Transportation Pooled Fund Program
Leveraging resources to achieve common research goals.

TPF TRANSPORTATION POOLED FUND

Checklist Overview
Steps in the Process

Initiation

If the project 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 project 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 project 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 project 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.

Checklist Overview
Steps in the Process

Project Administration (continued)

The lead agency prepares an acceptance memorandum, agreeing to accept funding transfers from partner agencies. The lead agency emails the acceptance memo, along with guidance to transfer funds via FMIS to the local FHWA division office, the TPF Program manager, and the funding contacts at partner agencies. The lead agency uploads acceptance memo to the TPF project page.

Partner agencies, in conjunction with the local FHWA division office finance manager, ensure that funds are available and transfer funds via FMIS.

If the project is State-led, the CFO's office processes the transfer of funds from the partner agencies to the lead State in FMIS. If the project is FHWA-led, the CFO's office transfers the funds into Delphi. The lead agency now has the funds for the project to use just as if they were the agency's own research funds.

The lead agency awards contracts, obligates funds, pays contract invoices, and tracks funds to ensure proper accountability and balancing of obligations, expenditures, and fund balances.

The lead agency contact submits quarterly progress reports, and final deliverables to the TPF Program website.

Close Out

At the end of the project, the lead agency ensures that all deliverables have been submitted and all awards closed. The lead agency changes TPF project "status" to objectives fulfilled.

The lead agency completes and submits to the TPF Program manager the closeout funding spreadsheet to account for all obligations, expenditures, and any undelivered orders (UDO).

The TPF Program manager prepares and sends out a closeout memo and the closeout funding spreadsheet to all partner agencies and local FHWA division offices of the lead and partner agencies. The TPF Program manager changes the status to closed. The lead agency closes the project in FMIS (if State DOT-led) or Delphi (if FHWA-led).

The lead agency contact returns any leftover funds (i.e., UDOs) back to participant agencies based on their contribution percentage.

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