National Summer Transportation Institute Program

FY2016 Webinar
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Leadership INTRODUCTIONS

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VISION

* A diverse, well-qualified workforce in the transportation industry in the 21st Century and beyond
* Promote greater awareness of career opportunities within the transportation industry

PURPOSE

* Promote awareness of Science, Technology & Math (STEM) educational and career opportunities among disadvantaged and at-risk middle and high school students around the country

* A recognized educational established in 1998

LEARNING OUTCOMES

* Clarify Program Objectives

* Define Roles and Responsibilities

* Review Solicitation Process

* Define Organizational Structure

* Implement the NSTI Program

* Manage the Budget

Program Objectives

* Improve STEM Skills

* Provide awareness to middle and high school students about transportation careers

* Encourage middle and high school participants to consider transportation-related courses of study in their higher education pursuits.

* Continue to expand program to include at-risk-youth & other untapped US territories.

Roles & Responsibilities

* Oversight/Monitoring
  * HCR
  * Division Offices (DO)
  * Station Transportation Agencies (STA)
  * Host Sites

Overview of Solicitation Process

* NSTI Program Manager secures funding from the OJT/SS Program Manager

* Solicitation notice sent to STA indicating program funding by mid-December, 2015

* Grants posted to www.grants.gov by _____, 2016

* Who is eligible and can participate in the program

* STA solicits FY16 NSTI programs from Universities Colleges (competitive process)

Solicitation Process (cont'd)

* Host sites create Statement-of-Work (SOWs)

* STA evaluates SOWs, including budgets based on established criteria

* STA selects program(s) to approve

Solicitation Process (cont'd)

* STA sends recommended SOWs to Division with explanation of why they approved and explanation for "not-approved" by _____, 2016

* Division reviews SOWs to ensure they meet established criteria

Overview of Solicitation Process (cont'd)

* Divisions posts approved SOWs to SharePoint for HCR concurrence and by _____,2016

* HCR prepares Administrator's Package for review and final concurrence by the U.S. DOT Secretary of Transportation by _____, 2016

* HCR notifies Divisions of awards and allocates the funding in the Financial Management Information System (FMIS)

Host Sites

* Host sites are participating *accredited* colleges and universities throughout the U.S., District of Columbia and Puerto Rico.

Host Sites (cont'd)

* Major responsibilities:
  - Submit application to the STA
  - Ensure application aligns with program objectives
  - Establish cooperative agreement with STA
  - Recruit (participants /staff and faculty)
  - Administer and track STI budget expenditures
  - Ensure transportation-related curriculum
  - Complete program questionnaire

ORGANIZATIONAL STRUCTURE: NSTI Program

* Provide Host Site Information

* Designate Project Director (credentials)

* Establish as residential or nonresidential

* Detail Program Type:

  ➢ Middle School Program (career exploration focus)

  ➢ High School Program (Post- Secondary Education/Transportation-Related Careers)

ORGANIZATIONAL STRUCTURE: NSTI Program (cont'd)

* Establish program length (2-4 weeks)
* Program Design/Curriculum
* Provide minimum of 15 Participants

ORGANIZATIONAL STRUCTURE: NSTI Program (cont'd)

* Orientation
  - Discuss Expectation of Participants
  - Provide Overview of Planned Activities
  - Provide Host Site General Information
  - Review Rules and Regulations

* Closing Program
  - Feature the Talents of the Graduates
  - Provide Certificates of Completion
  - Provide Suggested Awards for Accomplishments

Budget

* Requests for funds cannot exceed allocated amount
* Program is a 100% Federal Share
  ➢ No Cost Sharing Required
* Budget Summary
* 2 CFR 225, Super-circular follow for any kind of grant for allowable costs

Budget Note: (cont'd)

* Capped Budget Items:
  - Personnel + Fringe Benefits
    - Cannot Exceed 45% of Total Budget
  - Indirect Cost – Cannot Exceed 15% of Program Direct Cost:
    - Unless the Institution has another approved Indirect Cost Allocation Plan (ICAP) by some other Federal agency

Budget (cont'd.) **

* Food
* Funds: requested or In-Kind Contribution
  ➤ Reasonable Cost
    * Orientation Meeting
    * Closing Program
    * Residential Program - Breakfast/Lunch/Dinner
    * Non-Residential Program - Lunch
* Cost of Snacks not allowed

Stipends

* Participant stipends are allowed, but **only** if funding is **not** being requested for room and board for a residential program and with FHWA's prior consent.
* Consent will not be withheld if the amount is reasonable, prudent, and supported by written justification and submitted to the FHWA Division Office for approval

Program Curriculum

* Program Components

  ➢ Academic program

  ➢ Enhancement program

  ➢ Sports and recreation program

Risk Assessment Factors

* Safety
* Fire Drills & Natural Disasters
* Buddy System
* Emergency Response System
* Staff Alert System
* Incident Reporting
* Participants With Disabilities

Selection Criteria

* Each proposal is based on a broad range of criteria including, but not limited to the following:
  ➢ the extent to which the proposed program will expose students to educational and career opportunities in the transportation industry, and in particular, in highway construction

Selection Criteria (cont'd)

- anticipated number of student participants
- length of the program (two-four weeks)
- host site (accredited college/university)
- extent to which minority and female students participate
- richness of the program's academic enhancements
- field exposure
- The itemized budget

Qualified Proposal Meets...

* Law 23 USC 140 (b) authorizes this program

* MAP-21 reauthorizes funding for the OJT/SS program, out of which NSTI funding is obtained (Section1109 (a))

* Administrative Criteria (*refer to desk reference*)

* Allowable Budget Items (*refer to desk reference*)

* Concise (10-page)

Proposal Components

* Program Information

* Program Overview

* Program Administration

  ➢ Recruitment
  ➢ Student Selection Procedures
  ➢ Staffing Requirements
  ➢ Program Cost (itemized budget)
  ➢ Inter-Modal Advisory Committee

Proposal Components (cont'd)

* Partners

* Implementation Schedule

* Program Curriculum

* Follow-up Survey of Participants

Annual Program Assessment

* It provides a way to evaluate the program
* Link to the assessment/questionnaire is sent to the Host site Project Director via an assessment tool
* HCR may update assessment questions annually

Annual Assessment (cont'd)

* Requirement of the NSTI Program
* Project Directors need to complete the assessment annually (mid-October)
* Submit responses using web link

Annual Assessment (cont'd)

* Copies of Responses are sent to Division Office Civil Rights Specialists for their records

* HCR compiles data that will be used to make a Final report with recommendations for improvement

* Final report provided to Senior Management within 60 days

Allocation of Funds

FHWA HCR → **FHWA DIVISION** → **STA**

* HCR Confirms the STI Budget Amount from the Office of the Secretary.
* HCR Allocates Funds to the Division Office for distribution to the STA to run the NSTI.
* STA Provides Funding to Host Sites by Entering into a Cooperative Agreement
* Each Host Site Follows its Respective STA Procurement Rules and Regulations

Funding Reimbursement Process

STI Host Site → **STA** → **FHWA Division**

* STI Host Site Submits Invoices to its STA.
* STA reviews invoices for accuracy & allowable costs
* STA submits paid invoices to FHWA Division Office with an assurance that paid invoices do not contain non-allowable costs and, that invoices match the expenses in the proposal's budget.
* Unexpended funds are due at the conclusion of the program

Who Can Participate in the Program? Who Do I Contact?

* Any accredited institution of higher education may apply to serve as a host site for this program

* Interested parties should contact their *STA* and/or *FHWA Division Office*

Contact Information

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NSTI Program Coordinator

Office of Civil Rights

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QUESTIONS?