

Notice of Funding Opportunity Summary Information

Federal Agency Name:	U.S. Department of Transportation (DOT) Federal Highway Administration (FHWA) Office of Innovative Program Delivery (OIPD) 1200 New Jersey Avenue, SE Mail Drop: E62-204 Washington, DC 20590
	Attn: Joyce Gottlieb, (HIN)
Funding Opportunity Title:	National Summer Transportation Institute
Announcement Type:	This is the first announcement of this funding opportunity for 2018.
Funding Opportunity Number:	Notice Number: 693JJ318NF-HIN
Catalog of Federal Domestic Assistance (CFDA) Number:	20.215 - Highway Training and Education
Key Dates:	This is a multiyear solicitation for FY 2018 thru FY 2020. The closing date each year will be as promulgated by the applicable FHWA Division Office for each State or Territory, but no later than the 1st business day after November 30th.
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SECTION A - PROGRAM DESCRIPTION

The U.S. Department of Transportation (DOT), Federal Highway Administration (FHWA), hereby requests applications for assistance, in the form of grants to conduct the Summer Transportation Institute (STI) programs.

1. STATEMENT OF PURPOSE

The National Summer Transportation Institute (NSTI) Program creates awareness and stimulates interest in middle and high school students about educational and career opportunities in transportation. The program is a Science, Technology, Engineering and Math focused program for middle and high school students. Accredited colleges, and universities, and community colleges and accredited Minority Serving Institutions conduct the program throughout the United States, the District of Columbia, the Commonwealth of Puerto Rico, Pacific Island Territories, and the U.S. Virgin Islands.

2. LEGISLATIVE AUTHORITY

The current legislation governing the program is found in the Fixing America's Surface Transportation (FAST) Act Section 1104. Title 23, U.S.C. § 140 (b) specifies that "[t]he Secretary, in cooperation with any other department or agency of the Government, State agency, authority, association, institution, Indian Tribal government, corporation (profit or nonprofit), or any other organization or person, is authorized to develop, conduct, and administer surface transportation and technology training, including skill improvement programs and to develop and fund summer transportation institutes."

3. BACKGROUND

Since 1996, 56 States and U.S. territories, and over 25,000 students have participated in the NSTI Program. The program provides students a foundation from which to pursue transportation-related fields of study and advance through the U.S. Department of Transportation Pathways programs, such as the Summer Transportation Internship Program for Diverse Groups and the Dwight David Eisenhower Transportation Fellowship Program. The State departments of transportation (State DOT) competitively solicit accredited colleges, universities, and community colleges within their States to submit a statement of work (SOW) to host STIs, at their institutions. The State DOTs then apply to FHWA for funds for the named institutions to host STIs.

4. GOALS

The goals of this program are to:

- create awareness and stimulate interest in middle and high school students about educational and career opportunities in transportation; and
- encourage STI participants to pursue transportation-related courses of study in their higher education pursuits.

5. STATEMENT OF WORK

The FHWA is soliciting applications from State DOTs to host STIs at eligible institutions within their States. The recommendation in the State DOTs' applications should be based on a competitive solicitation process that is open to all accredited colleges, universities, and community colleges within their States to submit a SOW to host STI at their institutions. The State DOTs review the SOWs, then forward recommended and not recommended SOWs to the FHWA Division Offices for concurrence. Divisions will review and forward the SOWs to FHWA Headquarters Office for final concurrence. The State DOTs' responsibilities shall include but are not limited to the following:

1. Notify the FHWA Division Administrator in writing from the State DOT's Chief Executive Officer or designee whether the State DOT will participate in the STI Program.
2. Encourage competition from accredited colleges, universities and community colleges.
3. Evaluate SOWs:
 - a. Ensure budgets include only eligible costs.
 - b. Submit a technical and budget assessment with each SOW.
4. Convene a panel to review SOWs and make recommendations.
5. Submit selected SOW(s) in rank order to their FHWA Division Office.
6. Upon FHWA concurrence and after receipt of funds, allocate funding to selected academic institutions.

[Note: Selected academic institutions are referred to as host sites and a funded SOW is referred to as a project for the remainder of this Notice of Funding Opportunity.]

7. Monitor projects to completion.
8. Ensure End-of-Program survey is completed that includes all projects in a State
9. Confirm project(s) close out 90 days after conclusion.
10. Develop a report no later than 30 days after project close out that measures the effectiveness of their STI(s) and submit the report to their FHWA Division Office. Factors in the report should include:
 - a. Competitiveness of the solicitation process
 - b. Underserved populations reached by each project
 - c. Number of students trained
 - d. Challenges
 - e. Lessons learned

6. DELIVERABLES

As the recipient of funds from FHWA, the State DOT is the 'awardee' and shall follow the schedule below for project deliverables due to the FHWA Division Office in their State:

Deliverable	Approximate Due Date
SOWs from accredited colleges, universities and community colleges	After review/recommendations
STI assessment	After review and recommendation of award
State DOT ensures that the STI Program is conducted in accordance with SOW	May through August
Ensure Host Site Program Director completes End-of-Program survey	October 16
Annual Report	30 days after project closeout

SECTION B – FEDERAL AWARD INFORMATION

1. FUNDING AND NUMBER OF AWARDS

The FHWA expects approximately \$2.7 million to be made available for the NSTI grants in each fiscal year (FY) 2018-20 from amounts authorized under the FAST Act.

The FHWA anticipates making up to 56 awards as a result of this Notice of Funding Opportunity (NOFO) in each FY 2018-20.

The FHWA anticipates Federal funding up to a total amount of \$8.1 million may be made available for these grants, subject to the availability of funds. Funding for each award can range from a minimum of \$20,000 to a maximum of \$118,000. Note: The Government reserves the right to award less than the anticipated number of awards and less than the maximum amount per award.

2. TYPE OF AWARD

The planned award type is a direct allocation memo to the State DOT.

3. PERIOD OF PERFORMANCE

The period of performance for each resulting award will be for up to 1 year from the effective date of the allocation memo.

4. DEGREE OF FEDERAL INVOLVEMENT

The FHWA anticipates Federal involvement between it and the Recipient (State DOT) during each project. The anticipated Federal involvement will include:

- Technical assistance and guidance to the Recipient;
- Participation in status meetings including kick off meeting and annual technical and budget reviews.

SECTION C – ELIGIBILITY INFORMATION

1. ELIGIBLE APPLICANT

Applicants for the NSTI funding are State DOTs.

2. COST SHARING OR MATCHING

Pursuant to Title 23 CFR §230.113 (a) cost share is not required. However, applicants should encourage colleges, universities and community colleges to consider the benefits of leveraging non-Federal resources. Any degree of cost share and leveraging of non-Federal funds will be considered beneficial to the extent the cost share is considered feasible and demonstrates a furtherance of the goals of the program.

SECTION D - APPLICATION AND SUBMISSION INFORMATION

1. ADDRESS TO REQUEST APPLICATION PACKAGE

Applicants should contact their respective FHWA Division Office for the electronic application packet. No hardcopies will be accepted.

Applicants must submit a SOW package to their respective FHWA Division Office for their State by date and time stated on page 1 of this NOFO.

2. CONTENT AND FORM OF APPLICATION SUBMISSION

The NSTI requires the submission of a complete application from the State DOT to their respective FHWA Division office. A complete application must include:

- A letter of intent to participate for current fiscal year;
- A narrative on how the State DOT will run their program (1 page);
- The competitive solicitation notice to the accredited colleges, universities and community colleges seeking their SOW to serve as a host site;
- Copies of all SOWs received and reviewed;
- The State DOT's technical/budget assessment for each SOW; and
- The SOW selection(s) in rank order and award recommendation(s).

3. UNIQUE ENTITY IDENTIFIER AND SYSTEM FOR AWARD (SAM)

The Applicant is required to: (i) be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

The Federal awarding agency may not make a Federal award to an Applicant until the Applicant has complied with all applicable unique entity identifier and SAM requirements. If an Applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the Applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another Applicant.

4. SUBMISSION DATES AND TIMES

The application must be received electronically from the State DOT by the application due date/time listed on page 1 of this NOFO.

The deadline stated on page 1 is the date and time by which the FHWA Division Office must receive the full and complete application, including all required sections. A late application will not be reviewed or considered unless the Agreement Officer (AO) determines that doing so is in FHWA's best interest.

5. INTERGOVERNMENTAL REVIEW

An application under this NOFO is not subject to the State review under Executive Order 12372.

6. FUNDING RESTRICTIONS

The FHWA will not reimburse any pre-award costs or application preparation costs under this proposed grant. All funds must go to the host sites to implement the program.

7. OTHER SUBMISSION REQUIREMENTS

In case of system problems or technical difficulties with the application submittal, Applicants should contact their FHWA Division Office Civil Rights Specialist.

SECTION E - APPLICATION REVIEW INFORMATION

1. CRITERIA

The FHWA will evaluate State applications on following criteria:

- Demonstration of a competitive program;
- State DOT analysis of the SOWs received, including technical and budget analysis; and
- Ensuring all cost are eligible.

After applying the above criteria, the FHWA Acting Administrator will take into account the following key departmental objectives (as applicable):

- (A) Supporting economic vitality at the national and regional level;
- (B) Utilizing alternative funding sources and innovative financing models to attract non-Federal sources of infrastructure investment;
- (C) Accounting for the life-cycle costs of the project to promote the state of good repair;
- (D) Using innovative approaches to improve safety and expedite project delivery; and
- (E) Holding grant recipients accountable for their performance and achieving specific, measurable outcomes identified by grant applicants.

Cost share is not required. Applicants and the institutions are encouraged to consider the potential benefits of leveraging additional non-Federal resources. [Although not required, FHWA considers it desirable for applicants to propose non-Federal matching contribution.] Any cost share and leveraging of non-Federal funds will be considered beneficial to the extent the cost share is considered feasible and demonstrates a furtherance of the goals of the program.

Funding availability will also be considered in the award decision.

2. REVIEW AND SELECTION PROCESS

The division office will review the State DOT's application, and make recommendations to the program office.

Risk Assessment

The FHWA will ensure that the State DOT is the responsible entity to receive the award, and that no eligible party is excluded.

3. ANTICIPATED ANNOUNCEMENT AND FEDERAL AWARD DATES

The FHWA anticipates making awards on or about **April 1st of each year.**

SECTION F – FEDERAL AWARD ADMINISTRATION INFORMATION

This section contains language that will be included in any award document resulting from this NOFO.

1. FEDERAL AWARD NOTICES

Only the Center Director for Transportation Workforce Development of FHWA Office of Program Delivery as the AO can commit FHWA. The award document, signed by the AO, is the authorizing document. Only the AO can bind the Federal Government to the expenditure of funds.

2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

All applicable Federal laws, rules, and regulations of FHWA will apply, including those of Title 23, United States Code. General terms and conditions, including payment procedures, compliance requirements for Section 508 of the Rehabilitation Act of 1973 (as amended in 1998), and governing regulations that apply to this grant are available online at:

https://www.fhwa.dot.gov/cfo/contractor_recip/gtandc_generaltermsconditions.cfm

Special terms and conditions follow:

A. DATA RIGHTS

The Recipient must make available to FHWA copies of all work developed in performance with this Agreement, including but not limited to software and data. Data rights under this Agreement shall be in accordance with Title 2 CFR 200.315, Intangible property.

B. PERSONAL IDENTIFIABLE INFORMATION (PII)

The PII as defined in Title 2 CFR Part 200.79 and CFR 200.82 will not be requested unless necessary and only with prior written approval of the AO with concurrence from the Agreement Officer Representative (AOR).

C. AVAILABLE FUNDING

The total amount of Federal funding provided under this Grant is \$_____ annually (to be filled in at award) for a total of \$_____ over the period of performance, subject to the limitations shown below:

- (1) Subject to availability of funds
- (2) All projects must have a definite end date established

D. PROGRAM INCOME N/A

E. SUBAWARDS

Note: Recipients with a procurement system deemed approved and accepted by the Government or by the AO are exempt from the requirements of this clause. See Title 2 CFR 200.317 through 200.326.

Unless described in the application and funded in the approved award, the Recipient must obtain prior written approval from the AO for the sub-award, transfer, or contracting out of any work under this award. This provision does not apply to the acquisition of supplies, material, equipment, or general services.

The following sub-awards are currently approved under the Agreement:

Name
(*** to be filled in at award ***)

Approval of each sub-award is contingent upon a fair and reasonable approved SOW and approval by the AO for each proposed subcontractor/sub-recipient.

F. ORDER OF PRECEDENCE

The Recipient's technical and budget applications are accepted, approved, and incorporated. In the event of any conflict between this Agreement document and the Recipient's proposal and/or application, this grant document shall prevail.

G. DESIGNATION AS RESEARCH OR NON-RESEARCH GRANT

This grant is designated as: NON-RESEARCH

H. CONFERENCE SUPPORT RESTRICTIONS

The Recipient must obtain written approval from the AOR prior to incurring any costs for conference support. See the definition of conference as contained in Title 2 CFR 200.432.

Conference food and beverage costs are not eligible costs for reimbursement under this grant.

I. DISPUTES

The parties to this Agreement will communicate with one another in good faith and in a timely and cooperative manner when raising issues under this provision. Any dispute, which for the purposes of this provision includes any disagreement or claim, between FHWA and the Recipient concerning questions of fact, or law arising from, or in connection with this Agreement, and whether or not involving alleged breach of this Agreement, may be raised only under these disputes provision.

Whenever a dispute arises, the parties will attempt to resolve the issues involved by discussion and mutual agreement as soon as practical. In no event, will a dispute which arose older than 3 months prior to the notification made under the following paragraph of this

provision constitute the basis for relief under this article unless FHWA waives this requirement.

Failing resolution by mutual agreement, the aggrieved party will document the dispute by notifying the other party in writing of the relevant facts, identify unresolved issues, and specify the clarification or remedy sought. Within 5 working days after providing written notice to the other party, the aggrieved party may, in writing, request a decision from one level above the AO. The AO will conduct a review of the matters in dispute and render a decision in writing within 30 calendar days of receipt of such written request. Any decision of the AO is final and binding unless a party will, within 30 calendar days, request further review as provided below.

Upon written request to the FHWA Director, Office of Acquisition and Grants Management or designee, made within 30 calendar days after the AO's written decision or upon unavailability of a decision within the stated time frame under the preceding paragraph, the dispute will be further reviewed. This review will be conducted by the Director, Office of Acquisition and Grants Management. Following the review, the Director, Office of Acquisition and Grants Management, will resolve the issue(s) and notify the parties in writing. Such resolution is not subject to further administrative review and to the extent permitted by law, and is will be final and binding. Nothing in this Agreement is intended to prevent the parties from pursuing disputes in a U.S. Federal Court of competent jurisdiction.

J. END OF YEAR REPORT

Annually, during the month of August FHWA Headquarters will forward a link to an Office of Management and Budget approved End-of-Program survey which the State DOT will ensure that their host site(s) complete by October 16.

SECTION G – FEDERAL AWARDING AGENCY CONTACTS

Address any questions to:

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Email: joyce.gottlieb@dot.gov
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Secondary point of contact is:

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