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| Subject: | **INFORMATION**: Lead Agency for Transportation Pooled Fund Program study TPF-5(XXX),TPF Study Title | Date: |  |
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| From: | Director Title | In Reply Refer To: | Name x(ext) |
|  | Director, Program Office |  | office code |
|  | Location |  |  |
|  |  |  |  |
| To: | Patricia Sergeson |  |  |
|  | Transportation Pooled Fund Program Manager Office of Corporate Research, Technology, and Innovation Management |  |  |
|  | McLean, VA 22101 |  |  |

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| The Federal Highway Administration (FHWA) is the lead agency for the Transportation Pooled Fund (TPF) Program study TPF-5(XXX), TPF Study Title. FHWA’s Program Office accepts the lead agency role and agrees to receive, obligate, expend, and manage contributions from participating agencies.  Participating States and agencies utilizing Federal funds will be asked to submit their funding transfer requests through FHWA’s Fiscal Management Information System (FMIS). When submitting through the FHWA FMIS, please select the State to FHWA Program Office-Pooled Fund transfer type. Funds should be sent to the Program Office (BPAC XXX). As part of the fund transfer request, the State or agency should upload this memorandum and include the TPF study number TPF-5(XXX) in the pooled fund project number field. In the additional information field, please include TPF-5(XXX), TPF Study Title.  Participating agencies that wish to contribute non-Federal funding can do so via [pay.gov](https://www.pay.gov/public/home). For further instructions, please see chapter 12 of the [*TPF Procedures Manual*](https://pooledfund.org/StaticDocuments/Reports/Revision_TPF%20Procedures%20Manual%20July%202022.pdf) (updated July 2022), which is available on the [TPF website](https://www.pooledfund.org/).  The lead agency coordinator for this pooled fund study, Lead Agency Contact, can be contacted at phone or email. The FHWA technical liaison, Technical Liaison, if different from Lead Agency Contact, can be contacted at phone or email for any questions about this study.  Cc: Lead Agency Contact |