

Syracuse Metropolitan Transportation Council



Transportation Planning Project Proposal Form
Unified Planning Work Program

PART 1: SPONSOR CONTACT INFORMATION

Agency name:

Address:

Contact name:

Telephone:

Email:

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 3 of the SMTC's 2050 Metropolitan Transportation Plan (MTP) available at <https://smtcmpo.org/wp-content/uploads/2025/10/2050-MTP-Full-Doc-FINAL.pdf>

Alignment with priority funding initiatives

The 2050 MTP identifies four priority projects for our planning area: the I-81 Viaduct Project, expanded regional trail network, enhanced transit system, and White Pine Commerce Park regional accessibility (see page 40 for more details). Please describe how your proposed project will help the region make progress on one (or more) of these 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 priority funding initiatives, 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 MTP (see Chapter 3, page 38 of the 2050 MTP). You are encouraged to adapt system-wide objectives to your specific project (For example, the MTP objective “Preserve and maintain existing transportation facilities including pavement, bridges, and bicycle/pedestrian facilities” may be adapted to a specific study as “Preserve and maintain existing transportation facilities including pavement, bridges, and bicycle/pedestrian facilities in neighborhoods adjacent to the Elm Street corridor.”) If you are proposing new study-specific objectives, please specify the MTP 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, 2026), 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 2026.**

- 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.