

**Research & Analytics**

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**April 10, 2015**

From: Peggi Knight, P.E.  
Director, Office of Research and Analytics

To: Tracy Troutner  
Transportation Planner  
Iowa Division, Federal Highway Administration

Re: Pooled Fund Project TPF-5(310) - 11th International Conference on Low Volume Roads and Peer Exchange

Dear Mr. Troutner,

The Iowa Department of Transportation accepts the responsibility as lead agency for the above referenced pooled fund project.

Iowa DOT agrees to receive, obligate and manage pooled fund contributions, both Federal and non-Federal, and will review and pay expenses related to this project. All monetary transactions will be documented according to DOT procedures and Federal laws.

Participating agencies are required to send a copy of this memo with the funding transfer request form to their state FHWA Division Office for concurrence. These agencies should include the following information in the information box on the transfer request form:

- Pooled Fund TPF-5(310), 11th International Conference on Low Volume Roads and Peer Exchange
- Year(s) for which the commitment is (are) made
- Amount committed for each year

Please send a courtesy copy of the submittal to [Cheryl.Cowie@Dot.Iowa.Gov](mailto:Cheryl.Cowie@Dot.Iowa.Gov)

If you have any questions, please contact Cheryl Cowie at (515) 239-1171 or [Cheryl.Cowie@Dot.Iowa.Gov](mailto:Cheryl.Cowie@Dot.Iowa.Gov).

Sincerely,

