



U.S. Department
of Transportation


Federal Highway
Administration

Memorandum

6300 Georgetown Pike
McLean, VA 22101

Subject: **INFORMATION:** Pooled Fund Solicitation
#1477 “Western Maintenance Partnership –
Phase 3”

Date: **AUG 27 2018**

From: Hari Kalla 
Associate Administrator for Research,
Development, and Technology

In Reply Refer To:
HRTM-10

To: Ivan Marrero
Division Administrator (HDA-UT)
Salt Lake City, UT

This memorandum is in response to the August 14, 2018, email from John Haynes of your staff, requesting a waiver of the non-Federal funding match for State Planning and Research–Subpart B (SP&R–Subpart B) funds for pooled fund solicitation #1477 “Western Maintenance Partnership – Phase 3.” We understand that the Utah Department of Transportation will be the lead agency for this project.

The proposed study meets the criteria for use of SP&R–Subpart B 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.

Russell Robertson, Civil Rights Program Manager and Project Delivery Team Leader, will be the Federal Highway Administration’s Technical Liaison for this study. Mr. Robertson can be reached via telephone at (801) 955-3512 or email at russell.robertson@dot.gov. We hope that Mr. Robertson will have the opportunity to participate in the study activities as a technical resource to the project.

You may contact David Pamplin, Transportation Pooled Fund Manager, via telephone at (202) 493-3166 or email at david.pamplin@dot.gov if you have questions or need further assistance.

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Dear Mr. [Name],

I am writing to you regarding...

The first part of the document...

It is important to note that...

As a result of the investigation...

The following information was obtained...

It is recommended that...

Very truly yours,

[Signature]

Enclosed for you are...

Best regards,

[Signature]

Sincerely,

[Signature]

Yours faithfully,

Very truly yours,

[Signature]

[Signature]

Sincerely,

[Signature]

[Signature]

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