capacity Building Conference (MSI

conference) with: the Departments of Commerce, Energy, Agriculture, Justice, Homeland Security, and Education; the United States Agency for International Development; Environmental Protection Agency; National Science Foundation; National Nuclear Security Administration; other Federal offices; affinity groups; and private organizations. The conference was held September 22-25, 2009 in Dallas, Texas. It was attended by more than 400 participants and included presentations from White House representatives and affinity groups, exhibitions, and roundtable discussions on topics such as “White House Initiatives on Historically Black Colleges and Universities,” “Leadership Lessons in Science, Technology, Engineering and Math Partnership,” “NRC Nuclear Education Grant Program and NRC’s Minority Serving Institutions Program,” “Partnerships and Leveraging Funding Opportunities: Agency and Public-Private Partnerships,” “Funding Opportunity Partnerships Integrating Research and Education to Develop Faculty and Students and National Laboratories and Research Centers,” “Compliance: Regulations and Federal Innovations, and Security,” “Civil Rights Compliance Requirements with Federal Funding,” “Compliance: Grants and Contracts,” “Writing Grant Proposals – General and Technical,” “Federal Programs and Funding Opportunities,” “Funding Opportunities for Computing and Cyber infrastructure,” “American Recovery and Reinvestment Act Opportunities for MSIs,” and “Inventions, Intellectual Property (IP), Innovations, and I-Edison: Eyeing IP Success and Compliance under Federal Funding Agreements.

- Sponsored an NRC grants workshop, a one day training session concurrently with the MSI Capacity Building Conference that allowed over 100 MSIs to learn about the NRC, the application process for NRC’s competitive and non-competitive funding, and the Department of Energy’s University Program.
- Funded an HBCU science and education program through the Oak Ridge Institute for Science and Education. The program provided research and development opportunities, internships, fellowships, and research appointments.
- Funded program activities for 16 HBCUs. There were 54 participants (15 HBCU faculty, 11 high school faculty, 19 HBCU students, 8 high school students and 1 middle school student).
- Funded 12 on-campus lab research and development programs, which served 19 students and 12 faculty members from approximately 14 HBCUs.
- Funded experiential learning and education enrichment activities for 17 HBCU faculty to present research and participate in MSIP exercises at the annual MSI conference.
- Sponsored the 2009 summer Tennessee State University Content in Understanding Nuclear Training (COUNT) Program. The COUNT program is a two week collaborative research experience in nuclear physics for high school teachers; guidance counselors and students.
- Sponsored a half-day symposium on NRC’s mission at Oakwood University. The participants were high school science teachers. A discussion was held on the challenges facing science education teachers in public schools. A presentation on

NRC's critical mission, nuclear safety, nuclear security, radiation detection and protection, radioactive waste and emergency preparedness followed.

- Conducted ongoing outreach and provided technical assistance to approximately 30 HBCUs.
- Awarded five grants to HBCUs to assist with infrastructure and capacity building: South Carolina State University (SCSU) to assist in sustaining an undergraduate Nuclear Engineering Program and SCSU's experiential learning-Summer Nuclear Science Institute for Guidance Counselors; Fort Valley State University to fund its Cooperative Development Energy Program; Morehouse College to fund its Research Training/Curriculum Development Program; Florida A&M University to fund its Nuclear Science and Engineering Research Project; and Tuskegee University to fund its Freshman Accelerated Start-up and Training for Retention in Engineering Curricula Program.
- Funded curriculum development projects at seven HBCUs with the following titles: (1) Alabama A&M University Nuclear Education and Outreach Program; (2) Continuation of Helping the Start-Up of ASU-NNGP Applied Science Degree in Radiation Safety Education, Training, and Technology: A Collaboration Between Alcorn State University, Grand Gulf Nuclear Power Station, Local Community Colleges, and the Surrounding School Systems; (3) Develop and Conduct Teaching Workshops for Faculty at Historically Black Colleges and Universities/ Minority Serving Institutions in Nuclear Engineering and Health Physics; (4) The Expansion of the Nuclear Undergraduate Education Program and Infrastructure at Florida Memorial University by Course and Research Development in Radiobiology and Radio-pharmacology; (5) Progress from a Minor Towards an Undergraduate Major in Nuclear Engineering Program at Wilberforce University; (6) Continued Development of a Curriculum in Nuclear Environmental Protection; and (7) Development of a Course and a Course Module on Nuclear Reactor Thermal-Hydraulics.

II. PROGRAMS THAT INCREASE OPPORTUNITIES FOR HBCUs

NRC provided the following opportunities for IHEs, including HBCUs:

- The Office of Small Business and Civil Rights administers the MSIP, which partners with MSIs and provides assistance for programs and activities in exchange for the transfer of knowledge and skills;
- The Office of Human Resources administers the Nuclear Education Grant Program, Trade School and Community College Grant Awards Programs, the Faculty Development Grant Awards Program, and the Scholarship and Fellowship Grants Program, that provide funds for curriculum development and training, and enable new faculty to enhance their careers and to increase their skill base in the nuclear field;
- The Office of Nuclear Regulatory Research provides financial assistance to conduct research and development activities related to the nuclear regulatory field;

- The Office of Nuclear Material Safety and Safeguards provides financial assistance to conduct research and development activities related to the nuclear regulatory field.

III. TOTAL FUNDING AWARDS TO HBCUs DURING FY 2009

In FY 2009, the NRC awarded \$1,669,933 to HBCUs.

IV. EXPLANATION FOR INCREASE IN FUNDING TO HBCUs IN COMPARISON TO THE PREVIOUS FISCAL YEAR

The increase in funding of \$154,594 is attributed to greater participation by HBCUs in NRC programs, an increase in budget allocations, and minimal impact by the FY 2009 continuing resolutions on implementation of program activities.

**PART I. SECTION B
SUMMARY OF AGENCY AWARDS, BY CATEGORY
FISCAL YEAR 2009**

1. AGENCY: U.S. Nuclear Regulatory Commission
2. DATE: March 1, 2010
3. TOTAL FUNDS FOR AWARDS TO INSTITUTIONS OF HIGHER EDUCATION (IHEs): \$ 22,627,517

CATEGORY	FY2009 Actual Funds to IHEs	FY 2009 Actual Funds to HBCUs	Actual Funds to HBCUs as % of Actual Funds to IHEs
1. Research and Development	2,205,894	205,930	9.3
2. Program Evaluation			
3. Training	10,031,466	853,430	8.5
4. Facilities and Equipment			
5. Fellowships, Internships, Traineeships, Recruitment, and IPAs	5,444,758	0	0
6. Student Tuition Assistance, Scholarships, and Other Aid	4,945,399	610,573	12.3
7. Direct Institutional Subsidies			
8. Third Party Awards			
9. Private Sector Involvement			
10. Administrative Infrastructure			
11. Other Activities			
Total	22,627,517	1,669,933	7.4

**PART I. SECTION C
FEDERAL AGENCY AWARDS TO INSTITUTIONS
FISCAL YEAR 2009**

ANNUAL FEDERAL PERFORMANCE REPORT ON EXECUTIVE AGENCY ACTIONS TO ASSIST HBCUs

Executive Order 13256

STATE/INSTITUTION	R&D	PE	TRAINING	F&E	FELLOWS	SFA	DIS	TPA	PSI	AI	OTHER	TOTALS
ALABAMA												
Alabama A&M			100,000									\$100,000
ALABAMA												
Oakwood University	14,137		1,000									\$ 15,137
ALABAMA												
Tuskegee University			70,000			100,000						\$170,000
DISTRICT OF COLUMBIA												
Howard University			125,000									\$125,000
DISTRICT OF COLUMBIA												
University of D.C.	8,920											\$ 8,920
FLORIDA												
Florida A&M	9,561		5,400									\$ 14,961
FLORIDA												
Florida Memorial			110,000									\$110,000

TEXAS

Prairie View A&M			2,027																	\$ 2,027
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TEXAS

Texas Southern			100,000																		\$100,000
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VIRGINIA

Hampton	6,084																				\$ 6,084
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VIRGINIA

Norfolk State	58,278																				\$ 58,278
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VIRGINIA

Virginia State			1,623																		\$ 1,623
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GRAND TOTAL	205,930		853,430			610,573															\$1,669,933
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CATEGORIES:

- | | |
|-------------|---|
| 1) R&D | RESEARCH AND DEVELOPMENT |
| 2) PE | PROGRAM EVALUATION |
| 3) TRAINING | TRAINING |
| 4) F&E | FACILITIES AND EQUIPMENT |
| 5) FELLOWS | FELLOWSHIPS, TRAINEESHIPS, INTERNSHIPS, RECRUITMENT, IPAs |
| 6) SFA | STUDENT TUITION ASSISTANCE, SCHOLARSHIPS, AND OTHER AID |
| 7) DIS | DIRECT INSTITUTIONAL SUBSIDIES |
| 8) TPA | THIRD PARTY AWARDS |
| 9) PSI | PRIVATE SECTOR INVOLVEMENT |
| 10) AI | ADMINISTRATIVE INFRASTRUCTURE |
| 11) OTHER | OTHER ACTIVITIES |

**PART 1. SECTION D
FEDERAL AGENCY AWARDS TO INSTITUTIONS
FISCAL YEAR 2009**

Award Narrative Summary

NRC PROGRAM	INSTITUTION	CATEGORY	Activity	AMOUNT OF AWARD
MSIP/HBCU Program	Oakwood University	Research and Development	Research and Development Project(s)	\$ 14, 137
MSIP/HBCU Program	University of D.C.	Research and Development	Research and Development Project(s)	\$ 8,920
MSIP/HBCU Program	Florida A&M University	Research and Development	Research and Development Project(s)	\$ 9,561
MSIP/HBCU Program	Clark University	Research and Development	Research and Development Project(s)	\$ 6,843
MSIP/HBCU Program	Fort Valley State University	Research and Development	Research and Development Project(s)	\$ 4,095
MSIP/HBCU Program	Morehouse University	Research and Development	Research and Development Project(s)	\$ 4,647
MSIP/HBCU Program	Morgan State University	Research and Development	Research and Development Project(s)	\$ 27,354
MSIP/HBCU Program	Elizabeth City State University	Research and Development	Research and Development Project(s)	\$ 11,369
MSIP/HBCU Program	Fisk	Research and Development	Research and Development Project(s)	\$ 13,048
MSIP/HBCU Program	Hampton University	Research and Development	Research and Development Project(s)	\$ 6,084
MSIP/HBCU Program	Tennessee State University	Research and Development	Research and Development Project(s)	\$ 41,594
MSIP/HBCU Program	Norfolk State University	Research and Development	Research and Development Project(s)	\$ 58,278
Grant Total for Research and Development Awards:				\$ 205,930

Nuclear Education Grant Program	Alcorn University	Training	Curriculum Development	\$ 100,000
Nuclear Education Grant Program	Texas Southern University	Training	Curriculum Development	\$ 100,000
Nuclear Education Grant Program	Florida Memorial	Training	Curriculum Development	\$ 110,000
Nuclear Education Grant Program	Tuskegee University	Training	Curriculum Development	\$ 70,000
Nuclear Education Grant Program	Wilberforce	Training	Curriculum Development	\$ 120,000
Nuclear Education Grant Program	Howard University	Training	Curriculum Development	\$ 125,000
Nuclear Education Grant Program	Alabama A&M University	Training	Curriculum Development	\$ 100,000
MSIP/HBCU Program	Tennessee Status University	Training	Experiential Learning	\$ 13,000
MSIP/HBCU Program	Florida A&M	Training	Experiential Learning	\$ 5,400
MSIP/HBCU Program	Fort Valley State University	Training	Experiential Learning	\$ 2,918
MSIP/HBCU Program	Morehouse College	Training	Experiential Learning	\$ 52,462
MSIP/HBCU Program	South Carolina State University	Training	Experiential Learning	\$ 50,000
MSIP/HBCU Program	Prairie View A&M University	Training	Experiential Learning	\$ 2,027
MSIP/HBCU Program	Oakwood State University	Training	Experiential Learning	\$ 1,000
MSIP/HBCU Program	Virginia State University	Training	Experiential Learning	\$ 1,623
Grant Total for Training Awards:				\$853,430

MSIP/HBCU Program	Fort Valley State University	Scholarships	Experiential Learning	\$ 112,000
MSIP/HBCU Program	Tuskegee State University	Scholarships	Experiential Learning	\$ 100,000
Office of Human Resources	Alcorn State University	Scholarships	Experiential Learning	\$ 198,720
Office of Human Resources	South Carolina State University	Scholarships	Experiential Learning	\$ 199,853
Grant Total for Training Awards:				\$ 610,573



MINORITY SERVING INSTITUTIONS PROGRAM



August 2006

**Administered by
The Office of Small Business and Civil Rights**

MINORITY SERVING INSTITUTIONS PROGRAM

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MINORITY SERVING INSTITUTIONS PROGRAM

I. INTRODUCTION:

- A. **Background:** The Federal Government recognizes Minority Serving Institutions (MSIs) as valuable resources to the Nation. These renowned colleges and universities have either a historic tradition or mandate to serve students in a specific demography and focus on satisfying the needs of minority persons to include social, economic and cultural identities. Three MSIs that fit into this category are: Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), and Tribal Colleges and Universities (TCUs). The Federal Government also recognizes these MSIs as important catalysts in the delivery of education to our Nation's minorities and has expressed its commitment to strengthening their capacities through White House education initiatives.

The U.S. Nuclear Regulatory Commission (NRC) is committed to implementing the White House education initiatives directed at HBCUs, HSIs, and TCUs.

- B. **Legislative Action:** On August 8, 2005, President Bush signed into law the Energy Policy Act of 2005 (EPAct), which authorized NRC to establish and participate in partnership programs with institutions of higher education, including HBCUs, HSIs, and TCUs, to enhance their capacity to train students, including present or potential NRC employees in fields that the NRC deems critical to its mission.

II. PROGRAM AUTHORITY:

NRC derives its authority to conduct a Minority Serving Institutions Program (MSIP) from the EPAct, Section 651(c) (4), Partnership Programs with Institutions of Higher Education; Section 622, Nuclear Regulatory Commission Scholarship and Fellowship Program; Executive Order (E.O.) 13256, directed towards HBCUs; E.O. 13270, directed towards TCUs; and E.O. 13230, directed towards HSIs.

III. PROGRAM ADMINISTRATION:

The Office of Small Business and Civil Rights (SBCR) administers NRC's MSIP, and implements White House education initiatives and pertinent EPAct provisions to ensure MSIs and students and faculty of MSIs have meaningful and equal access to NRC conducted and financially assisted programs and activities.

IV. PROGRAM INITIATIVES:

- A. **Impact of Legislation:** As a result of EPAct Section 651(c) (4), regarding partnership programs with institutions of higher education, NRC is able to participate in activities to include, but not limited to, research, mentoring, instruction, and training with institutions of higher education, including HBCUs, HSIs, and TCUs. NRC is also able to provide more expansive support services

to strengthen the capacity of MSIs to educate and train students; and to conduct research in the fields of science, engineering, law, information technology, and other fields NRC deems critical to its mission.

- B. **Expansion of Initiatives:** SBCR administers NRC's HBCU initiative, which provides students and faculty internships at Department of Energy (DOE) and other Federal laboratories. As a result of the EPAct, NRC is able to provide financial assistance for a broad range of programs and activities for institutions of higher education, including HBCUs, HSIs, TCUs, and other individuals covered by relevant White House education initiatives.

V. GOALS:

NRC is committed to maximizing internal and external relationships to foster collaborative efforts to develop human capital to its fullest and achieve stability within future workforces by:

- A. **Developing Work Relationships:** Building viable relationships and partnerships for the purpose of implementing quality programs and activities that address the needs of MSIs to develop a diverse and skilled workforce in science, engineering, law, information technology and other fields NRC deems critical to its mission.
- B. **Unifying Private/Public Sector Partners to Achieve Common Goals:** Bridging the divide and combining the efforts of private and public sector partners to achieve the greatest potential for developing high quality MSI educational programs, so that they may provide meaningful access to knowledge, training, and work experiences. Also, enhancing individual talent and increasing the potential pool of job candidates in fields NRC deems critical to its mission.
- C. **Implementing Quality Services:** Promoting delivery of quality programs and activities to MSIs, students and faculty of MSIs and individuals including, but not limited to, minorities, women, individuals with disabilities, persons age 40 and over, and persons with limited English proficiency.
- D. **Producing a Pool of Skilled Potential Employees:** Developing the skills and abilities of individuals in areas NRC deems critical to its mission.
- E. **Promoting Diversity/Pool of Work-Ready Candidates:** Providing a diverse pool of work-ready candidates by ensuring that candidates receive instruction and experience in areas NRC deems critical to its mission.

VI. OBJECTIVES:

NRC provides Federal financial assistance for programs and activities conducted by MSIs, educational institutions, nonprofit and profit organizations, State and local governments, professional organizations, private and public sector organizations and other providers of services for the exchange and transfer of knowledge, ideas, concepts, and skills that will:

- A. **Increase Recruitment and Retention:** Aid MSIs in recruitment, retention, and assisting students to pursue academic and career goals in areas NRC deems critical to its mission.
- B. **Ensure Availability of Instructional and Training Experiences:** Provide students and faculty instruction and learning experiences through exposure to science, technology, engineering, and mathematics (STEM) related activities, workshops, skills building sessions, special events, orientations, career exploration trips, and outreach activities to enhance career development.
- C. **Provide Opportunities for Career Exposure and On-the-Job Training (OJT):** Provide instruction, training, work experience, and exposure to new and emerging occupations and professions in science, engineering, law, information technology, and other fields NRC deems critical to its mission.
- D. **Create Research and Development Opportunities:** Establish short-term/long-term research partnerships with NRC, Federal laboratories, MSIs and other universities and colleges in areas NRC deems critical to its mission.
- E. **Develop Leadership Skills:** Provide leadership training that fosters and promotes developmental growth, independence, responsibility, reliance and leadership traits.
- F. **Offer Mentoring Opportunities:** Provide mentoring programs that encourage development of critical thinking skills, support individual commitment and responsibility, throughout the learning and/or work experience cycles, up to and until the individual is determined, through mutual assessment, to no longer require mentoring.
- G. **Make Available Internships:** Provide year-round internships, within NRC affiliated labs, Federal work environments, and various private and public organizations.

VII. SBCR RESPONSIBILITIES:

SBCR performs a variety of outreach and coordination functions associated with MSIP to include:

- A. **Oversight:** Administering and managing the MSIP; and reporting the status, progress and outcomes of funded programs and activities to Federal oversight agencies.
- B. **Financial Assistance:** Promoting and encouraging solicited and unsolicited requests for financial assistance for innovative programs and activities that are consistent with NRC's program goals and objectives.

- C. **Outreach:** Serving as liaison to NRC headquarters offices, Regions, and the Office of Human Resources, MSIs, nonprofit and profit organizations, and participating in internal and external efforts to:
- Establish and build new relationships and partnerships
 - Examine best practices and approaches to delivering effective programs and activities
 - Identify and address unmet needs of target group members
 - Identify NRC activities which might be suitable for HBCUs, HSIs, TCUs, and individuals covered by relevant White House education initiatives
 - Conduct recruitment and retention initiatives
 - Host and co-host career and learning fairs, booths and activities
 - Share resources
 - Dispense information to MSIs, students and faculty of MSIs, and others regarding NRC grants, training, internships and career opportunities
 - Eliminate barriers which impede participation in programs and activities
 - Evaluate the effectiveness of services; and progress (pre and post) of participants enrolled in programs and activities
- D. **Referrals:** Referring students, faculty, organizations and others for assistance and opportunities at NRC, and affiliated laboratories.
- E. **Technical Assistance and Support:** Providing technical guidance and assistance as needed to achieve SBCR's program goals and objectives.
- F. **Monitoring Financially Assisted Programs and Activities:**
- Ensuring compliance with applicable Civil Rights Statutes and regulations to include Title IV of the Energy Reorganization Act of 1974, as amended; Title VI of the Civil Rights Act of 1964, including limited English proficiency (LEP); Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disability Act; The Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972, as amended; and 10 CFR Part 4, "Nondiscrimination in Federally Assisted Programs or Activities Receiving Federal Financial Assistance From the Commission," and Part 5, "Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance."

- Ensuring meaningful and equal access to opportunities and benefits including educational preparation, job readiness skills, and work experiences
- Ensuring instruction and training are at levels sufficient for participants, students and faculty of MSIs to acquire the knowledge, skills and abilities required to achieve educational proficiency, develop appropriate work experience and transition into the NRC workforce
- Assessing the level and impact of service delivery and/or benefits to MSIs, students and faculty of MSIs and other individuals covered by relevant White House education initiatives
- Reviewing recipients criteria for participant selection for programs and activities
- Evaluating and reporting the progress of individuals as a result of participating in educational development and/or job readiness opportunities

G. **Compliance Coordination:** Ensuring recipients and sub-recipients comply with applicable Civil Rights statutes and regulations by providing assistance with data collection, reporting functions and feedback.

VIII. FINANCIAL ASSISTANCE:

SBCR may enter into arrangements to provide financial assistance to accomplish the purpose of MSIP.

A. **Methods of Providing Financial Assistance:** Financial assistance is provided in two ways:

- **Grant** - which is a legal instrument for transferring money, property, or services to a recipient to accomplish a public purpose of support or stimulation in which there will be no substantial involvement between SBCR and the recipient during performance.
- **Cooperative Agreement** - which is a legal instrument for transferring money, property, or services to a recipient to accomplish a public purpose of support or stimulation in which substantial involvement between SBCR and the recipient is anticipated during performance.

Grants as well as cooperative agreements can result from unsolicited applications. Unsolicited applications undergo the same processing, technical and budget review and award as other applications.

B. **Areas in Which Applications for Financial Assistance are Accepted:** Financial assistance may be provided in areas to include mentoring programs;

leadership programs; research and development; direct institutional subsidies; program evaluation; training and technical assistance; facilities and equipment; fellowships, internships, recruitment and retention; arrangements under the Intergovernmental Personnel Act (IPA); student tuition assistance; scholarships and housing.

C. **Solicited Applications for Financial Assistance:** Applications for financial assistance are solicited from potential recipients by a multipurpose notice. This notice is a formal written notification for interested service providers to submit applications for the exchange and transfer of knowledge, ideas, concepts and skills. The Federal Register is used to notify the public regarding:

- Forms and procedures for applying for financial assistance
- Criteria by which applicants will be evaluated and selected
- Application due date (Applicants will be given a minimum of 30 days to prepare their application.)

SBCR also solicits applications for financial assistance through other mediums to include:

- Newspapers of Record
- Minority Serving Institutions
- Private and Public Organizations
- Nonprofit Organizations
- Community and Professional Interest Groups
- NRC Website
- Other Source

D. **Unsolicited Applications for Financial Assistance:** The public may submit unsolicited applications for financial assistance to conduct programs, activities, training, projects and symposiums. Unsolicited applications may include requests for financial assistance of a new initiative and requests for additional support of a previously funded program, activity or project.

IX. PERIOD OF SUBMISSION OF APPLICATIONS FOR FINANCIAL ASSISTANCE:

Applications for financial assistance are received at various periods throughout the year; however, awards are subject to the availability of program funds. The public may submit applications for financial assistance to: U.S. Nuclear Regulatory Commission, Division of Contracts, Office of Administration, MS: T7-12, Washington, DC 20555.

X. ELIGIBILITY FOR MSIP FINANCIAL ASSISTANCE:

To receive consideration applicants for solicited and unsolicited financial assistance must:

A. Submit a Written Narrative:

- Identifying name, address and location of the organization, corporate structure, principal place of business and all external locations
- Organizational chart, organization make-up including the names, titles and telephone numbers, fax numbers and email addresses of principals and all staff responsible for carrying out programs and/or activities in which funding is being requested
- Summary statement and proof of experience administering programs and/or activities in the areas funding is being requested
- Statement of financial capability
- Description of program services to be rendered and the target group(s) to be served (e.g., HBCUs, HSIs, TCUs, or other groups)
- Statement of goals and objectives and time tables for implementation, duration and completion of activities; and
- Summary discussing techniques, methodology and resources that will be utilized to achieve goals and objectives, and measure individual progress

B. Submit a Budget: Submit a budget reflecting cost breakdowns associated with conducting programs and activities, and administrative and overhead costs.

C. Submit Required Data: Submit to SBCR, prior to award of funding, the following documents (Title VI, Guidelines, Data Collection Requirements, Sec. 42.406(d)):

- Notice of all lawsuits (and for recipients, complaints) filed against it
- A description of assistance applications that the recipient has pending in other agencies
- Other Federal assistance being provided

- A description of any civil rights compliance reviews of the potential awardee or recipient during the preceding two years
- A statement as to whether the potential awardee or recipient has been found in noncompliance with any relevant civil rights requirements

XI. REVIEW OF APPLICATIONS FOR FINANCIAL ASSISTANCE:

Review Process: A Contracting Officer is designated within the Division of Contracts, Office of Administration, to ensure the processing, award, and administration of all financial assistance actions. Applications solicited and unsolicited are submitted to the Division of Contracts, Office of Administration. The Division of Contracts checks applications for completeness and accuracy, and forwards applications to the Grants Coordinator for SBCR.

XII. EVALUATION OF APPLICATIONS FOR FINANCIAL ASSISTANCE:

- Screening Process:** Prior to the technical review process applications will be screened to remove from consideration any proposal that the budget is seriously flawed with regard to cost necessity and reasonability. Copies of applications are subsequently submitted to a panel of evaluators for review, evaluation and ranking based on technical merit.
- Technical Review:** The technical evaluation review may include such considerations as judgment on the merit of project objectives, accomplishments, work plan, and staff/facilities; delivery of services; techniques, methodology and resources utilized; past performance; and project budget evaluation.
- Pre-award Review by SBCR to Ensure Compliance with Civil Rights Statutes and Regulations:** SBCR conducts a pre-award review to ensure that potential awardees have met the requirements under the applicable Civil Rights statutes and regulations. SBCR provides a copy of the review results to the Contracting Officer for appropriate action.
- Notification of Award:** The Contracting Officer notifies prospective recipients of their selection by issuance of an award document or letter.

XIII. RECIPIENT RESPONSIBILITIES:

An applicant becomes a recipient following the award of financial assistance. Recipients are regarded as providers of programs and activities and who stand between the funds provided by NRC and the individuals who participate in, or benefit from the services provided. Recipients provide a variety of functions to include:

- Signing an Assurance of Compliance:** Prospective recipients are required to sign an Assurance Statement of intent to abide by applicable Civil Rights statutes

and regulations pertaining to Federally assisted programs and activities as a condition of award.

- B. **Providing Oversight:** Administration and management of the day-to-day operations of recipient and sub-recipient programs and activities. These responsibilities include ensuring individuals served or eligible to be served by a program or activity are not denied an opportunity to participate in, benefit from, or have access to such services based on their class status.
- C. **Implementing Quality Programs:** Ensuring delivery of quality programs and activities conducted by the recipient and sub-recipients.
- D. **Submitting Required Data:** Ensuring data is collected, records maintained, and reports required by SBCR are submitted timely. (Title VI, 28 CFR Sec. 42.406(d) of the Coordination Regulations).

XIV. APPLICABLE CIVIL RIGHTS STATUTES/ EXECUTIVE ORDERS:

Executive Order 12250, Leadership and Coordination of Nondiscrimination Laws:
<http://www.usdoj.gov/crt/cor/byagency/eo12250.htm>

Executive Order 13078, Increasing Employment of Adults with Disabilities:
<http://www.archives.gov/federal-register/executive-orders/1998.html>

Executive Order 13160, Nondiscrimination on the Basis of Race, Sex, Color, National Origin, Disability, Religion, Age, Sexual Orientation, and Status as a Parent in Federally Conducted Education and Training Programs:
<http://www.archives.gov/federal-register/executive-orders/2000.html>

Executive Order 13163, Increasing Opportunities for Individuals with Disabilities to be Employed in the Federal Government: <http://www.archives.gov/federal-register/executive-orders/2000.html>

Executive Order 13166, Improving Access to Services for Persons with limited English proficiency: <http://www.archives.gov/federal-register/executive-orders/2000.html>

Executive Order 13256, Historically Black Colleges and Universities:
<http://www.archives.gov/federal-register/executive-orders/2002.html>

Executive Order 13230, Educational Excellence for Hispanic Americans:
<http://www.archives.gov/federal-register/executive-orders/2001-wbush.html>

Executive Order 13270, Tribal Colleges and Universities:
<http://www.archives.gov/federal-register/executive-orders/2002.html>

Title VI of the Civil Rights Act of 1964:
<http://www.dol.gov/oasam/regs/statutes/titlevi.htm>

Title IX of the Educational Amendments Act of 1972, Increasing Female Participation in Federally Conducted, Funded or Assisted Educational Programs, Activities and Services: <http://www.dol.gov/oasam/regs/statutes/titleix.htm>

Section 504 of the Rehabilitation Act of 1973: <http://www.ericec.org/sect504.html>

The Age Discrimination Act of 1975:
http://www.dol.gov/oasam/regs/statutes/age_act.htm

Title II of the Americans with Disabilities Act of 1990:
<http://www.dol.gov/esa/regs/statutes/ofccp/ada.htm>;
<http://www.usdoj.gov/crt/ada/reg2.html>

10 CFR Part 4, Nondiscrimination in Federally Assisted Programs or Activities Receiving Federal Financial Assistance From the Commission:
http://www.access.gpo.gov/nara/cfr/waisidx_05/10cfr4_05.html

10 CFR Part 5, Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance:
http://www.access.gpo.gov/nara/cfr/waisidx_05/10cfr5_05.html

XV. SBCR PROGRAM CONTACT INFORMATION:

Contact SBCR for information regarding funding for MSIP and other funding opportunities at:

In-Person Address:

U.S. Nuclear Regulatory Commission
Office of Small Business and Civil Rights
11555 Rockville Pike
Rockville, MD 20852

Phone Number: 301-415-7380
TDD: 301-415-5244
Fax: 301-415-5953

Mailing Address:

U.S. Nuclear Regulatory Commission
Office of Small Business and Civil Rights
MS: O-3H8
Washington, DC 20555

Program Manager:

Ms. Tuwanda M. Smith, Esq.

Phone Number: 301-415-7394

E-mail Address: EEOPrograms@nrc.gov

MSI Program Coordinator:

Ms. Tuwanda M. Smith, Esq.

Phone Number: 301- 415-7394

E-mail Address: EEOPrograms@nrc.gov



MINORITY SERVING INSTITUTIONS PROGRAM



August 2006

**Administered by
The Office of Small Business and Civil Rights**

FREQUENTLY ASKED QUESTIONS & ANSWERS

- Q1. What is the Minority Serving Institutions Program (MSIP)?
- A. MSIP is a program administered by the U.S. Nuclear Regulatory Commission (NRC), Office of Small Business and Civil Rights (SBCR), which is designed to implement White House education initiatives and provision of the Energy Policy Act of 2005 (EPAAct) to ensure MSIs and students and faculty of MSIs have meaningful and equal access to NRC-conducted and financially assisted programs and activities.
- Q2. What provision is covered by the EPAAct?
- A. The EPAAct authorized the NRC to establish and participate in partnership programs with institutions of higher education, including Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs) and Tribal Colleges and Universities (TCUs), to enhance their capacity to train students, including present or potential NRC employees, in fields that the NRC deems critical to its mission.
- Q3. What type of programs and activities may be funded?
- A. As a result of the EPAAct, the NRC is able to participate in programs and activities to include, but not limited to, mentoring, leadership, research and development opportunities, program evaluation, training and technical assistance, recruitment and retention initiatives, student tuition assistance, scholarships, and housing. The NRC is also able to provide more expansive support services to strengthen the capacity of MSIs to educate and train students and to conduct research in the field of science, engineering, law, information technology, and other fields that the NRC deems critical to its mission.
- Q4. How does NRC benefit from the MSIP?
- A. NRC's commitment to maximizing partnerships and promoting delivery of quality programs and activities that address the needs of MSIs, students, and faculty of MSIs helps to create a diverse pool of skilled potential employees in science, engineering, law, information technology, and other fields that the NRC deems critical to its mission. It also provides opportunities for the NRC to gain knowledge regarding the skills and talents of potential recruits, and for them to gain knowledge about the NRC as an agency and employer.
- Q5. How does the MSIP benefit MSIs and students and faculty of MSIs?
- A. Students and faculty benefit from an exchange and transfer of knowledge, ideas, concepts, and skills from individuals in engineering, science, technology, information technology, law, and other fields that the NRC deems critical to its mission and from the opportunity to pursue their academic and career goals. MSIs benefit from increases in recruitment and retention; the ability to provide the highest level of educational excellence; the availability of instructional and training experience; the creation of

research and development opportunities; the ability to provide mentoring and leadership development; and opportunities for career exposure, on-the-job training, and internships for their students.

Q6. How do providers of programs and activities apply for financial assistance?

A. Providers of programs and activities can submit unsolicited and solicited applications for financial assistance to: U.S. Nuclear Regulatory Commission, Division of Contracts, Office of Administration, MS: TWB 1B10M, Washington, DC 20555.

Q7. What types of financial assistance are available?

A. The NRC may enter into arrangements to provide financial assistance to accomplish the purpose of MSIP in two ways: a grant, which is a legal instrument for transferring money, property, or services to a recipient to accomplish a public purpose of support or stimulation in which there will be no substantial involvement between the agency and the recipient during performance; and, a Cooperative Agreement, which is a legal instrument for transferring money, property, or services to a recipient to accomplish a public purpose of support or stimulation in which substantial involvement between SBCR and the recipient is anticipated during performance.

Q8. What are the criteria for evaluating applications for financial assistance?

A. The types of programs and activities funded vary. The public is notified of solicited applications for financial assistance by a multipurpose notice in the Federal Register, which will provide information regarding the forms and procedures for applying and criteria for evaluation. Notification is also provided on NRC's website.

Q9. How are MSIs, students, and faculty of MSIs made aware of MSIP programs and activities?

A. Information is posted on NRC's external website; literature and program information is also sent to MSIs and community and professional organizations; or institutions and individuals may contact Tuwanda M. Smith, Esq., MSI Program Coordinator at 301-415-7394, TDD: 301-415-5244, Fax: 301-415-5953, or email: EEOPrograms@nrc.gov.

Q10. What role will SBCR have in the administration of the MSIP programs and activities funded?

A. SBCR is responsible for a variety of administrative functions of the MSIP, which include oversight, financial assistance, outreach and coordination, referrals, technical assistance and support, monitoring, and compliance coordination.