



U.S. Department
of Transportation

**Federal Highway
Administration**

Memorandum

Subject: **INFORMATION:** Lead Agency for Pooled Fund
Study TPF-5(245), "2012 Multi-State Asset
Management Implementation Workshop"

Date: APR 13 2011

From: Butch Wlaschin
Director, Office of Asset Management

Refer to: HIAM-30

To: Lisa A. Williams
TPF Program Manager

The Federal Highway Administration (FHWA) is the lead agency for the Transportation Pooled Fund Study TPF-5(245), "2012 Multi-State Asset Management Implementation Workshop." The FHWA accepts the role of lead agency and agrees to receive, obligate, expend, and manage contributions from participating agencies.

Participating States are asked to submit their funding transfer request (Form FHWA-1576), along with a copy of this memorandum, to their respective FHWA division office for concurrence. The Form FHWA 1576 is available on the homepage of the TPR Web site (www.pooledfund.org). Additionally, participating States should ask that funds be directed to the FHWA office code: HIAM-30. The Financial Manager of this pooled fund study is: Laura Lawndy and the BPAC # is 050.

Non-Federal contributions to TPF-5(245) can be made via Pay.gov, which is a system provided by the U.S. Department of Treasury, to make secure electronic payments to Federal Government Agencies. To contribute non-Federal funds to an FHWA-led study, the contributing organization or State DOT may do so by following the following steps:

1. Go the homepage, www.Pay.gov
2. See the section "Find Public Forms" on the left side of the screen.
3. In the box entitled "Search Public Forms" type the words "**FHWA Pool Funds**" and press enter.
4. Click on the listing "Federal Highway Pooled Funds."
5. Fill out the form to complete the electronic transfer.



For detailed information regarding the use of Pay.gov within the TPF Program, please review Chapter 14 of the TPF Program Procedures Manual (Draft: April 2010), which is currently available for download on the homepage of the TPR Web site: www.pooledfund.org.

Please contact Francine Shaw Whitson at (202) 366-8028 if you have any questions.