

9/29/83  
9/29/83  
DOE/ER-0171  
Notice of Program  
Solicitation No.  
DE-PS05-84ER75109



August 1983

**I-10934**

**Guide for the  
Preparation of Proposals  
for the Pre-Freshman  
Engineering Program  
Prep - 1984**

7/10/13

**( for Minorities and Women )**

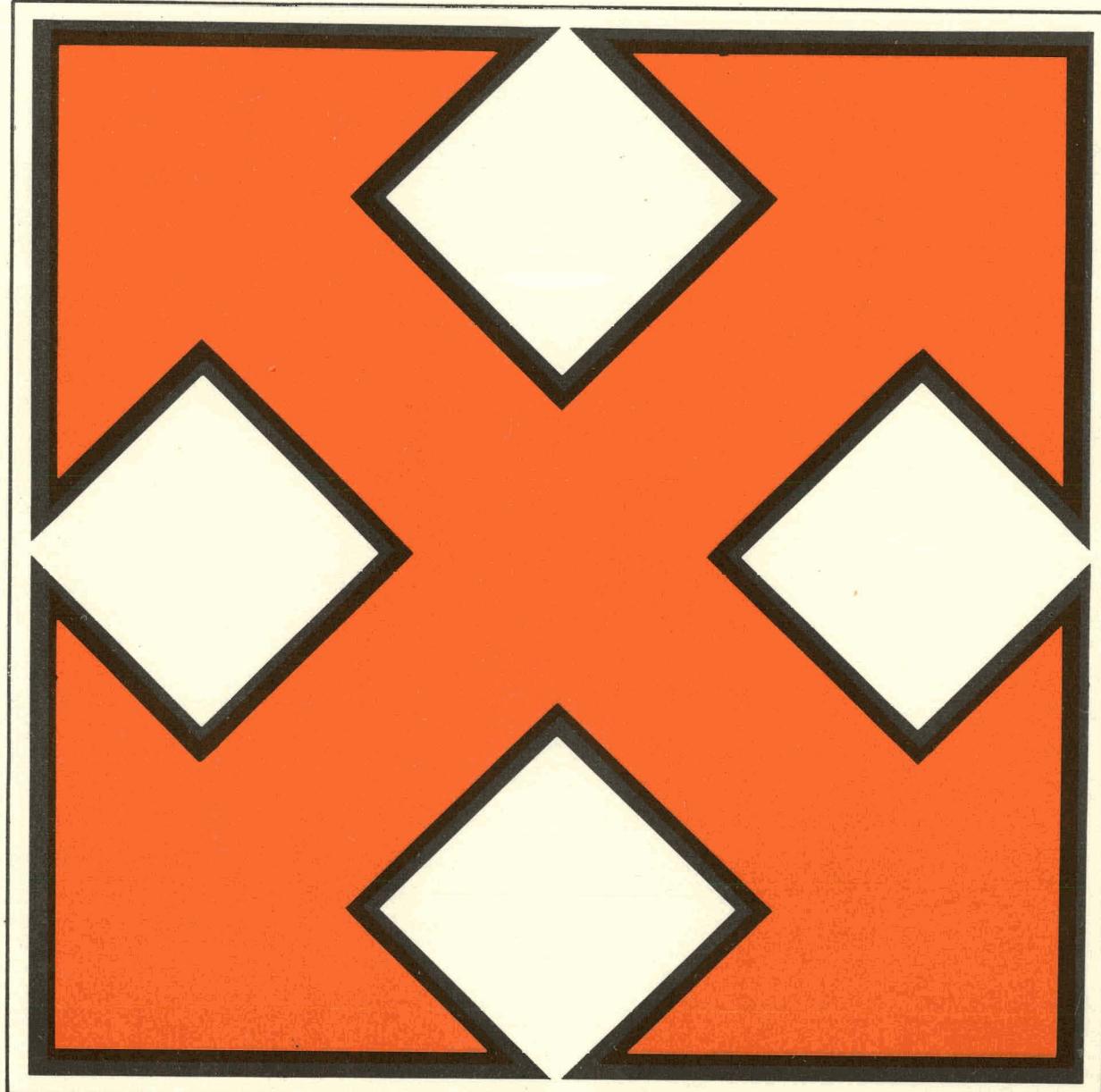
**U.S. Department of Energy**

Office of Energy Research

Division of University and Industry Programs

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Deadline for Receipt of Proposals October 24, 1983



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**Preparation of Proposals**  
**for the Pre-Freshman**  
**Engineering Program:**  
**Prep - 1984**

**( for Minorities and Women )**

**U.S. Department of Energy**

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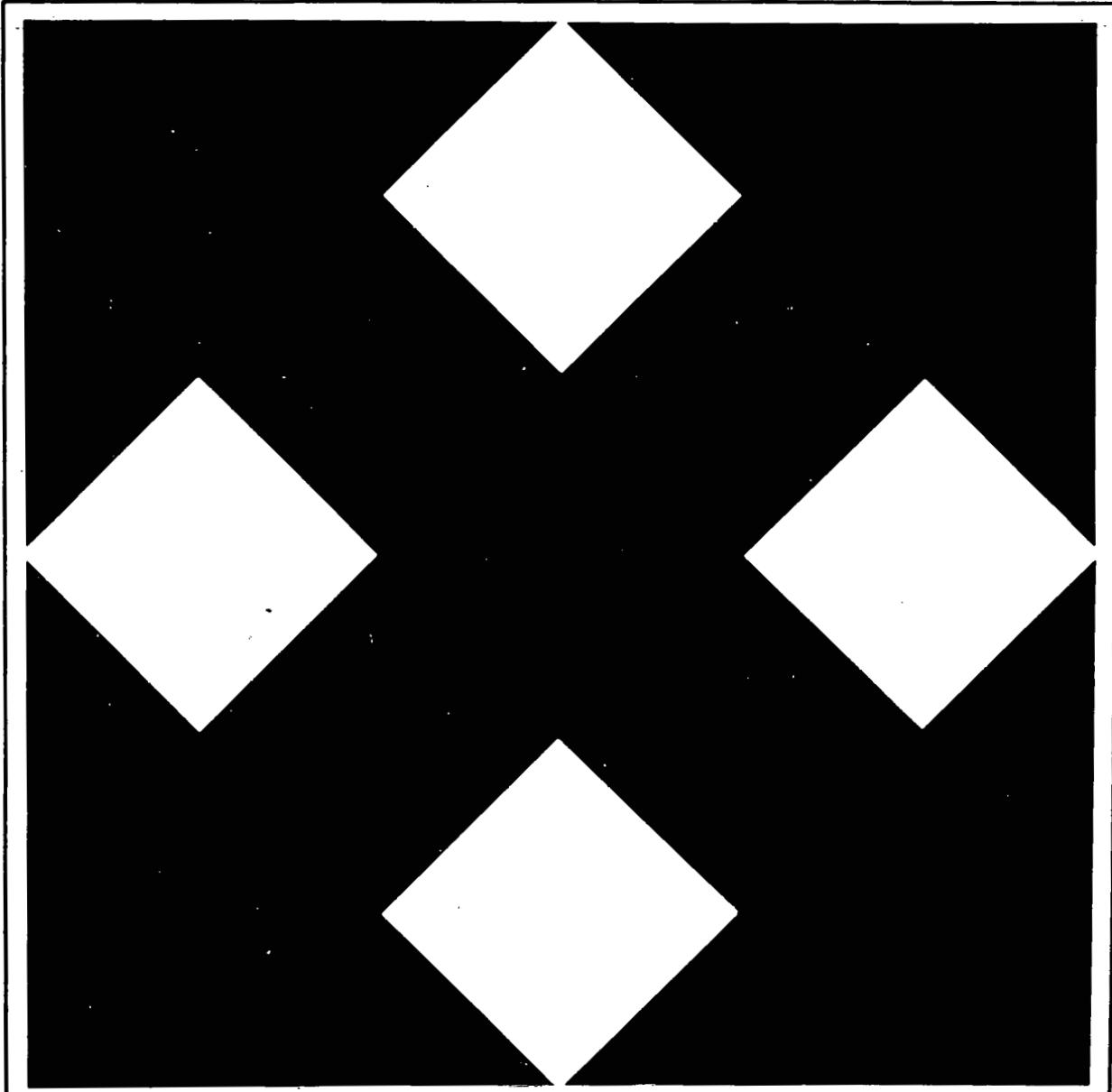
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DOE/ER--0171

DE83 016965

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MASTER

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SECTION I  
GENERAL INFORMATION

A. INTRODUCTION

Historically, minority group members and women have not participated in scientific or technical careers to the degree that they are represented in the American population. Studies conducted in the last few decades strongly suggest that basic decisions about careers are made, perhaps unconsciously, by students as early as the seventh grade which lead them into habits and training programs that preclude college level education in science or engineering.

The Department of Energy (DOE) is concerned with the supply of manpower adequate for the implementation of energy plans, and is authorized in the Energy Reorganization Act of 1974 to "...assure an adequate supply of manpower for the accomplishment of energy research and development programs by sponsoring and assisting in education and training activities in postsecondary institutions, vocational schools, and other institutions..." Regardless of the eventual energy scenario(s) this nation adopts, engineers will be key professionals in their development and implementation. Engineering is also a profession in which women and minorities are characteristically underrepresented.

The Atomic Energy Commission initiated a limited assistance program in 1973 in response to studies which indicated that an important need existed in the recruitment and support of minority engineering students. This program has continued under DOE as the Pre-Freshman and Cooperative Education for Minorities and Women in Engineering (PREFACE) Program. To achieve equitable participation of all Americans in energy related careers that involve engineering, DOE this year will support projects aimed at increasing the educational opportunities available to minority groups members and women in the field of engineering.

B. DESCRIPTION OF PROGRAM

The Pre-Freshman Engineering Program (PREP) for minorities and women (formerly PREFACE) will provide funds to colleges and universities for projects aimed at seeking out minority group individuals and women during junior high school and high school years (7th grade through 12th grade) and providing them with enrichment experiences. These experiences shall consist of activities to identify, motivate and prepare students for engineering studies. Emphasis is on the individuals identified, regardless of where they may decide to matriculate for undergraduate studies. Work experience is believed to contribute to the success of these projects because it exposes students to the real world of work of the professional engineer. However, no DOE funds may be used directly to support such work experiences.

It is highly desirable that the PREP activities of the proposing institution be correlated with and built upon the broader activities of the national efforts for both minorities and women in engineering. Previous studies have shown that activities in this area should focus on the pre-college years. Therefore, preference will be shown for proposals which promise to positively affect the younger uncommitted student before firm decisions have been made not to take the appropriate science and mathematics courses.

#### C. DOE SUPPORT

No support may be requested from DOE for cooperative salaries, work experience salaries, scholarships, or activities aimed at students already matriculated in engineering school or other college level work. It is important to point out that DOE's financial support to these projects should in no instance comprise the totality of funding for an individual project. In all similar previously funded projects, DOE support has been utilized along with other funds available to the college or university. In FY 1982, projects were supported at 15 institutions. DOE funds of approximately \$225,000 were to be augmented by non-DOE funds to provide programs for more than 2,000 students. It is desirable that proposals to this year's program indicate similar substantial support from local industry and the college or university itself.

#### D. EQUAL OPPORTUNITY

As stated above, PREP is aimed at increasing education opportunities available to minority group members and women. However no individual may be discriminated against on the grounds of race, color, sex, national origin, age or handicap in the selection for, participation in, or otherwise in the administration of a PREP project.

#### E. ELIGIBLE ORGANIZATIONS

Proposals will be accepted only from U.S. colleges and universities which grant engineering degrees at the baccalaureate level or from institutions which have formal dual-degree pre-engineering programs with institutions granting engineering degrees at the baccalaureate level. (If applying under the latter category, specific information should be given regarding the formal dual-degree program). Other institutions interested in participating in PREP may do so through cooperative projects with engineering degree-granting institutions (in this case, the proposal must be submitted by the engineering degree-granting institution).

#### F. LIMITATIONS ON FUNDING

Because of the limited funds available, a given proposal may request a maximum of \$20,000 in DOE funds and a given institution may submit, or be involved in, only one proposal. (An average award of about \$14,000 is expected.)

Section II  
PREPARTION AND SUBMISSION OF PROPOSALS

Proposals should be prepared by the individual who will be primarily responsible for the activity for which support is requested. The project director should be closely involved with the academic components of the project and will usually be closely associated with (pre-) engineering programs at the institution. The proposal must be certified by the President of the institution or his delegated officer, and is to be submitted by the institution. The entire proposal should be on 8 1/2 x 11 inch paper, DOUBLE SPACED, with maximum of 10 pages, exclusive of the Cover Sheet, Abstract, Budget and Budget Explanation, and Appendix (faculty data.)

As mentioned earlier in these guidelines, commitments from local industry and the college or university itself are desirable in conjunction with DOE PREP support. In this regard, the narrative and budget portions of the proposal should address the entire project, clearly identifying that portion funded by DOE.

A. PROPOSAL FORMAT

A proposal for participation in the 1984 program should be prepared in five parts: Cover Sheet, Abstract, Budget and Budget Explanation, Narrative and Appendix.

1. Cover Sheet: The format for the Cover Sheet is shown in the sample included with these instructions, and one copy must bear the original signature of the Project Director and the certifying institutional official. This sheet must be the first page of total proposal package. The number of students to participate in the program should be realistically estimated based on the project described in the proposal. This number should include only those students to be involved during the DOE funding period of the project. The non-DOE contributions to the project should be calculated on this basis also.
2. Abstract: This should be a concise description of the project, not more than one double spaced, typewritten page in length.
3. Budget and Budget Explanation: The costs of the project are to be summarized as shown on the sample Budget Page included with these instructions. Some items, such as a . (2) below may be appropriately shown as non-DOE support although they are not eligible for DOE support. Two categories of support (participant support and operating costs) may be included in the combined DOE-non-DOE budget.

- a. Participant Support: This support may include:
  - (1) Summer Stipends for students while participating in summer enrichment programs. These stipends may not exceed the cost of food, lodging, travel, and books for the summer program.
  - (2) Salaries for students during any work experience included in the project. (No DOE funds may be requested for this.)
  - (3) Other (specify) Activities related to participant cost not shown in (1) or (2) above.
- b. Operating Costs: The following categories of support are illustrative of the type of support that may be requested:
  - (1) Costs for staff and direction of the project. These costs should be consistent with the normal salary of the individual(s) involved, prorated for the percentage of time spent on the project.
  - (2) Indirect costs at the regular institutional rate, or 8 percent of direct operating costs (Budget Page categories B.1 - B.4), whichever results in the lesser amount.

A brief section should follow the Budget Page justifying the level of support requested, category by category. Cost-sharing by the institution and/or other sources should also be discussed here.

The DOE reserves the right to negotiate changes in the proposed budget, as well as to disapprove or approve post-award adjustments between categories.

- 4. Narrative: This section of the proposal should give enough information so that the reviewers can make an informed judgement on the merit of the project. Information in this section should include, but is not limited to:
  - a. A statement of the objectives, mechanisms, and scope of the proposed project. In developing this statement, the need for conducting the project and the results expected should be made clear.
  - b. Previous projects directed at recruiting minority and women engineering students at the institution, whether Federally funded or not, should be described in detail. A summary of student retention success from previous projects is appropriate.

- c. Commitments from industry and the college or university itself for the project described in the proposal should be stated.
- d. Commitments and plans for recruiting "qualified" as well as "qualifiable" minority women students should be described. This should include a description of the method of selecting participants. Although it is recognized that programs such as PREP may be utilized by institutions for their own recruiting efforts, it should be remembered that the long-range goal of PREP is the increase in the number of graduating minority and women engineering students regardless of where they choose to do their undergraduate studies. Therefore, a project requesting PREP support must focus on this long-range objective. Any local benefit must be incidental to the project as opposed to being the main focus.
- e. The facilities and the staff required to carry out the project and the ability of the host institution to meet such requirements should be described. Vita of the Project Director and staff should be included in the Appendix. Indicate the availability of laboratory and other facilities that will be used in connection with the project. IT IS IMPORTANT THAT THE PROJECT DIRECTOR BE CLOSELY INVOLVED IN THE PROJECT AND SHOULD NOT SERVE MERELY AS AN ADMINISTRATOR.
- f. It is very important for PREP to have feedback on the success of the various projects in their efforts to increase the pool of minority and women engineering graduates. Each proposal should describe the mechanism to be used by the institution to provide for following the progress of their participants after the initial PREP contact.
- g. There is no separate competition for renewal projects. However, if the proposal requests renewal of an award made in previous years, evidence that previous projects have had beneficial effects MUST be presented. Special attention will be paid to this discussion during the review process. Followup data on previous participants is appropriate in this regard. Several of the review criteria may be appropriately applied to this information.

5. Appendix: The Appendix should be used to present data on the faculty and/or staff to be involved in the project. Vita for only those to be involved in the project should be included. These should be arranged by the degree of participation in the project. THESE DATA MUST BE LIMITED TO ONE PAGE FOR EACH PERSON. The Assurance of Compliance with the Department of Energy under Title VI of the Civil Rights Act shall be made on behalf of the proposing organization and included in each proposal on the form provided on pages 17-18.

## B. CONDITIONS AND REQUIREMENTS

1. Treatment of Proposal Information: A proposal may include technical data and other data, including trade secrets and/or privileged or confidential commercial or financial information, which the proposer does not want disclosed to the public or used by the government for any purpose other than proposal evaluation. To protect such data, the proposer should identify each page specifically including each paragraph or line thereof containing the data to be protected and mark the cover sheet of the proposal with the following notice.

### Notice

The data contained in pages \_\_\_\_\_ of this proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential commercial or financial information, and such data shall be used or disclosed only for evaluation purposes, provided that if a grant is awarded to this proposer as a result of or in connection with the submission of the proposal, the government shall have the right to use or disclose data herein to the extent provided in the grant. This restriction does not limit the government's right to use or disclose data obtained with restriction from any source, including the proposer.

Mark each sheet of the data you wish to restrict with the following legend: "Use or disclosure of the proposal data in lines specifically identified by an asterisk (\*) are subject to restrictions.

Data, or abstracts of data, marked with this notice will be retained in confidence and used by DOE or its designated representative(s), including government contractors and consultants, as set forth in 41 CFR 9-3.150-4, solely for the purpose of evaluating the proposal. The data so marked will not otherwise be disclosed or used without the proposer's prior written permission except to the extent provided in any resulting contract, or to the extent required by law.

Proposers should be aware of the provisions of 41 CFR 9-3.150.4 if they desire to modify the above notice or otherwise seek to limit evalution to the government only. The restriction contained in the notice does not limit the government's right to use or disclose any data contained in the proposal if it is obtainable from any source including the proposer, without restriction. Although it is policy to treat all proposals as confidential, the government assumes no liability for disclsoure or use of unmarked data and may use or disclose such data for any purpose. See 41 CFR 1-3.103(b) regarding disclosure to other offerors.

You are cautioned that notwithstanding the provision stated herein, certain proposal material submitted may become subject to disclosure to the public pursuant to the provisions of the Freedom of Information Act, as amended. In addition to identifying any data in your proposal which you consider proprietary, you may desire to identify as "privileged or confidential," any other commercial or financial data you consider to be submitted on a privileged or confidential basis.

2. Draft Grant Award Instrument: The terms, clauses, and conditions required by DOE grant provisions shall apply to all grants that result from the Program Solicitation (see Appendix A).
3. Acceptance Period and Official Signature: Proposals may be withdrawn prior to award and shall be signed by an official of the proposing organization authorized to obligate the institution.
4. DOE's Right Not to Make Award: DOE reserves the right to support or not support all, none, or any number or part of the proposals submitted. This Program Solicitation does not obligate the government to pay any costs incurred in the preparation and submission of proposals, nor to make a grant to the proposer. All proposers will be notified in writing of the acceptance or rejection of their proposals. After comprehensive evaluation has been completed, unsuccessful proposals shall be destroyed.
5. DOE Policies for Patents, and Copyrights: Offerors are advised that policies and procedures applicable to the patents, data, and copyrights provisions of this Solicitation including procedures for advance waiver of patent rights, are set forth in Federal Register, Vol. 42, No. 134 - Wednesday, July 13, 1977. Offerors and prospective recipients in accordance with applicable statutes and DOE Regulations (41 CFR 9-9.109.6) have the right to request in advance of or within 30 days after the effective date of the award a waiver of all or any part of the rights of the United States in subject inventions.
6. False Statements: Proposals must set forth full, accurate, and complete information as required by the solicitation. The penalty for making false statements in proposals is prescribed in 18 U.S.C. 100.
7. Applicants for DOE financial assistance awards are required to certify their compliance with the regulatory requirements identified in 10 CFR Part 1040 and in the document entitled, "Assurance of Compliance," found elsewhere in this solicitation.

#### C. INQUIRIES AND PROPOSAL SUBMISSION

All communications or questions regarding this program solicitation should be directed to:

Walker K. Love, Contracting Officer  
Procurement Operations  
Oak Ridge Operations  
Department of Energy  
Oak Ridge, Tennessee 37830

Proposals must be received in 10 copies numbered 1 through 10 at the following address on or before 4:30 p.m. local prevailing time on the closing date which is: October 24, 1983.

DOE PREP Program  
Division of University and Industry Programs  
U.S. Department of Energy  
ER-44/Mail Stop 3F-032  
Washington, D.C. 20585

The first copy of the proposal shall contain the signed original of all documents requiring signature by the offeror. Use of reproductions of signed originals is authorized in all other copies of the proposal.

---

1. Proposal packages shall be marked as set forth below IF MAILED:

(NOTICE TO MAIL ROOM: This is a proposal under DOE Program Solicitation No DE-PS05-84ER due 4:30 p.m., date and time of receipt to be logged and also marked on this 75109 package.)

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: DOE PREP Program  
Division of University and Industry Programs  
U.S. Department of Energy  
ER-44/Mail Stop 3F-032  
Washington, D.C. 20585

2. Proposal packages shall be marked as set forth below IF HANDCARRIED:

(NOTICE: This is a proposal under DOE Program Solicitation No. DE-PS05-84ER75109 due 4:30 p.m., date and time of receipt to be logged and also marked on this package.)

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: DOE PREP Program  
Division of University and Industry Programs  
U.S. Department of Energy  
Room 3F-077  
Forrestal Building  
1000 Independence Avenue, S.W.  
Washington, D.C. 20585

D. LATE PROPOSAL PROVISIONS

Late proposals shall be considered in accordance with the provisions stated in Appendix C.

E. PUBLICITY

In publicizing an awarded program, the grantee should submit two copies of the announcement brochure and application forms to the Division of University and Industry Programs as soon as available. The brochure should clearly outline the project to be offered and the criteria for admission. Any special features or objectives of the project should be described. The publication MUST carry the following statements:

"In selecting individuals for participation and otherwise in the administration of this project (Insert name of institution or organization) will not discriminate on the grounds of the race, creed, sex, color, age, handicap, or national origin of any applicant."

"This project is supported by the Department of Energy, Office of Energy Research, through its Division of University and Industry Programs."

### Section III

#### EVALUATION AND SELECTION OF PROPOSALS FOR SUPPORT

Proposals will be reviewed by qualified professional personnel from educational and industrial communities, as well as DOE and other Government agencies. These reviewers act in an advisory capacity for the review of proposals. Proposals selected for support will be those which in the judgement of the reviewers and DOE professional staff are the best able to offer high quality projects and which meet other agency programmatic criteria.

Proposals shall be judged under the following criteria, which are of equal importance:

1. The extent to which the proposal demonstrates evidence of present and past institutional commitment to PREP objectives.
2. The degree to which preparations have been made for the project, in terms of agreements with local industry, etc. and willingness of local industry and/or the host institution to participate in cost sharing.
3. The degree to which the proposed plans are clear and complete, with need for the project and expected project impacts clearly noted.
4. The significance of an increase in minority and women engineering student population that can be expected per dollar of DOE investment. (Is it Worth the Cost?)
5. The extent to which the proposed educational program is sound and appropriate.
6. The degree to which the expertise and breadth of the project personnel appear adequate and appropriate for the task and the degree to which the facilities of the host institution enable it to meet the requirements of the project.
7. The extent to which plans have been made to follow student progress after they have participated in the PREP project.

In cases of substantially equal merit, geographical considerations may be given in the final selection of awards. In case of renewal requests, the effectiveness of previous projects will be considered.

Notification of Award will be made on or about March 1, 1984. It is anticipated that the majority of projects will begin in summer or fall of 1984. Projects should not be scheduled to start before May 1, 1984.

SECTION IV  
FINAL REPORT

SPECIAL INSTRUCTIONS

A. Final Technical Report

The final report should contain a description of the work performed, reporting requirements form, DOE attendance summary sheet, relevant materials developed as a result of the project, a list of students, the Director's evaluation of the effectiveness of the project in meeting its objectives and a time table for providing follow-up data on the participants.

The Department of Justice requires an annual report from Federal agencies concerning the participation of "protected groups" in educational programs supported by public funds. In order to meet this responsibility, the following breakdown will be necessary:

1. Total Participation (male and female)
2. Blacks (male and female)
3. Spanish-speaking (including all of Spanish-speaking or Spanish-surnamed heritage-male and female)
4. American Indians (male and female)
5. Asian Americans (male and female) page 17900 of the Federal Register for April 4, 1977 should be consulted for details regarding the above categories.

B. Distribution

One copy of the final technical report and the financial status report should be furnished to the DOE Contract Admin. (see Block 12 Notice of Financial Assistance Award). All other copies of reports shall be submitted to the DOE Project Officer (see block 11 of the Notice of Financial Assistance Award).

**APPENDIX A**

**SAMPLE NOTICE OF GRANT AWARD**

U.S. DEPARTMENT OF ENERGY  
NOTICE OF FINANCIAL ASSISTANCE AWARD  
(See Instructions on Reverse)

Under the authority of Public Law 95-91 Energy Organization Act of 1977; PL 95-224 and other applicable law and subject to legislation, regulations and policies applicable to (cite legislative program title):  
DOE Financial Assistance

1. PROJECT TITLE Pre-Freshman Engineering Program (PREP)-1984		2. INSTRUMENT TYPE <input checked="" type="checkbox"/> GRANT <input type="checkbox"/> COOPERATIVE AGREEMENT	
3. RECIPIENT (Name, address, zip code, area code and telephone no.)		4. INSTRUMENT NO. DE-FG05-84ER-----	
8. RECIPIENT PROJECT DIRECTOR (Name and telephone No.)		5. AMENDMENT NO. A000	
9. RECIPIENT BUSINESS OFFICER (Name and telephone No.)		6. BUDGET PERIOD FROM: THRU:	
11. DOE PROJECT OFFICER (Name, address, zip code, telephone No.) Mr. John Ortman Division of University & Industry Programs USDOE - Washington D.C. 20585		7. PROJECT PERIOD FROM: THRU:	
13. RECIPIENT TYPE <input type="checkbox"/> STATE GOV'T <input type="checkbox"/> INDIAN TRIBAL GOV'T <input type="checkbox"/> HOSPITAL <input type="checkbox"/> FOR PROFIT ORGANIZATION <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> LOCAL GOV'T <input checked="" type="checkbox"/> INSTITUTION OF HIGHER EDUCATION <input type="checkbox"/> OTHER NONPROFIT ORGANIZATION <input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> SP OTHER (Specify) _____		10. TYPE OF AWARD <input checked="" type="checkbox"/> NEW <input type="checkbox"/> CONTINUATION <input type="checkbox"/> RENEWAL <input type="checkbox"/> REVISION <input type="checkbox"/> SUPPLEMENT	
14. ACCOUNTING AND APPROPRIATIONS DATA a. Appropriation Symbol _____ b. B & R Number _____ c. FT/AFP/OC _____ d. CFA Number _____		15. EMPLOYER I.D. NUMBER/SSN	
16. BUDGET AND FUNDING INFORMATION a. CURRENT BUDGET PERIOD INFORMATION		b. CUMULATIVE DOE OBLIGATIONS	
(1) DOE Funds Obligated This Action \$ _____ (2) DOE Funds Authorized for Carry Over \$ _____ (3) DOE Funds Previously Obligated in this Budget Period \$ _____ (4) DOE Share of Total Approved Budget \$ _____ (5) Recipient Share of Total Approved Budget \$ _____ (6) Total Approved Budget \$ _____		(1) This Budget Period \$ _____ [Total of lines a.(1) and a.(3)] (2) Prior Budget Periods \$ _____ (3) Project Period to Date \$ _____ [Total of lines b. (1) and b. (2)]	
17. TOTAL ESTIMATED COST OF PROJECT \$ _____ (This is the current estimated cost of the project. It is not a promise to award nor an authorization to expend funds in this amount.)			
18. AWARD/AGREEMENT TERMS AND CONDITIONS This award/agreement consists of this form plus the following: a. Special terms and conditions: Part I-Budget Plan, Part II-Conditions, and Part III-Report Requirements b. Applicable program regulations (specify) _____ (Date) _____ c. DOE Assistance Regulations, 10 CFR Part 600, as amended, Subparts A and <input checked="" type="checkbox"/> B (Grants) or <input type="checkbox"/> C (Cooperative Agreements). d. Application/proposal dated _____, <input type="checkbox"/> as submitted <input type="checkbox"/> with changes as negotiated			
19. REMARKS PAYMENTS: The grantee may request advance payments by Treasury check. The timing and amounts of such advances shall be as close as is administratively feasible to actual disbursement by the grantee. The Government's obligation shall not exceed the lesser of actual costs incurred by the grantee or the amount indicated hereinabove.			
20. EVIDENCE OF RECIPIENT ACCEPTANCE (Signature of Authorized Recipient Official) _____ (Date) _____ (Name) _____ (Title) _____		21. AWARDED BY (Signature) _____ (Date) _____ (Name) _____ (Title) _____	

APPENDIX B

PREP COVER SHEET, BUDGET PAGE, ASSURANCE  
OF COMPLIANCE FORM, DATA COLLECTION AND  
ACCESS TO RECORDS

U.S. DEPARTMENT OF ENERGY

## PREP

## COVER SHEET

1. Title of Project: \_\_\_\_\_

---

Digitized by srujanika@gmail.com

2. Institution: \_\_\_\_\_

3. Address: City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

4. Director's Name: \_\_\_\_\_ Department: \_\_\_\_\_

Telephone: A.C. \_\_\_\_\_ Office \_\_\_\_\_ Home \_\_\_\_\_

5. Duration of Project: From \_\_\_\_\_ To \_\_\_\_\_  
(Date) (Date)

6. Total DOE support Requested: \$ \_\_\_\_\_

7. Support from Institution and Other Sources: \$ \_\_\_\_\_  
(During Period of Project)

8. Number of Students to Participate Directly in Program During the Duration of the Project:

9. Signature of Director: \_\_\_\_\_

10. Name and Title of Certifying Official (President or Designee):

Signature: \_\_\_\_\_

11. Date: \_\_\_\_\_

U.S. DEPARTMENT OF ENERGY

PREP

BUDGET PAGE

Institution: \_\_\_\_\_ Project Director: \_\_\_\_\_

Project Title: \_\_\_\_\_ Duration: \_\_\_\_\_

	Non-DOE Funds	DOE Funds
<b>A. Participant Support</b>		
1. Summer Stipends	_____	_____
2. Work Experience	_____	N.A.
3. Other ( <i>Specify</i> )	_____	_____
4. TOTALS	_____	_____
<b>B. Operating Costs</b>		
1. Director	_____	_____
2. Staff	_____	_____
3. Staff Benefits	_____	_____
4. Other ( <i>Specify</i> )	_____	_____
5. Indirect Costs ( <i>See Instructions</i> )	_____	_____
6. TOTALS	_____	_____
<b>Total Project Costs</b> ( <i>Add Lines A4. and B6.</i> )	_____	_____

**U.S. DEPARTMENT OF ENERGY**  
**ASSURANCE OF COMPLIANCE**  
**Nondiscrimination in Federally Assisted Programs**

(Hereinafter called the "Applicant")

(Name of Applicant)

HEREBY AGREES to comply with Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), Section 16 of the Federal Energy Adminstration Act of 1974 (Pub. L. 93-275), Section 401 of the Energy Reorganization Act of 1974 (Pub. L. 93-438), Title IX of the Education Amendments of 1972, as amended, (Pub. L. 92-318, Pub. L. 93-568, and Pub. L. 94-482), Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), the Age Discrimination Act of 1975 (Pub. L. 94-135), Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284), the Department of Energy Organization Act of 1977 (Pub. L. 95-91), and the Energy Conservation and Production Act of 1976, as amended, (Pub. L. 94-385). In accordance with the above laws and regulations issued pursuant thereto, the Applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the Applicant receives Federal assistance from the Department of Energy.

**Applicability and Period of Obligation**

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with Federal assistance extended to the Applicant by the Department of Energy, this assurance obligates the Applicant for the period during which Federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which Federal assistance is extended. If any personal property is so provided, this assurance obligates the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Applicant for the period during which the Federal assistance is extended to the Applicant by the Department of Energy.

**Employment Practices**

Where a primary objective of the Federal assistance is to provide employment or where the Applicant's employment practices affect the delivery of services in programs or activities resulting from Federal assistance extended by the Department, the Applicant agrees not to discriminate on the ground of race, color, national origin, sex, age, or handicap, in its employment practices. Such employment practices may include, but are not limited to, recruitment, recruitment advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs, or other forms of compensation and use of facilities.

**Subrecipient Assurance**

The Applicant shall require any individual, organization, or other entity with whom it subcontracts, subgrants, or subleases for the purpose of providing any service, financial aid, equipment, property, or structure to comply with laws cited above. To this end, the subrecipient shall be required to sign a written assurance form, however, the obligation of both recipient and subrecipient to ensure compliance is not relieved by the collection or submission of written assurance forms.

### Data Collection and Access to Records

The Applicant agrees to compile and maintain information pertaining to programs or activities developed as a result of the Applicant's receipt of Federal assistance from the Department of Energy. Such information shall include, but is not limited to, the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age and handicap; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and handicap, in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by the Department of Energy to be relevant to its obligation to assure compliance by recipients with laws cited in the first paragraph of this assurance.

The Applicant agrees to submit requested data to the Department of Energy regarding programs and activities developed by the Applicant from the use of Federal assistance funds extended by the Department of Energy. Facilities of the Applicant (including the physical plants, buildings, or other structures) and all records, books, accounts, and other sources of information pertinent to the Applicant's compliance with the civil rights laws shall be made available for inspection during normal business hours on request of an officer or employee of the Department of Energy specifically authorized to make such inspections. Instructions in this regard will be provided by the Director, Federally Assisted Programs Division, Office of Equal Opportunity, U.S. Department of Energy.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts (excluding procurement contracts), property, discounts or other Federal assistance extended after the date hereto, to the Applicant by the Department of Energy, including installment payments on account after such date of application for Federal assistance which are approved before such date. The Applicant recognizes and agrees that such Federal assistance will be extended in reliance upon the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, as well as the person whose signature appears below and who is authorized to sign this assurance on behalf of the Applicant.

---

(Date)

---

(Name of Applicant)

---

(Address)

---

(Authorized Official)

---

( )

---

(Applicant's Telephone Number)

**APPENDIX C**

**LATE PROPOSAL PROVISIONS**

APPENDIX C  
LATE PROPOSAL PROVISIONS

- A. Any proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before proposals are selected for award under this announcement, and:
  - 1. it was sent by registered or certified mail not later than the fifth calendar day prior to the date specified for receipt of proposals (e.g., a proposal submitted in response to a solicitation requiring receipt of proposals by the 20th day of the month must have been mailed by the 15th or earlier);
  - 2. it was sent by mail (or telegraph if authorized) and it is determined by the government that the late receipt was due solely to mishandling by the government after receipt at the government installation;
  - 3. it is the only proposal received; or
  - 4. it offers significant cost, technical or programmatic advantages to the government, and it is received before commencement of the technical review.
- B. Any modification of a proposal is subject to the same conditions as in part A of this provision.
- C. The only acceptable evidence to establish:
  - 1. The date of mailing of a late proposal or modification sent either by registered mail or certified mail is the U.S. Postal Service postmark on the wrapper or on the original receipt from the U.S. Postal Service. If neither postmark shows a legible date, the proposal or modification of proposal shall be deemed to have been mailed late. (The term "postmark" means a printed, stamped, or otherwise placed impression that is readily identifiable without further action as having been supplied and affixed on the date of mailing by employees of the U.S. Postal Service.)
  - 2. The time of receipt at the government installation is the time-date stamp of such installation on the proposal wrapper or other documentary evidence of receipt maintained by the installation.
- D. Notwithstanding parts A and B of this provision, a late modification of an otherwise successful proposal which makes its terms more favorable to the government will be considered at any time it is received and may be accepted.
- E. Proposals may be withdrawn by written or telegraphic notice received at any time prior to acceptance for award or support. Proposals may be withdrawn in person by an offeror or his authorized representative provided his identity is made known and he signs a receipt for the proposal prior to acceptance for award or support.

**APPENDIX D**

**PREP ATTENDANCE SUMMARY  
SHEET**

U.S. DEPARTMENT OF ENERGY  
PREP  
ATTENDANCE SUMMARY SHEET

To be filled out by the Project Director

Date: \_\_\_\_\_

College or University: \_\_\_\_\_  
(103)

Project Director: \_\_\_\_\_  
(107)

Grant Number: \_\_\_\_\_  
(111)

1. Length of Summer Program: \_\_\_\_\_

2. Total Number of Academic Year Days included \_\_\_\_\_  
(113)

3. Number of Class Hours \_\_\_\_\_, Laboratory Hours \_\_\_\_\_ Field Trip Hours \_\_\_\_\_  
(114) (115) (116)

4. Number of Applicants : \_\_\_\_\_  
(117)

5. Number of Participants: Summer \_\_\_\_\_ Academic Year \_\_\_\_\_  
(118) (119)

6. Number of Participants by Grade Level: 7th \_\_\_\_\_ 8th \_\_\_\_\_ 9th \_\_\_\_\_  
(120) (121) (122)

10th \_\_\_\_\_ 11th \_\_\_\_\_ 12th \_\_\_\_\_  
(123) (124) (125)

H.S. Graduate \_\_\_\_\_ Other \_\_\_\_\_  
(126) (127)

7. Number of Female Participants \_\_\_\_\_

American Indian \_\_\_\_\_ Asian \_\_\_\_\_ Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Caucasian \_\_\_\_\_  
(128) (129) (130) (131) (132)

8. Number of Male Participants \_\_\_\_\_

American Indian \_\_\_\_\_ Asian \_\_\_\_\_ Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Caucasian \_\_\_\_\_  
(133) (134) (135) (136) (137)

9. Number enrolling in engineering (pre-engineering program) in AY 84-85 \_\_\_\_\_  
(138)

APPENDIX E  
FEDERAL ASSISTANCE REPORTING CHECKLIST

**U.S. DEPARTMENT OF ENERGY**  
**FEDERAL ASSISTANCE REPORTING CHECKLIST**

FORM EIA-459A  
 (10/80)

FORM APPROVED  
 OMB NO. 1900-0127

1. Identification Number:  Grant No. DE-FG05-84ER-----	2. Program/Project Title:  Pre Freshman Eng. Program - 1984																																																											
3. Recipient:																																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">4. Reporting Requirements:</th> <th style="width: 15%;">Frequency</th> <th style="width: 20%;">No. of Copies</th> <th style="width: 25%;">Addressees</th> </tr> </thead> <tbody> <tr> <td colspan="4"> <b>PROGRAM/PROJECT MANAGEMENT REPORTING</b> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"><input type="checkbox"/></td> <td>Federal Assistance Milestone Plan</td> <td style="width: 15%; text-align: center;">F</td> <td style="width: 15%; text-align: center;">3</td> <td style="width: 40%; text-align: center;">A, B</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Federal Assistance Budget Information Form</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Federal Assistance Management Summary Report</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Federal Assistance Program/Project Status Report</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Financial Status Report, OMB Form 269</td> <td></td> <td></td> <td></td> </tr> </table> </td> </tr> <tr> <td colspan="4"> <b>TECHNICAL INFORMATION REPORTING</b> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"><input type="checkbox"/></td> <td>Notice of Energy RD&amp;D</td> <td style="width: 15%; text-align: center;">F</td> <td style="width: 15%; text-align: center;">3</td> <td style="width: 40%; text-align: center;">A, B</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Technical Progress Report</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Topical Report</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Final Technical Report</td> <td></td> <td></td> <td></td> </tr> </table> </td> </tr> </tbody> </table>				4. Reporting Requirements:	Frequency	No. of Copies	Addressees	<b>PROGRAM/PROJECT MANAGEMENT REPORTING</b> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"><input type="checkbox"/></td> <td>Federal Assistance Milestone Plan</td> <td style="width: 15%; text-align: center;">F</td> <td style="width: 15%; text-align: center;">3</td> <td style="width: 40%; text-align: center;">A, B</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Federal Assistance Budget Information Form</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Federal Assistance Management Summary Report</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Federal Assistance Program/Project Status Report</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Financial Status Report, OMB Form 269</td> <td></td> <td></td> <td></td> </tr> </table>				<input type="checkbox"/>	Federal Assistance Milestone Plan	F	3	A, B	<input type="checkbox"/>	Federal Assistance Budget Information Form				<input type="checkbox"/>	Federal Assistance Management Summary Report				<input type="checkbox"/>	Federal Assistance Program/Project Status Report				<input checked="" type="checkbox"/>	Financial Status Report, OMB Form 269				<b>TECHNICAL INFORMATION REPORTING</b> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"><input type="checkbox"/></td> <td>Notice of Energy RD&amp;D</td> <td style="width: 15%; text-align: center;">F</td> <td style="width: 15%; text-align: center;">3</td> <td style="width: 40%; text-align: center;">A, B</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Technical Progress Report</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Topical Report</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Final Technical Report</td> <td></td> <td></td> <td></td> </tr> </table>				<input type="checkbox"/>	Notice of Energy RD&D	F	3	A, B	<input type="checkbox"/>	Technical Progress Report				<input type="checkbox"/>	Topical Report				<input checked="" type="checkbox"/>	Final Technical Report			
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<p>A - As Necessary; within 5 calendar days after events.    F - Final; 90 calendar days after the performance of the effort ends.    Q - Quarterly; within 30 days after end of calendar quarter or portion thereof.    O - One time after project starts; within 30 days after award.    X - Required with proposals or with the application or with significant planning changes.    Y - Yearly; 30 days after the end of program year. (Financial Status Reports 90 days).    S - Semiannually; within 30 days after end of program fiscal half year.</p>																																																												
5. Special Instructions:																																																												
See Special Instructions ( page 11 of this solicitation )																																																												
6. Prepared by: (Signature and Date)		7. Reviewed by: (Signature and Date)																																																										

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Institution \_\_\_\_\_

Project Director \_\_\_\_\_

(To be filled out by DOE)

Date Received \_\_\_\_\_

Proposal Number \_\_\_\_\_

Proposal Acknowledgment  
Cards

(To be filled out by  
proposing Institution:

- Address one card to  
proposed Project  
Director,
- Address one card to  
the Institution's official  
authorized to sign  
cover sheet)

COMPLETE BOTH SIDES AND  
SEND WITH PROPOSAL

Institution \_\_\_\_\_

Project Director \_\_\_\_\_

(To be filled out by DOE)

COMPLETE BOTH SIDES AND  
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Date Received \_\_\_\_\_

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