





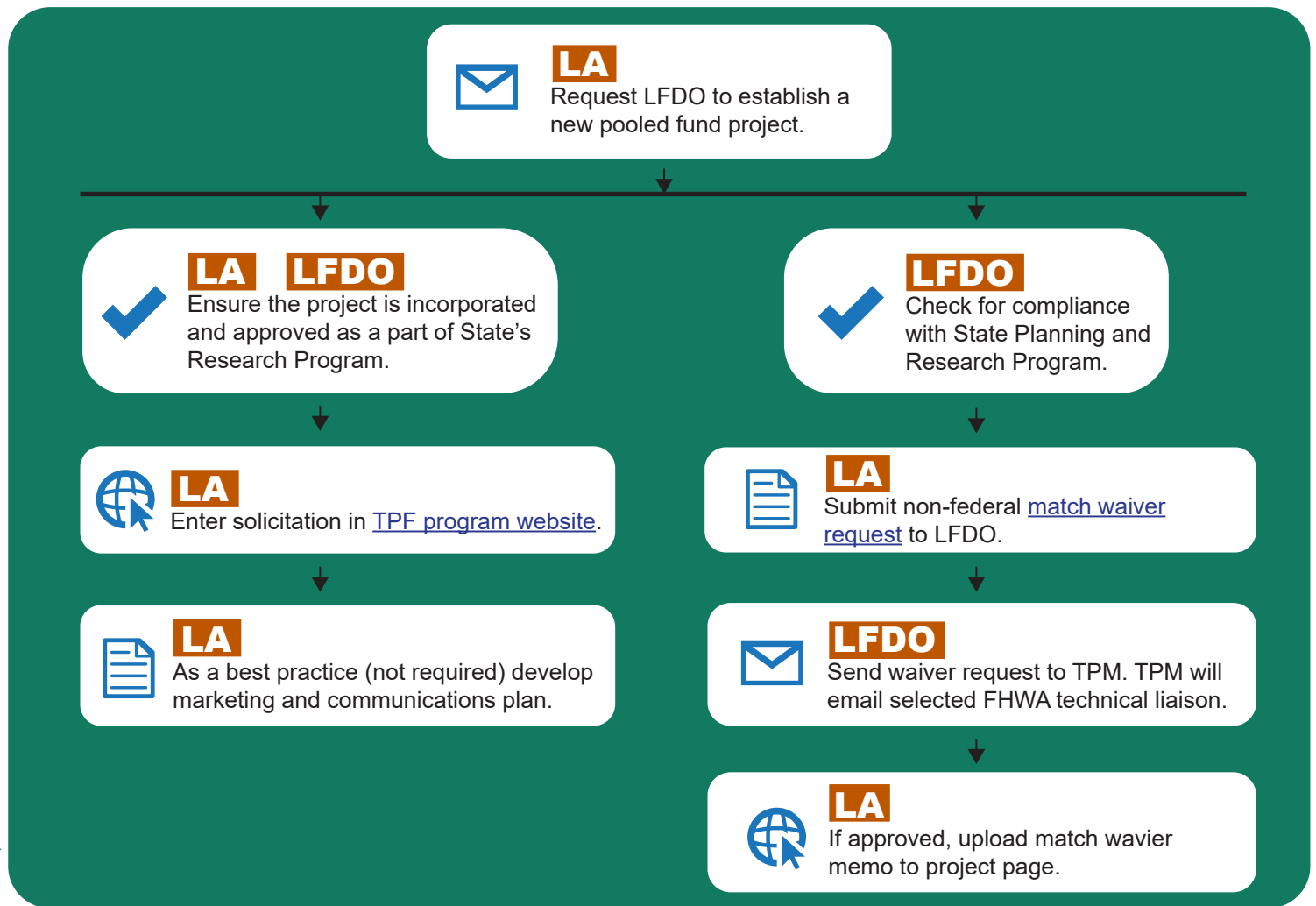


**LEGEND**

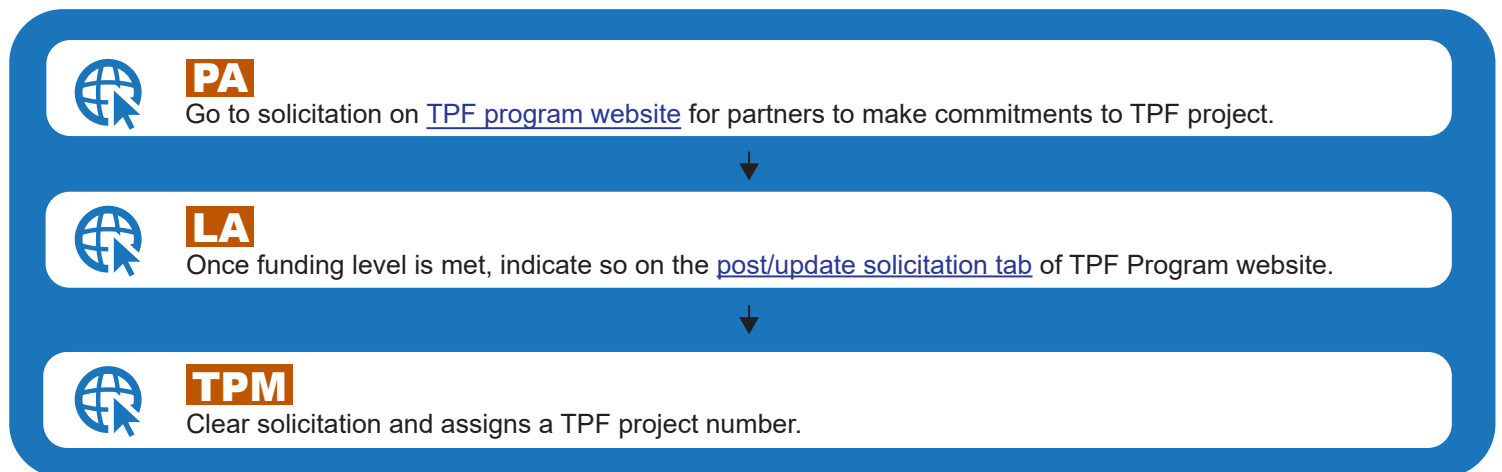
- LA** Lead Agency
- PA** Partner Agencies
- TPM** TPF Program Manager
- LFDO** Local FHWA Division Office
- FCFO** FHWA Chief Financial Officer (CFO) Office
-  Email Action
-  Finance action
-  Involves a group
-  Check for confirmation
-  Required document to Submit
-  Action required on the TPF website

# State-led

**INITIATION**



**SOLICITATION**



PROJECT ADMINISTRATION



**LA**

Set up [Technical Advisory Committee](#).



**LA LFDO**

Create TPF Pooled Fund project in FMIS.



**LA**

Develop [Acceptance Memo](#).



**LA**

Email [final](#) acceptance letter to LFDO, TPM, and PA, and notify funds can be transferred.



**PA LFDO**

Ensure funds are available and transfer funds via FMIS.



**LA**

Award contracts, obligate funds, pay contract invoices and track funds.



**LA**

Submit [quarterly reports and required deliverables](#).

CLOSEOUT



**LA**

Ensure all contract requirements, claims, payments and awards are completed.



**LA**

Submit to TPM the [closeout funding spreadsheet](#).



**TPM**

Send out a [closeout letter](#) and [closeout funding spreadsheet](#) to PA, LA and LFDO of PAs.



**LA**

Return remaining funds (if applicable) through FMIS to partnering agencies.