

[ATTACHMENT 2A - FISCAL YEAR 2024 NATIONAL SUMMER TRANSPORTATION INSTITUTE CALL FOR STATEMENTS OF WORK GUIDELINES](#)

STATEMENTS OF WORK

The Federal Highway Administration (FHWA) Office of Administration (HAD) requests that State Departments of Transportation (DOT) submit their FY24 National Summer Transportation Institute (NSTI) Statements of Work (SOW) to their respective FHWA Division Office (Division) for review and approval. The deadline for divisions to upload all SOWs to [SharePoint](#) is **January 31, 2024**.

Should a State DOT decide not to use any of the allocated funds for NSTI programs in FY24, the State DOT Chief Executive Officer, or designee, must submit to the Division a written statement on agency letterhead of this decision. The Division must also post this letter to [SharePoint](#) by **January 31, 2024**.

HAD will issue the allocation memo prior to a State DOT obligating funds in Fiscal Management Information System (FMIS) unless the State elects to obligate funds under Advanced Construction.

To provide State DOTs with sufficient time for program planning, FHWA supports the opportunity for States to develop programs a year in advance. For instance, States can utilize FY24 funds in FY25 by submitting an SOW with a program start date of June 1, 2025, while using FY24 funds. Currently, multiple States have embraced this approach to guarantee the timely funding of their programs. Divisions are encouraged to set a reasonable timeframe for requesting SOWs from State DOTs, ensuring thorough review and approval before uploading to SharePoint for the HAD's final concurrence.

Each potential host site is required to develop its own SOW independently and is not permitted to engage the services of a consultant or future service provider for its creation. [Table 1](#) in Attachment 1 outlines the proposed allocation amounts for each State, which will be submitted to the Office of the Secretary (OST) for final approval. If a State elects to supplement its program with 23 U.S.C 504(e) (Section 504(e)) funds, Divisions will approve the use of Section 504(e) funds and, as a courtesy, include them in the budget workbook for tracking purposes.

Upon obtaining OST approval for fund allocation, HAD will release a separate allocation memorandum based on the budgets submitted by the State DOTs. For instance, a State DOT may receive \$50K or \$25K to conduct an STI and has the option to use Section 504(e) funds to augment its overall program budget. Consequently, we advise State DOTs to make necessary adjustments to their program budgets. In summary, the HAD allocation memorandum will align with the Division's "Intent to Approve" decision, delineate the budget mix, and grant approval for projects to proceed in FMIS.

State DOTs should announce their FY24 NSTI Program solicitation on their public website and solicit proposals only from qualified sources, which is defined as all accredited colleges and universities, including 2-year community colleges, in such a way as to ensure the competitive nature of the procurement. The Catalog of Federal Domestic Assistance (CFDA) number for this program is 20.205. The objective of the program is to provide awareness to junior (or middle) and high school students about transportation careers and to encourage them to pursue transportation-related courses of study in their higher education pursuits. The program should focus on improving Science, Technology, Engineering, and Mathematics (STEM) skills among

attending students. Typically, a program lasts between 2-4 weeks. A State DOT determines the number of host sites it plans to fund (to include accredited universities, colleges, community colleges). All SOWs must meet the NSTI program objectives using the required FHWA-approved FY24 SOW Application and Budget Workbook located on [SharePoint](#). No other versions will be accepted.

EVALUATION PROCESS

Each FHWA Division Office is tasked with assessing the adherence of each State's SOW using the NSTI [Statement of Work Format](#) and ensuring the inclusion of all supporting documents (outlined below). Next, the Division uploads the packages and supporting documents including the Division's anticipated approval to the corresponding state folder, including both recommended and not recommended items, by **January 31, 2024**, for departmental review and concurrence. The supporting documents include:

- State DOT Letter of Intent to Approve
- NSTI Transmittal Sheet
- FHWA-approved NSTI SOW Application
- Excel Budget Workbook
- Recommended and Not Recommended SOW(s)

After the packages have been uploaded to [SharePoint](#), a departmental review and concurrence will commence. Incomplete information or necessary corrections identified during the State DOT review process must be promptly addressed within 72 hours if contacted by the Program Office. Extensions, if required, may be considered on a case-by-case basis. If no errors are identified, the Program Manager will concur with the Division's approval and subsequently prepare a funding allocation memo for OST approval, notifying the Division at the appropriate juncture.

ALLOCATION AND PERFORMANCE PROCESS

After concurring with the Division's recommendation to approve a State DOT's FY24 NSTI SOW, as detailed in the Intent to Approve memorandum, FHWA Office of Administration (HAD) issues a concurrence/allocation memorandum authorizing the Division to approve funding in FMIS. After the Division authorizes the project in FMIS and/or when the State DOT awards the contract, the performance period for the FY24 NSTI project begins. Once the project(s) begins, any State-requested amendment(s) to the SOW, budget, or extension to the timeline and/or extensions to the end date requires prior approval by the respective Division and concurrence by the NSTI Program Manager in HAD (2 CFR 200.308). The State DOT must obligate and incur all costs by the end of the period of performance (POP). Reimbursements may be requested up to 120 days after POP. If a State DOT identifies a change in the period of performance, it must request a modification in FMIS. Additionally, a State DOT can obligate funding for only the predetermined projects scoped in the FY24 SOW and associated with the allocation memo. State DOTs must expend and deobligate any allocated fund balances no later than 120 days after the end of the period of performance. Funding is subject to August Redistribution and any unobligated funding not returned during August Redistribution must be obligated by September 27, 2024.

In addition, to ensure the success of the Program, State DOTs must provide oversight, regularly track progress, and demonstrate achievement of program goals/objectives. The Divisions will need to maintain a sufficient level of program oversight to measure progress and outcomes. Host

sites will receive a link to an Office of Management and Budget (OMB) -controlled questionnaire by **August 30, 2024**, from the program office, which they should complete by October 31, 2024. If you have any questions, please contact Joyce Gottlieb directly at 202-366-9495 or email joyce.gottlieb@dot.gov.

[ATTACHMENT 2B - STATEMENT OF WORK FORMAT](#)

The following explains what must be included in your Statement of Work (SOW) application:

A State Department of Transportation (DOT) must use the **Federal Highway Administration (FHWA) Office of Administration (HAD) - approved** form available on SharePoint. The SOW should not exceed 10 pages (excluding the Excel budget workbook), and must be single-spaced, single-sided, and have 12-point font (either Times Roman, Arial, or Calibri), be on 8.5 x 11-inch paper, and must include the information listed below to receive approval. Do not include any graphics or table of contents.

Statement of Work

[Transmittal Sheet](#)

- A. [Program Information](#)
- B. [Program Overview](#)
- C. [Program Administration](#)

Transmittal Sheet:

This National Summer Transportation Institute (NSTI) Transmittal Sheet is the first page of the application and a crucial document designed to facilitate communication and collaboration among key stakeholders involved in the NSTI program for the fiscal year 2024. The purpose of this transmittal sheet is to provide essential details about the university/college host site, the project director, state transportation agency liaison, and the FHWA Division Office Representative.

1. University/College Host Site Information:

- The form begins by capturing vital details about the host site, including the name of the college or university, full address (including zip code), and contact information for the project director.

2. State Transportation Agency Liaison Information:

- The liaison from the state transportation agency is identified by name, title, contact number, and email address. This individual serves as a key point of contact between the host site and the state's transportation department.

3. FHWA Division Office Representative Information:

- Details of the FHWA Division Office Representative are provided, encompassing their name, title, phone number, and email address. This representative plays a crucial role in facilitating coordination between the host site and the federal agency.

4. Transmittal Instructions:

- The document emphasizes the necessity for the host site to complete this transmittal sheet and must be submitted along with a detailed Statement of Work. The designated recipient for these documents is the State's Department of Transportation (DOT).

In essence, the NSTI Transmittal Sheet serves as a comprehensive introduction to the key players involved in the NSTI program at the university/college host site. It establishes clear lines of communication between the host site, state transportation agency, and the FHWA Division Office, emphasizing the collaborative effort required for the successful execution of the NSTI program for the specified fiscal year.

A. Program Information:

This form serves as a comprehensive application for the NSTI program. Below is a breakdown of the key elements and explanation of each: *Note: please do not include graphics or table of contents and remember to enter the fiscal year.*

1. State Abbreviation and State Name:

- Indicate the two-letter abbreviation and the full name of the state applying for the NSTI program.

2. State DOT/Pass-through Entity:

- Specify the State DOT or the pass-through entity responsible for managing NSTI funds.

3. Host Site (School Name):

- Identify the educational institution or host site where the NSTI program will be conducted.

4. Congressional District Number(s):

- List the relevant Congressional District Number(s) associated with the host site.

5. School Has Background Check Policy? (Yes/No):

- Indicate whether the host school has a policy in place for conducting background checks on program participants.

6. Funds Requested in Dollars:

- Break down the requested funds into categories, as applicable: NSTI Funds, 23 U.S.C. 504(e) Funds (National Highway Performance Program (NHPP), Surface Transportation Block Grant (STBG) Program, Highway Safety Improvement Program (HSIP), Congestion Mitigation and Air Quality (CMAQ) Program), State/Local Funds, In-kind Contributions (Monetary), and specify if there is a request for Advanced Construction funding.

7. Period of Performance and Anticipated Obligation Date:

- Define the start and end dates for the NSTI program and specify the anticipated date for fund obligation.

8. Is This a New NSTI? (Yes/No) and Number of Years Hosting NSTI:

- Clarify whether this is the first-time hosting NSTI and, if not, provide the number of years the host site has been involved.

9. Program Length for Each Session and Total Number of Weeks:

- Outline the duration of each program session and calculate the total number of weeks for all sessions combined.

10. Program Dates:

- Specify the start and end dates for each session of the NSTI program.

11. Anticipated Number of NSTI Students:

- Provide an estimate of the expected number of students participating in the NSTI program.

12. Total NSTI Program Length and FAA ACE Academy:

- Calculate the overall duration of the NSTI program and indicate if there is a parallel Federal Aviation Administration (FAA) Aviation Career Education (ACE) Academy, specifying its location and anticipated number of students.

13. Program Type and Grade Level:

- Select the applicable program type (Residential, Non-Residential, Virtual, Hybrid) and grade level (Junior High School or Middle; High School).

This form aims to provide a clear understanding of each section within the NSTI Program Application Form. Submit one application per site.

B. Program Overview:

The host site is required to furnish a concise summary outlining its strategy for executing the NSTI program for the current year. This summary should encapsulate the fundamental elements of the program, answering questions related to what, who, when, where, and how of the initiative. Aligning with the program objectives outlined in [Attachment 2A](#), the abstract should incorporate precise performance indicators.

Within this overview, incorporate details regarding the curriculum, delineate proposed field trips, and furnish examples of planned enhancement activities, along with a comprehensive activity schedule. It's essential to focus on current and forward-looking aspects, excluding historical information. This section serves as a snapshot of the host site's proactive approach to implementing the NSTI program for the specified year.

C. Program Administration:

Provide the information below in your Excel budget workbook and indicate: "see Excel budget workbook," or if necessary, you may also write a short narrative about each within your SOW

application.

1. Recruitment and Student Selection Procedures
2. Staffing Requirements (Table-A)
3. Intermodal Advisory Committee (Table-B)
4. Specific-Named Partners (Table-C)
5. Implementation Plan - (Table-D)
6. Program Cost Excel Budget Spread Sheet (Table-E, PDFs not accepted)
7. Program Curriculum (STEM-Focused); must include activity schedule
 - Academic
 - Enhancement
 - Sports/Recreation (only for residential programs)
 - Follow-up Survey of Students

Finally, remember to review your application to ensure accuracy and follow instructions to sign your application accordingly.