

## ATTACHMENT 2

### FISCAL YEAR 2020 NATIONAL SUMMER TRANSPORTATION INSTITUTE (NSTI) CALL FOR STATEMENTS OF WORK (SOW)

The Federal Highway Administration (FHWA) Headquarters Office of Innovative Program Delivery (HIN), Center for Transportation Workforce Development (CTWD) requests that State Departments of Transportation (State DOTs) submit their FY20 National Summer Transportation Institute (NSTI) Statements of Work (SOW) to their respective FHWA Division Office for review and approval. The deadline for Divisions to upload all SOWs to CTWD SharePoint site is **December 18, 2019**.

Should a State DOT decide not to participate in either the FY20 NSTI or OJTSS programs, then the State DOT Chief Executive Officer, or designee, must submit a written statement on agency letterhead of the State's intent to decline the FY20 NSTI—OJT/SS funding. Divisions must post the letter to SharePoint in the State respective folder by **December 18, 2019**.

#### STATEMENTS OF WORK

For FY20, this call for SOWs includes the proposed “up to” allocation information in Table 1 to ensure that each Division and State DOT knows the allocation amount submitted to the Office of the Secretary (OST) for final approval of the State’s NSTI and On-the-Job Training Supportive Services (OJT/SS) programs. After receiving OST approval, the CTWD will issue a separate allocation memorandum based on the mix of budgets provided by the State DOTs. For example, a State DOT might receive “up to” \$100,000 for both OJT/SS and NSTI and the State DOT might opt to provide \$60K to NSTI and \$40K to the OJT/SS program for the fiscal year; thus, we recommend that State DOTs consider the FY20 NSTI SOW in coordination with the State’s OJT/SS SOW to adjust the program budgets as needed. In brief, the CTWD allocation memorandum will concur with the Divisions “Intent to Approve” decision, reflect the budget mix, and provide approval for projects to proceed in FMIS.

State DOTs should announce their FY20 NSTI Program solicitation on their public website and solicit proposals only from qualified sources in such a way as to ensure the competitive nature of the procurement. The Catalog of Federal Domestic Assistance (CFDA) number for this program is 20.205. The objective of the program is to provide awareness to junior (or middle) and high school students about transportation careers and to encourage them to pursue transportation-related courses of study in their higher education pursuits. The program should focus on improving Science, Technology, Engineering, and Mathematics (STEM) skills among attending students. Typically, a program lasts between 2-4 weeks. A State DOT determines the number of host sites it plans to fund (to include accredited universities, colleges, community colleges). Each host site must meet NSTI program objectives and must complete a NSTI Statement of Work Application along with a detailed budget in Excel, which are available from SharePoint in the folder labeled “Submission Documents”. **Note: The CTWD will only consider and except NSTI templates.**

Each host site must have a project manager responsible for collaborating with the State DOT to implement the various phases of a NSTI project. The SOW should not exceed 10 pages (exclude the Excel Tables A-E from page limitation). The State DOTs should send all SOW(s) and

identify the host sites, recommended or not, to their respective FHWA Division Offices for review and approval.

### **EVALUATION PROCESS**

The Division will review, evaluate, and approve the State DOTs SOW(s). It will recommend the program(s) for federal funding based on the overall NSTI SOW and objectives. The Division will post all SOW(s) (recommended and not recommended) received from the State DOT and all corresponding documents in the State's folder located on CTWD NSTI SharePoint site by **December 18, 2019**. The State DOTs documents should include:

- The Intent to Approve Letter, signed by the Division Administrator
- A detailed budget with an indirect cost rate not exceeding 10% unless the State DOT and/or host has an approved Indirect Cost Allocation Plan (iCAP) rate that by FHWA or another Federal Agency previously approved;
- A copy of each SOW with its budget in Excel format;
- A filled out Selected Projects document located on CTWD SharePoint. (6. Selected Projects matrix, after CTWD concurrence)

### **PROJECT APPROVAL AND PERFORMANCE PROCESS**

After CTWD concurs with the Divisions to approve an SOW, CTWD will issue an allocation memorandum to the Division to proceed with project approval in FMIS. When the Division authorizes the project in FMIS or when the State DOT awards the contract and the Division approves the project in FMIS, the performance period begins for the project begins. Once the project begins, the Division must approve any amendments to an SOW or budget. The State DOT must obligate and expend all allocated funds well before the end of the fiscal year and then close the project in FMIS within 90 days, while deallocating any unspent funds.

The CTWD may grant extensions for good cause, but requests must be submitted in writing in advance of the expiration of the performance period. Send request via e-mail to [joyce.gottlieb@dot.gov](mailto:joyce.gottlieb@dot.gov) with a description, amount, and justification. In addition, to ensure the success of the NSTI Program, State DOTs must provide oversight, regularly track progress, and demonstrate achievement of program goals/objectives. The Divisions will need to maintain a sufficient level of program oversight to measure progress and outcomes. After the program, host sites will receive a link to an OMB-controlled program assessment. Divisions must complete the assessments and submit it by October 18, 2020. If you have any questions about the NSTI program, please contact Joyce Gottlieb directly at 202-366-9495 or email [joyce.gottlieb@dot.gov](mailto:joyce.gottlieb@dot.gov).