**ATTACHMENT 2****B - STATEMENT OF WORK FORMAT (*Required*)**

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

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

## Statement of Work

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**Transmittal Sheet:**

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

# University/College Host Site Information:

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

# State Transportation Agency Liaison Information:

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

# FHWA Division Office Representative Information:

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

# Transmittal Instructions:

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

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

1. **Program Information:**

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

# State Abbreviation and State Name:

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

# State DOT/Pass-through Entity:

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

# Host Site (School Name):

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

# Congressional District Number(s):

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

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

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

# Funds Requested in Dollars:

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

# Period of Performance and Anticipated Obligation Date:

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

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

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

# Program Length for Each Session and Total Number of Weeks:

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

# Program Dates:

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

# Anticipated Number of NSTI Students:

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

# Total NSTI Program Length and FAA ACE Academy:

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

# Program Type and Grade Level:

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

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

1. **Program Overview:**

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

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

1. **Program Administration:**

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

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

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

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