



Syracuse Metropolitan Transportation Council

126 N. Salina Street, Suite 100
Syracuse, New York 13202
Phone: (315) 422-5716
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www.smtcny.org

November 27, 2023

Dear Interested Party:

The Syracuse Metropolitan Transportation Council (SMTC) is initiating the process of developing the 2024-2025 Unified Planning Work Program (UPWP) for the Syracuse Metropolitan Planning 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, objectives, and performance measures of the SMTC's Long Range Transportation Plan (LRTP). Therefore, the SMTC is seeking your requests for transportation **planning assistance** for the period of April 1, 2024, to March 31, 2025. 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. Also, all proposed projects must have a municipal sponsor where appropriate.

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, objectives, and measures identified in the SMTC's 2050 LRTP.

To assist you in the preparation and appropriateness of projects, a virtual meeting is scheduled for **Monday, December 11, 2023, at 10:00 a.m.** utilizing ZOOM. **Attendance at this meeting is mandatory for new project proposals.** Please RSVP by December 8 by registering for the meeting at the following link: <https://smtcny.org/news/>.

If you are unable to attend this meeting and intend to submit a proposal, you **must** contact the office directly to schedule an individual meeting to discuss your project prior to submission. Proposals submitted without either an individual meeting or attendance at the December 11 meeting are subject to rejection.

The UPWP Project Proposal Form is included for submittal of your proposal(s). An electronic version is also available on the SMTC's web site at <https://smtcny.org/news/>. All proposals must be received by **Friday, December 22, 2023, at 4:00 p.m.** Please address proposals to James D'Agostino, Director, SMTC, 126 N. Salina St., Suite 100, Syracuse, NY 13202. Any project proposal received via e-mail or fax 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 LRTP planning goals, objectives, and performance measures (see part three of the application). The final selection of projects for inclusion in the 2024-2025 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 new project in a program year. If you have any additional questions on the project solicitation and selection process, please feel free to contact me at 315.422.5716.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Jim D'Agostino', written over a light blue horizontal line.

James D'Agostino, Director

RECEIVED

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VILLAGE OF SKANEATELES

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 • Empire State 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

Syracuse Metropolitan Transportation Council



Transportation Planning Project Proposal Form Unified Planning Work Program

PART 1: SPONSOR CONTACT INFORMATION

Agency name: _____

Address: _____

Contact name: _____

Telephone: _____

Fax: _____

E-Mail: _____

PART 2: BASIC PROJECT INFORMATION

Project title: _____

Boundaries/limits:
(please attach map) _____

Affected agencies: _____

Brief project description:

PART 3: PROJECT JUSTIFICATION

Previous related studies

Please list any previous planning, engineering, transportation, or other relevant studies that have been completed (or are currently underway) for the study area, with the year of completion, including the most recently adopted comprehensive plan for the municipality(ies) impacted by this proposal.

Study area key issues

What issues have been identified in this study area? Please use quantitative data to the extent possible (accident rates, VMT information, mode share, etc.) and/or reference the studies listed above.

The next three areas refer to Chapter 2 of the SMTC's 2050 Long Range Transportation Plan (LRTP) available at <https://smtcmpo.org/wp-content/uploads/2020/10/2050-LRTP-Update-Full-Doc-2020.10.08.pdf>

Alignment with the community planning goals listed in the 2050 LRTP

The community planning goals described in the 2050 LRTP (see page 27) will be used as a set of initial screening criteria for project proposals. Please describe how your proposed project supports one or more of these goals. Proposed projects that may hinder the ability of communities to achieve these planning goals will be subject to a higher level of scrutiny.

Alignment with regionally-significant projects

The 2050 LRTP identifies four regionally-significant, priority projects for our planning area: the I-81 Viaduct Project, enhanced transit system, expanded regional trail network, and an inland port facility (see page 30 for more details). Please describe how your proposed project will help the region make progress on one (or more) of these regional priorities (if applicable). Proposed projects that may hinder progress on these regional priorities will be subject to a higher level of scrutiny. If your proposed project is unrelated to any of the regionally-significant projects, please indicate this.

Study objectives

List the intended objectives for this study. These should address the key issues identified above and should reflect the transportation system performance goals and objectives detailed in the SMTC's 2050 L RTP (see Chapter 2, page 29 and/or Chapter 4 of the 2050 L RTP). You are encouraged to adapt system-wide objectives to your specific project (For example, the L RTP objective "increase the percentage of commute trips made by bicycling and walking" may be adapted to a specific study as "increase the percentage of commute trips made by bicycling and walking in neighborhoods adjacent to the Elm Street corridor.") If you are proposing new study-specific objectives, please specify the L RTP goal that your objective supports.

PART 4: SCOPING INFORMATION

Preliminary scope of work

What are the tasks that need to be completed? Please indicate how public participation will be incorporated in the study process (or state why public participation is not included in the scope).

End product

What is the desired outcome of the project (study report, technical memorandum, map, etc.)?

Who is the intended audience for the end product?

Budget

What budget range do you believe is needed to complete your proposed project?

- Small (\$10,000 - \$49,000)
- Medium (\$50,000 – \$74,000)
- Large (\$75,000 – \$100,000)
- Significant (\$100,000+) *Note: Projects of this size are likely to require special funding from sources beyond SMTC's typical planning funds.*

Will a financial contribution be provided for this project beyond in-kind services? (not required)

Schedule

Indicate how long you anticipate this project will take to complete AFTER THE COMPLETION OF THE SCOPING PROCESS. Please note that project scoping will begin once the new program year commences (on April 1, 2024), and that the scoping process may take 2 to 6 months.

Therefore, work on the projects proposed now will not begin until the summer or fall of 2024.

- 12 months
- 18 months
- 24 months
- More than 24 months: (indicate) _____

Are there any scheduling considerations for this project, such as coordination with other projects that may be currently underway? If so, please explain.

In-kind services

Describe the in-kind services that will be provided as part of this project, in addition to attendance at study meetings. Please specify the name and role of staff members that will be providing these services.

Project partners

Have any other community partners, planning agencies, or transportation agencies expressed support for this project, or have you collaborated with any partners on related work leading up to this proposal? If so, please explain.

PART 5: ADDITIONAL COMMENTS

Please provide any additional information that you feel will be valuable in the project evaluation process.

