



THE STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan Commissioner 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 (vendor #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:

04-96-96-963515-3054

FY 2023

FY 2024

FY 2025

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,

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 a allowable costs incurred under this Project Agreement. Sta exceeding the amount specified in this paragraph.	allotted and are available for payment of ate will not reimburse Campus for costs
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 Agreement No. from Highway Planning & Constregulations required to be passed through to Campus as accordance with the Master Agreement for Cooperative Hampshire and the University System of New Hampshire to this document as Exhibit B, the content of which is inconfiguration.	struction under CFDA# 20.205. Federal a part of this Project Agreement, and in we Projects between the State of New edated November 13, 2002, are attached
G. Check if applicable Article(s) of the Master Agreement for Cooperative Hampshire and the University System of New Hampshire of	Projects between the State of New 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 concern the regulations, and orders of federal, state, county or municipal and or duty upon UNH, including, but not limited to, civil rights at 2. During the term of this Agreement, UNH shall not discriminate age, sex, handicap, sexual orientation, or national origin and	authorities which impose any obligation nd equal employment opportunity laws. e because of race, color, religion, creed,
such discrimination. 3. UNH agrees to permit the Department of Transportation to a records, and accounts for the purpose of ascertaining complian and the covenants, terms, and conditions of this Agreement.	ccess to any of program related books, ace with all rules, regulations and orders,
H. State has chosen not to take possession of equipment pure State has chosen to take possession of equipment purchas issue instructions for the disposition of such equipment within date. Any expenses incurred by Campus in carrying out Streimbursed by State.	sed under this Project Agreement and will a 90 days of the Project Agreement's end-
This Project Agreement and the Master Agreement constitute Campus regarding this Cooperative Project, and supersede arrangements, oral or written; all changes herein must be made by parties by their authorized officials.	and replace any previously existing
IN WITNESS WHEREOF, the University System of Muniversity of New Hampshire and the State of New Hampshire executed this Project Agreement.	
	An Authorized Official of:
	artment of Transportation ie: Frances E. Buczynski
	: Director of Policy and Administration
Naiell	ature and Date: now F. Bagyash 3/14/18
Jensen Date: 2022 03.16 18:01:07 -04'00' Page 2 of 6	mees c. wang grass 11 mg 2 m

Campus Authorized Official KJ
Date 3/14/22

By An Authorized Official of: the New Hampshire Office of the Attorney General	By An Authorized Official of: the New Hampshire Governor & Executive Council
Name: EMILY CLOERING	Name:
Title: Assistant AG	Title:
Signature and Date: They C Sain 4/11/2022	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 attened 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 fsince 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 cumiculum. 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 transporation 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 cuniculum. 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 facilited.
- 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 cument 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

Year I 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

HIGH SCHOOL I can I Dudy	get		
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 th	ne Offic	e of
Management a	nd Budget	(OMB) in	lieu of Ci	rculars li	sted in par	ragraph ab	ove			

EXHIBIT C

FY2022 National Summer Transportation Institute (NSTI) Program Table E - Program Budget Narrative Worksheet PROPOSAL/ MOD ASSISTANCE LISTING FISCAL DATE YEAR HOST SITE **GRANT PROGRAM** STATE . NSTI - Hwy Ping & Const 12/14/2021 20.205 2022 NH University of New Hampshire Program **Total Funding and Contributions** 504(e) Funds Added (NHPP, STBG, HSIP, CMAQ) NSTI Funds Requestes OIT/SS Fund State/Local Funds In-kind Contribution(s) **Total Cost** \$0.00 \$0.00 \$23,414.56 \$23,414.56 **Budget Summary** Cost Breakdown Narratives and Cost Details In-kind **Total Cost NSTI Funds** OJT/SS 504(e) State/Local \$0.00 \$13,038.21 \$13,038.21 \$0.00 \$0.00 \$0.00 **Direct Program Costs** \$0.00 \$5,813.00 **Participant Support Costs** \$5,813.00 \$0.00 \$0.00 \$0.00 **Indirect Costs** \$4,563.35 \$0.00 \$0.00 \$0.00 \$0.00 \$4,563.35 \$23,414.56 \$0.00 \$0.00 **Total NSTI Program Cost** \$23,414.56 \$0.00 \$0.00 **Budget Narrative** Cost Breakdown Narratives and Cost Details In-kind State/Local **Total Cost NSTI** Funds OIT/SS 504(e) 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-SI	affing to the approp	riate 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
_	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									
Tot	at Employee Compens	ation		\$8,579.43	\$0.00	\$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 entered the costs below

Justification/Narrative

	Title/Position	Rate	Cost	NSTI Funds	OJT/SS	504(a)	State/Local	in-kind	Total Cost
1	Tech Camp Director	7.90%	\$128.64	\$128.64					\$128.64
-	Assistant Director	7.90%	\$49.38	\$49.38					\$49.38
-	Camp Manager	7.90%	\$53.33	\$53.33					\$53.33
_	Project Leaders	7.90%	\$158.00	\$158.00					\$158.00
_	Project Assistants	7.90%	\$118.50	\$118.50					\$118.50
	Greduate Students	7.90%	\$86.96	\$86.96					\$86.96
-	6 night counselors	7.90%	\$82.97	\$82.97					\$82.97
8									
9									
10									
To	tal Fringe Benefits			\$677.78	\$0.00	\$0.00	\$0.00	\$0.00	\$677.78

	NSTI Funds			tel store		
osts of advertising media and corollary administrative costs associat agazines, newspapers, radio and television, direct mail, exhibits, an	ed with the recruitment of personne	el to support NSTI and adv	ertising costs associated	with NSTI program outreact	are allowable costs. Adve	ertising media include
agazines, newspapers, radio and television, direct mail, exhibits, an istification/Narrative	o the internet (9200/22) Advertising	g and public relations?				
		40.00	40.00	60.00	\$0.00	\$0.00
Total Advertising & Outreach	SO.00 NSTI Funds	\$0.00 OJT/SS	\$0.00 504(e)	\$0.00 State/Local	In-kind	Total Cost
Publication & Printing publication costs for electronic and print media, including distribution		Name and Address of the Owner, where the Party of the Owner, where the Party of the Owner, where the Owner, which is the Owner, where the Owner, which is the Own	The Real Property lies and the last lies and the	THE RESERVE OF THE PARTY OF THE	State Street, Square and Street, Square Street, Square, Square	
ustification/Narrative	, promotory one general manage					
and the second second						
Total Publication & Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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 suppor	t of the NSTI program are allowable	costs.				
ustification/Nerrative	al new				design: \$100/hr = 35 have	re for convertebline
sill Ewing is contracted to provide communications and recruiting fo promotion, wabsite social media parent communication and school of	r the NSTI program; Aubrey Schoeph communication; \$2500 year 1; \$2000	er-Torres is providing eval Dyears 28:3;evaluation soc	cialist; \$75 per hour; ar	alysis of pre-post surveys; \$:	2200; undergraduate assis	stant for surveys at \$12pe
cours \$300 terrainder is supplies für participants to keep, such as he	draulic bridge kita, jenes towers, etc.					
Bill Ewing - Communication Coordinator	\$1,250.00					\$1,250.00 \$1,250.00
Aubrey Schoepner Torres - Evaluator	\$1,250.00					\$1,230.00
Total Contractual Services	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
I DEBI CADRIT RCCLIRI SELVICES	32,300.00	80.00	perou	90100	CONTRACTOR SERVICES	THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.
Costs incurred for materials and supplies necessary to carry out the ablets). In the specific case of computing devices, changing as direc- computing devices) NOTE: If any computing devices will be a propos	t costs is allowable for devices that a ed cost in delivering a proposed NST	re essential and allocable I Program, the applicant n	to the performance of t	he NSTI program. (§200.453	Materials and supplies cos	(computers, laptops, sts, including costs of
Supplies Costs incurred for materials and supplies necessary to carry out the labilets), in the specific case of computing devices, charging as direct computing devices) NOTE: If any computing devices will be a proposorocuring any computing devices does not significantly impact delive justification/Narvative	NSTI program are allowable. Supplies costs is allowable for devices that a ed cost in delivering a proposed NST cry of the overall NSTI Program initia	s are any tangible property ire essential and allocable I Program, the applicant n	with a per unit cost of to the performance of t	less than \$5,000, and this inche NSTI program. (§200.453	cludes computing devices (Materials and supplies cos	(computers, laptops, sts, including costs of
Costs incurred for materials and supplies necessary to carry out the lablets). In the specific case of computing devices, changing as direct computing devices) NOTE: If any computing devices will be a propos procuring any computing devices does not significantly impact delive toutification/Narrative	NSTI program are allowable. Supplies costs is allowable for devices that a ed cost in delivering a proposed NST cry of the overall NSTI Program initia	s are any tangible property ire essential and allocable I Program, the applicant n	with a per unit cost of to the performance of t	less than \$5,000, and this inche NSTI program. (§200.453	cludes computing devices (Materials and supplies cos	(computers, laptops, sts, including costs of
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Costs incurred for materials and supplies necessary to carry out the labilets). In the specific case of computing devices, charging as direct computing devices will be a propos procuring any computing devices will be a propos procuring any computing devices does not significantly impact delive that the student projects, such as force meters, which the student projects, such as force meters, which the student projects is the student projects.	NSTI program are allowable. Supplies costs is allowable for devices that a ed cost in delivering a proposed NST cry of the overall NSTI Program initia	s are any tangible property ire essential and allocable I Program, the applicant n	with a per unit cost of to the performance of t	less than \$5,000, and this inche NSTI program. (§200.453	cludes computing devices (Materials and supplies cos	(computers, laptops, sts, including costs of ad ensure the costs of
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		and the state of t	OJT/SS	STS 504(e)	State/Local	tn-kind	Total Cost
insportation and Travel (field trip		NSTI Funds	The second secon	And in concession of the Party	The second secon		
nsportation and travel for participants inc the NSTI program. Any travel for participa	ludes stipends for transportation t ants to attend field trips would also	to and from NSTI location to to be included in this section	or non-Residential program).	ns. Travel for participal	its to attend residendal prog	rantis may be provided in no	
tification/Narrative							
otal Participant Transportation and	d Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
odging and Facilities	SCHOOL SCHOOL	NSTI Funds	0.17/\$5	504(e)	State/Local	In-kind	Total Cos
odging and facilities costs for residential pro	ograms are allowable costs for the	NSTI program. Costs should	d be reasonable and alloca	ble to the NSTI project	Non-residential programs n	ney not charge lodging costs	unless an overnight
eld trip necessitates lodging costs. This mus	st be described in the narrative.						
stification/Narrative							
0 students at \$30 per day for 5 days							
							42.000.00
tudent housing		\$3,000.00					\$3,000.00
			44.53	40.00	60.00	\$0.00	\$3,000.00
otal Participant Lodging and Facilit	ties	\$3,000.00	\$0.00	\$0.00	\$0.00	AND REAL PROPERTY AND PERSONS ASSESSED.	Total Cos
Weals & Subsistence		NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	
Meals and Subsistence costs are allowable for	or residential NSTI programs. Mea	I costs are NOT allowed wit	h Federal funds in non-res	idential NSTI programs	their own lunches or costs of	f meals may be provided an	d pald 100% with non-
articipants and would be necessary for the	successful delivery of the NSTI pro	ogram The normal process	would be for non-resident	(ia) students to provide	their own inicites of costs of	Timests may be provided an	a para above minimore
ederal funds.							
ustification/Narrative	- 610 625 d 20 dudo-te	**** 3093585					
tudents meals:breakfast \$7 lunch \$8 dinner	\$10 or \$25 per day, 20 students of	COSC 20-25-5					
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tudent meals		\$2,500.00		1			\$2,500.0
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FY2022 National Summer Transportation Institute (NSTI) Program Table E - Program Budget Narrative Worksheet

GRANT PROGRAM	ASSISTANCE LISTING F		STATE	HOST SITE	PROPOSAL/ MOD DATE
NSTI - Hwy Ping & Const Program	20.205	2022	NH	University of New Hampshire	12/14/2021
		(Page	Total Fun	ding and Contributions	

	Total Funding and Contributions									
Total Cost	In-kind Contribution(s)	State/Local Funds	504(e) Funds Added (NHPP, STBG, HSIP, CMAQ)	OFT/SS Funds	NSTI Funds Requested					
\$26,584.56	\$0.00	\$0.00			\$26,584.56					

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CARLEST AN APPROPRIATE MARKET			Cost Brea	kdown		
Narratives and Cost Details	NSTI Funds	OJT/SS	504(e)	State/Local	In-kind	Total Cos
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

B	udget Narrativ	e			的 是是一个是		
	Cost Breakdown						
NSTI Funds	ол/ss	504(e)	State/Local	In-kind	Total Cost		
				Cost Breakdown	Cost Breakdown		

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-S	affing to the approp	riate fund type.		Total Cost
1	Tech Camp Director	20.00	\$1,628.33	\$1,628.33	T				\$1,628.33
\rightarrow	Assistant Director	12.50	\$625.00	\$625.00					\$625.00
	Camp Manager	20.00	\$675.00	\$675.00					\$675.00
_	Project Leaders	80.00	\$2,000.00	\$2,000.00					\$2,000.00
\rightarrow	Project Assistants	80.00	\$1,500.00	\$1,500.00					\$1,500.00
-	Graduate Students	40.00	\$1,100.80	\$1,100.80					\$1,100.80
-	6 night counselors	90.00	\$1,050.30	\$1,050.30					\$1,050.30
8									
9									
10									
Tot	al Employee Compensa	rtion		\$8,579.43	\$0.00	\$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 entered the costs below

Justification/Narrative

	Title/Position	Rate	Cost	NSTI Funds	ОЛ7/\$\$	504(e)	State/Local	In-kind	Total Cost
1	Tech Camp Director	7.90%	\$128.64	\$128.64					\$128.64
or Street	Assistant Director	7.90%	\$49.38	\$49.38					\$49.38
-		7.90%	\$53.33	\$53.33					\$53.33
-	Camp Manager	7.90%	\$158.00	\$158.00					\$158.00
-	Project Leaders	7.90%	\$118.50	\$118.50					\$118.50
-	Project Assistants	7.90%	\$86.96	\$86.96					\$86.96
-	Graduate Students	7.90%	\$82.97	\$82.97					\$82.97
8	6 night counselors	7.50%	302.37	302.37					
9		+							
_		+							
10	tal Fringe Benefits			\$677.78	\$0.00	\$0.00	\$0.00	\$0.00	\$677.78

magazines, newspapers, radio and television, direct mail, exhibits, an		g and public relations)			
to the state of th	id the internet, (9200.421 Advertisin				
Justification/Narrative					
	T				
Total & describing & Colorado	20.00	60.00	to on	60.00	\$0.00
Total Advertising & Outreach Publication & Printing	\$0.00 NSTI Funds	\$0.00 OJT/SS	\$0.00 504(e)	State/Local	In-kind
Publication of Printing Publication costs for electronic and print media, including distribution	THE R. P. LEWIS CO., LANSING, MICH. 49 CO., LANSING, MICH. 40 CO., L	The same of the same of the same of	CONTRACTOR OF THE PERSON	THE RESERVE OF THE PERSON NAMED IN	Name of Street or other Designation of Street
	n, promotion, and general nationing	birectly related to the 1431	program are allowable	. (3200-402 Fabrication and p	many costs.
Justification/Nerrative					
Total Dublication & Provider	£0.00	40.00	50.00	50.00	\$0.00
Total Publication & Printing Contractual Services	\$0.00 NSTI Funds	\$0.00 OJT/SS	\$0.00 504(a)	State/Local	In-kind
	THE RESERVE THE PROPERTY OF THE PARTY OF THE		204(6)	State/Local	m-Kittu
The costs of contracts to procure goods or services directly in suppor	rt or the Noti program are allowable	COSTS			
Justification/Narrative Bill Ewing Is contracted to provide communications and recruiting fo	the NCT) program Aubreu Cab	ar Torms is providing	hitaion of the program	communication and walvite	design: \$100/hr = 25 hour
Bill Ewing is contracted to provide communications and recruiting to promotion, website social media parent communication and school of the communication and school of the communication an	communication; \$2500 year 1; \$200	years 2&3;evaluation spe	ecialist; \$75 per hour; ar	nalysis of pre-post surveys; \$2	1200; undergraduate assis
hours \$300 remainder is supplied for participants to keep, such as he	straulic bridge krts. Jenga towyts, etc.				
Bill Ewing - Communication Coordinator	\$1,250.00				
Aubrey Schoepner Torres - Evaluator	\$1,250.00				
	AC 200 00	40.00	40.00	40.00	60.00
Total Contractual Services	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	NSTI Funds	O)T/SS	504(e)	State/Local	In-kind
Costs incurred for materials and supplies necessary to carry out the lablets). In the specific case of computing devices, charging as direct	NSTI program are allowable. Supplie	s are any tangible propert	with a per unit cost of	less than \$5,000, and this inc	ludes computing devices
procuring any computing devices does not significantly impact delive	ery of the overall NSTI Program initia			ntial need, how the computin	
procuring any computing devices does not significantly impact delive Justification/Narrative supplies for student projects, such as force meters, which the student projects is such as force meters.					
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Justification/Narretive supplies for student projects, such as force meters, which the studer project supplies	\$831.00	tive			\$0.00
Justification/Narrative supplies for student projects, such as force meters, which the studer project supplies Total Supplies	\$831.00	\$9.00	\$0.00	\$0.00 State/Local	
Justification/Narrative supplies for student projects, such as force meters, which the student project supplies Total Supplies Travel Costs	\$831.00 \$831.00 NSTI Funds	\$0.00 QJT/55	\$0.00 504(e)	\$0.00 State/Local	\$0.00 In-kind
Justification/Narrative supplies for student projects, such as force meters, which the studer project supplies Total Supplies	\$831.00 \$631.00 NSTI Funds Incurred by host site amployees rela	\$0.00 QJT/55	\$0.00 504(e)	\$0.00 State/Local	\$0.00 In-kind
Justification/Nerrative supplies for student projects, such as force meters, which the student project supplies Total Supplies Travel Costs Expenses for transportation, lodging, subsistence, and related items	\$831.00 \$631.00 NSTI Funds Incurred by host site amployees rela	\$0.00 QJT/55	\$0.00 504(e)	\$0.00 State/Local	\$0.00 In-kind
Justification/Narrative supplies for student projects, such as force meters, which the student project supplies Total Supplies Travel Costs Expenses for transportation, lodging, subsistence, and related items Travel costs for participants should NOT be recorded here. This is on	\$831.00 \$631.00 NSTI Funds Incurred by host site amployees rela	\$0.00 QJT/55	\$0.00 504(e)	\$0.00 State/Local	\$0.00 In-kind
Justification/Narrative supplies for student projects, such as force meters, which the student project supplies Total Supplies Travel Costs Expenses for transportation, lodging, subsistence, and related items Travel costs for participants should NOT be recorded here. This is on Justification/Narrative	\$831.00 \$631.00 NSTI Funds Incurred by host site amployees rela	\$0.00 QJT/55	\$0.00 504(e)	\$0.00 State/Local	\$0.00 In-kind
Justification/Narrative supplies for student projects, such as force meters, which the student project supplies Total Supplies Travel Costs Expenses for transportation, lodging, subsistence, and related items Travel costs for participants should NOT be recorded here. This is on Justification/Narrative	\$831.00 \$631.00 NSTI Funds Incurred by host site amployees rela	\$0.00 QJT/55	\$0.00 504(e)	\$0.00 State/Local	\$0.00 In-kind
Justification/Narretive supplies for student projects, such as force meters, which the student project supplies Total Supplies Travel Costs Expenses for transportation, lodging, subsistence, and related items Travel costs for participants should NOT be recorded here. This is on Justification/Narretive	\$831.00 \$631.00 NSTI Funds Incurred by host site amployees rela	\$0.00 QJT/55	\$0.00 504(e)	\$0.00 State/Local	\$0.00 In-kind
Justification/Narrative supplies for student projects, such as force meters, which the student project supplies Total Supplies Travel Costs Expenses for transportation, lodging, subsistence, and related items Travel costs for participants should NOT be recorded here. This is on Justification/Narrative staff housing = 3 staff for 5 days @\$30 per day	\$831.00 \$631.00 NSTI Funds Incurred by host site employees reli	\$0.00 QJT/55	\$0.00 504(e)	\$0.00 State/Local	\$0.00 In-kind
Justification/Narrative supplies for student projects, such as force meters, which the student project supplies Total Supplies Travel Costs Travel costs for transportation, lodging, subsistence, and related items Travel costs for participants should NOT be recorded here. This is on Justification/Narrative staff housing = 3 staff for 5 days @\$30 per day	\$831.00 \$631.00 NSTI Funds Incurred by host site employees reli	\$0.00 OJT/55 ated to the NSTI program is	\$0.00 504(e)	\$0.00 State/Local t be perfermed in accordance	\$0.00 In-kind with the Host Site's writt
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PARTICIPANT SUPPORT COSTS to-kind **Total Cost** OJT/SS 504(e) State/Local Transportation and Travel (field trips) **NSTI Funds** ensportation 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 or the NSTI program. Any travel for participants to attend field trips would also be included in this section. ustification/Narrative bus to and from Lakes Region Community College for 1 group \$500.00 bus trip for 1 group \$500.00 \$500.00 \$0.00 \$0.00 \$0.00 \$0.00 **Total Participant Transportation and Travel** \$500.00 **Total Cost** In-kind OJT/SS 504(e) State/Local MSTI Funds 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 \$3,000.00 \$3,000.00 student housing \$0.00 \$0.00 \$3,000.00 **Total Participant Lodging and Facilities** \$3,000.00 \$0.00 \$0.00 ОЛ7/55 NSTI Funds 504(e) State/Local Meals & Subsistence 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 \$2,500.00 \$2,500.00 student meals \$2,500.00 \$0.00 \$0.00 Total Participant Meals & Subsistence \$0.00 \$0.00 \$2,500.00 In-kind **Total Cost** Other Participant Support Costs OJT/SS 500/0 State/Local NSTI Funds rovide any additional participant support costs necessary for the delivery of the NSTI. These may include registration fees associated with field Itips, 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. Thes 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 \$813.00 project supplies \$813.00 \$2,170.00 \$2,170.00 Lakes Region Com College \$0.00 \$0.00 \$2,983.00 **Total Other Participant Support Costs** \$2,983.00 \$0.00 \$0.00 INDIRECT COSTS indirect or Facilities and Administration (F&A) costs are allowable costs under the NST1 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:

- 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 lexcludes participant support costs)

Describe if the host Site will be claiming indirect costs and if so, provide an effective and approved indirect Cost flate 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)

Justification/Narrative Rate Type: MTDC Attached is the agreement for Indirect costs UNH has with DHHS 4/1/2022 - 09/30/2021 **Effective Period** Approved Rate: 35.00% **Modified Total Direct** \$13,038.21 Cost (MTDC) Base: **Total Indirect Costs** \$4,563,37 (Rate x MTDC) **Total Cost** In-kind OIT/SS 504(e) State/Local Indirect Cost Fund Allocation NSTI Funds \$4,563.35 \$4 563.37 \$4.563.35 **Indirect Costs**