

# 2021 Request for Proposals Montana Federal Lands Access Program Proposal Instruction Checklist

- Download the Request for Proposal packet and the proposal form from the following website:

<http://flh.fhwa.dot.gov/programs/flap/mt/>

- 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
- Develop a map that includes project locations, proposal termini, high use federal recreation sites, federal economic generators, and **most importantly**, show the Federal Lands that the proposal accesses, is adjacent to or is on.
- 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.

| <u>Federal Agency</u>                         | <u>Signing Official</u>    |
|---|----------------------------|
| National Park Service                         | Park Superintendent        |
| US Forest Service                             | Forest Supervisor          |
| US Fish & Wildlife Service                    | Refuge/Hatchery Supervisor |
| Bureau of Land Management                     | District Manager           |
| Bureau of Reclamation                         | Area Manager               |
| US Army Corps of Engineers                    | Operations Project Manager |
| Department of Defense                         | Installation Commander     |
| <u>Local Agency</u>                           | <u>Signing Official</u>    |
| Washington State Department of Transportation | Regional Manager           |
| County  | Commissioner               |
| City, Town                                    | Mayor                      |
| Tribe   | Tribal Chair               |
| Transit District                              | District Manager           |

- Save the proposal form as a PDF, review the checklist, and attach all photos, maps, other pertinent documents and forms requiring signatures.
- The entire prop signature pages, maps, photos, and any letters of support) should not exceed 15 megabytes in file size and the total page length does not exceed 30 pages. Due to heightened IT security requirements, the Federal Lands Access Program will no longer be accepting ZIP files.
- E-mail your completed application package to: [WFL.CallForProjects@dot.gov](mailto:WFL.CallForProjects@dot.gov)
- If proposing force account work please submit the Public Interest Finding form as part of the application package.
- LPAs proposing to deliver a project will need to submit the capabilities assessment form to be considered as the delivery agency
- Proposals must be received by April 1, 2021 to be considered. Submit the proposal early, if possible, to avoid unexpected issues.