Fiscal Year 2022
National Summer Transportation Institute
Statement of Work

<<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.

Fiscal Year 2022
National Summer Transportation Institute
Statement of Work Application

Section A: Program Information

Host site:	(Name)	
State:	(State)	
Congressional District Number(s):	(Number)	
FHWA Funding Proposed Allocation:	$0.00	
Anticipated Obligation Date:		
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)	

	From	To
Program Dates:	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)	

	Residential	Non-Residential
Select Type of Program:	(Yes/No)	(Yes/No)
	Virtual	**Hybrid**
	(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 *Attachment 2* of the Call for Statements of Work memorandum and include specific measures. 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 *(Tab A)*
3. Intermodal Advisory Committee *(Tab B)*
4. Specific-Named Partners *(Tab C)*
5. Implementation Plan - *(Tab D)*
6. Program Cost Excel Budget Spread Sheet (*Tab E, PDFs not accepted*)
7. Program Curriculum (STEM-Focused); must include activity schedule

- Academic
- Enhancement
- Sports/Recreation *(only for residential programs)*
- Follow-up Survey of Students

Note: Please review your application to ensure it is accurate & complete the Excel budget spreadsheet.

Host Site representative with authority to APPROVE this Statement of Work:

Name: _____
Signature: _____
Title: _____
Date: _____

The proposed work plan and budget has been reviewed. By signing this, we agree that this meets all the requirement identified in the most recent desk reference:

State DOT representative with authority to APPROVE this Statement of Work:

Name: _____
Signature: _____
Title: _____
Date: _____

Internal Use Only

The Division Office has reviewed the Host Site package. The proposed work plan and all required supporting documentation has been reviewed. The submission is:

___ Recommended for approval.
___ Not recommended for approval.

Name: _____   Date:_____

Signature: _____