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December 6, 2018

Mr. Don Davis  
Division Administrator  
Federal Highway Administration  
100 West Capitol St Suite 1062  
Jackson, MS 39269

**Subject: Pooled Fund Project TPF-5(390) Institute for Trade and Transportation Studies (ITTS)**

Dear Mr. Davis:

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

Mississippi 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 your state FHWA Division Office for concurrence.

These agencies should include the following information in the information box on the FHWA Transfer Request form:

- Pooled Fund project number and name
- Year(s) for which the commitment was made
- Amount of each year
- Fund year and fund program code
- Send a courtesy copy of the submittal to [ttrinh@mdot.ms.gov](mailto:ttrinh@mdot.ms.gov)

If you have any questions, please contact Mr. Evan Wright at 601-359-7685.

Sincerely,

Evan Wright, P.E.  
State Planning Engineer

EDW:TMT:tbs