

FHWA-led

LEGEND


- LA


Lead Agency
- PA


Partner Agencies
- TPM


TPF Program Manager
- LFDO


Local FHWA Division Office
- FCFO


FHWA Chief Financial Officer (CFO) Office
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Email Action
- 

Finance action
- 

Involves a group
- 

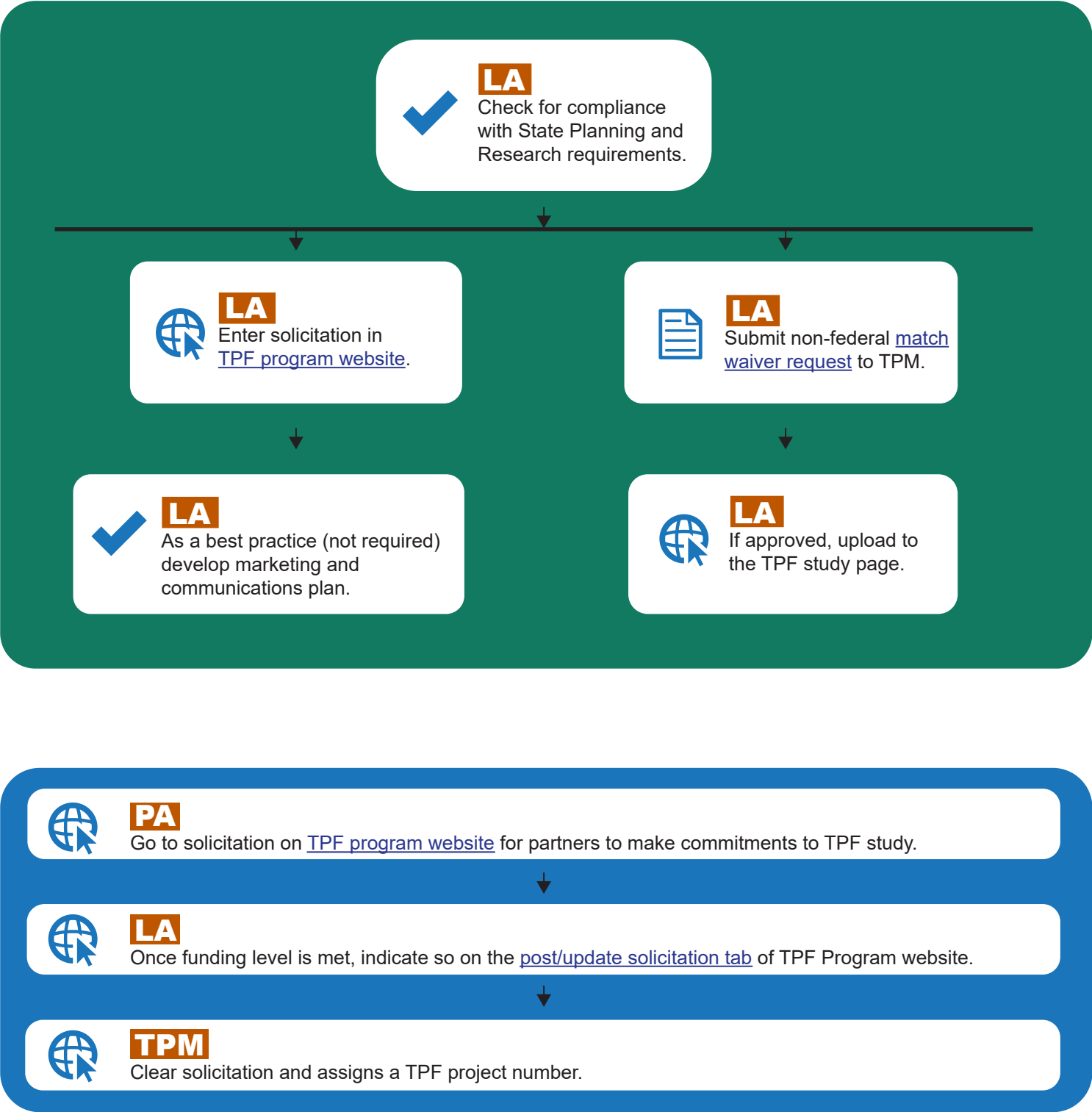
Check for confirmation
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Required document to Submit
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Action required on the TPF website

INITIATION

SOLICITATION



PROJECT ADMINISTRATION

CLOSEOUT

**LA**Set up [Technical Advisory Committee](#).**LA**Develop [Acceptance Memo](#).**LA**Submit [Acceptance Memo](#) to TPM and upload to TPF website.**LA**

Email acceptance memo to partner agencies along with notification that funds can now be transferred in FMIS.

**PA****LFDO**

Ensure funds are available and transfer in FMIS.

**FCFO**

Transfers the funds into Delphi.

**LA**

Award contracts, obligate funds, pay contract invoices and track funds.

**LA**Submit [quarterly reports and required deliverables](#).**LA**

Ensure all contract requirements, claims, payments and awards are completed.

**LA**Submit to TPM the [closeout funding spreadsheet](#).**TPM**Send out a [closeout letter](#) and [closeout funding spreadsheet](#) to PA, LA and LFDO of PAs.**LA**

Return remaining funds (if applicable) to partners agencies.