

# Proposal Instruction Checklist

- ❑ Download the Request for Proposal packet and proposal form from the following website:  
<https://flh.fhwa.dot.gov/programs/flap/ak/>
- ❑ Complete the proposal form with the best available data. Provide thorough, realistic and concise responses to questions. “Not Applicable” is an acceptable response if appropriate. Include any assumptions. Check to make sure all fields have been completed.
- ❑ Include a map that includes project locations, proposal termini, high use federal recreation sites and federal economic generators as defined by the accessed Federal Land Management Agency, and **most importantly**, show the Federal Lands accessed.
- ❑ Include supporting documentation which clearly states which agency has title and/or maintenance responsibilities to the facility.
- ❑ Identify sources for accurate cost data.
- ❑ The joint endorsement form must be signed by the appropriate federal agency official AND the appropriate local agency official. Proposals that DO NOT have the appropriate signatures will NOT be eligible for consideration.

<b>Federal Agency</b>	<b>Signing Official</b>
National Park Service	Park Superintendent
US Forest Service	Forest Supervisor
US Fish & Wildlife Service	Refuge Chief
Bureau of Land Management	Field Manager
US Army Corps of Engineers	Park Manager
Department of Defense	Installation Commander
<b>Local Agency</b>	<b>Signing Official</b>
Alaska Department of Transportation and Public Facilities	Regional Director
Borough	Commissioner
City, Town	Mayor
Tribe	Tribal Chair
Transit District	Transit Director

- ❑ Save the proposal form as a PDF, review the checklist, and attach all photos, maps, other pertinent documents and forms requiring signatures.
- ❑ The entire proposal packet (the proposal form, signature pages, maps, photos, and any letters of support) should not exceed 10 megabytes in file size with a total page length not to exceed **30 pages**.
- ❑ E-mail completed application package to [WFL.CallForProjects@dot.gov](mailto:WFL.CallForProjects@dot.gov).
- ❑ Proposals must be received no later than March 26, 2021 to be considered. Submit the proposal early, if possible, to avoid unexpected issues.