



## SYRACUSE METROPOLITAN TRANSPORTATION COUNCIL Transportation Improvement Program

### - Project Application Form -

The project application form is the most critical component in the process of applying for Federal Aid projects through the Transportation Improvement Program. The form must be completed and will serve as the basis for evaluating projects for funding. Incomplete forms will not be accepted.

It is important to be as comprehensive and detailed as possible when providing project details, descriptions, and objectives. Additional supporting materials may be submitted. A form must be completed for each project.

You may need technical assistance when completing the application. Below is a list of contacts to assist with your technical and/or general inquiries.

Inquiry Type	Name	Agency	Phone	E-mail
<ul style="list-style-type: none"><li>• TIP Process</li><li>• Applications</li></ul>	Mario Colone	SMTC	315-422-5716	mcolone@smtcmpo.org
<ul style="list-style-type: none"><li>• Bridge Ratings</li><li>• Functional Classification</li><li>• Pavement Scores</li><li>• Traffic Count Data</li></ul>		SMTC	315-422-5716	contactus@smtcmpo.org

## Instructions

Applicants must submit a complete application package comprised of the following:

1. A brief **Cover Letter** that includes a list of prioritized projects for which proposals are being submitted;
2. **One (1) electronic or 1 completed hardcopy** of the appropriate Project Application for *each* new project. There are separate applications for the following types of projects: Bicycle/Pedestrian, Bridge, including structures, Paving, Safety, Transit, and Transportation Systems Management & Operations. *A separate application package must be completed for each project for which federal funds are requested.*

Bridge and Safety projects **must** include an Economic Analysis worksheet for bridges and a Safety Benefits Evaluation Form and Project Benefit and Cost Summary for Safety projects.



3. **An 8 ½ x 11 photocopy-ready map** illustrating project location and boundaries for each application.

Electronic applications shall be sent to: [tip@smtcmpo.org](mailto:tip@smtcmpo.org). If it is not possible to email an electronic copy, a hardcopy may be submitted. Deliver or mail the application package to:

Mario Colone  
Program Manager  
Syracuse Metropolitan Transportation Council  
100 Clinton Square  
126 North Salina Street, Suite 100  
Syracuse, NY 13202

4. Applicants are responsible for the accuracy of project cost estimates. As required, SMTC staff will inflate all submitted cost estimates. This is done to reflect “Year of Expenditure” if a project is programmed on the capital improvement program.
5. All project applications must clearly demonstrate a project’s link to, or consistency with, the SMTC’s Long Range Transportation Plan goals, objectives, and related performance measures.
6. All applications must be signed and received by the date noted in the project solicitation letter. Applications received after the closing date will not be considered and returned to the applicant. Applications may be emailed (preferred), mailed, or hand delivered prior to the closing date. Faxed applications will not be accepted.

Electronic applications are available for downloading at the following web site:

<https://smtcmpo.org/about-us/planning-process/tip/>

**All applications must be complete when submitted.  
The SMTC application form must be used.  
Applications that do not use the provided forms will be returned to the applicant.**