

PRIVATE CONTRIBUTIONS TO A POOLED FUND

Following is guidance on the process for private contributions to the Transportation Curriculum Coordination Council (TCCC) pooled fund study. (See Below)

Private contributors do not need to fill out the commitment form and a commitment letter could be used instead. The letter should state how much the company/entity intends to contribute on a yearly basis. This will assist in planning what amount of funds the TCCC will have on a yearly basis.

- The organization sends the check to the FHWA lockbox in Atlanta
Federal Highway Administration
P. O. Box 100147
Atlanta, Georgia 30384-0147
- The check should have the specific pooled fund study number and title indicated: TPF-5(046), Transportation Curriculum Coordination Council (TCCC) Training Management and Development.
- The funds from the check are made available to the FHWA Finance Division.
- Based on the information on the check (i.e., the pooled fund number and the title), an advice of funds is written to RD&T.
- Richard Collins (RD&T) keeps track of it and provides an accounting code for you to use in obligating the funds to the work being performed under the pooled fund study.

States interested in participating or who have any questions may contact Mr. James Sorenson, Office of Asset Management (HIAM-20), at 202-366-1333 or james.sorenson@fhwa.dot.gov.

Note: Just a reminder for the DOTs that this pooled fund has been approved for 100% Federal Funding.