



U.S. Department of Transportation
Federal Highway Administration

Turner-Fairbank
Highway Research Center

Transportation Pooled Fund (TPF) Training

Tricia Sergeson,
Transportation Pooled Fund Program
Manager
March, 2023

Source: FHWA.





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Opening Remarks

Jessie Yung

Acting Director, Office of
Corporate Research,
Technology, & Innovation
Management



Welcome and Introductions!



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Overview and Agenda

Click to navigate to section.



The
TPF
Program



Roles and
Responsibilities



Walking
Through the
TPF Process



Resources



Contact



Audience Engagement (1 of 3)

What was your first mode of transportation that you chose?



Audience Engagement (2 of 3)

From where are you joining us?



Audience Engagement (3 of 3)

Have you had experience working with the TPF program before?
(Yes/no)





Source: FHWA.

The TPF Program



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TPF Program

Collaboration is the next
competitive advantage

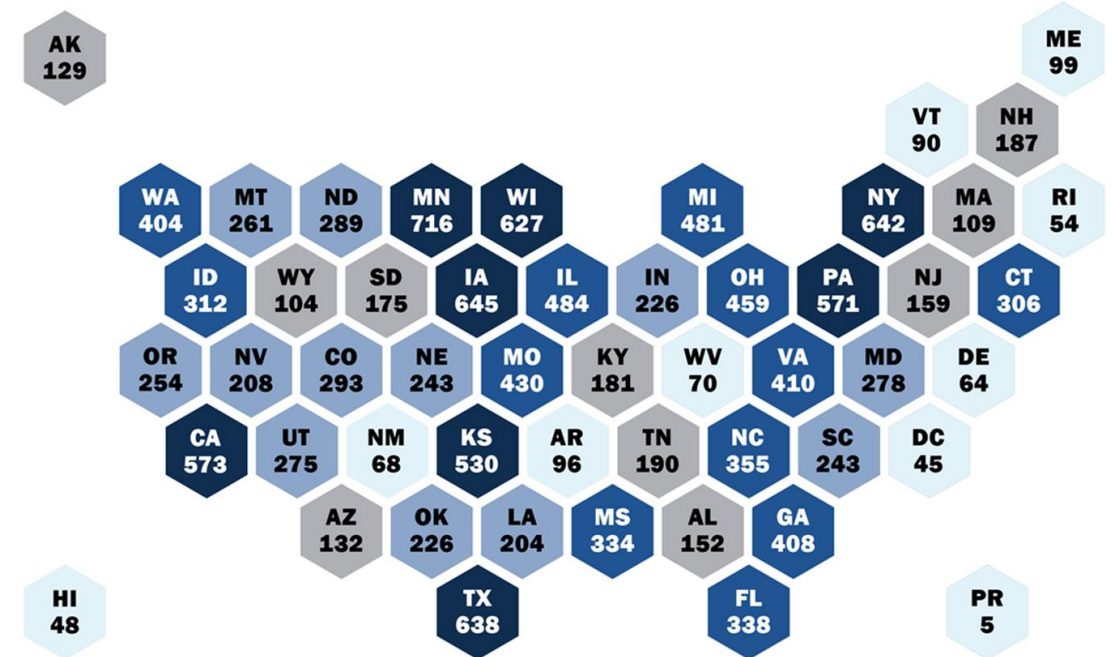


Source: FHWA.



Research and Innovation Through Collaboration

- The TPF Program has existed for **more than 45 years!**
- The participants **develop innovative solutions at a lower cost and extend the reach and impact of their research** by pooling funds and expertise.



Represents number of studies each partner has participated in as of 2020.

Source: FHWA.



TPF Program Overview

- There are over 160 active TPF study projects.
- Since 2007, the program has processed over \$615,000,000 in funds.

TPF Program by the Numbers

TPF Program Area	Total	FHWA	State DOT
Active projects	167	53	114
Total funding (active and closed projects)	\$614,886,428	\$236,479,186	\$378,407,242
Total active project funding	\$319,206,130	\$133,310,351	\$185,895,779
Open solicitations	10	0	10
Completed projects	446	177	269

An overview of the TPF Program funding and current projects.

Source: FHWA.



What is a TPF Study?



A TPF study is intended to be a collaborative effort between different entities to address a new area of planning, research, or technology transfer or develop an existing field.

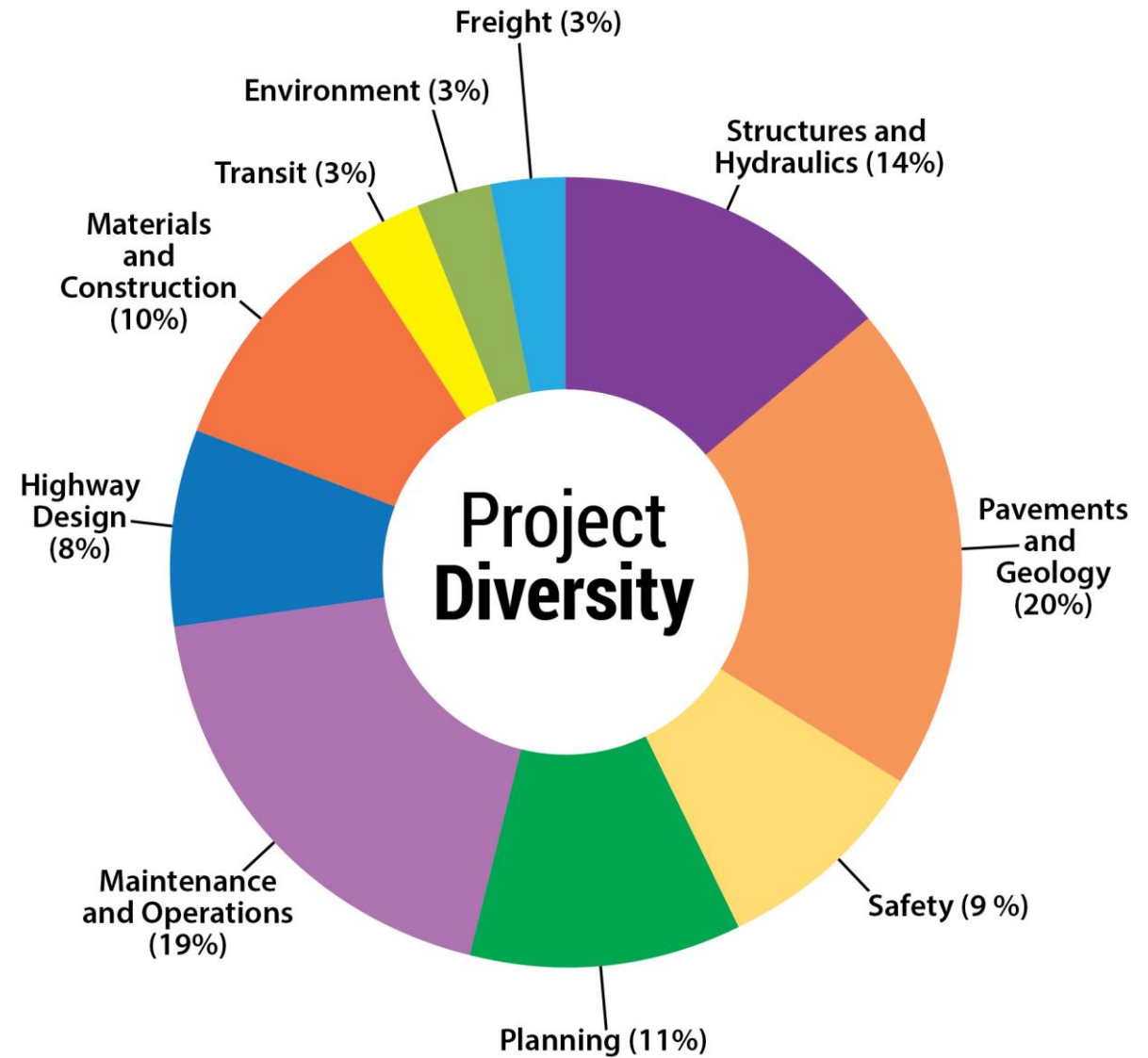
A TPF study must:

- Be initiated and led by either the **Federal Highway Administration (FHWA)** or a **State department of transportation (DOT)**.
- Have a total project duration not to exceed 5 years.
- Have the proposed study documented in the State DOT's work program.



Types of TPF Study Topics

There is a lot of variety in TPF study topic areas!



Source: FHWA.





Source: FHWA.

Roles and Responsibilities



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Who's Involved in a TPF Study?

Lead or partner agency:

- State DOT.
- FHWA Program Office.
- FHWA Resource Center.

Partner agency only:

- Organizations.
- Private Industry.
- Approved foreign governments.
- Local and regional agencies.
- Other Federal or State agencies.



TPF Program Partners

TPF Program
international
partners.

TPF Global Partner Participation	
 CANADA	
Alberta <ul style="list-style-type: none">• City of Edmonton	Manitoba <ul style="list-style-type: none">• Manitoba Infrastructure, Winnipeg• Manitoba Transportation, Winnipeg
British Columbia <ul style="list-style-type: none">• 360° Networks, Vancouver• BC Hydro, Vancouver• British Columbia Ministry of Transportation & Infrastructure, Nelson• Greater Vancouver Area• Transport Canada, Richmond	Ontario <ul style="list-style-type: none">• Greater Toronto Area• Ontario Ministry of Transportation, St. Catherine• Royal Military College of Canada, Kingston• Transport Canada, Ottawa
	Quebec <ul style="list-style-type: none">• Quebec Ministry of Transportation, Quebec City
	Saskatchewan <ul style="list-style-type: none">• International Road Dynamics, INC, Saskatoon
 NETHERLANDS	 NEW ZEALAND
<ul style="list-style-type: none">• HITEC, Amsterdam	<ul style="list-style-type: none">• Milford Road, Dunedin
 TURKEY	 UNITED KINGDOM
<ul style="list-style-type: none">• GanTek, Istanbul	<ul style="list-style-type: none">• University of Nottingham
The Transportation Pooled Fund Program collaborates with partners all over the world. Source: FHWA.	





Source: FHWA.

New to the TPF Process?



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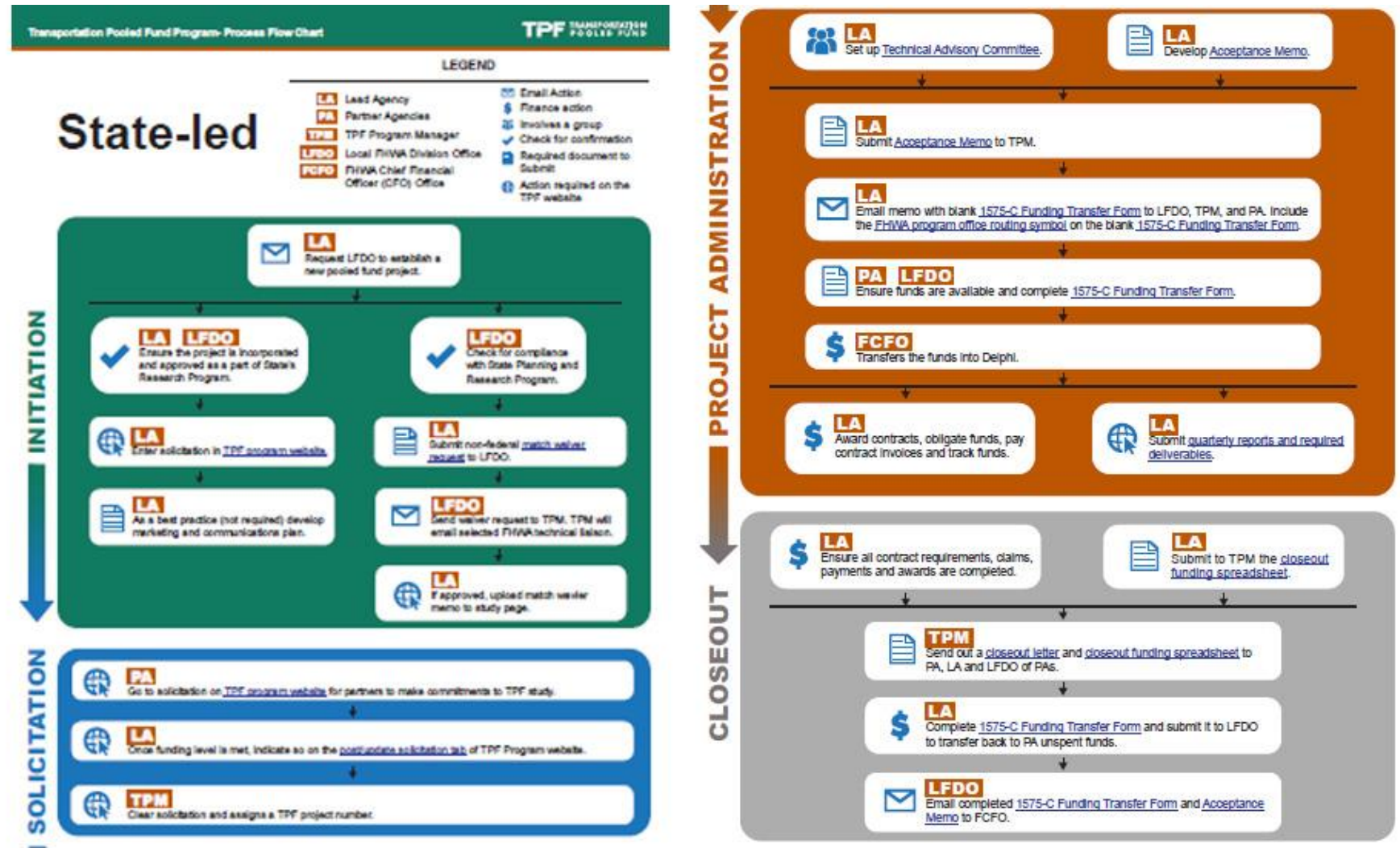
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TPF Process Flow Charts

- Process overview for State DOT- and FHWA-led studies.
- Link to TPF resources available on the [TPF website](#).



TPF Checklist

- Process overview for State DOT- and FHWA-led studies.
- Link to TPF resources available on the TPF website.

Checklist Overview

Steps in the Process

Initiation

- If the Study is State-led, the lead agency makes a request to the local Federal Highway Administration (FHWA) division office to establish a new pooled fund project. The FHWA division office then checks for compliance with the State Planning and Research Program (SPR). If the project is FHWA-led, the lead agency sends the request to the Transportation Pooled Fund (TPF) Program manager.
- If the Project is State-led, the lead agency and the local FHWA division research coordinator ensure that the project is incorporated and approved as part of the State's research work program for State-led TPF studies.
- The lead agency enters the solicitation into the [TPF Program website](#). The lead agency develops a plan for how best to market the study to solicit partner interest.
- If the project is State-led, the lead agency submits a [waiver request letter](#), containing the solicitation number and the request to use 100 percent SPR funds, to the local FHWA division office. The local FHWA division office then sends the waiver request letter to the TPF Program manager. If the project is FHWA-led, the lead agency submits the waiver request letter to the TPF Program manager. After review, the TPF Program manager will coordinate with the FHWA Associate Administrator delegated the authority to make waiver determinations and send an email to the lead agency with waiver determination. If approved the lead agency should upload the match waiver approval memo to the TPF study webpage.

Solicitation

- Partner agencies go to the solicitation on the [TPF Program website](#) and make their commitments. At this stage, the commitment is just a pledge to transfer funds once the funding level is met, not an actual obligation of funds.
- Once the funding level is met, the lead agency indicates on the [post/update solicitation tab](#) of the TPF Program website that sufficient commitments have been received. The TPF Program manager then clears the solicitation and assigns a TPF project number. The TPF Program manager sends an email to the lead agency informing them of the next steps.


Project Administration

- The lead agency contact sets up a [technical advisory committee \(TAC\)](#) to give technical support to the project. Usually, each contributing partner provides a TAC representative/member. FHWA assigns a technical liaison to the project.
- If the study is State-led, the lead agency works with the local FHWA division office to create a TPF Program project in the Financial Management Information System (FMIS) for State-led TPF studies.



TPF Best Practices

- Suited for anyone new to leading a TPF study.
- Compiled from various interviews with lead agency partners.
- Located on the TPF website.



MANAGEMENT BEST PRACTICES
FOR TPF STUDY LEAD AGENCY

The following suggested best practices are not mandatory when leading a TPF study.

PROJECT INITIATION

Begin Outreach Prior to posting a solicitation, begin outreach efforts to identify potential partner organizations.	Stakeholder Engagement Engage stakeholders to garner support prior to posting a solicitation (such as emailing notifications, etc.).
Brainstorm How to Communicate the New Solicitation Discuss how the team will conduct outreach for the TPF study, especially early in the process.	Funding Threshold Identify the appropriate minimum funding commitment required for each partner organization (i.e., a minimum of \$5,000 per year for a 5-year TPF study).

SOLICITATION

Provide Information In the solicitation, it helps to include the following information: <ul style="list-style-type: none">• Study methodology.• Planned outcomes.• Project scope.• Suggested contribution.	Promote Solicitation Promote and advertise the new solicitation to potential partners.
	Support Partner Organization(s) Provide support to partner organization(s) throughout the solicitation process.

FUND TRANSFER PROCESS

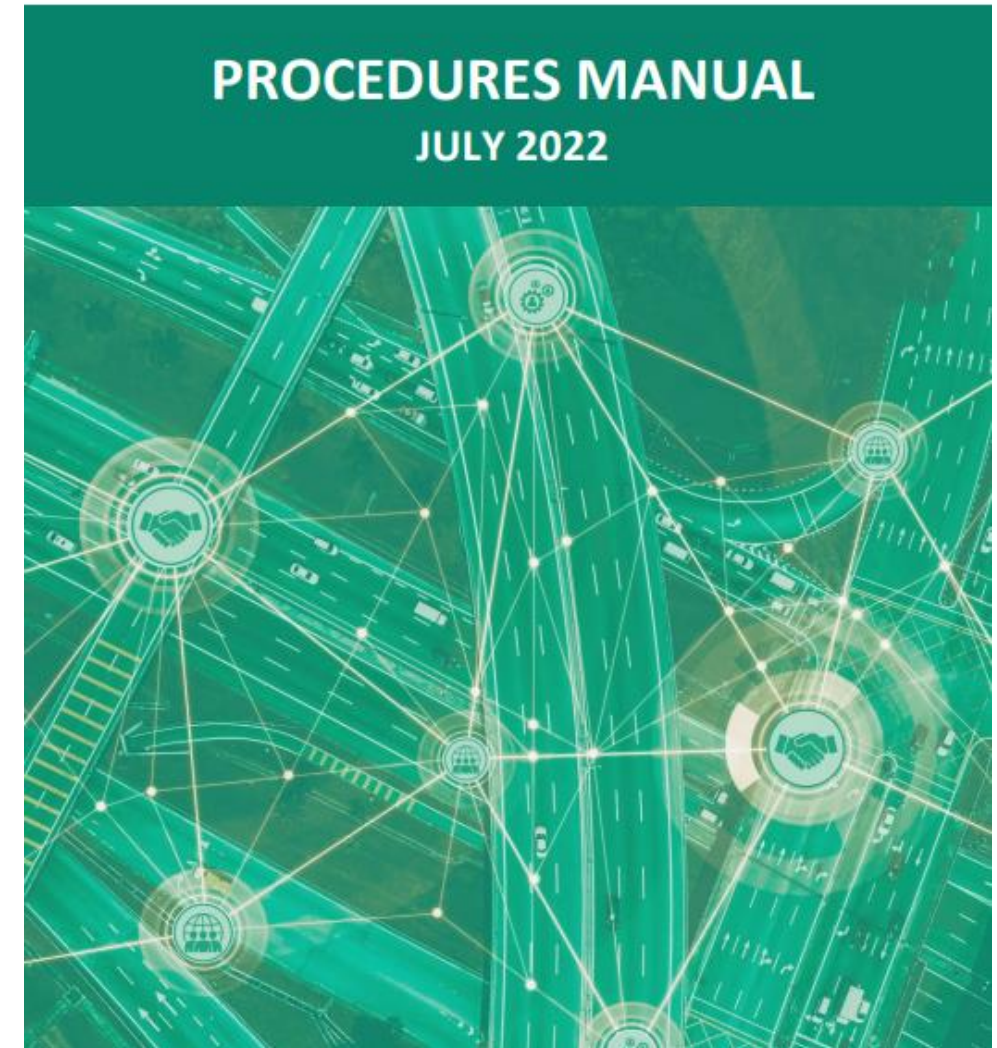
Timeline Length Be aware that the fund transfer process can take more time than one might expect.	Contact List Maintain a list of partner organization contacts and individuals involved in the fund transfer process to provide any updates as needed.
Email Contacts After receiving the pooled fund study number, send an email that includes the official pooled fund study number and fund transfer instructions to funding contacts.	Verify Accuracy Verify that the acceptance memo and fund transfer information are correct.

Source: FHWA.



TPF Program Manuals

- ▶ *TPF Procedures Manual.*
- ▶ *TPF Web User Guide.*
- ▶ *TPF Financial Procedural Manual.*



TPF Website

- ▶ First launched in 2003, the TPF website was updated in February 2023.
- ▶ The TPF website includes the following features:
 - ▷ Program news and updates.
 - ▷ Place to solicit partners for new studies.
 - ▷ Place for committing funds.
 - ▷ Database for storing records of solicitations, commitments, and studies.
 - ▷ Place to report progress of ongoing studies.
 - ▷ New Success Stories section.
- ▶ Currently, access to the TPF website requires an account provided to TPF participants. If you are interested in an account, reach out to the TPF program manager!



TPF Website Overview



<https://www.pooledfund.org/>





Source: FHWA.

Walking through the TPF Study Process



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Walking through the TPF Study Process

1

So, You Want to Start a TPF Study?

State Planning and Research (SPR)—Match Waiver

2

Managing the TPF Study

Fund Transfer

Non-Federal Funds

Steering the Study- Technical Advisory Committee (TAC)

Project Reporting

3

TPF Resources

4

End of the Road-Closeout





Source: FHWA.

So, You Want to Start a TPF Study?



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Initiate a Project

► For State DOT-Led TPF study:

 The lead agency should submit a request to establish a new TPF Program project to the local FHWA division office in your State.

✓ Verify SPR-B or SPR-A eligibility and ensure the project is in the State DOT Work Program.

► For all TPF studies:

 Identify your scope of work, objectives, and an estimate of your total project budget as well as estimate what each partner agency should contribute to the study.



Post a Solicitation

1. Log in to the TPF website. (Ensure you have an active lead agency contact account.)
2. Post the solicitation.

Transportation Pooled Fund - Create Solicitation

Home > Solicitations > Post New Solicitation

Post Solicitation

General Information

Title: *

Study Number:

Former Study Number:

Related Study Number:

Status: *

Select Status

Lead Organization: *

Federal Highway Administration

Lead Study Contact: *

Federal Highway Administration / Sergeson, Patricia

Study Champion:

None

Study Subjects:

Financial Summary

FHWA Technical Liason: *

Select FHWA Technical Liason

Waiver Requested: ☐ Yes (Part A) ☐ Yes (Part B) ☒ No

Commitments Required: *

\$

Estimated Study Duration:

In Months

Commitment Start Year: *

Start Year

Commitment End Year: *

End Year

Expiration Date:



Solicit Partner Interest

- ▶ Focus on how you will communicate about and market your TPF study.
- ▶ Determine how you will garner partner interest.



Source: FHWA.



Solicit Partner Interest (continued)

Resources available for your use include:

- Working with your agency's public involvement department.
- Accessing the American Association of State Highway and Transportation Officials (AASHTO) Research Advisory Committee (RAC) listserv.
- Announcing to AASHTO and Transportation Research Board (TRB) committees.
- Leveraging interagency associations.
- Discussing the project during discipline meetings.



Committing Funds

Once the solicitation is posted, you can now commit funds!



Partners can now commit funds on the TPF website.



The commitment is not an obligation of funds at this point, but a promise to participate for a certain amount of funding.



Funds can be transferred once the solicitation is converted from a solicitation to a project.





Source: FHWA.

SPR Match Waiver



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State DOT-led TPF Studies—SPR Match Waiver Request

1. Submit a request letter to the FHWA division office. (Example language is in the *TPF Procedures Manual* on pages 10–11)
2. The FHWA division office will review the letter and send it to the TPF Program office.
3. The request will be routed for internal review. The TPF program manager will follow up on the determination of the SPR match waiver request.



FHWA Led TPF Study—Match Waiver Request

1. Submit a request addressed to the TPF program manager. (Sample language is provided in the *TPF Procedures Manual* on page 12.)
2. Turner-Fairbank Highway Research Center will then review internally.
3. The request will be routed for internal review. The TPF program manager will follow up on the determination of the SPR match waiver request.





Source: FHWA.

Managing the TPF Study



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Funding Level Reached

When the funding level is met:

- ▶ The lead State contact will check the **Yes** button in the **Sufficient Commitments Received** tab on the TPF Program website.
- ▶ The TPF program manager will clear the solicitation and assign an official project number.
- ▶ The lead agency contact will create a funding **acceptance letter communicating the intent of** the lead State to receive, obligate, expend, and track all funds. The lead agency contact will then send the letter to TPF Program Manager and all partner States and upload to the TPF study page.



Acceptance Letter— FHWA-Led Study

- Addressed to TPF program manager from Office Director.
- Must include name of the Program Office, routing symbol code, and the Budget, Program, Accounting Code (BPAC), if applicable.
- Lead agency contact will then upload final acceptance memo to the TPF study page.



Memorandum

Subject: **INFORMATION:** Lead Agency for
Pooled Fund Study TPF-5(xxx) "Title"

Date:

From: (Director Title),
Director, (Program Office)
(Location)

In Reply Refer To: (Name) x(ext)
(Office code)

To: Patricia Sergeson
Pooled Fund Program Manager
Office of Corporate Research, Technology, and
Innovation Management
McLean, Virginia 22101

The Federal Highway Administration (FHWA) is the lead Agency for the Transportation Pooled Fund Study TPF-5(xxx) "Title". The FHWA Office of Infrastructure Research and Development accepts the role of lead Agency and agrees to receive, obligate, expend, and manage contributions from participating agencies.

Participating States and agencies will be asked to submit their funding transfer requests using Form FHWA-1575-C from 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, FHWA Transfer Request, the column on the right-hand side entitled "Description of Entity to", (please type in "Program Office and code according to routing symbols eg Office of Corporate Research, Technology and Innovation Management, HRTM-1). We will also inform participating States and agencies that non-federal contributions to the subject study can be made via pay.gov and refer them to review Chapter 11 of the TPF Program Procedures Manual (updated February 2017) available on the TPF Website.

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: (Lead Agency Contact)

Source: FHWA.



Acceptance Letter— State-Led Study

- Addressed to the Division Administrator of their local FHWA office.
- Lead agency contact will then upload final acceptance memo to the TPF study page.



[February 9, 2021]

Mr. Timothy Marshall
Iowa Division Administrator
Federal Highway Administration
105 6th Street
Ames, IA 50010

RE: 2021 Innovations in Freight Data Workshop

Dear Mr. Marshall:

The Iowa Department of Transportation is the lead state for the pooled fund study TPF-5(472) "2021 Innovations in Freight Data Workshop."

The Iowa Department of Transportation accepts the role of lead agency and agrees to receive, obligate, expend, and manage contributions from participating agencies.

Participating agencies are requested to submit a copy of this letter with their funding transfer request form for this project to their respective FHWA Division Office for concurrence.

Sincerely,

Khyle Clute, P.E.
SPR Research Engineer
Iowa Department of Transportation – Research & Analytics Bureau
Iowa County Engineers Association – Service Bureau





Source: FHWA.

Fund Transfer Process



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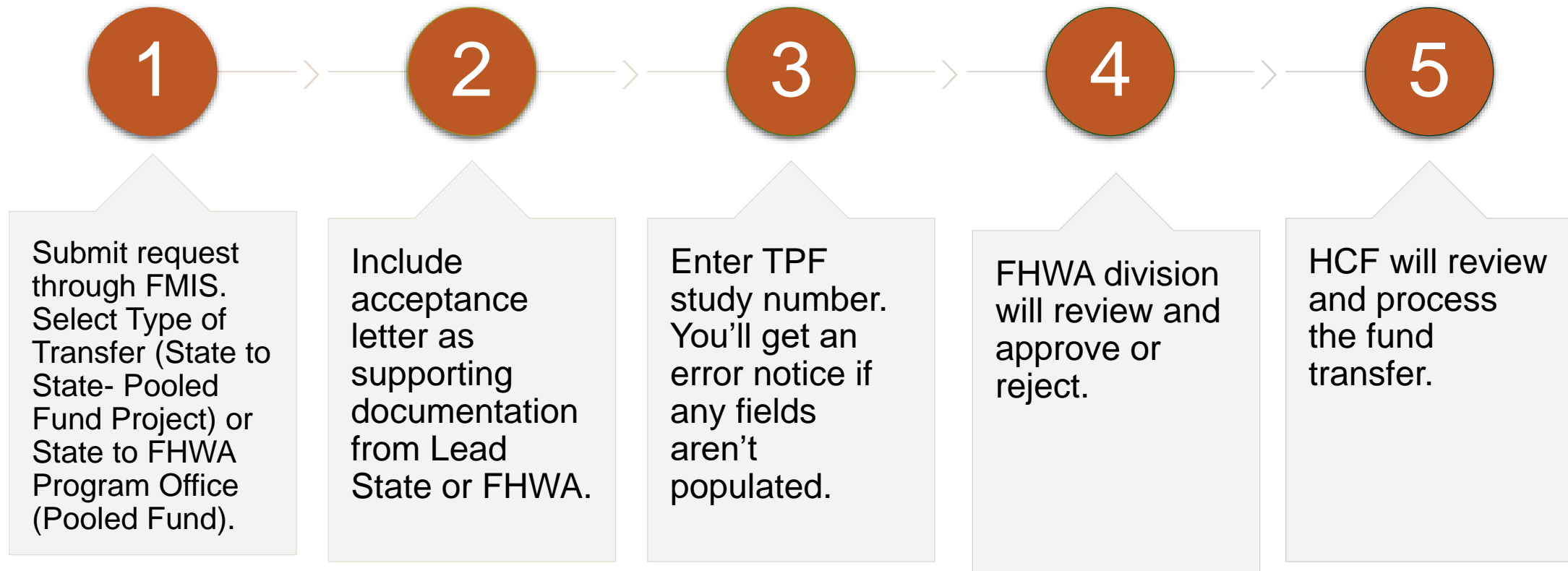
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Fund Transfer Process Introduction

- ▶ There is new FMIS Automation process!
- ▶ The 1575-C form will no longer be accepted.



Fund Transfer Process Overview



Type of Transfer

Select the type of transfer from the drop-down menu. For TPF studies select:

- ▶ State to State-Pooled Fund Project.
- ▶ FHWA Led- State to FHWA Program Office- Pooled Fund.



State to State- Pooled Fund Project

Required fields:

- ▶ From and To Program Codes are the same.
- ▶ Add the TPF study number to the “Pooled Fund Project Number (TPF)” field.
- ▶ The name of the TPF study project must be included in the “Additional Information” field.
- ▶ The acceptance letter from the receiving partner must be attached and include the TPF number and name.



Additional Information

Enter Item # (above), Project Description, Urban Area or other additional information

Transfer to Pooled Fund Study TPF-5(890) “Improving the Quality of Pavement Surface Distress and Transverse Profile Data Collection and Analysis”.

In this box, please include the TPF study number and title.



State to FHWA Program Office- Pooled Fund

Required fields:

- ▶ From and to program codes are the same.
- ▶ Add the TPF study number to the “Pooled Fund Project Number (TPF)” field.
- ▶ The name of the TPF study project must be included in the “Additional Information” field.
- ▶ The acceptance letter (or memo for NCHRP) from the receiving partner must be attached and include the TPF number and name. The receiving FHWA Program Office must match with the Office written in the Acceptance Memo.



Processing fund transfers

- ▶ **State led:** When transfers are received by Office of the Chief Financial Officer (CFO), the transfer of funds is made in the Financial Management Information System (FMIS) to the lead State.
- ▶ **FHWA led:** Advice of funds issued, and funds transferred into the Delphi eInvoicing System (Delphi).
- ▶ Lead State can now award contracts, obligate-and expend funds, and track obligations and expenditures. Lead State acquisition laws and regulations dictate administration of:
 - Requests for proposal (RFPs).
 - Contracts.





Source: FHWA.

Non-Federal Payments



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Non-Federal Contributions: Pay.Gov

- ▶ Contributing non-Federal funds.
- ▶ Pay.gov:
 1. Navigate to the FHWA agency page.
 2. Select Federal Highway research project contribution payment form.
 4. Complete the form.
 5. Submit with payment information.



U.S. Department
of Transportation

**Federal Highway
Administration**

**Department of Transportation
Federal Highway Administration
(FHWA)**

Federal Highway Research Project Contribution Payment Form

Please fill in the form completely and
click Submit Data to make your payment.

**Required Field*

* Contact Name:	Tricia Sergeson
* Contact Phone #:	(202) 493-3166
* Project Number:	TPF-5 (473)
* Recipient:	FHWA Pooled Funds
* Official Project Name:	TPF-5 (473) TRB Core Program Services for a Highway RD&T Program - Fed
* Contribution Amount:	\$20,000.00
* FY of Funds or N/A:	2022
Program Code or N/A:	HRTM-1
* Transfer To:	OFFICE OF CORPORATE RESEARCH, TECHNOLOGY, AND INNOVATION MAN

Source: FHWA.



Non-Federal contributions: Check

Chapter 5, Page 23 in the 2023 Financial Procedures Guidebook

Source: FHWA.

Non-Federal Check Payment Form Procedures for Sending a Check to a Pooled Fund Project:

1. Advise the **Lead Agency Contact** that a check will be sent.
2. Ask for the **Office Code** and **Pooled Fund Project Number** to include with the check.
3. Below is the form to complete with the instructions. **Send the form with the check!**

Pooled Fund Project Number: Click or tap here to enter text.		
FHWA Lead Organization: Click or tap here to enter text.	FHWA Lead Organization Code: Click or tap here to enter text.	
FHWA Lead Contact: Click or tap here to enter text.	FHWA Lead Phone Number: Click or tap here to enter text.	
Would you like to receive an invoice? <i>If <u>Yes</u>, complete the contact information below to return the invoice/receipt of funds to.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address: Click or tap here to enter text.		
City: Click or tap here to enter text.	State: Click or tap here to enter text.	Zip Code: Click or tap here to enter text.
Email Address: Click or tap here to enter text.		Phone Number: Click or tap here to enter text.

Mail Check Payment to the following address for Paper Check Conversion (PCC) processing:
Include this Form!

REGULAR MAIL

DOT/FHWA
c/o ESC, AMK-324
P.O. Box 268865
Oklahoma City, Ok 73125

FEDEX OVERNIGHT MAIL

FHWA-Accounts Receivable
HQ Room 265
6500 S. MacArthur Blvd.
Oklahoma City, Ok 73169

Notice to Customers Making Payment by Check

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

This information is essential for getting the funds to the correct FHWA Office.

Questions about this process can be directed to:
Tricia Sergeson
Transportation Pooled Fund Program Manager
(202) 493-3166 patricia.sergeson@dot.gov





Source: FHWA.

Steering the Study: TAC



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Partnerships and Collaboration—TAC

The TAC includes an agency representative and subject matter experts from all partners.



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Creating a TAC

- ▶ The lead agency will set up the TAC.
- ▶ Each contributing partner can appoint a TAC member.
- ▶ FHWA will assign a technical liaison to the project (identified in the waiver approval letter).
- ▶ Keep partners informed with periodic meetings.



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TAC Best Practices

- ▶ Hold a kickoff/orientation meeting for TAC members



- ▶ Potential agenda items could include:
 - ▷ Introduce project team
 - ▷ Discuss TPF Procedures and resources
 - ▷ Logistics of fund transfer or pay.gov
 - ▷ Background/Scope
 - ▷ Schedule and project milestones
 - ▷ Questions



Source: FHWA.

Project Reporting



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Quarterly Report Schedule and Form

The TPF Quarterly Report Form is due:

April 30

(1st quarter, January–March)

July 31

2nd quarter, April–June)

October 31

(3rd quarter, July–September)

January 31

(4th quarter, October–December)

TRANSPORTATION POOLED FUND PROGRAM QUARTERLY PROGRESS REPORT

Lead Agency (FHWA or State DOT): _____

INSTRUCTIONS:

Project Managers and/or research project investigators should complete a quarterly progress report for each calendar quarter during which the projects are active. Please provide a project schedule status of the research activities tied to each task that is defined in the proposal; a percentage completion of each task; a concise discussion (2 or 3 sentences) of the current status, including accomplishments and problems encountered, if any. List all tasks, even if no work was done during this period.

Transportation Pooled Fund Program Project # (i.e., TPF-5(XXX))		Transportation Pooled Fund Program - Report Period: <input type="checkbox"/> Quarter 1 (January 1 – March 31) <input type="checkbox"/> Quarter 2 (April 1 – June 30) <input type="checkbox"/> Quarter 3 (July 1 – September 30) <input type="checkbox"/> Quarter 4 (October 1 – December 31)	
Project Title:			
Name of Project Manager(s):		Phone Number:	E-Mail
Lead Agency Project ID:		Other Project ID (i.e., contract #):	Project Start Date:
Original Project End Date:		Current Project End Date:	Number of Extensions:

Source: FHWA.



Update TPF Program Website Status

Project status on the TPF Program website:

- ▶ Cleared by FHWA (TPF program manager), converted from solicitation to project.
- ▶ Contract signed (lead State contact).
- ▶ Objectives fulfilled (lead State contact), lead State contact begins closeout process.
- ▶ Project closed (TPF program manager).





Source: FHWA.

End of the Road: Project Closeout



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Project Closeout

1. Change the status on the website to **Objectives Fulfilled**.
2. Post the final report to the website.
3. Ensure all project/contract requirements have been fulfilled.
4. Ensure all claims were settled.
5. Ensure all payments were made.
6. Ensure all awards were closed.
7. Complete the closeout funding spreadsheet and email it to the TPF program manager along with request to close the project.



Closeout Funding Spreadsheet

Complete	Complete closeout funding spreadsheet to reconcile funding.
Determine	Determine total transfers, obligations, expenditures, and remaining funds (undelivered orders (UDOs)).
Return	Return to partners any remaining funds on UDOs using fund transfer process.



Closeout Funding Spreadsheet (Continued)

Note: Remaining balances will be transferred back to partners 1575-C Form.

Closeout Funding Spreadsheet - Pooled Fund Project: TPF-5(XXX)									
Project Manager:									
As of 5/14/20XX									
State/Partner	Program Code (e.g., L560)	Funds Transferred to Project Per Partner	Funds Obligated	Contribution Percentage Per Partner	Amount Invoiced	Total Expenditures Per Partner	Actual Expense % Per Partner	Undelivered Orders Unexpended Funds	UDO Unexpended Funds to be Returned to Partners
FHWA	L560	15,000.00	15,000.00	7.1429	14,715.08	14,715.08	7.1429	284.92	284.92
Florida	L560	15,000.00	15,000.00	7.1429	14,715.08	14,715.08	7.1429	284.92	284.92
Georgia	L560	15,000.00	15,000.00	7.1429	14,715.08	14,715.08	7.1429	284.92	284.92
Hawaii	L560	15,000.00	15,000.00	7.1429	14,715.08	14,715.08	7.1429	284.92	284.92
Iowa	L560	15,000.00	15,000.00	7.1429	14,715.08	14,715.08	7.1429	284.92	284.92
Idaho	L560	15,000.00	15,000.00	7.1429	14,715.08	14,715.08	7.1429	284.92	284.92
Illinois	L560	15,000.00	15,000.00	7.1429	14,715.08	14,715.08	7.1429	284.92	284.92
Minnesota	L56E	15,000.00	15,000.00	7.1429	14,715.01	14,715.01	7.1429	284.99	284.99
Mississippi	L560	15,000.00	15,000.00	7.1429	14,715.08	14,715.08	7.1429	284.92	284.92
Montana	L550	15,000.00	15,000.00	7.1429	14,715.08	14,715.08	7.1429	284.92	284.92
New York	L560	15,000.00	15,000.00	7.1429	14,715.08	14,715.08	7.1429	284.92	284.92
Ohio	L560	15,000.00	15,000.00	7.1429	14,715.08	14,715.08	7.1429	284.92	284.92
Texas	L560	15,000.00	15,000.00	7.1429	14,715.08	14,715.08	7.1429	284.92	284.92
Wisconsin	L550	15,000.00	15,000.00	7.1429	14,715.08	14,715.08	7.1429	284.92	284.92
Totals		\$210,000.00	210,000.00	100.00	\$206,011.05	\$206,011.05	100.00	\$3,988.95	\$3,988.95

Source: FHWA.



Project Closeout Checklist

State-led TPF study

- Chapter 16 of the TPF Procedures Manual.

FHWA-led TPF study

- Chapter 17 of the TPF Procedures Manual.



Project Closeout Letter

- ▶ TPF program manager will change **Status** on the TPF Program website to **Closed**.
- ▶ TPF program manager will email a closeout letter to the FHWA division office of each partner State and the lead State contact (this will be sent to the FHWA program office managing the research, if FHWA led).



Memorandum

Subject: ACTION: Close Out of Transportation Pooled Fund (TPF) Project TPF-5(286), "Next Generation Concrete Pavement Road Map" (Updated)

Date: January 26, 2021

From: Shana V. Baker SHANA V. BAKER Digitally signed by SHANA V. BAKER Date: 2021.01.26 12:04:55 -0500
Director, Office of Corporate Research, Technology, and Innovation Management

In Reply, Refer To:
HRTM-10

To: See Addressees

The purpose of this memorandum is to update the funding spreadsheet that was sent with the TPF-5(286) pooled fund close out memorandum dated January 11, 2021. Subsequent to issuing the memorandum, we were alerted there was an update to the final financial expenditure spreadsheet. Due to this update, we are sending this memorandum with the attached updated final funding spreadsheet.

The lead agency, Iowa Department of Transportation (DOT), should submit a Federal Highway Administration (FHWA) Transfer Request (Form FHWA-1575) through the FHWA Office of the Chief Financial Officer to return any remaining funding to each partner. The exact amount of funding that is to be returned, if any, to each partner can be found in the updated attached spreadsheet.

If you have any questions regarding the results of the funding reconciliation and/or the attached spreadsheet, please contact the lead agency contact, Khyle Clute, with Iowa DOT. Mr. Clute can be reached via telephone at (515) 239-1646 or via e-mail at khyle.clute@iowadot.us.

I appreciate your contribution to advancing transportation technology through this research project and your participation in the TPF Program. You may contact Tricia Sergeson via telephone (202) 493-3166 or email at patricia.sergeson@dot.gov if you have questions or need further assistance.





Source: FHWA.

TPF Resources



U.S. Department of Transportation
Federal Highway Administration

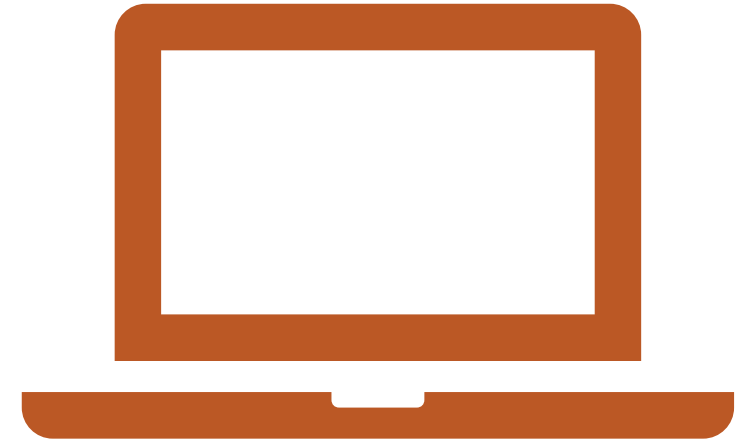
Turner-Fairbank
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- ▶ Frequently used resources.
- ▶ What's new.



Helpful Resources

- *TPF Procedures Manual.*
- *TPF Web User Manual.*
- *TPF Financial Procedures Manual.*
- TPF FHWA-led study flow chart.
- TPF State-led study flow chart.
- TPF checklist.
- Example closeout funding spreadsheet.

(Note: Some of these resources are password protected; to have full access, you need to ensure you have a TPF web user account.)



TPF Resources:

Audience Engagement (1 of 3)

Are there any additional resources you would like to see?



TPF Resources:

Audience Engagement (2 of 3)

What topics were not covered in the presentation that you would like to see in a future training or session?



TPF Resources:

Audience Engagement (3 of 3)

Do you have any additional questions about the TPF program?



TPF Excellence Awards Program



Source: FHWA.

- ▶ Jointly administered by the FHWA and AASHTO RAC
- ▶ Aims to promote successful research and innovation of TPF studies.
- ▶ Will biennially select two projects, including at least one State DOT-led study.





TPF
Excellence
Awards Program

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nomination today!

Launching for
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NOMINATION PERIOD
Sept. 11–Oct. 20, 2023



Questions?



Contacts

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Transportation Pooled Fund
Program | FHWA (dot.gov)

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