

NATIONAL SUMMER TRANSPORTATION INSTITUTE

CAREERS IN TRANSPORTATION

A World of Opportunity...




ANNUAL WEB CONFERENCE

SEPTEMBER 22, 2010

Presented By:

Ann D. Wicks, NSTI Program Manager

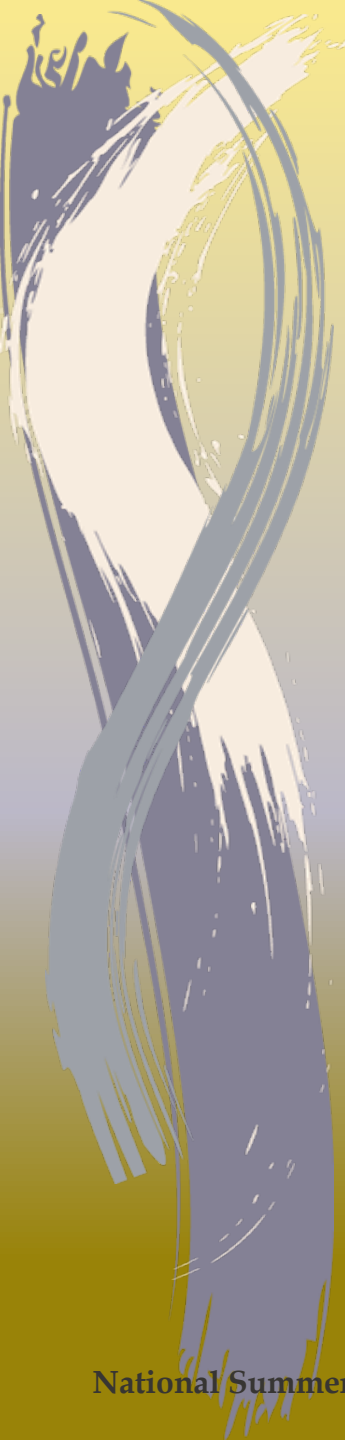


NSTI Program is the **First**
Transportation Career Education
Program for Secondary School Youth
to be Authorized by Congress Under
Section 1208 of the Transportation
Equity Act for the 21st Century

A diverse, well-qualified workforce for the transportation industry in the 21st century.

VISION



- 
- Provide awareness to middle and high school students on transportation careers.
 - Encourage middle and high school students to consider transportation-related courses of study in their higher education pursuits.

■ On-the-Job Training/Supportive Services (OJT/SS) Program

■ OJT/SS Program Legislative Authority

- Title 23, United States Code, Section 140(a)(b) – Nondiscrimination

■ OJT/SS Program Regulatory Authority

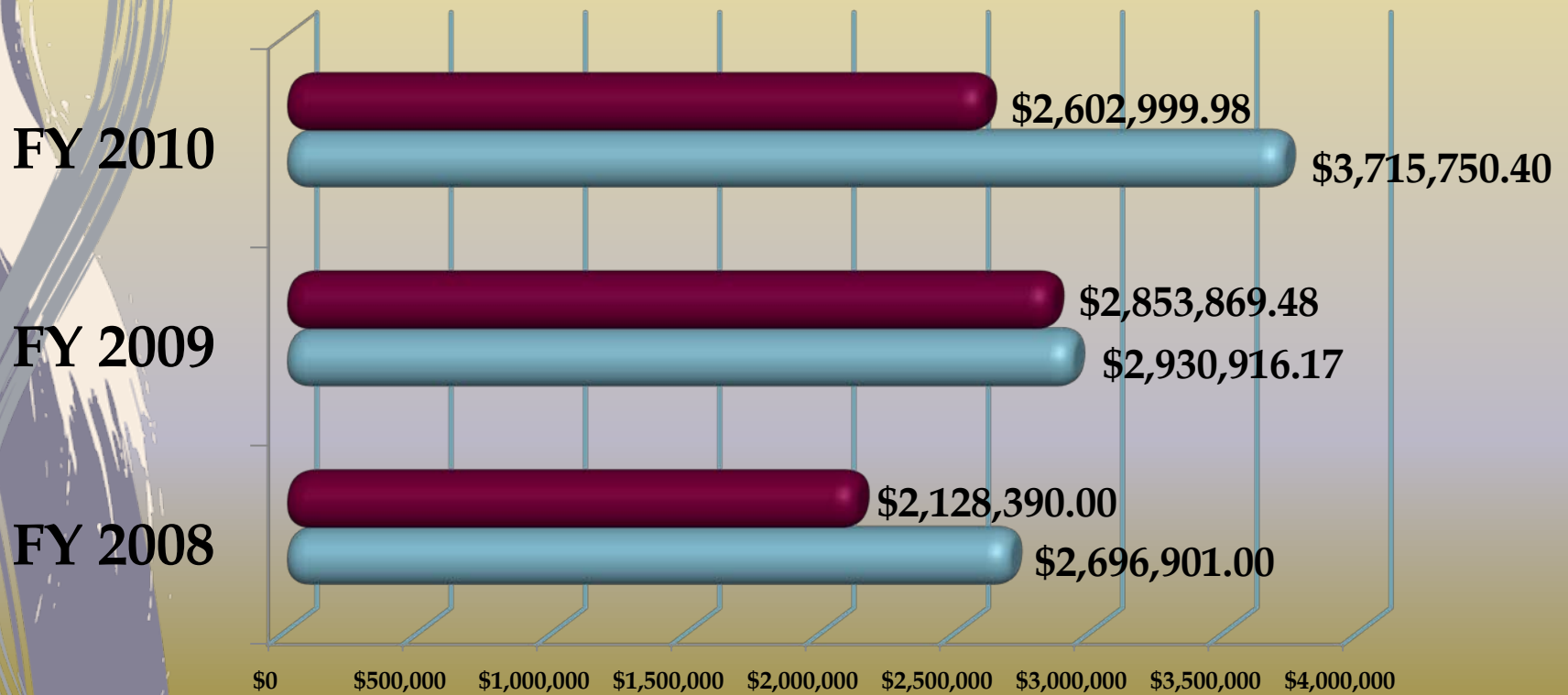
- Title 23, Code of Federal Regulations, Part 230 - External Programs, Subpart A – EEO on Federal-aid Construction Contracts (Including Supportive Services)
- SAFETEA-LU



STATISTICAL DATA

Fiscal Years 2008 - 2010

Funding Information



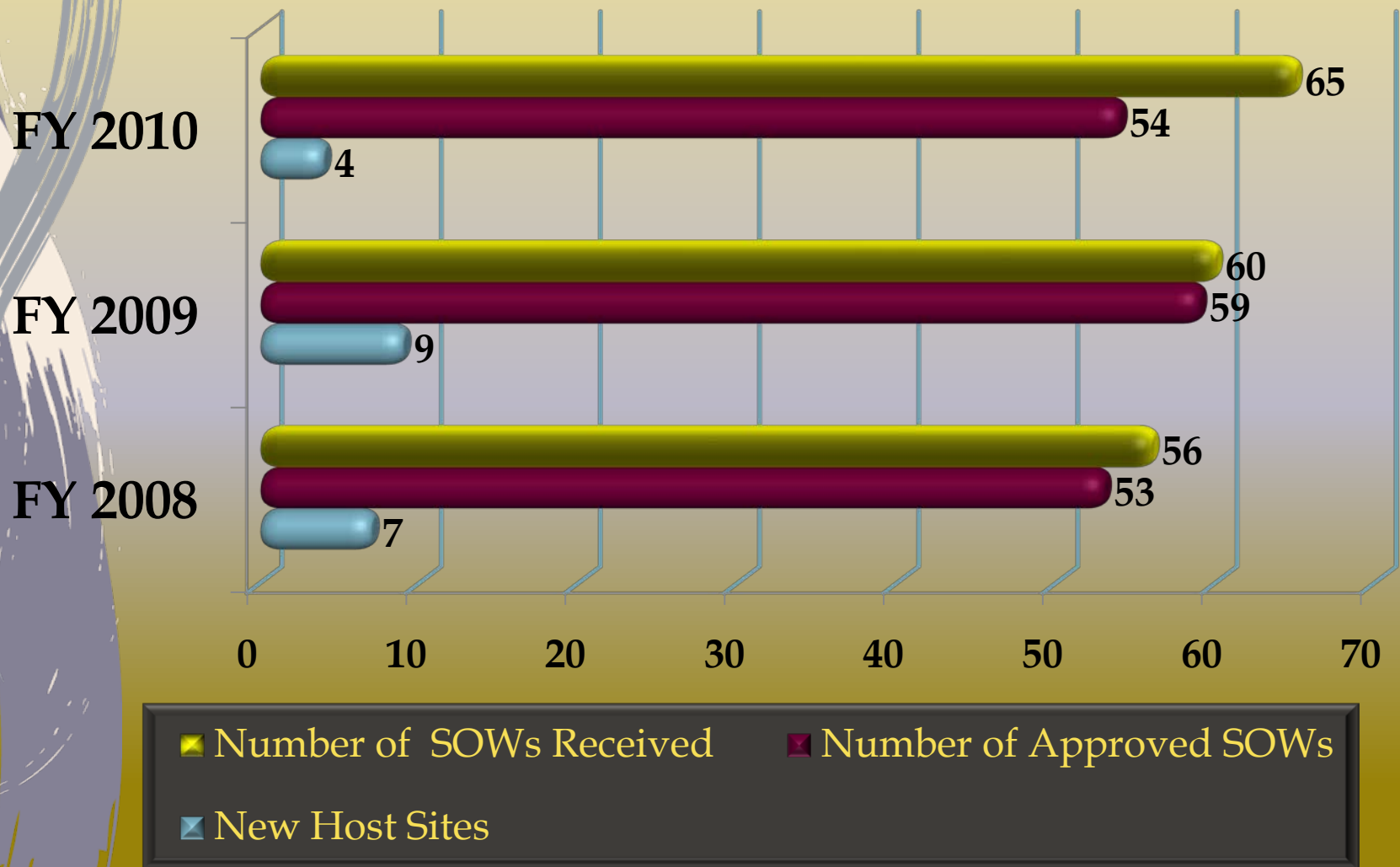
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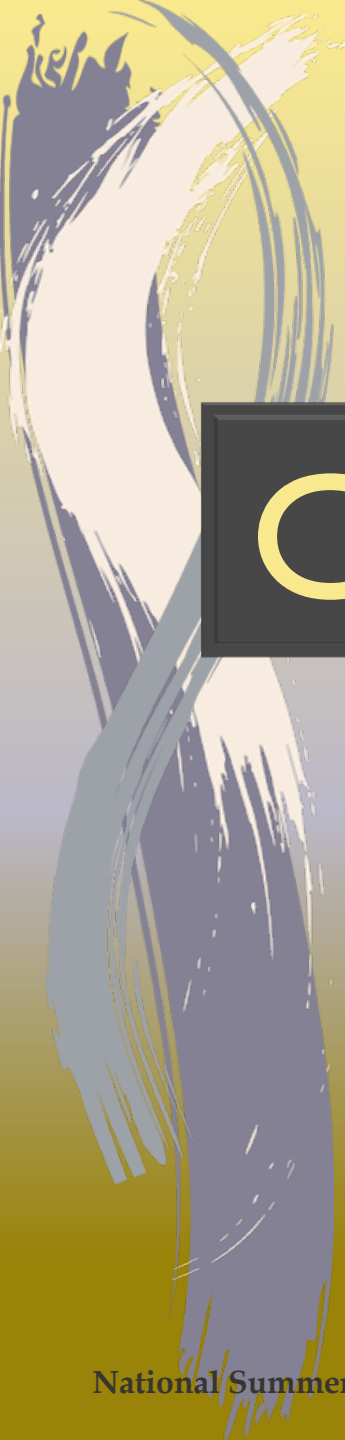


Requested

Fiscal Years 2008 - 2010

Host Site Information





ORGANIZATIONAL STRUCTURE



NSTI Program

- Host Site
- Residential or Nonresidential Program
- Middle School Program (grades 7-9)
 - Focus on career exploration
- High School Program (grades 9-12)
 - Post-secondary education/transportation-related careers
- Minimum of 15 Participants
- 2-4 Week Program

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PROGRAM

ADMINISTRATION



RESPONSIBILITIES



Headquarters' Civil Rights

■ Program Management

- Develop Guidelines
- Provide Technical Assistance and Administrative Guidance

■ Budget and Finance

- Analyze and Approve Budgets

■ Data and Reports

- Develop Data Collection Instruments
- Prepare Annual Report



FHWA Division Office

■ Program Management

- Monitor Program
- Conduct Site Visits
- Provide Technical Assistance and Administrative Guidance
- Request / Review / Approve and Submit Statements of Work Applications

■ Budget and Finance

- Funding Status Notification
- Reimbursement of Funds

State Transportation Agency (STA)

■ Program Management

- Cooperative Agreements
- Procurement Oversight and Requirements

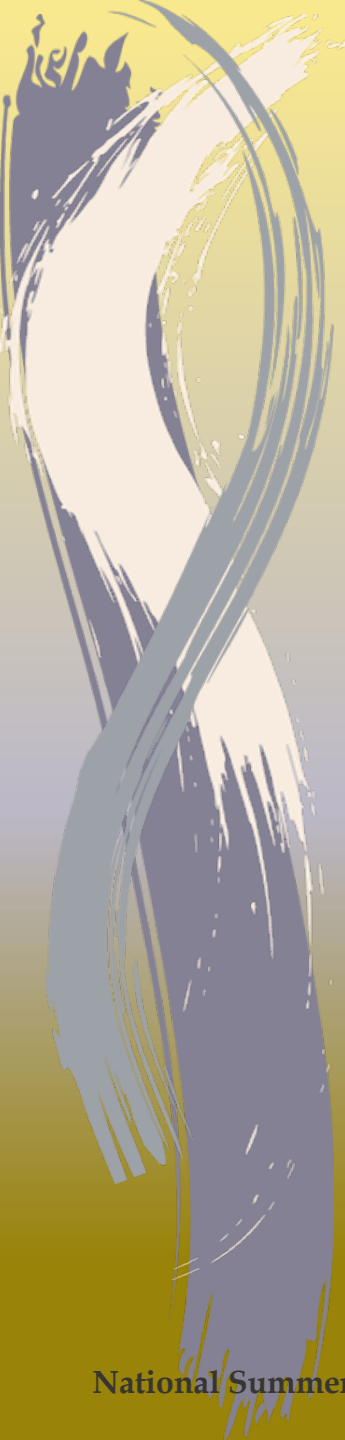
■ Budget and Finance

- Reimbursement Guidelines

Host Site

Under the Leadership of a Project Director

- Develops, implements, and directs all phases of the STI:
 - Facilitate Sub-Agreement
 - Point of Contact
 - Types of STI
 - ◆ Residential or Non-Residential
 - ◆ Middle or High School
 - Conduct Periodic STI Review
 - Final Reports
 - Budget and Expenditures

- 
- Selection/Supervision of Staff
 - Level of Effort Changes Notification
 - Staff
 - ◆ Employment Agreement
 - ◆ Position Descriptions
 - ◆ Training
 - Intermodal Advisory Committee
 - ◆ Review Curriculums
 - ◆ Plan and Secure Resources
 - ◆ Technical Assistance



■ Student Selection Criteria

- ◆ Rising 7-9 graders or 9-12 graders
- ◆ Completed or enrolled in a pre-algebra course
- ◆ Minimum GPA of 2.0 on a 4.0 scale
- ◆ Interest in engineering, science, transportation, or technology careers
- ◆ Letter of recommendation
- ◆ Written statement regarding participation in the program



■ Notification/ Acceptance Packages

- ◆ Notification of selection
- ◆ Student/ parent agreement
- ◆ STI guidelines or requirements
- ◆ Certificate of health
- ◆ Required personal items and dress codes
- ◆ Housing regulations
- ◆ Permission to tape or photograph form



■ Orientation Meeting

- What is expected of participants
- Overview of planned activities
- Host Site general information
- Review of rules and regulations

■ Closing Program

- Feature the talents of the graduates
- Certificates of Completion
- Awards for Accomplishments
 - ◆ Director's Award
 - ◆ FHWA Award
 - ◆ STA Award



Risk Assessment

■ Emergency Evaluation

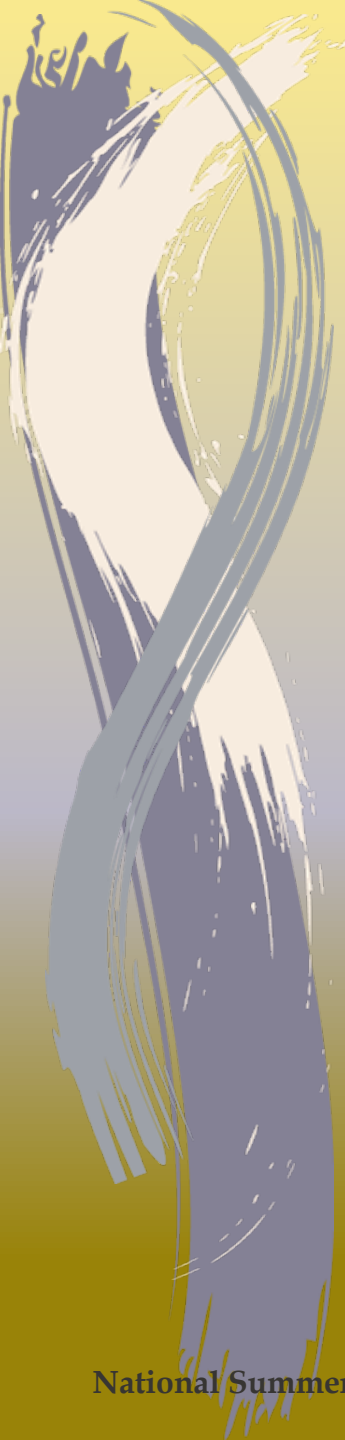
- Plan, safety measures, facilities, and evacuation routes

■ Fire Drills and Natural Disasters

- Staff person to coordinate emergency evacuation activities

■ Buddy System

- Each participant should be assigned a “buddy”

- 
- Emergency Response System
 - Identify **All** on- and -off campus emergency shelter facilities, hospitals, and infirmaries

 - Staff Alert System
 - Staff roster
 - Instructions and alert protocol



■ Incident Reporting

- Documents all emergency incidents
- Complete required incident report(s)

■ Participants with Disabilities

- A ground-level room
- Emergency evacuations
 - ◆ Evacuate ground-floor exit with assigned “buddy”
 - ◆ Move to the nearest stairwell to await emergency response personnel
 - ◆ Staff ensures evacuation of disabled person(s)



■ Conduct and Medical Reports

- Required to have medical and liability insurance coverage for the participants
- Instruct staff with managing participant conduct and what action(s) to take when injuries occur



Evaluations

■ Weekly

- Academic and Enhancement Programs
- Classroom Session(s)
- Speakers
- Field Trips
- Faculty/Staff
- Host Site Facilities

■ Overall Program

- Accomplish Goals
- Program Effectiveness

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PROGRAM

IMPLEMENTATION



Statement of Work (SOW) Application

- Due by November 1 to Headquarters Civil Rights
- Should not exceed 10 pages (*Tables A-E does not count against the page limitation*).
- Letters of recommendation (*Division Office and State Transportation Agency*)
- Prioritized – If more than one SOWs
- Submitted via E-mail

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SOW Components

- Program Overview
- Program Administration
 - Recruitment
 - Student Selection Procedures
 - Staffing Requirements
 - Program Cost
 - Inter-Modal Advisory Committee
 - Partners
 - Implementation Schedule
 - Program Curriculum
 - Follow-up Survey of Participants

SOW Approval Process

Host Site



State Transportation Agency



FHWA Division Office



FHWA Headquarters Civil Rights



FHWA Division Office



State Transportation Agency



Host Site

Budget

- Funding request should **not** to exceed \$65,000
- FHWA Capped Budget Items:
 - Personnel+Fringe Benefits – Should **not** exceed **45%** of total budget
 - Indirect Cost – Should **not** exceed **15%** of direct cost
- No-cost sharing requirement
- Summary



■ Amendments

- Reviewed/approved by the STAs and FHWA Division Offices
- Division Offices must notify Headquarters Civil Rights on all budget changes

■ Identify whether funds are requested or in-kind

■ Food

- Reasonable cost
- Cost of snacks is disallowed

Annual Report

- Due by October 15 to Headquarters Civil Rights
- Should not exceed 15 pages (*Sections I and III attachments does not count against the page limitation*).
- Word document
- Times New Roman font-12/single-spaced
- Photos – Jpeg and include captions
- Follow established guidelines
- Submitted via E-mail



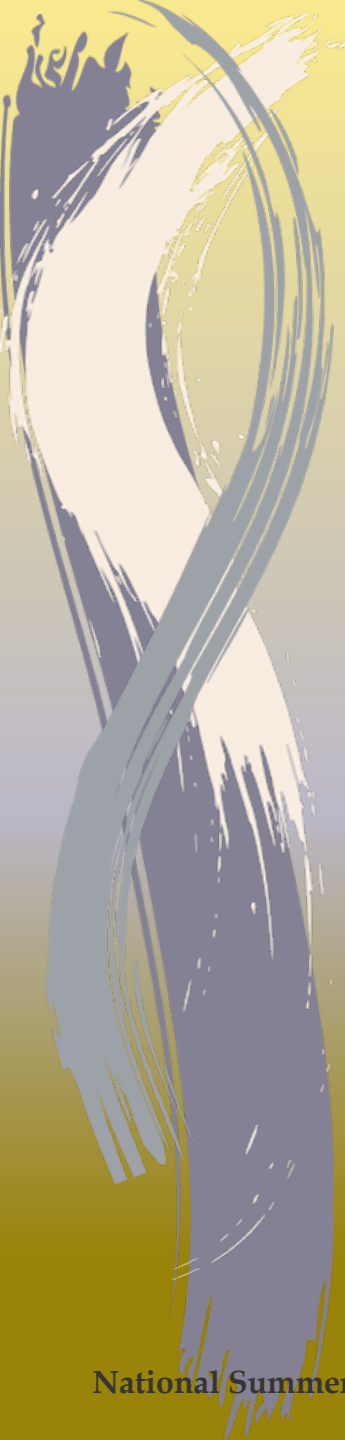
Annual Report Components

■ Program Administration

- Abstract
- Committee, Partners and Staff Information
- Program Objectives
- Student Selection Process
- Demographic Data Summary
- Marketing

■ Program Curriculum

- Academic
- Enhancement



- Sports and Recreation (*residential program*)
- Evaluations
- Orientation and Closing Awards Programs
- Follow-up Survey
- Preliminary Financial Report
- Recommendations
- Appendix



FUNDING

PROCESS

Allocation of Funds

- HCR approves budget
- HCR allocates funds to the Division Office for obligation to its STA
- STA provide funding to host site by entering into a cooperative agreement
- Each host site follows its respective STA procurement rules and regulations

Funding Reimbursement Process



- STI Host Site submits invoices to its STA
- STA submits paid invoices to FHWA DO
- FHWA DO reimburses STA

Redistribution of Funds

- Unexpended funds must be returned to HCR for redistribution.



Administrative Process Timeline

Sept 1	Request for Proposals
Sept (1 st week)	Web Conference Held
Oct 15	Annual Reports Due to HCR
Nov 1	SOWs Due to HCR
Nov – Jan 15	SOW Review/Rating Completed
Feb	Funding Allocations Approved
Mar 15	Allocation Memos Sent to the Division Offices
Jun - Aug	Implementation of STI Program

Who Can Participate in the NSTI Program? Whom do I contact?

Any institution of higher education may apply to serve as a host site for this program. Interested parties should contact their STA and/or FHWA Federal-Aid Division Office. Specific contact information for the STAs, Division Offices, as well as previous STI host sites, can be found on FHWA's HCR Web site (www.fhwa.dot.gov/civilrights) under the NSTI Program.

Contact Information

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THE END