



U.S. Department
of Transportation

Federal Highway
Administration

Memorandum

Subject: **INFORMATION:** Lead Agency for
Pooled Fund Study TPF-5(398),
“Moving Forward with the Next
Generation Travel Behavior Data
Collection and Processing”

Date: March, 5, 2019

From: David R. Winter, PE
Director, Office of Highway Policy
Information

In Reply Refer To:
HPPI-30

To: David Pamplin
TPF Program Manager (HRTM-10)

The Federal Highway Administration (FHWA) is the lead Agency for the Transportation Pooled Fund Study TPF-5(398), " Moving Forward with the Next Generation Travel Behavior Data Collection and Processing." The FHWA Office of Highway Policy Information accepts the role of lead Agency and agrees to receive, obligate, expend, and manage contributions from participating states/agencies.

Participating states/agencies are asked to submit their funding transfer requests (Form FHWA-1576), along with a copy of this memorandum to their respective FHWA Division Office for concurrence. The Form FHWA-1576 is available on the homepage of the TPF website (www.pooledfund.org). Additionally, participating States should ask that funds be directed to the FHWA office code: HPL-1. The Financial Manager of this pooled fund study is: Kai Chen, E83-306 and the BPAC number is 030.

Nonfederal contributors to TPF-5(398) 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 to the homepage, www.Pay.gov
2. See the section “Find Public Forms” on the left side of the screen. In the box entitled “Search Public Forms” type the word “FHWA Pooled Funds” and press enter.
3. Click on the listing “Federal Highway Pooled Funds”
4. 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 11 of the TPF Program Procedures Manual (Updated February 2017) which is currently available (after logging in) for download in the authorized user section of the TPF Program website: www.pooledfund.org.

Please contact Daniel Jenkins, PE, National Travel Behavior Data Program Manager, at 202-366-1067 or daniel.jenkins@dot.gov if you have any questions.