



U.S. Department  
of Transportation

Federal Highway  
Administration

# Memorandum

Subject: **INFORMATION**: Lead Agency for Transportation  
Pooled Fund Program study TPF-5(516), Highway  
Safety Manual 2<sup>nd</sup> Edition (HSM2) Implementation

Date: May 22, 2023

From: Amy Jackson-Grove  
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The Federal Highway Administration (FHWA) is the lead agency for the Transportation Pooled Fund (TPF) Program study TPF-5(516), Highway Safety Manual 2<sup>nd</sup> Edition (HSM2) Implementation. FHWA's Office of Safety 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 Office of Safety (BPAC 055). As part of the fund transfer request, the State or agency should upload this memorandum and include the TPF study number TPF-5(516) in the pooled fund project number field. In the additional information field, please include TPF-5(516), Highway Safety Manual 2<sup>nd</sup> Edition (HSM2) Implementation.

Participating agencies that wish to contribute non-Federal funding can do so via [pay.gov](https://www.pay.gov). For further instructions, please see chapter 11 of the *TPF Procedures Manual* (updated March, 2023), which is available on the [TPF website](#).

The lead agency coordinator for this pooled fund study, Matt Hinshaw, can be contacted at 360-753-9481 or [matthew.hinshaw@dot.gov](mailto:matthew.hinshaw@dot.gov).

Cc: Matt Hinshaw, HSST-1