October 9, 2018

National Summer Transportation Institute Program
Request for Grant Applications

The Vermont Agency of Transportation (VTrans) Civil Rights Office (CR) partnering with the Federal Highway Administration (FHWA) is seeking accredited Vermont colleges/universities that would like to host the Vermont 2019 and 2020 National Summer Transportation Institute (NSTI) Programs. Colleges/Universities are encouraged to submit a completed Statement of Work (SOW) Application to CR.

The NSTI Program is designed to introduce students to all modes of transportation-related careers and work. VTrans seeks to encourage transportation related courses at college/university as well as trade education which would position youth to seek, compete for, and be successful at a career in transportation.

The program can be either residential or nonresidential. The program can range anywhere from 2-4 weeks and can be classified either as middle school (rising grades 6-8) or high school (rising grades 9-12). NSTI is offered free to participants. Host Sites may not charge fees of any kind, even if the fee is reimbursable to the participants.

The Host Site(s) is responsible for:
Selecting Project Director and Staff
Developing program and proposal for funding consideration
Executing and implementing all aspects of the program
Preparing final report (annual report)
Budgeting and expenditure (must comply with OMB Circular A-21)

Historically VTrans has offered a highly successful program for high school students both as a 2-week and a 4-week residential program. The Vermont NSTI has been held at Vermont Technical College, University of Vermont, and Champlain College, in partnership with the college/university as well as programs such as Upward Bound.

Most recently VTrans has partnered with Vermont Technical College to host a nonresidential middle school program as well as a residential high school program.

VTrans’ vision for the future is to build on past success to effectively reach as many students as meaningfully as possible. An emphasis on the
National Summer Transportation Institute Program
Request for Grant Applications

pipeline of future options to keep the students interest in transportation careers through schooling to employment should be made. To best meet this vision it is preferred that we continue to offer both a high school and middle school program and to explore partnerships with entities committed to increasing opportunity and career development for youth, etc.

VTrans intends to select one or more Vermont college/university to serve as a host site and will enter into a grant agreement(s) to provide this program. All aspects of the program shall be accomplished in accordance with the National Summer Transportation Institute Desk reference (FY 2017 is attached, potential revisions of the document over the 2019-2020 seasons should be anticipated), and the terms of the Grant Agreement, including Attachment C: Standard State Provisions for Contracts and Grants (attached).

The 2019 and 2020 federal grant dollars to VTrans for NSTI are not yet determined. The Notice of Funding has an anticipated award range of Twenty Thousand ($20,000) to One Hundred Eighteen Thousand ($118,000) per year. In recent years Vermont received a grant in the range of Fifty Thousand ($50,000) to Sixty Thousand ($60,000). To be considered, Colleges/Universities should assume level funding, with flexibility for larger or smaller awards. Colleges/universities are encouraged to seek partnerships with other entities for additional budget or in-kind contributions.

All questions regarding the application shall be submitted to And Morse, NSTI Program Manager by email And.Morse@Vermont.gov. The Deadline to submit an Application is November 6, 2018 by 3:00 P.M. Applications should be emailed to And.Morse@Vermont.gov. The Application should be submitted in Microsoft Word format. Tables are required to be submitted in Microsoft Excel format.

**Important Dates:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>November 6, 2018</td>
<td>Deadline for host site Applications</td>
</tr>
<tr>
<td>November 7-20, 2018</td>
<td>Applications reviewed and ranked by VTrans</td>
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<tr>
<td>November 26, 2018</td>
<td>Ranked Applications submitted to FHWA Local Division office</td>
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<tr>
<td>November 30, 2018</td>
<td>Ranked Applications due at FHWA Headquarters. Each State will submit top three applications to FHWA</td>
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<tr>
<td>April 1, 2019</td>
<td>FHWA releases selection of host site(s) and funding allocation</td>
</tr>
<tr>
<td>May 1, 2019</td>
<td>VTrans and Host Site(s) sign Grant Agreement(s); Host site(s) is required to prepare the Final Report (annual report) with the results of the activities and submit to VTrans for review</td>
</tr>
<tr>
<td>October, 2019</td>
<td>VTrans submits Final Report to FHWA</td>
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</table>
All SOW Applications will be evaluated and reviewed by VTrans. The host site(s) will be selected considering the following criteria:

- Program Curriculum
  - Required to consist of both classroom and hands on activities to focus on Science, Technology, Engineering, Math (STEM) and transportation-related skill development.
  - Should include exposure to all modes of transportation: land, air, water, and incorporate safety throughout.
  - Should include enhancement program opportunities including; leadership skills, time management, scholastic preparation (test preparation, college search info, etc.), career exploration, communication skills, and financial literacy.
  - Proposed field trips
  - Residential programs are required to include a sports and recreation component to the curriculum.

- Innovation. New approaches to curriculum, scheduling, partnership, and others, that allow VTrans to meet its stated goals.

- Methods of recruiting and selecting diverse participants

- Implementation schedule

- Staff Selection procedure

- Student/Staff Ratio

- Process of evaluating program success

VTrans prefers to be a part of the student recruitment and selection process to help ensure program participants represent a diverse pool of students covering a spectrum of gender, age, race, ethnicity, socioeconomic standing, and other factors.

VTrans will provide assistance to the selected Host Site(s) such as: planning - speakers, field trips, partners and sponsors; and will provide technical assistance and guidance.
National Summer Transportation Institute Program Checklist

Use this checklist to ensure you have completed all steps before submitting your application package.

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<tr>
<td>Section B – Program Overview narrative</td>
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<tr>
<td>Section C – (complete 2 – one for each year)</td>
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<tr>
<td>Complete Table A (Microsoft excel format)</td>
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<tr>
<td>Complete Table B (Microsoft excel format)</td>
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<td>Complete Table C (Microsoft excel format)</td>
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<tr>
<td>Complete Table D (Microsoft excel format)</td>
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<tr>
<td>Complete Table E (Microsoft excel format)</td>
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<tr>
<td>Program Curriculum narrative</td>
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<tr>
<td>Follow-up survey narrative</td>
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</table>

VTrans reserves the right to seek clarification of any application submitted and to select the application considered to best promotes the public interest.

All Applications become the property of VTrans upon submission. The cost of preparing, submitting and presenting an Application is the sole expense of the College/University. VTrans reserves the right to reject any and all Applications received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and technicalities or to cancel this solicitation in part or in its entirety if it is in the best interests of VTrans. This solicitation of Applications in no way obligates VTrans to award a grant.

Sincerely,

[Signature]

And L. Morse
NSTI VT Program Manager

Enclosures: National Summer Transportation Institute FY2017 Desk Reference
Standard State Provisions for Contracts and Grants
Statement of Work Application
NSTI Budget Tables (Tables A-E)
National Summer Transportation Institute Program

FY2017

Desk Reference
Acknowledgment

This Administrative Technical Assistance Desk Reference was prepared and authorized by the U.S. Department of Transportation, Federal Highway Administration (FHWA) Headquarters Office of Innovative Program Delivery, Center for Transportation Workforce Development (HIN).

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 National Summer Transportation Institute (NSTI). These procurement rules and regulations supersede any information or recommendations provided here, except where indicated as special terms or conditions. §200.317

There is no cost-sharing requirement for the NSTI Program, though host sites are encouraged to identify in-kind contributions and to leverage other resources wherever possible. In addition, note that host sites cannot charge any types of fees of any kind (e.g., application, retention, supplies) even if the fee is reimbursable to the participants.
Purpose
This Technical Assistance Desk Reference is intended to assist State Departments of Transportation (State DOTs), FHWA Division Offices (DIV), and NSTI Host Site staff in their administration of the NSTI Program. The Desk Reference provides the following:

- NSTI Program Background and Objectives
- HIN/DIV/State DOT/Host Site Responsibilities
- Statement of Work Submission Process
- Program Milestones
- Guidance for NSTI & ACE Academy Program Coordination
- Best Practices
- Points of Contact & Web Links
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The National Summer Transportation Institute (NSTI) Program was authorized by Congress under Section 1208 of the Transportation Equity Act for the 21st Century as a Transportation Career Education Program for Secondary School Youth.
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Chapter 1 - Introduction

Background

In an effort to address the need for a diverse workforce this 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.

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 NSTI under Section 1208 of the Transportation Equity Act for the 21st Century (TEA-21). The Fixing America's Surface Transportation (FAST) Act continues funding for critical training and educational initiatives including NSTI.
Objectives

The National Summer Transportation Institute (NSTI) is a key component among FHWA's educational initiatives. The NSTI program is a Science, Technology and Math (STEM) focused program for high school and junior high/middle school students. It is administered by accredited colleges, community colleges and universities, accredited Minority Serving Institutions (MSIs) throughout the United States, the District of Columbia, the Commonwealth of Puerto Rico, Pacific Island territories and the U.S. Virgin Islands.

The NSTI program objectives are to improve STEM skills, provide awareness to middle and high school students - particularly minority, female and disadvantaged youth - about transportation careers, and encourage them to consider transportation-related courses of study in their higher education pursuits. Host sites are required to commit significant program time to classroom participation. The length of the program is typically 2-4 consecutive weeks. Host sites may be student day programs or residential programs in which room and board are provided by the Host Sites to the students.
Chapter 2 - Responsibilities

Headquarters’ Office of Innovative Program Delivery (HIN)
- Establish funding distribution formula
- Post distribution formula and opportunity on www.grants.gov
- Provide program policy and oversight
- Establish criteria for Statements of Work (SOW)
- Issue annual program action memoranda requesting SOW
- Notify Division Offices of funding allocation
- Concurrence of approval of SOWs
- Conduct annual NSTI program implementation webinars
- Develop and update data collection and evaluation instruments as needed
- Collect, assess and use data from assessment tools to enhance program
- Maintain HIN SharePoint site and National Host Site Directory
- Provide technical assistance to the Division Offices

Division Offices
- Forward annual program action memoranda to State DOT
- Review, assess, and recommend SOW and Budget
- Provide feedback and technical assistance to STAs as needed
- Forward recommended and non-recommended SOW(s) and Budget(s) to OIPD (Upload documents to SharePoint by established deadline)
- Ensure annual action memoranda, State DOTs funding allocations and host site approval letters are forwarded to the Division Financial Managers
- Ensure project number for each host site is created in FMIS
- Monitor project funding via FMIS (expenditures, final voucher and closeout)
- Conduct onsite visits to ensure compliance with program guidelines and approved SOWs
- Complete post program questionnaire
- Provide feedback regarding observations during onsite visits, including identifying best practices, areas for improvement, lessons learned, etc.

State Departments of Transportation (State DOT)
- Solicit SOWs from accredited academic institutions, including MSIs with appropriate capabilities to serve as Host Sites through the STA website and the STA’s procurement procedures. See 2CFR §200.318
- Approve and submit SOW applications to the Division Office (Recommended and non-recommended)
- Provide brief summary for each non-recommended SOW
- Establish cooperative agreement with the host site pursuant to State procurement rules and regulations
- Ensure Host Site complies with implementation, invoice and reimbursement guidelines and program milestones in a timely manner
- Conduct onsite visits to ensure compliance with program guidelines and SOW
- Monitor project implementation, execution and closeout for each host site
Cooperate with Division Offices in completing and providing post program questionnaires and, providing feedback regarding observations during onsite visits, including best practices, areas for improvement, lessons learned, etc.

Host Sites
Accredited colleges, community colleges and universities, including MSIs throughout the United States, the District of Columbia, the Commonwealth of Puerto Rico, Pacific Island territories and the U.S. Virgin Islands may respond to State DOTs’ solicitations and submit applications to STAs to serve as NSTI Host sites.

Programs shall be administered by the Host Site. Each host site appoints a Project Director who’s responsible for collaborating with the STA to develop and implement all phases of the NSTI program.

Host Site responsibilities include, but are not limited to, the following:

- Submit application and budget to the State DOT
- Ensure application aligns with program objectives
- Applications must include STEM focused curriculum, significant time for classroom activities, as well as enhancement activities such as modal visits
- Execute a cooperative agreement with the State DOT
- Recruit participants and sufficient host site staff
- Ensure program is implemented, executed and closed in accordance with the approved application and budget
- Submit timely invoices to State DOT
- Complete post program questionnaire, including feedback regarding observations, best practices areas for improvement, lessons learned, etc.

Note: Host sites should work through their State DOTs and do not send correspondence to HIN unless requested
Chapter 3 – Statement of Work Submission Process

HIN Webinars
HIN will conduct a webinar prior to each fiscal year’s NSTI program implementation with the Divisions and State DOTs. An internal forum may be conducted with FHWA Division Offices, and a national webinar is conducted with the Office of the Secretary for Division Offices, State DOTs and host sites. Dates will vary, but notification will be sent to Divisions for distribution to all parties.

Webinars focus on program changes, special initiatives, best practices, and other transportation related educational or career opportunities. Questions and answers related to conducting effective, efficient NSTI programs are also discussed to ensure a clear understanding of the program’s guidelines.

Statement of Work (SOW) Solicitation
Each year, HIN sends notices to division offices to advise State DOTs to begin solicitation for Host Sites to administer the NSTI program. Academic institutions interested in serving as Host Sites must complete and submit their application package to the State DOT in accordance with State DOT instructions and/or procurement procedures.

Each State DOT will be authorized to determine the number of NSTI Host Sites it wishes to fund under the State’s overall funding allocation. Each recommended Host Site must meet the overall objectives for the NSTI program. State DOTs must explain to HIN in brief detail why multiple Host Sites are recommended. Further, if the State DOT wishes to fund more than one host site, it may do so as long as the aggregate funding requests for these host sites do not exceed the State’s total funding allocation.

State DOTs are required to provide a SOW for each Host Site to FHWA Division Offices that detail NSTI activities that do not exceed the State DOTs allocated funding. Divisions should render SOWs that exceed the State’s allocated funding as non-responsive and ineligible for further review.
<table>
<thead>
<tr>
<th>Date</th>
<th>Milestones</th>
<th>Office</th>
</tr>
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<tbody>
<tr>
<td>September/October</td>
<td>HIN Issues Call for Statements of Work (SOW)</td>
<td>HIN</td>
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<tr>
<td></td>
<td>FHWA Division Civil Rights Specialists notifies State DOT advising them to post opportunity on State’s website and begin soliciting Host Sites</td>
<td>DIV</td>
</tr>
<tr>
<td>October/November</td>
<td>State DOT informs FHWA division Offices, in writing, of its intentions to participate in the FY2017 NSTI program.</td>
<td>State DOT</td>
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<td></td>
<td>State DOT rejecting funds must notify the FHWA Division Administrator in writing by letter from the State DOT Chief Executive Officer (CEO) or designee.</td>
<td>State DOT</td>
</tr>
<tr>
<td>October/November</td>
<td>State DOT solicits SOWs from accredited universities/colleges interested in serving as host sites. State DOTs select the program(s) it wishes to fund for the NSTI FY2017 program</td>
<td>State DOT</td>
</tr>
<tr>
<td>November/December</td>
<td>State DOT forwards NSTI SOW packet with recommendations to Division Offices for review and concurrence</td>
<td>DOT</td>
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<tr>
<td>Date established by Division</td>
<td>Divisions review SOW(s)</td>
<td>DIV</td>
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<tr>
<td>December</td>
<td>Divisions post all SOW(s) to SharePoint in respective folder</td>
<td>DIV</td>
</tr>
<tr>
<td>January</td>
<td>HIN issues concurrence and approval for NSTI host sites</td>
<td>HIN</td>
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<td>February/March</td>
<td>2017 Host Site Announcement</td>
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Statement of Work (SOW) Application
The NSTI Project Director is responsible for submitting a SOW application and Budget Tables to the State DOTs. State DOTs must submit their recommended and non-recommended applications electronically to the Division Offices for review and approval by the established deadline.

Division Offices must post both recommended and non-recommended applications to SharePoint by the established deadline. Non-recommended applications must include a brief written explanation.

The SOW application should not exceed 10 pages (the Transmittal Sheet and Budget Tables A-E do not count against the page limitation). SOW applications should be forwarded to the Division Office as a Word document, Times New Roman, font type 12 and be single-spaced; budgets must be submitted in Excel format.

Instructions
The following components are included in the SOW Application:
Transmittal Sheet
Application
Tables A-E

Transmittal Sheet:
Full name of host site (College/University)
Complete address
Contact representatives:
Host Site Project Director (Name, phone, email address)
State DOT Liaison (Name, phone, email address)
Federal Highway Administration Division Office (Name, phone, email address)

Section A: Program Information
This section of the application should include the following information:
Host Site (Name/Address)
Congressional District(s)
FHWA Funding Requested
In-Kind Contributions
Program Length (Include NSTI (weeks) & ACE Academy (days))
Program Dates
ACE Academy Location (Airport name and address)
Anticipated Number of Participants

Type of Program (Residential or Non-residential)
Grade Levels (Middle School grades 6-8 or High School grades 9-12)
Section B: Program Overview
Provide a one or two-page summary of the NSTI program the host site plans to implement. Information in this section must address the program objectives delineated in the solicitation memorandum, and 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 Student Selection Procedures
   Provide a brief narrative on the recruitment and participant selection procedures.

2. Table A - Staffing Requirements: List all position titles, salary per hour and job description.

3. Table B - Program Cost: Provide a detailed budget and narratives.

4. Table C - IAC: List all persons and organizations serving on the committee.

5. Table D – Partners/Sponsors: List all partners/sponsors, their role and/or contribution(s).

6. Table E - Implementation Schedule: List all tasks to be performed, task assignment(s), action(s) required, and the timeframe for completion.

7. STEM Focused Program Curriculum
   Academic - Curriculum designed to enhance skills, and provide awareness.
   Enhancement – Activities to improve study habits, promote academic achievement, and foster self-awareness.
   Sports Recreation *(Required for Residential Programs)* – Activities to enhance physical health, and promote teamwork and sportsmanship.

8. Evaluations
   Describe the type of surveys and evaluations to be used and how and when they will be administered.
Chapter 4 – Program Overview

The NSTI 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.

A successful NSTI requires a cooperative effort among Federal, State and local transportation agencies, community-based organizations (CBOs), educational institutions and the private sector. Therefore, each NSTI is encouraged to establish an Intermodal Advisory Committee (IAC) and select members from a broad spectrum of the transportation community. The IAC is encouraged to assist with reviewing the SOW and curriculum, 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, State DOT’s, Divisions, CBOs, and private industry may assist in conducting the NSTI 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 NSTI. Minutes of all meetings should be filed and made available to the State DOTs, the Division, and HIN upon request. The NSTI is typically implemented over a two to four week period and must have a minimum of 15 participants. The curriculum must be STEM focused and may be developed in coordination with the State DOT and Division.

The Host Site shall determine if the NSTI will be either a residential or a non-residential program with middle or high school participants. The Project Director should report any changes in the number of participants immediately to its State DOT (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 regarding the attrition. The State DOT will notify the Division. The State DOT and Division will contact HIN prior to determining if the host site should discontinue its program.

Program Objectives:
1. Improve STEM (Science Technology Engineering and Math) Skills
2. Provide awareness about transportation related careers to middle school and high school students
3. Encourage students to consider transportation related fields of study in their higher education pursuits.
4. Host Sites must commit significant program time to classroom instruction

Grade Levels & Program Types
The NSTI must be classified as either a middle school (grades 6-8) or high school (grades 9-12) program and as residential or non-residential.

High school programs should focus on activities that are designed to improve STEM skills, assist in preparing participants for post-secondary education and encourage them to pursue transportation-related careers. Middle school programs should focus more on career exploration.
In Residential programs, participants reside on the college or university campus. The host site provides room and board. Residential programs are required to include academic, enhancement, sports, and recreation activities throughout the duration of the camp, including weekends.

In a non-residential program, participants commute to campus daily. Non-residential programs include an academic program and enhancement activities.
Chapter 5 – Program Administration

Recruitment and Student Selection Procedures
NSTI provides awareness to middle and high school students - particularly minority, female and disadvantaged youth - about transportation careers, and encourages them to consider transportation-related courses of study in their higher education pursuits.

Host sites should distribute applications to public and private middle schools and high schools, alumni, civic, fraternal, faith based, and community organizations in their service area. It is recommended that host sites establish a selection committee.

Potential participants should submit a complete application. Host sites will notify selected participants and provide them with detailed information about the NSTI. After the initial screening of the applications and prior to final selection, the NSTI Project Director may schedule interviews with prospective participants and their parents/guardians. The interview affords the Project Director an opportunity to discuss the program with the student and their parents/guardians, validate their academic and career objectives, and their interest in the NSTI.

The following criteria should be used to select participants:
1. Middle School – Students in sixth, seventh or eighth grade.
2. High School – Students in ninth, tenth, eleventh, or twelfth grade.
3. Middle School - Has completed pre-algebra, or will be qualified for enrollment in pre-algebra for the coming school term.
   High School - Has completed algebra, or will be qualified for enrollment in algebra, for the coming school term.
4. Minimum cumulative grade point average of 2.0 on a 4.0 scale.
5. Interest in STEM education and/or careers.
6. At least one letter of recommendation from a teacher or a guidance counselor.
7. A written statement regarding his/her reasons for wanting to participate in the program and how the NSTI can assist in meeting his/her academic and career goals.

Notification/Acceptance Packages:
Upon completion of the selection process, the Project Director notifies the successful applicants and provides them with detailed information about the NSTI. Information to be provided in the notification/acceptance package includes the following:
1. Notification of selection
2. Participant/parent agreement
3. NSTI guidelines or requirements
4. Certificate of health insurance
5. Required personal items and dress codes
6. Housing regulations
7. Signed permission forms concerning videos/audio publications
8. Notification to Applicants Not Selected:
The Project Director notifies each applicant who was not selected as a NSTI participant.
Staffing Requirements

Project Director
The host site conducts the NSTI under the leadership of an identified Project Director. To ensure the program is effectively managed, the Project Director devotes the appropriate time to management of the NSTI. Changes in the level of time committed to service of the Project Director should be reported immediately to the State DOT. The Project Director has primary responsibility for implementing the day-to-day activities, ensuring the program operates in accordance with the programs rules, regulations, NSTI Desk Reference, and adheres to all applicable Federal and State laws, and college or university policies and, procedures.

The Project Director ensures that faculty and staff understand their duties and responsibilities. The host site is encouraged to create employment agreements which establish duties and responsibilities, during duration of the agreement, required assurances, and the amount of compensation for the position.

Staff positions may include and 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 (see Table A). The Project Director is responsible for ensuring that all staff members are adequately trained for their positions, and that each staff member is oriented to the NSTI.

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 the absence of the Project Director

Academic program coordinator 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
- Assists with testing, evaluations, and career counseling
- Interacts with participants and administrative staff
- Performs other duties assigned by the Project Director and/or Academic Coordinator

All faculty members shall be college/university professors and/or meet the institution’s hiring criteria.
Academic Aide

- Assists with academic instruction
- Organizes resource material
- Sets up laboratory activities
- Assists with coordination of field trips
- Assists with program opening and closing activities
- Accompanies participants to camps or activities, as necessary
- Assists with weekend activities, as necessary
- Interacts with the faculty, participants and administrative staff
- Performs other duties assigned

All academic aides should have a minimum of 14-years (associate degree) of education.

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
- Responsible for the implementation and supervision of study hours
- 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 participants and other residential staff.

Residence Hall Counselor

- Reports directly to the RHM or 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., if 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.
Orientation Meeting
The Project Director must plan and host an orientation meeting for participants and their 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.

Closing Program
The Project Director plans and hosts a closing/awards program at the conclusion of the NSTI. Parents, sponsors, and college or university officials, State DOT and FHWA Representatives should be invited. Host sites are encouraged to send a press release to the participants' hometown media announcing the graduates of the NSTI. The talents of the graduates should be featured. Honors and awards for accomplishments, and certificates of completion should be presented.

Host sites are encouraged to provide awards for the three top graduates of each NSTI. The Project Director should present these awards in recognition of those participants who have distinguished themselves through exemplary accomplishments. 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.

Rules and Regulations
The NSTI staff is responsible for the safety and well-being of the participants at all times. The following guidelines, rules and regulations must be implemented to meet the objectives of the NSTI 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 in residential programs. 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 the participant dining privileges and access to 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.
Risk Assessment
The Project Director and staff personnel are encouraged to review any risk assessment guidelines provided by the State DOT, 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 NSTI participants, staff and allied personnel is the highest priority for the NSTI. The purpose of the guidelines below is to provide guidance in addressing risk management issues for each of the NSTI components. These guidelines are also intended to provide a safe and wholesome environment to conduct all NSTI 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.

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

D. Incident Reporting
On-duty staff members must document all emergency incidents, complete required incident reports and forward to the Project Director.

E. Ensure evacuation plans accommodate participants with disabilities including assigning participants to accessible rooms, providing specific evacuation instructions, ensuring host site staff are aware of the room number and location of all participants requiring an accommodation.

In addition to the information above, the Project Director must ensure items covered during the 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 NSTI 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 NSTI staff person must be assigned to coordinate emergency evacuation activities.
- Buddy System - Each NSTI participant must be 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.
Program Cost

There is no cost-sharing requirement for the NSTI Program, though host sites are encouraged to identify in-kind contributions and to leverage other resources wherever possible. In addition, note that host sites cannot charge any types of fees of any kind (e.g., application, retention, supplies) even if the fee is reimbursable to the participants.

The requested budget amount cannot exceed that which has been allocated to the STA. HIN no longer caps the permissible FHWA share for personnel, fringe benefits or indirect costs. However, host sites must ensure that these budget items are consistent with State requirements, subject to State DOT and FHWA Division concurrence. The State DOT need not approve nor does the Division recommend proposals with costs that do not reflect the nature the overall proposal or the objectives of the NSTI program.

Note: Cost of all meals, including field trips, must be included in program budget.

Disallowed – Federal funds may not be used for snacks.

Budget Summary

The budget summary is a skeletal outline that shows how the program’s total cost will be allocated to line items. Also identify in-kind contributions, e.g., human capital and/or material resources such as materials, equipment or services that are given without charge to the program or organization. Stipends to program participants may be allowed with FHWA’s prior consent. Consent will not be unreasonably withheld if the stipend amount is reasonable and supported by written justification submitted to the relevant FHWA Division Office.

Budget Categories/Definitions

The budget categories and definitions are listed below:

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, e.g. medical insurance.

3. **Recruitment** - Includes all expenditures for the recruitment of participants for the NSTI Program. A brief explanation is required for travel. Allowable items/activities may include the following:
   - Travel (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:
   - Orientation Meeting
   - Residential Program: Breakfast/Lunch/Dinner
   - Non-Residential Program: Lunch

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 NSTI program such as program and training supplies. Include the cost and number of items being purchased.

   **Note:** Federal funds may not be used to purchase host site equipment, such as computers.

8. **Room and Board** - Includes the cost of sleeping accommodations and meals for participants and staff who are not employees of the host site.

9. **Indirect Cost** - Indirect cost is any cost that cannot be directly attributed to the project, and may cover services and products such as telephone bills, utilities, rent payments, and maintenance costs.
Account Management
Each NSTI should follow the accounting procedures/regulations/rules provided by their STA.

Procurement Procedures
Each STA should follow their State’s competitive procurement procedures and its selection of the host site. See 2CFR §200.318

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 State DOT will review and determine the validity of the proposed request and consult with the Division. The Division may approve or disapprove the request without HIN’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 HIN. In addition, the Division is responsible for notifying the State DOT and HIN of the decision and of any changes to the approved budget. The State DOT will notify the Project Director, in writing, of the decision. Neither HIN nor the Division will authorize any reimbursements for invoices that were not approved in advance.

Reimbursement Procedure
The NSTI should follow STA procedures for reimbursement of NSTI expenditures. The State DOTs will follow State rules and regulations regarding cost reimbursement (e.g., time requirements, proper documentation requirements, contact person, etc.). The typical process for reimbursement involves the following steps:
1. The NSTI Host Site submits invoices to the State DOT for review and reimbursement. The State DOT reimburses the NSTI for allowable expenses. (Expenses on invoices should reflect expenses listed in the budget submitted in the SOW submission.)
2. The Division Office reimburses the State DOT.
3. The Division Office and HIN may request at any time, to review invoices paid by the State DOT.
4. Unexpended funds are returned to HIN within 90 days after the conclusion of the program.

Financial Reports
The NSTI must follow the State DOT’s procurement process regarding the submission of financial reports. However, HIN may require the NSTI to submit a financial report to their respective Division Office. The 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 State DOT.

Procurement
The Project Director or his /her delegate must procure all supplies, travel, equipment, and services using the normal procurement procedures of the host site. Neither the Project Director nor the NSTI staff may, at any time, violate the procurement procedures of the State, college or university. Any expense incurred by the Project Director or the NSTI staff outside of the normal procurement process for the host site will NOT be an allowable expense under the cooperative agreement with the State DOT.
Intermodal Advisory Committee (IAC)

A successful NSTI requires a cooperative effort among Federal, State and local transportation agencies, community-based organizations (CBOs), educational institutions and the private sector. Therefore, each NSTI 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 the SOW and curriculum, 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, State DOTs, Divisions, CBOs, and private industry may assist in conducting the NSTI 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 NSTI. Minutes of all meetings should be filed and made available to the STA, the Division, and HIN upon request.

Partners/Sponsors

List all partners, including their roles and/or contributions to the program.

Implementation Schedule

List all tasks to be performed, task assignments, actions required, and the timeframe for completion.
Chapter 6 – STEM Curriculum

Each NSTI must submit a detailed curriculum including a narrative and a daily activity schedule illustrating the classes, learning activities, and modal visits planned for the program. The curriculum should feature all aspects of the transportation industry. The design and delivery of the curriculum should enhance STEM skills, create awareness and stimulate the participants’ interest in opportunities that exist in the transportation industry. The interdisciplinary nature of transportation should be 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.

Curriculum should include an introduction to a transportation mode, presentations from industry professionals who work in the areas being studied, and field trips to transportation and transit facilities and government agencies. Hands-on activities such as laboratory activities, project design, construction, and testing must be included and may culminate with participant competitions.

Note: All field trips must be transportation-related

Suggested activities include rocket design, computer programming, computer applications, solar car design, glider design, bridge design, and mass transit design.

A list of typical topics on Land, Air, Water and Safety components is provided below:

<table>
<thead>
<tr>
<th>Land Transportation</th>
<th>Air Transportation</th>
<th>Safety</th>
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<tbody>
<tr>
<td>Highway Design</td>
<td>ACE Academy</td>
<td>Safe Transportation infrastructure</td>
</tr>
<tr>
<td>Transportation Planning</td>
<td>Flight Theories</td>
<td>Improving safety and communications</td>
</tr>
<tr>
<td>Traffic Signal Timing</td>
<td>Aircraft Performance</td>
<td>Incentives for better safety</td>
</tr>
<tr>
<td>Transportation Logistics</td>
<td>Flight Instruments</td>
<td>Analyzing, forecasting trends/issues</td>
</tr>
<tr>
<td>Public Transit</td>
<td>Power Plant Design</td>
<td>Benefits of safe transportation</td>
</tr>
<tr>
<td>Railroad Transportation</td>
<td>Gravity (properties, etc.)</td>
<td>Pedestrian Safety</td>
</tr>
<tr>
<td>Truck Operations</td>
<td>Air Navigation</td>
<td>Bicycle Safety</td>
</tr>
<tr>
<td>Traffic Flow</td>
<td>Space</td>
<td>Air Travel Safety</td>
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<tr>
<td></td>
<td></td>
<td>Vehicle Safety</td>
</tr>
<tr>
<td>Water Transportation</td>
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<tr>
<td>Deep Sea Freight Transportation</td>
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<tr>
<td>Deep Sea Passenger</td>
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<tr>
<td>Inter-Coastal Waterway</td>
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<tr>
<td>Local Water Transportation</td>
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<tr>
<td>Towing/Tugboat Services</td>
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<tr>
<td>Marine Cargo Handling</td>
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<td>Marinas</td>
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<tr>
<td>Water Transportation Services</td>
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</table>
**Enhancement Program**

The Enhancement program should introduce students to methods and activities that improve study habits, promote academic achievement, and foster self-awareness.

- Time Management, Critical Thinking, Analytical Skills, Study Habits
- Scholastic Assessment Test Prep
- Problem Solving
- Research Techniques, Internet and Library Use
- Vocabulary Development
- Oral and Written Communication Skills
- Computer Skills
- Personal Grooming/Skills for Daily Living
- Financial Literacy

Participants are encouraged to keep a daily journal of their experiences.

Host sites are also encouraged to consider coordinating enhancement activities with other campus summer programs and the local community in the development of its NSTI.

**Sports and Recreation Program**

Sports and recreation programs are intended to enhance physical health, and promote teamwork and sportsmanship. A sports and recreation program is required for residential programs and may be included in non-residential programs.

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 NSTI activities. Safety gear, appropriate for the activity, must be provided to each NSTI participant.

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

**Note:** Although Sports and recreation programs are a component of the NSTI curriculum, pursuant to 2 CFR §200.438, costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable. Federal funds may NOT be used for entertainment activities such as costs associated with student sports/fitness centers, swimming pools, board games, bowling, movies, water parks, amusement parks, cruises, etc. Funding for any activities that are non-transportation related is the responsibility of the host site or other partners.
Chapter 7 Evaluations

Each NSTI must administer program evaluations. Students, faculty, staff and guests must be provided evaluation forms for completion by the host site. Speakers, field trips, academic programs, enhancement programs, sports/recreation programs, faculty and staff, and host site facilities must be included in the evaluation. Host sites should administer weekly evaluations to program participants and an overall evaluation at the end of the program.

Weekly Evaluations

The Project Director administers weekly evaluations to program participants of speakers, field trips, academic, enhancement, and sports/recreation programs. The results of the weekly evaluations should be summarized and used to capture best practices and identify areas that require improvements.

Sample evaluation forms are provided in the Appendix section.

- Classroom and Lab Sessions
- Enhancement Program
- Field Trips
- Guest Speakers
- Staff and Faculty
- Sports and Recreation

Faculty/Staff Evaluation of Host Site Activities

The Project Director must ensure host site staff evaluates the effectiveness of the NSTI.

Host Site Overall Program Evaluation

The purpose of the evaluation is to determine how well the program has accomplished its goals and identify ways to improve the effectiveness of the NSTI. The overall program evaluation must be administered at the end of the NSTI and include summary evaluations of each NSTI component. The information should be used to complete the post program questionnaire.
Appendix A – STA SOW Application

National Summer Transportation Institute State DOT

Statement of Work Application

Transmittal Sheet

Host Site (College/University):
Address (including zip):

Contact Representatives

Host Site
Project Director:
Title:
Phone:
E-Mail:

State DOT Liaison:
Name:
Title:
Phone:
E-Mail:

Federal Highway Administration Division Office
Name:
Title:
Phone:
E-Mail:

Please Complete and Return This Sheet Along With Your Statement of Work to HIN by uploading to SharePoint by the established deadline.
National Summer Transportation Institute

State DOT Statement of Work Application

Section A: Program Information

<table>
<thead>
<tr>
<th>Host Site (Name):</th>
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<tbody>
<tr>
<td>State Abbreviation:</td>
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<tr>
<td>Zip:</td>
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<tr>
<td>Congressional District Number(s):</td>
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<tr>
<td>FHWA Funding Requested:</td>
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<tr>
<td>Is this a new NSTI? Y/N:</td>
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<tr>
<td>Number of years in existence:</td>
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<tr>
<td>Type of In-Kind Contributions:</td>
<td>N/A</td>
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<tr>
<td>Monetary</td>
<td>$</td>
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<tr>
<td>Other (Provide brief description):</td>
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</table>

Program Length:

| Program Dates: |
|----------------|---|
| NSTI (weeks): |  |
| ACE Academy (days): |  |
| ACE Academy Location: |  |

Anticipated Number of Students:

<table>
<thead>
<tr>
<th>Select Type of Program:</th>
<th>Residential</th>
<th>Non-Residential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Grade Levels:</td>
<td>Middle School (grades 6-8)</td>
<td>High School (grades 9-12)</td>
</tr>
<tr>
<td>Priority (if applicable, rank 1-5):</td>
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</tbody>
</table>

Each National Summer Transportation Institute (NSTI) Host Site is responsible for the following:

1. **Financial Reimbursement**: Submit 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**: Ensure 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 Post Program Questionnaire**: Complete the online NSTI Questionnaire via a web link provided by HIN at the end of the program. **SUBMIT BY WEB LINK ONLY; PLEASE DO NOT EMAIL COPIES TO HIN.**

4. **Program Evaluations**: Conduct weekly and post program participant evaluations and submit to FHWA Division Office.

**Note**: Where needed, reasonable accommodations must be made for persons with disabilities.
Section B: Program Overview

Provide a one or two-page summary of the NSTI program the host site plans to implement. Information in this section should address the program objectives delineated in the solicitation memorandum, and include a description of curriculum, specific field trips planned, and examples of any enhancement activities planned.

Section C: Program Administration

1. Recruitment and Student Selection Procedures
2. Staffing Requirements - Complete Table A
3. Program Cost (Detailed Budget Summary) - 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 (STEM-Focused)
   - Academic
   - Enhancement
   - Sports/Recreation (residential programs)
8. Follow-up Survey of Students

Note: See SharePoint for Excel Tables A-E

AVIATION CAREER EXPERIENCE:

For more information, please see the point of contact list when provided.

Please review application in its entirety to confirm information is accurate.

Name of State DOT Representative who reviewed this proposal:

Date:
Appendix B- Recruiting Notice

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

The [college/university] will host the (insert year) National Summer Transportation Institute (NSTI) Program for [middle or high school] participants from [program dates] in [State]. This will be a [residential or non-residential] program. The purpose of the NSTI Program is to create awareness and stimulate interest in higher education and careers in the transportation industry.

The curriculum will expose participants to new frontiers and adventures such as highway design, transportation of people and cargo, inter-modal operations, laws, regulations, safety, and career opportunities. In addition, participants will participate in enrichment activities such as, computer training, field trips, and hands-on projects.

Approximately [number of participants] in [grade levels] will receive full scholarships to participate in the NSTI 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 [middle or high schools] across the State. Guidance counselors should identify two participants per school for the NSTI Program and assist them with completing the forms in the enclosed application package.
Appendix B

Date

Attention: Middle and High School Guidance Counselors

The Summer Transportation Institute intends to select students for participation in this summer’s program. The following criteria will be used in the selection of participants.

- Be in the [grade levels] for the [school year]
- Have completed or be qualified to enroll in Pre-Algebra for the [school year]
- Have cumulative grade point average of 2.0 on a 4.0 scale [minimum]
- Have an interest in engineering, science, transportation, or technology-related higher education and career
- Provide at least two letters of recommendation from school teachers or counselors
- 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 individual career goals
- The selection team will also consider the geographical location of applicants to ensure an equitable 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 NSTI program.

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

Name
Project Director,
National Summer Transportation Institute
University or College
Address
City, State, Zip Code

Thank you for your assistance.

Sincerely yours,

_____________________________________________________
Project Director Signature

_____________________________________________________
Print Project Director’s Name
Appendix B

National Summer Transportation Institute Participant Application

<table>
<thead>
<tr>
<th>Name:</th>
<th>Age:</th>
<th>Race:</th>
<th>Gender:</th>
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<tr>
<th>Address:</th>
<th>Parent/Guardian Name:</th>
<th>Address (if different from above):</th>
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<table>
<thead>
<tr>
<th>Telephone Numbers</th>
<th>(Home):</th>
<th>(Work):</th>
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<tr>
<th>Name of School:</th>
<th>Standardized Test Score:</th>
<th>GPA:</th>
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</table>

(Please Print Clearly)

During the [school year], I will be in the ____________ grade.

List your most recent math and science classes.

Math: ___________________________  Science: ___________________________
      ___________________________  ___________________________

Career Interest (Please select only two):

____ Accounting  ___ Law  ___ Computer Science

____ Architecture  ___ Technology  ___ Scientific Research

____ Environment  ___ Criminal Justice  ___ Transportation

____ Engineering  ___ Marketing  ___ Other: (List)

____ Business  ___ Construction

List Awards/Achievements/Organization Memberships:

Required Essay: Describe your career objective(s), interest in transportation, and how the NSTI 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
                      National Summer Transportation Institute
                      Name of Host Site
                      Address
                      ___________________________  ___________________________
                      Signature (Participant)          Date

                      ___________________________  ___________________________
                      Signature (Parent)          Date
Appendix B - Notification Letter

«Date»

«Name»
«Address»
«City, State, Zip»

Dear «Mr./Ms. Last Name»:

Congratulations! You have been selected to participate in the [year and host site] National Summer Transportation Institute (NSTI) Program. This program will prepare you to meet the academic and social challenges during your upcoming academic year. The program dates are _________________ to ________________.

The [Host Site], [State Department of Transportation], and the Federal Highway Administration, Headquarters Office of Innovative Program Delivery have agreed to provide educational experiences for middle and high school participants like you. The NSTI 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 projects to assist you in selecting a potential career in the transportation industry. There will be a parent/participant orientation at [date/ time/location] 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 NSTI 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] at [Phone Number/Email] if you have any questions regarding the NSTI. Congratulations again, and we look forward to seeing you on [date].

Sincerely,

Name
Project Director
NSTI Host Site
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 NSTI.

1. The NSTI 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 may be 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
Appendix B - Participant/Parent Agreement

I have read and understand all materials submitted to me in my acceptance letter for the National Summer Transportation Institute (NSTI) Program. I have also read the NSTI regulations and I agree to comply with all stated policies. All incidences of noncompliance with the regulations will result in my dismissal from the NSTI. If dissatisfied with the NSTI, 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: 

October 2017 40
Appendix B - Certificate of Health and Insurance Coverage

Note: This certificate is designed to provide the NSTI staff with information concerning your child’s health and general welfare as well as insurance coverage. If the applicant is selected to participate, the information will be used for the participant’s safety and welfare while on the <<Host Site>> campus. Please attach to the application a copy of the health insurance card under which the participant is covered.

(Please Print Clearly)

Applicant’s Name: ____________________________________________
Age: __________________________
Gender: __________________________
Address: ____________________________________________________

List all past and present illnesses or injuries:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

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

<table>
<thead>
<tr>
<th>Heart Disease (Mitral Valve)</th>
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<tbody>
<tr>
<td>Prolapsed, Murmur</td>
<td></td>
</tr>
<tr>
<td>Lung Disease (Tuberculosis, Asthma)</td>
<td></td>
</tr>
<tr>
<td>Neurological (Seizures, Migraine)</td>
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<tr>
<td>Mental Health</td>
<td></td>
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<tr>
<td>Fainting</td>
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<tr>
<td>Sinusitis</td>
<td></td>
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<tr>
<td>Hearing Loss</td>
<td></td>
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<tr>
<td>Anemia/Sickle Cell Disease or Trait</td>
<td></td>
</tr>
<tr>
<td>Rheumatic Fever</td>
<td></td>
</tr>
</tbody>
</table>

List any past surgeries or hospitalizations:
List any injured or broken bones (Neck, Collar Bone, Ankle, Arm)
List any allergies to food, medications, etc.
List any lengthy illness:
List any visual problems:

Is the applicant currently taking any medication? If yes, please provide the information below:

<table>
<thead>
<tr>
<th>Name of Medication</th>
<th>Dosage</th>
<th>Directions to Administer</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

(Please Print Clearly)
Appendix C - 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
4. Laundry Detergent - Optional
5. Toiletries (shower cap, soap, deodorant, toothbrush, toothpaste, hair brush, etc.)
6. Backpack
7. Comfortable Clothing
8. Rain Coat
9. Umbrella
10. Lightweight Jacket
11. Walking Shoes
12. Swimsuits/Trunks,
13. Medication and Directions to Administer

Dress Code: Host site to establish appropriate dress code.
Appendix D - Employment Agreement

Job Title:

Description:

Responsibilities and Duties:

I have received instructions and copies of the nondiscriminatory policies, drug free workplace policies, and non-exclusionary policies of the [host site], and the U.S. Department of Transportation, Federal Highway Administration.

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
Appendix E - Release Form - Permission to Video Tape and Photograph

Participant’s Name:

I grant written permission to the <<Host Site>> National Summer Transportation Institute to make videotapes 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.

Signature: _______________________________________________________________

Parent/Guardian: _______________________________________________________

Date: ___________________________________

Witness: _____________________________ Date: ___________________________
Appendix E - Release Form - Permission to Collect and Use Data

Participant’s Name:

I grant written permission to the <<Host Site>> National 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.

Participant’s Signature: __________________________________________________________

Parent/Guardian Signature: ______________________________________________________

Date: __________________________

Witness: _________________________ Date: ________________________
Appendix F - Sample Orientation Meeting Agenda

National 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
   ■ Keys
   ■ Money/Valuables
   ■ *Telephone Calls
   ■ Insurance
   ■ Injury/Illness

*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
Appendix F – Sample Closing Program

National Summer Transportation Institute - Closing Program
Project Director, Presiding

Pledge of Allegiance
Posting of Colors
Greetings
Reflections
- Academics/Projects
- Classroom Speakers
- Field Trips
- Self-Development
- Sports and Recreation
- Cultural/Civic

Luncheon
Introduction of Speaker
Speaker
Slide Presentation
Award Presentation
Special Recognitions and Presentations
Remarks
Words of Appreciation
Closing Remarks
Viewing of Student Projects
Appendix G - Incident Report

National 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:

_______________________________________________________     ______________________
Reported By           Date

_______________________________________________________     ______________________
Witness           Date

_______________________________________________________     ______________________
Witness           Date
ATTACHMENT C: STANDARD STATE PROVISIONS
FOR CONTRACTS AND GRANTS
REVISED DECEMBER 15, 2017

1. Definitions: For purposes of this Attachment, “Party” shall mean the Contractor, Grantee or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement. “Agreement” shall mean the specific contract or grant to which this form is attached.

2. Entire Agreement: This Agreement, whether in the form of a contract, State-funded grant, or Federally-funded grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.

3. Governing Law, Jurisdiction and Venue; No Waiver of Jury Trial: This Agreement will be governed by the laws of the State of Vermont. Any action or proceeding brought by either the State or the Party in connection with this Agreement shall be brought and enforced in the Superior Court of the State of Vermont, Civil Division, Washington Unit. The Party irrevocably submits to the jurisdiction of this court for any action or proceeding regarding this Agreement. The Party agrees that it must first exhaust any applicable administrative remedies with respect to any cause of action that it may have against the State with regard to its performance under this Agreement. Party agrees that the State shall not be required to submit to binding arbitration or waive its right to a jury trial.

4. Sovereign Immunity: The State reserves all immunities, defenses, rights or actions arising out of the State’s sovereign status or under the Eleventh Amendment to the United States Constitution. No waiver of the State’s immunities, defenses, rights or actions shall be implied or otherwise deemed to exist by reason of the State’s entry into this Agreement.

5. No Employee Benefits For Party: The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the State withhold any state or Federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.

6. Independence: The Party will act in an independent capacity and not as officers or employees of the State.

7. Defense and Indemnity: The Party shall defend the State and its officers and employees against all third party claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party in connection with the performance of this Agreement. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit. The State retains the right to participate at its own expense in the defense of any claim. The State shall have the right to approve all proposed settlements of such claims or suits.

After a final judgment or settlement, the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party in connection with the performance of this Agreement.

The Party shall indemnify the State and its officers and employees if the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party or an agent of the Party in connection with the performance of this Agreement.

Notwithstanding any contrary language anywhere, in no event shall the terms of this Agreement or any document furnished by the Party in connection with its performance under this Agreement obligate the State to (1) defend or indemnify the Party or any third party, or (2) otherwise be liable for the expenses or reimbursement, including attorneys’ fees, collection costs or other costs of the Party or any third party.

8. Insurance: Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the State through the term of this Agreement. No warranty is made that the coverages and limits listed
herein are adequate to cover and protect the interests of the Party for the Party’s operations. These are solely minimums that have been established to protect the interests of the State.

**Workers Compensation:** With respect to all operations performed, the Party shall carry workers’ compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers’ compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the party shall secure a Vermont workers’ compensation policy, if necessary to comply with Vermont law.

**General Liability and Property Damage:** With respect to all operations performed under this Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

- Premises - Operations
- Products and Completed Operations
- Personal Injury Liability
- Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

- $1,000,000 Each Occurrence
- $2,000,000 General Aggregate
- $1,000,000 Products/Completed Operations Aggregate
- $1,000,000 Personal & Advertising Injury

**Automotive Liability:** The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than $500,000 combined single limit. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, limits of coverage shall not be less than $1,000,000 combined single limit.

**Additional Insured.** The General Liability and Property Damage coverages required for performance of this Agreement shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, then the required Automotive Liability coverage shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

**Notice of Cancellation or Change.** There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the State.

9. **Reliance by the State on Representations:** All payments by the State under this Agreement will be made in reliance upon the accuracy of all representations made by the Party in accordance with this Agreement, including but not limited to bills, invoices, progress reports and other proofs of work.

10. **False Claims Act:** The Party acknowledges that it is subject to the Vermont False Claims Act as set forth in 32 V.S.A. § 630 et seq. If the Party violates the Vermont False Claims Act it shall be liable to the State for civil penalties, treble damages and the costs of the investigation and prosecution of such violation, including attorney’s fees, except as the same may be reduced by a court of competent jurisdiction. The Party’s liability to the State under the False Claims Act shall not be limited notwithstanding any agreement of the State to otherwise limit Party’s liability.

11. **Whistleblower Protections:** The Party shall not discriminate or retaliate against one of its employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority or acts threatening health or safety, including but not limited to allegations concerning the False Claims Act. Further, the Party shall not require such employees or agents to forego monetary awards as a result of such disclosures, nor should they be required to report misconduct to the Party or its agents prior to reporting to any governmental entity and/or the public.

12. **Location of State Data:** No State data received, obtained, or generated by the Party in connection with performance under this Agreement shall be processed, transmitted, stored, or transferred by any means outside the continental United States, except with the express written permission of the State.

13. **Records Available for Audit:** The Party shall maintain all records pertaining to performance under this agreement. “Records” means any written or recorded information, regardless of physical form or characteristics, which is produced or
acquired by the Party in the performance of this agreement. Records produced or acquired in a machine readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of the Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

14. Fair Employment Practices and Americans with Disabilities Act: Party agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement.

15. Set Off: The State may set off any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.

16. Taxes Due to the State:
   A. Party understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
   B. Party certifies under the pains and penalties of perjury that, as of the date this Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
   C. Party understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Party is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
   D. Party also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Party has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Party has no further legal recourse to contest the amounts due.

17. Taxation of Purchases: All State purchases must be invoiced tax free. An exemption certificate will be furnished upon request with respect to otherwise taxable items.

18. Child Support: (Only applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date this Agreement is signed, he/she:
   A. is not under any obligation to pay child support; or
   B. is under such an obligation and is in good standing with respect to that obligation; or
   C. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

19. Sub-Agreements: Party shall not assign, subcontract or subgrant the performance of this Agreement or any portion thereof to any other Party without the prior written approval of the State. Party shall be responsible and liable to the State for all acts or omissions of subcontractors and any other person performing work under this Agreement pursuant to an agreement with Party or any subcontractor.

In the case this Agreement is a contract with a total cost in excess of $250,000, the Party shall provide to the State a list of all proposed subcontractors and subcontractors’ subcontractors, together with the identity of those subcontractors’ workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54).

Party shall include the following provisions of this Attachment C in all subcontracts for work performed solely for the State of Vermont and subcontracts for work performed in the State of Vermont: Section 10 (“False Claims Act”); Section 11 (“Whistleblower Protections”); Section 12 (“Location of State Data”); Section 14 (“Fair Employment Practices and
20. **No Gifts or Gratuities:** Party shall not give title or possession of anything of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.

21. **Copies:** Party shall use reasonable best efforts to ensure that all written reports prepared under this Agreement are printed using both sides of the paper.

22. **Certification Regarding Debarment:** Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party’s principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds.

23. **Conflict of Interest:** Party shall fully disclose, in writing, any conflicts of interest or potential conflicts of interest.

24. **Confidentiality:** Party acknowledges and agrees that this Agreement and any and all information obtained by the State from the Party in connection with this Agreement are subject to the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq.

25. **Force Majeure:** Neither the State nor the Party shall be liable to the other for any failure or delay of performance of any obligations under this Agreement to the extent such failure or delay shall have been wholly or principally caused by acts or events beyond its reasonable control rendering performance illegal or impossible (excluding strikes or lock-outs) (“Force Majeure”). Where Force Majeure is asserted, the nonperforming party must prove that it made all reasonable efforts to remove, eliminate or minimize such cause of delay or damages, diligently pursued performance of its obligations under this Agreement, substantially fulfilled all non-excused obligations, and timely notified the other party of the likelihood or actual occurrence of an event described in this paragraph.

26. **Marketing:** Party shall not refer to the State in any publicity materials, information pamphlets, press releases, research reports, advertising, sales promotions, trade shows, or marketing materials or similar communications to third parties except with the prior written consent of the State.

27. **Termination:**
   
   A. **Non-Appropriation:** If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is a Grant that is funded in whole or in part by Federal funds, and in the event Federal funds become unavailable or reduced, the State may suspend or cancel this Grant immediately, and the State shall have no obligation to pay Subrecipient from State revenues.

   B. **Termination for Cause:** Either party may terminate this Agreement if a party materially breaches its obligations under this Agreement, and such breach is not cured within thirty (30) days after delivery of the non-breaching party’s notice or such longer time as the non-breaching party may specify in the notice.

   C. **Termination Assistance:** Upon nearing the end of the final term or termination of this Agreement, without respect to cause, the Party shall take all reasonable and prudent measures to facilitate any transition required by the State. All State property, tangible and intangible, shall be returned to the State upon demand at no additional cost to the State in a format acceptable to the State.

28. **Continuity of Performance:** In the event of a dispute between the Party and the State, each party will continue to perform its obligations under this Agreement during the resolution of the dispute until this Agreement is terminated in accordance with its terms.
29. **No Implied Waiver of Remedies**: Either party’s delay or failure to exercise any right, power or remedy under this Agreement shall not impair any such right, power or remedy, or be construed as a waiver of any such right, power or remedy. All waivers must be in writing.

30. **State Facilities**: If the State makes space available to the Party in any State facility during the term of this Agreement for purposes of the Party’s performance under this Agreement, the Party shall only use the space in accordance with all policies and procedures governing access to and use of State facilities which shall be made available upon request. State facilities will be made available to Party on an “AS IS, WHERE IS” basis, with no warranties whatsoever.

31. **Requirements Pertaining Only to Federal Grants and Subrecipient Agreements**: If this Agreement is a grant that is funded in whole or in part by Federal funds:

   **A. Requirement to Have a Single Audit**: The Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to the granting Party within 9 months. If a single audit is not required, only the Subrecipient Annual Report is required.

   For fiscal years ending before December 25, 2015, a Single Audit is required if the subrecipient expends $500,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with OMB Circular A-133. For fiscal years ending on or after December 25, 2015, a Single Audit is required if the subrecipient expends $750,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.

   **B. Internal Controls**: In accordance with 2 CFR Part II, §200.303, the Party must establish and maintain effective internal control over the Federal award to provide reasonable assurance that the Party is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

   **C. Mandatory Disclosures**: In accordance with 2 CFR Part II, §200.113, Party must disclose, in a timely manner, in writing to the State, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures may result in the imposition of sanctions which may include disallowance of costs incurred, withholding of payments, termination of the Agreement, suspension/debarment, etc.

32. **Requirements Pertaining Only to State-Funded Grants**:  

   **A. Certification Regarding Use of State Funds**: If Party is an employer and this Agreement is a State-funded grant in excess of $1,001, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party’s employee’s rights with respect to unionization.

   **B. Good Standing Certification (Act 154 of 2016)**: If this Agreement is a State-funded grant, Party hereby represents: (i) that it has signed and provided to the State the form prescribed by the Secretary of Administration for purposes of certifying that it is in good standing (as provided in Section 13(a)(2) of Act 154) with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets, or otherwise explaining the circumstances surrounding the inability to so certify, and (ii) that it will comply with the requirements stated therein.

   (End of Standard Provisions)
Host Site (College/University):
Address (including zip):

Contact Representatives

Host Site
Project Director:
Title:
Phone:
E-Mail:

State Department of Transportation Agency Liaison:
Name: Lori Valburn
Title: Chief of Civil Rights & Labor Compliance
Phone: 802-828-5561
E-Mail: Lori.Valburn@vermont.gov

Federal Highway Administration Division office
Name: Tina M. Lee
Title: Civil Rights Specialist and Regional Team Leader
Phone: 802-828-4578
E-Mail: TINA.M.LEE@DOT.GOV

Please Complete and Return This Sheet Along With Your Statement of Work to the Federal Highway Administration – Office of Innovative Program Delivery by uploading to SharePoint by the established deadline.
## Fiscal Year 2019
### National Summer Transportation Institute
#### Statement of Work Application

### Section A: Program Information

<table>
<thead>
<tr>
<th>Host Site (Name):</th>
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<tbody>
<tr>
<td>State Abbreviation:</td>
<td></td>
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<tr>
<td>Zip:</td>
<td></td>
</tr>
<tr>
<td>Congressional District Number(s):</td>
<td></td>
</tr>
<tr>
<td>FHWA Funding Requested:</td>
<td></td>
</tr>
<tr>
<td>Is this a new STI? Y/N</td>
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<td>Number of years in existence:</td>
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<th>Program Length:</th>
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<td>NSTI (weeks):</td>
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<td>ACE Academy (days):</td>
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<td>Anticipated Number of Students:</td>
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<th>Select Type of Program:</th>
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<tr>
<td>Select Grade Levels:</td>
<td>Middle School (grades 6-8)</td>
<td>High School (grades 9-12)</td>
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<td>Priority (if applicable, rank 1-5):</td>
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### Each Summer Transportation Institute (STI) Host Site is responsible for the following:

1. **Financial Reimbursement:** Submit 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:** Ensure 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 Post Program Questionnaire:** Complete the online NSTI Questionnaire via a web link provided by HCR at the end of the program. **PLEASE DO NOT SEND COPIES TO HIN.**

4. **Program Evaluations:** Conduct weekly and post program participant evaluations.
Section B: Program Overview
Provide a one or two-page summary of the NSTI program the host site plans to implement. Information in this section should address the program objectives delineated in the solicitation memorandum, and include a description of curriculum, specific field trips planned, and examples of any enhancement activities planned.

Section C: Program Administration
1. Recruitment and Student Selection Procedures
2. Staffing Requirements - Complete Table A
3. Program Cost (Detailed Budget Summary) - 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 (STEM-Focused)
   - Academic
   - Enhancement
   - Sports/Recreation (residential programs)
8. Follow-up Survey of Students

AVIATION CAREER EXPERIENCE:
For more information, please contact joyce.gottlieb@dot.gov:

Please review application in its entirety to confirm information is accurate.

Name of State DOT Representative who reviewed this proposal:

Date:
# Table A: Staffing Requirements

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Sample Only. Use Excel worksheet
State: Vermont

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<tr>
<th>Host Site:</th>
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<th>Fringe Benefits</th>
<th>Recruitment</th>
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<th>Food</th>
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Budget Narratives: Please provide narratives for each category listed above. The narratives should include cost items and the purpose (if applicable). For more details, refer to the instructions provided.

For **All** SOWs, Headquarters’ Civil Rights Office has capped the following costs:

- **Personnel + 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.

**Sample Only. Use Excel worksheet.**
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Cost breakdown for Sample only. Use Excel Worksheet
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<td>Lori Valburn</td>
<td>Chief of Civil Rights and Labor Compliance</td>
<td>Vermont Agency of Transportation</td>
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<tr>
<td>And Morse</td>
<td>Civil Rights Program Manager/ Vermont NSTI Program Manager</td>
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<tr>
<td>Carolyn Carlson</td>
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<td>George McCool</td>
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<tr>
<td>Colleen Montague</td>
<td>Employee Development Branch Manager at the VTrans Training Center</td>
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