



Metro

Los Angeles County
Metropolitan Transportation Authority

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Los Angeles, CA 90012-2952

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PROPOSAL CHECKLIST

Federal Transit Administration Section 5316 Job Access and Reverse Commute and Section 5317 New Freedom Programs

Proposers shall use this checklist to ensure that all parts of the proposal are properly completed.

PART I	GENERAL INFORMATION (3 pages)	
	A. Proposer Information	_____
	B. Project Information	_____
	C. Certification	_____
	D. Proposed Service Area Map	_____
PART II	PROJECT NARRATIVE (11 pages)	
	A. Scope of Work, Need and Objectives	_____
	B. Operating, Implementation, and Management Plans	_____
	C. Performance Indicators and Project Effectiveness	_____
	D. Coordination and Outreach	_____
	E. Budget Justification	_____
PART III	BUDGET (2 pages)	_____
	A. Operating	_____
	B. Capital	_____
PART IV	LETTERS OF SUPPORT	_____

The proposal package must be postmarked no later than January 29, 2010 and shall include: the signed original proposal, five hard copies of the signed proposal, and an electronic copy of the signed proposal on a CD (including the PDF file for Part I, Part II & Part IV and the Excel file for Part III). The proposal package must be addressed to:

Los Angeles County Metropolitan Transportation Authority
 Attention: Linda Tam, 99-23-03
 One Gateway Plaza
 Los Angeles, CA 90012-2952

E-mail your questions to Jarc@metro.net