

**NEW JERSEY DEPARTMENT OF  
TRANSPORTATION**

**DRAFT**

**Fiscal Year 2024  
National Summer Transportation Institute  
Statement of Work**

Host Site: TBD  
Address (including zip): TBD  
Project Director: TBD  
Phone: TBD  
E-Mail: TBD

**State Transportation Agency Liaison:**

Name: Chrystal Section  
Title: Supervisor, Office of Contract Compliance/CR  
Phone: 609-963-2047  
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**Federal Highway Administration (FHWA) Division Office Representative**

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The proposed host site will complete this form and the Statement of Work (SOW) and return both to the New Jersey Department of Transportation, Division of Civil Rights/Affirmative Action for consideration in hosting the National Summer Transportation Institute (NSTI) also referred to as New Jersey Summer Transportation Institute (NJSTI).

**Fiscal Year 2024  
National Summer Transportation Institute Statement of Work  
Application**

**Section A: Program Information**

<b>STATE ABBREVIATION:</b>	NJ	
<b>STATE NAME:</b>	New Jersey	
<b>STATE DOT/PASSTHROUGH ENTITY:</b>	NJ Department of Transportation	
<b>HOST SITE (SCHOOL NAME):</b>	TBD	
<b>CONGRESSIONAL DISTRICT NUMBER(S):</b>	TBD	
<b>SCHOOL HAS BACKGROUND CHECK POLICY? (YES/NO)</b>		
<b>FUNDS REQUESTED IN DOLLARS</b>		
<b>NSTI FUNDS:</b>	\$50,000.00	
<b>504E FUNDS (NHPP, STBG, HSIP, CMAQ):</b>		
<b>STATE/LOCAL FUNDS:</b>		
<b>IN-KIND CONTRIBUTIONS (MONETARY):</b>	TBD	
<b>ADVANCED CONSTRUCTION? (YES/NO)</b>		
<b>PERIOD OF PERFORMANCE (Start and end date) (MM/DD/YY):</b>		
<b>ANTICIPATED OBLIGATION DATE (MM/DD/YY):</b>		
Is this a new NSTI? (Yes / No)		
Number of Years Hosting NSTI:		
Program Length for each Session I ( <i>IN WEEKS</i> ):	2 weeks	
Program Length for each Session II ( <i>IN WEEKS</i> ):	N/A	
Program Length for each Session III ( <i>IN WEEKS</i> ):	N/A	
Total # of Weeks (All Sessions Combined)	2	
<b>PROGRAM DATES: (MM/DD/YY)</b>	<b>FROM</b>	<b>TO</b>
	TBD	TBD
Anticipated Number of NSTI Students:	Thirty (30)	
Total NSTI Program Length ( <i>IN WEEKS</i> ):	2 weeks	
FAA ACE Academy ( <i>IN DAYS</i> ):	1 day	
ACE Academy Location ( <i>CITY, STATE</i> ):		
Anticipated Number of ACE Students:	Thirty (30)	
<b>SELECT PROGRAM TYPE (X):</b>	<b>Residential (X)</b>	<b>Non-Residential ( )</b>
<b>SELECT GRADE LEVEL (X):</b>	<b>Junior High School (or Middle; Grades 7-8; 7-9)</b>	<b>High School (Grades 9-12; 10-12)</b>
	( )	(X)

## **Section B: Program Overview**

The proposed NJSTI will be aimed at middle/high school students with an objective of (a) increasing awareness, among minority, female, and underrepresented students as well as the general population of high school students (grades 9 through 12), of the wide range of transportation modes and potential career opportunities in transportation-related fields; (b) teaching a group of high school students Science, Technology, Engineering, and Math (STEM) skills through interactive, fun activities aiming to improve their STEM skills; and (c) strengthening the links between the transportation sector and public/private institutions by creating partnerships.

To fulfill the above goals, the host school will be required to develop and deliver a comprehensive academic, enhancement, and recreational curriculum. This curriculum will be required to include a variety of activities that will introduce three modes of transportation (i.e., air, land, and water) along with related safety concepts to high school students. The goal of the curriculum is to introduce participating students to a broad range of multimodal components of transportation related careers and improve their STEM skills. The proposed curriculum will incorporate a series of lecture sessions, hands-on activities, workshops, and field trips to local government and transportation industry facilities, throughout NJ, including NJDOT.

The curriculum will also include a set of fun and creative activities that focus on introducing basic STEM concepts to the students. The STEM enhancement activities will involve sessions focusing on improving the students' computer skills, communication skills, and financial management among other professional and real-life skill sets.

Planned enhancement activities will include providing courses centered on Creative Writing, Critical Thinking and Problem Solving and Financial Learning.

The "Research Competition" section of the proposed NJSTI program will provide an opportunity for the students to select and research a transportation related topic of interest and present to their peers. At the end of the program, the students will receive a package of all information presented during the program with links to resources. These resources will provide useful information on how to contact appropriate personnel in an agency if they have any questions or want to pursue internships or transportation-related job opportunities in the future.

## **Section C: Program Administration**

### **1. Recruitment and Student Selection Procedures**

The procedures proposed for recruiting and selecting students for the NJSTI will involve selecting the majority of participants from high schools located in underrepresented and economically disadvantaged/underinvested regions. Since the students may be housed on campus for the entire program, students will be recruited from all over the state of New Jersey. Overall, we proposed that approximately **30** students will be selected for the NJSTI program; 75% of whom will be selected from underrepresented groups (50% of which will be female students). The remaining 25% of students will be selected from public and private high schools within New Jersey. An exception to these target student selection percentages will be made depending upon the pool of student applicants applying for the program.

The program will be marketed to all high schools in the State of New Jersey, with targeted marketing to minority students, especially those with interest in STEM educational programs. The NJSTI host team will reach out to guidance counselors to schedule in-person information sessions at their schools, bringing women and minority engineers/engineering students to speak as representation of the diverse support staff that will help make the program a success. NJSTI will also be advertised on complimentary websites that feature STEM/Engineering summer programs.

The NJSTI recruitment application package will provide potential applicants with an overview of the program and the host institution. The application package will also outline the various program activities and provide the students with a discussion of why it is important to study and become aware of transportation technologies. The benefits of the NJSTI program, minimum requirements, selection criteria, required supporting documents, and instructions on how to apply will be provided to students interested in the program as a part of the application package. In addition, the package will include an application form and a checklist of the items needed for submitting a complete application (i.e., application form, current academic transcripts, letter(s) of recommendation (two maximum), a written essay, and medical consent form).

The criteria for selecting students for participating in the NJSTI program will involve evaluating applicants according to their ability to meet the following requirements:

- Only students from 9-12<sup>th</sup> grades will be eligible for participating in NJSTI.
- Only students who have completed algebra or those who are qualified to enroll in an algebra class in the coming school term are eligible for participating in the proposed NJSTI.
- Only students having a minimum Grade Point Average (GPA) of 2 or higher are eligible.
- Letter(s) of recommendations submitted on behalf of applicants.
- The applicant's written essay and his/her interest in transportation.

Upon reviewing all applications received, the program's team will shortlist and select up to **30** students. Selection letters will be sent out by the program director to the students who are found to be eligible for attending the NJSTI program. Information and details about the program will be provided to selected students. In addition, students who are not selected to attend the NJSTI program will be notified and, in certain cases, waitlisted in the event that another student drops out of the program early in the process.

## 2. Staff Requirements

The staffing requirements for the NJSTI program are detailed in Table A below.

Proposal Application											
FY2024 National Summer Transportation Institute (NSTI) Program											
Table A - Staffing Requirements											
State Abbreviation: NJ		State Name: New Jersey			State DOT/Pass-Through Entity: NJ Department of Transportation						
Host Site: TBD											
Include the personnel details of staff that will be involved in the development, implementation, and delivery of the NSTI project. Provide a narrative description of the duties and responsibilities related to each staff member or position working on the NSTI project and a breakdown of the salary or wage with an estimated amount of time to be billed to the NSTI project. An equitable allocation of cost for salaried employees requires developing an hourly rate and determining the amount of time spent on the project. The NSTI Work Hours and Total Cost will be recorded in Table E-Budget Narrative.											
Place an "X" to select the appropriate program type.											
Residential Program X			Virtual Program			Non-Residential Program					
Personnel Assigned (if known) or provide position											
Name		Position/Title		Affiliation (Faculty, Contract, Student)		Salary	Salary Hours	Salary Rate	Hourly Rate	Work Hours	Total Est. Cost
Staff		Director		Director		\$167,000.00	1,365.00	\$122.34	\$122.34	147.13	\$18,000.52
Narrative: time: Week = 40 Hours & Month = 173.33urly Paid Staff NSTI Hours Budget Detail											
1 The program's director will be responsible for reporting to NJDOT and FHWA representatives. The director will also be responsible for implementing the day-to-day program activities while also ensuring that the program is operated according to rules, regulations, NSTI Desk Reference, and all Federal and State laws. Dr. Mehta also delivers a lecture, "Introduction to Paving Materials". In addition, Dr. Mehta will review all evaluation forms and direct the necessary adjustments, if any, to make the program a success.											
Staff		Program Coordinator		Associate Director		\$90,555.00	1,820.00	\$49.76	\$49.76	301.47	\$15,001.15
Narrative: time: Week = 40 Hours & Month = 173.33urly Paid Staff NSTI Hours Budget Detail											
2 The program coordinator will be responsible for supervising the program's faculty and staff; implementing, evaluating, and revising the program's curriculum, and preparing resource materials. The program coordinator will also assist the program director in reviewing evaluation forms and help in implementing adjustments, if any, as necessary and directed by the Program Director. The program coordinator will also help in reviewing student applications and making selections.											
Staff		Program Administrator		Administrator		\$45,000.00	1,820.00	\$24.73	\$24.73	283.11	\$7,000.31
Narrative: time: Week = 40 Hours & Month = 173.33urly Paid Staff NSTI Hours Budget Detail											
3 The program's administrator will prepare application materials, resource materials and order supplies. The administrator will also coordinate the recruitment effort with the director and program coordinator and maintain the database of all respondents. The administrator will handle promotion of the NSTI program on all the school's social media platforms. The administrator will also coordinate field trips, organize meals and housing, supervise the Resident Director and Resident Assistants, and handle all expected administrative tasks before, during and after the NSTI program.											
Resident Director (1)		Resident Director				\$ 52,000.00	2,600.00	\$20.00	\$20.00	160.00	\$3,200.00
Narrative: time: Week = 40 Hours & Month = 173.33urly Paid Staff NSTI Hours Budget Detail											
4 The Resident Director (RD) supervises 3 Resident Assistants with the supervision and escorting of the NSTI program participants who will reside on the campus during the program. The resident director will also be responsible for developing a safe, supportive and inclusive community promoting learning outside the classroom through delivery of co-curricular programs and coordinating the overall operation of the housing facilities.											
Resident Assistants (3)		Resident Assistants (3)				\$ 26,000.00	1,560.00	\$16.67	\$16.67	160.00	\$2,666.67
Narrative: time: Week = 40 Hours & Month = 173.33urly Paid Staff NSTI Hours Budget Detail											
5 The Resident Assistants (RAS) act as peer leaders to help NSTI students adjust to the university environment and promote the development of a safe, supportive, and inclusive residential community. RAS provide residents with a wide array of co-curricular programs to extend learning beyond the classroom as well as social, cultural and recreational opportunities.											
Graduate Student Assistants (3)		Supporting Role				18000	1,050.00	\$17.14	\$17.14	175.00	\$3,000.00
Narrative: time: Week = 40 Hours & Month = 173.33urly Paid Staff NSTI Hours Budget Detail											
The Graduate Student Assistants will act as chaperones for the students when traveling on field trips and act in a mentorship capacity for connecting the NSTI students to a real college experience.											
Faculty		Lecturer, Department of Civil Engineering		TBD		\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
Narrative: time: Week = 40 Hours & Month = 173.33urly Paid Staff NSTI Hours Budget Detail											
Teaching staff will coordinate two hands-on workshops											
Faculty		Assistant Professor, Department of Civil Eng		TBD		\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
Narrative: time: Week = 40 Hours & Month = 173.33urly Paid Staff NSTI Hours Budget Detail											
Teaching staff will coordinate a two-session hands-on workshop											
Faculty		Staff		TBD		\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
Narrative: time: Week = 40 Hours & Month = 173.33urly Paid Staff NSTI Hours Budget Detail											
Teaching staff will coordinate a hands-on workshop											
Faculty		Assistant Professor, Department of Civil Eng		TBD		\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
Narrative: time: Week = 40 Hours & Month = 173.33urly Paid Staff NSTI Hours Budget Detail											
Teaching staff will coordinate a hands-on workshop											

3. Intermodal Advisory Committee (IAC)

The IAC for the NJSTI program is presented in Table B below.

<b>FY2024 National Summer Transportation Institute (NSTI) Program Table B - Intermodal Advisory Committee (IAC)</b>	
<b>State:</b>	<b>New Jersey</b>
<b>Host Site:</b>	TBD
Host sites are encouraged to establish an Intermodal Advisory Committee (IAC) and select members from a broad spectrum of the transportation community. The FHWA, State DOT, Community Based Organization (CBO), and private industry individuals may participate as members of the IAC.	
<b>Name:</b>	TBD
<b>Title:</b>	TBD
<b>Organization:</b>	TBD
<b>Name:</b>	TBD
<b>Title:</b>	TBD
<b>Organization:</b>	TBD
<b>Name:</b>	TBD
<b>Title:</b>	TBD
<b>Organization:</b>	TBD
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<b>Name:</b>	TBD
<b>Title:</b>	TBD
<b>Organization:</b>	TBD
<b>Name:</b>	TBD
<b>Title:</b>	TBD
<b>Organization:</b>	TBD
<b>Name:</b>	TBD
<b>Title:</b>	TBD
<b>Organization:</b>	TBD

4. Specific-Named Partners

The specific-named partners for the NJSTI program will be presented in Table C below.

FY2024 National Summer Transportation Institute (NSTI) Program					
Table C - Partners and Sponsors					
State:		New Jersey			
Host Site:		TBD			
Describe any partners, sponsors, and/or other contributors that will support the delivery of the NSTI Program. This includes individuals or entities that provide support through funding, sharing responsibility for delivering the NSTI program, or contributions in providing information and learning opportunities through presentations, field trips, site visits and/or tours.					
Describe the role and contribution of each partner or sponsor and provide funds or value of donated services and any costs associated with tours or site visits. Any donated funds or value of services should be included in this table and also recorded in the Budget Narrative In-kind Donations or State/Local funds. Costs related to registration fees for tours and site visits should be included in the estimated costs and also in the Budget Narrative <i>Other Participant Support Costs</i> .					
	Name or Contact	Title	Organization	Donated Funds or Value of Services	Estimated Cost (if any)
1	TBD	TBD	TBD		
	<b>Role and Contribution Narrative</b> Delivers lecture to students at the NJSTI program and facilitates a field trip.				
2	TBD	TBD	TBD		
	<b>Role and Contribution Narrative</b> Delivers a lecture to students at the NJSTI program on careers in transportation.				
3	TBD	TBD	TBD		
	<b>Role and Contribution Narrative</b> Delivers a hands-on workshop to students at the NJSTI program on Traffic Safety.				
4	TBD	TBD	TBD		
	<b>Role and Contribution Narrative</b> Coordinates a field trip.				
5	TBD	TBD	TBD		
	<b>Role and Contribution Narrative</b> Coordinates a field trip to the asphalt facilities.				
6	TBD	TBD	TBD		
	<b>Role and Contribution Narrative</b> Delivers a lecture to students at the NJSTI program on financial learning				
7	TBD	TBD	TBD		
	<b>Role and Contribution Narrative</b> Facilitates a hands-on workshop to students at the NJSTI program on creative writing				
8	TBD	TBD	TBD		
	<b>Role and Contribution Narrative</b> Delivers a lecture to students at the NJSTI program on careers in Metropolitan Planning Organizations (MPOs) and facilitates a field trip to their facilities				

### 5. Implementation Plan

The anticipated implementation plan for the NJSTI is presented in Table D below. Additional details of the plan (narrative) will be part of this proposal (see example in Appendix).

FY2024 National Summer Transportation Institute (NSTI) Program Table D - Implementation Plan	
<b>State:</b>	New Jersey
<b>Host Site:</b>	TBD
Host sites should describe all tasks necessary to deliver a successful NSTI Program. The implementation plan should outline the steps the host site will take from concept, recruitment of IAC or partners/sponsors, development of a curriculum, promoting the program, review and selection of applicants and final delivery of the National Summer Transportation Institute program. The tasks and timeframes listed should match with the Statement of Work (SOW) submitted by the host site.	
<b>Task 1:</b>	Schedule Intermodal Advisory Committee Meeting
<b>Assigned To:</b>	TBD
<b>Action Required:</b>	Schedule two virtual meetings with the IAC and document minutes.
<b>Timeframe:</b>	2 months
<b>Task 2:</b>	Prepare Recruitment Application Packages and Promotional Materials
<b>Assigned To:</b>	TBD
<b>Action Required:</b>	Prepare application packages and promotional materials for recruiting students
<b>Timeframe:</b>	2 months
<b>Task 3:</b>	Targeted Marketing of Minority Students and Meeting with Guidance Counselors
<b>Assigned To:</b>	TBD
<b>Action Required:</b>	Promote the NSTI program in partnership with minority engineers currently working in the field. Meet with guidance counselors and provide information sessions directly to students.
<b>Timeframe:</b>	1 month
<b>Task 4:</b>	Recruit, Finalize Selection and Notify Students
<b>Assigned To:</b>	TBD
<b>Action Required:</b>	Review all submitted applications and collectively recommend selected applicants. Distribute all welcome packets and required documents to students/parents.
<b>Timeframe:</b>	3 months
<b>Task 5:</b>	Finalize Housing, meals, field trips and available lecturers and all support staff of NSTI (Table A)
<b>Assigned To:</b>	TBD
<b>Action Required:</b>	Provide final enrollment numbers to those supporting infrastructure for the NSTI program and finalize curriculum (schedule)
<b>Timeframe:</b>	1 month
<b>Task 6:</b>	Execute NJSTI Program Activities
<b>Assigned To:</b>	TBD
<b>Action Required:</b>	Manage the NJSTI program
<b>Timeframe:</b>	1 month
<b>Task 7:</b>	Prepare Evaluation Forms
<b>Assigned To:</b>	TBD
<b>Action Required:</b>	Prepare evaluation forms (executed in parallel with Task 2 of Implementation Plan)
<b>Timeframe:</b>	2 months
<b>Task 8:</b>	Conduct Daily/Weekly Evaluations and Overall Program Evaluation
<b>Assigned To:</b>	TBD
<b>Action Required:</b>	Administer evaluations and collect results for analysis and to include results in final report.
<b>Timeframe:</b>	1 month
<b>Task 9:</b>	Prepare and Submit the Project's Final Report
<b>Assigned To:</b>	TBD
<b>Action Required:</b>	Prepare a final report documenting all activities and analysis of program outcomes.
<b>Timeframe:</b>	1 month
<b>Task 10:</b>	Complete a Post-program Questionnaire/Survey/Documentation
<b>Assigned To:</b>	TBD
<b>Action Required:</b>	Fill and submit any required questionnaires, surveys or documentation
<b>Timeframe:</b>	Upon request from FHWA and/or NJDOT



6. Program Cost

A typical/sample budget is provided below:

FY2024 National Summer Transportation Institute (NSTI) Program Table E - Program Budget Narrative Worksheet								
GRANT PROGRAM	ASSISTANCE LISTING #	FISCAL YEAR	STATE	HOST SITE		PROPOSAL/ MOD DATE		
NSTI - Hwy PIng & Const Program	20.205	2024	NJ	TBD		TBD		
Total Funding and Contributions								
NSTI Funds Requested	OJT/SS Funds	504(e) Funds Added (NHPP, STBG, HSIP, CMAQ)		State/Local Funds	In-kind Contribution(s)	Total Cost		
\$50,000.00					\$32,185.45	\$82,185.45		
Budget Summary								
Narratives and Cost Details	Cost Breakdown							
	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	Total Cost		
Direct Program Costs	\$26,363.64	\$0.00	\$0.00	\$0.00	\$29,259.50	\$55,623.14		
Participant Support Costs	\$21,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,000.00		
Indirect Costs	\$2,636.36	\$0.00	\$0.00	\$0.00	\$2,925.95	\$5,562.31		
<b>Total NSTI Program Cost</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$32,185.45</b>	<b>\$82,185.45</b>		
Budget Narrative								
Narratives and Cost Details	Cost Breakdown							
	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	Total Cost		
DIRECT PROGRAM COSTS								
Employee Compensation (detail cost of employee hourly/monthly rates and number of hours is provided in Table A-Staffing Requirements)								
The direct salary or wages paid to host site employees working directly on delivery of the NSTI program are allowable costs provided they meet the requirements in 2 CFR §200.430(h) regarding determining allowable personnel compensation costs for institutions of Higher Education (IHE). The salary basis for charges to the NSTI by faculty members during the academic year are allowable at the Institutional Base Salary (IBS), which is the annual compensation paid by an IHE for an individual's appointment. In no event will charges to Federal awards, irrespective of the basis of computation, exceed the proportionate share of the IBS for that period unless specifically requested and in accordance with §200.430(h)(4). This principle applies to all members of faculty at an institution. Charges to the NSTI for salaries and wages must be based on records that accurately reflect the work performed. (See §200.430(i) Standards for Documentation of Personnel Expenses.)								
Title/Position	Hours	Cost	Distribute costs from Table A-Staffing to the appropriate fund type.				Total Cost	
1 Director	147.13	\$18,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	\$18,000.00
2 Program Coordinator	301.47	\$15,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	\$15,000.00
3 Program Administrator	283.11	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
4 Graduate Student Assistants (3)	175.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$6,000.00
5 Resident Director (1)	160.00	\$3,200.00	\$3,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,200.00
6 Resident Assistant (3)	480.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00
7								
8								
9								
10								
<b>Total Employee Compensation</b>			<b>\$26,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$26,000.00</b>	<b>\$52,200.00</b>
Employee Fringe Benefits (provide justification and supporting documentation for any fringe benefit calculations, include cognizant approval)								
The costs of employee leave, insurance, pensions, and unemployment benefit plans are allowable costs, but fringe benefits must be allocated to Federal awards and all other activities in a consistent and equitable manner. A fringe benefit rate, if applied, must be approved by the cognizant agency for indirect cost. Identifying the total fringe benefit cost for an employee and identifying the equitable proportion that should be applied to the NSTI should be explained and documented in the Justification/Narrative below. (§200.431 Compensation-Fringe Benefits) Enter the appropriate fringe rate below and it will be applied to the salary entered above to calculate cost. To apply another methodology, describe in the narrative and entered the costs below.								
Justification/Narrative								
Costs of covering the Fringe Benefits costs for the director, program coordinator and program administrator. These are charged at the approved 7.65% part time F&B rate. Graduate Students do not have F&B costs. The resident director and resident assistant will have no fringe benefits.								
Title/Position	Rate	Cost	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	Total Cost
1 Director	7.65%	\$1,377.04	\$0.00	\$0.00	\$0.00	\$0.00	\$918.00	\$918.00
2 Program Coordinator	7.65%	\$1,147.59	\$0.00	\$0.00	\$0.00	\$0.00	\$688.50	\$688.50
3 Program Administrator	7.65%	\$535.60	\$0.00	\$0.00	\$0.00	\$0.00	\$153.00	\$153.00
4								
5								
6								
7								
8								
9								
10								
<b>Total Fringe Benefits</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,759.50</b>	<b>\$1,759.50</b>

Advertising & Outreach	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	Total Cost
Costs of advertising media and corollary administrative costs associated with the recruitment of personnel to support NSTI and advertising costs associated with NSTI program outreach are allowable costs. Advertising media include magazines, newspapers, radio and television, direct mail, exhibits, and the internet. (\$200.421 Advertising and public relations)						
<b>Justification/Narrative</b>						
Costs of promoting and maintaining a webpage for the NSTI program on school's Website.						
<b>Total Advertising &amp; Outreach</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Publication & Printing	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	Total Cost
Publication costs for electronic and print media, including distribution, promotion, and general handling directly related to the NSTI program are allowable. (\$200.461 Publication and printing costs.)						
<b>Justification/Narrative</b>						
Costs of printing promotional and course work materials during recruitment activities and execution of the program. This includes, but not limited to printing brochures, screen printing t-shirts, online promotion.						
Printing and Publications Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
<b>Total Publication &amp; Printing</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>
Contractual Services	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	Total Cost
The costs of contracts to procure goods or services directly in support of the NSTI program are allowable costs.						
<b>Justification/Narrative</b>						
Expenditures for use of equipment, materials, or commodities. Vendors are required to be registered vendors with the school and provide contractual documents.						
	\$0.00		\$0.00	\$0.00	\$0.00	
	\$0.00					
<b>Total Contractual Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Supplies	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	Total Cost
Costs incurred for materials and supplies necessary to carry out the NSTI program are allowable. Supplies are any tangible property with a per unit cost of less than \$5,000, and this includes computing devices (computers, laptops, tablets). In the specific case of computing devices, charging as direct costs is allowable for devices that are essential and allocable to the performance of the NSTI program. (\$200.453 Materials and supplies costs, including costs of computing devices) <b>NOTE:</b> If any computing devices will be a proposed cost in delivering a proposed NSTI Program, the applicant must document the essential need, how the computing devices will be used, and ensure the costs of procuring any computing devices does not significantly impact delivery of the overall NSTI Program initiative.						
<b>Justification/Narrative</b>						
Costs of printing paper, lab consumables, sanitizer, etc. for 30 students (estimated at \$83.33 per student)						
Pencils / Pads / Nametags / Certificate Paper and Holders	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Safety Gear (Hard hats, shoe covers, safety vests, goggles)	\$0.00	\$0.00				\$0.00
N95 Masks and Sanitizer	\$163.64	\$0.00				\$163.64
<b>Total Supplies</b>	<b>\$163.64</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$163.64</b>
Travel Costs	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	Total Cost
Expenses for transportation, lodging, subsistence, and related items incurred by host site employees related to the NSTI program are allowable. Travel must be performed in accordance with the Host Site's written travel policies. <b>NOTE:</b> Travel costs for participants should NOT be recorded here. This is only employee travel.						
<b>Justification/Narrative</b>						
Travel to high schools in the region to promote the program. This will cover the travel costs that may be incurred by the director, program coordinator and program administrator when promoting the program. The allocated amount will be used to pay for mileage reimbursement at the proper rate.						
NJSTI Team's Travel Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Travel Costs</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Costs	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	Total Cost
Enter any other costs not identified. This would include any allowable costs that don't fit the categories above or costs that are unallowable for Federal participation but may be paid 100% with State/Local/University funds. <b>NOTE:</b> Costs of promotional items and memorabilia, including models, gifts, clothing, and souvenirs are <b>UNALLOWABLE</b> . Costs incurred for promotional items must not be charged to the NSTI Program, but these costs may be paid entirely with non-Federal funds. (\$200.421(e)(3) Advertising and public relations)						
<b>Justification/Narrative</b>						
<b>Total Other Costs</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
PARTICIPANT SUPPORT COSTS						
Transportation and Travel (field trips)	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	Total Cost
Transportation and travel for participants includes stipends for transportation to and from NSTI location for non-Residential programs. Travel for participants to attend residential programs may be provided if necessary and reasonable for the NSTI program. Any travel for participants to attend field trips would also be included in this section.						
<b>Justification/Narrative</b>						
Estimated costs for transporting participants to field trips and back to campus (Total Trips: 5 trips). The students will also have two weekend excursions.						
Travel on Field Trips	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>Total Participant Transportation and Travel</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Lodging and Facilities	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	Total Cost
Lodging and facilities costs for residential programs are allowable costs for the NSTI program. Costs should be reasonable and allocable to the NSTI project. Non-residential programs may not charge lodging costs unless an overnight field trip necessitates lodging costs. This must be described in the narrative.						
<b>Justification/Narrative</b>						
Housing on campus for 30 students and Residential Director/Assistants						
Room and Board	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00
<b>Total Participant Lodging and Facilities</b>	<b>\$11,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,000.00</b>

Meals & Subsistence	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	Total Cost	
Meals and Subsistence costs are allowable for residential NSTI programs. Meal costs are NOT allowed with Federal funds in non-residential NSTI programs, unless the meal cost can be justified as being beneficial to the program and participants and would be necessary for the successful delivery of the NSTI program. The normal process would be for non-residential students to provide their own lunches or costs of meals may be provided and paid 100% with non-Federal funds.							
<b>Justification/Narrative</b>							
Meals (Breakfast, Lunch and Dinner for all 30 students and staff)							
Food and Meals	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	
<b>Total Participant Meals &amp; Subsistence</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	
<b>Other Participant Support Costs</b>	<b>NSTI Funds</b>	<b>OJT/SS</b>	<b>504(e)</b>	<b>State/Local</b>	<b>In-kind</b>	<b>Total Cost</b>	
Provide any additional participant support costs necessary for the delivery of the NSTI. These may include registration fees associated with field trips, but may not include food. Costs must be reasonable and necessary for the NSTI and related to transportation. Costs associated with field trips, site visits, and tours will also be provided in Table C-Partners & Sponsors. Other costs for participant support must be described in the narrative.							
<b>Justification/Narrative</b>							
<b>Total Other Participant Support Costs</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>INDIRECT COSTS</b>							
Indirect or Facilities and Administration (F&A) costs are allowable costs under the NSTI program; however, host sites must have an approved and currently effective indirect cost rate proposal (ICRP) for the indirect costs to be allowable in the budget. The Cognizant Agency for Indirect Cost for Institutions of Higher Education (IHE) is assigned to Department of Health and Human Services (HHS) or the Department of Defense's Office of Naval Research (DOD), normally depending on which of the two agencies (HHS or DOD) provide the most direct Federal funding to the IHE in the most recent three years. Where an IHE only receives Federal funds as a subrecipient, the Pass-Through Entity (PTE), which is the State DOT for the NSTI program, is responsible for determining the appropriate rate in collaboration with the subrecipient, which is either: 1. A negotiated indirect cost rate between the PTE or State DOT and host site (predetermined rate, fixed rate with carry forward adjustment, provisional/final rate) ; or 2. The de minimis rate of 10% of Modified Total Direct Cost (excludes participant support costs)							
Describe if the host Site will be claiming indirect costs and if so, provide an effective and approved Indirect Cost Rate Agreement from the IHE Cognizant Agency for Indirect Cost. If no agreement exists, indirect costs are not allowable unless the De Minimis rate is used. Indirect rates may be applied only to a Modified Total Direct Cost (MTDC) base as defined in §200.1, which excludes Participant Support Costs. (See §200.332-Requirements for Pass-Through Entities, §200.414-Indirect (F&A) costs, Appendix III to Part 200-Indirect (F&A) Costs Identification and Assignment, and Rate Determination for IHEs)							
<b>Predetermined Rate</b>		<b>Justification/Narrative</b>					
<b>Effective Period</b>	<b>07/01/2019 to 6/30/2024</b>	10% of total direct cost excluding contractual services and food. The approved rate of 10% is effective from July 1, 2019 to June 30, 2024.					
<b>Approved Rate:</b>	<b>10.00%</b>						
<b>Modified Total Direct Cost (MTDC) Base:</b>	<b>\$26,363.64</b>						
<b>Total Indirect Costs (Rate x MTDC)</b>	<b>\$2,636.36</b>						
<b>Indirect Cost Fund Allocation</b>		<b>NSTI Funds</b>	<b>OJT/SS</b>	<b>504(e)</b>	<b>State/Local</b>	<b>In-kind</b>	<b>Total Cost</b>
Indirect Costs	\$2,636.36	\$2,636.36	\$0.00	\$0.00	\$0.00	\$2,925.95	\$5,562.31

## 7. Program Curriculum

The curriculum of the NJSTI program is tailored to: (a) educate students by introducing them to the various transportation modes and the transportation industry, (b) motivate students and encourage them, through practical and academic experiences, to pursue careers in transportation-related fields, (c) expose students to STEM topics through a set of pre-designed educational activities, (d) introduce students to workings of various agencies serving multiple transportation modes on field trips and on-site seminars, and (e) enhance students' leadership and professional skills through activities designed to introduce them to university life and the main requirements needed to obtain a college degree.

A sample or example of the program (Table F) starts with proposing to have the participating students dropped off by their parents at one of the campus's residence halls. On the first day, the students will meet with a program representative (e.g., Resident Director and/or Resident Advisors) to learn the specifics about housing rules and regulations. On the next day, the program will officially start with a registration, orientation, and welcome session. The program also incorporates a series of lecture sessions, hand-on activities, workshops, and field trips to local government and transportation industry facilities in New Jersey. Career paths in each of the three modes of transportation (surface, air, and water) will also be discussed.

The program will include a set of interactive and fun activities that focus on introducing basic but fundamental STEM concepts. The program will also include a set of activities to enhance the students' ability to conduct research through critical thinking that will prepare them for higher education and ultimately industry jobs, improve their communication skills, and learn how to

financially plan. It will also include a competition in which the students will research a transportation-related topic of interest to them and prepare a presentation. The students will be required to present their project/topic to faculty members, staff, students, parents and the NJDOT representatives. In addition to the learning aspects of the proposed curriculum, the research team will incorporate recreational activities into the program (Table G). These activities include hosting workshops including team building opportunities and recreational activities in the university's Recreational Center.

On the last day, the students' team papers/presentations from the research competition will be ranked, recognized, and given an award. The program's director will end the program by providing final remarks on the program's success and lessons learned. In addition, students will receive all the information shared throughout the workshops with links to resources to help them pursue careers in transportation.

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

Name: TBD

Signature:

Title: Director

Date: TBD

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: \_\_\_\_\_

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**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: \_\_\_\_\_

DRAFT

**Table F: Draft NJSTI Curriculum (Week 1).**

Hours	Week 1 (NSTI Residential Program) - DRAFT, NOT FINAL							
	7/7/2024	7/8/2024	7/9/2024	7/10/2024	7/11/2024	7/12/2024	7/13/2024	
8:00 - 9:00 AM		Breakfast (8:00 - 9:00 AM)						
9:00 - 10:00 AM		Orientation and Welcome	Hands-on Activity: TBD	Engineering Presentation	Hands On Activity: TBD	Hands On Activity: TBD	Free, Relaxing, or Self Study Time	
10:00 - 11:00 AM		Railroad Engineering		Critical Thinking & Problem Solving Presentation				
11:00 - 12:00 PM			Introduction to Roadway Construction	Careers in Transportation	Financial Learning			
12:00 - 1:00 PM	Lunch (12:00 - 1:00 PM)							
1:00 - 2:00 PM	Move in [Residence Hall TBD] 1:00-5:00	Science & Art of Traffic Safety	Workshop: TBD	Field Trip: TBD	Field Trip: TBD	Computer Skills: Excel, Word, & PowerPoint	Bowling	
2:00 - 3:00 PM		Critical Writing				Research Competition: TBD		
3:00 - 4:00 PM						Introduction to Paving Materials	Free Time	
4:00 - 5:00 PM								
5:00 - 6:00 PM	Dinner (5:00 - 6:00 PM)							
6:00 - 7:00 PM	Dear Stress, Let's Break Up	Mind, Body, Soul Workshop	Resiliency: Bouncing Back from Failures and Setbacks	TBD	Research Competition: TBD	Recreation Center	RA/RD Programming	
7:00 - 8:00 PM								
8:00 - 9:00 PM	BREAK	BREAK/Prep for Tomorrow	BREAK/Prep for Tomorrow	BREAK/Prep for Tomorrow	BREAK / Prep for Tomorrow	BREAK/Prep for Tomorrow	BREAK/Prep for Tomorrow	
9:00 - 10:00 PM								
10:00 PM	Lights Out!							

**Table F: Draft NJSTI Curriculum (Week 2).**

Hours	Week 2 (NSTI Residential Program) - DRAFT_NOT FINAL					
	7/14/2024	7/15/2024	7/16/2024	7/17/2024	7/18/2024	7/19/2024
8:00 - 9:00 AM	Breakfast (8:00 - 9:00 AM)					
9:00 - 10:00 AM		Hands-on Activity: Lab TBD	Careers at MPOs	Hands-on Activity: TBD	Buoyancy and Fluid Mechanics Laboratory (Mr. Eric Dubois)	Research Project Presentations & Awards Ceremony
10:00 - 11:00 AM			TBD			
11:00 - 12:00 PM	Laundry Time		TBD	Careers at NJDOT and Municipal Governments		
12:00 - 1:00 PM	Lunch (12:00 - 1:00 PM)					
1:00 - 2:00 PM	TBD	Field Trip: NJDOT	Field Trip: TBD	Field Trip: South Jersey Transportation Authority	Hands-on Activity: Underwater Controlled Vehicles (Mr. Eric Dubois)	Move Out
2:00 - 3:00 PM						
3:00 - 4:00 PM						
4:00 - 5:00 PM						
5:00 - 6:00 PM	Dinner (5:00 - 6:00 PM)					
6:00 - 7:00 PM	RA/RD Programming	Research Competition: TBD	TBD	TBD	Research Competition: TBD	
7:00 - 8:00 PM						
8:00 - 9:00 PM	BREAK	BREAK/Prep for Tomorrow	BREAK/Prep for Tomorrow	BREAK/Prep for Tomorrow	Break/Prep for Tomorrow	
9:00 - 10:00 PM						
10:00 PM	Lights Out!					

## APPENDIX

### **Anticipated Implementation of New Jersey Summer Transportation Institute/ Academic Program**

The main component of the NJSTI program is its academic, STEM enhancement, and recreational curriculum (Table F). The goal of the curriculum is to introduce high school students to the broad range, multi-modal components of transportation related careers and improve the students' STEM skills. To successfully implement and improve upon the proposed NJSTI program, a total of ten implementation tasks are proposed. The activities that will be undertaken in these tasks are detailed in the following subsections.

#### Implementation Task 1: Schedule Intermodal Advisory Committee (IAC) Meetings

The first step in the NJSTI implementation plan is to schedule on-line meetings for the IAC members. Once the list of IAC members is finalized, the NJSTI program director and coordinator will host an initial meeting four months before the start date of the project. In this meeting, the IAC will review and recommend improvements to the proposed NJSTI program curriculum and the overall general administration plan. This initial meeting will serve to provide the IAC with a set of goals that must be met upon the completion of the project and time to review the proposed curriculum. A second IAC meeting six weeks prior to the start of the NJSTI program will be scheduled. In this meeting, the IAC will re-evaluate the curriculum and nominate members, if any, who can serve as speakers and arrange for field visits.

#### Implementation Task 2: Prepare Recruitment Application Packages and Promotional Materials

In this task, the director, program coordinator and program administrator will prepare a standard recruitment application package and a set of promotional materials. The recruitment application package will contain an overview of the program and the host institution as well as an outline of the various program activities and a discussion of “*why is it important to study and become aware of transportation industries and technologies.*” The benefits of the NJSTI program, the minimum requirements, selection criteria, required supporting documents, and instructions on how to apply will also be provided to potential students. In addition, the package will include an application form and a checklist of the items needed for submitting a complete application (i.e., application form, current academic transcripts, letter(s) of recommendation (two maximum), a written essay, and medical consent form).

Promotional materials such as fliers and handouts will be prepared with the goal of providing a synopsis of the proposed program along with instructions on how to find additional information. These promotional items will be distributed to high schools throughout NJ. Furthermore, all these materials will be accessible through the campus's NJSTI webpage created specifically for this program. The students and parents will also have access to the program schedule and will receive information about the proposed lecture sessions, speakers, and field trips.

#### Implementation Task 3: Targeted Marketing of Minority Students and Meeting with Guidance Counselors

Task 3 will include contacting guidance counselors at potential high schools and other community leaders (e.g., youth and civic leaders) to promote the NJSTI program. The program administrator will use contact lists developed over several years of the program to contact the counselors by phone and email. Materials provided to the counselors will include an overview of the NJSTI program and its importance. The guidance counselors and community leaders will also be asked to promote the program at their institutions through the distribution of promotional materials about the program. The counselors and leaders will be encouraged to nominate outstanding students for the program.



#### Implementation Task 4: Recruit, Finalize Selection, and Notify Students

In this task, the programs staff will form an application review committee. This committee will review all applications submitted by potential students. An independent review of all applications will be conducted by each member of the review committee over a period of two weeks. The interested students will be ranked independently, according to the selection criteria. A standard form will be prepared by the program administrator and distributed to all reviewing faculty and staff.

Upon completion of the independent reviews, the program's coordinator will invite all members of the application review committee to a meeting (within a week of independent reviews completion). In this meeting, the committee will discuss the applications and provide recommendations to the program's director regarding selected students. The committee will prepare a justification explaining non-selection of applications/students. The director will then act upon the committee's recommendations to notify selected students. The director, with the assistance of the program administrator, will send out letters to students who were selected to attend the NJSTI program. These letters will include information and details about the program. In addition, the director will notify the students who were not selected to attend the NJSTI program by e-mail, notifying those students of the decision and reasons for not selecting them.

#### Implementation Task 5: Finalize Housing, Meals, Field Trips and Available Lecturers and All Support Staff

The program administrator, in partnership with the school's Division of Housing, University Events, Gourmet Catering will work on finalizing housing and meals arrangements. The administrator will also work with our faculty and industry partners to finalize all field trips and ensure all lectures are assigned the necessary supporting staff. A copy of the final curriculum will be distributed to all lecturers, support staff and partners to confirm dates of participation.

#### Implementation Task 6: Execute NJSTI Program Activities

In this task, the director, coordinator and administrator and all other supporting faculty and staff will work on managing and executing the NJSTI program. This will involve hosting the students and providing all the sessions in the program.

#### Implementation Task 7: Prepare Evaluation Forms

In this task, the team will prepare a set of evaluation forms. These forms will be provided to students, parents, faculty, staff, and industry speakers. The proposed evaluation forms will include a program evaluation form, a Speaker and project/workshop evaluation form, a field trip evaluation form, and a staff evaluation form. Overall, these forms will include a set of questions that will target gauging the effectiveness of the NJSTI program, speakers, field trips, activities, and staff. The research team has already identified a template of an evaluation form, which was vetted by the IAC board members from last year's NSTI program. This form will be utilized as a starting point to develop specific evaluation forms for the proposed residential NJSTI program.

#### Implementation Task 8: Conduct Daily/Weekly Evaluations and Overall Program Evaluation

The director and coordinator will administer weekly evaluations of speakers, field trips, academic, and enhancement activities taking place as a part of the NJSTI program. These evaluations will be conducted every Friday. The students, faculty, staff, and speakers will be provided with evaluation forms and will be requested to anonymously fill in and submit them. The results of these weekly evaluations will be summarized and used to capture best practices and identify areas of

improvement. In addition, an overall evaluation of the NJSTI program at the end of the program will be conducted. This program evaluation will aim at determining how well the program has accomplished its goals and identify ways to improve its effectiveness.

*Implementation Task 9: Prepare and Submit the Project's Final Report*

The director, coordinator and administrator will prepare a detailed final report documenting the complete 2024 NJSTI program. The report will include all planning and administration activities, all implementation activities, and the outcomes of the academic and enhancement curriculum. The report will also include a discussion of the week and overall evaluations conducted as a part of the program. The director will include orientation and closing programs, curriculum, presentations from industry professionals, details of field trips (location, lessons, etc.) and enhancement curriculum as part of the final report. Lessons learned from all program evaluations will also be included in the Final Report.

*Implementation Task 10: Complete a Post-program Questionnaire/Survey/Documentation*

The director will complete a post program survey if requested by the FHWA or NJDOT.