Disadvantaged Business Utilization (S–40), U.S. Department of Transportation, 400 7th Street, SW., room 9414, Washington, DC 20590.

Proposals must be received by DOT/ OSDBU no later than March 3, 1995, 4:00 P.M. EST.

All applications must contain the following sections in the following order.

### 1. Table of Contents

---Identify all parts, sections and attachments of the application.

# 2. Application

- Summary Page
- Provide a one page overview of the following:
- —The applicant's proposed LOSP, its related activities including key elements of the plan of action/methodology to achieve project objectives.
- The applicant's relevant organizational experience and capabilities.
- 3. Understanding of the Work
- Provide a narrative which contains specific project information as follows:
- —The applicant will describe its understanding of the LOSP, program goals and the role of the applicant's proposed LOSP in advancing the applicant's goals.
- The applicant will describe specific outreach needs of transportation-related DBEs in the region served and how the LOSP will address the identified needs.
- 4. Approach/Methodology
- —Describe the applicant's methodology or plan of action for conducting the project in terms of the tasks to be performed.

- —Describe the specific services or activities to be performed and how these services/ activities will be implemented.
- —Describe innovative and/or creative approaches to be implemented through the LOSP to increase the ability of DBEs to access information on DOT contracting opportunities and financial assistance programs.
- 5. Linkages
- Describe outreach activities and linkages to be implemented to ensure that rural small and minority disadvantaged businesses participate in LOSP activities.
- —Describe or indicate evidence of linkages or collaborations developed or to be developed with State DOTs, DOT grantees, DOT prime contractors, other minority Chambers of Commerce as well as minority trade associations and technical assistance agencies including DOT/FHWA supportive services contractors, HBCUs, HACUs and TACUs.
- 6. Organizational Capabilities
- —Describe recent, relevant and successful experience in advocating for and addressing the needs of small and minority businesses in general and transportationrelated DBEs in particular.
- —Describe relevant experience in working or collaborating with minority Chambers of Commerce and minority trade associations, DOT grantees, State DOTs, technical assistance agencies including DOT/FHWA supportive services contractors, MBDCs, SBDCs and minority institutions including HBCUs, HACUs and TACUs.

- Describe internal resources available to use in successfully performing/completing the work.
- 7. Staff Capabilities
- —Describe the qualifications and relevant experience, in relation to project requirements, of the key personnel to be used in the project.
- 8. Management Plan
- —Describe how personnel are to be organized in the project and how they will be used to accomplish project objectives. Outline staff responsibilities, accountability and a schedule for conducting all project tasks.
- 9. Budget Narrative
- Outline all proposed budget/cost information in detail.

## 10. Assurances

- Signature Form
- -Complete the attached form identified as Attachment 2.
- 11. Certification

### Signature Form

- -Complete the attached form identified as Attachment 3.
- 12. Standard Form 424
- —(Request for Federal Assistance) Complete the attached Standard Form 424 identified as Attachment 4.

Please be sure that all forms have been signed by an authorized official who can legally represent the organization.

### BILLING CODE 4910-62-P