

Please note that this is a broad outline of what could potentially be included in a more detailed DEIA plan as required by an external funding source and should not be given priority over your RFP's guidelines/requirements.

Diversity, Equity, Inclusion, and Accessibility (DEIA) Plan Guidelines/Tips

The Diversity, Equity, Inclusion, and Accessibility (DEIA) plan describes the actions your project team will take to foster a welcoming and inclusive environment, support people from groups underrepresented in science, technology, engineering, and math (STEM) and/or applicable workforces, advance equity, and encourage the inclusion of individuals from these groups in future phases of the project.

Applicants may be required to include how their project will incorporate such engagement objectives. As a result, ORED has put together the following guidelines and tips for researchers. Some sponsors may require a multi-page plan. Other sponsors may require a statement/paragraph describing indicators of institutional commitment to promoting engagement within the awardee/subawardee institution(s) and suggest that you cite example(s) of institutional transformation awards received by the institution (which may be provided, along with other requested information, by contacting [OSP](#) or [ORA](#)).

Institutional resources include the renamed [Division of Engagement, Civil Rights & Title IX](#). Additionally, researchers should coordinate with their appropriate unit contact(s) to inquire about their unit's engagement policy and actions (as available).

Your DEIA plan may contain the following information:

- **Equity Impacts:** The impacts of the proposed project's objectives, including social and environmental impacts.
- **Benefits:** The overall benefits of the proposed project, if funded, to underserved communities; and
- How diversity, equity, and inclusion objectives will be incorporated in the project.

The following four basic steps can be utilized to create most DEIA plans:

- I. **Formulate why you are creating a DEIA plan for this project**, beyond funding requirements. Common reasons for organizations to implement DEIA plans include: to cultivate a workplace culture that will attract and retain top talent, to align practices with the values members hold, to better communicate with clients and other stakeholders, and to act on research that a more diverse organization or project will improve creativity and productivity. Clarity on this vision for DEIA in your project will help to build buy-in for a plan that is implemented.
- II. **Assess the current state of diversity, equity, inclusion, and accessibility in your organization and within your project**. This will be an initial assessment; if there are knowledge gaps, identify internal analysis needs and itemize those needs in the plan.
- III. **Develop goals and desired outcomes**. What does success in achieving these goals look like? How will it be measured?
- IV. **Develop implementation strategies to reach those outcomes**. This includes specifying roles and responsibilities, defining required resources, and developing a timeline for executing the strategies.

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Resource:

Office of Fossil Energy and Carbon Management (FECM). (2022). CLEAN HYDROGEN PRODUCTION, STORAGE, TRANSPORT AND UTILIZATION TO ENABLE A NET-ZERO CARBON ECONOMY. [DE-FOA-0002400]. Washington; Department of Energy (DOE).

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Suggested structure for DEIA plans (General Overview) [length depends on RFP requirement]:

- **Background:** Short description of context DEIA in the project team and organization, and any previous efforts to address DEIA
 - In your plan, you should summarize the results of an initial assessment of DEIA in your project. You will probably draw on both internal and external data (e.g. for benchmarking), as well as both qualitative and quantitative data.
- **Milestones and Timeline:** Outcomes and implementation strategies
 - A goal is an aspiration, while an outcome is what it looks like when your goal is achieved. The implementation strategy spells out what needs to happen to reach that outcome, when it will happen, and who will do it.
- **Resource Summary:** Description of resources needed to support the plan
 - Include information about (examples):
 - Number of staff, their time on project, and experience, e.g. educational qualifications, people trained in DEIA, facilitation, and/or social science.
 - Contracting or partnering with organizations with relevant expertise.
 - Facilities, equipment, and capabilities: Physical buildings and meeting spaces, specialized equipment for use in research, scientific, and DEIA work, and/or the abilities staff, facilities, and equipment enable for the project.
 - Budget (both federal and/or cost share aligned with activities in the plan).
 - Risks to achieving certain goals, such as lack of organizational support, funding, expertise, etc.
 - A discussion of how any identified barriers can be overcome / how the required resources will be obtained

Clarification of Common Terms:

Diversity includes a broad spectrum of characteristics including, but not limited to, race, color, ethnicity, national origin, age, religion, culture, language, disability, sexual orientation, gender identity, socioeconomic status, family structure, geographic differences, diversity of thought, technical expertise, and life experiences.

Equity means 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 means the recognition, appreciation, and use of the talents and skills of employees of all backgrounds.

Accessibility means the design, construction, development, and maintenance of facilities, information and communication technology, programs, and services so that all people, including people with disabilities, can fully and independently use them. Accessibility includes the provision of accommodations and modifications to ensure equal access to employment and participation in activities for people with disabilities, the reduction or elimination of physical and attitudinal barriers to equitable opportunities, a commitment to ensuring that people with disabilities can independently access every outward-facing and internal activity or electronic space, and the pursuit of best practices such as universal design.

Consider including the following groups in your project proposal / DEIA plan:

a) Include persons from groups underrepresented in your field of study as PI, co-PI, and/or other senior personnel;


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- b) Include persons from groups underrepresented in your field of study as student researchers or post-doctoral researchers;
- c) Include faculty or students from Minority Serving Institutions as PI/co-PI, senior personnel, and/or student researchers, as applicable;
- d) Enhance or collaborate with existing diversity programs at your home organization and/or nearby organizations;
- e) Collaborate with students, researchers, and staff in Minority Serving Institutions;
- f) Disseminate results of research and development in Minority Serving Institutions or other appropriate institutions serving underserved communities;
- g) Implement evidence-based, diversity-focused education programs (such as implicit bias training for staff) in your organization;
- h) Identify Minority Business Enterprises, Minority Owned Businesses, Woman Owned Businesses and Veteran Owned Businesses to solicit as vendors and sub-contractors for bids on supplies, services and equipment.
- i) Partner with workforce intermediaries (community colleges, etc.), labor, non-profits, or community-based organizations;
- j) Engage an effort with anchor institutions to develop a sector-based approach to job training and support.

 **Please note that the above guidelines may not apply to your RFP's specific requirements and/or your project. Always follow the requirements of your chosen RFP before including any of the guidelines listed in this template as well as the needs of your project. Follow page limits in the RFP for the DEIA plan/proposal itself.**

Other Resources

National Labs Diversity Goals: <https://nationallabs.org/staff/diversity/>

Promising Practices: [Summary-of-SC-DOE-Laboratory-DEIA-Promising-Practices- 2020---vpublic.pdf \(osti.gov\)](#)

Guide to Minority Serving Institutions: <https://diversitytoolkit.com/minority-serving- institutions/>

DOE Energy Workforce Division: <https://www.energy.gov/diversity/energy- workforce-division>

Diversity, Equity and Inclusions definitions: [Federal Register :: Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce](#)

Common Mistakes When Creating a DEIA Policy: [Avoid these 8 common mistakes when creating a D&I policy \(fastcompany.com\)](#)

Justice40 - The Federal Government has made it a goal that 40 percent of the overall benefits of certain Federal investments flow to disadvantaged communities that are marginalized, underserved,

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and overburdened by pollution. The list of Justice40 covered programs are being released in groups of agencies. Agencies that have released their covered programs include Department of Agriculture, Department of Energy, Department of Health and Human Services, Environmental Protection Agency.

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