

Instructions

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

1. A brief **Cover Letter** that includes a list of projects for which proposals are being submitted;
2. **Two (2) completed copies** of the appropriate Initial Project Proposal (IPP) for *each* new project and/or *each* previous TIP project with substantial project scope or funding need changes. There are separate IPPs for the following types of projects: Safety, Bicycle/Pedestrian, Bridge, Highway, Public Transit and Air Quality. A *separate application package must be completed for each project for which federal funds are requested.*
3. **An 8 ½ x 11 photocopy-ready map** illustrating project location and boundaries for each application. Completed application package materials must be sent to the following:

Syracuse Metropolitan Area:

Mario Colone, Transportation Planner/TIP Project Manager
Syracuse Metropolitan Transportation Council
100 Clinton Square
126 North Salina Street, Suite 100
Syracuse, NY 13202

Ithaca-Tompkins County Metropolitan Planning Area:

Fernando deAragon, Director/TIP Project Manager
Ithaca-Tompkins County Transportation Council
121 East Court Street
Ithaca, NY 14850

Application packages for all other areas should be submitted to:

Mark Frechette
Regional Planning and Program Manager
New York State Department of Transportation
333 East Washington Street
Syracuse, NY 13202

4. Applicants are responsible for the accuracy of project cost estimates.
5. All project applications must clearly demonstrate a project's link to, or consistency with, the SMTC's Long-Range Transportation Plan.
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 mailed, hand delivered or e-mailed prior to the closing date. Faxed applications will not be accepted.

An electronic copy of this application is available for downloading at the following web site:

www.smtcmpo.org/TIP.asp

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

SYRACUSE METROPOLITAN TRANSPORTATION COUNCIL Transportation Improvement Program

- Initial Project Proposal Form -

The IPP 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 IPP forms will not be accepted and will be returned to the project sponsor.

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

You may need technical assistance when completing this application. Below is a list of key contacts to help assist you with your technical and general inquiries.

Inquiry Type	Name	Agency	Phone	Fax	E-mail
<ul style="list-style-type: none"> • TIP Process • Applications • CMAQ • Traffic Count Data 	Mario Colone	SMTC	315-422-5716	315-422-7753	mcolone@smtcmto.org
<ul style="list-style-type: none"> • TIP Process • Applications • Federal Aid System • Pavement Condition Scores for New York State Roads 	Janis Gross	NYSDOT	315-428-4409	315-428-4417	jgross@dot.state.ny.us
<ul style="list-style-type: none"> • Bridge Ratings 	Darlene Morabito	NYSDOT	315-428-4321	315-428-4417	dmorabito@dot.state.ny.us
<ul style="list-style-type: none"> • Pavement Condition Scores for Onondaga County Roads 	Tim Coley	OCDOT	315-435-3205	315-435-5744	timcoley@ongov.net
<ul style="list-style-type: none"> • Pavement Condition Scores for City of Syracuse Roads 	Steve Prievo	SYR DPW	315-448-8528	315-448-8531	sprievo@ci.syracuse.ny.us
<ul style="list-style-type: none"> • Functional Classification 	John Reichert	NYSDOT	315-428-4405	315-428-4417	jreichert@dot.state.ny.us