

# UNITED STATES ENVIRONMENTAL PROTECTION AGENCY CHARTER

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## HISTORICALLY BLACK COLLEGES AND UNIVERSITIES AND MINORITY SERVING INSTITUTIONS ADVISORY COUNCIL

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### 1. **Committee's Official Designation (Title):**

Historically Black Colleges and Universities and Minority Serving Institutions Advisory Council (HBCU-MSI AC).

### 2. **Authority:**

HBCU-MSI AC is in the public interest and supports the Environmental Protection Agency (EPA) in performing its duties and responsibilities under the agency's FY 2022 – FY 2026 EPA Strategic Plan, Executive Order 14035, dated June 25, 2021, and Executive Order 14041, dated September 3, 2021. This charter is established in accordance with the provisions of the Federal Advisory Committee Act (FACA), Title 5 U.S.C. 10.

### 3. **Objectives and Scope of Activities:**

The HBCU-MSI AC will provide advice and recommendations to EPA on how to leverage Historically Black Colleges and Universities and Minority Serving Institutions (HBCU-MSI's) to help diversify the agency's workforce and nurture the next generation of environmental leaders and ensure that these vital institutions of higher learning have the resources and support to continue to thrive for generations to come. It is part of a comprehensive effort to advance equity in economic and educational opportunities for all Americans while protecting human health and the environment.

### 4. **Description of Duties:**

The duties of the HBCU-MSI AC are to provide advice and recommendations to EPA on all matters about advancing EPA's mission of protecting human health and the environment, including, but not limited to:

- a. Workforce development and workforce planning of mission-critical positions.
- b. Succession planning for the next generation of workers that emphasizes diversity, equity, inclusion, and accessibility.
- c. Outreach that encourages the creation of more science, policy, and research programs at HBCUs and MSIs.
- d. Engagement to promote a broader awareness of EPA programs and a deeper understanding of existing agency tools.
- e. Technical assistance and outreach that eliminate barriers to grant and procurement funding.

**5. Agency or Official to Whom the Committee Reports:**

The committee will submit advice and recommendations and report to the Associate Administrator for the Office of Public Engagement and Environmental Education (OPEEE).

**6. Support:**

The EPA will be responsible for financial and administrative support. This support will be provided by OPEEE, Office of the Administrator.

**7. Estimated Annual Operating Costs and Work Years:**

The estimated annual operating cost of the HBCU-MSI AC is \$125,000, which includes 1 full-time equivalent support.

**8. Designated Federal Officer:**

A full-time or permanent part-time employee of EPA will be appointed as the designated federal officer (DFO). The DFO or alternate will identify and solicit a diverse pool of nominees for membership on federal advisory committees, publish timely notices in the *Federal Register*, enter committees' current year data in the GSA FACA database, monitor financial resources that support the committee, report committee and subcommittee information to GSA for each fiscal year, approve or call all meetings of the advisory committee and subcommittees, attend the meetings, prepare all meeting agendas, adjourn any meeting when they determine it is in the public interest to do so and will chair meetings when directed to do so by the official to whom the committee reports.

**9. Estimated Number and Frequency of Meetings:**

The HBCU-MSI AC expects to meet approximately 2 to 3 times a year for in-person or virtual meetings, subject to the availability of appropriations. EPA will pay travel and per diem expenses when determined necessary and appropriate.

As required by FACA, HBCU-MSI AC will hold open meetings unless the EPA Administrator determines that a meeting or a portion of a meeting may be closed to the public in accordance with 5 U.S.C. 552b(c).

**10. Duration:**

The duration of the HBCU-MSI AC is continuing, subject to the Termination section below.

**11. Termination:**

This charter will be in effect for 2 years from the date it is filed with Congress. After these 2 years, the charter may be renewed in accordance with Section 14 of FACA.

**12. Membership and Designation:**

The HBCU-MSI AC will be composed of approximately 15-20 members. Members will serve as Representative members of non-Federal interests, community-based organizations, research, and academia. If needed, members may be appointed to serve as Regular Government Employees or Special Government Employees. Representative members are selected to represent the points of view held by specific organizations, associations, or classes of individuals. In selecting members, EPA will consider applicants who have demonstrated knowledge in environmental sciences, public health, technology and innovation, diversity, equity, inclusion, and accessibility.

In accordance with Executive Order 14035, dated June 25, 2021, and consistent with law, EPA values and welcomes opportunities to increase Diversity, Equity, Inclusion, and Accessibility (DEIA) on its federal advisory committees. EPA is committed to forming federal advisory committees that reflect the diversity of the American people.

**13. Subcommittees:**

EPA, or HBCU-MSI AC with the agency's approval, may form subcommittees or workgroups for any purpose consistent with this charter. Such subcommittees or workgroups may not work independently of the chartered committee and must report their recommendations and advice to the chartered HBCU-MSI AC for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered committee, nor can they report directly to the EPA.

**14. Recordkeeping:**

The records of the committee, formally and informally established subcommittees or other subgroups of the committee, will be handled in accordance with The National Archives and Records Administration General Records Schedule 6.2 and EPA Records Schedule 1024 or other approved agency records disposition schedule. Subject to the Freedom of Information Act, 5 U.S.C. 552, these records will be available for public inspection and copying, in accordance with the Federal Advisory Committee Act.

**15. Filing Date:**

September 21, 2023

Agency Approval Date

9-18-2023

GSA Consultation Completion Date

October 12, 2023

Date Filed with Congress