



Application Instructions

The applications for the Fiscal Year 2023-2026 Transportation Improvement Program Call for Projects can be found on our website at <http://gcmplc.org/fy-23-26-tip-call-for-projects/> and through the application submittal website at <https://www.surveymonkey.com/r/LPS7JWL>. Our website contains helpful tools and resources to assist in completing applications.

Instructions for Preservation/Reconstruction/PASER 5, Expand, and Transit Applications

Start by clicking on the application link you would like to complete; a copy of the application will open. Before filling out the application, be sure to save a copy with an identifiable name somewhere on your device. Once saved, open the saved copy of PDF from your device. This is a fillable form and should be completed using your device. **Do not print the application out and scan back in for submittal.**

Using your PDF reading app, you will see text boxes that are slightly blue/grey. These are areas for you to click and add your information for the application you are submitting. Be sure to save regularly

Genesee County Metropolitan Planning Commission

Road Agency:

Contact Person:

Phone/E-mail: Ext: /

Proposed Project Information
(Please submit the local funding commitment in the form of a Resolution of Support with the application. This is required for eligibility)

If in a Township, which one?

Once you have completed all the necessary fields in the application and have saved, you can upload the completed application to the official submittal website. **The PDF will need to remain fillable when submitted.**

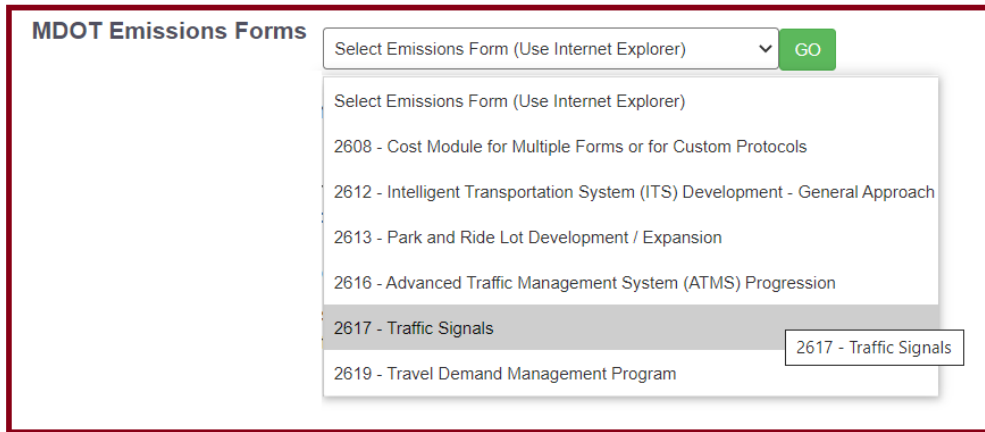
At the time of submittal, you will also need to include supplementary documents for the application. These will include a map of the project, resolution supporting project and match contribution, and any other document relevant to the project application. **The supplementary documents need to be one (1) PDF with all documents merged.** The supplementary documents can be scanned documents and do not need to be fillable.



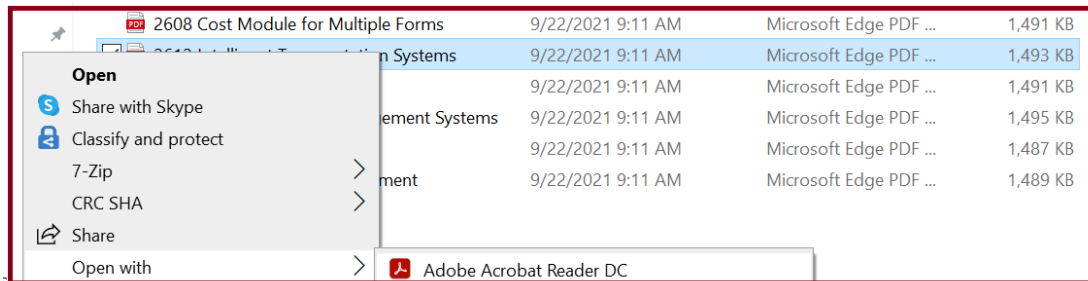
Instructions for CMAQ Applications

The CMAQ applications can be found at https://www.michigan.gov/mdot/0,4616,7-151-9621_11041_60661---,00.html. You will need to be using Internet Explorer to view/download the MDOT Emissions Forms that will be used for your application, you will get an error while using any other browser.

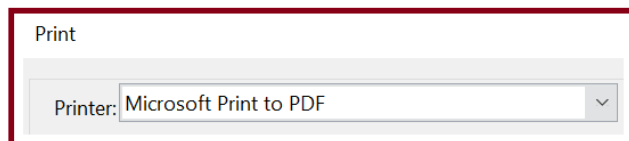
After clicking the MDOT link using Internet Explorer, maneuver to the dropdown menu and click on the arrow. You will then need to select the application you would like to fill out and press the “GO” button.



Once you have the application in the browser, be sure to save the document to your computer. You will have to open the copied PDF via Internet Explorer or Adobe to view or edit.



After you have completed filling out the form, you will need to “Print to PDF” and save a copy on your device or the document will not save the edits you made and will have to start again. Be sure to name the PDF to be easily identified.



Once you have completed the form and saved a copy using “Print to PDF” you will need to submit it through the submittal website. You will also need to include one (1) PDF that contains all your supporting documents. We are requiring at least a map of the project.



Instructions for TAP Applications

If you do not have one already, you will need to setup an MDOT Grant System (MGS) account to complete a TAP application. Instructions to setup an account can be found at https://www.michigan.gov/documents/mdot/MGS_InstructionsMILogin_-_Applicant_525138_7.pdf. Other resources for the TAP application can be found at https://www.michigan.gov/mdot/0,4616,7-151-9621_17216_18231---,00.html.

You will need to apply through the MGS to submit a TAP application, please refer to the TAP Applicant Guide for instructions on how to apply and other application information. Please see the TAP Applicant Guide at https://www.michigan.gov/documents/mdot/TAP_Applicant_Guide_645657_7.pdf.

Once you have completed submitting your TAP application to MDOT, you will need to submit the application grant application number and a copy of the application to GCMPC via the submittal website.

Log back into your MDOT MGS account, you should see a list of applications you submitted. Under the “Grant #” column, click the blue linked numbers. This will direct you to the “Application Details” page. Under the “Description” tab, click “Print”.

Application Details - TA 2019012.01 • Genesee County Road Commission • Mt. Morris Road Pathway • Open

Description	Contacts	Narrative	Documents	Budget	Schedule	Environment/Community	Maintenance	Summary
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This will produce a PDF, please save as the project name with the application number (example: Belsay-2019012). The application number can be found in the application PDF as the first item listed.



Grant Application

Date: 09/16/2021

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Applicant Information

Application Number: 2019012

Along with the grant application number and a copy of the application, you will need to include any supporting documents related to the project application. We are requiring that you include a map of the project, please include any other documents with the map as one (1) merged PDF.