





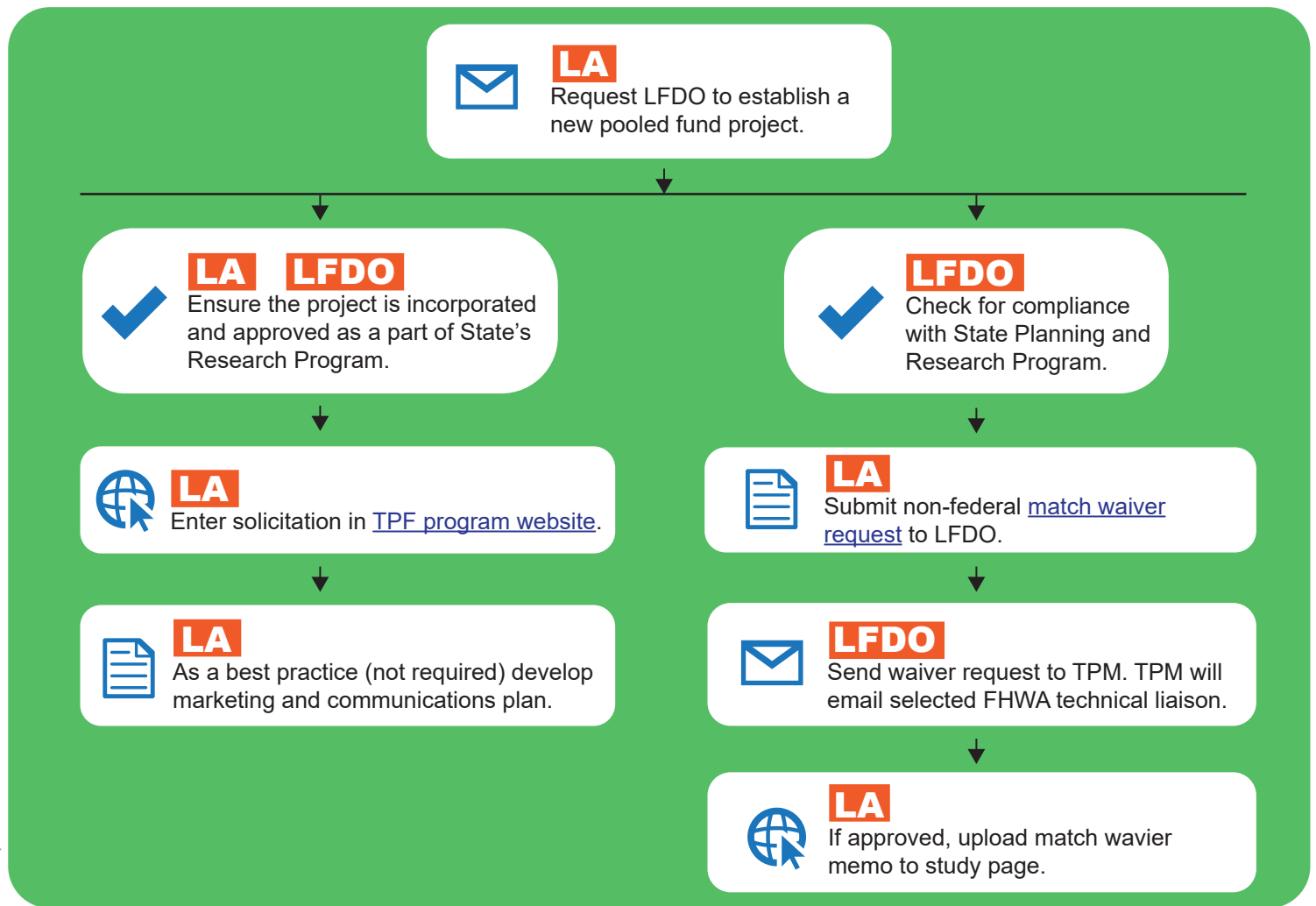


LEGEND

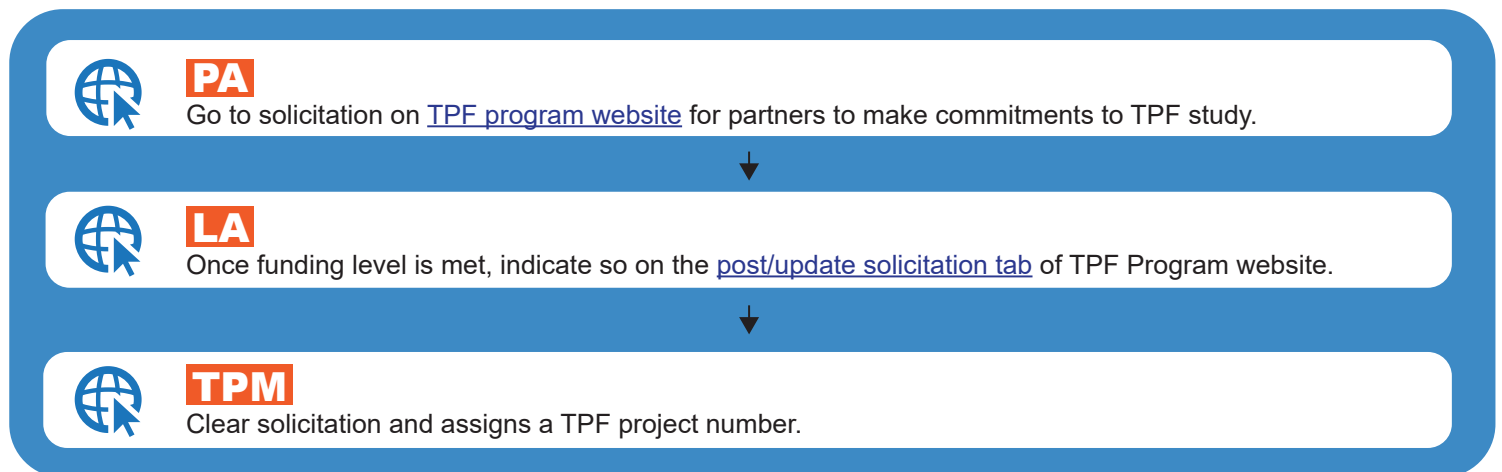
- LA** Lead Agency
- PA** Partner Agencies
- TPM** TPF Program Manager
- LFDO** Local FHWA Division Office
- FCFO** FHWA Chief Financial Officer (CFO) Office
-  Email Action
-  Finance action
-  Involves a group
-  Check for confirmation
-  Required document to Submit
-  Action required on the TPF website

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 memo with blank [1575-C Funding Transfer Form](#) to LFDO, TPM, and PA.



PA LFDO

Ensure funds are available and complete [1575-C Funding Transfer Form](#).



FCFO

Transfer funds from PA to Lead Agency in 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

Complete [1575-C Funding Transfer Form](#) and submit it to LFDO to transfer back to PA unspent funds.



LFDO

Email completed [1575-C Funding Transfer Form](#) and [Acceptance Memo](#) to FCFO.