

DEIA Plan Information for CTR's FY 2022 NOFO's

Summary

In furtherance of the policies set forth in Executive Orders [13985](#) and [14020](#), CTR is requesting implementers consider including diversity, equity, inclusion, and accessibility (DEIA) plans as part of their applications. DEIA plans will include a brief description of how, to the extent feasible, their proposal would advance CTR's DEIA objectives, as described below.

The DEIA plan is a voluntary request for the proposal submission process.

CTR DEIA definitions

Diversity - The practice of including the many communities, identities, races, ethnicities, backgrounds, abilities, cultures, and beliefs of all people, including underserved communities.

Equity - The consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment.

Inclusion - The recognition, appreciation, and use of the talents and skills of people of all backgrounds.

Underserved Communities - A population sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of equity.

CTR DEIA Objectives

DEIA plans should address how implementers intend to achieve one or more of the objectives identified below. Plans do not need to include specific goals or targets but should articulate steps the implementers would take if funded and any key partners the implementer may incorporate into the proposals. **The DEIA plan is an optional proposal document for both Cooperative Agreements (CAs) and Inter-Agency Agreements (IAAs).** These CTR DEIA objectives are not in priority or weighted order. Proposals and plans can touch on how implementers would achieve one or all these objectives:

- Consider an expanded pool of potential implementers and sub-implementers to afford opportunities for as diverse and inclusive a population as is feasible.
- Consider a diverse population of potential subject matter experts to deliver any training or lead discussions. Implementers should identify how they could incorporate local and regional trainers with the appropriate expertise into their projects to the extent possible. **Potential implementers should not engage in discussions or negotiations with local partners without the express approval of the CTR office.**
- Broaden the participant engagement plan to ensure all appropriate personnel have access to CTR's products and trainings. The audience should be as diverse as possible while taking into account the objectives of the engagement, and the proposed project should be as inclusive as possible.
- Advance gender equity among speakers and participants attending CTR events to the extent feasible.

DEIA Plan Proposal Documents

Potential implementers will have two options to submit their DEIA plan for CTR review if they choose to include them and may submit using either or both options. If you believe only one of your projects can achieve the DEIA goals, please identify which project and explain how it will be successful. DEIA plans will be evaluated separate to the overall evaluation of projects; any points earned from the DEIA plans will then be added to the base evaluation.

1. DEIA plans can be included as a standalone document in the proposal submission packet; or
2. DEIA plans can be integrated into the proposal as part of the proposal template.

The voluntary standalone document can include information on relevant past performance or achievement of similar DEIA goals for U.S. government and other institutions, overarching activities that will impact all proposed projects, or internal changes the implementing organization has made to become a more diverse, equitable, inclusive, & accessible place.

If an implementer is submitting DEIA Plans as an attachment to the proposal packet, each DEIA Plan shall be no longer than one page on standard letter paper with one-inch margin, in 12-point Times New Roman font.

If the potential implementer chooses to integrate DEIA plans into the proposals, they should do so in accordance with the template provided by CTR as part of the Notice for Funding Opportunity (NOFO). Integrated DEIA plans should be no more 250 words and clearly identify the targeted goal and actionable steps the implementer will take if the project is approved for funding.

Rating

In addition to the standard criteria listed in section E by which CTR will evaluate proposals, should a project or proposal package include a DEIA plan, CTR will review using the following scale:

0. Implementer does not include a DEIA plan in proposal packet or proposal template, or included plan is not anticipated to successfully achieve one or more of the Objectives.
1. DEIA plan is included in proposal packet or proposal template, and it may successfully achieve one or more of the Objectives.
2. DEIA plan is included in proposal packet or proposal template, and it has a high chance of successfully achieving one or more of the Objectives.