National Summer Transportation Institute Program
Leadership INTRODUCTIONS

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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
* 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

National Summer Transportation Institute Program

FHWA – Civil Rights
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.
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
* 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)
Establish program length (2-4 weeks)
Program Design/Curriculum
Provide minimum of 15 Participants
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
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
* 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
* 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
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
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
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
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.
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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QUESTIONS?