



# National Summer Transportation Institute Program Desk Reference



U.S. Department of Transportation  
Federal Highway Administration

Congress under Section 1208 of the Transportation Equity Act for the 21st Century (TEA-21) authorized the National Summer Transportation Institute Program (NSTI) as a Transportation Career Education Program for Secondary School Youth. The Fixing America's Surface Transportation (FAST) Act made no major changes to the program and authorizes the program from FHWA's administrative expenses.

## **Acknowledgment**

The U.S. Department of Transportation (US DOT), Federal Highway Administration (FHWA) Office of Innovative Program Delivery (OIPD), Center for Transportation Workforce Development (CTWD) developed and authorizes use of this Administrative Technical Assistance Desk Reference. The National Summer Transportation Institute (NSTI) is a program of the FHWA.

## **Support and Disclaimer**

This desk reference serves as guidance. State Departments of Transportation (State DOT) must enter cooperative agreements with participating host sites and must follow all respective state procurement rules and regulations when administering NSTI. These procurement rules and regulations supersede any guidance provided herein, except where indicated as special terms or conditions. (CFR [§200.317](#))

There is no cost-sharing requirement for the NSTI program, though the CTWD encourages State DOTs and host sites to identify in-kind contributions and to leverage resources wherever possible. Moreover, host sites cannot charge fees (e.g., application, retention, supplies) to participants even if the host site plans to reimburse participants at the end of the program.

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### Background

To address the need for a diverse workforce now and beyond the 21st Century and to create awareness of career choices and opportunities existing in today's transportation industry, the USDOT and its operating administration FHWA, fund and govern the NSTI program. The FHWA established NSTI as an educational initiative in 1998 when Congress originally authorized the funding under Section 1208 of TEA-21. The FAST Act continues to fund the NSTI program annually. Presidential Executive Orders, direct Federal agencies to develop the human potential of Minority Serving Institution (MSI) students. The Executive Orders (EOs) are:

- 13515—Asian American and Native American Pacific Islander Serving Institutions,
- 13532—Promoting Excellence, Innovation, & Sustainability at Historically Black Colleges & Universities,
- 13555—Initiative on Educational Excellence for Hispanics,
- 13592—Improving American Indian and Alaska Native Educational Opportunities and Strengthening Tribal Colleges and Universities,
- 13621—Initiative on Educational Excellence for African Americans

These EOs help to provide equal opportunity in higher education, strengthen the capacity of MSIs to provide a high-quality education, and helps to increase the chance for their student to participate in and benefit from Federal-aid programs.

### Purpose

The purpose of this desk reference is to provide FHWA Division offices (Divisions), State DOTs, and NSTI host sites with a better understanding of the NSTI program requirements. This desk reference:

- Provides NSTI Program Background & Objectives
- Details program responsibilities for Divisions, State DOTs, & host sites
- Outlines the Statement of Work (SOW) submission process
- Frames program milestones
- Guides NSTI & Aviation Career Education Academy (ACE) program coordinators
- Details best practices
- Affords web links & various forms
- Offers points of contact

### Objectives & Goals

The objective of a NSTI program is to provide middle and high school students, minority youth, young women, and disadvantaged individuals with an awareness of careers in the transportation industry and to encourage them to take transportation-related curricula in pursuit of a vocation in transportation. A goal of the NSTI program is to increase the number of students pursuing advanced degrees and careers in Transportation related STEM fields while helping to broaden the participation of women and minorities in those fields, and over time the program should help to deliver a STEM-capable workforce.

Although there is a clear need to increase the number of students obtaining advanced degrees in the STEM disciplines, it is equally important to the U.S. economy to increase the number of

people prepared for transportation-related careers, such as engineers, computer scientists, planners, and environmental specialist and even green energy technicians.

Another goal of this program is to increase the STEM literacy for all students, including those pursuing STEM-related careers or additional study in a STEM discipline. A quality STEM program helps to develop critical thinking, reasoning, teamwork, investigative and creative capabilities for students to use in all areas of their lives.

FHWA requires host sites to commit significant resources and time to classroom involvement and participation. A typical program last 2-4 consecutive weeks. Host sites can carry out student day programs or carry through with comprehensive residential overnight programs, whereby the school provides a realistic college life preview and experience by including the dorm and extracurricular events characteristic of college life.



## Chapter 2 – Program Overview

A NSTI program should explore diverse modes of transportation and its role in society. The material should provide an overview of career opportunities in the transportation modes. A successful NSTI program requires a cooperative effort amongst Federal, State and local transportation agencies, Community-Based organizations (CBOs), educational institutions and the private sector. We encourage each NSTI host site to establish an Intermodal Advisory Committee (IAC) and select members from a broad spectrum of the transportation community. The IAC should assist with reviewing the SOWs, curriculum, and budgets and should help plan programs, secure resources (i.e. speakers, field trips, transportation partners, and sponsors, etc.), and provide 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, CBOs, and private industry individuals may help as members of the IAC. The Project Director should convene a meeting of any established IAC. Save all minutes of meetings. Regulations require retention of all records for a minimum of three years from the conclusion of that year's program. Host sites must make all documents available for inspection upon request to FHWA and the State DOT.

As a rule, history indicates most NSTI host sites implement a two to four-week program, residential or non-residential, and have a minimum of 15-20 participants. The Project Director must report any changes in the number of participants to its State DOT counterpart (e.g., if 15 participants selected and only 10 attended) along with an explanation regarding the reason for any difference. The State DOT will notify the FHWA Division of all program changes.

### Program Objectives

- Deliver STEM curriculum (Science Technology Engineering & Math)
- Provide awareness to middle school and high school students about transportation modal careers
- Encourage students to consider transportation careers and related courses of study when pursuing higher education
- Host sites must commit significant resources and time to classroom instruction (realistic preview of college courses in engineering, computer sciences, math, and construction management material, etc.)

### Grade Levels & Program Types

A NSTI program must host junior high (middle; grades 7-8, or 7-9) or high school students (grades 9-12 or 10-12) and be residential or non-residential. All programs should focus on activities designed to improve transportation-related STEM skills, prepare participants for post-secondary education, and encourage them to pursue transportation-related careers.

Residential program participants must reside on the university or college campus and include dorms, meals, and supervised access to campus facilities. Residential programs must feature an academic program, enhancement activities, sport events, and/or recreational activities throughout camp, including weekends.

In a non-residential program, participants commute to campus daily. Non-residential programs should only include an academic program, enhancement activities, and some recreational activities.

## Chapter 3 - Responsibilities

This chapter details the responsibilities of CTWD, the FHWA Divisions, the State DOT (Agency), and the Host sites.

### CTWD Responsibilities

- Establishing NSTI program policy, guidance, and oversight
- Determining SOW criteria
- Issuing the annual call for SOWs memo to FHWA Division offices
- Notifying Division offices of funding allocation
- Conducting annual NSTI program kickoff webinars
- Concurring with Division recommendation to approve respective State DOTs SOW
- Developing evaluation instruments and tools
- Establishing performance measures to gauge success, collect data, and report progress
- Maintain CTWD SharePoint site and National Host Site Directory
- Providing technical assistance to the Division offices, State DOT, and host site staff

### Division Office

- Forward annual call-for-SOW action memoranda to State DOTs
- Provide feedback and technical assistance to State DOTs
- Review and approve State DOTs NSTI host site selection(s), SOW & budget
- Send an Intent to Approve memorandum signed by the Division Administrator to the CTWD asking for concurrence for its respective State DOTs NSTI host site selection, SOW, and budget
- Upload all recommended and not recommended host site SOW(s) and budget(s) to the CTWD SharePoint site by established due date
- Ensure the State DOT opens a separate project in FMIS for each host site project
- Provide project oversight, perform site visits, and monitor all project funding in FMIS (especially expenditures, final vouchers, and project closeout).
- Safeguard all transactions comply with 2 CFR 200 & 23 CFR 230
- Ensure program compliance with all Federal regulations, policies, and guidance
- Complete post program survey and provide feedback collected during onsite visits, including identifying best practices, areas for improvement, lessons learned, etc.

### State Departments of Transportation (State DOT)

- Solicit SOWs via the State DOT Website, newspapers, emails, social media, and other forms of notices
- Make a concerted effort to reach out to all Institutions of Higher Education (IHEs) and MSIs within the State and document contacts
- Ensure solicited IHE and MSIs have sufficient resources and capabilities to serve as host sites
- Comply with all State procurement laws and procedures, See 2 CFR §200.318
- Recommend approving selected host site SOW(s).
- Submit applications package to the FHWA Division Office (Recommended, not recommended with summary for all non-recommended SOWs)
- Establish cooperative agreement with any host site per the State's procurement procedures

- Ensure Host site observes all financial requirements, invoice and reimbursement guidelines, and predetermined timelines
- Conduct onsite visits to ensure compliance with program guidance and the agreed upon final SOW, also considered a project agreement, and contract
- Monitor project implementation, execution, and closeout for each host site
- If possible, attend all graduations to recognize student success and partner relationships
- Complete all CTWD program surveys and provide feedback regarding observations from onsite visits and end of program reports, including best practices, areas to improve upon, and lessons learned, etc.

### Host sites

A host site is an accredited university, college, or community college that may respond to their State DOTs solicitations and respond with an NSTI applications package to offer to serve as a NSTI Host site.

A host site must administer a NSTI program(s) and cannot subcontract or sublet the program out to other entities. Each host site must appoint a Project Director (PD). The PD is responsible for collaborating with the State DOT, and FHWA to a lesser degree to plan, develop, and implement all phases of a NSTI program. Host site responsibilities include (but not limited to):

- Submitting application package and detailed budget to the State DOT
- Ensuring application aligns with program objectives
- Ensuring all applications incorporate STEM curriculum, set aside significant time for classroom activities, and additional time for enhancement activities, such as modal visits, museum tours, and/or visiting other education and research facilities, etc.
- Execute a cooperative agreement (MOU, MOA, etc.) with the State DOT detailing agreed upon operating conditions, requirements, timelines, and deliverables to name a few
- Recruit participants and guarantee enough host site staff to implement a robust program
- Implement the program and close the project in accordance with the approved application, budget, and timeframes (and MOU/MOA)
- Submit accurate and timely invoices to State DOT
- Complete post program survey, include feedback regarding observations, best practices, detail areas for improvement, and lessons learned, etc.

**Note:** Host sites must work through their State DOTs and corresponding FHWA Office.

## Chapter 4 – Statement of Work Submission Process

### SOW Solicitation

Each year, the CTWD begins the solicitation process by sending a memorandum to all Division offices asking for the State DOTs to solicit potential host sites to administer the annual NSTI program. If a State DOT decides it wants to serve as a host site, then it must submit a completed SOW application package to the State DOT in accordance with FHWA Guidance, State DOT instructions, and other state procurement laws and standard operating procedures document.

A State DOT is free to determine the number of NSTI Host site(s) it chooses to fund; however, it must explain to the Division briefly why it wants to fund more than one host site. Furthermore, if a State DOT funds more than one host site, it can only do so if it does not exceed its total State’s allocation.

Each host site must submit a single SOW to its corresponding State DOTs. Divisions must ask its State DOT to reduce funding amounts with the original proposed allocation so that any SOW or combination of SOWs do not exceed the State’s total allocation.

### CTWD Webinars

After issuing the Call for NSTI SOW memorandum, the CTWD conducts annual kick-off meetings via online forum detailing NSTI program implementation. The online seminars target the FHWA Division offices, State DOTs, and host sites. All dates for the meetings vary depending on program conditions. The CTWD will send notification to Division offices for distribution to all parties with enough advanced warning to provide enough time to attend. These sessions focus on program changes, timelines, special initiatives, best practices, and feature other news and developments, then provides an opportunity for questions and answers.

### Project Program Milestones

Date	Milestones (Dates subjected to change)	Office
October	CTWD issues NSTI Call-for-SOW action memorandum to FHWA Division.	CTWD
November	Division notifies State DOT and advises it to post the solicitation on its website and all potential solicit host sites by additional means.	FHWA-DIV
	Inform Division office in writing, of intent not to participate in NSTI program.	State DOT
	Conduct NSTI Refresher online seminar (webinar).	CTWD
December	Receive application packages (SOWs) from academic institutions wanting to serve as host sites. Note: The State DOT does not have to formally advertise; however, the State DOT must solicit proposals from such qualified sources as will assure the competitive nature of the procurement (23 CFR § 230.113(d)). Make NSTI program(s) and host site selections for the current fiscal year.	State DOT
Early January	Advance NSTI SOWs with recommendations to approve to Division via official mailbox, carbon copying the Civil Rights Specialists asking for review and approval.	State DOT

End of January	Division reviews SOW(s), ensure accuracy, and compliance with regulations, guidance, and policy.	FHWA- DIV
	Post recommended/not recommended SOW(s) to the CTWD SharePoint site in the appropriate State folder, including Intent to Approve Memorandum.	
End of February	CTWD issues concurrence/allocation memorandum to Divisions	CTWD
Early March	Division approves NSTI project(s).	FHWA-DIV
	State DOT sets up a separate project in FMIS for each host site.	State DOT
	Division approves the project in FMIS.	FHWA-DIV
Late March	State DOT notifies host site its project(s) may commence.	State DOT

### SOW Application

Responsibility for submitting the NSTI application package (SOW, Budget, Spreadsheets, etc.) to the State DOT resides with the potential Host Site’s Project Director. The SOW application should be around 10 pages (Transmittal Sheet & Budget Tables A-E do not count towards page total).

State DOTs must submit all recommended and not recommended applications electronically to the Division offices via a Word document at a minimum for review and approval by the established deadline. Use font 12 Times New Roman or Arial using spacing option for lines at 1.15.

The Division Office must post both recommended and not recommended applications to CTWD SharePoint site by the established due date. Not recommended applications must include a brief explanation for why the State DOT declined the submission.

### Instructions

The SOW application must include:

- Transmittal Sheet
- Application
- Tables A-E

### Transmittal Sheet

- Full name of host site (University/College)
- Complete address
- Include host site Project Director and other staff contact information
- State Transportation Agency Liaison (Name, phone, email address)
- FHWA Division office staff (Name, phone, email address)

### Section A: Program Information

Include the following information in the program information section of the application:

- Host site (Name/Address)
- Congressional District(s)
- FHWA funding and detail in-kind contributions
- State DOT provides 504(e) or other funding sources
- Program length (include NSTI weeks and dates and/or ACE Academy weeks and dates)
- [FAA ACE Academy](#) location (including airport name and address)
- Anticipated number of participants
- Type of program (Residential or Non-residential)
- Grade levels (Junior High School Grade 6-8 or 6-9 or High School Grades 9-12 or 10-12)

### **Section B: Program Overview**

The Host site must provide a one or two-page summary of how it plans to implement the NSTI program. Information in this section must address the program objectives outlined in the solicitation memorandum and it must include a program curriculum, a detail account of field trips, describe any planned extra-curricular events, and provide examples of any additional planned enhancement activities.

### **Section C: Program Administration**

The program administration section must include the following:

- Provide a brief narrative about the recruitment and selection procedures
- Table A - Staffing Requirements: all position titles, salaries per hour and a description of all job elements
- Table B - Program Cost: provide a detailed budget and narratives enough information to determine how the host site plans to budget and spend funds
- Table C – Intermodal Advisory Committee (IAC): list all persons and organizations serving on the committee
- Table D – Partners/Sponsors: detail all partners/sponsors, their role and contribution
- Table E - Implementation Schedule: describe tasks, assignment(s), action(s) required, and timeframe for completion
- Detail STEM program curriculum
- Academic – Describe how the program will enhance skills and provide awareness about transportation careers
- Enhancement – Highlight activities aimed at improving study habits, promoting academic achievements, and fostering self-awareness/confidence building
- Sports & Recreation (*Required for Residential Programs*) – Summarize activities that enhance physical health, promote teamwork, and develop sportsmanship
- Describe any surveys and program evaluation tools, how the host plans to use the tools, and the timeframes for administering the assessments (provide samples and there must be at least one student program evaluation at the end of the session(s))

## Chapter 5 – Program Administration

### Recruitment and Student Selection Procedures

NSTI programs should provide middle and high school students, particularly minority, young women, and disadvantaged individuals with an understanding of a path forward for a career in transportation, including providing a realistic preview of the types of courses needed to secure degrees servicing transportation.

Host sites should distribute applications to public and private junior high schools/middle schools, high schools, alumni organizations, and other civic, fraternal, faith based, and community-based establishments within the school service area. We recommend host sites establish a student application selection committee.

All prospective students must submit a complete application. Host sites notify selected candidates and provide the future NSTI participants with information about the upcoming session and timeframe. After initially screening applications, prior to final selection, the NSTI Project Director may choose to schedule interviews with prospective participants and their parents and/or legal guardians. Interviews afford the Project Director an opportunity to discuss the program with the potential students and their parents or guardian, validate student academic records, and understand career objectives, and the individual's exact interests, goals, and/or objectives for wanting to attend.

### Application Selection Criteria Examples

- Junior High School/Middle School – Students in seventh, eighth, or ninth grade
- Junior High School/Middle School - student completed pre-algebra or qualifies for enrollment in pre-algebra in the upcoming school year
- High School – Students in ninth, tenth, eleventh, or twelfth grade
- High School - Student completed basic algebra or qualifies for enrollment in basic algebra in the coming school year
- Minimum cumulative grade point average should be at 2.0 or above on a 4.0 scale
- Applicant has a yearning for STEM education and/or future STEM-related careers
- Applicant has at least one letter of recommendation from a teacher or a guidance counselor
- Applicant should provide a written statement regarding his/her reasons for wanting to attend the NSTI program and how the program will benefit his/her academic career goals.

### Notification/Acceptance Packages

When completing the selection process, the Project Director will notify all successful applicants and provide each with a start date and additional information about that year's program and summer track. Provide successful applicant with a Letter of Acceptance and information packet including (but not limited to):

- Notification of selection
- Participant/parent agreement
- NSTI rules, guidelines and/or other requirements
- Certificate of health insurance
- Required personal items and dress code
- Dorm rules
- Signed permission form concerning videos/audio publications

The Project Director should also notify applicants not selected for the program and offer words of encouragement to try again next year.

## **Staffing Requirements**

### **Project Director**

A NSTI Project Director must lead the host site program. They must devote enough time and energy to manage the program effectively, efficiently, and with excellence.

Host sites must immediately notify the State DOT of the loss of a Project Director or of any change in project commitment. The Project Director manages the day-to-day activities, ensuring the program operates per the regulations, rules, and guidance provided in the NSTI Desk Reference, together with complying with all other Federal and state regulations, policies, and procedures including those related to academics.

The Project Director ensures that faculty and staff understand their duties and responsibilities. The host site should create employment agreements to establish duties, responsibilities, and any compensation at a minimum. We encourage host site to define all duties and responsibilities (see Table A). Staff positions may include an academic program coordinator, academic aide, residence hall counselor, and faculty staff. The Project Director must ensure everyone has adequate training for a position and that each staff member knows their role in the NSTI program.

### **Academic Program Coordinator**

An Academic Program Coordinator (APC) should hold a Master's Degree and experience in transportation related careers or education, and/or have adequate transportation related work experience.

- Supervises the academic program faculty/staff
- Implements, evaluates, and revises the academic curriculum
- Decides laboratory activities and allocates resources
- Performs other duties assigned by the Project Director
- Acts on behalf of the Project Director when absent

### **Faculty**

All faculty must be professors and/or meet the institution's hiring criteria as an instructor.

- Leads daily academic and related activities
- Assists with testing, evaluations, and counseling
- Interacts with parents, participants, and other administrative staff and aides
- Performs other duties assigned by the Project Director and/or Academic Coordinator

### **Academic Aide**

All Academic Aides (AA) should have a minimum of 14-years (associate degree) of education.

- Assist with academic instruction
- Organizes and allocates resource material, as directed
- Sets up labs and assists with coordinating field trips
- Assist with program opening and closing ceremonies
- Chaperone participants on field trips, camps or other activities, as necessary



- Leads weekend activities (residential program), as directed
- Takes direction from faculty and administrative staff
- Interacts with participants, provides a positive environment, and looks out for the well-being of attendees
- Performs other duties as assigned

### **Residence Hall Manager**

A Residence Hall Manager (RHM) resides in the dormitory and takes his/her meals with the students and residential staff (Residential Program).

- Responsible for overall management of the day-to-day dormitory life, facilities, evening study sessions, and other activities
- Assists with the selection, orientation, and training of resident hall counselors and may be the primary person responsible for supervising some daily activities
- May conduct regular meetings to review students' interactions, performance, and attitudes
- Responsible for managing and directing dormitory experience
- Responsible to implement and supervise study groups and hours
- Serves as the liaison between the faculty and residential staff
- May provide tutoring and mentoring

### **Residence Hall Counselor**

A Hall Counselor (HC) should possess the ability to create and maintain a safe and healthy residential community. Candidates must demonstrate previous work highlighting conflict-resolution, peer mediation, crisis management, and can respond to emergency situations.

- Reports directly to the PD and RHM
- Lives in a residence hall and cares for an assign group of students living in his/her building
- Monitors and implements university/college and residence hall policies
- Provides encouragement, tutoring, and/or fosters participants' academic and personal development
- Chaperones participant on and off-campus including when students dine
- Reports all questionable incidents with students to RHM
- Reports to the RHM situations beyond his/her disciplinary efforts (e.g., if participants refuse to cooperate)
- Cooperates fully with the PD, faculty, and other professional aides and staff
- Promotes good study and living habits
- Attends and assists with all special occasions/functions
- Assists with participant check-in/check-out
- Demonstrates good discretion in dealing with activities in the residence hall, as considered necessary and appropriate
- Acts as an exemplary role model
- Coordinates weekend duties as assigned by the PD

### **Orientation Meeting**

The Project Director should host an orientation meeting for parents/guardian and their children. The orientation should explain NSTI program expectations and provide a general overview of the program, timeframe, classes, projects, trips, and other pertinent details, especially the rules

on conduct. Most notably, the PD must explain harassment (sexual, bullying, excessive teasing, aggressive physical contact, etc.) of any form will result in immediate expulsion from the program, no exception and may involve campus law enforcement officials.

### **Closing Program**

The Project Director plans and hosts a closing/awards ceremony at the end of all NSTI sessions. Send an invitation to attend the ceremony to parents/guardians, sponsors, and college or university officials, State DOT sponsors, and FHWA Representatives. We encourage host sites to issue a press release announcing the graduates of the program. Make sure to feature the accomplishments of the graduates. Present participants with honors, awards, recognition, and certificates for noteworthy actions and program success. Make it a point to provide awards for at least three of the top performers for each NSTI class and make a concerted effort to recognize their stellar performance through exemplary actions, activities, and accomplishments. Select awardees based on predetermined criteria, such as participation in activities; completion of assignments/activities; teamwork; leadership skills; project outcomes, test scores, etc.

### **Rules and Regulations**

All staff involved in a NSTI program must demonstrate concern for the safety and well-being of the students; therefore, implement the following best practices:

- Expect participants to demonstrate courteous behavior towards all faculty, staff, and peers
- Participants should know harassment of any kind result in immediate termination from the program
- The PD should be the only person to sanction absences
- Expect students to immediately report all illnesses and/or injuries to the PD, RHM, AA, counselors and nurses
- Expect mandatory attendance for all activities, except for excused health reasons
- Permit participants to leave campus only under full escort by program staff with chaperone responsibilities or other university designated adults with authority from the school
- A counselor should be present for all off-campus activities
- If participants leave with their parents or legal guardian, require the parents/guardian to sign participants in and out of the campus (recommend parent/guardian picture be on file)
- Provide each participant with a host site identification (ID) card or other instrument which also permits dining privileges and access to university facilities
- Participants must adhere to all school and resident halls rules of conduct
- Be sure to set curfews for residence halls and mandatory bedtime hours

### **Risk Assessment**

As a rule, we encourage the PD to conduct a risk assessment with other faculty and staff as part of program planning and design. In the final report detail the risk assessment particularly precautions taken for injury and illness, property loss, and/or another critical incidence.

- **Safety of Life**  
Students and program staff's safety, health, and welfare is this programs number one priority. Accordingly, make the State DOT and the FHWA Division office immediately aware of any related incidents.

- **Emergency Management**

A risk assessment must include an emergency and evacuation evaluation. Moreover, it is critical to have an emergency evacuation plan in place prior to hosting a program and conducting an evacuation drill early on in each NSTI session.

- **Staff Alert System**

The PD must have an alert procedure to include rosters identifying all staff and participants by name, address, telephone number (cell phone preferred), email, and even a picture. In addition to the NSTI staff, the roster must include appropriate host site officials and Emergency Responders information and involvement.

- **Incident Reporting**

On-duty staff must immediately report and document all emergency incidents, complete required incident forms, and immediately contact the PD and/or school Administrative staff, and State DOT and FHWA.

Ensure evacuation plans accommodate participants with disabilities including assigning participants to accessible facilities, providing specific evacuation routes and instructions, while ensuring host site staff know the location of all participants requiring accommodations.

Classrooms and assembly spaces for NSTI activities must provide the following:

- Fire and Natural Disasters– Instructions, emergency routs, Americans with Disabilities Act (ADA) accommodations protocols and predetermine staff to coordinate emergency evacuation events
- Buddy System - Each NSTI participant must have a “friend” to assist with monitoring his/her friend’s whereabouts during an emergency evacuation. No student should ever be alone at any time.
- Emergency Response Facilities - Identify all on-campus emergency shelters, facilities, hospitals, and infirmaries, etc.
- Identify all off-campus emergency facilities within host site proximity and contact information
- Identify local hospitals, the telephone numbers, and routes to their locations

### **Program Cost**

There is no cost-sharing requirement for this program, but we encourage host sites to identify in-kind contributions and to leverage resources wherever possible. In addition, hosts may not charge any fee at any time (e.g., application, retention, supplies), even if it plans to reimburse participants/students/parents at the end of the program.

The CTWD will issue a joint OJT/SS and NSTI “up to” allocation memorandum. The State DOT must decide how much to allocate to each program, OJT/SS vs. NSTI. Once the State DOT decides the NSTI apportioned amount, then the host site(s) cannot exceed the set limit; thus, State DOT must know what portion of the NSTI apportionment it will receive prior to developing a Statement of Work.

CTWD no longer caps personnel, fringe benefits, and/or indirect costs as a percentage of total cost of a NSTI program; however, host sites must ensure that the budget items meet the reasonable and allocable Federal (2 CFR 200) and State requirements, and pass the reasonable to the prudent person test. All budget items and costs are subject to State DOT and FHWA Division

concurrence. In addition, a school must demonstrate personnel salaries and fringe benefit cost meet with University or College standard rates. In other words, personnel salaries and fringe benefit must be consistent and verified with industry standards.

The host site must disclose all cost in the program budget (e.g., meals, field trips, etc.); however, snacks are not an allowed cost, but a host site can provide bottle water, drinks, and ice during opening and closing ceremonies.

### **Budget Summary**

The budget summary should detail the program's total cost and identify all in-kind contributions (e.g., human capital) and/or other resources such as materials, equipment or services used to support the program. FHWA must approve all stipends in advance; therefore, provide a written justification detailing the specific reasons and conditions for the need of stipends. The Division staff will make the final determination to approve or decline the host site request to use stipends.

### **Budget Categories/Definitions**

Following are some budget categories and definitions:

1. **Personnel** - Includes all expenditures for direct services of persons who are in the employment of the host site, regardless of whether the 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. Recruitment and related travel expenses require a brief explanation. Allowable items/activities may include the following:
  - Travel (Program Director) – visit/participate in school activities and/or meet with staff to market the NSTI program
  - Production of flyers, application packages, participant selection/non-selection notification letters and any other required program documents provided the cost is within reason.
  - Postage is an allowable expense, including mailing applications and other program materials to schools if the host site follows a consistent, equitable procedure.
4. **Contractual Services** - Includes all expenditures for services other than host site employees and may include the use of equipment, materials, or commodities.
5. **Food** - Includes all expenditures in the following categories if cost is within reason (normal academic program year charges):
  - 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 for approved travel.) Identify all field trips/travel by individual. The host site must adhere to State DOT or Federal per diem rates. Travel must use the most economical form of transportation available. Provide the following information:

- 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, and 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: This program only allows funding transportation education related trips. Include how all trips relate to transportation understanding and outcomes.

7. **Supplies** – The budget and SOW narrative must identify all materials and supplies needed for program implementation. Include the cost and number purchased. Note: A host site cannot use Federal funds to purchase host site equipment (computers, cell phones, etc.) unless it receives prior FHWA. Moreover, FHWA will only approve equipment if it is specifically contributing to the program or the curriculum.
8. **Room and Board** - Includes the cost of sleeping accommodations and meals for participants and staff who attend the NSTI program. Program funding cannot pay for the employees' room and board of the host site.
9. **Indirect Cost** – An indirect cost is any cost not directly attributed to the project, and typically cover administrative expenses, services, and products such as telephone bills, utilities, rent payments, copier cost, lights, building, and maintenance costs.

### Account Management

Each NSTI should follow the accounting procedures/regulations/rules provided by their State DOT.

### Procurement Procedures

Each State DOT should follow their State's competitive procurement procedures in its selection of the host site. See 2CFR §200.318.

### Budget Amendment

The State DOT must approve all budget amendment(s) prior to any expenditures. The State DOT must review and determine the validity of all proposed changes to the budget and the State DOT should consult with the Division office. The Division may approve or disapprove the request without CTWDs involvement if it falls within the guidelines of budget expenditures. However, if the Division is unsure if the request is allowable, they should contact CTWD. In addition, the Division is responsible for notifying the State DOT and CTWD of the decision and of any changes to the approved budget. The State DOT will notify the Project Director, in writing, of the decision.

### Reimbursement Procedure

The NSTI should follow State DOT procedures for reimbursement of NSTI expenditures. The

State DOT must follow State rules and regulations for all 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. Post review, the State DOT reimburses the NSTI host site for allowable expenses. (Expenses on invoices should reflect expenses listed in the budget submitted in the SOW.)
2. The Division Office reimburses the State DOT.
3. At any point, CTWD or the Division office may request to review invoices paid by the State DOT.
4. Deobligate and return all unspent funds within 90 days from project close

The NSTI host site must follow the State DOT's procurement process regarding the submission of financial reports. However, CTWD may require the host site to submit a financial report to their respective Division Office at specific milestones or intervals (weekly, etc.). The report must 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, we encouraged each NSTI to establish an IAC and select members from a broad spectrum of the transportation community. The IAC should 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 should convene a meeting of the IAC no later than six weeks prior to the start date of the NSTI. Minutes of those meetings must be available for inspection by the State DOT and the Division upon request.

### **Partners/Sponsors**

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

### **Implementation Schedule**

List all tasks, assignments, actions required, and the timeframe for completion.

## Chapter 6 – STEM Curriculum

### Academic Curriculum

Each NSTI program must offer a detailed curriculum including a daily activity schedule illustrating the classes, learning activities, and planned modal excursions. The project must enhance STEM skills, create awareness about transportation, and stimulate interest for seeking out transportation-related careers as well as emphasize the interdisciplinary nature of transportation and its contribution to the U.S. economy. In brief, the program must include exposure to transportation modes: land, air, water, and include topics on safety and ADA accommodations.

Most curriculum should include presentations from industry professionals working in a specific field, include field trips to transportation and transit facilities. It can also include, visits to government transportation agencies. Moreover, integrate hands-on activities into the program, such as laboratory, planning, design, construction, and materials testing and sampling. There must be at least one project competition.

All field trips must focus on the transportation industry. Suggested activities include rocket development, computer programming and transportation application, solar car design, drone technology, autonomous vehicles, aerospace (glider design), structural, hydraulics, and mass transit engineering and construction management. Here is a list of typical transportation related topics covering land, air, water and safety:

#### Land

- Highway Design
- Transportation Planning
- Traffic Signal Timing
- Transportation Logistics
- Public Transit
- Railroad Operation
- Truck and intermodal Operations
- Traffic Flow
- Pipeline & Power Plant Design and Operations

#### Water

- Deep Sea Freight Transportation
- Deep Sea Passenger
- Inter-Coastal Waterways
- Local Water Transportation
- Towing/Tugboat Services
- Marine Cargo Handling
- Marinas
- Water Transportation Services

#### Air & Space

- FAA ACE Academy
- Flight Theory and Aerodynamics
- Aircraft Performance
- Flight Instruments
- Gravity (properties, etc.)
- Air Navigation
- Space & Satellite Equipment
- Navigations
- Airport and Flight Operations

#### Safety

- Transportation Infrastructure Safety
- Improving Safety via Communications
- ADA Accommodation Safety Design
- Analyzing, Forecasting Trends
- Benefits of Safe Transportation
- Pedestrian Safety
- Bicycle Safety
- Air Travel & Vehicle Safety

### Enhancement Program

The Enhancement activities should introduce students to state-of-the-art methods and events that improve study habits, promote academic achievement, and foster self-awareness and confidence building.

- Time Management, Critical Thinking, Analytical Skills, Study Habits
- Scholastic Assessment Test Prep
- Problem Solving techniques and Methods
- Research Techniques, Internet and Library Use
- Vocabulary Development
- Oral and Written Communication Skills
- Computer Skills and Applications
- Hygiene and Life Skills
- Financial Literacy

We encourage student to keep a daily journal of their experiences. We also encourage Host sites to consider coordinating enhancement activities with other campus summer programs and local community events.

### **Sports and Recreation Program**

The intent of sports and recreation programs is to enhance physical health, promote teamwork, and foster sportsmanship. Residential programs must have a sports and recreation program. We additionally encourage some amount of sports and recreation activities for the non-residential programs.

The PD must assess the general conditions of playing fields prior to using the facilities. We encourage safety instructions and rules for events. Provide student with appropriate safety equipment and gear for all events.

Note: Provide reasonable accommodations to students with disabilities.

Per 2 CFR §200.438, “[C]osts of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the Federal award or with prior written approval of” FHWA. In other words, do not use Federal funds for entertainment activities such as board games, bowling, movies, water parks, amusement parks, cruises, etc. Funding for any activities that is not transportation related is the responsibility of the host site or its partner(s).



## Chapter 7 – Program Evaluations

### Evaluations

Each NSTI must administer program evaluations at least at the end of each session. Provide the evaluation form to each student, faculty, staff, and/or guest willing to take part. In the past most host sites administer a weekly evaluation to gauge participant's impression about the program.

### Weekly Evaluations

Weekly evaluations allow the PD to make midcourse corrections; however, changes to the program must reflect in the SOW, its project scope, timeline, and budget. Sample Forms (see Appendix section for sample forms).

- Classroom and Lab Sessions Critique
- Field Trips & Enhancement Program Questionnaires
- Guest Speakers Student Assessments
- Staff and Faculty Student Appraisal
- Sports and Recreation Reviews

### Faculty/Staff Host Site Activities Evaluations

The PD should provide host site faculty and staff with the opportunity to provide input to relate the effectiveness and success of the NSTI program.

### Host site Overall Program Evaluation

The purpose of the evaluation is to determine how well the program accomplished its objectives and goals and to identify ways to improve the program. Therefore, administer an overall program evaluation at the end of any NSTI season. Include summary evaluations for each NSTI component. Use the information to complete the post program survey from FHWA and to consider ideas for next year.

## **Appendices**

## Appendix A - <<College/University>> NSTI Transmittal Sheet

### **University/College Host Site**

Host Site: <<College/University>>  
Address (including zip): <<Address>>  
Project Director: <<Name>>  
Phone: << # >>

E-Mail: << e-mail>>

### **State Transportation Agency Liaison:**

Name: << Name >>  
Title: << Position >>  
Phone: << # >>  
E-Mail: <<e-mail>>

### **Federal Highway Administration (FHWA) Division Office Representative**

Name: << Name >>  
Title: << Position >>  
Phone: << # >>  
E-Mail: << e-mail >>

The host site must complete this form and return it with its Statement of Work to the <<State>> DOT.

## Appendix A - Statement of Work Application

### Section A: Program Information

Host site:	(Name)	
State:	(State)	
Congressional District Number(s):	(Number)	
FHWA Funding Proposed Allocation:	\$0.00	
Is this a new NSTI?	Yes / No	
Years Hosting NSTI:	#	
Program Length for Session I:	(Weeks of Session I)	
Program Length for Session II:	(Weeks of Session II)	
Program Length for Session III:	(Weeks of Session III)	
Total Weeks (All Session Combined)	(Weeks)	
Program Dates:	From	To
	x/xx/xx	x/xx/xx
Anticipated Number of NSTI Students:	(Number)	
Total NSTI Program Length:	(Weeks)	
FAA ACE Academy:	(Days)	
ACE Academy Location:	(City, State)	
Anticipated Number of ACE Students:	(Number)	
Select Type of Program:	Residential	Non-Residential
	(Yes/No)	(Yes/No)
Select Grade Levels:	Junior High School (or Middle; Grades 7-8; 7-9)	High School (grades 9-12; 10-12)
	(X-X)	(X-X)
Priority (if applicable, rank 1-5)	(#)	

### Section B: Program Overview

In this section host site, must provide a one to two-page synopsis of how it plans to implement this year's NSTI program. The synopsis should address program objectives explained in the solicitation memorandum (Call for SOWs). Include a description of curriculum, specific field trips planned, and examples of planned enhancement activities.

### 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. Intermodal 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:** Please review your application to ensure it is accurate & complete Excel Tables A-E

**~~AVIATION CAREER EXPERIENCE:~~**

*~~For more information on the ACE Academy, please contact the State DOT NSTI Liaison and/or the FHWA Division Civil Rights Specialist.~~*

State DOT Representative that reviewed and recommends approving this Statement of Work:

Name: \_\_\_\_\_

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

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

## Appendix B - Recruiting Notice

To: (Indicate Junior (or Middle) High School or High School) Guidance Counselors

From: Project Director

Subject: (Insert Year) National Summer Transportation Institute

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

The [college/university] plans to host our (insert year) National Summer Transportation Institute (NSTI) Program for [middle or high school] participants from [program dates] in [State]. This is 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.

Our curriculum exposes participants to new frontiers and adventures in highway design, transportation of people and cargo, inter-modal operations, laws, regulations, safety, and career opportunities. In addition, we include enrichment activities designed to increase skill levels, such as we will offer computer training, field trips, and experimental projects.

[#] participants, grades 11 & 12 will receive a full scholarship to our program. Scholarships include:

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

We will send the attached application form to many junior high, middle, and high schools across the State. We ask the schools guidance counselor(s) to identify two students that we can invite to participate in this year's NSTI Program. Please assist each student with completing the forms in the enclosed application package.

## Appendix B - Participant Selection Criteria

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

Attention: Junior, Middle & High School Guidance Counselors

The National Summer Transportation Institute (NSTI) intends to select students to participate in this year's summer program. Following is the selection criteria:

- In the [grade level] for the [school year]
- Completed pre-algebra or qualified to enroll in pre-algebra in the upcoming school year or provides standardized test score(s) or transcripts with a minimum cumulative grade point average at or above 2.0 on a 4.0 scale
- Be keenly interested in engineering, science, transportation, or technology-related higher education and want to pursue a career in transportation
- Provide at least one letter of recommendation from a school teacher or counselor
- Provide an essay explaining why you want to participate in the program and how it would benefit your future
- Geographical location of applicants is a selection factor, because we want 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 this year's e 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  
Phone << # >>

Thank you for your assistance.  
Sincerely yours,

---

Project Director Signature

---

Print Project Director's Name

## Appendix B - Participant Application

Applicant Name:		Age:	Race:	Gender:
(Name)		(#)	(Race)	(M/F)
Address:				
(Address)				
Parent/Guardian Name:				
Address (if different from above):				
Home Telephone #		Work #		
(Home #)		(Work #)		
Name of School:				
School Address:				
Standardized Test Score:	(Test Name; Score)	Current GPA:	(GPA)	

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

My most recent math and science classes were:

Math:

---

Science:

---

Career Interest (Please select only two):

<input type="checkbox"/> Accounting	<input type="checkbox"/> Law	<input type="checkbox"/> Computer Science
<input type="checkbox"/> Architecture	<input type="checkbox"/> Technology	<input type="checkbox"/> Scientific Research
<input type="checkbox"/> Environment	<input type="checkbox"/> Criminal Justice	<input type="checkbox"/> Transportation
<input type="checkbox"/> Engineering	<input type="checkbox"/> Marketing	<input type="checkbox"/> Medical
<input type="checkbox"/> Business	<input type="checkbox"/> Construction Management	<input type="checkbox"/> Other: (List)
(Other)		

List Awards/Achievements/Organization Memberships:



**Required Essay:** Describe your career interests and objective(s) in transportation. How can our National Summer Transportation Institute program (NSTI) assist you with reaching your career aspirations (do not exceed this one page)?

**Additional Information:** Please enclose at least one letter (two if possible) letter of recommendation and your academic transcript. Note\* We will not process incomplete applications. Submit Application to:

Project Director's Name  
<<College/University>>  
National Summer Transportation Institute  
Address  
City, State, Zip Code

---

Signature (Applicant)

Date

---

Signature (Parent/Legal Guardian)

Date

### **Racial Categories**

- **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- **White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Native American or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- **Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races

## Appendix B - Notification Letter

«Name»

«Address»

«City, State, Zip»

Dear «Applicant. Name»:

Congratulations! We selected you to participate in this year's [year and host site] National Summer Transportation Institute (NSTI) program. This program will provide you with a realistic preview of a college life, provide you with career awareness opportunities in the transportation industry, and help you to adjust to the academic and social challenges in your upcoming academic year.

**Program dates for this session are from \_\_\_\_\_ to \_\_\_\_\_.**

The [Host site], [State Department of Transportation], and the Federal Highway Administration jointly agreed to provide this educational experience to middle and high school participants like yourself. The year's NSTI program will provide an academic experience designed to motivate you toward a profession in the transportation industry. You will participate in mathematics, science and transportation-related projects to assist you with deciding a potential career that we hope will be in transportation. Our next step is to provide you and your parents with a NSTI program orientation conference at [location] on [Date: Time]. Please see the enclosed campus map for directions. For a residential program, following the orientation, selectees must check in on [Date] at [time] in the [Dormitory Hall] on the [Host site] campus.

We enclosed a copy of the participant/parent agreement. This signed form confirms your commitment to participate in the NSTI Program. Return it to us by [Date]. We also enclosed other required forms for you and your parent(s)/guardian(s) review. Please bring these documents with you when you arrive for the program. Be aware, that we cannot accept selectees with unsigned forms requiring parent(s)/guardian(s) signatures. You may contact [Contact Person] at [Phone Number/Email] if you have questions regarding the NSTI program. Again, congratulations and we look forward to seeing you on [date].

Sincerely,

Name  
Project Director  
NSTI Host site

## Appendix B – Rules & Guidelines

We are excited to have you join our Summer Transportation Institute (STI) program. For that reason, we are responsible for your health and safety. The following guiding principles are important and necessary to meet program objectives of the program.

1. The NSTI staff expects participants to display courtesy and exemplary behavior towards their peers, faculty, and staff.
2. For both residential and non-residential program, only the Project Director can allow absences. Violating this rule can lead to dismissal from the program.
3. Participants must report illness or injury etc., to the residence counselor and/or the Project Director immediately, especially if excused from class (seminars/labs).
4. It is mandatory to attend all classes, activities, and functions; however, the school may excuse a person with disabilities or a person with specific health issues if the participant has a note from a parent or doctor indicating the reason for not participating.
5. Participants cannot leave the campus unless escorted by a counselor or another school adult designee. For residential programs, the residence counselors will plan all off-campus activities. The <<Host site>> may terminate any student found or reported off campus within permission. For residential programs, the program requires participation in all weekend activities, unless the parents/guardian makes prior arrangements with the Project Director, or his/her designee.
6. Residential programs will have weekend activities; however, for participants that 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 before leaving campus. Parents must sign participants back in when they return to campus.
7. For the residential program, each participant will receive a <<Host site>> ID card. This ID card allow the student dining privileges and access to all college/university facilities and NSTI related programs and activities. Participants must follow all residence hall rules. The <<Host site>> will set a 9:00 p.m. curfew 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 read, understand, and agree to comply with the above rules and guidelines.

\_\_\_\_\_  
Signature (Participant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Parent/Guardian)

\_\_\_\_\_  
Date

## Appendix B - Participant/Parent Agreement

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

## Appendix B - Certificate of Health and Insurance Coverage

This certificate provides NSTI staff with information concerning your child's health as well as it provides insurance information. If selected to participate, the <<Host site>> will use this information for the participant's safety and welfare while on the campus. Please attach a copy of the participant's health insurance card. Host sites must ensure all participants have health coverage. (Please Print)

Applicant's Name: \_\_\_\_\_

Age: \_\_\_\_\_

Gender: \_\_\_\_\_

Address: \_\_\_\_\_

List past and present ailments and injuries:	
Does the applicant have a history of any of the following medical conditions? If yes, please check all that apply and provide a brief explanation for each:	
Heart Disease (Mitral Valve, Prolapsed, Murmur, etc.)	
Lung Disease (Tuberculosis, Asthma)	
Neurological (Seizures, Migraine)	
Mental Health	
Fainting	
Sinusitis	
Hearing Loss	
Anemia/Sickle Cell Disease or Trait	
Rheumatic Fever	
List any past surgeries or hospitalizations:	
List any injured or broken bones (Neck, Ankle, Arm, etc.)	
List any allergies to food, medications, etc.	
List any lengthy illness:	
List any visual problems:	
Does the applicant currently take any medication? If yes, please provide the information below:	
Name of Medication	
Direction	
Dosage	

### **Appendix C - Personal Items and Dress Code**

The host site establishes the dress code for a residential program, but consider bringing:

1. Enough comfortable yet collegiate to last the entire session
2. Bring athletic wear, shoes, etc.
3. Linen (twin sheets, pillow/pillowcase)
4. Twin Blanket or Comforter
5. Towels
6. Laundry Detergent - Optional
7. Toiletries (shower cap, soap, deodorant, toothbrush, toothpaste, hair brush, etc.)
8. Backpack
9. Rain Gear and Umbrella
10. Lightweight Jacket
11. Walking Shoes
12. Swimsuits/Trunks,
13. Medication and Directions to Administer

The host site establishes the dress code for a non-residential program, but consider bringing:

1. Appropriate School Dress
2. A backpack
3. On activity days bring a gym bag with athletic wear and towel
4. Rain gear on inclement days

## Appendix D - Employment Agreement

Job Title:

---

Job Description:

---

Duties & Responsibilities:

---

I received instructions and copies of the nondiscriminatory, drug free workplace, 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 compensation is  
\$ \_\_\_\_\_ per hour. This is a temporary position beginning on  
\_\_\_\_\_ and ending on \_\_\_\_\_.

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

---

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

---



**Appendix E - Release Form - Permission to use Video Tape & Photographs**

Participant's Name: \_\_\_\_\_

I grant permission to <<Host site>> National Summer Transportation Institute program to videotape and/or photograph the above-named participant.

I further authorize the use of the videotapes and photographs for future advertisement for the program, for the development of program brochures, press releases or other recruitment materials without prior inspection or approval.

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

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

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

**Appendix E - Release Form - Permission to Collect and Use Data**

Participant's Name: \_\_\_\_\_

I grant permission to <<Host site>> National Summer Transportation Institute program, the <<State DOT>>, and the Federal Highway Administration to use any information provided by the participant, his/her products, and/or any successes for marketing, recruitment, program evaluation, and data analysis purposes without further permission.

Participant's Signature: \_\_\_\_\_

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

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

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

## Appendix F - Sample Orientation Meeting Agenda

NSTI Student/Parent Orientation Meeting

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

Location:

### Agenda

- I. Welcome
- II. Overview of Program
  - Purpose
  - History, objectives, goals
- III. Introduction of Faculty and Staff
- IV. Overview of Curriculum and Schedule
- VI. Student Orientation (residential program)
  - Supervision
  - Expectations (behavior, etc.)
  - Respect Others
  - Daily Roll-Call
  - Room Assignments
  - Roommate Introduction
  - Living in a Dormitory
  - Keys
  - Money/Valuables
  - Clean Room
  - Pick-up After Yourself
  - Bring Cloths (not entire closet)
  - Washing Clothes
  - Facility Orientation
  - Telephone Calls\*
  - Insurance
  - Injury Illness
  - Stay Positive
- VII. Student Orientation (non-residential)
  - Daily Sign In/Out
  - Expectations (Behavior, etc.)
  - Respect Others
  - Supervision
  - Insurance
  - Telephone Calls\*
  - Injury/Illness
  - Money/Valuables
  - Keys
- VI. Parent(s) Orientation
  - What to Expect
  - Main NSTI Contacts
  - Student Supervision
  - Money/Valuables
  - Telephone Calls\*
  - Do not text 24/7
  - Insurance
  - Injury/Illness

*Phone\*Identify when calling periods*

- 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

Project Director, Presiding

1. Pledge of Allegiance
2. Posting of School Colors
3. Greetings & Salutations
4. Reflections
  - a. Academics/Projects
  - b. Classroom Speakers
  - c. Field Trips
  - d. Self-Development
  - e. Sports and Recreation
  - f. Cultural/Civic
5. Luncheon
6. Introduction of Speaker(s)
7. Speaker(s)
8. Slide Presentation
9. Award Presentation
10. Special Recognitions and Presentations
11. Other Remarks
12. Words of Appreciation
13. Closing Remarks
14. Viewing of Student Projects

**Appendix G - Incident/Medical/Injury/Conduct Report**

Participant's Name:
Describe Incident:
Date:
Time:
Location:
Description of Incident:
Detailed Report of Action Taken by Staff:

Reported by: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

