



# NATIONAL SUMMER TRANSPORTATION INSTITUTE PROGRAM

ADMINISTRATIVE TECHNICAL  
ASSISTANCE DESK REFERENCE



U.S. Department of Transportation  
Federal Highway Administration

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## Acknowledgment

This Administrative Technical Assistance Desk Reference was prepared by and authorized by the U. S. Department of Transportation, Federal Highway Administration (FHWA) Headquarters Office of Civil Rights (HCR).

## Support and Disclaimer

This Administrative Technical Assistance Desk Reference information serves as guidance. Participating States will enter into cooperative agreements with the host sites and will follow their respective State procurement rules and regulations in administering the Summer Transportation Institutes (STI). These procurement rules and regulations supersede any information or recommendations provided here, except where indicated as special terms or conditions.

# Purpose

This Administrative Technical Assistance Desk Reference is intended to provide the following:

- Guidance for implementing the National Summer Transportation Institute (NSTI) Program for use by State Transportation Agencies (STAs), FHWA Division Offices (Divisions), and NSTI host site staff.
- NSTI guidelines and procedures for use by STAs and Divisions to monitor host site programs.

This Administrative Technical Assistance Desk Reference has been organized to meet the information needs of the STI Project Director and other staff who are responsible for the administration and delivery of their STI Program. Each host site is encouraged to use this desk reference in designing and implementing its STI.

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**T**he National Summer Transportation Institute (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.

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# Chapter 1 - Introduction

## Background

In an effort to address the need for a diverse workforce in the 21st Century and to create an awareness of the career choices and opportunities that exist in the transportation industry, the United States Department of Transportation (USDOT) and the Federal Highway Administration (FHWA) established various educational initiatives. These educational initiatives were primarily fostered by FHWA's commitment to Workforce 2000 and Executive Orders 13532- Historically Black Colleges and Universities (HBCU), 13555 - Educational Excellence for Hispanic Americans, 13270 - Tribal Colleges and Universities (TCU), and 13515 - Asian American and Pacific Islanders (AAPI). The aforementioned Executive Orders directed Federal Agencies to advance the development of human potential and to strengthen the capacity of HBCUs and other minority institutions of higher education such as, Hispanic Serving Institutions and TCUs.

One educational initiative is the National Summer Transportation Institute (herein referred to as NSTI). This initiative is championed through public and private partnerships, FHWA Division Offices (Division), State Transportation Agencies (STAs), the private sector, community based organizations (CBOs), and colleges and universities. The purpose of the NSTI is to create awareness and stimulate interest in middle and high school participants in career opportunities in the transportation industry; enhance Science Technology Engineering Math (STEM) skills; and attract and acquaint a broad and diverse selection of bright minds with the various aspects of the transportation industry.

The USDOT-FHWA, the funding and governing agency for the NSTI program, formally established the NSTI as a recognized educational initiative in 1998 when Congress authorized funding for the STIs under Section 1208 of the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21). The FHWA's Office of Civil Rights (HCR) has primary responsibility for providing guidance, training, and support to participating colleges and universities (host sites), STAs, and Divisions involved in the administration of the NSTI program.

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## Chapter 2 - Responsibilities

### FHWA Headquarters' Office of Civil Rights (HCR)

HCR distributes funding, provides guidance, training, administrative and technical assistance to the Divisions, STAs, and NSTI host sites.

Responsibilities include, but are not limited to the following:

- Develop/update program guidelines, as needed
- Review and approve STA and Division Offices' recommendations that come in the format of Statements of Work (SOWs)
- Conduct annual NSTI Program Implementation Webinar
- Develop/update data collection and evaluation instruments as needed
- Collect data from assessment tool to determine program effectiveness
- Ensure NSTI Webpage information is current

### FHWA Division Offices

The Divisions are responsible for closely monitoring the NSTI Program and providing technical assistance to the STAs and host sites.

Responsibilities include, but are not limited to the following:

- Conduct site visits to ensure compliance with established program guidelines
- Request and review SOWs, submit recommendations to HCR via uploading on SharePoint by established deadline
- Provide funding status and budget amendment(s) to the STA in writing
- Ensure a copy of the award letter(s) is provided to the Division's financial manager
- Monitor invoices to ensure reimbursement of funds comply with the approved budget procedures
- Submit 1-2 page report on site visit to NSTI Program Manager

## State Transportation Agencies

The STAs are responsible for entering into cooperative agreements with the host site within an established timeframe to ensure host site's ability to conduct an STI.

Responsibilities include, but are not limited to the following tasks:

- Publicize NSTI opportunities for potential host sites
- Review and submit host site SOW applications to the Division, with recommendations for approval or rejection
- Establish an agreement with the host site pursuant to individual STA's procurement rules and regulations
- Provide effective oversight of the host site's program to ensure it meets programmatic intent and the SOW commitments
- Provide guidelines for reimbursement procedures and requirements
- Assist the host site with providing risk assessment guidelines and policy to the Project Director. These guidelines are intended to provide a safe and wholesome environment to conduct all STI activities. (Refer to section entitled: Program Monitoring/ Risk Assessments).
- Upload a 1-2 page report to the SharePoint site in the NSTI program area, under Shared Documents in WORD format on your observations; areas for improvement; best practices, lessons learned, etc.

## Host Sites

The NSTI Program consists of host sites, which are accredited colleges, community colleges and universities throughout the United States, its territories, and the District of Columbia. The program shall be conducted/ administered *by the college/university*. Each host site is conducted under the leadership of a Project Director who is responsible for collaborating with their STA to develop and implement all phases of the STI.

Responsibilities include, but are not limited to the following:

- Assist the STA with providing risk assessment guidelines/policy to the Project Director. These guidelines are intended to provide a safe and wholesome environment to conduct all STI activities. (Refer to section entitled: Program Monitoring/*Risk Assessments*).
- Complete the NSTI Questionnaire via a link that is provided by HCR at the end of the NSTI program. Although this fulfills the annual 10-page report requirement, Division Offices reserve the right to request a report that includes the improvement results of activities associated with the STI to its STA.  
PLEASE DO NOT SEND COPIES TO HCR UNLESS REQUESTED.

# Chapter 3 - Organizational Structure

## Project Director

The host site must identify a Project Director, who is a professor, staff, or faculty member at the college or university. The Project Director has primary responsibility for implementing the day-to-day activities, ensuring the program operates in accordance with the SOW and the NSTI Desk Reference, and adheres to all Federal and State laws, and college or university policies and procedures.

Responsibilities include, but are not limited to the following:

- Facilitating sub-agreement with the STA
- Developing, implementing, and directing all phases of the NSTI
- Ensuring that background checks are conducted on NSTI staff
- Participating in national NSTI webinars
- Serving as the point of contact with college or university administrative officials and the STA and Division
- Developing, administering, and tracking the STI budget and expenditures
- Selecting and supervising all host site staff
- Establishing an Inter-modal Advisory Committee (IAC)
- Recommending, and where appropriate, approving all personnel activities, contracts for services, expenditures, etc.
- Recruiting and selecting participants
- Providing any necessary disciplinary action, orientation meeting, and closing program
- Developing academic curriculum and enhancement activities and, any recreational activities
- Facilitating civic and cultural activities, field trips, and evaluations
- Using assessment tool to enter information about the STI (*fulfills annual Reporting requirement*)

## Change(s) in Project Director Level of Effort

The Project Director must immediately advise the STA if he/she plans to or becomes aware that he/she will:

- Devote more or less effort to the work than anticipated in the sub-agreement
- Sever connection with their college or university, or
- Relinquishes the Project Director's position and replace immediately to the STA's satisfaction.

## Staff

To ensure that faculty and staff understand and agree with their respective duties and responsibilities, employment agreements are encouraged. An employment agreement is a contract between the host site and the employee and sets forth duties and responsibilities, duration of the agreement, required assurances, and the amount of compensation for the position (Appendix B).

Staff positions may include academic program coordinator, academic aide, residence hall counselor, and faculty. Host sites are encouraged to provide job descriptions, defining all duties and responsibilities, for the NSTI staff (Appendix A). Host site staffing is set forth in the respective host site staffing SOWs. The Project Director is encouraged to ensure that all staff members are adequately trained for their positions, and that each staff member is oriented to the STI and the NSTI Program.

## Intermodal Advisory Committee (IAC)

A successful STI requires a cooperative effort among Federal, State and local transportation agencies, community-based organizations, educational institutions and the private sector. Therefore, each STI is encouraged to establish an IAC and select members from a broad spectrum of the transportation community. The IAC is encouraged to assist with reviewing SOWs and curriculums, planning and securing resources (i.e. speakers, field trips, transportation partners, and sponsors), and providing technical assistance.

Although the IAC may not make policy, it may serve in an advisory capacity and as a resource to the host site. The FHWA, STAs, Divisions, CBOs, and private industry may assist in conducting the STIs by serving as members of the IAC. The Project Director is encouraged to convene a meeting of the IAC no later than six weeks prior to the start date of the STI. Minutes of all meetings should be filed and made available to the STA, the Division, and HCR upon request.

# Chapter 4 – Program Management

## Annual Webinar

The HCR typically schedules an annual webinar prior to each fiscal year's NSTI program implementation for Host site-Project Directors (new/previous), STAs and Division office personnel. During the webinar, the program manager may introduce any major changes as well as review the funding process, discuss best practices, and answer questions about conducting an effective STI. Guidance, issues and concerns related to the implementation of an STI are also discussed to ensure a clear understanding of the STI program and compliance with the established guidelines.

## Technical Assistance

The FHWA Divisions will provide technical assistance to the Project Directors on the implementation of the STI. The Project Director should contact the Division office to request technical assistance when needed. In addition, Divisions and STAs must make site visits to host site campuses to ensure compliance and to resolve any issues that may arise.

## Website

The NSTI website will include information about the program such as, general information, SOW application process, annual report format, host site directories, frequently asked questions, etc. The HCR will ensure that the website is updated with current information.

## Conducting the Summer Transportation Institute

The host site conducts the STI under the leadership of the Project Director. To ensure that the STI is effectively managed, the Project Director devotes the appropriate time to the management of the STI. Changes in the level of service for the Project Director should be reported immediately to the STA and/or Division.

The STA and the host site shall determine if the STI will be *either* a residential or a non-residential program with middle *or* high school participants. The STI is typically implemented over a two to four week period and must have a minimum of 15 participants. The Project Director should report any changes in the number of participants immediately to its STA (e.g., if 15 participants were selected and only 10 attend the program or anytime the number of participants is less than 15), along with an explanation. The STA will notify the Division and the Division will contact HCR to determine if the host site should discontinue its program or proceed with budgetary changes.

The STI should focus on critical and systematic educational endeavors that will explore all aspects of the transportation industry and its role in our society. It should present a curriculum that introduces participants to the diverse modes of transportation, as well as career opportunities that exist in the transportation industry. Input from the IAC is advised. The curriculum may be developed in coordination with the STA and Division.

## Types of Summer Transportation Institutes

The STI must be classified as *either* a **middle** school (grades 7-9) or **high** school (grades 9-12) program, and as **residential** or **non-residential**. The STI **cannot** conduct both a Middle and High school program. Nor can it conduct both a residential and non-residential program. It must be one or the other.

The high school program should include activities that are designed to assist in preparing participants for post-secondary education and to encourage them to pursue transportation-related careers. A middle school program will focus more on career exploration.

In a residential program, the participant resides on the college or university campus, which includes room and board. Residential programs are required to include academic, enhancement, sports, and recreation activities. In a non-residential program, the participant commutes to campus every day. Non-residential programs include, at a minimum, an academic program and some enhancement activities.

## Rules and Regulations

The STI staff is responsible for the safety and well-being of the participants at all times. The following guidelines, rules and regulations are important and necessary to meet the objectives of the STI Program.

1. Participants are expected to display courteous and professional behavior towards their peers, faculty, and staff at all times.
2. Only excused absences from the Project Director will be accepted. Participants must report any illnesses and/or injuries etc., to their residence counselors and Project Director to be excused from classes (seminars/labs). Violations may lead to dismissal from the program. Attendance at all activities is mandatory.

3. Participants are not permitted to leave the campus unless escorted by a counselor or another adult in authority. Residence counselors will arrange for off-campus activities. Any unauthorized participant found or reported off campus is subject to immediate dismissal. Participants are required to take part in all weekend activities, unless prior arrangements have been made.
4. Weekend activities are planned for the participants. However, participants who must go home on weekends may do so on Saturdays after 1 p.m. and must return on Sunday by 5:00 p.m. Parents must consult with the Project Director before signing participants out of the dormitory when leaving campus. Parents must sign participants back in when they return to campus.
5. Each participant will receive a host site identification (ID) card. This ID card will allow him/her dining privileges and access to all university facilities and related programs.
6. All residence hall rules of conduct must be followed. A 9:00 p.m. curfew is set for all residence halls. Participants are free to move around inside the residence hall under the supervision of the residence hall counselor. They must also abide by bedtime hours.

## Participant Selection

All host sites are encouraged to use the participant selection criteria designed by HCR and their STA, if applicable. In addition, host sites should distribute applications to public and private middle and high schools in their service area. It is recommended that host sites establish a selection committee with at least one representative from the STA and the Division. Potential participants should submit a complete application. Host sites will notify selected participants and provide them with detailed information about the STI. After the initial screening of the applications and prior to final selection, the STI Project Director may schedule interviews with prospective participants and their parents/guardians.

The selection committee should use the following criteria to select participants:

1. Participants who are rising seventh, eighth, or ninth grader for middle school programs or rising ninth, tenth, eleventh, or twelfth grader for high school programs.<sup>1</sup>

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<sup>1</sup> Each host site conducts **either** a middle school or a high school program and admits participants from no more than three consecutive grade levels.<sup>1</sup>

2. Participants who have completed pre-algebra or will be qualified for enrollment in pre-algebra for the coming school term for middle school programs. Participants who have completed algebra or will be qualified for enrollment in algebra for the coming school term for high school programs.
3. Participants having a minimum cumulative grade point average of 2.0 on a 4.0 scale.
4. Participants having an expressed interest in engineering, science, transportation, or technology careers.
5. Participants who have submitted at least one letter of recommendation from a teacher or a guidance counselor.
6. Participants 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.

**Applications:** Applications are distributed to public and private middle and high school counselors in the respective State and other contacts such as alumni, civic, fraternal, and community organizations. Applicants are encouraged to submit a complete application with letters of recommendation from his/her school's mathematics, technology, science faculty, or a guidance counselor, along with his/her standardized test scores. An application package is included as Appendix D. It includes the cover memorandum and application form.

**Interview:** After the initial screening of the application and prior to final selection, the Project Director is encouraged to schedule interviews with prospective participants and their parents/guardians. The interview process allows the Project Director to validate the applicants' career objectives, their interest in the STI, and provides an opportunity to discuss the program with the parents/guardians.

**Notification/Acceptance Packages:** Upon completion of the selection process, the Project Director notifies the successful applicants and provides them with detailed information about the STI. Suggested information to be provided in the notification/acceptance package (Appendix E) includes the following: 1) notification of selection; 2) participant/parent agreement; 3) STI guidelines or requirements; 4) certificate of health; 5) required personal items and dress codes; 6) housing regulations; and 7) permission to tape or photograph form.

**Notification to Applicants Not Selected:** The Project Director notifies each applicant who was not selected as an STI participant.

## Program Curriculum

Each STI must submit a detailed curriculum (where both a weekly calendar and a narrative are included) to the STAs and Divisions for review and approval three (3) weeks prior to the starting date of the STI. The curriculum, at a minimum, must conform to the NSTI general curricula and include all aspects of the transportation industry and its role in society. The design and delivery should create awareness and stimulate the participants' interest in the opportunities that exist in the transportation industry. The interdisciplinary nature of transportation is also emphasized.

## Academic Curriculum

The academic program must be STEM focused; and designed to provide a stimulating introduction to the transportation industry and career opportunities. The program must include exposure to all modes of transportation: land, air, water, and incorporate topics on safety. Each week's activities should include an introduction to a transportation mode. The NSTI should include activity-based presentations from professionals who work in areas related to the unit being studied.

Hands-on activities such as laboratory activities, project design, construction and testing must be included and may culminate with participant competition. Some suggested activities are rocket design, computer programming, computer applications, solar car design, glider design, bridge design, poster competition, and mass transit design. Field trips to businesses or government agencies should be included as a part of the learning experience. For a list of typical topics on Land, Air, Water and Safety Components, refer to section labeled *Academic Programs*.

## Enhancement Program

The enhancement program should expose participants to methods and activities, which improve study habits, promote academic achievement, and foster self-awareness.

Enhancement activities may include, but are not limited to the following:

- Time Management
- Critical Thinking
- Improving Analytical Skills
- Study Habits
- Scholastic Assessment Test Prep
- Problem Solving Skills
- Library Use
- Vocabulary Development
- Computer Skills
- Personal Grooming/Skills for Daily Living
- Oral/Written Communication Skills

In addition, the participants may keep a daily journal of their experiences, and create a newsletter that can be published to document activities. *The STIs are encouraged to consider coordinating activities with other campus summer programs and the local community in the development of their STIs.*

## Sports and Recreation Program

The purpose of the sports and recreation program is to expose participants to teamwork 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 promote a healthy team and competitive attitude among the participants.

Pursuant to the **Office of Management and Budget - Circular A-21, J.17 - Entertainment Costs** - Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are **disallowed**. **Federal funds cannot** be used for entertainment activities such as sports/fitness center, swimming pool, board games, bowling, movies, water parks, amusement parks, cruises, etc.

Note: where needed, reasonable accommodations must be made for persons with disabilities.

Host sites should find alternative funding for, including transportation, food, etc. associated with these events. It is recommended that host sites use the sports/recreational resources already available on their campuses. Host sites may wish to check with their STA to find out if State funds can be used for these types of activities. In addition, HCR recommends that partnerships be established to help provide in-kind contributions.

Activities may include, but are not limited to:

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

## Marketing

Each host site is encouraged to publicize the activities of the STI throughout the host site's local community.

## Orientation Meeting

The Project Director must plan and host an orientation program for participants and parents/guardians. A thorough explanation of what is expected of participants, an overview of all planned activities and general information about the host site are among the topics to be included for review. Review of rules and regulations is highly encouraged. A sample orientation program is included as Appendix F.

## Closing Program

The Project Director must plan and host a closing/awards program at the conclusion of the STI. Parents, sponsors, and college or university officials are invited. Host sites are encouraged to send a press release to the participants' hometown media announcing the graduates of the STI. The talents of the graduates are featured and they can receive awards for accomplishments in each program of the STI as well as a certificate of completion. Special guests such as the IAC, sponsors, FHWA, STAs, Divisions and other transportation agencies are encouraged to attend.

National Awards: STIs are encouraged to provide awards for the three top graduates of each STI. The Project Director should present these awards in recognition of those participants who have distinguished themselves through exemplary accomplishments during the STI.

Categories for the awards are first place - Director's Award; second place - FHWA Award; and third place - STA Award. The recipients of these awards should demonstrate a strong interest in pursuing a career in the transportation industry.

The faculty and staff may select awardees based on the following criteria: participation in activities; completion of assignments/activities; teamwork; leadership skills; and interest in pursuing a career in the transportation industry. A sample Closing/Awards Program is included as Appendix H.

## Program Monitoring/Risk Assessment

The Project Director and staff personnel are encouraged to review any risk assessment guidelines provided by the STA, or the university/college serving as the host site. A review of injury and illness reports and property and personal injury reports must be prepared by the Project Director as a basis for evaluating the overall effectiveness of the Risk Assessment and Management Policy. This evaluation process is intended to ensure that the Risk Assessment and Management Policy reduce risks and losses to the host site and all participants.

### A. General Life Safety

The safety and well-being of all STI participants, staff and allied personnel is the highest priority for the STI. The purpose of the guidelines below is to provide guidance in addressing risk management issues for each of the STI components. These guidelines are also intended to provide a safe and wholesome environment to conduct all STI activities.

### B. Emergency Evacuation

Education and awareness are essential components of evaluating and planning a risk management program. The Project Director must provide appropriate orientation to the staff to familiarize them with the plan, safety measures, facilities, and evacuation routes to be used for emergency evacuation.

Items to be covered during orientation include, but are not limited to, exit directional signs in the hallways and each dormitory room and routes to be taken to direct occupants out of and away from the building. These same directives shall apply to classrooms and assembly spaces used for STI activities and include minimally the following:

- Fire Drills and Natural Disasters - Instructions must be prepared and distributed to comply with host site requirements, and an STI staff person is assigned to coordinate emergency evacuation activities.
- Buddy System - Each STI participant is assigned a “buddy” to assist in monitoring each person’s whereabouts during an emergency evacuation.
- Emergency Response System - Identify all on-campus emergency shelter facilities, hospitals, and infirmaries.
- Identify all off-campus emergency shelter facilities that are proximate to the host site.
- Identify local hospitals, their telephone numbers, and routes to their locations.

**Staff Alert System:** The Project Director must develop and distribute to STI staff an alert roster identifying all staff members by name, address, telephone number, and email. In addition to the STI staff, the roster must include appropriate host site officials. Instructions and alert protocol should accompany the roster.

**Incident Reporting:** On-duty staff member must document all emergency incidents, complete required incident report(s) and forward all report(s) to the Project Director.

**Instructions for Participants with Disabilities:** In addition to the above, the Project Director must ensure the following:

- All participants with disabilities are assigned to a ground-level room.
- In the instance of an emergency evacuation, persons with disabilities must be instructed to evacuate by or via ground-floor exit with the assigned “buddy”; move to the nearest stairwell to await emergency response personnel;
- Residence hall staff must ensure immediate evacuation of all persons, including persons with disabilities.
- Dormitory staff is provided with a list of all participants with disabilities and their room locations.

### C. Academic and Enhancement Programs

The Project Director must:

- Select and use facilities that are appropriate to meet the curriculum requirements.

- Select and use appropriate equipment and tools for all activities and provide appropriate safety instructions for their use.
- Select appropriate transportation to be used for all field trips.
- Develop a plan for management and oversight of participants while on field trips; including an itinerary and an assigned field trip coordinator.
- Travel Accommodations: The Project Director ensures that the following are addressed during the planning phase of the field trip:
  - Appropriate clothing requirements
  - Weather conditions
  - Medication for participant(s)
  - Handicapped/special needs
  - Meals

#### **D. Sports and Recreation Program**

The Project Director must assess the general conditions of playing fields and facilities to be used for all sports and recreation activities, and provide safety instructions and rules and regulations for the games. All outside activities should be subject to weather conditions. Additional staff/professional personnel should provide the appropriate instruction and monitoring to support STI activities. Safety gear, appropriate for the activity, must be provided to each STI participant.

#### **E. Conduct and Medical Reports**

The Project Director must ensure proper attention is provided to all conduct and medical incidents. All staff should receive proper and adequate instruction in managing participant conduct and the appropriate action to take when injuries occur. The Project Director or his/her designee shall provide the name, address, and telephone number of the participant to the appropriate medical facility should an accident occur.

The Project Director must provide procedures to follow when conduct and medical incidents occur. A sample incident form is included as Appendix G. The STI is required to provide medical and liability insurance coverage for the participants.

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## Chapter 5 – Evaluations

*Each STI is encouraged to administer evaluation instruments. Instruments are provided for evaluation of the performance of the host site by participants, faculty, STAs, and Divisions. Speakers, field trips, academic programs, enhancement programs, sports/recreation program, faculty and staff, and host site facilities are included. Host sites should administer weekly evaluations and overall participants' program evaluations at the end of their STIs.*

### Weekly Evaluations

The Project Director must ensure that weekly evaluations of speakers, field trips, and the academic, enhancement, and sports/recreation programs are **administered to program participants**. The results of the weekly evaluations must be summarized and used for internal program assessment and adjustments to the host site program. Each host site must include the results of the evaluations in its final report.

Listed below are the different types of evaluations forms (Appendix K) to use.

- Classroom Session
- Enhancement Program
- Field Trips
- Speakers
- Staff
- Sports and Recreation

### Faculty/Staff Evaluation of Host Site Activities

The Project Director ensures that host site faculty evaluates the effectiveness of their STI.

### Host Sites' Overall Program Evaluation

The purpose of the evaluation is to determine how well the program has accomplished its goals and how to improve the effectiveness of the NSTI. The overall program evaluation must be administered at the end of the STI and include summary evaluations of each STI component. The completed evaluation forms must be submitted to the STA and the Division.

## Performance-Based Host Site Evaluation

A performance-based evaluation instrument is used to assess the host site's performance during the contract period. The STA, Division or HCR *may* evaluate the host site's planning, organization and management procedures, meeting of reporting requirements, and adherence to procedures and guidelines.

# Chapter 6 – Financial Management

## Budget

There is no cost-sharing requirement for the NSTI Program. Host sites cannot charge any types of fees of any kind (e.g., application, retention, supplies) even if the fee is reimbursable to the participant.

The requested budget amount cannot exceed that which has been decided by HCR. However, depending on funding constraints, amounts are subject to change. The FHWA HCR has capped the Federal cost for the following budget items: <sup>2</sup>

Personnel and Fringe: Not to Exceed **45%** of total requested funding amount.  
Indirect Cost: Not to Exceed **15%** of the requested budget direct cost.

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

## Budget Summary

The budget summary is a skeletal outline that shows how the program's total cost will be allocated to line items. In addition, the summary will identify the funds as being requested or in-kind contributions. *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.*

## Budget Categories/Definitions

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, i.e. medical insurance.

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<sup>2</sup> Considered special terms or conditions for this program

3. Recruitment - Includes all expenditures for the recruitment of the participants for the NSTI Program. A brief explanation is required for travel. Allowable items/activities may include the following:
  - Travel (Project/Program Director) – visit/participate in school activities and/or meet with participant counselors to market the NSTI program.
  - Production of flyers, application packages, participant 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/private middle and high schools, and to participants at a reasonable cost.
4. Contractual Services - Includes all expenditures for services, other than by official 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**:<sup>3</sup>
  - Orientation Meeting
  - Residential Program: *Breakfast/Lunch/Dinner*
  - Non-Residential Program: *Lunch - If a transportation-related topic is being presented and/or discussed.*
  - Closing Program

**Disallowed** - All snacks

**Note:** *Cost of all meals must be included in your SOW's **program budget**, including meals planned for field trips. A breakdown of costs must also be included in your detailed budget.*

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<sup>3</sup> Reasonable costs. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

6. Travel - Includes all expenditures for participants' travel (i.e., transportation, lodging, meals and other charges necessary to the approved travel.) All field trips/travel plans should be identified individually. Travel requirements should be met using the most economical form of transportation available. The following information should be provided:

- Total number of trips planned
- Number of participants for each trip (e.g., Project Director, 15 participants, 3 participant counselors)
- Type of trip (e.g., In-State or Out-of-State)
- Name/location of the event
- Purpose of the trip (identify what the participants will be doing - a tour and/or brief presentations, hands-on activities, etc.)
- Entrance fee per person, if applicable
- Fares for common carriers, auto/van rentals, or other chartered transportation services
- Cost of food, if applicable

**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 the cost and number of items being purchased.

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, such as computers.*

8. Room and Board - Includes the cost of sleeping accommodations and meals made by the host site on behalf of a participant, where such is **not** an employee of the host site.
9. Stipends - Participant stipends are allowed if funding for both room & board is not being requested.

10. 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. For the purpose of the NSTI Program, HCR has capped the indirect cost not to exceed 15% of the direct cost.

## Stipends

Participant stipends are allowed for **non-residential** programs ONLY. Stipends may be used to offset transportation costs for students travelling to/from the host site campus. Residential programs typically include funding for room and board. However, if funding is being requested for either room or board, or both for a residential program, then stipends are NOT allowed.

*Note: Students' attendance must be verified before reimbursement, i.e. sign-in sheet.*

Stipends cannot exceed the following:

- Middle School - \$75 per participant per week
- High School - \$125 per participant per week

## Account Management

Each STI should follow the accounting procedures/regulations/rules provided by their STA.

## Budget Amendment

When requesting approval for budget amendment(s), the Project Director should consult with the designated STA personnel assigned to oversee the program. The STA will review and determine the validity of the proposed request and consult with the Division if needed. The Division may approve or disapprove the request without HCR's involvement as long as it falls within the guidelines of budget expenditures. However, if the Division is unsure if the request is allowable, they should contact HCR. In addition, the Division is responsible for notifying the STA and HCR of the decision and of any changes to the approved budget. The STA will notify the Project Director, in writing, of the decision. Neither HCR nor the Division will authorize any reimbursements for invoices that were not approved in advance.

## Reimbursement Procedure

The STI should follow STA procedures for reimbursement of STI expenditures. The typical process for reimbursement involves the following steps.

1. The STI submits invoices to the STA for review and reimbursement. The STA reimburses the STI for allowable expenses. (Expenses on invoices should reflect expenses listed in the budget submitted in the STI's SOW submission).
2. The Division Office and HCR may request at any time, to review invoices paid by the STA.

The grant recipient should follow the STA's procedures for STI cost reimbursements. The STAs will follow State rules and regulations regarding cost reimbursement (i.e. time requirements, proper documentation requirements, contact person, etc.).

## Financial Reports

The STIs must follow the STA's procurement process regarding the submission of financial reports. However, HCR requires STIs to submit a preliminary financial report to their Division Office. The preliminary report should include all expenditures *whether invoiced or not*. For details about documentation requirements and deadlines for submission of invoices and reports for reimbursement of funds, the Project Director should contact the STA.

## Procurement

The Project Director procures all supplies, travel, equipment, and services using the normal procurement procedures of the college or university. Neither the Project Director nor the STI staff may, at any time, violate the procurement procedures of the State, college or university. Any expense incurred by the Project Director or the STI staff outside of the normal procurement process for the college or university will *NOT* be an allowable expense under the cooperative agreement with the STA.

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# Chapter 7 – Statement of Work/Funding

The STI Project Director is responsible for submitting a SOW application to the STA. STAs must submit their recommended SOW (s) electronically to the Division Offices for review and approval by an established date set by you. Division Offices must submit NSTI SOWs recommended for funding to HCR by **COB December 20th** by uploading the SOWs to SharePoint. Also, Division Offices must indicate to HCR by **COB December 20th** those SOWs not recommended for funding with a brief explanation. **The SOW application should not exceed 10 pages** (the Transmittal Sheet and Tables A-E do not count against the page limitation). **SOW applications should be sent to the *Division Office* as a Word document using the Times New Roman font type 12 and be single-spaced.** The Project Director should complete the application in its entirety and submit it within a timely manner to ensure receipt by the deadline.

## Instructions

The following components are included in the SOW Application:

### Transmittal Sheet:

- Fiscal Year
- Full name of host site
- Complete address
- Contact representatives

### Section A: Program Information

This section of the application should include the following information:

- Host Site (Name/ Address)
- Budget with narrative
- Requested Length of Program
- Program Dates
- Type of Program (e.g., residential)
- Anticipated Number of Participants and Grade Levels
- Congressional District Number(s)

### Section B: Program Overview

In this section, a one or two-page summary of the STI program the college/university plans to implement should be provided. Information in this section should include a description of curriculum, specific field trips planned, and examples of any enhancement activities planned.

## Section C: Program Administration

This section of the application should include the following information:

1. Recruitment and Participant Selection Procedures: Provide a brief narrative on the recruitment and participant selection procedures.
2. Table A - Staffing Requirements: List all position titles and job descriptions.
3. Table B - Program Cost: Provide a detailed budget and narratives.
4. Table C - IAC: List all participating organizations and participant's name that will serve on the committee.
5. Table D - Specific Named Partners: List all partners and their roles and/or contribution(s) to the STI.
6. Table E - Implementation Schedule: List all tasks to be performed, task assignment(s), action(s) required, and the timeframe for completion.
7. Program Curriculum - Provide narratives that address the participants' involvement and/or activities for the academic, enhancement, and sports/recreation curriculum components. The academic program should introduce the transportation industry and expose the participants 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 the participants to methods and activities, which improve study habits, promote academic achievement, and foster self-awareness. The sports/recreation program should encourage good sportsmanship and team building. A tentative activity schedule for each week should be provided.

8. Follow-up Survey (senior participants) - A narrative that addresses how the survey will be conducted should be provided. The survey should focus on the career and academic decisions made by STI graduates.

## 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** modes of transportation (land, air, water, and the incorporation of safety topics), but with an emphasis on highways. 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 **must** be transportation-related and include a description. 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, but are not limited to:

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

**Air** transportation topics may include, but are not limited to:

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

**Water** transportation topics may include, but are not limited to:

- Deep Sea Freight Transportation
- Deep Sea Passenger Transportation
- Inter-Coastal Waterway
- Local Water Transportation

- Towing/Tugboat Services
- Marine Cargo Handling
- Marinas
- Water Transportation Services<sup>4</sup>

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, but are not limited to:

- 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, but are not limited to:

- Time Management Critical Thinking Analytical Skills Study Habits
- Scholastic Assessment Test Prep
- Library Use
- Vocabulary Development
- Computer Skills
- Personal Grooming/Skills for Daily Living
- Oral 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 STI.

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<sup>4</sup> Services can include airboats, excursion boat operations, sightseeing boats, water taxis, passenger transportation on rivers and canals.

## 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 Circular 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. Funding for activities that are non-transportation related is the responsibility of the host site.

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 and 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

## Approval Process:

1. HCR sends a *Solicitation Request* for SOW applications via email to Division Offices.
2. Division Offices forwards the *Solicitation Request* to its STA.
3. STA publicizes and circulates the *Solicitation Request* to all potential sites.
4. Each host site completes an application in its entirety and submits to its STA.
5. The STA reviews the SOW, and forwards SOW recommended for approval to the Division Office.
6. The Division Office reviews the SOWs for accuracy and creates a letter recommending approval. The Division Office may provide the STA with feedback and/or request revisions to the application(s) if needed.
7. The Division Office uploads the letter recommending approval and the recommended SOW to [SharePoint](#) in a folder labeled, "Recommended SOWs" by COB December 20, 2013.
8. HCR reviews, *approved* SOWs and sends award notification to Division Offices via email when funds are ready for obligation.
9. Division notifies the STA regarding approved funding and provides a copy of the award letter(s) to the Division's respective financial manager.
10. The STA obligates the award money by setting up a project agreement in the Fiscal Management Information System. Once the funds are obligated, the STA prepares a financial agreement/contract for the host site(s).
11. The host site(s) signs and returns the agreement/contract to the STA.
12. The host sites are then authorized to proceed and begin using the funds.

## Chapter 8 – NSTI Annual Questionnaire

The STI Project Director is responsible for submitting an annual report to their STA and Division. The HCR has developed an assessment tool that is simple, concise, and much less burdensome for the host sites to fulfill the NSTI Annual Report requirement. This report is in the form of a questionnaire. Below is the link that host sites must use to enter their data. **All responses must be entered using this assessment tool on or before October 15<sup>th</sup>, the link will be disabled after this time.** The HCR no longer accepts hardcopies of annual reports. The NSTI Program Manager will forward copies of completed questionnaires to the host site's respective Division Office Civil Rights Specialist. A copy of the *sample* questions can be found in Appendix Q and is subject to revision annually.

<https://www.surveymonkey.com/s/NSTI2013>

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# Chapter 9 – Data and Reporting Clearinghouse

## Reports

The STA and/or HCR may collect aggregate data (no identifying information will be collected) on applicants, participants, and graduates of the individual STIs.

Examples of information include the following: the number of females/males, disadvantaged participants, number of minorities, and number of participants with disabilities which is provided by completing the demographic sheet included in the annual report.

Participant evaluations, participant profiles (aggregate information only), and the STI annual reports assessment reporting link are tools to provide information and data to measure the effectiveness of the NSTI. The Project Director submits these items to the STA and/or Division within sixty days of the commencement of the summer program.

## Reports/Submission Dates

| <b>Reporting Item</b>                         | <b>Due Date</b>                  |
|---|----------------------------------|
| Final Implementation Plan/Detailed Curriculum | Four weeks prior to start of STI |
| Annual Questionnaire                          | October 15th of each year        |

## Follow-up Survey - High School Senior

The follow-up senior year survey focuses on the career and academic decisions made by STI graduates. STIs are encouraged to mail surveys to participants. Participants, who do not respond by the prescribed date, may be contacted via their high school or using parent/guardian information obtained during the acceptance and notification process. The aggregate data provided from the survey should be compiled and included in the annual report submitted to the STA and/or Division (no identifiable information is collected or reported).

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# Appendices

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## Appendix A - Sample Job Descriptions

### Academic Program Coordinator

- Supervises the academic program faculty/staff
- Implements, evaluates and revises the academic curriculum
- Provides laboratory activities and resource materials
- Performs other duties assigned by the Project Director
- Acts in absence of the Project Director

*Candidates should hold a Master's Degree and have a background in transportation or related work experience. Previous teaching/administrative experience at the middle and high school or college/university level is required.*

### Faculty

- Provides daily academic instruction and related activities
- Assist with testing, evaluations, and career counseling
- Interacts with participants and administrative staff
- Performs other duties assigned by the Academic Coordinator

*Candidates shall be college/university professors and/or meet the institutions' hiring criteria.*

### Academic Aide

- Assist with academic instruction
- Organizes resource material
- Sets up laboratory activities
- Assist with coordination of field trips
- Conducts inventory
- Assist with program opening and closing activities
- May accompany participants to all camps or activities
- May assist with weekend activities

*Candidates should have a minimum of 14-years (associate degree) of education. Interacts with the faculty, participants and administrative staff, and performs other duties assigned by the Academic Program Coordinator.*

### Resident Hall Manager

- Responsible for overall management of the day-to-day dormitory life, facilities, evening study sessions, and related activities
- Assists in the selection, orientation, and training of resident hall counselors and may be primarily responsible for their daily supervision

- May conduct regular meetings for the purposes of reviewing participant interactions, performance, dormitory activities and staff training
- Assumes primary responsibility for the implementation and supervision of study hours, if applicable
- Serves as a liaison between the instructional and residential staff

*The Resident Hall Manager (RHM) resides in the dormitory and takes his/her meals with the participant and other residential staff.*

## Residence Hall Counselor

- Reports directly to the RHM, if no RHM reports to the Project Director
- Lives in a residence hall and is responsible for the primary care of an assigned group of participants living in his/her building
- Monitors and implements university and residence hall policies.
- Fosters participants' academic and personal development.
- Chaperones participant off-campus trips and tours, and dining room supervision
- Reports all incidents in and around residence hall to RHM
- Reports to the RHM any cases beyond his/her disciplinary efforts (e.g., when participants refuse to cooperate)
- Cooperates fully with the Project Director and professional staff
- Promotes effective study and living habits
- Attends all special occasions/functions
- Assists with participant check-in/check-out
- Uses discretion in dealing with activities in the residence hall, as considered necessary and appropriate
- Coordinates weekend duties as assigned by the Project Director

*The hall counselors should possess the desire to create and maintain a safe and healthy residential community. Candidates should be able to show previous work with conflict- resolution skills, peer mediation, crisis management and the ability to respond to emergencies.*

## Appendix B - Employment Agreement

Job Title:

Description:

Responsibilities and Duties:

1.

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I have received instructions and copies of the nondiscriminatory policies, drug free workplace policies, and non-exclusionary policies of the University and the U.S. Department of Transportation, Federal Highway Administration Certification for Grants and Cooperative Agreements.

I, \_\_\_\_\_ accept the position as \_\_\_\_\_

for the Summer Transportation Institute. I will perform the duties and responsibilities of this position and will be compensated in the amount of \$\_\_\_\_\_ per hour.

This is a temporary position beginning on \_\_\_\_\_

and ending on \_\_\_\_\_.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Project Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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# Appendix C - Sample Activity Calendar

| Opening Session 8:30 – 9:00  | Morning Session 9:00 – 12:00  | Lunch 12:00 – 1:00   | Afternoon Session 1:00 – 4:00  |  |
|--|---|--|--|--|
| Monday   | Tuesday   | Wednesday  | Thursday   | Friday   |
| <b>July 11</b><br>Orientation and Administrative Activities<br>College/University Tour<br>Computer Labs<br>Presentations: Careers in Transportation Industry | <b>July 12</b><br>Field Trip: FHWA Division/State DOT: Presentation/Speakers: Career Opportunities in Transportation Industry | <b>July 13</b><br>Introduction to Power Transmission<br>Rocket Design and Construction<br>Solar Powered Vehicle Research | <b>July 14</b><br>Introduction to Computer and Web Page Design<br>Construct Rocket Models<br>Time Management | <b>July 15</b><br>Speaker: Bridge Design<br>Bridge Construction Video<br>Construct Bridge Models     |
| <b>July 18</b><br>Introduction to Solar Eagle III<br>Solar Powered Vehicle Research<br>Introduction to Math  | <b>July 19</b><br>Rocket Competition<br>Clean Fuel Vehicles - Electric Cars<br>Physic Session                                 | <b>July 20</b><br>Internet Research<br>Design of Solar Car<br>Environmental Engineering, Safety, and Security            | <b>July 21</b><br>Internet, Homepage Design Basic HTML Language<br>Introduction to MS PhotoDraw, Front Page  | <b>July 22</b><br>Writing Assignment: Design and Construction of Wood Bridge<br>Communication Skills |
| <b>July 25</b><br>College Preparation Verbal and Math SAT Workshop<br>Academic Skills: Test/Note Taking, Time Management                                     | <b>July 26</b><br>Construct Solar Cars<br>Competition Solar Cars<br>Research Assignment                                       | <b>July 27</b><br>AutoCAD Workshop<br>Math and Writing Assignments<br>Occupational Safety Workshop                       | <b>July 28</b><br>Field Trip: Land Transportation - Rail, Bus<br>Railroad Museum<br>Train Ride               | <b>July 29</b><br>Introduction to Civil Engineer<br>Career Opportunities in Construction Engineering |
| <b>August 1</b><br>Field Trip/Presentation: Career Opportunities in Mass Transit, Transit Securities   | <b>August 2</b><br>Field Trip/Presentation: Army Corp of Engineers, Highway Engineering Careers                               | <b>August 3</b><br>Field Trip-Speakers & Tour: FAA, Air Traffic Control Tower, History of Aviation                       | <b>August 4</b><br>Competition Activity in Bridges<br>Presentations for Closing Program                      | <b>August 5</b><br>Participant Evaluations<br>Closing and Award Program                              |

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## Appendix D - SOW Application Package

To: (Indicate Middle or High School) Guidance Counselors  
From: \_\_\_\_\_, Project Director  
Subject: (Insert Year) Summer Transportation Institute Program  
Date: (Insert Date)

The (insert name of college/university) will host the (insert year) Summer Transportation Institute (STI) Program for (*indicate if middle or high*) school participants from (insert program dates). This will be a residential program where the participants will reside on campus. The purpose of the STI Program is to create awareness and stimulate interest in middle and high school participants to take full advantage of the opportunities that exist in the transportation industry. The STI Program sponsored by the U.S. Department of Transportation, Federal Highway Administration is open to participants attending public and private middle and high schools across the State. The STI is an extremely intense and structured learning opportunity for youth in the middle and high school systems of (insert host site State).

The curriculum will expose participants to new frontiers and adventures such as highway design, transportation of people and cargo, inter-modalism, laws, regulations, safety, and career opportunities. In addition, participants will participate in standardized applicant test preparation courses, computer training, academic enhancement activities, field trips, and hands-on projects.

Approximately (insert number of participants and grade levels) participants will receive full scholarships to participate in the (insert program length) STI program. Scholarships will include the following:

- Tuition
- Workshops/Handouts
- Room and Board
- Facility Usage
- Equipment/Supplies
- Travel (Field Trips)
- Lab Fees
- Speakers

The attached application form is being sent to public and private middle and high schools across the State. Guidance counselors should identify two participants for the STI Program and assist them with completing the forms in the enclosed application package.

«Today's Date»

Attention: Middle and High School Guidance Counselors

The Summer Transportation Institute will make notification of scholarship awards to each of the selected participants. The following criteria will be used in the selection of scholarship recipients.

Participants must:

- Be in the (insert grade levels) for the (insert year) school year.
- Have completed or be qualified to enroll in Pre-Algebra for the (insert year) school year.
- Have cumulative grade point average 2.0 on a 4.0 scale (minimum).
- Have an interest in engineering, science, transportation, or technology-related career.
- Provide at least two letters of recommendation.
- Provide standardized test score(s) and transcripts.
- Provide an essay explaining why he/she wants to participate in the program and how it can assist in meeting their individual career goals).

The selection team will also consider the geographical location of applicants to ensure representation from all regions of the State. Please consult with your science, mathematics and technology education teachers for the names of potential participants who may qualify for the STI program.

Please return all applications to the address below no later than \_\_\_\_\_.

«Project Director's Name»  
Project Director, Summer Transportation Institute  
«University or College»  
«Address»  
«City, State, Zip Code»

Thank you for your assistance.

Sincerely yours,

«Project Director Signature»  
Project Director's Name

## Summer Transportation Institute Participant Application

|                                    |      |         |
|------------------------------------|------|---------|
| Name:                              | Age: | Gender: |
| Address:                           |      |         |
| Parents/Guardian Name:             |      |         |
| Address (if different from above): |      |         |
| Telephone Numbers (Home):          |      | (Work): |

|                          |                      |
|--------------------------|----------------------|
| Name of School:          |                      |
| Standardized Test Score: | Grade Point Average: |

*(Please Print Clearly)*

During the (insert school year, e.g., 2009-2010) school year, I will be in the \_\_\_\_\_ grade.

List your most recent math and science class.

Math \_\_\_\_\_ Science \_\_\_\_\_

**Career Interest** *(Please select only one item):*

- |                                       |   |  |
|---------------------------------------|---|--|
| <input type="checkbox"/> Accounting   | <input type="checkbox"/> Law              | <input type="checkbox"/> Computer Science    |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Technology       | <input type="checkbox"/> Scientific Research |
| <input type="checkbox"/> Environment  | <input type="checkbox"/> Criminal Justice | <input type="checkbox"/> Transportation      |
| <input type="checkbox"/> Engineering  | <input type="checkbox"/> Marketing        |  |
| <input type="checkbox"/> Business     | <input type="checkbox"/> Construction     |  |

**Awards/Achievements/Organizations** (Attach a list of your awards, achievements, and organization memberships).

**Required Essay:** Describe your career objective(s), interest in transportation, and how the STI can assist you in reaching your goals. Your essay must be typed and not exceed one (1) page.

**Additional Information:** Please enclose two letters of recommendation and your academic transcript. Incomplete applications will not be processed.

Submit Application to: Project Director's Name  
 Summer Transportation Institute  
 Name of Host Site  
 Address

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Signature (Participant) Date

---

Signature (Parent) Date

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## Appendix E - Notification Package

«Date»

«Name»

«Address»

«City, State, Zip»

Dear «Mr./Ms. Last Name»:

Congratulations! You have been awarded a full scholarship to attend the «insert year and host site» Summer Transportation Institute (STI) Program. This program will prepare you to meet the academic and social challenges during your upcoming academic year. The program dates are \_\_\_\_\_.

The «Host Site», State Transportation Agency, and the Federal Highway Administration have agreed to provide educational experiences for middle and high school participants like you. The STI Program will expose you to a series of academic experiences designed to motivate you toward professions in the transportation industry. You will participate in mathematics, science and transportation-related technology to assist you with selecting a career in the transportation industry. There will be a parent/participant orientation at «time a.m./p.m.» at «Campus Location» on «Date». Please see enclosed campus map for directions. Participants will be allowed to check in on «Date», after «time» in the «Dormitory Hall» on the «Host Site» campus.

I have enclosed a copy of the participant/parent agreement. This signed form confirms your commitment to participate in the STI Program. It must be returned to us by «Date». Other required forms and a statement from the «Host Site Office» are enclosed for you and your parent(s)/guardian(s) review. Please bring these documents with you when you arrive for the program. We will not accept unsigned forms requiring parent(s)/guardian(s) signatures. You may contact «Contact Person's Name» at «Contact Person's Phone Number» if you have any questions regarding the STI. Congratulations again, and we look forward to seeing you on «Date».

Sincerely,

«Project Director  
Project Director's  
Name» Project Director

Enclosures

## Participant/Parent Agreement

I have read and understand all materials submitted to me in my acceptance letter for the Summer Transportation Institute (STI) Program. I have also read the STI regulations and I agree to comply with all stated policies. All incidences of non-compliance with the regulations will result in my dismissal from the STI. If dissatisfied with the STI, I understand I can leave at any time, after a parent/guardian conference with the Project Director.

---

Signature (Participant)

Date

---

Signature (Parent/Guardian)

Date

Parent/Guardian Telephone Numbers

Home:

Work:

## Rules and Regulations

We are excited to have you join us for the Summer Transportation Institute. We are responsible for your safety and well-being at all times. The following guidelines, rules and regulations are important and necessary to meet the objectives of the STI.

1. The STI staff expects participants to display courtesy and professional behavior toward their peers, faculty, and staff at all times
2. Only excused absences from the Project Director will be accepted. Participants must report illness; injury etc., to their residence counselor and Project Director to be excused from classes (seminars/labs). Violations may lead to dismissal from the program. Attendance at all activities is mandatory.
3. Participants are not permitted to leave campus unless escorted by a counselor or another adult in authority. Residence counselors will make arrangements for off- campus activities. Any unauthorized participant found or reported off campus is subject to immediate dismissal. Participants are required to participate in all weekend activities, unless prior arrangements were made.
4. Activities are planned each weekend for the participants. However, participants who must go home on weekends may do so on Saturdays after 1 p.m. and must return on Sunday by 5:00 P.M. Parents must consult with the Project Director before signing participants out of the dormitory when leaving campus. Parents must sign participants back in when they return to campus.
5. Each participant will receive a <<Host Site>> ID card. This ID card will allow him/her dining privileges and access to all college/ university facilities and related programs.
6. All residence hall rules of conduct must be followed. A 9:00 p.m. curfew is set for all residence halls. Participants are free to move around inside the residence hall under the supervision of the residence hall counselor. They must also abide by bedtime hours.

I have read, understand, and agree to comply with the above rules and regulations.

---

Signature (Participant)

Date

---

Signature (Parent/Guardian)

Date

## Certificate of Health

Note: This certificate is designed to provide the STI staff with information concerning your child's health and general welfare. If the applicant is selected for an STI scholarship, the information will be used for the participant's safety and welfare while on the <<Host Site>> campus.

*(Please Print Clearly)*

|                   |      |         |
|-------------------|------|---------|
| Applicant's Name: | Age: | Gender: |
| Address:          |      |         |

List all past and present history of illness or injury:

---



---



---



---

Does the applicant have a history of any of the following? Please check all that apply and provide a brief explanation in each case.

|  |  |  |
|--|--|--|
| Heart Disease (Mitral Valve Prolapsed, Murmur) |  |  |
| Lung Disease (Tuberculosis, Asthma)            |  |  |
| Neurological (Seizures, Migraine)              |  |  |
| Mental Health                                  |  |  |
| Fainting                                       |  |  |
| Sinusitis                                      |  |  |
| Hearing Loss                                   |  |  |
| Anemia/Sickle Cell Disease or Trait            |  |  |
| Rheumatic Fever                                |  |  |
| List any past surgeries or hospitalizations:   |  |  |
| List any lengthy illness:                      |  |  |
| List any visual problems:                      |  |  |

Check any injury or broken bones:

|             |  |
|-------------|--|
| Neck        |  |
| Collar Bone |  |
| Ankle       |  |
| Arm         |  |

|          |  |
|----------|--|
| Elbow    |  |
| Wrist    |  |
| Shoulder |  |
| Ribs     |  |

|        |  |
|--------|--|
| Spine  |  |
| Pelvis |  |
| Hand   |  |
| Leg    |  |

List any disabilities:

Is the applicant currently taking any medication? If yes, please provide the name of the medication(s), dosage and purpose below.

| Name of Medication | Dosage | Purpose |
|--------------------|--------|---------|
|                    |        |         |
|                    |        |         |
|                    |        |         |
|                    |        |         |
|                    |        |         |
|                    |        |         |
|                    |        |         |
|                    |        |         |
|                    |        |         |
|                    |        |         |
|                    |        |         |

List any allergies to food, medications, plants, dust, (i.e., peanuts, aspirin, etc.) below.

## Personal Items and Dress Code

### List of Items You Will Need to Bring

1. Linen (*twin sheets, pillow/pillowcase*)
2. Twin Blanket or Comforter
3. Towels - Optional
4. Laundry Detergent - Optional
5. Shower Cap
6. Toiletries (*soap/shower gel, deodorant, lotion, toothpaste/brush, etc.*)
7. Book Bag/Carry-All
8. Social Security Card
9. Comfortable Clothing
10. Rain Coat (*with hood*)
11. Umbrella
12. Lightweight Jacket
13. Walking Shoes
14. Dress (females)
15. Slacks/Shirt/Tie/Jacket
16. Swimsuits/Trunks, Caps

## Medication and Directions to Administer

### Dress Code

Females:

Shorts (Extremely short or miniskirts are not acceptable).

T-Shirts, shirts, etc. (All tops must cover entire torso, no halters).

Males:

All trousers must fit to waistline with belts. (Trousers falling below waistline are not acceptable).

T-Shirts, shirts, etc. (All tops must cover entire torso).

## Release Form - Permission to Tape and Photograph

Participant's Name:

I grant written permission to the <<Host Site>> Summer Transportation Institute to make video tapes and/or photographs of the above-named participant.

I further authorize the use of such photographs or tapes for brochures, press releases or other recruitment materials without prior inspection on my part.

Signature: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

## Release Form - Permission to Collect and Use Data

Participant's Name:

I grant written permission to the <<Host Site>> Summer Transportation Institute and the Federal Highway Administration to use the information provided on the participant profile for marketing, recruitment, program evaluation and data analysis purposes.

Signature: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

# Appendix F - Sample Orientation Meeting Agenda

## Summer Transportation Institute - Student/Parent Orientation Meeting

Date:

Time:

Location:

### Agenda

- I. Welcome
- II. Overview of Program
  - Purpose
  - History
- III. Introduction of Faculty and Staff
- IV. Overview of Curriculum and Schedule
- V. Student Orientation
  - Room Assignments
  - Living in a Dormitory
  - Keys
  - Money/Valuables
  - Clean Room Daily
  - Washing Clothing
  - Roommate
- VI. Parent(s) Orientation
  - Sign In/Out
  - Supervision
  - \*Telephone Calls
  - Insurance
  - Injuries/Sickness

*\*Identify when to call/Recommendation: Prepaid phone cards and amounts*
- VII. Review and Complete Forms
- VIII. Temporary Identification
- IX. Remarks (Participants/Parents)
- X. Closing Remarks
- XI. Question and Answer Period

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# Appendix G - Incident Report

## Summer Transportation Institute - Medical/Injury/Conduct Report

|                     |       |           |
|---------------------|-------|-----------|
| Participant's Name: |       |           |
| Incident:           |       |           |
|                     |       |           |
|                     |       |           |
| Date:               | Time: | Location: |

\_\_\_\_\_  
Participant's Signature *(If able)*

Description of Incident:

Detailed Report of Action Taken by Staff:

|                      |               |
|----------------------|---------------|
| _____<br>Reported By | _____<br>Date |
| _____<br>Witness     | _____<br>Date |
| _____<br>Witness     | _____<br>Date |

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## Appendix H - Sample Closing Program

### Summer Transportation Institute - Closing Program Project Director, Presiding

Pledge of Allegiance

Posting of Colors

Greetings

Reflections

- Academics/Projects
- Classroom Speakers
- Field Trips
- Self-Development
- Recreational
- Cultural/Civic

Instrumental Music

Invocation

Luncheon

Introduction of Speaker

Speaker

Slide Presentation

Award Presentation

Special Recognitions and Presentations

Remarks

Words of Appreciation

Closing Remarks

Viewing of Student Projects

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## Appendix J - Sample Model 4-Week Academic Curriculum

### Transportation Safety/Security

Course Description: This course will provide a general overview of strategies adopted by Federal, State and local agencies to improve safety at airports, training facilities, and other mass transit centers. The primary focus of the course will expose participants directly to transportation safety programs and procedures.

#### Course Objectives

1. To provide participants with both theoretical and practical applications of transportation safety devices.
2. To allow participants to communicate directly with transportation officials responsible for maintaining transportation safety.
3. To improve understanding and awareness of the policies, techniques, and procedures required to help make transportation facilities safer.

#### Performance Indicator for Each Objective:

##### Week 1: *(Insert Dates)*

Monday: General overview of Federal, State, or local policies adopted to improve safety at mass transit facilities. (Homeland Security Plans)

Tuesday: Guest speaker - A transportation safety official presentation/activity.

Wednesday: Workshop simulation project using Airport Tycoon Software

Thursday: Field trip to a transportation facility

Friday: Write an essay on class experience

#### Suggested Projects and Activities

Demonstrate, through a simulation process, the necessary procedures to implement a System Safety Security Program Plan.

## Water Transportation

Course Description: This course is designed to give participants an opportunity to learn the fundamental regulations and responsibilities of safe water transportation. The goal of the course is to provide a positive learning experience for all participants.

### Course Objectives

1. To inform participants of the Best Water Travel Practices.
2. To identify possible threats and solutions to promote safe waterways.
3. To improve participants' ability to communicate effectively with other peers, parents, and community leaders about the importance of safe water transportation behavior.
4. To allow participants to interact directly with Coast Guard and National Resource Commission personnel.

### Performance Evaluation for Each Objective

#### Week 1: *(Insert Dates)*

Monday: General overview of the roles and responsibilities of the United States Coast Guard and the State Department of National Resources is to maintain safe water transportation travel.

Tuesday: Guest speakers - US Coast Guard/State Department of National Resources

Wednesday: Hands-on workshop, Production of Safe Water Instrument

Thursday: Field trip to water transportation facility

Friday: Completion and demonstration of safe water instrument

### Suggested Projects and Activities:

Develop a security plan to alert potential water travelers of hazards and solutions while traveling on ships, vessel and boats.

## Land Transportation

Course Description: This course allows participants to comment on the interrelationship of land use and transportation systems. It introduces students to the transportation decision-making process. The course concludes with solutions to improve land use practices and transportation service.

### Course Objectives

1. To introduce participants to the process of land use and effective transportation systems.
2. To identify data sources needed to make prudent transportation decisions.
3. To demonstrate an understanding of land use planning and minimizing transportation problems (i.e., congestion, noise, and pollution).
4. To gain the ability to make comparable land use/ transportation decisions for safer communities.

### Performance Indicators:

Monday: Introduce participants to the contemporary planning process with an emphasis on traffic congestion.

Tuesday: Guest speakers – Transportation Planner

Wednesday: Workshop simulation project using SimCity Software

Thursday: Field trips to various neighborhoods/subdivisions

Friday: Completion of SimCity Project and Write-Up

### Suggested Project and Activity

Design a new subdivision and show the impact of new traffic on existing roads in a medium-size community.

## Aviation Safety

Course Description: This course is designed to give participants a summary and review of contemporary strategies developed by the Federal Aviation Administration to make

air travel safer. Special emphasis is placed on aircraft security and personnel training. The course concludes with safety tips and recommendations to improve air travel.

### Course Objectives

1. To inform participants of current strategies by the government to make air travel safer.
2. To encourage students to identify workable solutions to help reduce air industry crime.
3. To give all participants classroom and practical experience(s) in aviation protection.
4. To increase participant's awareness of the complexity and special efforts required to make air travel a stress-free service.

### Performance Indicator

Monday: Introduce participants to Federal, State, and local agencies responsible for designing and implementing aircraft security programs.

Tuesday: Invite experts from the aviation industry to share experiences and ideas with participants.

Wednesday: Introduce participants to aviation devices and equipment used to improve aircraft security. Participants will be allowed to design or modify an existing device to increase aviation safety.

Thursday: Participants will participate in a field trip to a local aviation center/airport.

Friday: Complete and demonstrate class project on aviation safety.

### Suggested Projects and Activities

1. Design a device that improves the flight crew compartment door installation to restrict the unwanted entry of persons.
2. Design equipment that provides for the installation of video cameras or implementation of other methods to enable the flight deck crew to be aware of emergencies that might be occurring in the cabin.

## Appendix K - Evaluation Forms

### Summer Transportation Institute - Classroom Session Evaluation

Session Title:

Date:

Circle the number that indicates how much you agree or disagree with each of the following statements about this session.

| Ratings        |       |                   |          |
|----------------|-------|-------------------|----------|
| Strongly Agree | Agree | Strongly Disagree | Disagree |

|  |   |   |   |   |
|--|---|---|---|---|
| 1. Class activities were well organized.   | 4 | 3 | 2 | 1 |
| 2. Class activities were logically sequenced such that simpler activities preceded more complex activities.  | 4 | 3 | 2 | 1 |
| 3. Participants were able to ask questions and discuss related issues during the course of class activities. | 4 | 3 | 2 | 1 |
| 4. Subjects and topics discussed in class were related to the purpose of the project.                        | 4 | 3 | 2 | 1 |
| 5. Faculty and presenters provided sufficient explanation of the concepts covered.                           | 4 | 3 | 2 | 1 |
| 6. Faculty and presenters provided valuable assistance to participants.                                      | 4 | 3 | 2 | 1 |
| 7. The classroom area(s) were adequate to carry out the activities.  | 4 | 3 | 2 | 1 |
| 8. Enough time was spent discussing the subjects and topics of the project activities.                       | 4 | 3 | 2 | 1 |
| 9. The number of projects was appropriate.   | 4 | 3 | 2 | 1 |
| 10. Enough time was allowed for most participants to understand what was being taught.                       | 4 | 3 | 2 | 1 |

Comments:

## Summer Transportation Institute Program - Staff Evaluation

Staffer's Name:

Date:

Circle the number that indicates how much you agree or disagree with each of the following statements about the STI staff.

| Ratings        |       |                   |          |
|----------------|-------|-------------------|----------|
| Strongly Agree | Agree | Strongly Disagree | Disagree |

|   |   |   |   |   |
|---|---|---|---|---|
| 1. The Staff was very interested in my career awareness.                                      | 4 | 3 | 2 | 1 |
| 2. The Staff was very helpful when I had problems.  | 4 | 3 | 2 | 1 |
| 3. The Staff encouraged participants to strive for excellence in all their academic pursuits. | 4 | 3 | 2 | 1 |
| 4. The Staff was always available when I had a question or needed assistance.                 | 4 | 3 | 2 | 1 |
| 5. The Staff was very friendly at all times.  | 4 | 3 | 2 | 1 |
| 6. The Staff was very knowledgeable on transportation-related careers.                        | 4 | 3 | 2 | 1 |
| 7. The Staff was very enthusiastic about transportation-related careers.                      | 4 | 3 | 2 | 1 |

Comments:

# Summer Transportation Institute - Sports and Recreation Evaluation

Activity:

Date:

Circle the number that indicates how much you agree or disagree with each of the following statements about the sports and recreation activities.

| Ratings        |       |                   |          |
|----------------|-------|-------------------|----------|
| Strongly Agree | Agree | Strongly Disagree | Disagree |

|  |   |   |   |   |
|--|---|---|---|---|
| 1. A good variety of sports and recreation activities were provided.   | 4 | 3 | 2 | 1 |
| 2. Facilities were adequate for the activities provided.               | 4 | 3 | 2 | 1 |
| 3. Sports and recreation activities were well organized.               | 4 | 3 | 2 | 1 |
| 4. Sports and recreation activities were well supervised.              | 4 | 3 | 2 | 1 |
| 5. Sports and recreation activities encouraged teamwork and spirit.    | 4 | 3 | 2 | 1 |
| 6. Generally, I enjoyed the sports and recreation activities provided. | 4 | 3 | 2 | 1 |
| 7. Which sport did you enjoy most?                                     |   |   |   |   |
| 8. Which sport did you enjoy least?                                    |   |   |   |   |
| 9. Which sport fostered more competitiveness?                          |   |   |   |   |

Comments:

## Summer Transportation Institute - Speaker Evaluation

Speaker's Name:

Topic:

Date:

Circle the number that indicates how much you agree or disagree with each of the following statements about the speaker for the STI.

| Ratings        |       |                   |          |
|----------------|-------|-------------------|----------|
| Strongly Agree | Agree | Strongly Disagree | Disagree |

|   |   |   |   |   |
|---|---|---|---|---|
| 1. The presentation objectives were made clear to me.                               | 4 | 3 | 2 | 1 |
| 2. The concepts presented were sufficiently related to the field of transportation. | 4 | 3 | 2 | 1 |
| 3. The speaker presented materials in an organized manner.                          | 4 | 3 | 2 | 1 |
| 4. The speaker used examples to clarify the material presented.                     | 4 | 3 | 2 | 1 |
| 5. The speaker used audio/visual aides to enhance the presentation.                 | 4 | 3 | 2 | 1 |
| 6. I felt free to ask questions.  | 4 | 3 | 2 | 1 |
| 7. Adequate time was allotted for audience participation.                           | 4 | 3 | 2 | 1 |
| 8. The number of speakers was appropriate.  | 4 | 3 | 2 | 1 |

Comments:

# Summer Transportation Institute - Enhancement Program Evaluation

Session Title:

Date:

Circle the number that indicates how much you agree or disagree with each of the following statements about the STI's enhancement activities.

| Ratings        |       |                   |          |
|----------------|-------|-------------------|----------|
| Strongly Agree | Agree | Strongly Disagree | Disagree |

|  |   |   |   |   |
|--|---|---|---|---|
| 1. Activities were well organized.                             | 4 | 3 | 2 | 1 |
| 2. I was academically challenged by program activities.        | 4 | 3 | 2 | 1 |
| 3. Computer Training activities were very stimulating.         | 4 | 3 | 2 | 1 |
| 4. Computer Training activities were very enlightening.        | 4 | 3 | 2 | 1 |
| 5. Adequate time was allotted for the activities.              | 4 | 3 | 2 | 1 |
| 6. I felt free to ask questions.                               | 4 | 3 | 2 | 1 |
| 7. All enhancement activities were educational and beneficial. | 4 | 3 | 2 | 1 |

Comments:

## Summer Transportation Institute - Field Trip Evaluation

Location:

Date: Purpose:

Circle the number that indicates how much you agree or disagree with each of the following statements about the STI field trip.

| Ratings        |       |                   |          |
|----------------|-------|-------------------|----------|
| Strongly Agree | Agree | Strongly Disagree | Disagree |

|  |   |   |   |   |
|--|---|---|---|---|
| 1. Field trip was informative.   | 4 | 3 | 2 | 1 |
| 2. Concepts from the field trips were related to the Field of transportation.            | 4 | 3 | 2 | 1 |
| 3. Field trip activities helped me understand Transportation careers better than before. | 4 | 3 | 2 | 1 |
| 4. Generally, adequate time was allotted for project activities.                         | 4 | 3 | 2 | 1 |
| 5. Adequate time was allotted for questions.   | 4 | 3 | 2 | 1 |
| 6. Transportation to and from the site was comfortable.                                  | 4 | 3 | 2 | 1 |
| 7. Transportation to and from the site was safe.   | 4 | 3 | 2 | 1 |
| 8. Transportation to and from the site was clean.  | 4 | 3 | 2 | 1 |
| 9. The number of field trips was appropriate.  | 4 | 3 | 2 | 1 |

Comments:

## Summer Transportation Institute - Overall Program Evaluation

Circle the number that indicates how much you agree or disagree with each of the following statements about the STI.

| Ratings        |       |                   |          |
|----------------|-------|-------------------|----------|
| Strongly Agree | Agree | Strongly Disagree | Disagree |

### Speakers

|   |   |   |   |   |
|---|---|---|---|---|
| 1. Speakers were well organized.  | 4 | 3 | 2 | 1 |
| 2. I was academically challenged by the activities the Speakers provided. | 4 | 3 | 2 | 1 |
| 3. Speakers responded well to the questions posed to them.                | 4 | 3 | 2 | 1 |

### Staff

|   |   |   |   |   |
|---|---|---|---|---|
| 1. The Staff was very interested in my career awareness.                                      | 4 | 3 | 2 | 1 |
| 2. The staff was very helpful when I had problems.  | 4 | 3 | 2 | 1 |
| 3. The Staff encouraged participants to strive for excellence in all their academic pursuits. | 4 | 3 | 2 | 1 |
| 4. The Staff was always available when I had a question or needed assistance.                 | 4 | 3 | 2 | 1 |
| 5. The Staff was very friendly at all times.  |   |   |   |   |
| 6. The Staff was very knowledgeable of transportation-related careers.                        | 4 | 3 | 2 | 1 |
| 7. The Staff was very enthusiastic about transportation-related careers.                      | 4 | 3 | 2 | 1 |
| 8. Counselors were helpful in the dormitories.  | 4 | 3 | 2 | 1 |

### Activities

|   |   |   |   |   |
|---|---|---|---|---|
| 1. Project activities helped me understand transportation careers better than before. | 4 | 3 | 2 | 1 |
| 2. Generally, adequate time was allotted for project activities.                      | 4 | 3 | 2 | 1 |
| 3. Generally, adequate time was allotted for audience participation.                  | 4 | 3 | 2 | 1 |
| 4. Project activities gave me some practical experience related to transportation.    | 4 | 3 | 2 | 1 |
| 5. Generally, adequate time was allotted for audience participation.                  | 4 | 3 | 2 | 1 |
| 6. Project activities often included competition between groups.                      | 4 | 3 | 2 | 1 |

### Campus Life

|   |   |   |   |   |
|---|---|---|---|---|
| 1. Life in the dormitory was fun.               | 4 | 3 | 2 | 1 |
| 2. The food in the dining hall was nutritional. | 4 | 3 | 2 | 1 |
| 3. Enhancement activities were educational.     | 4 | 3 | 2 | 1 |

### Field Trips

|  |   |   |   |   |
|--|---|---|---|---|
| 1. Field trips were informative.   | 4 | 3 | 2 | 1 |
| 2. Concepts from the field trips were related to the Field of transportation.            | 4 | 3 | 2 | 1 |
| 3. Field trip activities helped me understand Transportation careers better than before. | 4 | 3 | 2 | 1 |
| 4. Adequate time was allotted for project activities.                                    | 4 | 3 | 2 | 1 |
| 5. Adequate time was allotted for questions.   | 4 | 3 | 2 | 1 |
| 6. Transportation to and from the site was comfortable, safe and clean.                  | 4 | 3 | 2 | 1 |
| 7. The number of field trips was appropriate.  | 4 | 3 | 2 | 1 |

Comments:

# Appendix L - Participant Profile

|            |                     |
|------------|---------------------|
| Host Site: | Participant's Name: |
|------------|---------------------|

Select all that apply

| Race/Ethnicity |       |          |                                  |       |  |                 | Gender |      | Disability | Grade Level          |   |   |   |    |    |    |  |
|----------------|-------|----------|----------------------------------|-------|--|-----------------|--------|------|------------|----------------------|---|---|---|----|----|----|--|
| Black          | White | Hispanic | American Indian or Alaska Native | Asian | Native Hawaiian / Other Pacific Islander | 2 or more Races | Other  | Male | Female     | *Targeted Disability | 7 | 8 | 9 | 10 | 11 | 12 |  |
|                |       |          |                                  |       |  |                 |        |      |            |                      |   |   |   |    |    |    |  |

Provide Type(s) of Disability:

\* Targeted Disabilities includes the following: deafness, blindness, missing extremities, partial/complete paralysis, convulsive disorders, mental retardation, mental illness, and distortion of limbs and/or spine. Reference Secretary Mary E. Peters, Memorandum Dated 4/2/07 To Departmental Officers, Assistant Secretaries, And Heads Of Operating Administrations; Subject: Fiscal Year 2007 Hiring Goals For Persons With Targeted Disabilities, Washington, DC.

|                |       |       |
|----------------|-------|-------|
| Parent's Name: |       |       |
| Address:       |       |       |
| Telephone:     | Home: | Work: |

|                            |      |         |
|----------------------------|------|---------|
| School:                    |      |         |
| Address:                   |      |         |
| Guidance Counselor's Name: |      |         |
| Telephone:                 | Fax: | E-mail: |

|                               |  |  |                     |  |  |                |
|-------------------------------|--|--|---------------------|--|--|----------------|
| Career Interest ( select one) |  |  |                     |  |  |                |
| Accounting                    |  |  | Management          |  |  | Transportation |
| Architecture                  |  |  | Environmental       |  |  | Engineering    |
| Business                      |  |  | Law                 |  |  | Technology     |
| Criminal Justice              |  |  | Marketing           |  |  | Construction   |
| Computer Science              |  |  | Scientific Research |  |  | Other          |

|  |                  |
|--|------------------|
| News Media Information: This information will be used to circulate information to the local media. |                  |
| Local Television:  | Local Newspaper: |
| Call Letters:  | Call Letters:    |
| Address:   | Address:         |
| Phone Number:  | Phone Number:    |
| Fax Number:  | Fax Number:      |
| Local Television:  | Local Media      |
| Call Letters:  | Call Letters:    |
| Address:   | Address:         |
| Phone Number:  | Phone Number:    |
| Fax Number:  | Fax Number:      |

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## Appendix M - Office of Management & Budget Circular A-21 Cost Principles for Educational Institutions

### J. General Provisions for Selected Items of Cost

#### J.1 - Advertising and Public Relations Cost

- **Allowable:** Activities directly tied to the grant. Brochures/pamphlets/flyers-giving information about NSTI program (having an educational component).
- **Disallowed:** Activities related to other activities of the organization, costs of promotional items, memorabilia, models, gifts, souvenirs, including t-shirts, caps, keychain, folders, and souvenirs, cups, key chains, folders, posters, etc.

#### J.2 - Advisory Councils

- **Allowable:** Costs incurred by advisory councils or committees are allowable as a direct cost where authorized by the Federal awarding agency or as an indirect cost where allocable to sponsored agreements.

#### J.4 - Alumni/ae Activities

- **Disallowed:** Costs incurred for, or in support of, alumni/ae activities and similar services.

#### J.8 - Commencement and Convocation Costs

- **Allowable:** Orientation Meeting, Convocations and Commencement: A reasonable cost of food is allowable for all participants necessary for instruction, as long as the costs are allocated to an instruction function, or otherwise allocated based on the sponsored agreement. As stated, in OMB Circular A-21 - F9 - Student Administration and Services, the orientation meeting is similar to the convocation listed below:
  - a. The expenses under this heading are those that have been incurred for the administration of student affairs and for services to students, including expenses of such activities as deans of students, admissions, registrar, counseling and placement services, student advisers, student health and infirmary services, catalogs, and commencements and *convocations*. The salaries of members of the academic staff whose responsibilities to the institution require administrative work that benefits sponsored projects may also be included to the extent that the portion charged to student administration is determined in accordance with Section J.10. This expense category also includes the fringe benefit costs applicable to the salaries and wages included therein, an appropriate share of general administration and general expenses, operation and maintenance, and use allowances and/or depreciation.
  - b. In the absence of the alternatives provided for in Section E.2.d, the expenses in this category shall be allocated to the *instruction function*, and subsequently to sponsored agreements in that function.
- **Allowable:** Educational activity documenting completion of program; certificates documenting completion of program; closing banquet with educational component; costs

must be reasonable and necessary.

- **Disallowed:** Costs incurred for commencements and convocations are unallowable, except as provided for in Section F.9.

#### **J.9 - Communication Costs**

- **Allowable:** Costs incurred for telephone services, local and long distance telephone calls, postage, electronic or computer transmittal services.

#### **J.10 - Compensation for Personal Services**

- **Allowable:** Compensation for personal services covers all amounts paid currently or accrued by the institution for services of employees rendered during the period of performance under sponsored agreements. Such amounts include salaries, wages, and fringe benefits.

#### **J.14 - Depreciation and Use Allowances**

- **Allowable:** Institutions may be compensated for the use of their buildings, capital improvements, and equipment, provided that they are used, needed in the institutions' activities, and properly allocable to sponsored agreements. Such compensation shall be made by computing either depreciation or use allowance. Use allowances are the means of providing such compensation when depreciation or other equivalent costs are not computed. The allocation for depreciation or use allowance shall be made in accordance with Section F.2.

#### **J.15; 2 CFR Part 215 - Donations and Contributions**

- **Allowable:** Donated or volunteer services may be furnished to an institution by professional and technical personnel, consultants, and other skilled and unskilled labor. The value of these services is not reimbursable either as a direct or F&A cost. However, the value of donated services may be used to meet cost sharing or matching requirements in accordance with Circular A-110.
- **Allowable:** The value of donated property is not reimbursable either as a direct or F&A cost, except that depreciation or use allowances on donated assets are permitted in accordance with Section J.14. The value of donated property may be used to meet cost sharing or matching requirements, in accordance with Circular A-110.
- **Disallowed:** Contributions or Donations rendered. Contributions or donations, including cash, property, and services, made by the institution, regardless of the recipient.

#### **J.17 - Entertainment Costs**

- **Disallowed:** Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities). **No** funding 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. The Headquarters' Civil Rights (HCR) office recommends that host sites utilize the sports/recreational resources already available on their campuses. Host sites may wish to

check with their State transportation agency to find out if State funds can be used for these types of activities. In addition, HCR recommends that partnerships be established to help provide in-kind contributions.

#### **J.18 - Equipment and Other Capital Expenditures**

- **Allowable:** Special purpose equipment used for research or technical activities, such as calculators, simulators.
- **Disallowed:** General-purpose equipment such as: office equipment, furnishings, motor vehicles, reproduction/printing equipment, air conditioning equipment, information technology equipment, cameras, and computers.

#### **J.23 - Housing/ Personal Living Expenses**

- **Disallowed:** Costs of housing (e.g., depreciation, maintenance, utilities, furnishings, rent, etc.), housing allowances and personal living expenses for/of the institution's officers (current/past), regardless of whether the cost is reported as taxable income to the employees.

#### **J.25 - Insurance and Indemnification**

- **Allowable:** Costs of insurance required or approved, and maintained, pursuant to the sponsored agreement.

#### **J.30 - Maintenance and Repair Costs**

- **Allowable:** Costs incurred for necessary maintenance, repair, or upkeep of buildings and equipment.

#### **J.31 - Material and Supplies Cost**

- **Allowable:** Costs incurred for materials, supplies, and fabricated parts necessary to carry out a sponsored agreement such as computer software, office equipment supplies (i.e. ink, paper).

#### **J.32 - Meetings and Conferences**

- **Allowable:** Costs of meetings and conferences for the dissemination of technical information including meals, transportation, rental of facilities, speakers' fees, and other items incidental. Funding based on reasonable and necessary criteria. However, see section J.17, Entertainment Costs.

#### **J.33 - Memberships, Subscriptions, and Professional Activity Costs**

- **Allowable:** Costs of the institution's membership in business/technical/professional organizations; and subscriptions to business, professional, and technical periodicals.
- **Disallowed:** Costs of membership in any civic/community organization and/or country club or social/dining club.

#### **J.37 - Professional Services Cost**

- **Allowable:** Costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the institution., subject to subparagraphs b and c when reasonable in relation

to the services rendered and when not contingent upon recovery of the costs from the Federal Government. In addition, legal and related services are limited under section J.13

#### **J.38 - SOW Costs**

- Allowable: Costs of preparing bids or SOWs, including the development of data necessary to support the institution's bids or SOWs. Funding based on reasonable/necessary criteria.

#### **J.39 - Publication and Printing Costs**

- Allowable: Publication costs include the costs of printing, distribution, promotion, mailing, and general handling. Printing certificates (**NOT** awards) documenting completion of program

#### **J.42 - Recruiting Costs**

- Allowable: Recruiting staff

#### **J.43 - Rental Cost of Buildings and Equipment**

- Allowable

#### **J.45 - Scholarships and Student Aid Costs**

- Allowable: Scholarships to attend NSTI Program
- Disallowed: Scholarships to school, scholarships for books.

#### **J.47 - Specialized Service Facilities**

- Allowable

#### **J.48 - Student Activity Cost**

- Allowable: There must be a clear educational link; a showing of an academic benefit to the activity. Science, math, engineering, transportation-related museums, Sims City games (board games that are educational only), and the Smithsonian.
- Disallowed: Costs incurred for intramural activities, student publications, student clubs, and other student activities, unless specifically provided for in the sponsored agreements. Aquarium, sports center/swimming pools (these activities should be included in overhead costs or provided as in-kind contributions from host site).

#### **J.51 - Training Costs**

- Allowable: Cost of training provided for employee development related to administration of program.

#### **J.53 - Travel Costs**

- Allowable: Travel costs are the expenses for transportation, lodging, by employees who are in travel status on official business.

#### **K - Certification of Charges**

1. To assure that expenditures for sponsored agreements are proper and in accordance with the agreement documents and approved project budgets, the annual and/or final fiscal reports or vouchers requesting payment under the agreements will include a certification,

signed by an authorized official of the university, which reads essentially as follows: "I certify that all expenditures reported (or payment requested) are for appropriate purposes and in accordance with the provisions of the application and award documents."

- b. (5) Certificate - **Must** be added to the end of all SOWs and signed by responsible party. (FALSE CLAIMS ACT)

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## Appendix N - Acronyms

| Acronym  | Definition  |
|----------|---|
| CBO      | Community -Based organization                             |
| Division | Federal Highway Administration Division Offices           |
| FHWA     | Federal Highway Administration                            |
| HBCU     | Historically Black Colleges and Universities              |
| HCR      | Headquarters Office of Civil Rights                       |
| IAC      | Inter-modal Advisory Committee                            |
| NSTI     | National Summer Transportation Institute                  |
| SCDOT    | South Carolina Department of Transportation               |
| SCSU     | South Carolina State University                           |
| PA       | SOW Application   |
| STA      | State Transportation Agency                               |
| STI      | Summer Transportation Institute                           |
| TCU      | Tribal Colleges and Universities                          |
| TEA-21   | Transportation Equity Act for the 21st Century            |
| USDOT    | United States Department of Transportation                |
| MAP-21   | Moving Ahead for Progress in the 21 <sup>st</sup> Century |

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## Appendix O - SOW Application

Fiscal Year: \_\_\_\_\_

### National Summer Transportation Institute Program

## SOW Application Transmittal Sheet

Host Site (College/University):

Address:

### Contact Representatives

#### Host Site

Project Director:

Phone:

Fax:

E-Mail:

#### State Transportation Agency Liaison:

Name:

Title:

Phone:

Fax:

E-Mail:

#### Federal Highway Administration Division Office

Name:

Title:

Phone:

Fax:

E-Mail:

Please complete and return this sheet (including your Statement of Work Application) to your Division Office of Civil Rights.

**Fiscal Year:**  
**National Summer Transportation Institute Program**  
**Statement of Work Application**

**Section A: Program Information**

|                                     |   |  |                             |
|-------------------------------------|---|--|-----------------------------|
| Host Site (Name):                   |   |  |                             |
| State Abbreviation:                 | <input type="checkbox"/>                            | Zip:   |                             |
| FHWA Funding Requested:             |   |  |                             |
| Is this a new STI? Y/N              |   |  |                             |
| Number of years in existence:       |   |  |                             |
| Type of In-Kind Contributions:      | N/A <input type="checkbox"/>                        | Monetary <input type="checkbox"/>                  | \$ <input type="checkbox"/> |
|                                     | Other (Provide brief description):                  |  |                             |
| Length of Program in weeks:         |   | Program Dates:                                     |                             |
| Congressional District Number(s):   |   |  |                             |
| Anticipated Number of Students:     |   |  |                             |
| Select Type of Program:             | Residential <input type="checkbox"/>                | Non-Residential <input type="checkbox"/>           |                             |
| Select Grade Levels:                | Middle School (grades 7-9) <input type="checkbox"/> | High School (grades 9-12) <input type="checkbox"/> |                             |
| Priority (if applicable – rank 1-5) |   |  |                             |

**Each Summer Transportation Institute (STI) Host Site is responsible for the following:**

1. **Financial Reimbursement:** Submitting all invoices in a timely manner. Note: Expenses on invoices should reflect only the expenses listed in the approved budget.
2. **Section 508 Standards of the Rehabilitation Act:** Ensuring that their procurement of electronic and information technology takes into account the needs of all end users – including members of the public with disabilities who are seeking information or services, have access to and use of information and data that is comparable to that provided to others.
3. **Annual Report:** Complete the online NSTI Questionnaire via a web link that is provided by HCR at the end of the program. Although this fulfills the annual 10-page report requirement, Division Offices reserve the right to request an additional report that includes improvement results of activities associated with the STI to its State transportation agency. **PLEASE DO NOT SEND COPIES TO HCR.**
4. **Program Evaluations:** Conduct weekly evaluations and overall participant’s program evaluations at the end of the STI program.

**5. Section B: Program Overview**

Provide a description of your STI’s program curriculum, which must demonstrate a STEM-focus. At the end of the STI, students should be able to demonstrate a better understanding of STEM areas and grades should significantly increase after testing.

## Section C: Program Administration

### 1. Recruitment and Student Selection Procedures

### 2. Staffing Requirements - *Complete Table A*

### 3. Program Cost - *Complete Table B*

### 4. Inter-Modal Advisory Committee - *Complete Table C*

### 5. Specific-Named Partners - *Complete Table D*

### 6. Implementation Schedule - *Complete Table E*

### 7. Program Curriculum

- Academic
- Enhancement
- Sports/Recreation (*residential programs*)

### 8. Follow-up Survey of Students

#### **AVIATION CAREER EXPERIENCE: (Optional)**

*For more information, please refer to the ACE Camp listing*

**The individual responsible for submitting this application must read and sign below:**

I \_\_\_\_\_ [**Name of STA Representative who reviewed this proposal**]  
confirm that I have reviewed this application in its entirety, including the budget and confirm its accuracy.

*Thank you.*

**Date:** \_\_\_\_\_

## National Summer Transportation Institute Program SOW Application

**Table A: Staffing Requirements**

|                               |                   |                 |
|-------------------------------|-------------------|-----------------|
| State:                        |                   |                 |
| Fiscal Year:                  | <b>Host Site:</b> |                 |
| Personnel Assigned (if known) |                   |                 |
| Name:                         |                   | Job Description |
| Position Title:               |                   |                 |
| Affiliation:                  |                   |                 |
| Name:                         |                   |                 |
| Position Title:               |                   |                 |
| Affiliation:                  |                   |                 |
| Name:                         |                   |                 |
| Position Title:               |                   |                 |
| Affiliation:                  |                   |                 |
| Name:                         |                   |                 |
| Position Title:               |                   |                 |
| Affiliation:                  |                   |                 |
| Name:                         |                   |                 |
| Position Title:               |                   |                 |
| Affiliation:                  |                   |                 |
| Name:                         |                   |                 |
| Position Title:               |                   |                 |
| Affiliation:                  |                   |                 |
| Name:                         |                   |                 |
| Position Title:               |                   |                 |
| Affiliation:                  |                   |                 |

## National Summer Transportation Institute Program SOW Application

**Table B: Program Cost (Detailed Budget Summary)**

For **All** SOWs, Headquarters 'Civil Rights Office has capped the following costs:  
 Personnel and Fringe: Not to Exceed 45% of Total Approved Budget  
 Indirect Cost: Not to Exceed 15% of Direct Cost

*Note: These caps Pertain to FHWA Funding Only.*

| State:       | <b>Budget</b>        |                      |                         |            |
|--------------|----------------------|----------------------|-------------------------|------------|
|              | Categories           | FHWA Funds Requested | In-Kind Contribution(s) | Total Cost |
| Host Site:   | Personnel            |                      |                         |            |
| Fiscal Year: | Fringe Benefits      |                      |                         |            |
|              | Recruitment          |                      |                         |            |
|              | Contractual Services |                      |                         |            |
|              | Food                 |                      |                         |            |
|              | Travel               |                      |                         |            |
|              | Supplies             |                      |                         |            |
|              | Room & Board         |                      |                         |            |
|              | Stipends             |                      |                         |            |
|              | Direct Cost          |                      |                         |            |
|              | Indirect Cost        |                      |                         |            |
|              | <b>Totals</b>        |                      |                         |            |

Budget Narratives: Please provide narratives for each category listed above. The narratives should include cost breakdown for items and the purpose (if applicable). For more details, refer to the instructions provided.

### Budget Narratives

| Categories | Narratives | Cost Breakdowns      |                         |            |
|------------|------------|----------------------|-------------------------|------------|
|            |            | FHWA Funds Requested | In-Kind Contribution(s) | Total Cost |
|            |            |                      |                         |            |
|            |            |                      |                         |            |
|            |            |                      |                         |            |
|            |            |                      |                         |            |

## National Summer Transportation Institute Program SOW Application

**Table C: Inter-modal Advisory Committee (IAC)**

|                     |                   |
|---------------------|-------------------|
| <b>State:</b>       |                   |
| <b>Fiscal Year:</b> | <b>Host Site:</b> |
| Name:               |                   |
| Title:              |                   |
| Organization:       |                   |
| Name:               |                   |
| Title:              |                   |
| Organization:       |                   |
| Name:               |                   |
| Title:              |                   |
| Organization:       |                   |
| Name:               |                   |
| Title:              |                   |
| Organization:       |                   |
| Name:               |                   |
| Title:              |                   |
| Organization:       |                   |
| Name:               |                   |
| Title:              |                   |
| Organization:       |                   |

## National Summer Transportation Institute Program SOW Application

**Table D: Partners/Sponsors**

|                     |  |
|---------------------|--|
| <b>State:</b>       |  |
| <b>Fiscal Year:</b> |  |
| <b>Host Site:</b>   |  |
| Name:               |  |
| Title:              |  |
| Organization:       |  |
| Role/Contribution:  |  |
| Name:               |  |
| Title:              |  |
| Organization:       |  |
| Role/Contribution:  |  |
| Name:               |  |
| Title:              |  |
| Organization:       |  |
| Role/Contribution:  |  |
| Name:               |  |
| Title:              |  |
| Organization:       |  |
| Role/Contribution:  |  |
| Name:               |  |
| Title:              |  |
| Organization:       |  |
| Role/Contribution:  |  |

## National Summer Transportation Institute Program SOW Application

**Table E: Implementation Plan**

|                     |                   |
|---------------------|-------------------|
| <b>State:</b>       |                   |
| <b>Fiscal Year:</b> | <b>Host Site:</b> |
| Task:               |                   |
| Assigned To:        |                   |
| Action Required:    |                   |
| Timeframe:          |                   |
| Task:               |                   |
| Assigned To:        |                   |
| Action Required:    |                   |
| Timeframe:          |                   |
| Task:               |                   |
| Assigned To:        |                   |
| Action Required:    |                   |
| Timeframe:          |                   |
| Task:               |                   |
| Assigned To:        |                   |
| Action Required:    |                   |
| Timeframe:          |                   |
| Task:               |                   |
| Assigned To:        |                   |
| Action Required:    |                   |
| Timeframe:          |                   |
| Task:               |                   |
| Assigned To:        |                   |
| Action Required:    |                   |
| Timeframe:          |                   |

## Appendix P - Funding/SOW Process Update

### Significant Changes in the NSTI Program that have streamlined the funding and SOW process:

- In FY2012, HCR eliminated the requirement that States submit a lengthy annual accomplishment report about their programs. In its place, HCR now requires the States to submit, electronically, responses to a questionnaire that captures information needed by HCR to evaluate the success of the individual host site programs and, of the NSTI program in general. The tool will be sent in the form of a web link at the end of the program and must be shared with the Project Directors.
- There is no longer a SOW “evaluation panel” at HCR/headquarters. Division Offices now have greater oversight responsibility for evaluating their State’s SOWs, and, for recommending a SOW for funding. Should a State submit more than one SOW (i.e., they wish to have more than one NSTI host site), it is the State’s responsibility to prioritize the SOWs and so inform the Division Office. (Please note: Division Offices will evaluate SOWs according to the selection criteria guidelines provided in the HCR NSTI Desk Reference.)
- Division Offices will now learn earlier in the fiscal year how much funding will be allocated to their State for the NSTI program, and, each State will have access to NSTI funds should they decide to have an NSTI program.
- The NSTI funding and SOW submission/selection/approval process is now in alignment with that of the OJT/SS and DBE/SS programs. Reminder: NSTI funds are those that are set-aside each fiscal year from OJT/SS funds.

# Appendix Q – Sample Assessment Tool Questionnaire

## National Summer Transportation Institute Annual Report 2012

### 1. Section I: Host Site Information

This data collection instrument will replace the host sites' 2012 NSTI Annual Report. If you have any problems using this instrument, please contact Joyce Gottlieb at [joyce@gottlieb@dot.gov](mailto:joyce@gottlieb@dot.gov). If you have any questions about the NSTI Program, please contact your State Transportation Agency. Thank you.

#### \* 1. Enter Contact Information for the Person Completing this Report:

Your Full Name (Person completing form):

Your Title/Position/Role:

Contact Email Address:

Contact Phone Number:

#### \* 2. Information about Host Site/Educational Institution Where NSTI Program was held:

Name of Host Site:

Address:

Address 2:

City/Town:

State:

ZIP:

Phone Number:

#### \* 3. How long (in weeks) was your NSTI program?

- 1 week                       3 weeks                       over 4 weeks  
 2 weeks                       4 weeks

#### \* 4. Was your NSTI program a residential program or a non-residential program?

- Residential                       Non-residential

#### \* 5. What grade levels were the students who participated in the NSTI program?

- High School                       Middle School

#### \* 6. How many students applied for your NSTI program?

- Under 15                       21-30  
 15-20                       Over 30

#### \* 7. How many students enrolled in the NSTI program?

- Under 15                       21-30  
 15-20                       Over 30



## National Summer Transportation Institute Annual Report 2012

### 3. Section III: Curriculum/Student Interest

**\*14. Number of students interested in transportation-related careers/post-secondary education at the beginning of the program:**

- 1-5                       11-20                       Unsure  
 6-10                       Over 20

**\*15. Number of students interested in transportation-related careers/post-secondary education at the end of the program:**

- 1-5                       11-20                       Unsure  
 6-10                       Over 20

**\*16. Select the transportation component your program covered: (check all that apply)**

- Highways                       Transit                       Space  
 Bridges                       Tunnels                       Maritime  
 Rail                       Aviation  
 Other (please specify)

**\*17. What academic activities did your program include? (check all that apply)**

- field trips                       faculty presentations  
 speakers from outside organizations                       student research  
 Other (please specify)

### 4. Section III: Demographic

## National Summer Transportation Institute Annual Report 2012

### \* 18. Demographics of students (provide number for each) who participated in your NSTI program:

|   | Black or African-American | White                | Hispanic or Latino   | American Indian or Alaska Native | Asian                | Native Hawaiian or Other Pacific Islander | Two or more races    |
|---|---------------------------|----------------------|----------------------|----------------------------------|----------------------|---|----------------------|
| Demographics of students (provide number for each) who participated in your NSTI program: | <input type="text"/>      | <input type="text"/> | <input type="text"/> | <input type="text"/>             | <input type="text"/> | <input type="text"/>                      | <input type="text"/> |

### \* 19. Number of participants by gender:

|                                   | male                 | female               |
|-----------------------------------|----------------------|----------------------|
| Number of participants by gender: | <input type="text"/> | <input type="text"/> |

### \* 20. Number of enrollees with a self-identifying disability:

|   | Number of student enrollees with a disability |
|---|---|
| Number of enrollees with a self-identifying disability: | <input type="text"/>                          |

## 5. Section IV: Marketing

### \* 21. Identify your marketing strategies: (check all that apply)

- newspapers/magazines       mailings       surveys  
 word of mouth       townhall meetings       flyers posted around the community  
 Other (please specify)

### \* 22. Select method(s) you use to track students who go into transportation-related studies/careers:

- surveys       phone  
 email       We do not track  
 Other (please specify)

## 6. Section V: Evaluations



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## Appendix R - Preliminary Financial Report

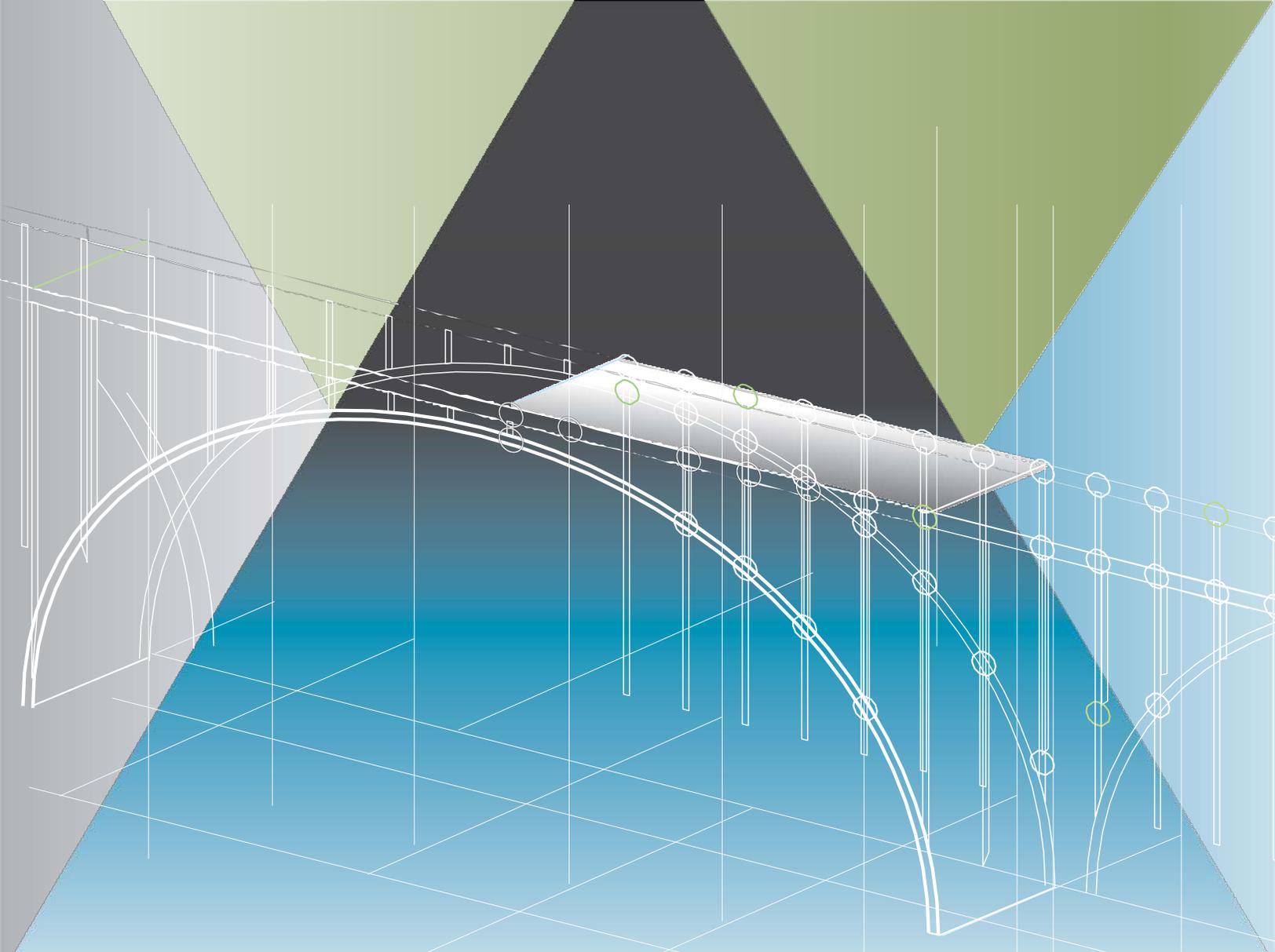
### NATIONAL SUMMER TRANSPORTATION INSTITUTE PROGRAM

#### SECTION III: PRELIMINARY FINANCIAL REPORT

|              |  |                      |                 |                 |                   |
|--------------|--|----------------------|-----------------|-----------------|-------------------|
| State:       |  | <b>Budget</b>        |                 |                 |                   |
|              |  | <b>Categories</b>    | <b>Approved</b> | <b>Expended</b> | <b>Unexpended</b> |
| Host Site:   |  | Personnel            |                 |                 |                   |
| Fiscal Year: |  | Fringe Benefits      |                 |                 |                   |
|              |  | Recruitment          |                 |                 |                   |
|              |  | Contractual Services |                 |                 |                   |
|              |  | Food                 |                 |                 |                   |
|              |  | Travel               |                 |                 |                   |
|              |  | Supplies             |                 |                 |                   |
|              |  | Room & Board         |                 |                 |                   |
|              |  | Stipends             |                 |                 |                   |
|              |  | Indirect Cost        |                 |                 |                   |
|              |  | Totals               |                 |                 |                   |
|              |  | <b>Balance</b>       |                 |                 |                   |

**Note:** Expended Funds should include all expenditures whether invoiced or not.

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**Federal Highway  
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