

INSTRUCTIONS

FOR PREPARING THE

NATIONAL
SUMMER TRANSPORTATION INSTITUTE PROGRAM
STATEMENT OF WORK APPLICATION

PREPARED BY:

**FEDERAL HIGHWAY ADMINISTRATION
OFFICE OF CIVIL RIGHTS**

**NATIONAL SUMMER
TRANSPORTATION INSTITUTE**
CAREERS IN TRANSPORTATION



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PART I: INSTRUCTIONS AND GUIDELINES

*The Summer Transportation Institute (STI) Project Director is responsible for preparing and submitting a statement of work (SOW) to their State Transportation Agency and Federal Highway Administration (FHWA) Division Office. The SOW is due to FHWA Headquarters Civil Rights Office on or before **November 1 of each year**. The SOW should not exceed 10 pages (Tables A-E does not count against the page limitation). The SOW should be sent as a Word document using the Times New Roman font type and single-spaced. The following components are included in the SOW.*

SECTION A: PROGRAM INFORMATION

This section of the statement of work (SOW) should include the following information:

- Host Site (Name/Address)
- Amount of Funding Requested
- Length of Program
- Program Dates
- Type of Program (e.g., residential)
- Anticipated Number of Students
- Grade Levels
- Congressional District Number(s)

SECTION B: PROGRAM OVERVIEW

Provide a one- or two-page summary of the STI Program your college/university plans to implement.

SECTION C: PROGRAM ADMINISTRATION

1. **Recruitment and Student Selection Procedures:** *Provide a brief narrative on your recruitment and student selection procedures. The selection committee is encouraged to use, at a minimum, the following criteria to select participants:*
 1. Students who are rising seventh, eighth, or ninth grader for Middle School programs or rising ninth, tenth, eleventh, or twelfth grader for High School programs.
 2. Students who have completed pre-algebra or will be qualified for enrollment in pre-algebra for the coming school term for Middle School programs. Students who have completed algebra or will be qualified for enrollment in algebra for the coming school term for High School programs.
 3. Students having a minimum cumulative grade point average of 2.0 on a 4.0 scale.
 4. Students having an expressed interest in engineering, science, transportation, or technology careers.
 5. Students who have submitted at least one letter of recommendation from a teacher or a guidance counselor.
 6. Students who have submitted a written statement regarding his/her reasons for wanting to participate in the program and how the STI can assist in meeting his/her career goals.

2. **Staffing Requirements:** *Complete Table A. – List all position titles and job descriptions.*
3. **Program Cost:** *Complete Table B – Provide a detailed budget and narratives.*
4. **Inter-Modal Advisory Committee (IAC):** *Complete Table C – List all participating organizations. (FHWA division offices, State transportation agency (STA) representatives, community-based organizations, and private industry staff may assist in conducting the STIs by serving as IAC members)..*
5. **Specific Named Partners:** *Complete Table D*
6. **Implementation Schedule:** *Complete Table E – List all tasks to be performed, who is responsible for each task, action(s) required, and the timeframe for completion.*
7. **Program Curriculum:** *Provide narratives that address student participation/activities for the academic, enhancement, and sports/recreation curriculum components. The academic program should introduce the transportation industry and expose students to in-depth facts related to the transportation industry and career opportunities. In addition, the program must include exposure to all modes of transportation: land, air, water, and the incorporation of safety topics. The enhancement program should expose students to methods and activities, which improve study habits, promote academic achievement, and foster self-awareness. The sports/recreation program should expose students to sports and recreation, rules and regulations, and encourage good sportsmanship. A tentative activity schedule for each week should be provided.*
8. **Follow-up Survey of Participants:** *Provide a narrative that addresses how the survey will be conducted.*

PART II: PROGRAM CURRICULUM DEFINITIONS

The curriculum, which includes a weekly calendar, at a minimum, conforms to the NSTI general curricula and includes all aspects of the transportation industry and its role in society. The design and delivery create awareness and stimulate the participant's interest in the opportunities that exist in the transportation industry.

ACADEMIC PROGRAM

The academic program is conducted each weekday. The program should be designed to: 1) introduce the transportation industry to students and 2) expose them to in-depth facts related to the transportation industry and career opportunities. The program **must** include exposure to **all** of the modes of transportation (land, air, water, and the incorporation of safety topics). As a part of the learning experience, include activity-based presentations by professionals who work in areas related to the mode being studied and field trips to businesses or government agencies. All field trips **should** be transportation-related and a description provided.

Incorporate hands-on activities such as laboratory activities, project design, construction and testing that may culminate with student competition. Some suggested activities are rocket design, computer programming, computer applications, solar car design, glider design, bridge design, poster competition, and mass transit design. Each mode listed below, at a minimum, should cover the various transportation careers, education and training requirements.

Land transportation topics may include:

- Highway Design
- Transportation Planning
- Traffic Signal Timing
- Transportation Logistics
- Public Transit
- Railroad Transportation
- Truck Operations
- Traffic Flow

Air transportation topics may include:

- Flight Theories
- Aircraft Performance
- Flight Instruments
- Power Plant Design
- Gravity (properties, etc.)
- Air Navigation
- Space

Water transportation topics may include:

- Deep Sea Freight Transportation
- Deep Sea Passenger Transportation
- Towing/Tugboat Services
- Marinas
- Water Transportation Services (e.g., airboats, excursion boat operations, water taxis, passenger transportation on rivers and canals)
- Inter-Coastal Waterway
- Local Water Transportation
- Marine Cargo Handling

The **Safety** module, at a minimum, discusses:

- Ways to build safety into the transportation infrastructure
- Improve safety
- Incentives for better safety
- Methods to analyze and forecast safety trends and issues
- Benefits of safe transportation

At least two phases of transportation safety should be explored. Topics may include:

- Pedestrian Safety
- Bicycle Safety
- Air Travel Safety
- Vehicle Safety

ENHANCEMENT PROGRAM

The enhancement program will expose students to methods and activities, which improve study habits, promote academic achievement, and foster self-awareness. Activities may include:

- Time Management
- Study Habits
- SAT-Prep
- Library Use
- Vocabulary Development
- Computer Skills
- Personal Grooming/Skills
- Oral/Written Communication Skills

The host sites are encouraged to consider coordinating activities with other campus summer programs and the local community in the development of its Summer Transportation Institutes (STI).

SPORTS AND RECREATION PROGRAM

The purpose of the sports and recreation program is to expose students to sports and recreation, rules and regulations, and to encourage good sportsmanship. A sports and recreation program is included for residential programs and may be included for non-residential programs to provide a healthy team and competitive attitude among the participants. Although this program is a component of the STI curriculum, pursuant to *Office of Management and Budget A-21 J.17 - Entertainment Costs*, **No** Federal funds may be used for entertainment activities such as student sports/fitness center, swimming pool, board games, bowling, movies, water parks, amusement parks, cruises, etc.

Host sites must find alternative funding for, including the transportation, food, etc. associated with these events. It is recommended that host sites utilize the sports/recreational resources already available on its campuses. Host sites may wish to check with its State transportation agency to find out if State funds can be used for these types of activities:

- Bowling
- Swimming
- Board Games
- Movies
- Basketball
- Football
- Tennis
- Volley Ball

PART III: BUDGET DEFINITIONS

The **budget summary** is a skeletal outline showing how the STI program's total cost is allocated to line items. The summary will be in a table format (see Table B attachment) and provide the main budget line item categories, identification of whether funds are requested or in-kind and the total amounts for each category. In-kind contributions include human and/or material resources such as materials, equipment or services that are given without charge to the program or organization.

FHWA has capped the Federal cost for each of the following budget items:

- Personnel + Fringe: Not to Exceed 45% of total approved funding
- Indirect Cost: Not to Exceed 10% of direct cost

*Note: These caps pertain to **FHWA funding** only.*

Listed below are the budget categories and definitions.

1. **Personnel:** Includes all expenditures for direct services of persons who are in the employment of the host site, regardless of whether such employment is on a permanent, temporary, or fee basis.
2. **Fringe Benefits:** Includes all employer contributions made by the host site on behalf of employees.

3. **Recruitment:** Includes all expenditures for the recruitment of student participation in the NSTI Program. A brief explanation is required for travel. Listed below are allowable items/activities regarding this category:
 - Travel (Project/Program Director) – visit/participate in school activities and/or meet with student counselors to market the NSTI program.
 - Production of flyers, application packages, student selection/non-selection notification letters and any other required program documents at a reasonable cost.
 - Postage such as the mailing of applications and other program documents to public/and private secondary schools, students at a reasonable cost.
4. **Contractual Services:** Includes all expenditures for services, other than by officials and employees of the host site, which includes the use of equipment, materials, or commodities.
5. **Food:** Includes all expenditures in the following categories at a **reasonable cost:**
 - Orientation Meeting
 - Residential Program: *Breakfast/Lunch/Dinner*
 - Non-Residential Program: *Lunch - if a transportation topic is being presented/discussed*
 - Closing Program

*Note: Meals included with any field trip must be **deducted** from the **daily cost**.*

6. **Travel:** Includes all expenditures by host site employees for transportation, mileage, lodging, meals and other charges necessary to the travel approved. The following information must be provided: number of trips planned, number of persons attending each trip, name of the event, purpose of the trip (e.g., students will receive a tour and/or brief presentations, hands-on activities, etc., location and other costs. Fares for common carriers such as airplanes, railroads, buses, auto/van rentals, or other chartered transportation services should be charged to travel when charges are paid directly by the host site or directly by the host site employee. All field trips/travel plans should be identified individually.

*Note: Only **educational transportation-related trips** will be **approved** for funding. A brief narrative explaining how the trip relates to transportation should be included.*

7. **Supplies:** Identify all materials and supplies needed for the daily implementation of the STI program such as program and training supplies. Include all expenditures for articles of substances which have specific uses and when applied to their respective uses are subject to such changes as **will consume them or will render them unfit for continuous and permanent use**. Transportation charges on supplies are a part of the cost of supplies and will be charged and classified as such. Please provide a narrative for any items that require an explanation (i.e., special software-please include the purpose).

*Note: STI program funds may **not** be used to purchase equipment.*

8. **Room and Board:** Includes the cost of sleeping accommodations and meals made by the host site on behalf of a student, where such is **not** an employee of the host site.

9. **Indirect Cost:** Indirect cost is any cost that cannot be directly attributed to the project, and may cover services and products such as telephone bill, utilities, rent payments, and maintenance costs.