

PROCEDURES FOR REVISIONS TO FUNCTIONAL CLASSIFICATION AND FEDERAL-AID SYSTEMS

Pennsylvania Department of Transportation

Bureau of Planning and Research

Transportation Planning Division

May 2014

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PROCEDURES FOR REVISIONS TO FUNCTIONAL CLASSIFICATION AND FEDERAL-AID SYSTEMS

Section 103 of the Federal-Aid Highway Act, Title 23, US Code issued the authority to prescribe guidelines for the establishment, submission and approval of revisions to the Federal-aid System. These guidelines can be found on the web and the address is: <https://uscode.house.gov/view.xhtml?req=%22federal-aid+highway+act%22&f=treesort&fq=true&num=1&hl=true&edition=prelim&granuleId=USC-prelim-title23-section103>.

All Federal-aid Systems are based on the highway's functional classification which is determined in accordance with the "Highway Functional Classification, Concepts, Criteria and Procedures"; published by the U.S. Department of Transportation, Federal Highway Administration (2013 Edition). This publication can be found on the web and the address is: http://www.fhwa.dot.gov/planning/processes/statewide/related/highway_functional_classifications/

Functional Classification and Federal-aid revisions may be recommended by Local Officials, Planning Agencies, or the Pennsylvania Department of Transportation (PennDOT).

The Bureau of Planning and Research (BPR) in accordance with the FHWA "Highway Functional Classification, Concepts, Criteria and Procedures", has developed the following procedures for functional classification and federal-aid system revisions. A [preliminary functional classification assessment chart](#) was created to be used only as a starting point when trying to determine the functional classification of a road. This chart is not to be treated as a formula for functional classification assignment or to be the only mechanism used when determining the functional class of a road.

Contact information for [PennDOT Engineering District Offices](#), [Metropolitan Planning Organizations](#), and [Rural Planning Organizations](#).

Select agency type:

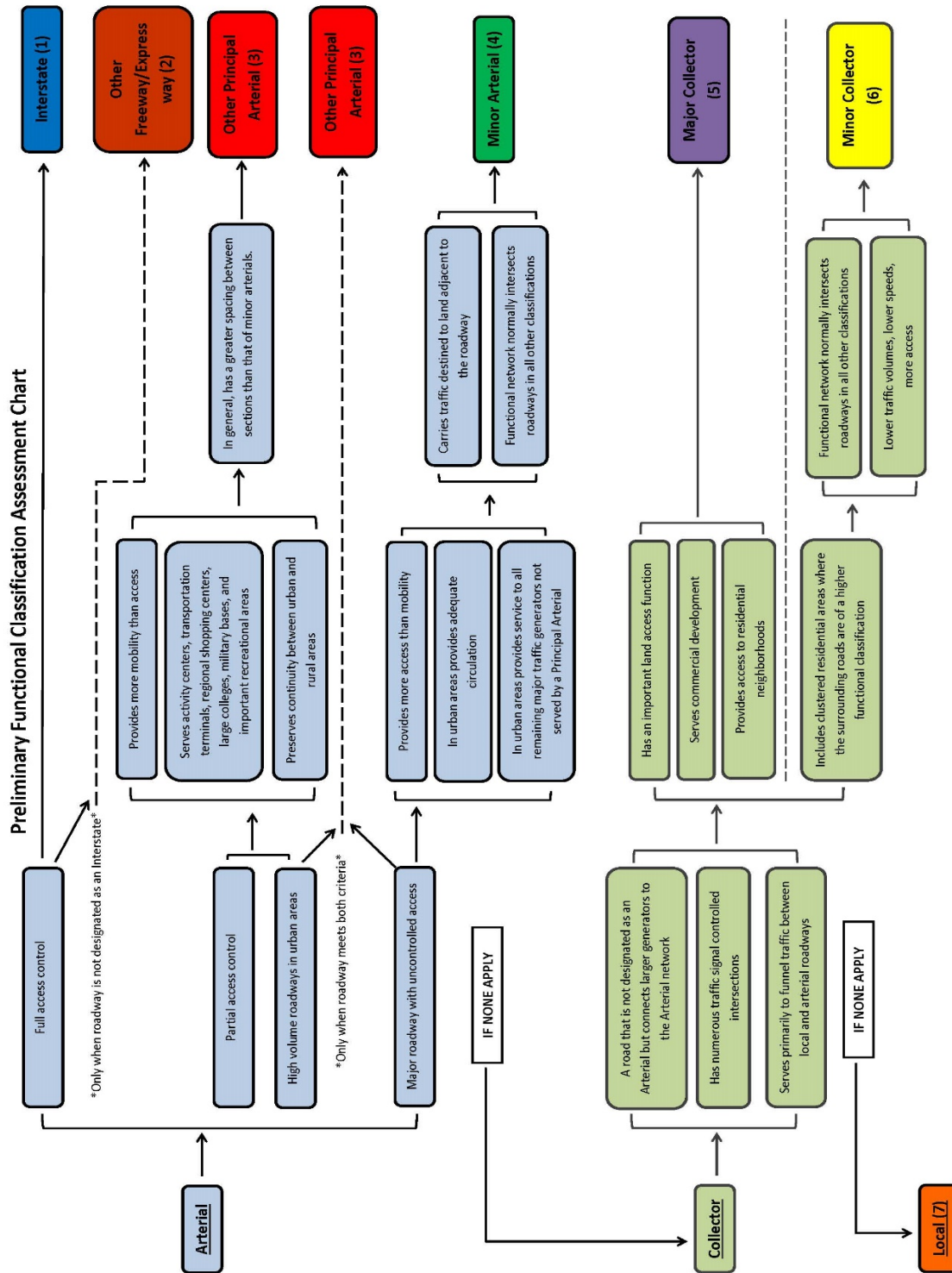
[PennDOT Engineering District](#)

[Metropolitan Planning Organization \(MPO\)](#)

[Rural Planning Organization \(RPO\)/Independent Agency](#)

[Local Official](#)

Functional Class Flow Chart:



PennDOT Engineering District:

Functional classification and federal-aid revisions may be requested by the appropriate PennDOT Engineering District Office.

When a functional classification or federal-aid revision is occurring in an area covered by a Metropolitan Planning Organization (**MPO**), a Rural Planning Organization (**RPO**), or **Independent Agency**, the **PennDOT Engineering District** shall coordinate with the **MPO, RPO, or Independent Agency**. A letter of concurrence from the **MPO, RPO, or Independent Agency** must be included as part of the request from the PennDOT Engineering District.

If a functional classification revision spans multiple PennDOT Engineering District Offices, MPOs, or RPOs, letters of concurrence need to be included from all affected agencies.

The justification for any functional classification or federal-aid changes should be in accordance with “Highway Functional Classification, Concepts, Criteria and Procedures” published by the U.S. Department of Transportation, Federal Highway Administration (2013 Edition).

[2013 FHWA Functional Classification Memo](#)

[2013 FHWA Functional Classification Guidelines](#)

Please select one of the following:

[Adjustment\(s\) to Federal Aid System Status](#)

[Functional Classification Change\(s\)](#)

Metropolitan Planning Organization:

When a Metropolitan Planning Organization (MPO) is requesting a functional classification or federal-aid revision, a letter of concurrence from the appropriate PennDOT Engineering District Office must be included as part of the request from the MPO.

If a functional classification revision spans multiple PennDOT Engineering District Offices, MPOs, RPOs, or Independent Agencies, letters of concurrence need to be included from all affected agencies.

The justification for any functional classification or federal-aid changes should be in accordance with “Highway Functional Classification, Concepts, Criteria and Procedures” published by the U.S. Department of Transportation, Federal Highway Administration (2013 Edition).

[2013 FHWA Functional Classification Memo](#)

[2013 FHWA Functional Classification Guidelines](#)

Please select one of the following:

[**Adjustment\(s\) to Federal-Aid System Status**](#)

[**Functional Classification Change\(s\)**](#)

Rural Planning Organization or Independent Agency:

If a Rural Planning Organization (RPO) or Independent Agency requires functional classification or federal-aid system revisions, the revisions must be coordinated with the appropriate PennDOT Engineering District Office.

If a functional classification revision spans multiple PennDOT Engineering District Offices, MPOs, RPOs, or Independent Agencies, letters of concurrence need to be included from all affected agencies.

The justification for any functional classification or federal-aid changes should be in accordance with “Highway Functional Classification, Concepts, Criteria and Procedures” published by the U.S. Department of Transportation, Federal Highway Administration (2013 Edition).

[2013 FHWA Functional Classification Memo](#)

[2013 FHWA Functional Classification Guidelines](#)

Please select one of the following:

[Adjustment\(s\) to Federal-Aid System Status](#)

[Functional Classification Change\(s\)](#)

Local Official:

If a Local Official requires functional classification or federal-aid system revisions, the revisions must be coordinated through the appropriate Metropolitan Planning Organization (MPO), Rural Planning Organization (RPO), or Independent Agency. The organizations shall work together with the PennDOT Engineering District to provide a complete submittal package for PennDOT Central Office by following the appropriate functional classification or federal-aid system revisions guideline.

PennDOT Engineering Districts Planning and Programming Manager Contacts:

Engineering District 1-0

Courtney Lyle
clyle@pa.gov
814-678-7046

Engineering District 2-0

Vickie Rusnak
virusnak@pa.gov
814-765-0441

Engineering District 3-0

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570-368-4222

Engineering District 4-0

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Engineering District 5-0

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Engineering District 6-0

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610-205-6950

Engineering District 8-0

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717-783-0166

Engineering District 9-0

David Lybarger
dlybarger@pa.gov
814-696-7178

Engineering District 10-0

Harold Swan
hswan@pa.gov
724-357-2082

Engineering District 11-0

Robert Miskanic
rmiskanic@pa.gov
412-429-4822

Engineering District 12-0

Angela Saunders
ansaunders@pa.gov
724-439-1891

MPO/RPO/Independent Agency Contacts

Agency	County(s) Covered	Phone Number
Adams MPO	Adams	717-337-9824
Altoona MPO	Blair	814-693-2080
Centre County MPO	Centre	814-231-3050
Delaware Valley Regional Planning Commission (DVRPC)	Bucks, Chester, Delaware, Montgomery, Philadelphia	215-592-1800
Erie MPO	Erie	814-451-6000
Johnstown MPO	Cambria	814-472-2106
Franklin MPO	Franklin	717-261-3855
Lackawanna County Regional Planning Commission	Lackawanna	570-963-6830
Luzerne County Regional Planning Commission	Luzerne	570-825-1564
Lancaster MPO	Lancaster	717-299-8333
Lebanon MPO	Lebanon	717-228-4444
Lehigh Valley MPO	Lehigh, Northampton	610-264-4544
North Central RPO	Cameron, Clearfield, Elk, Jefferson, McKean, Potter	814-773-3162
Northeastern Pennsylvania Alliance (NEPA) MPO	Carbon, Monroe, Pike, Schuylkill	570-655-5581
Northern Tier RPO	Bradford, Sullivan, Susquehanna, Tioga, Wyoming	570-265-9103
Northwest RPO	Clarion, Crawford, Forest, Venango, Warren	814-677-4800
Reading MPO	Berks	610-478-6300
SEDA-Council of Governments MPO	Clinton, Columbia, Juniata, Mifflin, Montour, Northumberland, Snyder, Union	570-524-4491
Shenango Valley MPO	Mercer	724-981-2412
Southern Alleghenies RPO	Bedford, Fulton, Huntingdon, Somerset	814-949-6513
Southwestern Pennsylvania Commission MPO	Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington, Westmoreland	412-391-5590
Tri-County Regional Planning Commission	Cumberland, Dauphin, Perry	717-234-2639
Wayne County Department of Planning / GIS (<i>Independent Agency</i>)	Wayne	570-253-5970
Williamsport MPO	Lycoming	570-320-2130
York Area MPO	York	717-771-9870

Adjustment(s) to Federal Aid System Status

The addition or deletion of road(s) to the federal-aid system may be requested by the appropriate PennDOT Engineering District Office, Metropolitan Planning Organization (MPO), Rural Planning Organization (RPO), or Independent Agency.

Addition(s) to the federal-aid system would be for roads that currently do not have a federal-aid status and are not eligible to apply federal funds for improvements. The roads could be either PennDOT or municipally owned and maintained roads that are not on the functional class system.

Deletion(s) to the federal-aid system would be for roads that are being downgraded in functional classification and no longer qualify as being on the federal aid system. For example, roads functionally classified as rural or urban minor collector or rural or urban local.

In order to be considered for the addition to the federal-aid system, the road(s), at a minimum, must be requested to be functionally classified as a rural or urban major collector. The road(s) that are being requested to be added to the federal-aid system must have a connection on each end to roads on the federal-aid system, except if the road is a NHS route.

Reference the [FHWA Highway Functional Classification, Concepts, Criteria and Procedures \(2013 Edition\)](#) for definitions of roadway classifications.

The justification for an addition to the federal-aid system needs to be included with the request for the addition to the federal aid system. Some examples are:

1. Traffic volume – it is required to complete a traffic count and submit the data to PennDOT BPR.
2. Road(s) being requested for addition connects to existing functionally classified roads.
3. Road(s) being requested for addition serve major traffic generators – business/industrial park, prison, shopping centers.

Justification cannot solely be based on the federal funding need of the roadway.

The agency requesting the federal-aid system addition must forward a cover letter of justification and concurrence from the necessary official to the address listed below. The letter should state the name of the road in question and include state route number if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage. A spreadsheet may be used in addition to the

cover letter. The following information should be contained in the header row of the spreadsheet:

1. Map ID Number
2. County
3. State Route/ Federal Aid System Route
4. Beginning Segment**
5. Beginning Offset
6. Beginning Street Name
7. Ending Segment**
8. Ending Offset
9. Ending Street Name
10. Length in miles (0.000)
11. Current Federal Aid Status
12. New Federal Aid Status (Add, Remove, Yes, No)
13. Current Functional Classification (PennDOT Format)
14. Current National Highway System (NHS) Status***
15. New Functional Class (FHWA Format)
16. New NHS Status***
17. Annual Average Daily Traffic (AADT) Volume
18. Justification/Comments/Notes









**Each row within the spreadsheet should contain only one segment, and not a group/series of segments, for ease of verification.

***Functional classification changes need to be approved before NHS changes can be submitted to FHWA. NHS changes can be indicated and justified within the functional classification request; however, they will be submitted separately to FHWA. Please reference National Highway System Procedures.

If the functional classification changes affect the **Federal-aid System** (roads not classified as rural or urban minor collectors or rural or urban local functionally classified roads), enclosed with the letter and spreadsheet must be:

- Three prints of a functional classification map with the sections of road being proposed for functional classification changes color coded using the colors as shown on the **Proposed Changes to Functional Classification Legend** that follows. The colors should be the same as the functional classification map legend with hatching/dashes to distinguish current functional classification from proposed functional classification changes. Roads that need to be removed from the federal-aid system should be shown in grey hatching/dashes. For multiple changes, the map should include an identification number for each road that corresponds to the roads included on the spreadsheet.

Proposed Changes to Functional Classification Legend

	Proposed Interstate (Federal-aid system)
	Proposed Other Freeway/Expressway (Federal-aid system)
	Proposed Other Principal Arterial (Federal-aid system)
	Proposed Minor Arterial (Federal-aid system)
	Proposed Major Collector (Federal-aid system)
	Proposed Minor Collector (Non-Federal-aid system)
	Proposed Local (Non-Federal-aid system)
	Delete from System

- Maps should include the urbanized boundary, if applicable.
- Maps should be titled “Proposed Federal-Aid Functional Classification Revisions.”
- Each of the three maps must include a signature block with designated space for the appropriate official’s signature, his or her title, and the date. Each map should be signed as follows:
 - If a **Metropolitan Planning Organization (MPO), Rural Planning Organization (RPO), or Independent Agency** covers the entire county where the changes are being requested – the executive director or chairperson of the MPO, RPO, or Independent Agency must sign each of the functional classification maps.

The final submittal package from the PennDOT Engineering District, MPO, RPO, or Independent Agency for **the addition of road(s) to the federal-aid system** should include:

1. A letter(s) of concurrence from the necessary agency (i.e. District Executive, MPO Executive Director, MPO Chairperson, RPO Executive Director, RPO Chairperson, or Independent Agency Director)
2. A letter of justification and concurrence from the lead agency which includes the name of the roads in question and includes state route

numbers if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage.

3. A spreadsheet for multiple changes.
4. 3 prints of the map with the appropriate title, legend, and signature block.

All submittal packages should be forwarded to:

Mr. Laine Heltebride, Director
Pennsylvania Department of Transportation
Bureau of Planning and Research
P.O. Box 3555
Harrisburg, PA 17105-3555

All submittals will be carefully reviewed for completeness and accuracy by PennDOT Bureau of Planning and Research (BPR) HPMS staff and forwarded to the Federal Highway Administration Division Office for final review and approval. All affected agencies will be notified by BPR HPMS staff when final Federal Highway Administration approval is received by the Office of Planning. If you have any questions or concerns, please contact the BPR HPMS Staff below:

Patrick McVeigh – Eastern Region HPMS Coordinator
pmcveigh@pa.gov
(717) 772-0567

John Moloney – Western Region HPMS Coordinator
jmoloney@pa.gov
(717) 787-2187

Functional Classification Changes:

The agency requesting the system change must forward a cover letter of justification for the changes and concurrence letter(s) from the necessary officials to the address listed below. The letter should state the name of the road in question and include state route number if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage. A spreadsheet may be used in addition to the letter for multiple changes. The following information should be contained in the header row of the spreadsheet:

1. Map ID Number
2. County
3. State Route/ Federal Aid System Route
4. Beginning Segment**
5. Beginning Offset
6. Beginning Street Name
7. Ending Segment**
8. Ending Offset
9. Ending Street Name
10. Length in miles (0.000)
11. Current Federal Aid Status
12. New Federal Aid Status (Add, Remove, Yes, No)
13. Current Functional Classification (PennDOT Format)
14. Current National Highway System (NHS) Status***
15. New Functional Class (FHWA Format)
16. New NHS Status***
17. Annual Average Daily Traffic (AADT) Volume
18. Justification/Comments/Notes

**Each row within the spreadsheet should contain only one segment, and not a group/series of segments, for ease of verification.









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If the functional classification changes affect the **Federal-aid System** (roads not classified as rural or urban minor collectors or rural or urban local functionally classified roads), enclosed with the letter must be:

- Three prints of a functional classification map with the sections of road being proposed for functional classification changes color coded using the colors as shown on the **Proposed Changes to Functional Classification Legend** that follows. The colors should be the same as the functional classification map legend with hatching/dashes to distinguish current

functional classification from proposed functional classification changes. Roads that need to be removed from the federal-aid system should be shown in grey hatching/dashes. For multiple changes, the map should include an identification number for each road that corresponds to the roads included on the spreadsheet.

Proposed Changes to Functional Classification Legend

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	Proposed Other Freeway/Expressway (Federal-aid system)
	Proposed Other Principal Arterial (Federal-aid system)
	Proposed Minor Arterial (Federal-aid system)
	Proposed Major Collector (Federal-aid system)
	Proposed Minor Collector (Non-Federal-aid system)
	Proposed Local (Non-Federal-aid system)
	Delete from System

- Maps should include the urbanized boundary, if applicable.
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- Each of the three maps must include a signature block with designated space for the appropriate official’s signature, his or her title, and the date. Each map should be signed as follows:
 - If a **Metropolitan Planning Organization (MPO)**, **Rural Planning Organization (RPO)**, or **Independent Agency** covers the entire county where the changes are being requested – the executive director or chairperson of the MPO or RPO must sign each of the functional classification maps.

The final submittal package from the PennDOT Engineering District, MPO, or RPO for **the addition of road(s) to the federal-aid system** should include:

1. A letter(s) of concurrence from the necessary agency (i.e. District Executive, MPO Executive Director, MPO Chairperson, RPO Executive Director, RPO Chairperson, or Independent Agency Director)
2. A letter of justification and concurrence from the lead agency which includes the name of the roads in question and includes state route numbers if available, termini of the road using segments and offsets, if available, or beginning and ending street names, and mileage.

3. A spreadsheet for multiple changes.
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