

**PROCEDURES FOR REVISIONS TO
FUNCTIONAL CLASSIFICATION, NATIONAL
HIGHWAY SYSTEM, AND INTERMODAL
CONNECTORS**

Pennsylvania Department of Transportation

Bureau of Planning and Research

Transportation Planning Division

September 2020

Functional Classification and National Highway System (NHS) Update Process and Procedures

Overview

Functional classification, National Highway System, including intermodal connector reviews are to be initiated by the Planning Partner or District. At a minimum, roadway functional classification and National Highway System (NHS) status, including intermodal connectors should be reviewed in conjunction with the census and urbanized boundary smoothing, every 10 years. Reviews can be completed prior to every 10 years.

When an agency decides to perform a functional class review or NHS update, the Transportation Planning Division (TPD) should be notified in the beginning of the process. This provides TPD with the heads up an agency is working on a review and TPD can provide useful information and prepare for the submission review. The agency should request the revisions be reviewed prior to getting any final signatures or concurrence letters. When TPD reviews a submission, route names, begin and end points, and mileage are some of the information reviewed for accuracy and completeness.

All functional classification, national highway system, and intermodal connector submissions will be submitted electronically. All required signatures can be electronic signatures.

The following pages outline the process and procedures for the electronic submission of federal-aid and functional classification adjustments, and NHS and intermodal connector reviews.

PROCEDURES FOR REVISIONS TO FUNCTIONAL CLASSIFICATION AND FEDERAL-AID STATUS

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:

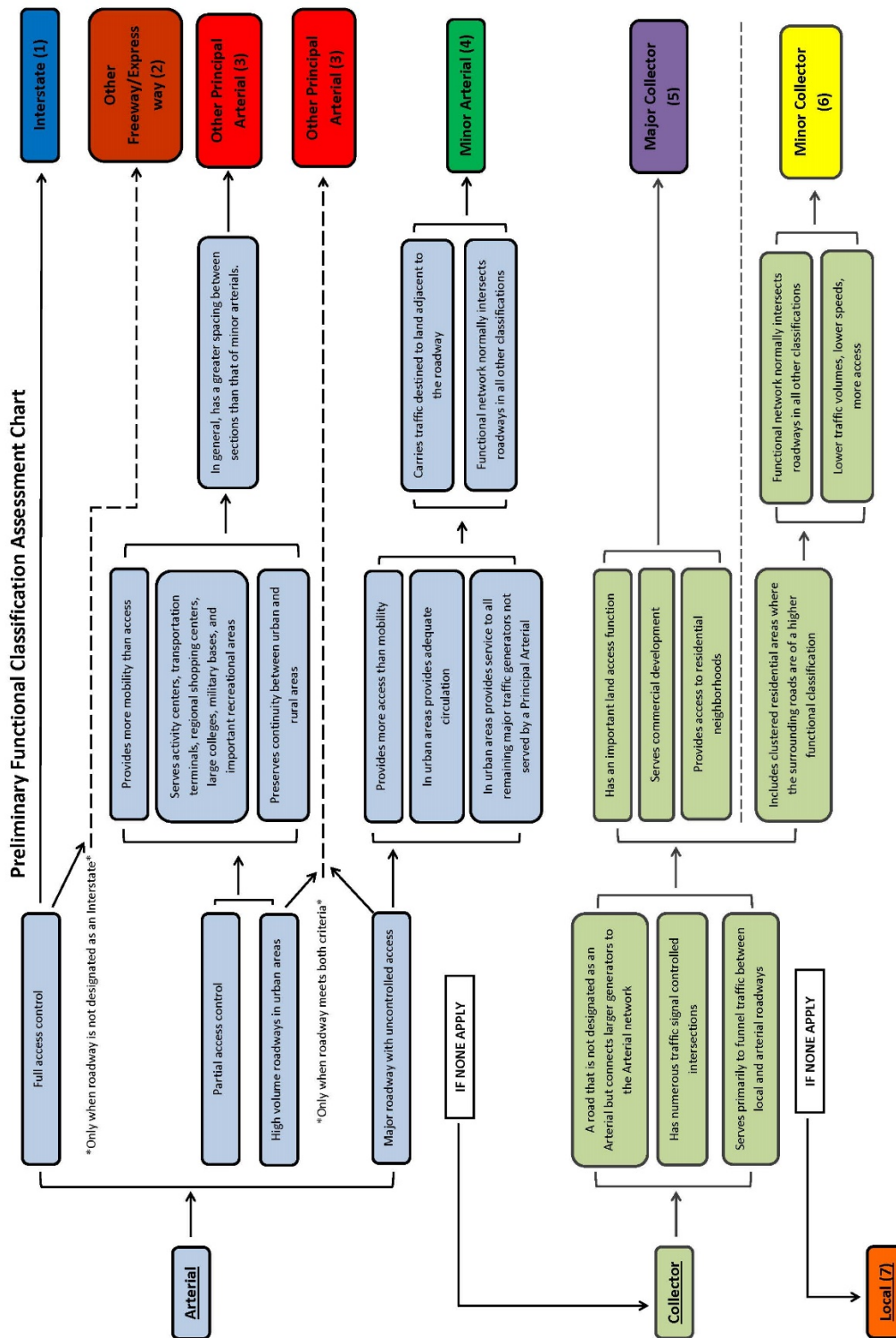
http://www.fhwa.dot.gov/planning/processes/statewide/related/highway_functional_classifications/

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](#) are located within the document.

FUNCTIONAL CLASS FLOW CHART



Functional classification and federal aid revisions may be requested by a PennDOT Engineering District, Metropolitan Planning Organization (MPO), or Rural Planning Organization (RPO), or Independent County Planning Organization. A local government must work through their MPO or RPO for any functional classification, federal aid system, NHS, or intermodal connector change.

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 County Planning Organization**, the **PennDOT Engineering District** shall coordinate with the **MPO, RPO, or Independent County Planning Organization**. A letter of concurrence on official letterhead from the **MPO, RPO, or Independent County Planning Organization** 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.

Metropolitan Planning Organization, Rural Planning Organization, or Independent County Planning Organization:

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

If a functional classification revision spans multiple PennDOT Engineering District Offices, MPOs, RPOs, or Independent County Planning Organization, 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).

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 County Planning Organization. Those 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.

[2013 FHWA Functional Classification Guidelines](#)

Please select one of the following:

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

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

[National Highway System Change \(s\) without Functional Classification Change\(s\)](#)

[National Highway System Change\(s\) with Functional Classification Change\(s\)](#)

[Intermodal Connector Change\(s\)](#)

PennDOT Engineering Districts Planning and Programming Manager Contacts:

Engineering District 1-0

Courtney Lyle

clyle@pa.gov

814-678-7046

Engineering District 2-0

Mark Schultz

markschult@pa.gov

814-765-0442

Engineering District 3-0

Christopher D. King

chriking@pa.gov

570-368-4222

Engineering District 4-0

Marie Bishop

mabishop@pa.gov

570-963-3134

Engineering District 5-0

Jennifer Ruth

jeruth@pa.gov

610-871-4558

Engineering District 6-0

Jonathan M. Korus

jkorus@pa.gov

610-205-6961

Engineering District 8-0

Carey Mullins

cmullins@pa.gov

717-783-2265

Engineering District 9-0

Anne Stich

astich@pa.gov

814-696-6847

Engineering District 10-0

Harold Swan

hswan@pa.gov

724-357-2082

Engineering District 11-0

John Quatman

jquatman@pa.gov

412-429-4836

Engineering District 12-0

Angela Saunders

ansaunders@pa.gov

724-439-1891

MPO/RPO/Independent County Planning Organization Contacts

Agency	County (s) Covered	Phone Number
Adams County Office of Planning and Development	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	814-451-7325
Franklin County MPO	Franklin	717-261-3855
Johnstown MPO	Cambria	814-472-2108
Lackawanna County Planning Commission	Lackawanna	570-963-6830
Lancaster MPO	Lancaster	717-299-8333
Lebanon MPO	Lebanon	717-228-4444
Lehigh Valley MPO	Lehigh, Northampton	610-264-4544
Luzerne County Planning Commission	Luzerne	570-825-1564
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 (SPC) MPO	Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington, Westmoreland	412-391-5591
Tri-County Regional Planning Commission	Cumberland, Dauphin, Perry	717-234-2639
Wayne County Department of Planning/GIS (Independent County Planning Organization)	Wayne	570-253-5970
Williamsport MPO	Lycoming	570-320-2138
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 County Planning Organization.

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.

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 for the agency 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(s) or deletion(s) must submit an electronically signed cover letter of justification from the necessary official to the e-mail address listed below. Electronic concurrence letters for all agencies affected by the changes also need to be sent. The justification 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 (Yes, No)
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 Classification (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 each 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](#). The justification should also include the physical beginning and ending location descriptions.

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), included with the requesting agency justification letter and spreadsheet must be:

- A pdf file 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 Legend**. The colors should be the same as the functional classification map legend with hatching/dashes to distinguish current 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 urbanized boundary, if applicable.
- Maps should be titled “Proposed Federal-Aid Functional Classification Revisions”
- The pdf map must include a signature block with designated space for the appropriate official’s signature, including title and the date, e-signatures are allowable.

The map should be signed as follows:

- If a Metropolitan Planning Organization (MPO), Rural Planning Organization (RPO), or Independent County Planning Organization covers the entire county where the changes are being requested – the executive director or chairperson of the MPO, RPO, or Independent County Planning Organization must sign each of the functional classification maps.

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

1. An electronic letter(s) of concurrence on official letterhead from the necessary agency(s) (i.e. District Executive, MPO Executive Director, MPO Chairperson, RPO Executive Director, RPO Chairperson, or Independent County Planning Organization Director). **Electronic signatures are acceptable.**
 - a. If there are requested changes that fall in more than one PennDOT District, MPO or RPO, or Independent County Planning Organization, concurrence letters need to be supplied from all agencies.
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. **Electronic signatures are acceptable.**
3. A spreadsheet for multiple changes.
4. 1 electronic (pdf) map with the appropriate title, legend, and electronic signature block.

All submittal package information can be e-mailed to:

Joseph Piper, Transportation Planning Manager
E-mail: josephpipe@pa.gov.

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 (FHWA) PA Division Office for final review and approval. All affected agencies will be notified by BPR HPMS staff when final FHWA approval is received by the Office of Planning. If you have any questions or concerns, please contact the BPR HPMS staff:

Mike Ballinger – Eastern Region HPMS Coordinator
E-mail: miballinge@pa.gov
Phone: (717) 214-8688

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

Functional Classification Change(s)

The agency requesting the system change must forward a cover letter of justification for the changes and concurrence letter(s) on official letterhead 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.









***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](#). The justification should also include the physical beginning and ending location descriptions.

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), included with the requesting agency justification letter and spreadsheet must be:

- A pdf file 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 Legend**. The colors should be the same as the functional classification map legend with hatching/dashes to distinguish current 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

- Map should include urbanized boundary, if applicable.
- Map should be titled “Proposed Federal-Aid Functional Classification Revisions”
- The pdf map must include a signature block with designated space for the appropriate official’s signature, including title and the date, e-signatures are allowable.

The map should be signed as follows:

- If a Metropolitan Planning Organization (MPO), Rural Planning Organization (RPO), or Independent County Planning Organization covers the entire county where the changes are being requested – the executive director or chairperson of the MPO, RPO, or Independent County Planning Organization must sign each of the functional classification maps.

All submittal package information can be e-mailed to:

Joseph Piper, Transportation Planning Manager

E-mail: josephpipe@pa.gov.

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 (FHWA) PA Division Office for final review and approval. All affected agencies will be notified by BPR HPMS staff when final FHWA approval is received by the Office of Planning. If you have any questions or concerns, please contact the BPR HPMS staff:

Mike Ballinger – Eastern Region HPMS Coordinator

E-mail: miballinge@pa.gov

Phone: (717) 214-8688

John Moloney – Western Region HPMS Coordinator

E-Mail: jmoloney@pa.gov

Phone: (717) 787-2187

National Highway System Additions, Deletions, and Changes

The National Highway System (NHS) consists of roadways important to the nation's economy, defense, and mobility. The National Highway System includes the following subsystems of roadways (note that a specific highway route may be on more than one subsystem):

- **Interstate:** The Eisenhower Interstate System of highways retains its separate identity within the NHS.
- **Other Principal Arterials:** These are highways in rural and urban areas which provide access between an arterial and a major port, airport, public transportation facility, or other intermodal transportation facility.
- **Strategic Highway Network (STRAHNET):** This is a network of highways which are important to the United States' strategic defense policy and which provide defense access, continuity and emergency capabilities for defense purposes.
- **Major Strategic Highway Network Connectors:** These are highways which provide access between major military installations and highways which are part of the Strategic Highway Network.
- **Intermodal Connectors:** These highways provide access between major intermodal facilities and the other four subsystems making up the National Highway System.



The NHS was developed by the Department of Transportation (DOT) in cooperation with the states, local officials, and metropolitan planning organizations (MPOs).

The justification for any NHS changes should be in accordance with Appendix A to Subpart A of Part 470—Guidance Criteria for Evaluating Requests for Interstate System Designations under 23 U.S.C. 103(c) (4) (A) and (B).

[Appendix A to Subpart A of Part 470](#)

FHWA National Highway System Questions & Answers

<http://www.fhwa.dot.gov/map21/qandas/qanhs.cfm>

National Highway System (NHS) Changes without Functional Classification Change(s)

National Highway System (NHS) changes may be requested by the appropriate PennDOT Engineering District Office, Metropolitan Planning Organization (MPO), Rural Planning Organization (RPO), or Independent County Planning Organization.

PennDOT Engineering District:

National Highway System revisions may be requested by the appropriate PennDOT Engineering District Office.

When a NHS revision is occurring in an area covered by a Metropolitan Planning Organization (**MPO**), a Rural Planning Organization (**RPO**), or **Independent County Planning Organization**, the **PennDOT Engineering District** shall coordinate with the **MPO, RPO, or Independent County Planning Organization**. A letter of concurrence on official letterhead from the **MPO, RPO, or Independent County Planning Organization** must be included as part of the request from the PennDOT Engineering District.

If a NHS revision spans multiple PennDOT Engineering District Offices, MPOs, or RPOs, or Independent County Planning Organization, letters of concurrence need to be included from all affected agencies.

Metropolitan Planning Organization, Rural Planning Organization, or Independent County Planning Organization:

When a Metropolitan Planning Organization (MPO), a Rural Planning Organization (RPO), or Independent County Planning Organization is requesting a NHS revision, a letter of concurrence on official letterhead from the appropriate PennDOT Engineering District Office must be included as part of the request from the MPO, RPO, or Independent County Planning Organization.

If a NHS revision spans multiple PennDOT Engineering Districts, MPOs, RPOs, or Independent County Planning Organization, electronic letters of concurrence need to be included from all affected agencies. Electronic signatures are allowable.

The agency requesting the system change(s) must forward a cover letter of justification and concurrence letters from the necessary officials to the e-mail address below. The electronic 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 shapefile of the routes and segments associated with the change should be included. 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 (Yes, No)
12. Current Functional Classification (PennDOT Format)
13. Current Functional Classification (FHWA Format)
14. Current National Highway System (NHS) Status
15. New NHS Status***
16. Annual Average Daily Traffic (AADT) Volume
17. Justification/Comments/Notes***

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

*** The justification for any NHS changes should be in accordance with Appendix A to Subpart A of Part 470—Guidance Criteria for Evaluating Requests for Interstate System Designations under 23 U.S.C. 103(c) (4) (A) and (B). The justification should also include the physical beginning and ending location descriptions.

[Appendix A to Subpart A of Part 470](#)

- A pdf file of a functional classification map with the section(s) of the road being proposed for a NHS change color coded using brown for an addition to the NHS and gray for a deletion from the NHS as indicated in the NHS Addition/Deletion that follows:

NHS Addition/Deletion Legend



- Map should include the urbanized boundary, if applicable.
- Map should be titled “Proposed National Highway System Revisions.”
- The pdf map must include a signature block with designated space for the appropriate official’s signature, including title and the date, e-signatures are allowable.

The map should be signed as follows:

- If a Metropolitan Planning Organization (MPO), Rural Planning Organization (RPO), or Independent County Planning Organization covers the entire county where the changes are being requested – the executive director or chairperson of the MPO, RPO, or Independent County Planning Organization must sign the map. Electronic signatures are allowable.

The final submittal package should include:

1. Electronic justification letter from the submitting agency. Electronic signatures allowable
2. Electronic letter(s) of concurrence on official letterhead from the necessary agencies. Electronic signatures allowable.

3. A spreadsheet for multiple changes.
4. Pdf map with the appropriate title, legend, and signature block with electronic signatures.
5. A shapefile of the associated routes and segments with appropriate layers defining additions or deletions.

All submittal packages can be e-mailed to:

Joseph Piper, Transportation Planning Manager

E-mail: josephpipe@pa.gov.

All National Highway System (NHS) change requests will be carefully reviewed for completeness and accuracy by PennDOT Bureau of Planning and Research (BPR) HPMS Staff and forwarded to Federal Highway Administration (FHWA) Division Office for review and approval. All NHS requests are sent to FHWA Headquarters for final review and approval. All affected agencies will be notified by BPR HPMS Staff when final FHWA approval is received by the Office of Planning.

National Highway System (NHS) Change(s) with Functional Classification Change(s)

Please reference the Functional Classification Guidelines.

If a NHS addition or deletion is a result of functional classification change, the approval for the functional classification change must be received from FHWA Prior to requesting the NHS change. NHS Changes can be included and justified within the functional classification request, however, they will be submitted separately to FHWA.

PennDOT Engineering District:

NHS revisions may be requested by the appropriate PennDOT Engineering District Office.

When a NHS revision is occurring in an area covered by a Metropolitan Planning Organization (MPO), a Rural Planning Organization (RPO), or **Independent County Planning Organization**, the **PennDOT Engineering District** shall coordinate with the **MPO, RPO, or Independent County Planning Organization**. A letter of concurrence on official letterhead from the **MPO, RPO, or Independent County Planning Organization** must be included as part of the request from the PennDOT Engineering District.

If a NHS revision spans multiple PennDOT Engineering District Offices, MPOs, or RPOs, or Independent County Planning Organization, letters of concurrence need to be included from all affected agencies.

Metropolitan Planning Organization, Rural Planning Organization, or Independent County Planning Organization:

When a Metropolitan Planning Organization (MPO), a Rural Planning Organization (RPO), or Independent County Planning Organization is requesting a NHS revision, a letter of concurrence on official letterhead from the appropriate PennDOT Engineering District Office must be included as part of the request from the MPO, RPO, or Independent County Planning Organization.

The agency requesting the system change(s) must forward a cover letter of justification and concurrence 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 shapefile of the routes and segments associated with the change should be included. 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 (Yes, No)

12. Current Functional Classification (PennDOT Format)
13. Current Functional Classification (FHWA Format)
14. Current National Highway System (NHS) Status
15. New NHS Status***
16. Annual Average Daily Traffic (AADT) Volume
17. Justification/Comments/Notes***

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

*** The justification for any NHS changes should be in accordance with Appendix A to Subpart A of Part 470—Guidance Criteria for Evaluating Requests for Interstate System Designations under 23 U.S.C. 103(c) (4) (A) and (B). The justification should also include the physical beginning and ending location descriptions.

[Appendix A to Subpart A of Part 470](#)

- A pdf file of a functional classification map with the section(s) of the road being proposed for a NHS change color coded using brown for an addition to the NHS and gray for a deletion from the NHS as indicated in the NHS Addition/Deletion that follows:

NHS Addition/Deletion Legend

	NHS Addition
	NHS Deletion

- Map should include the urbanized boundary, if applicable.
- Map should be titled “Proposed National Highway System Revisions.”
- The pdf map must include a signature block with designated space for the appropriate official’s signature, including title and the date, e-signatures are allowable.

The map should be signed as follows:

- If a Metropolitan Planning Organization (MPO), Rural Planning Organization (RPO), or Independent County Planning Organization covers the entire county where the changes are being requested – the executive director or chairperson of the MPO, RPO, or Independent County Planning Organization must sign the map. Electronic signatures are allowable.

The final submittal package should include:

1. Electronic justification letter from the submitting agency. Electronic signatures allowable.
2. Electronic letter(s) of concurrence on official letterhead from the necessary agencies. Electronic signatures allowable.
3. A spreadsheet for multiple changes.
4. Pdf map with the appropriate title, legend, and signature block with electronic signatures.

5. A shapefile of the associated routes and segments with appropriate layers defining additions or deletions.

All submittal packages can be e-mailed to:

Joseph Piper, Transportation Planning Manager

E-mail: josephpipe@pa.gov.

All National Highway System (NHS) change requests will be carefully reviewed for completeness and accuracy by PennDOT Bureau of Planning and Research (BPR) HPMS Staff and forwarded to Federal Highway Administration (FHWA) Division Office for review and approval. All NHS requests are sent to FHWA Headquarters for final review and approval. All affected agencies will be notified by BPR HPMS Staff when final FHWA approval is received by the Office of Planning.

Intermodal Connectors:

Intermodal Connector routes provide access between major intermodal facilities and the other subsystems (Interstates, Other Principal Arterials, STRAHNET, Major Strategic Highway Network) making up the National Highway System (NHS). Intermodal connector routes are part of the National Highway System (NHS) and should be reviewed, at a minimum, in conjunction with functional classification and NHS reviews.

Section 103(b) of the Federal-aid Highway Act, Title 23, US Code issued the authority to prescribe guidelines for the establishment, submission and approval of modifications to the National Highway System (NHS). The guidance for principal connectors to major intermodal terminals and for other NHS routes is located in [23 CFR 470A](#). Additional criteria for connectors and terminals are in Paragraph 9 of Appendix D.

A list of the current FHWA approved Pennsylvania Intermodal Connectors can be found at: http://www.fhwa.dot.gov/planning/national_highway_system/intermodal_connectors/pennsylvania.cfm

The justification for an intermodal connector should be in accordance with the “Guidance and Criteria for Evaluating Requests for Modifications to the NHS” Appendix D. Please include the qualifying Appendix-D-23cfr470 primary criteria for the type of NHS connector being requested in the statement of justification. The criteria can be found at <http://www.fhwa.dot.gov/legsregs/directives/fapg/cfr0470a.htm#470113> and is also listed below.

Primary Criteria

The FHWA expects that NHS connections will be identified for all intermodal terminals that meet the primary criteria unless justification is provided for not identifying a connection.

Commercial aviation airports:

- Passengers – scheduled commercial service with more than 250,000 annual enplanements.
- Cargo – 100 trucks per day in each direction on the principal connecting route, or 100,000 tons per year arriving or departing by highway access mode.

Ports:

- Terminals that handle more than 50,000 TEUs per year, or whatever units measured that would convert to more than 100 trucks per day in each direction. (Trucks are defined as large single-unit trucks or combination vehicles handling freight).

(Note: A TEU is a volumetric measure of containerized cargo. It stands for twenty-foot equivalent units).

- Bulk commodity terminals that handle more than 500,000 tons per year by highway or 100 trucks per day in each direction on the principal connecting route. (If there is no individual terminal that handles this amount of freight, but a cluster of terminals in close proximity of each

other does, then the cluster of terminals could be considered as meeting the criteria. In such cases, the connecting route might terminate at a point where the traffic begins to separate to each terminal).

- Passengers – terminals that handle more than 250,000 passengers per year or 1,000 passengers per day for at least 90 days during the year.

Truck/Rail:

- 50,000 TEUs per year or 100 trucks per day in each direction on the principal connecting route, or whatever units measured that would convert to more than 100 trucks per day in each direction. (Trucks are defined as large single-unit trucks or combination vehicles carrying freight).

Pipelines:

- 100 trucks per day in each direction on the principal connecting route.

Amtrak:

- 100,000 passengers per year. (entrainments & detrainments) (Joint Amtrak, intercity bus, and public transit terminals should be considered based on the combined passenger volumes. Likewise, two or more separate facilities in close proximity should be considered based on combined passenger volumes)

Intercity bus:

- 100,000 passengers per year. (boarding & deboardings)

Public transit:

- Stations with park and ride lots with more than 500 spaces or 5,000 daily bus or rail passengers with significant highway access (i.e., a high percentage of the passengers arriving by cars and buses using a route that connects to another NHS route), or a major hub terminal that provides for the transfer of passengers among several bus routes (these hubs should have a significant number of buses using a principal route connecting with the NHS).

Ferries:

- Interstate/International – 1,000 passengers per day for at least 90 days during the year. (A ferry that connects two terminals within the same metropolitan area should be considered as local, not interstate).
- Local – see public transit criteria.

Secondary Criteria

NHS connections proposed for intermodal terminals, based on the secondary criteria must be justified in the State's submission. The

justification should be based on the significance of the facility to the State and/or plans that a State or MPO has for improving the access and developing the facility.

- Intermodal terminals that handle more than 20 percent of passenger or freight volumes by mode within a State and which have significant highway interface, or
- Intermodal terminals identified by either the Intermodal Management System or the State/metropolitan transportation plans as a major facility and is targeted by the State/MPO for major investments to address an existing deficiency on a connecting route or an anticipated deficiency as a result of significant expansion of traffic.

Proximate Connections

Intermodal terminals identified under the secondary criteria may not have sufficient traffic volume to justify a direct connection. States and MPOs should fully consider whether a direct connection should be identified for such terminals, or whether being in the proximity (2 to 3 miles) of a NHS route is sufficient.

Revisions to NHS Connections to Major Intermodal Facilities may be recommended by Local Officials, Planning Agencies, Federal Highway Administration or the Pennsylvania Department of Transportation (PennDOT) and must meet the criteria of these guidelines.

The Bureau of Planning and Research in accordance with these guidelines has developed the following procedures for National Highway System Connections revisions.

Updates to intermodal connectors may be requested by a PennDOT Engineering District, Metropolitan Planning Organization, Rural Planning Organization, or Independent County Planning Organization.









The agency requesting the major intermodal facility revisions must forward a cover letter of justification and concurrence letters on official letterhead from any affected agencies. The cover letter should include a statement of justification, the type of update (correction, addition, or deletion), and a route description (name, termini, and mileage) of the roadway being considered. A shapefile of the routes and segments associated with the change should be included. A spreadsheet should be included in addition to the letter to address the following information needed to verify the requested intermodal connector update. The following information should be contained in the header row of the spreadsheet:

1. Map ID (for new facility)
2. Facility Name
3. Facility ID (if existing location)
4. County
5. Ownership (L – Local, S – State)
6. FHWA Volume Criteria (Passenger or Freight)
7. Meet FHWA Criteria
8. NHS Connection
 - a. From Facility (SR and Street Name)

- b. To NHS Route (SR)
- c. Miles (0.000)
- 9. Addition Identifiers
 - a. Urban/Rural Indicator (U or R)
 - b. PennDOT Functional Classification
 - c. Annual Average Daily Traffic (AADT)
 - d. Annual Average Daily Truck Traffic (AADTT)
- 10. Traffic Operations and Safety
 - a. Capacity
 - b. Posted Speed Limit
 - c. Crash Rates
- 11. Road Surface and Alignment
 - a. Lane Width
 - b. Outer Shoulder Width
 - c. IRI
 - d. Horizontal Alignment Adequacy
 - e. Vertical Alignment Adequacy
- 12. Bridge Condition
 - a. Bridge Weight Limit
 - b. Tunnel Underpass Clearance
 - c. Bridge Sufficiency Rating
- 13. Connector Description

Included with the letter must be an electronic NHS map showing the NHS Intermodal connection revision. When preparing the map with proposed NHS intermodal Connector revisions, additions, or deletion use the following legend.

NHS INTERMODAL CONNECTORS LEGEND

	Proposed Airport Connector
	Proposed Port Facility Connector
	Proposed Amtrak Station Connector
	Proposed Rail/Truck Terminal Connector
	Proposed Bus Terminal Connector
	Proposed Public Transit/Multi-Modal Passenger Terminal Connector
	Proposed Pipeline Terminal Connector
	Delete from System

- Electronic Map should be titled “Proposed Intermodal Connector Revision(s). Note: Signatures are not required for intermodal changes.

The final submittal package from the PennDOT Engineering District for any revision(s) of a major intermodal connector the NHS should include:

1. A letter of concurrence on official letterhead from the necessary agency (s) (i.e. MPO, Mayor, Commissioner, or Supervisor).
2. A letter of justification and concurrence on official letterhead from the Engineering District which includes a statement of justification, the type of update (correction, addition, or deletion), and a route description (name, termini, and mileage) of the roadway being considered.
3. A spreadsheet.
4. Electronic map with the appropriate title and legend.
5. A shapefile of the associated routes and segments with appropriate layers defining additions or deletions.

All submittal packages can be e-mailed to:

Joseph Piper, Transportation Planning Manager
E-mail: josephpipe@pa.gov.

All intermodal connector change requests 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 review and approval. All intermodal facility requests are sent to FHWA Headquarters 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.

