



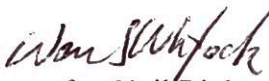
U.S. Department
of Transportation
**Federal Highway
Administration**

Memorandum

Sent via E-mail

Subject: **ACTION:** National Summer
Transportation Institute (NSTI) Fiscal
Year (FY) 2015 – Requests for
Applications and Funding Allocation
Estimates

December 31, 2014

From: Warren S. Whitlock 
Associate Administrator for Civil Rights

In Reply Refer To:
HCR-30

To: Division Civil Rights Specialists
Division Administrators
Division Finance Managers
Directors of Field Service

The Federal Highway Administration (FHWA) Office Civil Rights (HCR) requests applications for the Fiscal Year (FY) 2015 NSTI Program.

The NSTI program is focused on Science, Technology and Math (STEM) for high school and junior high school students. It is administered by accredited colleges, community colleges and universities, accredited Tribal colleges, Historically Black Colleges and Universities (HBCUs), Minority Serving Institutions (MSIs), Hispanic Serving Institutions (HSIs) and Asian-American Native American Pacific Island Serving Institutions (ANAPISIs) throughout the United States, the District of Columbia, the Commonwealth of Puerto Rico, Pacific Island territories and the U.S. Virgin Islands. These institutions make applications to the State DOT to serve as an NSTI “host site.” State Departments of Transportation (State DOTs) provide NSTI program oversight to the host sites for the duration of the summer program. State DOTs ensure the NSTI host site advances program objectives, submits periodic reports on program achievements, and draws down program funds timely and fully.

The FHWA Division Civil Rights Specialists provide programmatic and fiscal guidance to State DOTs in overseeing the NSTI program.

Academic institutions interested in serving as host sites must complete and submit their application package to the State DOT. The application and the NSTI 2015 Desk Reference are available on the Sharepoint NSTI site.

NSTI PROGRAM OBJECTIVES

NSTI program objectives are to improve STEM skills, provide awareness to middle and high school students - particularly minority, female and disadvantaged youth - about transportation careers, and encourage participants to consider transportation-related fields of study in their higher education pursuits. NSTI host sites are required to commit significant program time to classroom instruction. The length of the NSTI program is typically 2-4 consecutive weeks. Host sites may be student day programs or residential programs in which room and board are provided by the host site to the students.

For FY2015, HCR anticipates funding allocations for every state, including the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa and the Northern Mariana Islands. The anticipated allocations below are based on the funding distribution for FY2014. As FHWA's program authorization and funding is extended only through May 31, 2015, final allocations will not be made until a full year of funding is available.

Alabama	\$90,000	Nebraska	\$20,000
Alaska	\$20,000	Nevada	\$50,000
American Samoa	\$20,000	New Hampshire	\$20,000
Arkansas	\$20,000	New Jersey	\$55,000
Arizona	\$55,000	New Mexico	\$50,000
California	\$95,000	New York	\$70,000
Colorado	\$35,000	North Carolina	\$110,000
Connecticut	\$20,000	North Dakota	\$20,000
Delaware	\$55,000	N. Mariana Islands	\$20,000
District of Columbia	\$50,000	Ohio	\$55,000
Florida	\$90,000	Oklahoma	\$55,000
Georgia	\$90,000	Oregon	\$55,000
Guam	\$20,000	Pennsylvania	\$90,000
Hawaii	\$20,000	Puerto Rico	\$55,000
Idaho	\$75,000	Rhode Island	\$30,000
Illinois	\$30,000	South Carolina	\$90,000
Iowa	\$25,000	South Dakota	\$20,000
Indiana	\$20,000	Tennessee	\$55,000
Kansas	\$55,000	Texas	\$90,000
Kentucky	\$55,000	Utah	\$20,000
Louisiana	\$50,000	Vermont	\$55,000
Maine	\$35,000	Virginia	\$90,000
Maryland	\$75,000	Washington	\$20,000
Massachusetts	\$85,000	West Virginia	\$55,000
Michigan	\$90,000	Wisconsin	\$90,000
Minnesota	\$70,000	Wyoming	\$20,000
Mississippi	\$110,000	US Virgin Islands	\$20,000
Missouri	\$55,000		\$2,930,000
Montana	\$40,000		

APPLICATION SUBMISSION PROCESS

Each State DOT will determine the number of NSTI host sites it wishes to fund under the State's 2015 funding allocation. Each host site program must meet the overall NSTI program objectives. The State DOT should evaluate potential host sites on several factors, including its 2015 application and its past performance (programmatic and fiscal). FHWA may determine host sites that have operated in past years and have failed to invoice promptly for prior year obligations, or, that have unexpended balances with no activity for more than 12 months, ineligible for funding in 2015.

State DOTs are required to provide an application for each host site it plans to fund. Applications must be a maximum of 10 pages and detail how the State DOT plans to execute a successful NSTI program. Applications that exceed the State's anticipated allocated funding amount will be rendered non-responsive to the request, and will not be eligible for further review.

Estimated Date	Milestones	
December 31, 2014	HCR Issues Action Memorandum for FY2015 NSTI Program	HCR
	FHWA Division Civil Rights Specialists immediately notify State DOTs and forward HCR Action Memorandum for FY2015 NSTI program to State DOT	DIV
	State DOTs immediately solicit applications from accredited academic institutions interested in serving as host sites	DOT
January 2015	Associate Administrator / Division CR Specialist Conference Call NSTI Program Implementation HCR/DIV/STA & Host Site Responsibilities ACE Academy locations and coordination American Samoa/Northern Mariana Islands/US Virgin Islands TRAC and Ride Overview (FHWA Florida Division)	HCR
January 16, 2015	State DOT informs FHWA Division Office, in writing, of its intentions to participate in the FY2015 NSTI program. State DOTs not interested in applying for NSTI must notify the FHWA Division Administrator in writing by letter from the State DOT Chief Executive Officer (CEO), or designee	DOT
December 31, 2014 to January 31, 2015	State DOTs select the host sites it wishes to fund for the NSTI FY2015 program	DOT
February 20, 2015	State DOTs advance NSTI applications to Division Civil Rights Specialists for review and concurrence	DOT
February 20-28	Division Civil Rights Specialists review application(s)	DIV
March 10, 2015	Division Offices post recommended and non-recommended host site applications to SharePoint	
March 11-17, 2015	HCR reviews application(s), issues concurrence and approval for NSTI host sites	HCR
March 31, 2015	2015 Host Site Announcement	HCR

NSTI AND THE FEDERAL AVIATION ADMINISTRATION'S, AVIATION CAREER EXPERIENCE (ACE) PROGRAM

FHWA continues its collaboration with the Federal Aviation Administration's Aviation Career Experience (ACE) Program, in which students participate in extensive aviation training. A list of FAA approved ACE Academy Camps for 2015 is included in a separate application package available on the NSTI Sharepoint site. Host sites that are interested in collaborating with an adjacent ACE Academy must coordinate with the ACE Academy program representative, and include this component in their submittals.

ADDITIONAL INFORMATION

More information about the FY2015 NSTI Program may be found on the FHWA HCR Civil Rights web site: <http://www.fhwa.dot.gov/civilrights/programs/nsti.cfm>

Specific Questions about the NSTI program may be addressed to Will McClure, Acting NSTI Program Manager. He may be reached via email at: will.mcclure@dot.gov or by telephone at: 916-498-5036.