



U.S. Department
of Transportation
**Federal Highway
Administration**

Memorandum

Subject: **INFORMATION**: Lead Agency for Transportation Pooled Fund Program Study TPF-5(496), “TRB Core Program Services for Highway RD&T Program – Federal Fiscal Year 2022/TRB (State DOTs) Fiscal Year 2023” Date:

From: Jonathan Walker, PhD. In Reply Refer To: J. Landolt, x33146
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To: Patricia Sergeson
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The Federal Highway Administration (FHWA) is the lead agency for the Transportation Pooled Fund (TPF) Program study TPF-5(496) “TRB Core Program Services for a Highway RD&T Program – Federal Fiscal Year 2022/TRB (State DOTs) Fiscal Year 2023.” FHWA’s Office of Corporate Research, Technology, and Innovation Management accepts the role of lead agency and agrees to receive, obligate, expend, and manage contributions from participating agencies.

Participating States and agencies utilizing Federal funds will be asked to submit their funding transfer requests by using Form FHWA-1575-C, FHWA Transfer Request, which is available on the TPF website (www.pooledfund.org), along with a copy of this memorandum, to their respective FHWA division office for concurrence. When completing form 1575-C, select your program office from the drop-down menu on the top left side of the form. If your office is not listed on the drop-down menu, select “other.” On the right side, fill out “Description of Entity to” with: “program office, office code according to [routing symbols](#), and budget program accounting code (BPAC)” (e.g., “FHWA Office of Research, Development, and Technology, HRT-1, BPAC-040).

Participating agencies that wish to contribute non-Federal funding can do so via pay.gov. Please see chapter 11 of the [TPF Procedures Manual](#) (updated April 2021), which is available on the [TPF website](#), for further instructions.

The lead agency coordinator for this pooled fund study, (lead agency contact), can be contacted at (phone) or (email). The FHWA technical liaison, (insert technical liaison if different than lead agency contact), can be contacted at (phone) or (email) for any questions about this study.

Cc: Jean Landolt