Transportation Pooled Fund Program - Process Flow Chart

**State-led**

1. **INITIATION**
   - **LA** Request LFDO to establish a new pooled fund project.
   - **LA** Enter solicitation in TPF program website.
   - **LA** As a best practice (not required) develop marketing and communications plan.
   - **LFDO** Check for compliance with State Planning and Research Program.
   - **LFDO** Submit non-federal match waiver request to LFDO.
   - **LFDO** Send waiver request to TPM. TPM will email selected FHWA technical liaison.
   - **LA** If approved, upload match waiver memo to study page.

2. **SOLICITATION**
   - **PA** Go to solicitation on TPF program website for partners to make commitments to TPF study.
   - **LA** Once funding level is met, indicate so on the post/update solicitation tab of TPF Program website.
   - **TPM** Clear solicitation and assigns a TPF project number.
**PROJECT ADMINISTRATION**

**LA**
- Award contracts, obligate funds, pay contract invoices and track funds.
- Submit quarterly reports and required deliverables.
- Create TPF Pooled Fund project in FMIS.
- Develop Acceptance Memo.
- Set up Technical Advisory Committee.

**CLOSEOUT**

**LA**
- Ensure all contract requirements, claims, payments and awards are completed.
- 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) through FMIS to partnering agencies.

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