

**2017 National Summer Transportation Institute
Application Checklist and Evaluation Criteria**

The purpose of this checklist is to ensure the standardized submission of the Statement of Work Applications and the Proposal Application from academic institutions that are interested in serving as host sites for the NSTI.

1. Please make sure your application is “responsive”.

* Applicant must be an Ohio accredited Historically Black Colleges and Universities (HBCU), Tribal colleges, Minority Serving Institutions (MSI), Hispanic Serving Institutions (HSI), Asian-American Native American Pacific Island Serving Institutions (ANAPISI), or other accredited college, community college or university.
* Application packet is due no later than November 30, 2016 at 5:00 p.m. Delivery options include:
	+ Email (preferred): mica.wulfhorst@dot.ohio.gov
	+ U.S. Post: 1980 W. Broad Street, MS: 3270; Columbus, OH 43223
* Application packet is 10 pages or less.
	+ Spacing: Pages may be single or double spaced (up to the applicant)
	+ Margins: Not less than 1” (one-inch) margins around the page
	+ Font: Not less than 11-point font (Arial, Times New Roman, or Calibri)
	+ Numbering: Pages must be numbered, i.e, “1 of 10,” “2 of 10,” etc.
	+ Format: Must follow the layout provided in “Statement of Work Application” and must respond to the information requested in the application.
	+ The 10-page limit includes the Statement of Work only; Proposal Application (Tables A-E) is not included in the page count.
* Application packet is complete.
	+ A complete packet will contain the Statement of Work and the Proposal Application.
1. A Selection Committee will rank the proposals and may short list a group of finalists for a presentation. Proposers are encouraged to submit their proposals as comprehensively as possible because final decisions may be made without presentations. Applications will be evaluated against the following criteria:

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| **Evaluation Criteria** | **Weight** |
| Documented, well-rounded, and comprehensive approach to promote awareness of Science, technology, engineering and math (STEM) educational and career opportunities | 25% |
| Demonstrated inclusion of various modes (e.g., highways, aviation, transit and maritime) in activities and events | 25% |
| Documented plan for recruitment (provide specific information as to where disadvantaged and at-risk middle and/or high school students and/or those who are aging out of foster care will be recruited from) | 25% |
| Budget allocation demonstrates understanding of program requirements and sound fiscal accountability. | 15% |
| Demonstrated inclusion of external stakeholders for financial, programmatic, or other support | 10% |

1. In accordance with application submission requirements published by USDOT, ODOT will evaluate potential host sites on several factors, including past performance (programmatic and fiscal) of prior host sites. Therefore, the following considerations apply to applicants that have previously served as NSTI host sites.
* Did the applicant’s activities and events meet NSTI program objectives?
* Did the applicant evaluate its program components as required?
* Does the applicant have a plan to survey NSTI student graduates during their senior year in high school or final year in an alternative program to determine career or academic decisions made by the students?
* Did the applicant submit an annual report by the designated due date?
* Did the applicant employ sound fiscal management practices?
* Did the applicant invoice promptly and provide supporting documentation necessary to execute payment of invoices?
* Did the applicant expend account balances within 12 months?