

Idaho Federal Lands Access Program
2026 Request for Proposals

Proposal Instruction Checklist

- ☐ Download the Request for Proposal packet and proposal form from the following website: [Idaho Federal Lands Access Program | FHWA](#)
- ☐ 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 and use the Excel cost estimate spreadsheet.
- ☐ 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.

Federal Agency	Signing Official
National Park Service	Park Superintendent
US Forest Service	Forest Supervisor
US Fish & Wildlife Service	Hatchery/Refuge Manager
Bureau of Land Management	Field Manager
Bureau of Reclamation	Area Manager
US Army Corps of Engineers	Natural Resources Manager
Department of Defense	Installation Commander
Local Agency	Signing Official
Idaho Transportation Department	District Engineer
County	Commissioner
Highway District	Commissioner
City, Town	Mayor
Tribe	Tribal Chair
Transit District	District Manager/Director

- ☐ Save the proposal form as a PDF including the cost estimate, review the checklist, and attach all photos, maps, other pertinent documents and forms requiring signatures.
- ☐ The entire proposal packet (the proposal form, estimate, 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. Submit in a single PDF (not a portfolio). Send the Excel file as a separate file in addition to the PDF.**
- ☐ E-mail completed application package to WFL.CallForProjects@dot.gov.
- ☐ Proposals must be received no later than **January 22, 2027** to be considered. Submit the proposal early, if possible, to avoid unexpected issues.