**FHWA-led**

**INITIATION**

1. **LA** Check for compliance with State Planning and Research requirements.

   - **LA** Enter solicitation in TPF program website.
   - **LA** As a best practice (not required) develop marketing and communications plan.

   - **LFDO** Ensure the project is incorporated and approved as a part of State's Research Program.

2. **LA** Submit non-federal match waiver request to TPM.

   - **LA** If approved, upload to the TPF study page.

3. **PA** Go to solicitation on TPF program website for partners to make commitments to TPF study.

**SOLICITATION**

4. **LA** Once funding level is met, indicate so on the post/update solicitation tab of TPF Program website.

5. **TPM** Clear solicitation and assigns a TPF project number.
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** Develop Acceptance Memo.

**LA** Set up Technical Advisory Committee.

**FCFO** Transfers the funds into Delphi.

**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.

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.