



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

Memorandum

6300 Georgetown Pike
McLean, VA 22101

Subject: **IMPORTANT:** Pooled Fund Solicitation
#1349 "2015 National Household Travel
Survey"

Date: JUL 10 2013

From: Michael F. Trentacoste *Michael F. Trentacoste*
Associate Administrator for Research,
Development, and Technology
McLean, VA

In Reply Refer To:
HRTM-10

To: David Winter
Director, Office of Highway Policy
Information (HPPI-1)
Washington, DC

This is in response to the June 27, e-mail from Adella Santos of your staff, requesting the waiver of the non-Federal funding match for State Planning and Research (SP&R) funds for pooled fund project solicitation number 1349, "2015 National Household Travel Survey." We understand that Federal Highway will be the lead agency and Adella Santos the lead contact person for this project.

The study meets the criteria for use of SP&R funds used for research and development studies without non-Federal matching funds. The approval status will be reflected on the Transportation Pooled Fund Website: www.pooledfund.org, which serves as the primary mechanism for communication regarding pooled fund studies.

It is important to remember that the lead agency contact is required to report on the status of the pooled fund study on a timely basis. The contact should indicate when a contract is signed, and electronic copies of the quarterly and final reports and other relevant study documents should be posted on the website. By doing so, the lead agency will be fulfilling its obligation to provide information to its partners on the status of the project.

You may contact Laurel Radow at (202)-493-3166 or Jack Jernigan at (202) 493-3363 in the Office of Corporate Research, Technology, and Innovation Management if you have any questions or need further assistance.