PLEASE DO NOT ADD GRAPHICS, COVER SHEETS OR TABLE OF CONTENTS

Fiscal Year [20XX]
National Summer Transportation Institute
Statement of Work

<<College/University>> NSTI Transmittal Sheet

University/College Host Site

Host Site: <<College/University>>
Address (including zip): <<Address>>
Project Director: <<Name>>
Phone: << # >>
E-Mail: << e-mail>>

State Transportation Agency Liaison:

Name: << Name >>
Title: << Position >>
Phone: << # >>
E-Mail: <<e-mail>>

Federal Highway Administration (FHWA) Division Office Representative

Name: << Name >>
Title: << Position >>
Phone: << # >>
E-Mail: << e-mail >>

The host site must complete this form and return it with its Statement of Work to the <<State>> DOT.

PLEASE DO NOT ADD GRAPHICS, COVER SHEETS OR TABLE OF CONTENTS

Fiscal Year [20XX]
National Summer Transportation Institute
Statement of Work Application

SECTION A: PROGRAM INFORMATION

STATE ABBREVIATION:			
STATE NAME:			
STATE DOT/PASSTHROUGH ENTITY:			
HOST SITE (SCHOOL NAME):			
CONGRESSIONAL DISTRICT NUMBER(S):			
SCHOOL HAS BACKGROUND CHECK POLICY? (YES/NO)			
FUNDS REQUESTED IN DOLLARS			
NSTI FUNDS:			
504E FUNDS (NHPP, STBG, HSIP, CMAQ):			
STATE/LOCAL FUNDS:			
IN-KIND CONTRIBUTIONS (MONETARY):			
ADVANCED CONSTRUCTION? (YES/NO)			
PERIOD OF PERFORMANCE (Start and end date) (MM/DD/YY):			
ANTICIPATED OBLIGATION DATE (MM/DD/YY):			
Is this a new NSTI? (Yes / No)			
Number of Years Hosting NSTI:			
Program Length for each Session I (*IN WEEKS*):			
Program Length for each Session II (*IN WEEKS*):			
Program Length for each Session III (*IN WEEKS*):			
Total # of Weeks (All Sessions Combined)			
PROGRAM DATES: (MM/DD/YY)	**FROM**		**TO**
Anticipated Number of NSTI Students:			
Total NSTI Program Length *(IN WEEKS):*			
FAA ACE Academy *(IN DAYS):*			
ACE Academy Location (*CITY, STATE):*			
Anticipated Number of ACE Students:			
SELECT PROGRAM TYPE (X):	**Residential (__)**		**Non-Residential (__)**
	Virtual (__)		**Hybrid (___)**
SELECT GRADE LEVEL (X):	**Junior High School (or Middle; Grades 7-8; 7-9)**		**High School (Grades 9-12; 10-12)**
	(__)		**(__)**

SECTION B: PROGRAM OVERVIEW

Host site must provide an abstract of how it plans to implement this year's NSTI program. (What, who, when, where, and how). *The abstract should address program objectives and include specific measures. Include a description of curriculum, specific field trips planned, and examples of planned enhancement activities and activity schedule. Exclude history information.*

SECTION C: PROGRAM ADMINISTRATION

1. Recruitment and Student Selection Procedures (***provide narrative***)
2. Staffing Requirements (Table-A)
3. Intermodal Advisory Committee (Table-B)
4. Specific-Named Partners (Table-C)
5. Implementation Plan - (Table-D)
6. Program Cost Excel Budget Spread Sheet (Table-E, PDFs not accepted)
7. Program (STEM-Focused) Curriculum; (***provide narrative***); <u>must include activity schedule.</u>
- Academic
- Enhancement
- Sports/Recreation (only for residential programs)
- Follow-up Survey of Students

Note: Please review your application to ensure it is accurate & complete the Excel budget spreadsheet.

Host Site representative with authority to APPROVE this Statement of Work (Type information):

Name: _____
Title: _____
Date: _____

The proposed work plan and budget has been reviewed. By signing this, we agree that this meets all the requirement identified in the most recent desk reference:

State DOT representative with authority to APPROVE this Statement of Work (Type information):

Name: _____
Title: _____
Date: _____

Internal Use Only

The Division Office has reviewed the Host Site package. The proposed SOW and all required supporting documentation has been reviewed. The submission is:

___ Recommended for approval.

___ Not recommended for approval.

Name: _____   Date: _____

Signature: _____

Civil Rights Specialist: Please convert this document to PDF and sign using YOUR electronic signature within Adobe.