

2020 Request for Proposals Washington 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/wa/>
- 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 proposal packet (the proposal form, 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
- Proposals must be received by **5pm on December 4, 2020** to be considered. Submit the proposal early, if possible, to avoid unexpected issues.