




Minnesota Department of Transportation

Research Services Section
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July 30, 2009

To: Partner Commitment Contacts

From: Linda Taylor, Director of Research Services Section
Minnesota Department of Transportation 

Subject: State Lead Acceptance Memo

Re: TPF-5(215) Transportation Engineering and Road Research Alliance (TERRA)

The Minnesota Department of Transportation accepts the role of the lead agency and agrees to receive, obligate, expend and manage contributions from participating agencies. Your agency committed funds to this study. Please transfer your funds at this time and for accounting purposes indicate:

- the year of the commitment you will be transferring
- the amount for each year and
- program code for each year.

Send a copy of this memo with the funding transfer request form for this project to your state FHWA Division Office for concurrence. Please include the commitment year of your funds in the 'Project Description' box on the transfer request form. To ensure that our office has accurate financial records, **please copy Deb Fick** on documents that you forward to your FHWA Division office.

In you have any questions, please do contact Deb Fick at 651.366.3759 or deb.fick@dot.state.mn.us.