



Syracuse Metropolitan Transportation Council

100 Clinton Square
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Syracuse, New York 13202
Phone: (315) 422-5716
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www.smtcmpo.org

October 17, 2017

Dear Interested Party:

The Syracuse Metropolitan Transportation Council (SMTC) is initiating the process of developing the 2018-2019 Unified Planning Work Program (UPWP) for the Syracuse Metropolitan Area. As you may know, the UPWP identifies the federally funded transportation planning activities that are to be undertaken in the SMTC study area in support of the goals and objectives of the SMTC's 2050 Long Range Transportation Plan, which was adopted in September 2015.

Therefore, the SMTC is seeking your requests for transportation planning assistance to be undertaken between April 1, 2018 and March 31, 2019. Please be advised that UPWP funds cannot be used for property acquisition, site preparation, preliminary engineering, detailed design, operations and management, or construction projects; they are for transportation planning and related activities. All proposed projects must have a municipal sponsor.

All project sponsors shall submit a letter of commitment for the project, indicating the level of effort of *in-kind services* that your agency will provide (i.e., number of hours/personnel you will commit to assisting the SMTC staff, in addition to what is anticipated for project meetings). Proposals should demonstrate how the desired project will support the community planning goals, transportation system performance goals and objectives, and the advancement of regionally-significant projects identified in the 2050 LRTP.

To assist you in the preparation and appropriateness of projects, a meeting is scheduled for Monday, November 13, 2017, at 10:00 a.m. at the SMTC. Attendance at this meeting is mandatory for new project proposals. Please RSVP by November 8, to Patricia Wortley, 315.422.5716 or pwortley@smtcmpo.org, if you plan on attending. If you are unable to attend this meeting but would like to submit a proposal, you must contact the office directly to schedule an individual meeting to discuss your project prior to the submission. Proposals submitted without either an individual meeting or attendance at the November 13 meeting may not be considered for inclusion.

Please use the attached UPWP Project Proposal Form to submit your proposal(s). An electronic version is also available on the SMTC's web site at www.smtcmpo.org. All proposals must be received by 4:00 p.m., Tuesday, November 28, 2017. Proposals should be addressed to James D'Agostino, Director, SMTC, 126 N. Salina St., Suite 100, Syracuse, NY 13202. Any project proposal received via fax or e-mail may not be accepted without prior arrangements.

Projects will be evaluated by the SMTC Central Staff based on the demonstrated alignment of the proposed project with the community planning goals, regionally-significant projects, and transportation system performance objectives of the SMTC's 2050 LRTP (see part three of the attached application). The final selection of projects for inclusion in the 2018-2019 UPWP by the SMTC Policy Committee will take into account the staff evaluations as well as the available funds and the skills required to complete the projects. Generally, most projects selected for inclusion in the UPWP have expected budgets significantly less than \$100,000 (the small, medium, or large budget ranges are listed in part four of the application); funding for significant projects over \$100,000 will be highly competitive as the SMTC may only be able to fund one such project in a program year. If you have any additional questions on the project selection process, please feel free to contact me at 315.422.5716.

Sincerely,

A handwritten signature in black ink, appearing to read 'James D'Agostino', written in a cursive style.

James D'Agostino, Director

The Metropolitan Planning Organization

Office of the Mayor • Syracuse Common Council • Syracuse Planning Commission • CenterState Corporation for Economic Opportunity • New York State Department of Transportation • New York State Department of Environmental Conservation • New York State Department of Economic Development • New York State Thruway Authority • Office of the County Executive • Onondaga County Legislature • Onondaga County Planning Board • Central New York Regional Transportation Authority • Central New York Regional Planning and Development Board • Federal Transit Administration • Federal Highway Administration