




US Department  
of Transportation  
Federal Highway  
Administration

# Memorandum

6300 Georgetown Pike  
McLean, VA 22101-2296

Subject: **INFORMATION:** Lead Agency for Pooled  
Fund Study TPF-5(261), "Core Program Services  
for a Highway RD&T Program – FFY 2012  
(TRB FY 2013)"

From: Debra S. Elston   
Director, Office of Corporate Research Technology,  
and Innovation Management (HRTM-1)

To: Lisa A. Williams  
TPF Program Manager (HRTM-10)

Date: FEB -7 2012

Reply to HRTM-1  
Attn. of: J. Landolt, x33146

The Federal Highway Administration (FHWA) is the lead Agency for the Transportation Pooled Fund Study TPF-5(261) "Core Program Services for a Highway RD&T Program – FFY 2012 (TRB FY 2013)." The FHWA accepts the role of lead Agency and agrees to receive, obligate, expend, and manage contributions from participating agencies.

Participating States are asked to submit their funding transfer request (Form FHWA-1576), along with a copy of this memo, to their respective FHWA Division Office for concurrence. The Form FHWA 1576 is available on the homepage of the TPF website ([www.pooledfund.org](http://www.pooledfund.org)). Additionally, participating States should ask that funds be directed to the FHWA office code: HRTM-1. The Financial Manager of this pooled fund study is: Chris Shehade and the BPAC # is 040.

Nonfederal contributions to TPF-5(261) can be made via Pay.gov, which is a system provided by the U.S. Department of Treasury, to make secure electronic payments to Federal Government Agencies. To contribute non-Federal funds to an FHWA-led study, the contributing organization or State DOT may do so by following the following steps:

1. Go the homepage, [www.Pay.gov](http://www.Pay.gov)
2. See the section "Find Public Forms" on the left side of the screen.
3. In the box entitled "Search Public Forms" type the words "FHWA Pooled Funds" and press enter.
4. Click on the listing "Federal Highway Pooled Funds."
5. Fill out the form to complete the electronic transfer.



For detailed information regarding the use of Pay.gov within the TPF Program, please review Chapter 14 of the TPF Program Procedures Manual (Draft: April 2010), which is currently available for download in the authorized user section of the TPF website: [www.pooledfund.org](http://www.pooledfund.org).

Please contact Jean Landolt, (202) 493-3146, if you have any questions.