



**STATE OF CONNECTICUT**  
**DEPARTMENT OF TRANSPORTATION**  
OFFICE OF EQUAL OPPORTUNITY AND DIVERSITY



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2023 National Summer Transportation Institute Program  
Request for Grant Applications /Statements of Work packages

The Connecticut Department of Transportation's (CTDOT's) Office of Equal Opportunity and Diversity is partnering with the Federal Highway Administration (FHWA) in seeking proposals from accredited colleges/universities to be the host site for Connecticut's 2023 National Summer Transportation Institute (NSTI) program. Colleges/universities are encouraged to submit a completed Statement of Work (SOW) package to CTDOT.

The NSTI Program is designed to introduce students to all modes of transportation-related careers. CTDOT seeks universities to provide a summer program that will encourage and position students to pursue transportation-related courses of study in their higher education pursuits. Ultimately, the goal is to prepare participants to be competitive and successful in transportation careers.

The program is a Science, Technology, Engineering and Math focused program for middle and high school students. The program can be either residential or nonresidential, with a minimum of 15 participants, and administered for two to four weeks. The program can be offered by host sites either to middle school (grades 6-8), or high school (grades 9-12). Host sites cannot charge fees of any kind for participation.

The host site(s) is responsible for:

- Selecting Project Manager and Staff
- Developing program and proposal for funding consideration
- Executing and implementing all aspects of the program
- Preparing final report (annual report)
- Budgeting and expenditure (must comply with federal OMB Circular A-21).

This is a funded opportunity from CTDOT/FHWA with a requested host site budget that should not exceed **\$50,000**. Accredited colleges/universities are encouraged to seek partnerships with other entities for additional funding and/or in-kind contributions.

CTDOT intends to select **one** (1) university/college as a host site and will enter into a Memorandum of Understanding (MOU) with the host site to provide a program during summer of 2023. All aspects of the program shall be conducted in accordance with the National Summer Transportation Institute Desk Reference (latest desk reference available “FY 2018” is attached) and the terms of the MOU. No billable work can begin until awarded funding to the host site is obligated by CTDOT and approved by Connecticut Division of FHWA.

**Important Dates:**

October 1, 2022	Deadline for host site grant applications to be submitted
October 4, 2022	Ranked Applications due to CT FHWA Division Office
October 17, 2022	Awarded Host Site/ CTDOT sign MOU
By October 2023	Host site is required to prepare Final Report with results of program activities to CTDOT. CTDOT submits approved report to FHWA.

**Host site selection:** All SOW packages will be evaluated and reviewed by CTDOT. The host site will be selected based on the following selection criteria:

- a. Program Curriculum
  - Inclusion of all modes of transportation: Land, Water, Air, and safety education
  - Enhancement program opportunities, including SAT preparation, career exploration, etc.
  - Proposed Field Trips
  - Proposed Closing Program (to be held at CTDOT)
  - Proposed innovative hands-on activities (new transportation technology)
- b. Methods of recruiting participants that promotes diversity and inclusion
- c. Schedule of activities (balanced relationship between classroom curriculum and hands-on activities/ field trips)
- d. Process of evaluating program success.
- e. Residential Program Structure, which requires sports and recreation activities, as well as adult supervision outside of program activities.

Upon host site selection, CTDOT will approve student recruitment and selection processes to ensure a diverse pool of students (gender, race, ethnicity, age socioeconomic standing, etc.)

CTDOT will also provide planning assistance such as speakers and field trips, closing program assistance, and other guidance in program implementation.

Please see attached 2018 NSTI Desk Reference, SOW application supplemental tables. Chapter 3 of the 2018 Desk Reference explains the SOW application process.

Any questions regarding the program requirements should be submitted in writing to Sharon Okoye, NSTI Program Manager, by email at [sharon.okoye@ct.gov](mailto:sharon.okoye@ct.gov). Grant Application Packages (Statement of Work and Budget Tables A-E worksheets), are to be submitted to [sharon.okoye@ct.gov](mailto:sharon.okoye@ct.gov) no later than **September 30, 2022, by 4:30 pm**.

Sincerely,

Eric D. Smith  
Equal Employment Opportunity Director

Attachments