

POLICY ISSUE
(Information)

August 16, 2006

SECY-06-0183

FOR: The Commissioners

FROM: Luis A. Reyes
Executive Director for Operations /RA/

SUBJECT: MINORITY SERVING INSTITUTIONS PROGRAM

PURPOSE:

To provide the Commission with information about the Minority Serving Institutions Program (MSIP) and its related Communication Plan, which are being implemented in accordance with the U.S. Nuclear Regulatory Commission (NRC) responsibilities under the Energy Policy Act (EPA) of 2005. This paper does not address any new commitments.

BACKGROUND:

On August 8, 2005, President Bush signed the EPA into law. In the law, Section 651(c)(4), "Partnership Program with Institutions of Higher Education" authorizes NRC to establish and participate in programs and activities relating to research, mentoring, instruction, and training with institutions of higher education, including Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), and Tribal Colleges and Universities (TCUs). Also, Section 651(c)(4) allows NRC intervention to strengthen the capacity of these institutions to educate and train students and faculty, and conduct research in the field of science, engineering, law, or any other fields determined to be important to the work of NRC. The purpose of Section 651(c)(4) is for the NRC to establish and operate an outreach partnership program with institutions of higher education.

CONTACT: Marva Gary, SBCR
301-415-7380

On October 31, 2005, in SECY-05-0201, the staff provided the Commission with its plan to implement the EPA, and requested approval of the staff's recommendations for funding specific activities. On January 5, 2006, the Commission issued its Staff Requirements Memorandum for implementation of the EPA. The Office of Small Business and Civil Rights (SBCR) was directed to establish a Minority Serving Institutions Program (MSIP) that would go beyond NRC's current program of funding research activities at HBCUs to include HSIs and TCUs.

In July 2006, SBCR finalized the MSIP based on comments received from the Office of Human Resources (HR), the Office of Administration (ADM), and the Office of General Counsel (OGC).

DISCUSSION:

EPA provisions allow NRC to provide a wide range of programs, activities and support services that go well beyond the population and delivery of services provided by the HBCU Research Participation Program, which is currently conducted by the Oak Ridge Institute for Science and Engineering. The MSIP addresses the unmet needs of those HBCUs, HSIs and TCUs identified by the EPA, and include fields that have been determined by NRC to be important to the work of the Commission, including science and engineering.

The MSIP illustrates NRC's commitment to establish an expansive Partnership Program, by providing financial assistance to a broad range of innovative programs and activities that address the needs of MSIs and their students and faculty. These programs and activities include mentoring, leadership, training, education, instruction, technical assistance, research and development, retention and recruitment initiatives, cooperative agreements, fellowships, internships, scholarships, student tuition assistance, direct institutional subsidies, program evaluation, facilities and equipment, housing and arrangements under the Intergovernmental Personnel Act (IPA).

MSIP is designed to enhance NRC's ability to:

- Exchange and transfer knowledge, ideas, concepts and skills in areas deemed critical to NRC's mission
- Develop human capital to the fullest potential (talents, skills and abilities)
- Ensure individuals have meaningful and equal access to opportunities and benefits provided by NRC conducted and financially assisted programs and activities, to include educational preparation, job readiness skills and work experience; and
- Produce a diverse pool of skilled potential employees

The MSIP is also designed to track, analyze and measure outcomes of NRC conducted and financially assisted programs and activities, to include compliance requirements, individual and combined participant progress reports, before and after assessments, accomplishments (individual and program based), and will also measure the efficiency, effectiveness and results of programs and activities.

The MSIP's programmatic approach provides NRC the continuous benefit of a diverse pool of skilled potential employees in science, engineering, law, information technology and other critical fields. The MSIP also provides NRC with recognition for a variety of high quality and greatly needed programs, activities and initiatives.

CONCLUSION:

EPA created an opportunity for NRC to develop a programmatic approach that expands the number and kinds of programs, activities and support available to MSIs and their students (including present and potential NRC employees) and faculty.

The MSIP provides underlying benefits that are not offered by the HBCU Research Participation Program to include the ability to establish a relationship between NRC, MSIs and their students and faculty. The SBCR administered MSIP allows NRC to nurture and develop a bond with program participants, and acquire first hand knowledge about their skills and talents. In turn, these potential recruits gain knowledge about NRC as an agency and possible employer.

The MSIP affords NRC employees the opportunity for personal and professional growth. Employees can develop and enhance their skills as well as assist MSIP through serving on proposal review panels, mentoring students and faculty, providing training and technical assistance, aiding in recruitment and retention efforts, or assisting in other ways.

The MSIP also allows continuity, cohesiveness, and the opportunity for SBCR, HR (Internship Program Recruitment and University Champions Program), and other NRC Headquarters and regional offices to:

- Establish and build internal and external relationships and partnerships
- Examine best practices and approaches to delivering effective programs and activities
- Identify and address unmet needs
- Establish new educational initiatives
- Host and co-host career and learning fairs, booths, and recruitment and retention activities
- Share resources
- Dispense information regarding NRC grants, training, internships and career opportunities sponsored by HR and SBCR
- Evaluate the effectiveness of services and progress of participants enrolled in programs and activities; and
- Bridge the divide between the delivery of NRC programs and activities

SBCR is ideally suited to administer the MSIP, given its dual responsibility to ensure participants have meaningful and equal access to NRC conducted and financially assisted programs and activities, and fulfill both EPA provisions and White House education initiatives to strengthen the capacities of MSIs to provide the highest caliber of education excellence.

The Commissioners

-4-

RESOURCES:

SBCR's FY 2006-2007 budget includes funds for the HBCU Research Assistance Program and seed money for HSIs and TCUs.

COORDINATION:

The MSIP, Communication Plan and SECY paper have been coordinated with the OGC, and there are no legal objections.

/RA/

Luis A. Reyes
Executive Director
for Operations

Enclosures:

1. Minority Serving Institutions Program
2. Communication Plan



MINORITY SERVING INSTITUTIONS PROGRAM



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

Enclosure 1

MINORITY SERVING INSTITUTIONS PROGRAM

TABLE OF CONTENTS

I.	Introduction.....	1
	A. Background.....	1
	B. Legislative Action.....	1
II.	Program Authority.....	1
III.	Program Administration.....	1
IV.	Program Initiatives.....	1-2
	A. Impact of Legislation.....	1
	B. Expansion of Initiatives.....	2
V.	Goals.....	2
	A. Developing Work Relationships.....	2
	B. Unifying Private/Public Sector Partners to Achieve Common Goals.....	2
	C. Implementing Quality Services.....	2
	D. Producing a Pool of Skilled Potential Employees.....	2
	E. Promoting Diversity/Pool of Work-Ready Candidates.....	2
VI.	Objectives.....	2-3
	A. Increase Recruitment and Retention.....	2
	B. Ensure Availability of Instructional and Training Experiences...	3
	C. Provide Opportunities for Career Exposure and On-the-Job Training (OJT).....	3
	D. Create Research and Development Opportunities.....	3
	E. Develop Leadership Skills.....	3
	F. Offer Mentoring Opportunities.....	3

	G.	Make Available Internships.....	3
VII.		SBCR Responsibilities.....	3-5
	A.	Oversight.....	3
	B.	Financial Assistance.....	3
	C.	Outreach.....	3-4
	D.	Referrals.....	4
	E.	Technical Assistance and Support.....	4
	F.	Monitoring Financially Assisted Programs and Activities.....	4-5
	G.	Compliance Coordination.....	5
VIII.		Financial Assistance.....	5-6
	A.	Methods of Providing Financial Assistance.....	5
	B.	Areas in Which Applications for Financial Assistance are Accepted.....	5
	C.	Solicited Applications for Financial Assistance.....	5-6
	D.	Unsolicited Applications for Financial Assistance.....	6
IX.		Period of Submission of Applications for Financial Assistance.....	6
X.		Eligibility for MSIP Financial Assistance.....	6-7
	A.	Submit a Written Narrative.....	6-7
	B.	Submit a Budget.....	7
	C.	Submit Required Data.....	7
XI.		Review of Applications for Financial Assistance.....	7
XII.		Evaluation of Applications for Financial Assistance.....	7-8
	A.	Screening Process.....	7
	B.	Technical Review.....	7
	C.	Pre-award Review by SBCR to Ensure Compliance with Civil Rights Statutes and Regulations.....	7

D.	Notification of Award.....	8
XIII.	Recipient Responsibilities	
A.	Signing an Assurance of Compliance.....	8
B.	Providing Oversight.....	8
C.	Implementing Quality Programs.....	8
D.	Submitting Required Data.....	8
XIV.	Applicable Civil Rights Statutes/Executive Orders.....	9
XV.	SBCR Program Contact Information.....	10

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 (EPA), 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 EPA, 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 EPA 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 EPA 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 field 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 EPA, 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 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-I2, 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 2 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:

- A. **Screening Process:** Prior to the technical review process applications will be screened to remove from consideration any proposal in which 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.
- B. **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.
- C. **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.

- D. **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:

- A. **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 to 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
11545 Rockville Pike
MS: T2-C2
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
Washington, DC 20555
MS: T2-C2

Program Manager:

Ms. Marva Gary, Deputy Director
Phone Number: 301-415-7382
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

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
 11545 Rockville Pike
 MS: T2-C2
 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
 Washington, DC 20555
 MS: T2-C2

Program Manager:

Ms. Marva Gary, Deputy Director
 Phone Number: 301 415-7382
 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

DISTRIBUTION:

DOCUMENT NAME:G:\Minority Serving Institutions Program (MSIP) Final.wpd

OAR in ADAMS? (Y or N) Y ADAMS ACCESSION NO. _____ TEMPLATE NO. _____
 Publicly Available? (Y or N) Y DATE OF RELEASE TO PUBLIC _____ SENSITIVE? N

To receive a copy of this document, indicate in the box: "C" = Copy without enclosures "E" = Copy with enclosures "N" = No copy

OFFICE	SBCR		SBCR		SUNSI Rev.		SUNSI Complete	
NAME	TSmith		MGary		MGary		MGary	
DATE	/ /06		/ /06		/ /06		/ /06	

OFFICE	HR		SBCR		EDO	
NAME	JMorris		CKelley		LReyes	
DATE	/ /06		/ /06		/ /06	

OFFICIAL RECORD ONLY

**US NUCLEAR REGULATORY COMMISSION
MINORITY SERVING INSTITUTIONS PROGRAM
COMMUNICATION PLAN**

GOALS:

This Communication Plan is to announce the implementation of the Minority Serving Institutions Program (MSIP), and the Nuclear Regulatory Commission's commitment to implement the White House education initiatives and comply with provisions of Sec. 651 of the Energy Policy Act of 2005 (EPA), directed towards Minority Serving Institutions (MSIs).

BACKGROUND:

The Higher Education Amendments of 1998 define MSIs as institutions of higher education that have a combination of different minority groups that total at least 50 percent of their enrollment. Institutions of higher learning that fit into this category include: Historically Black Colleges and Universities (HBCUs); Hispanic Serving Institutions (HSIs); and Tribal Colleges and Universities (TCUs). These institutions play an important role in the preparation and success of minority students in all disciplines, including science and engineering.

The Federal Government recognizes 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.

On August 8, 2005, President Bush signed into law the Energy Policy Act of 2005 (EPA). NRC received authorization to establish and participate in partnership programs with institutions of higher education, including HBCUs, HSIs and TCUs, to enhance their capacity to train students in fields NRC deems critical to its mission.

The Office of Small Business and Civil Rights (SBCR) administers the MSIP. The purpose of the MSIP is to ensure MSIs and students and faculty of MSIs have meaningful and equal access to NRC conducted and financially assisted programs and activities.

After approval by the EDO, the MSIP will be announced to internal and external stakeholders.

KEY MESSAGES

The purpose of the MSIP is to:

- Exchange and transfer knowledge, ideas, concepts and skills
- Develop the skills and abilities of minority individuals and individuals covered by White House education initiatives
- Ensure meaningful and equal access to opportunities and benefits to include educational preparation, job readiness skills and work experience for students and faculty of MSIs and individuals covered by White House education initiatives in areas NRC deems critical to its mission

AUDIENCE:

Stakeholders are defined as individuals or organizations having an interest in the NRC.

Internal: Commission, EDO, Management and Staff

External: Executive Director for the White House Initiative on Historically Black Colleges and Universities
Executive Director for the White House Initiative on Hispanic Serving Institutions
Executive Director for the White House Initiative on Tribal Colleges and Universities
Federal Civil Rights Offices
Minority Serving Institutions
Educational Institutions
Nonprofit/Profit Organizations
State and Local Governments
Professional Organizations
Private/Public Sector Organizations
Other Providers of Programs and Activities
Department of Energy (DOE) and Other Federal labs

COMMUNICATION TEAM

The primary responsibility of the Communication Team is to ensure a consistent, accurate, and timely message is conveyed to our stakeholders. The Team consists of:

COMMUNICATION TEAM MEMBERS	OFFICE(S)	TELEPHONE NUMBER E-MAIL ADDRESS
Representatives (Rep) from NRC Program Offices and Regions To Be Determined (TBD)	NRR NMSS RES OIS OGC OPA OHR ADM NSIR SBCR Regions I, II, III or IV	
Rep Communications Council TBD		

The Team’s primary points of contact are Marva Gary, Deputy Director (Back-Up Team Leader), SBCR at 301-415-7382, email: mcg@nrc.gov, and Tuwanda M. Smith, Esq., MSI Program Coordinator (Team Leader), SBCR at 301- 415-7394, email: txs5@nrc.gov.

COMMUNICATION TOOLS

The following tools will be used to communicate with stakeholders.

Internal Stakeholders

-EDO/Meetings

Upon approval by the EDO, the Director, SBCR will brief attendees at the EDO staff meetings on the key aspects of the MSIP, and provide a copy of the Program.

-Website/Brochure/Frequently Asked Questions and Answers (Q&A)

SBCR with the assistance of OIS will expand NRC's website to include MSIP. SBCR will develop a MSIP brochure and announcement with assistance from ADM (graphics). OIS will be requested to post the MSIP, brochure, announcement and Q&A on NRC's website.

-Collaboration

SBCR will work collaboratively with members from the Communication Team, Technical Review Panel; and NRC Headquarters and regional offices to include Office of Public Affairs, Office of State and Tribal Programs, the University Champions Program, and DOE and Federal laboratories to dispense information about MSIP and recruit volunteers who will assist in the program, e.g. review technical proposals, serve as mentors, provide work experiences, create research and development opportunities, or aid in recruitment and retention efforts.

-Distribution

Upon approval by the EDO, SBCR will ensure that key MSIP information is mentioned in an EDO update and NR&C publication, and a yellow announcement is posted notifying employees of the Program.

-Office Directors and Regional Administrators

SBCR or the Communication Team members when requested will assist office directors and regional administrators to provide information to their staff, discuss NRC's commitment to the MSIP, and explore ways they may assist in the program, e.g. review technical proposals, serve as mentors, provide work experiences, research and development opportunities, or aid in recruitment and retention efforts.

-Communications Council/Team

The MSIP will be announced at a Communications Council meeting. Communications Team members will assist SBCR to ensure that a consistent, accurate, and timely message regarding the MSIP is conveyed to our stakeholders.

External Stakeholders

-External Website and ADAMS

Upon approval by the EDO, the MSIP, policy statement, brochure, Q&A and announcements will be placed on NRC's website.

-Federal Register Notice

Upon approval of MSIP, SBCR will publish the MSIP through a Federal Register Notice.

-Mailing to Stakeholders

A letter from the EDO, copy of the MSIP, Q&A, and brochure will be sent to the following stakeholders:

- Executive Directors for each White House Initiative

An email from the Director, SBCR will be sent to the following stakeholders:

- EEO Directors Council
- Minority Serving Institutions
- Educational Institutions
- State and Local Government Offices that Provide Services Consistent with the Purpose of MSIP
- Other Providers of Programs and Activities

-Dissemination of Information through a Variety of Forums

NRC will disseminate MSIP information through:

- Minority Serving Institutions
- Private/Public Organizations
- Nonprofit/Profit Organizations
- Community and Professional Interest Groups
- NRC Website
- White House Education Initiatives Offices
- Other Sources Identified by OPA and OHR

-EEO Commission Briefing

Information on progress, status, and outcome of MSIP will be provided at the EEO briefings.

EVALUATION OF SUCCESS

The implementation of this plan will be evaluated on a periodic basis to ensure that communication is effective. Success in communicating our messages will be measured by informal feedback (oral/written) from the Communication Team, Technical Review Panel, Office of Public Affairs, Office of State and Tribal Programs, representative from the University Champions Program, DOE and Federal laboratories.

THE LINE OF COMMUNICATION ACTIVITIES

STEP	COMMUNICATION ACTIVITY	RESPONSIBLE ORGANIZATION	DATE
1	SBCR finalized draft of the MSIP.	SBCR	June 6, 2006
2	SBCR sent final draft MSIP to EDO, ADM, HR and OGC for review and comments (due 6/15/06).	SBCR	June 8, 2006
3	SBCR submitted the final MSIP, Communication Plan to OGC and OHR.	SBCR	June 30, 2006
4	SBCR submits the final MSIP, Communication Plan, Yellow Announcement and Policy Statement to EDO for approval.	SBCR	July 2006
5	Director, SBCR distributes copies of MSIP and Communication to senior staff during the EDO staff meetings, and brief attendees on key aspects of the MSIP, and provides copies of the Program.	SBCR	August 2006
6	Upon approval of MSIP, Communication Plan, and Yellow Announcement, announce the MSIP at the next Communication Council meeting.	SBCR	August 2006
7	Issue Yellow Announcement on the MSIP.	SBCR	August 2006
8	Develop Management Directive for MSIP.	SBCR	Aug/Sept 2006
9	Identify members for Communication Team and Technical Review Panel.	SBCR	Aug/Sept 2006
10	Upon approval, submit to ADM copies of MSIP, brochures and Q & A to SBCR for handout at presentations, conferences and career and recruitment fairs.	SBCR/ADM	Aug/Sept 2006
11	Send email from the Director, SBCR to external stakeholders.	SBCR	Aug/Sept 2006
12	Send letter from the EDO to the Executive Directors for each White House Initiative	OEDO	Aug/Sept 2006
13	Post MSIP, brochures and Q & A on NRC's website.	SBCR/OIS	Aug/Sept 2006
14	ADM distributes copies of MSIP, brochure and Q & A to all stakeholders.	ADM	Aug/Sept 2006
15	Post MSIP announcements on NRC website.	SBCR/OIS	Oct 2006

16	SBCR or the Communication Team members when requested will assist office directors and regional administrators to provide information to their staff, discuss NRC's commitment to MSIP, and explore ways they can assist the program.	NRC Program Offices and Regions, SBCR Communication Team	Oct/Nov 2006
17	Coordinate with OHR participation in recruitment fairs, presentations, and college orientations.	SBCR/OHR	Nov/Dec 2006

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 (EPA) 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 EPA?
- A. The EPA authorized 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 EPA, 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. 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 NRC deems critical to its mission.
- Q.4 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 NRC deems critical to its mission. It also provides opportunities for 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 NRC deems critical to its mission; and opportunity to pursue their academic and career goals. MSIs benefit from increases in recruitment and retention; ability to provide the highest level of educational excellence; availability of instructional and training experience; creation of research and development opportunities; 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: T7-I2, Washington, DC 20555.

- Q7. What types of financial assistance is available?
- A. NRC may enter into arrangements to provide financial assistance to accomplish the purpose of MSIP 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 the agency and the recipient during performance; and, 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.
- Q.8. What is 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 by contacting Marva Gary, Deputy Director, SBCR at 301 415-7382 or 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.