



Victoria F. Sheehan
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

Office of Federal Compliance
March 17, 2022

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Transportation to enter into a **sole-source** Cooperative Project Agreements with the University of New Hampshire (UNH) of Durham, NH (vender #177867), for a total of \$150,000.00, for Cooperative National Summer Transportation Institute (NSTI) with UNH Tech Camps, in Fiscal Years 2023-2025 to be effective upon Governor and Council approval through December 31, 2025. This multi-year agreement will be renewed annually upon agreement of all parties. 100% Federal Funds.

Funds to support this request are available in the following account in State FY 2023 and is contingent upon the availability and continued appropriation of funds in FY 2024 and FY 2025, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified:

	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>
04-96-96-963515-3054			
Consolidated Federal Aid			
046-500463 Consultant Non-Benefit	\$50,000.00	\$50,000.00	\$50,000.00

EXPLANATION

The action requested is in furtherance of a long-standing cooperative relationship between the Department of Transportation and the University of New Hampshire. The Department of Transportation will expend funds through a **sole-source** Cooperative Project Agreement with the UNH Sponsored Programs Administration by partnering with two established and highly successful Summer Tech Camps at the University of New Hampshire. The specialized intent of this educational initiative and UNH's established and successful Tech Camps make them uniquely suited to perform this work. To address the need of a diverse workforce in the 21st century and to promote greater awareness of career opportunities within the transportation industry, the U.S. Department of Transportation (USDOT) and the Federal Highway Administration (FHWA) have established various educational initiatives. The National Summer Transportation Institute (NSTI), championed by FHWA's Office of Civil Rights, its Division Offices, State Transportation Agencies (STA's), public/private partnerships, community-based organizations (CBOs) and accredited colleges, community colleges, and universities, remains one of the nation's premiere transportation-centered educational programs.

The purpose of the NSTI is to promote national awareness of science, technology, engineering, and math (STEM) educational and career opportunities among disadvantaged and at-risk middle and high school students by offering grant funded tuition costs. FHWA is the funding and governing agency for the NSTI, and formally established the program as a recognized educational initiative in 1998. The FHWA's Office of Civil Rights and Division Offices manage the NSTI and oversee the work of State DOT's who are responsible for providing technical assistance, guidance, training, and support to participating institution's host sites.

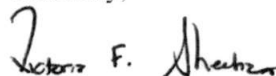
The University of New Hampshire (UNH) has been offering two Tech Camps for the last several years: the UNH Engineeristas is a one-week camp experience for girls entering grades six and seven and the UNH Tech Camp which is a coed camp that runs for two weeks. Both Tech Camps are outreach programs offered by the UNH College of Engineering & Physical Science (CEPS). These programs are designed to introduce and expose students to the world of engineering and technology. The camps engage young people in grades six through ten in problem solving and hands-on activities as they interact with all areas of science, technology, engineering, and mathematics (STEM).

The Department of Transportation will continue to partner with the already established and highly successful UNH Tech Camps for a total amount of up to \$50,000.00 per year to establish a New Hampshire Summer Transportation Institute 2022-2025 (NHSTI). With free tuition and residential costs, New Hampshire students who may be disadvantaged or at risk, will have the opportunity to participate in various STEM and transportation related activities. Having first-hand experience on a college campus may inspire New Hampshire students to pursue higher education and careers in transportation.

The Agreement has been approved by the Attorney General as to form and execution. The Department has verified that the necessary funds are available and there is no match requirement for funding. Copies of the fully executed agreements are on file at the Secretary of State's Office and the Department of Administrative Services' Office, and after Governor and Council approval will be on file at the Department of Transportation.

Your approval of this agreement is respectfully requested.

Sincerely,

A handwritten signature in black ink that reads "Victoria F. Sheehan". The signature is written in a cursive style with a large initial "V".

Victoria F. Sheehan
Commissioner

Attachments

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, **Department of Transportation**
and the

University of New Hampshire of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Transportation**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **12/31/25**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: **NSTI Tech Camp: Engineristas/Tech Camps**

- D. The Following Individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

State Project Administrator

Name: Larisa Djuvelek-Ruggiero
 Address: John O. Morton Buidling
7 Hazen Drive, PO Box 483
Concord, NH 03032-0483

Phone: 603.271.6612

Campus Project Administrator

Name: Kimberly Becker
 Address: Sponsored Programs Administration
University of New Hampshire
51 College Road
Durham, NH 03824-2620

Phone: 603.358.2443

- E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

State Project Director

Name: Frances Buczynski
 Address: John O. Morton Buidling
7 Hazen Drive, PO Box 483
Concord, NH 03032-0483

Phone: 603.271.1676

Campus Project Director

Name: Carmela Amato-Wierda
 Address: University of New Hampshire
Parsons Hall N139
Durham, NH 03824

Phone: 603.862.2526

F. Total State funds in the amount of \$150,000.00 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

Campus will cost-share 0 % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. _____ from **Highway Planning & Construction** under CFDA# **20.205**. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

Article(s) of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

COMPLIANCE WITH LAWS AND REGULATIONS

1. In connection with the performance of the Services, UNH shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon UNH, including, but not limited to, civil rights and equal employment opportunity laws.
2. During the term of this Agreement, UNH shall not discriminate because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.
3. UNH agrees to permit the Department of Transportation to access to any of program related books, records, and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms, and conditions of this Agreement.

H. State has chosen **not to take** possession of equipment purchased under this Project Agreement.

State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

IN WITNESS WHEREOF, the University System of New Hampshire, acting through the **University of New Hampshire** and the State of New Hampshire, **Department of Transportation** have executed this Project Agreement.

**By An Authorized Official of:
University of New Hampshire**

Name: Karen M. Jensen

Title: Director, Pre-Award Compliance

Signature and Date: Karen

Jensen

Digitally signed by Karen Jensen
Date: 2022.03.16 18:01:07 -04'00'

**By An Authorized Official of:
Department of Transportation**

Name: Frances E. Buczynski

Title: Director of Policy and Administration

Signature and Date:

Frances E. Buczynski 3/14/22

By An Authorized Official of: the New Hampshire Office of the Attorney General

Name: EMILY GOERING

Title: ASSISTANT AG

Signature and Date:

Emily C. Goering 4/11/2022

By An Authorized Official of: the New Hampshire Governor & Executive Council

Name: _____

Title: _____

Signature and Date: _____

EXHIBIT A

- A. Project Title:** NSTI New Hampshire Co-Ed Tech Camp Programs for FY 2023-2025
- B. Project Period:** April 1, 2022 - December 31, 2025
- C. Objectives:** The programs at Tech Camp introduce and expose youth to the world of engineering and technology on a research university campus. One of the goals of the NSTI is to create awareness and stimulate interest in middle and high school youth to explore careers in the transportation sector. Therefore, the NH NSTI curriculum will be incorporated in all five Tech Camp programs in order that youth at all age ranges learn about the transportation industry; additionally, this enables the maximum number of youth to engage in transportation activities. The Program anticipates about 180 students will attend from grades 6-12 engaging in the NH-NSTI program. This grant application provides funding for 45 students from grades 6-12 to attend the various NH-NSTI programs at no cost. Leveraging the framework of Tech Camp, allows us to maximize the number of students who can engage with the NH-NSTI curriculum.
- D. Scope of Work:** During each year campers from grades 6-12 will participate in various transportation related activities which will demonstrate how rewarding it can be to work in the transportation industry. The College of Engineering and Physical Sciences at the University of New Hampshire has been offering Tech Camp programs since 2007 and its enrollment has steadily grown since that time. The programs at Tech Camp introduce and expose youth to the world of engineering and technology on a research university campus. One of the goals of the NSTI is to create awareness and stimulate interest in middle and high school youth to explore careers in the transportation sector. Therefore, the NH NSTI curriculum will be incorporated in all five Tech Camp programs in order that youth at all age ranges learn about the transportation industry; additionally, this enables the maximum number of youth to engage in transportation activities. In this way, we anticipate 180 youth from grades 6-12 engaging in the NH-NSTI program. This grant application provides funding for 45 students from grades 6-12 to attend the various NH-NSTI programs at no cost. Leveraging the framework of Tech Camp, allows us to maximize the number of students who can engage with the NH-NSTI curriculum. Tech Camp includes the following set of programs for different age groups in grades 6-12. UNH Engineeristas is a one week camp program for girls entering grades 6-8. The students work on hands-on projects in small groups, and the STEM topic changes daily. The program hosts 50 girl middle school students and the NH NSTI will discuss transportation and civil engineering topics for two full days in the five day curriculum. 10 students will receive full residential NSTI scholarships. Engineeristas Extraordinaire is a one week camp program for girls entering grades 8-10. The students focus on a transportation related project for an entire week at an in-depth level in a small group of 10 young women. The projects are mentored by faculty from the UNH Civil Engineering Department or engineers at the NH DOT. Graduate or undergraduate

students in the Civil Engineering Department help implement the curriculum and also serve as role models to the students. A middle or high school teacher experienced in project-based learning serves as the project leader.

The NH-NSTI will engage these 10 women for an entire week in transportation related curriculum. Techsplorers is a one week camp program for girls and boys entering grades 6-8. The students work on hands-on projects in small groups, and the STEM topic changes daily. The activities are mentored by faculty from the UNH Civil Engineering Department or engineers at the NH DOT. Graduate or undergraduate students in the Civil Engineering Department help implement the curriculum and also serve as role models to the students. A middle or high school teacher experienced in project-based learning serves as the project leader. The program hosts 50 middle school students and the NH NSTI will discuss transportation and civil engineering topics for two full days in the five day curriculum. The NH-NSTI during Techsplorers will run twice for two cohorts of 50 students each during the each program. 10 students will receive full residential NSTI scholarships.

Techventurers is a one week camp program for girls and boys entering grades 8-10. The students focus on a transportation related project for an entire week at an in-depth level in a small group of ten to twelve students. The projects are mentored by faculty from the UNH Civil Engineering Department or engineers at the NH DOT. Graduate or undergraduate students in the Civil Engineering Department help implement the curriculum and also serve as role models to the students. A middle or high school teacher experienced in project-based learning serves as the project leader. The NH-NSTI during Techventurers will run a cohorts of 10-12 students. Five of these students will receive full residential NSTI scholarships.

Techleaders, a two week co-ed program for 11th and 12th graders who are planning on entering a STEM major in college, and are interested in transportation and civil engineering topics. These students will work on an advanced level project related to transportation engineering with a graduate or undergraduate student in civil engineering. Additionally, these students will actively engage in college and career preparedness activities, including: college essay writing, resume writing, interviewing skills, and professional conversation making. The NH-NSTI during Techleaders will run a cohort of 10-12 students. Ten of these students will receive full residential NSTI scholarships for two weeks.

E. Deliverables Schedule: The camp director will ensure that the campers will engage in a daily evaluation of speakers, field trips academic programs, enhancement activities and sports. The results of the daily evaluations will be summarized and used for internal program assessment and adjustments to the host program site. An analysis of the evaluation will be included in the final report. All campers and their parents complete a survey at the end of camp. All scholarship students will write a brief essay about the impact of NH NSTI on them. The campers are informed about and agree to be contacted for future surveys so follow up can be facilitated.

F. Budget and Invoicing Instructions: Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 30 days after the Project Period end date.

See Exhibit C for Year 1 Budget Sheets
Middle School Total \$ 23,415
High School Total \$26,585

MIDDLE SCHOOL

Year 1 Budget

Budget Items	State Funding	Cost Sharing (if required)	Total
1. Salaries & Wages	8,579	0	8,579
2. Employee Fringe Benefits	678	0	678
3. Travel	0	0	0
4. Supplies and Services	9,594	0	9,594
5. Equipment	0	0	0
6. Facilities & Admin Costs	4,563	0	4,563
Subtotals	23,415	0	23,415
In Kind Contribution Total	0	0	0
Project Costs:		23,415	

HIGH SCHOOL Year 1 Budget

Budget Items	State Funding	Cost Sharing (if required)	Total
1. Salaries & Wages	8,579	0	8,579
2. Employee Fringe Benefits	677	0	678
3. Travel	0	0	0
4. Supplies and Services	12,764	0	12,764
5. Equipment	0	0	0
6. Facilities & Admin Costs	4,563	0	4,563
Subtotals	26,585	0	26,585
In Kind Contribution	0	0	0
Total Project Costs:		26,585	

EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here: None or **Uniform Guidance issued by the Office of Management and Budget (OMB) in lieu of Circulars listed in paragraph above. .**

EXHIBIT C

FY2022 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 Png & Const Program	20.205	2022	NH	University of New Hampshire	12/14/2021

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
\$23,414.56			\$0.00	\$0.00	\$23,414.56

Budget Summary

Narratives and Cost Details	Cost Breakdown					
	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	Total Cost
Direct Program Costs	\$13,038.21	\$0.00	\$0.00	\$0.00	\$0.00	\$13,038.21
Participant Support Costs	\$5,813.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,813.00
Indirect Costs	\$4,563.35	\$0.00	\$0.00	\$0.00	\$0.00	\$4,563.35
Total NSTI Program Cost	\$23,414.56	\$0.00	\$0.00	\$0.00	\$0.00	\$23,414.56

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(j) Standards for Documentation of Personnel Expenses.)

Title/Position	Hours	Cost	Distribute costs from Table A-Staffing to the appropriate fund type.				Total Cost
1 Tech Camp Director	20.00	\$1,628.33	\$1,628.33				\$1,628.33
2 Assistant Director	12.50	\$625.00	\$625.00				\$625.00
3 Camp Manager	20.00	\$675.00	\$675.00				\$675.00
4 Project Leaders	80.00	\$2,000.00	\$2,000.00				\$2,000.00
5 Project Assistants	80.00	\$1,500.00	\$1,500.00				\$1,500.00
6 Graduate Students	40.00	\$1,100.80	\$1,100.80				\$1,100.80
7 6 night counselors	90.00	\$1,050.30	\$1,050.30				\$1,050.30
8							
9							
10							
Total Employee Compensation		\$8,579.43	\$8,579.43	\$0.00	\$0.00	\$0.00	\$8,579.43

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 benefits 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

Title/Position	Rate	Cost	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	Total Cost
1 Tech Camp Director	7.90%	\$128.64	\$128.64					\$128.64
2 Assistant Director	7.90%	\$49.38	\$49.38					\$49.38
3 Camp Manager	7.90%	\$53.33	\$53.33					\$53.33
4 Project Leaders	7.90%	\$158.00	\$158.00					\$158.00
5 Project Assistants	7.90%	\$118.50	\$118.50					\$118.50
6 Graduate Students	7.90%	\$86.96	\$86.96					\$86.96
7 6 night counselors	7.90%	\$82.97	\$82.97					\$82.97
8								
9								
10								
Total Fringe Benefits			\$677.78	\$0.00	\$0.00	\$0.00	\$0.00	\$677.78

PARTICIPANT SUPPORT COSTS						
Transportation and Travel (field trips)	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	Total Cost
<p>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.</p> <p>Justification/Narrative</p>						
Total Participant Transportation and Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lodging and Facilities	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	Total Cost
<p>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.</p> <p>Justification/Narrative</p> <p>20 students at \$30 per day for 5 days</p>						
student housing	\$3,000.00					\$3,000.00
Total Participant Lodging and Facilities	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
Meals & Subsistence	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	Total Cost
<p>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.</p> <p>Justification/Narrative</p> <p>students meals:breakfast \$7 lunch \$8 dinner \$10 or \$25 per day, 20 students cost 20*25*5</p>						
student meals	\$2,500.00					\$2,500.00
Total Participant Meals & Subsistence	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Other Participant Support Costs	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	Total Cost
<p>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.</p> <p>Justification/Narrative</p> <p>Our students build bridges and design other materials or structures that they bring home; supplies for these items are \$627 for the 20 students; Lakes Region Community College is charging their Institutional F&A on their costs for the one day visit. These F&A costs need to be removed from MTDC before applying UNH's F&A.</p> <p>LRCC Automotive professor- program preparation and delivery (1-day total) \$650</p> <p>LRCC Electrical professor- program preparation and delivery (1-day total) \$650</p>						
project supplies	\$313.00					\$313.00
Total Other Participant Support Costs	\$313.00	\$0.00	\$0.00	\$0.00	\$0.00	\$313.00
INDIRECT COSTS						
<p>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 (DON), 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:</p> <ol style="list-style-type: none"> 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 The de minimis rate of 10% of Modified Total Direct Cost (excludes participant support costs) <p>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 200.3, which excludes Participant Support Costs.</p> <p>(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)</p>						
Rate Type:	MTDC	Justification/Narrative				
Effective Period	4/1/2022 - 09/30/2022	Attached is the agreement for indirect costs UNH has with DHHS				
Approved Rate:	35.00%					
Modified Total Direct Cost (MTDC) Base:	\$13,038.21					
Total Indirect Costs (Rate x MTDC)	\$4,563.37					
Indirect Cost Fund Allocation	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	Total Cost
Indirect Costs	\$4,563.37	\$4,563.35				\$4,563.35

**FY2022 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	2022	NH	University of New Hampshire	12/14/2021

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
\$26,584.56			\$0.00	\$0.00	\$26,584.56

Budget Summary

Narratives and Cost Details	Cost Breakdown					Total Cost
	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	
Direct Program Costs	\$13,038.21	\$0.00	\$0.00	\$0.00	\$0.00	\$13,038.21
Participant Support Costs	\$8,983.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,983.00
Indirect Costs	\$4,563.35	\$0.00	\$0.00	\$0.00	\$0.00	\$4,563.35
Total NSTI Program Cost	\$26,584.56	\$0.00	\$0.00	\$0.00	\$0.00	\$26,584.56

Budget Narrative

Narratives and Cost Details	Cost Breakdown					Total Cost
	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	

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 Tech Camp Director	20.00	\$1,628.33	\$1,628.33				\$1,628.33
2 Assistant Director	12.50	\$625.00	\$625.00				\$625.00
3 Camp Manager	20.00	\$675.00	\$675.00				\$675.00
4 Project Leaders	80.00	\$2,000.00	\$2,000.00				\$2,000.00
5 Project Assistants	80.00	\$1,500.00	\$1,500.00				\$1,500.00
6 Graduate Students	40.00	\$1,100.80	\$1,100.80				\$1,100.80
7 6 night counselors	90.00	\$1,050.30	\$1,050.30				\$1,050.30
8							
9							
10							
Total Employee Compensation		\$8,579.43	\$8,579.43	\$0.00	\$0.00	\$0.00	\$8,579.43

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 enter the costs below.

Justification/Narrative

Title/Position	Rate	Cost	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	Total Cost
1 Tech Camp Director	7.90%	\$128.64	\$128.64					\$128.64
2 Assistant Director	7.90%	\$49.38	\$49.38					\$49.38
3 Camp Manager	7.90%	\$53.33	\$53.33					\$53.33
4 Project Leaders	7.90%	\$158.00	\$158.00					\$158.00
5 Project Assistants	7.90%	\$118.50	\$118.50					\$118.50
6 Graduate Students	7.90%	\$86.96	\$86.96					\$86.96
7 6 night counselors	7.90%	\$82.97	\$82.97					\$82.97
8								
9								
10								
Total Fringe Benefits			\$677.78	\$0.00	\$0.00	\$0.00	\$0.00	\$677.78

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.						
Justification/Narrative bus to and from Lakes Region Community College for 1 group						
bus trip for 1 group	\$500.00					\$500.00
Total Participant Transportation and Travel	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
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.						
Justification/Narrative 20 students at \$30 per day for 5 days						
student housing	\$3,000.00					\$3,000.00
Total Participant Lodging and Facilities	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
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.						
Justification/Narrative students meals: breakfast \$7 lunch \$8 dinner \$10 or \$25 per day; 20 students cost 20*25*5						
student meals	\$2,500.00					\$2,500.00
Total Participant Meals & Subsistence	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Other Participant Support Costs	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	Total Cost
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.						
Justification/Narrative Our students build bridges and design other materials or structures that they bring home; supplies for these items are \$627 for the 20 students; Lakes Region Community College is charging their institutional F&A on their costs for the one day visit. These F&A costs need to be removed from MTBC before applying UNH's F&A. LRCC Automotive professor- program preparation and delivery (1-day total) \$650 LRCC Electrical professor- program preparation and delivery (1-day total) \$650						
project supplies	\$813.00					\$813.00
Lakes Region Com College	\$2,170.00					\$2,170.00
Total Other Participant Support Costs	\$2,983.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,983.00
INDIRECT COSTS						
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 IHLs)						
Rate Type:	MTDC	Justification/Narrative				
Effective Period	4/1/2022 - 09/30/2021	Attached is the agreement for indirect costs UNH has with DHHS				
Approved Rate:	35.00%					
Modified Total Direct Cost (MTDC) Base:	\$13,038.21					
Total Indirect Costs (Rate x MTDC)	\$4,563.37					
Indirect Cost Fund Allocation	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	Total Cost
Indirect Costs	\$4,563.37	\$4,563.35				\$4,563.35