



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

Memorandum

6300 Georgetown Pike
McLean, VA 22101-2296

Subject: **INFORMATION:** Federal Highway Administration
**TPF-5(255), "Highway Safety
Manual Implementation"**

Date: August 26, 2011

From: Michael Griffith *Michael S. Griffith*
Director, Office of Safety Technologies (HSA-HSSI)

Reply to: HSA-HSSI
Attn. of: Esther Strawder, X66836

To: Lisa A. Williams
TPF Program Manager (HRTM-10)

The Federal Highway Administration (FHWA) is the lead Agency for the Transportation Pooled Fund Study TPF-5(255), "Highway Safety Manual Implementation." 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 memo, to their respective FHWA Division Office for concurrence. The Form FHWA 1576 is available on the homepage of the TPF website (www.pooledfund.org). Additionally, participating States should ask that funds be directed to the FHWA office code: HSA-HSSI. The Financial Manager of this pooled fund study is: Shelly Davis, Team Leader, Safety Resources and the BPAC # is 055.

Nonfederal contributions to **TPF-5(255)** 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 Pooled 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 TPF website: www.pooledfund.org.

Please contact Esther Strawder at esther.strawder@dot.gov, (202) 366-6836, if you have any questions.