



Federal Functional Classification System Change Request Process Training

TxDOT Districts & MPOs



November 20, 2024

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Key Acronyms to Know!

Acronym	Definition	Acronym	Definition
AADT	Annual Average Daily Traffic	PE	Preliminary Engineering
CFR	Code of Federal Regulations	POC	Point of Contact
CSJ	Control-Section-Job	STIP	Statewide Transportation Improvement Program
FAQ	Frequently Asked Questions	STRAHNET	Strategic Highway Network
FC	Functional Classification	SOP	Standard Operating Procedure
FEMA	Federal Emergency Management Agency	TIP	Transportation Improvement Program
FFCS	Federal Functional Classification System	TP&D	Transportation Planning and Development
FHWA	Federal Highway Administration	TPP	Transportation Planning and Programming
MPO	Metropolitan Planning Organization	TXDOT	Texas Department of Transportation
MTP	Metropolitan Transportation Plan	UTP	Unified Transportation Program
NHS	National Highway System	SPM	Statewide Planning Map

FHWA Remarks



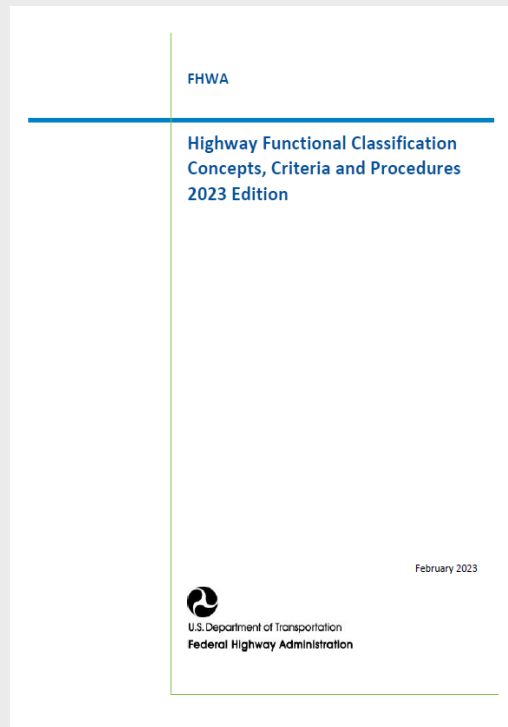
Functional Classification – Federal Resources

FHWA Guidance

- [Highway Functional Classification Concepts, Criteria, and Procedures \(2023 Edition\)](#)

Federal Regulations

- [23 CFR § 470.103 \(Definitions\)](#)
- [23 CFR § 470.105 \(Urban area boundaries and highway functional classification\)](#)
- [23 CFR § 470.107 \(Federal-aid highway systems\)](#)

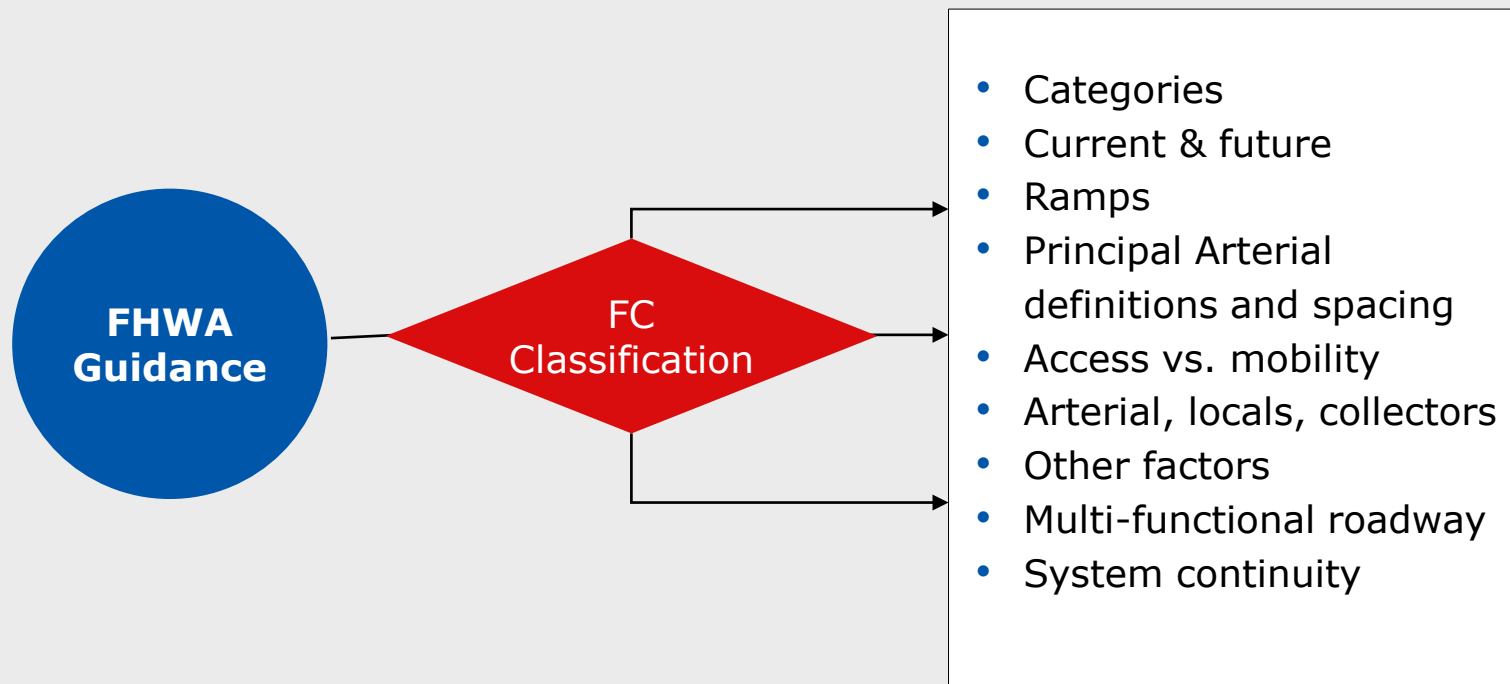


FHWA Guidance

Working with FHWA guidance and your colleagues at TPP will ensure that your requests are properly submitted and timely processed.

- **Addressed in FHWA Guidance**
 - Underlying concepts
 - FC definitions and criteria
 - Processes and procedures for how and when to classify and reclassify roadways
 - How changing urban boundaries relate to FC changes
 - Selected FC change submission requirements
- **Not Addressed in FHWA Guidance**
 - Cover letter format & terminology
 - Specific request packet contents

Underlying Concepts of FHWA Guidance

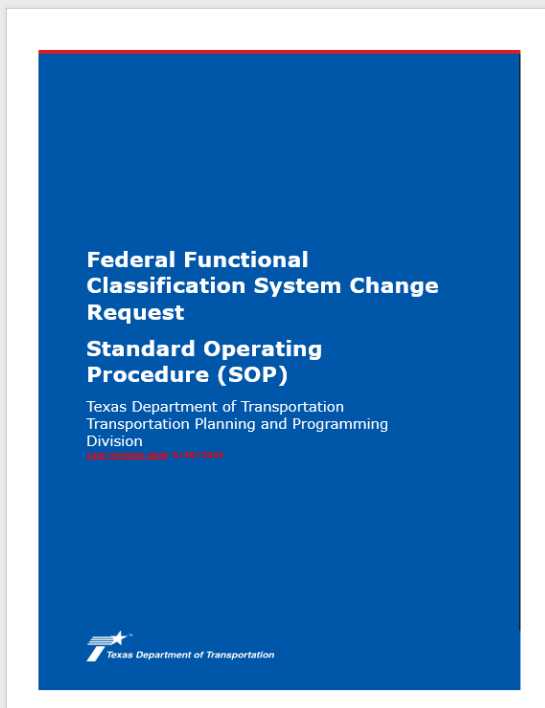



Functional Classification – TxDOT Resources

- [TPP FC SharePoint](#)
- [TxDOT.gov FC Change Requests Page](#)
- [Statewide Planning Map](#)
- [TPP Map Request](#)
- [TxDOT FC Change Request Tracker Dashboard](#)
- [TPP Functional Classification Training Presentation](#)
- [Standard Operating Procedure](#)
- [FC Checklist \(Form 2373\)](#)
- [Form 2373 Additional Segments Attachment](#)
- [FAQ](#)

Functional Classification – TxDOT Resources

Standard Operating Procedure





Functional Classification Change Request

Checklist (Form 2373)

Introduction:
This form is intended for TxDOT Districts who submit a Functional Classification (FC) change outside of a Metropolitan Planning Organization (MPO) boundary or work with an MPO to address an FC change within an MPO boundary. TxDOT Districts should complete, sign, and include this form as a cover to the submittal package when requesting an FC change to the Transportation Planning and Programming Division (TPP). Each section lists the required items to be included in all FC change requests within and outside of MPO boundaries. Requests will only be reviewed and processed by TPP once all required items have been submitted.

Additional resources:
For more information on FC and to download the required documents, please visit the Transportation Planning and Programming [TPP FC Sharepoint](#) platform.

For questions or comments, please contact the TPP Division at TPP_FC@txdot.gov. The TPP Statewide Planning Branch will monitor this Inbox and respond to questions or comments. If you do not receive an initial response acknowledging receipt of the FC submittal package within two (2) business days, please contact the TPP Statewide Planning Branch Manager or the TPP Systems Planning Section Director.

A copy of this Checklist, signed by the Transportation Planning and Development Director (TP&D) for each TxDOT District, must be included with your FC change request package. A signature line (DocuSign) is included at the end of Section 3.

Section 1: Cause of Functional Classification change request
FC changes may occur in one or more of the following scenarios. Please select all that apply to your request.

☐ New roadway(s) built or extended
 ☐ Traffic patterns or volumes change

☐ Existing roadway(s) realigned or reconstructed
 ☐ Land use patterns change

Section 2: FC Change within or outside MPO boundary
FC changes may occur in one of the following scenarios. Please select which applies to your request.

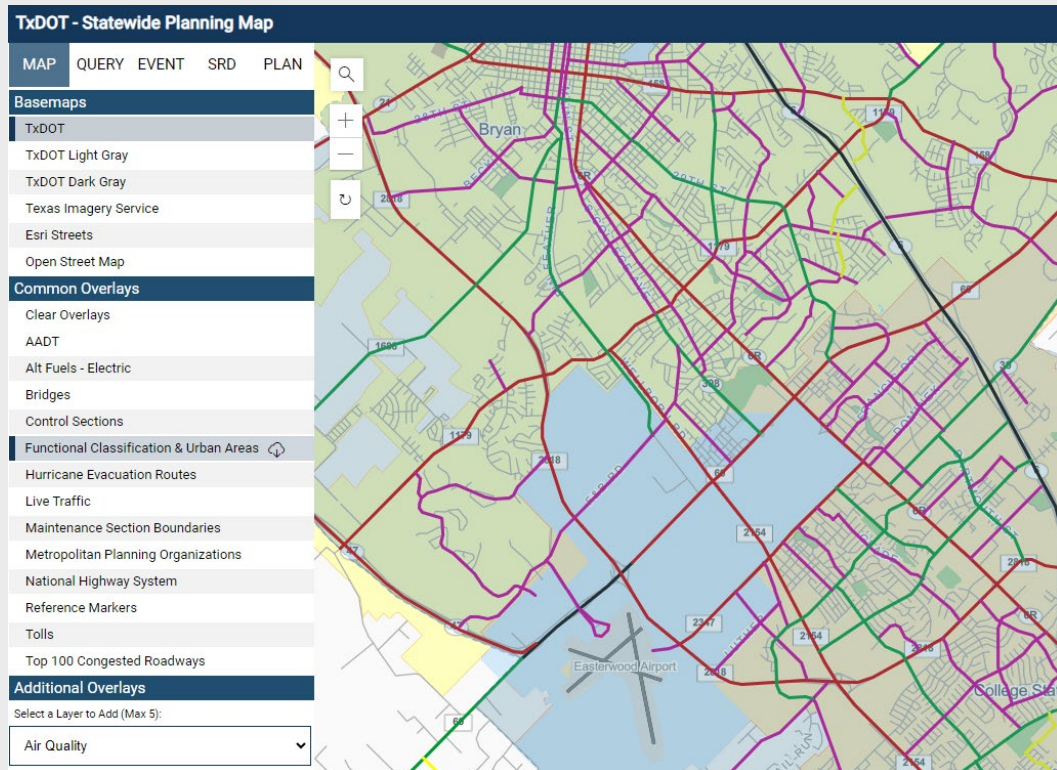
☐ FC change *within* MPO boundary
 ☐ FC change *outside* MPO boundary

Form 2373 Rev. 5/28/2024

Checklist

Functional Classification – TxDOT Resources

Statewide Planning Map



Standard Operating Procedure

Background

What is Functional Classification?

When do FC changes occur?

What should I do before requesting a FC change?

When is the right time to request a FC change?

How do I submit a FC change request?

Standard Operating Procedure

Background

- The SOP applies to all FC changes on all public roadways, including:
 - The TxDOT-maintained highway network
 - Locally-maintained roadways
- Federal law places primary responsibility for designating and updating FC with State DOTs.
 - TxDOT's responsibility is to clearly define the role each element of the roadway network plays in serving various travel needs within the Federal FC System.

Standard Operating Procedure

What is Functional Classification?

The hierarchy divides roads into Arterials, Collectors, and Locals based on whether their primary travel function is:

- Access;
- Mobility; or
- Both access and mobility

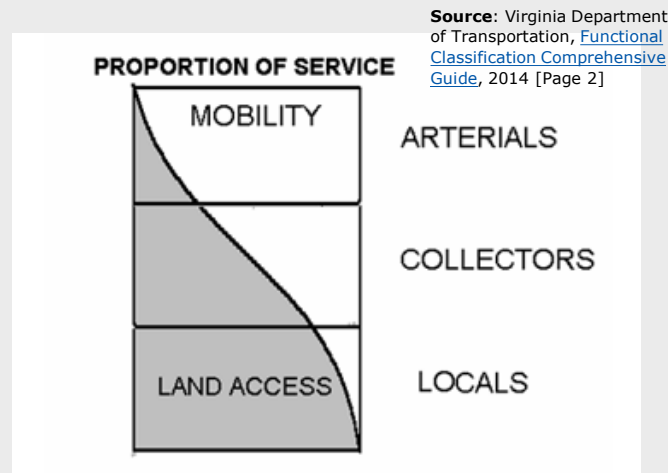


Table 2-1: Relationship between Functional Classification and Travel Characteristics

Functional Classification	Distance Served (and Length of Route)	Access Points	Speed Limit	Distance between Routes	Usage (AADT and DVMT)	Significance	Number of Travel Lanes
Arterial	Longest	Few	Highest	Longest	Highest	Statewide	More
Collector	Medium	Medium	Medium	Medium	Medium	Medium	Medium
Local	Shortest	Many	Lowest	Shortest	Lowest	Local	Fewer

Standard Operating Procedure

What is Functional Classification (cont.)?

- Defines the role of a road
- Used as an indicator of roadway design
- Avoid using FC to seek federal funding!!!

	Range (percent)	
Urban Functional Systems	VMT	Miles
Principal arterial system	40-60	5-10
Principal arterial <u>plus</u> minor arterial road system	65-80	15-25
Collector road system	5-10	5-10
Local Road System	10-30	65-80

Source: California Department of Transportation, [Introduction to Functional Classification](#), 2022 [Slide 9],], based on Table 3-6 of Federal [Highway Functional Classification Concepts, Criteria, and Procedures \(2023 Edition\)](#),), 2023 [Page 24, below]


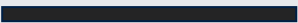


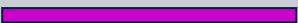

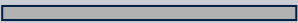
Table 3-6: VMT and Mileage Guidelines by Functional Classifications – Collectors and Locals

Collectors:	Major Collector ²	Minor Collector ²	Local
Typical Characteristics			
Lane Width	10 feet - 12 feet	10 - 11 feet	8 feet - 10 feet
Inside Shoulder Width	0 feet	0 feet	0 feet
Outside Shoulder Width	1 foot - 6 feet	1 foot - 4 feet	0 feet - 2 feet
AADT ¹ (Rural)	300 - 2,600	150 - 1,110	15 - 400
AADT ¹ (Urban)	1,100 - 6,300 ²	1,100 - 6,300 ²	80 - 700
Divided/Undivided	Undivided	Undivided	Undivided
Access	Uncontrolled	Uncontrolled	Uncontrolled
Mileage/VMT Extent (Percentage Ranges) ¹			
Rural System			
Mileage Extent for Rural States ³	8% - 19%	3% - 15%	62% - 74%
Mileage Extent for Urban States	10% - 17%	5% - 13%	66% - 74%
Mileage Extent for All States	9% - 19%	4% - 15%	64% - 75%
VMT Extent for Rural States ³	10% - 23%	1% - 8%	8% - 23%
VMT Extent for Urban States	12% - 24%	3% - 10%	7% - 20%
VMT Extent for All States	12% - 23%	2% - 9%	8% - 23%
Urban System			
Mileage Extent for Rural States ³	3% - 16%	3% - 16% ²	62% - 74%
Mileage Extent for Urban States	7% - 13%	7% - 13% ²	67% - 76%
Mileage Extent for All States	7% - 15%	7% - 15% ²	63% - 75%
VMT Extent for Rural States ³	2% - 13%	2% - 12% ²	9% - 25%
VMT Extent for Urban States	7% - 13%	7% - 13% ²	6% - 24%
VMT Extent for All States	5% - 13%	5% - 13% ²	6% - 25%

Standard Operating Procedure

What is Functional Classification?

- Divided into 7 categories based on hierarchy:

Functional Classification	Hierarchy of Roadways	Statewide Planning Map Color
1	Interstate	
2	Principal Arterial – Other Freeways and Expressways (OFE)	
3	Principal Arterial – Other	
4	Minor Arterial	
5	Major Collector	
6	Minor Collector	
7	Local	



Standard Operating Procedure

When do FC changes occur?

- When new roads are built or extended.
- When existing roads are realigned or reconstructed.
- When traffic patterns or volumes change.
- When land use patterns change.

Standard Operating Procedure

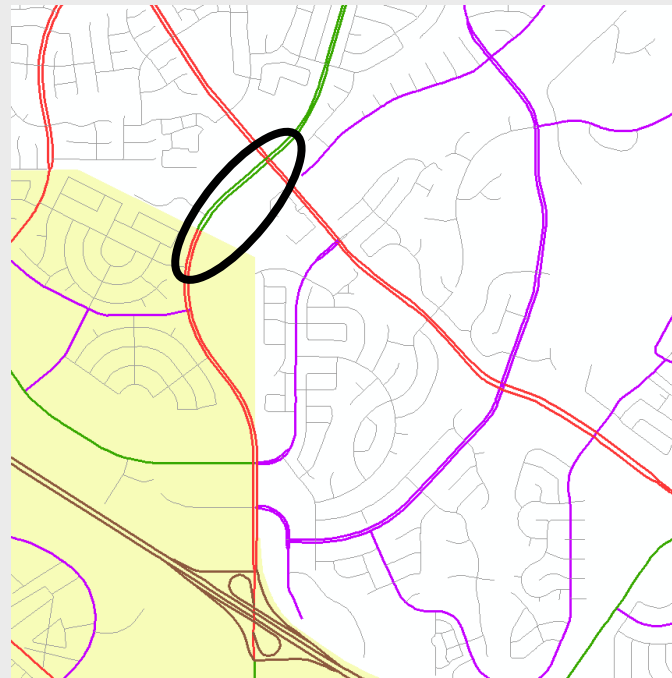
Why are FC changes necessary?

- To reflect new functional uses of roadways and roadway network changes.
- To update the role each element of the roadway network plays in serving various travel needs.
- To ensure that the roadway's design, speed, capacity, and relationship to existing and future land use development accurately reflect the intended use of the roadways.
- To determine eligibility for federal funding to construct and maintain roadways.
- To set or adjust roadway system performance, benchmarks, and targets for preservation, mobility, and safety.

Standard Operating Procedure

Consider *System Continuity*

- A higher classified road should not end at a lower classified road.
- Pay attention to the roadway's relationship to intersecting, adjacent, and nearby roadways.
- A roadway's FC should not transition to a different FC unless doing so at an intersection or where it meets another roadway where traffic may enter or exit.
- A roadway may not receive a FC above Local unless traffic volumes can support the need.



Source: California Department of Transportation,
[Introduction to Functional Classification](#), 2022

Standard Operating Procedure

When is the right time to request a FC change?

- When there is a change in land use, traffic patterns, or traffic volumes
- When a project first appears in the TIP (at least 4 years before letting)
- When PE is listed or grouped in the STIP (consider the 4-year timeframe)

Back in 15 minutes

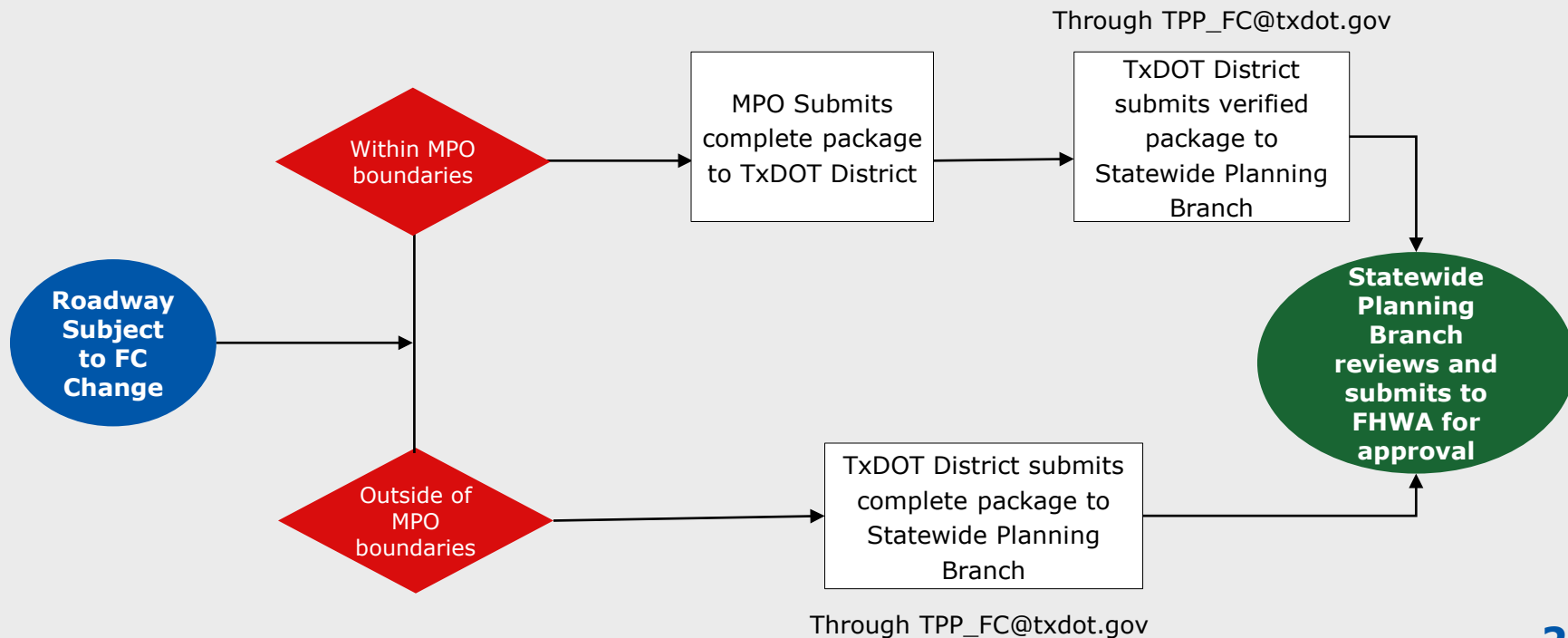


Standard Operating Procedure

How do I submit a FC change request?

- Requests must be submitted to TPP and approved by FHWA before a project is let for construction.
- Do not submit changes for the sole purpose of making a roadway eligible for federal funding.
- A roadway that is eligible for FHWA federal highway aid will not be eligible for FEMA federal disaster recovery funds.
- District-led requests must be coordinated with MPOs before routing the requests to TPP.
- MPO-led requests must be reviewed by Districts for concurrence and completeness before routing to TPP.
- Districts are responsible for ensuring that all FC change requests are consistent and accurate before they are submitted to TPP.

Steps to submitting a complete FC change request



Standard Operating Procedure

Step 1: MPO or District prepares a complete FC change request package

- A complete FC change request package includes:
 1. FC Change Request Form 2373
 2. Form 2373 Additional Attachment Form (if necessary)
 3. Supporting documentation
 - Official TPP FC Map
 - Draft District or MPO map
 - Letter of support from city or county, or MPO resolution
 - For proposed or upgraded road projects:
 - a) STIP entry
 - b) UTP or TIP / MTP entry
 - c) Estimated open to traffic date
 - d) Estimated let date

TPP FC Map Requests

<https://txdot.sharepoint.com/sites/division-tpp/DM-Admin/Lists/Data%20Request/AllItems.aspx>

Standard Operating Procedure

Form 2373: FC Change Request Checklist

Functional Classification Change Request



Checklist (Form 2373)

Introduction:

This form is intended for TxDOT Districts who submit a Functional Classification (FC) change outside of a Metropolitan Planning Organization (MPO) boundary or work with an MPO to address an FC change within an MPO boundary. TxDOT Districts should complete, sign, and include this form as a cover to the submittal package when requesting an FC change to the Transportation Planning and Programming (TPP). Each section lists the required items to be included in all FC change requests within and outside of MPO boundaries. Requests will only be reviewed and processed by TPP once all required items have been submitted.

Additional resources:

For more information on FC and to download the required documents, please visit the Transportation Planning and Programming [TPP FC Sharepoint](#) platform.

For questions or comments, please contact the TPP Division at [TPP_FC@txdot.gov](#). The TPP Statewide Planning Branch will monitor this Inbox and respond to questions or comments. If you do not receive an initial response acknowledging receipt of the FC submittal package within two (2) business days, please contact the TPP Statewide Planning Branch Manager or the TPP Systems Planning Section Director.

A copy of this Checklist, signed by the Transportation Planning and Development Director (TP&D) for each TxDOT District, must be included with your FC change request package. A signature line (DocuSign) is included at the end of Section 3.

Section 1: Cause of Functional Classification change request

FC changes may occur in one or more of the following scenarios. Please select all that apply to your request.

- ☐ New roadway(s) built or extended ☐ Traffic patterns or volumes change
☐ Existing roadway(s) realigned or reconstructed ☐ Land use patterns change

Section 2: FC Change within or outside MPO boundary

FC changes may occur in one of the following scenarios. Please select which applies to your request.

- ☒ FC change **within** MPO boundary
☐ FC change **outside** MPO boundary

Clear Form

Form 2373 Rev. 5/28/2024

Functional Classification Change Request - Checklist (Form 2373)

Section 3: FC Change Request Package Items and Requirements

For FC changes **within** MPO boundaries, the MPO submits the FC change request package to the corresponding TxDOT District. The FC change request package must include the items listed below as applicable upon submittal. The corresponding TxDOT District then submits the complete package to [TPP_FC@txdot.gov](#).

For FC Changes **outside** MPO boundaries, TxDOT District staff submits an FC change request package to the TPP Division. The FC change request package must include the items listed below as applicable upon submittal to [TPP_FC@txdot.gov](#).

Select items included in your FC change request package.

- ☐ A list of changes (see **Table 1** for a template of the required information)
☐ Rationale for each FC change (as indicated in the **Table 1** template)
☐ Draft District or MPO map(s) clearly depicting proposed change(s)
☐ Urban boundary
☐ Current development (aerial photo, [Google Street View](#))
☐ Land use
☐ Major traffic generator(s)
☐ Roadway(s) for which a FC change is being requested and most current AADT
☐ Existing roadways with associated FC hierarchy and most current AADT
☐ Official TPP FC Map (to request map, click [here](#))
☐ Letter of support from city or county or MPO resolution (other backup documents such as meeting minutes or agendas can be included)
☐ FC change request email to [TPP_FC@txdot.gov](#)

In addition to the items listed above, the following information are required for FC changes on proposed or upgraded roads. **Select items included in your FC change request package, along with supporting documentation.**

- | | | | |
|------------------------------|---|-----------------------------|--|
| Outside MPO boundary: | Latest approved STIP entry
UTP entry
Estimated open to traffic date
Estimated let date | Within MPO boundary: | <input type="checkbox"/> Latest approved STIP entry
<input type="checkbox"/> TTP (MTP or UTP) entry
<input type="checkbox"/> Estimated open to traffic date
<input type="checkbox"/> Estimated let date |
|------------------------------|---|-----------------------------|--|

Is the FC change associated to a project already included in the STIP / TTP or UTP? ☐ Yes ☐ No

If you answered yes to the previous question, enter the corresponding CSI(s) on the following line. You may include this information as an attachment if more space is needed.

2

Form 2373 Rev. 5/28/2024

Functional Classification Change Request - Checklist (Form 2373)

List FC changes following the Table 1 template, **to be included in the Change Request email to [TPP_FC@txdot.gov](#)**.

Table 1: List off FC changes included in request package (example template)

Map ID	Roadway	From	To
1	Existing FC	Proposed FC	Length (mi)
	Choose an item	Choose an item	
	Project Information (if applicable): 350 character limit		
	Rationale for FC change:	Choose an item	
Detailed justification and context for the FC change requested: 350 character limit		(Example: FH 1171 will improve east-west mobility and connectivity in southwest Denton County, while also providing access to the Texas Motor Speedway.)	

Map ID	Roadway	From	To
2	Existing FC	Proposed FC	Length (mi)
	Choose an item	Choose an item	
	Project Information (if applicable): 350 character limit		
	Rationale for FC change:	Choose an item	
Detailed justification and context for the FC change requested: 350 character limit		(Example: FH 1171 will improve east-west mobility and connectivity in southwest Denton County, while also providing access to the Texas Motor Speedway.)	

If there are more roadway segments associated with this FC change request, please click the link for additional table(s) as an attachment.

Note: Examples on how to fill out this table are included in the SOP, included in the [TPP FC SharePoint](#) page.

I have reviewed this FC change request package and concur with the recommendation(s). All required documents are included.

District TP&D Approval
[DocuSigned by:]

Date

3

Form 2373 Rev. 5/28/2024

Standard Operating Procedure

Form 2373: FC Change Request Checklist

Table 1: List of FC changes included in request package (example template)

Map ID	Roadway	From	To
1	Existing FC	Proposed FC	Length (mi)
	Choose an item	Choose an item	
	Choose an item 1 - Interstate 2 - Principal Arterial-OFE 3 - Principal Arterial-Other 4 - Minor Arterial 5 - Major Collector 6 - Minor Collector 7 - Local None		
		Choose an item	
	Detailed justification and context for the FC change requested: 350 character limit	(Example: FM 1171 will improve east-west mobility and connectivity in southwest Denton County, while also providing access to the Texas Motor Speedway.)	

Table 1: List of FC changes included in request package (example template)

Map ID	Roadway	From	To
1	Existing FC	Proposed FC	Length (mi)
	Choose an item	Choose an item	
	Project Information (if applicable): 350 character limit		
	Rationale for FC change:	Choose an item	
	Detailed justification and context for the FC change requested: 350 character limit	Choose an item Improve Access Improve Mobility Improve Access and Mobility	

I have reviewed this FC change request package and concur with the recommendation(s). All required documents are included.

District TP&D Approval
[DocuSigned by:]

Date

Standard Operating Procedure

Form 2373: Additional Roadway Segment(s) Attachment

Functional Classification Change Request



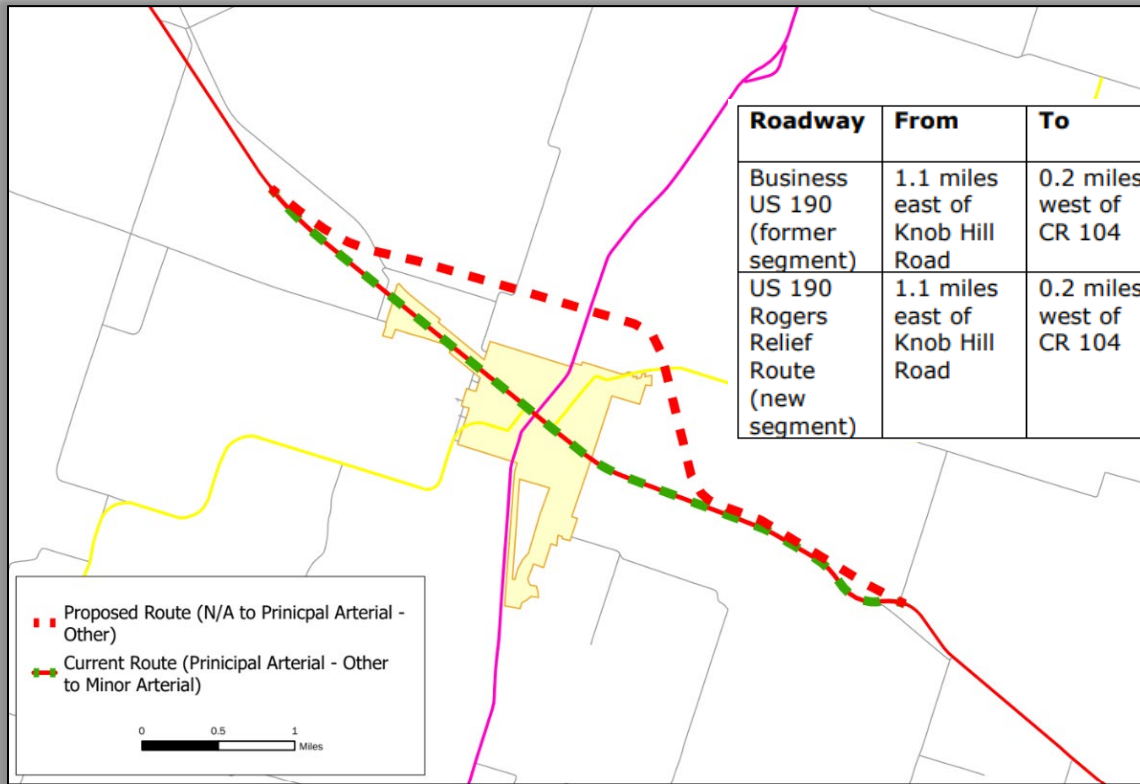
Checklist (Form 2373) Attachment

Map ID	Roadway	From	To
	Existing FC	Proposed FC	Length (mi)
	Choose an item	Choose an item	
	Project Information (if applicable): 350 character limit		
	Rationale for FC change:	Choose an item	
	Detailed justification and context for the FC change requested: 350 character limit		

Map ID	Roadway	From	To
	Existing FC	Proposed FC	Length (mi)
	Choose an item	Choose an item	
	Project Information (if applicable): 350 character limit		
	Rationale for FC change:	Choose an item	
	Detailed justification and context for the FC change requested: 350 character limit		

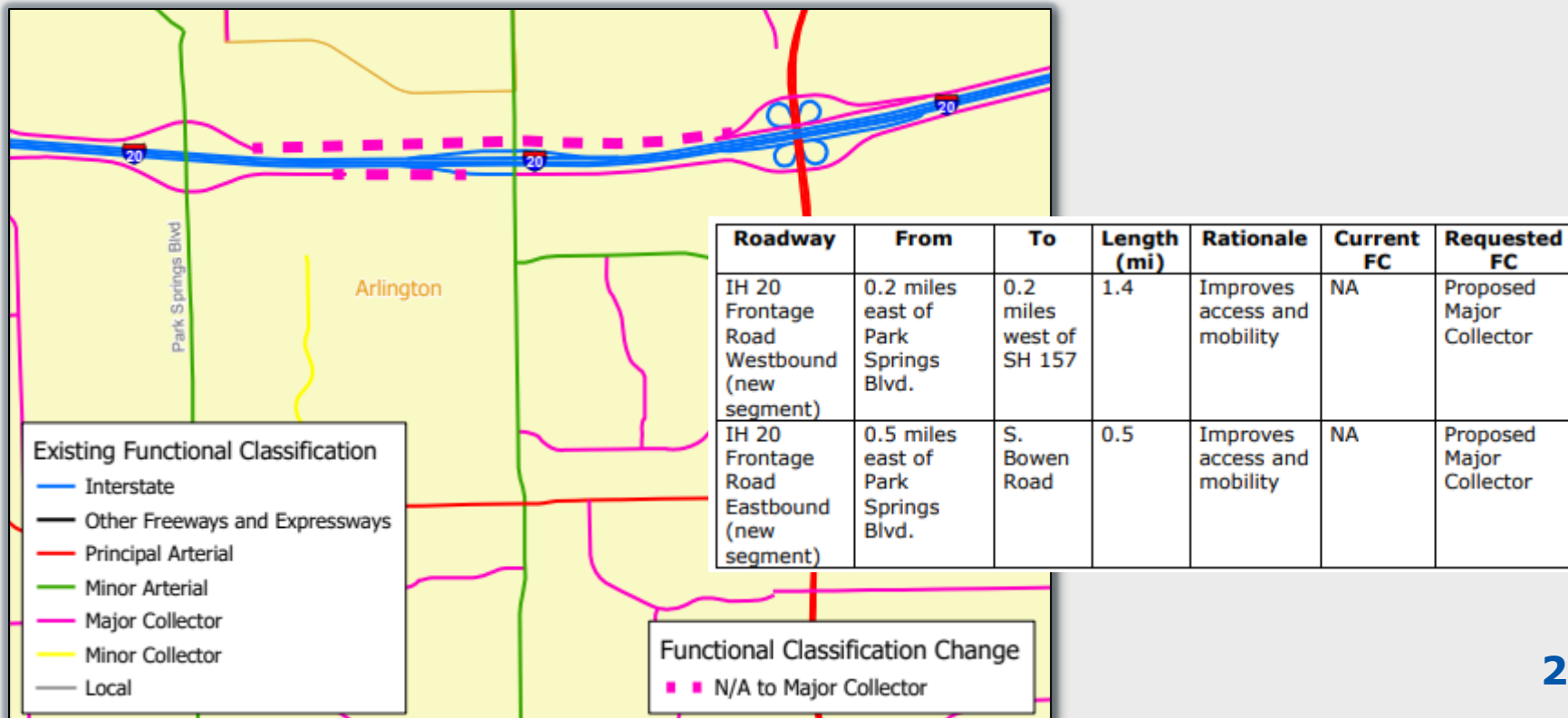
Map ID	Roadway	From	To
	Existing FC	Proposed FC	Length (mi)
	Choose an item	Choose an item	
	Project Information (if applicable): 360 character limit		
	Rationale for FC change:	Choose an item	
	Detailed justification and context for the FC change requested: 350 character limit		

New vs. Existing Roadways



Roadway	From	To	Length (mi)	Rationale	Current FC	Requested FC
Business US 190 (former segment)	1.1 miles east of Knob Hill Road	0.2 miles west of CR 104	4.9	Provided access and mobility	Principal Arterial-Other	Minor Arterial
US 190 Rogers Relief Route (new segment)	1.1 miles east of Knob Hill Road	0.2 miles west of CR 104	5.5	Improves mobility	NA	Proposed Principal Arterial - Other

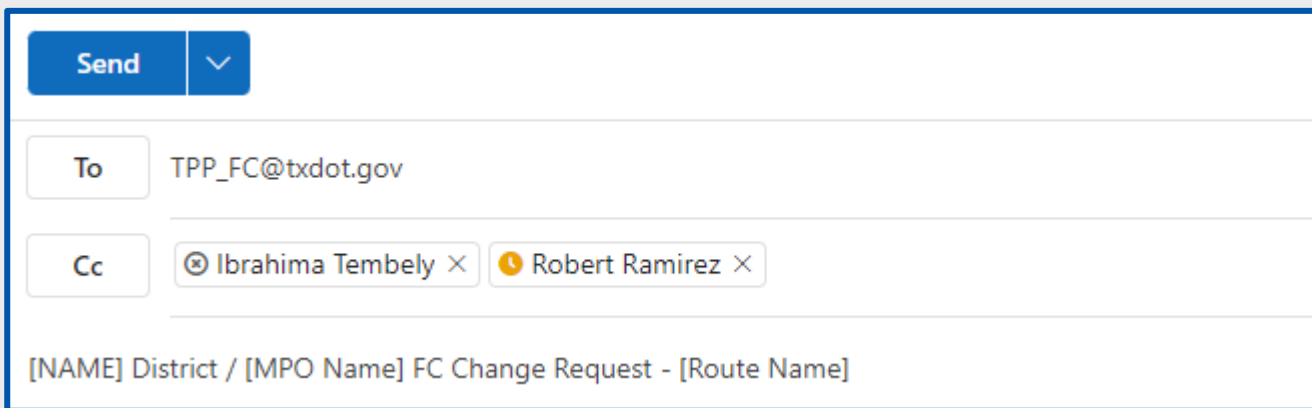
Segments of Differing Lengths



Standard Operating Procedure

Step 2: District emails the FC Change Request package to TPP

- TPP_FC@txdot.gov
 - Subject line:
 - [Name] District / [MPO Name] FC Change Request – [Route Name]



The image shows a screenshot of an email composition window. At the top left is a blue button labeled "Send" with a dropdown arrow. Below this are two rows of recipient fields. The first row has a "To" label and the email address "TPP_FC@txdot.gov". The second row has a "Cc" label and two recipient names: "Ibrahima Tembely" and "Robert Ramirez", each with a close button (X). At the bottom is the subject line field containing the text "[NAME] District / [MPO Name] FC Change Request - [Route Name]".

Standard Operating Procedure

Step 3: TPP reviews and contacts the District

- TPP will notify the corresponding TxDOT District that either:
 - Additional documentation or clarification is needed; or
 - All required documentation has been provided, TPP Division concurs with the requested FC, and the request will be forwarded to FHWA.

Standard Operating Procedure

Step 4: TPP presents the proposed changes to FHWA for approval

Federal Functional Classification System

Change Request

Road Name

TxDOT XYZ District



125 E 11th St | Austin, Texas 78701
512.463.8588
txdot.gov

September 8, 2024

Mr. Al Alonzi
Division Administrator
Federal Highway Administration
Texas Division
300 East 8th Street, Suite 826
Austin, TX 78701

Attention: Krystal Lastrape

Dear Mr. Al Alonzi:

For your review and approval is the following Functional Classification (FC) request for [Route in County, MPO], located in the Texas Department of Transportation's (TxDOT) [XYZ District].

Roadway	From	To	Length (mi)	Rationale	Current FC	Requested FC
Route Name	From limit route	To limit route	Length in miles	Reason for change	Old Classification	New Classification

This request proposes to functionally classify the segment of [Route from Route to Route] as [Functional Classification (capitalize)]. (Route is a new location facility.)

[Include any information that will make the packet self-explanatory, eliminating the need for additional explanations in emails. As per FHWA instructions on January 17, 2024, please delete this line if there is no special note indicated.]

Attached is the FC submittal for the roadway listed in the table above. This submission includes a map of the recommended FC and documentation from [the XYZ MPO, XYZ County, XYZ City] and TxDOT's [District] supporting these changes.

If you have any questions or need additional information, please contact Giacomo Yaquinto, Statewide Planning Branch Manager, at (737) 308-9411.

Sincerely,

Humberto Gonzalez, Jr., P.E., M.B.A.
Director, Transportation Planning and Programming Division



125 E 11th St | Austin, Texas 78701
512.463.8588
txdot.gov

Attachments

cc:

[NAME, DISTRICT], Transportation Planning and Development Director, TxDOT
Casey Wells, Transportation Planning and Programming Division, Systems Planning Section Director, TxDOT
Giacomo Yaquinto, Transportation Planning and Programming Division, Manager, TxDOT
Ibrahim Tembel, Transportation Planning and Programming Division, Planner, TxDOT
Robert Ramirez, Transportation Planning and Programming Division, Planner, TxDOT

Standard Operating Procedure

Step 4: TPP presents the proposed changes to FHWA for approval

- **TPP Statewide Planning Branch**
 - Forwards the FHWA approval to the District / MPO and TPP's Data Management Section
 - Updates the FC tracking log
- **TPP's Data Management Section**
 - Updates the Statewide Planning Map
- **TxDOT District**
 - Updates TxDOTCONNECT

Demonstration: Comprehensive FC Change Request Package

Federal Functional Classification System

Change Request

Road Name

TxDOT XYZ District



U.S. Department
of Transportation
Federal Highway
Administration

Texas Division

July 14, 2023

300 E. 8th Street, Rm 826
Austin TX 78701
512-536-5900
512-536-5990
Texas.fhwa@dot.gov

In Reply Refer To:
HDA-TX

Mr. Humberto "Tito" Gonzales Jr.
Director, Transportation Planning and
Programming Division
Texas Department of Transportation
125 East 11th Street,
Austin, TX 78701-2483

Attn: Robert Ramirez

Dear Mr. Gonzales:

Thank you for your letter requesting classification of the Russel Road. We noted that Russel Road and the future Russel Road are in Hidalgo County and are part of the Texas Department of Transportation's (TxDOT) **District**, and **MPO Name**. Please find a summary of the requested reclassification along with FHWA's determination below.

Facility	From	To	Miles	Current Functional Classification	Requested Functional Classification	FHWA Determination
Road Name	From limit route	To limit route	Length in miles	Old classification	New classification	Result
Road Name	From limit route	To limit route	Length in miles	Old classification	New classification	Result

Please note that all future routes are required to be to be separately classified as *Proposed* routes and properly reflected in the Statewide Planning Map. Once the road is built and open to traffic it may transition to existing routes. FHWA must be notified in writing for record purposes, and the Statewide Planning Map should also be updated, and a PDF provided.

If you have any questions, please contact Ms. Genevieve Bales at Genevieve.Bales@dot.gov or 512-536-5941.

Sincerely yours,



Michael T. Leary,
Planning and Programming Director



125 E 11th St | Austin, Texas 78701
512.463.8588
bcdot.gov

September 8, 2024

Mr. Al Alonzi
Division Administrator
Federal Highway Administration
Texas Division
300 East 8th Street, Suite 826
Austin, TX 78701

Attention: Krystal Lastrape

Dear Mr. Al Alonzi:

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Roadway	From	To	Length (mi)	Rationale	Current FC	Requested FC
Route Name	From limit route	To limit route	Length in miles	Reason for change	Old Classification	New Classification

This request proposes to functionally classify the segment of [Route from Route to Route] as [Functional Classification (capitalize)]. [Route is a new location facility.]

[Include any information that will make the packet self-explanatory, eliminating the need for additional explanations in emails. As per FHWA instructions on January 17, 2024, please delete this line if there is no special note indicated.]

Attached is the FC submittal for the roadway listed in the table above. This submission includes a map of the recommended FC and documentation from [the XYZ MPO, XYZ County, XYZ City] and TxDOT's [District] supporting these changes.

If you have any questions or need additional information, please contact Giacomo Yaquinto, Statewide Planning Branch Manager, at (737) 308-9411.

Sincerely,

Humberto Gonzalez, Jr., P.E., M.B.A.
Director, Transportation Planning and Programming Division

Demonstration: Comprehensive FC Change Request Package

For your review and approval is the following Functional Classification (FC) request for [Route in County, MPO], located in the Texas Department of Transportation's (TxDOT) [XYZ District].

Roadway	From	To	Length (mi)	Rationale	Current FC	Requested FC
Route Name	From limit route	To limit route	Length in miles	Reason for change	Old Classification	New Classification

This request proposes to functionally classify the segment of [Route from Route to Route] as [Functional Classification (capitalize)]. [Route is a new location facility.]

[Include any information that will make the packet self-explanatory, eliminating the need for additional explanations in emails. As per FHWA instructions on January 17, 2024, please delete this line if there is no special note indicated.]

Attached is the FC submittal for the roadway listed in the table above. This submission includes a map of the recommended FC and documentation from [the XYZ MPO, XYZ County, XYZ City] and TxDOT's [District] supporting these changes.

If you have any questions or need additional information, please contact Giacomo Yaquinto, Statewide Planning Branch Manager, at (737) 308-9411.

Thank you for your letter requesting classification of the Russel Road. We noted that Russel Road and the future Russel Road are in Hidalgo County and are part of the Texas Department of Transportation's (TxDOT) District , and MPO Name . Please find a summary of the requested reclassification along with FHWA's determination below.

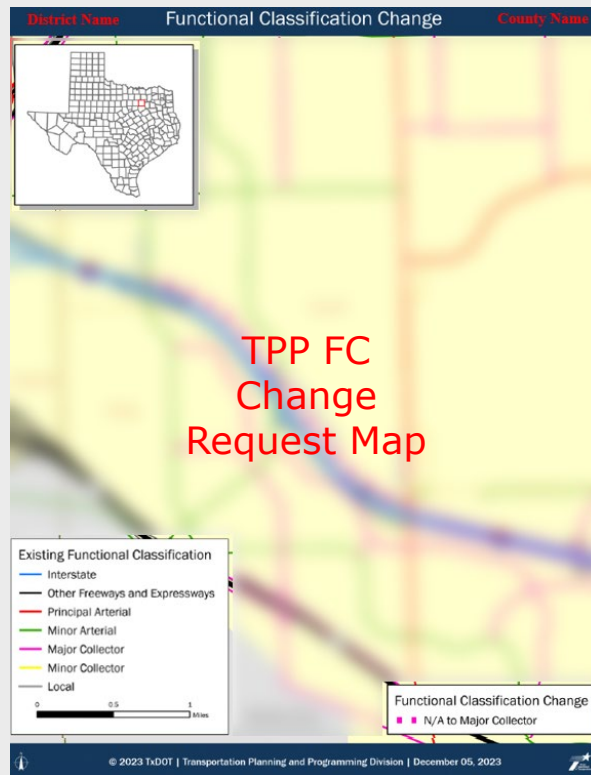
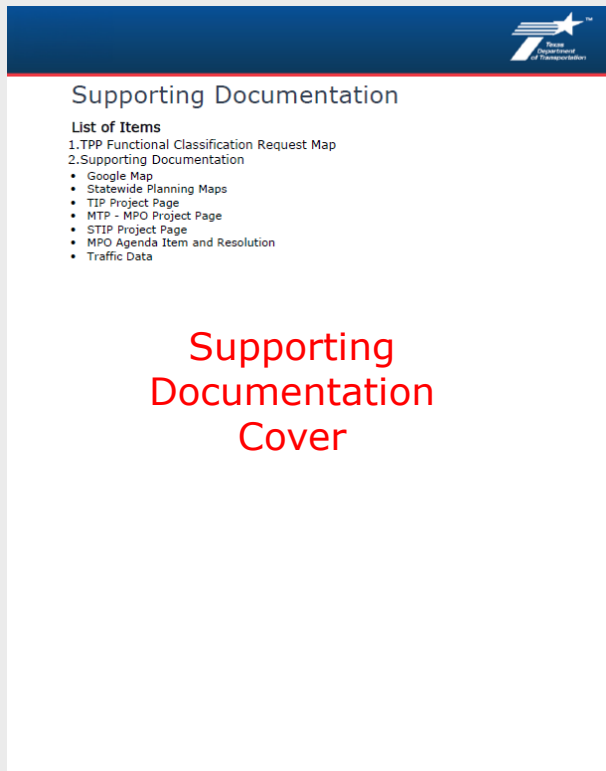
Facility	From	To	Miles	Current Functional Classification	Requested Functional Classification	FHWA Determination
Road Name	From limit route	To limit route	Length in miles	Old classification	New classification	Result
Road Name	From limit route	To limit route	Length in miles	Old classification	New classification	Result

Please note that all future routes are required to be to be separately classified as *Proposed* routes and properly reflected in the Statewide Planning Map. Once the road is built and open to traffic it may transition to existing routes. FHWA must be notified in writing for record purposes, and the Statewide Planning Map should also be updated, and a PDF provided.

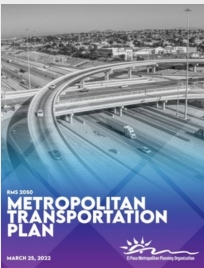
TxDOT Memo to FHWA

FHWA Memo to TxDOT

Demonstration: Comprehensive FC Change Request Package




Demonstration: Comprehensive FC Change Request Package

[illegible]

MTP Entry

Demonstration: Comprehensive FC Change Request Package



Portal

Logged in as Mike Changlin [Log Out](#)

[Project Management](#) |
 [Reports](#) |
 [Support](#)

Project Management > [Area List](#) > [STPs \(M/RIO GRANDE VALLEY\)](#) > [Revisions](#) > [TP Instances \(Unassigned\)](#) > [Highway Projects \(Unassigned\)](#) > Project Details

Color Key: ☐ Business rule violation ☐ Value changed in current session ☐ Different from CDB or latest approved copy [Run](#)

Statewide ☐

District ☐

MPO ☐

CSJ ☐

Revision Date ☐

Project Sponsor ☐

MPO Project Number ☐

MTP Reference ☐

City ☐

Limits From ☐

Limits To ☐

Project Description ☐

PT Remarks ☐

Project History ☐

STP Revision ☐

County ☐

Highway ☐

TP FY ☐

Phase ☐

Construction ☐

Engineering ☐

Environmental ☐

Engineering ☐

Right of Way ☐

Acquisition ☐

Utilities ☐

Transfer ☐

NOK (☐) ☐

VOC (☐) ☐

PM10 (☐) ☐

PM2.5 (☐) ☐

CO (☐) ☐

Total Project Cost Information

Prelin Engineering ☐

ROW Purchase ☐

Construction Cost ☐

Const Engineering ☐

Contingency ☐

Indirect Costs ☐

Land Financing ☐

Potential Chl Ord ☐

Total Project Cost ☐

YOE Cost ☐

TOT ☐

Chl Ord ☐

201-208 STP **07/2022 Revision: Approved 09/27/2022**

DISTRICT	MPO	COUNTY	CSJ	TP FY	NEW	FINISH	QTY	YOE COST
LIMITS FROM:								
LIMITS TO:								
*****PROJECT*****								
*****TOTAL*****								
*****REMARKS FY*****								
*****TOTAL PRE*****								
PRELIMINARS:								
ROW PURCH:								
CONST COST:								
CONST ENG:								
CONTING:								
INDIRECT:								
BOND FIN:								
POT CHL ORD:								
TOTAL COST:								

201-208 STP **11/2021 Revision: Administrative 02/01/2022**

DISTRICT	MPO	COUNTY	CSJ	TP FY	NEW	FINISH	QTY	YOE COST
LIMITS FROM:								
LIMITS TO:								
*****PROJECT*****								
*****TOTAL*****								
*****REMARKS FY*****								
*****TOTAL PRE*****								
PRELIMINARS:								
ROW PURCH:								
CONST COST:								
CONST ENG:								
CONTING:								
INDIRECT:								
BOND FIN:								
POT CHL ORD:								
TOTAL COST:								

201-208 STP **11/2021 Revision: Administrative 11/06/2022**

DISTRICT	MPO	COUNTY	CSJ	TP FY	NEW	FINISH	QTY	YOE COST
LIMITS FROM:								
LIMITS TO:								
*****PROJECT*****								
*****TOTAL*****								
*****REMARKS FY*****								
*****TOTAL PRE*****								
PRELIMINARS:								
ROW PURCH:								
CONST COST:								
CONST ENG:								
CONTING:								
INDIRECT:								
BOND FIN:								
POT CHL ORD:								
TOTAL COST:								

201-208 STP **11/2021 Revision: Approved 11/22/2021**

DISTRICT	MPO	COUNTY	CSJ	TP FY	NEW	FINISH	QTY	YOE COST
LIMITS FROM:								
LIMITS TO:								
*****PROJECT*****								
*****TOTAL*****								
*****REMARKS FY*****								
*****TOTAL PRE*****								
PRELIMINARS:								
ROW PURCH:								
CONST COST:								
CONST ENG:								
CONTING:								
INDIRECT:								
BOND FIN:								
POT CHL ORD:								
TOTAL COST:								

Category	Federal	State	Regional	Local Match	Local Contributions	Total
3.0						
Total						

DISTRICT	MPO	COUNTY	CSJ	TP FY	NEW	FINISH	QTY	YOE COST
LIMITS FROM:								
LIMITS TO:								
*****PROJECT*****								
*****TOTAL*****								
*****REMARKS FY*****								
*****TOTAL PRE*****								
PRELIMINARS:								
ROW PURCH:								
CONST COST:								
CONST ENG:								
CONTING:								
INDIRECT:								
BOND FIN:								
POT CHL ORD:								
TOTAL COST:								

TP History

201-208 STP **07/2022 Revision: Administrative 11/06/2022**

DISTRICT	MPO	COUNTY	CSJ	TP FY	NEW	FINISH	QTY	YOE COST
LIMITS FROM:								
LIMITS TO:								
*****PROJECT*****								
*****TOTAL*****								
*****REMARKS FY*****								
*****TOTAL PRE*****								
PRELIMINARS:								
ROW PURCH:								
CONST COST:								

STIP Approval

Demonstration: Comprehensive FC Change Request Package

ELECTRONIC ITEM 2

MINUTES

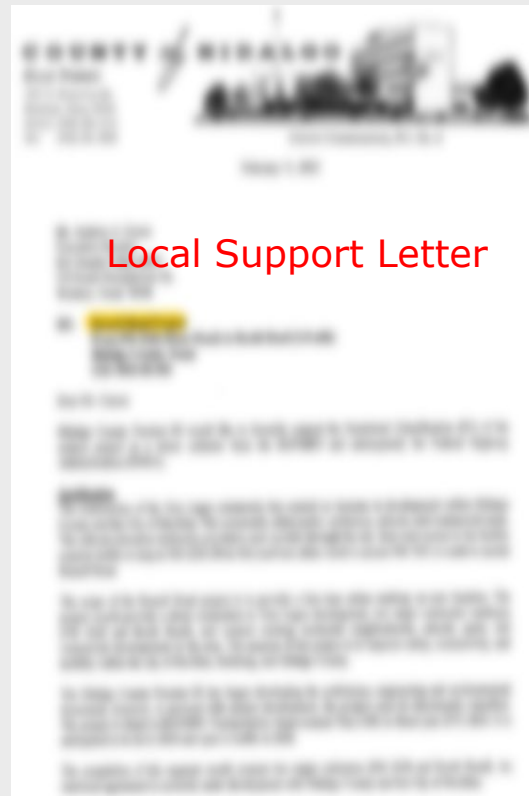
REGIONAL TRANSPORTATION COUNCIL
March 9, 2023

MPO Meeting
Minutes

RESOLUTION 2022-07

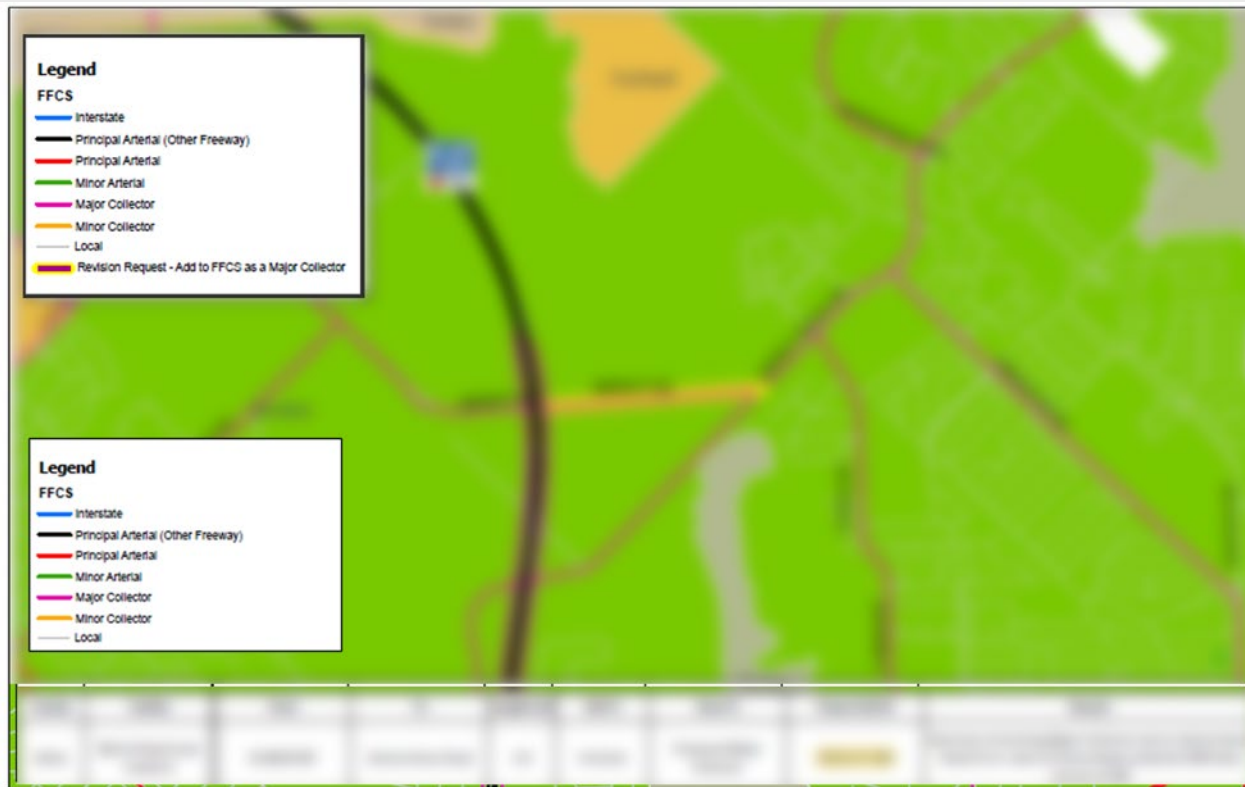
SUBJECT: APPROVAL OF FUNCTIONAL CLASSIFICATION OF

MPO
Support
Letter and
Resolution



Local Support Letter

Demonstration: Comprehensive FC Change Request Package



District or
County-
produced Map

PLACEHOLDER FOR
COUNTY-PRODUCED
MAP
DOCUMENTATION

Demonstration: Comprehensive FC Change Request Package

Traffic Data

Day	Month	Year	Time	From	To	Count	Direction
1	1	2020	00:00	100	200	10	North
1	1	2020	00:05	100	200	12	North
1	1	2020	00:10	100	200	15	North
1	1	2020	00:15	100	200	18	North
1	1	2020	00:20	100	200	20	North
1	1	2020	00:25	100	200	22	North
1	1	2020	00:30	100	200	25	North
1	1	2020	00:35	100	200	28	North
1	1	2020	00:40	100	200	30	North
1	1	2020	00:45	100	200	32	North
1	1	2020	00:50	100	200	35	North
1	1	2020	00:55	100	200	38	North
1	1	2020	01:00	100	200	40	North
1	1	2020	01:05	100	200	42	North
1	1	2020	01:10	100	200	45	North
1	1	2020	01:15	100	200	48	North
1	1	2020	01:20	100	200	50	North
1	1	2020	01:25	100	200	52	North
1	1	2020	01:30	100	200	55	North
1	1	2020	01:35	100	200	58	North
1	1	2020	01:40	100	200	60	North
1	1	2020	01:45	100	200	62	North
1	1	2020	01:50	100	200	65	North
1	1	2020	01:55	100	200	68	North
1	1	2020	02:00	100	200	70	North
1	1	2020	02:05	100	200	72	North
1	1	2020	02:10	100	200	75	North
1	1	2020	02:15	100	200	78	North
1	1	2020	02:20	100	200	80	North
1	1	2020	02:25	100	200	82	North
1	1	2020	02:30	100	200	85	North
1	1	2020	02:35	100	200	88	North
1	1	2020	02:40	100	200	90	North
1	1	2020	02:45	100	200	92	North
1	1	2020	02:50	100	200	95	North
1	1	2020	02:55	100	200	98	North
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1	1	2020	03:20	100	200	110	North
1	1	2020	03:25	100	200	112	North
1	1	2020	03:30	100	200	115	North
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1	1	2020	05:15	100	200	168	North
1	1	2020	05:20	100	200	170	North
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1	1	2020	06:55	100	200	218	North
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1	1	2020	07:10	100	200	225	North
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1	1	2020	07:20	100	200	230	North
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1	1	2020	08:25	100	200	262	North
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1	1	2020	08:35	100	200	268	North
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1	1	2020	08:45	100	200	272	North
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1	1	2020	08:55	100	200	278	North
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1	1	2020	10:40	100	200	330	North
1	1	2020	10:45	100	200	332	North
1	1	2020	10:50	100	200	335	North
1	1	2020	10:55	100	200	338	North
1	1	2020	11:00	100	200	340	North
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1	1	2020	12:40	100	200	390	North
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1	1	2020	14:20	100	200	440	North
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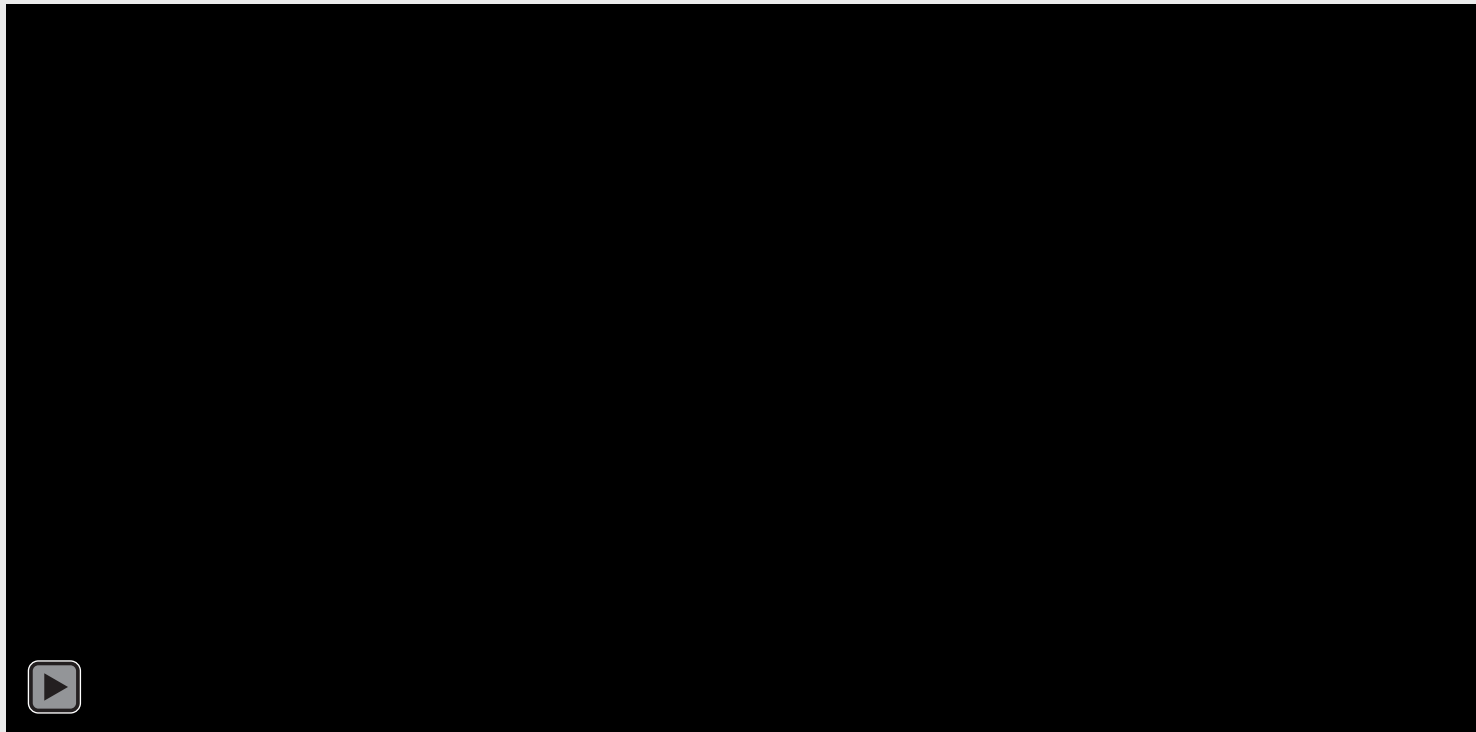
PLACEHOLDER FOR
TRAFFIC DATA
DOCUMENTATION

Measuring Roadway Segments

How do I measure roadway segments?

1. Navigate to the TxDOT Statewide Planning Map.
2. Click the “Search” icon and type in the desired project location.
3. Click the “Distance Measurement” tool.
4. Click the starting and ending points of the road segments you want to measure.

Measuring Roadway Segments



Road Designation

- **FC and Road Designation processes are not the same**
 - Each process should be treated differently even though the timing of each can occur in parallel or in sequence.
 - Have the road designation or redesignation in place prior to requesting a FC change
- **FC updates may be made between Census years**
 - FC updates can be made any time that there is a change in traffic or land use that warrants a change in FC

Control Section Numbers

- **Control Sections**

- Provide a convenient and reliable linear referencing method for locating features along a roadway.
- Generally, do not move or change, regardless of changes to the route name or number.

- **Control Section Numbers**

- A control section number consists of six digits (e.g., 0115-02).
- The first four digits are the control number and can range from 0001-9999.
- The last two digits are the section number and can range from 01-99.
- Control-Section-Job (CSJ) numbers are associated with projects.

- **Control Section Maps**

- Updated annually, typically mid-summer, following the publication of end-of-year data from the previous calendar year.
- Do not use old CSJs for new requests.

NHS and STRAHNET Modifications and FC Change Requests

FC changes may affect a segment of the National Highway System (NHS) or Strategic Highway Network (STRAHNET). While similar, FC, NHS, and STRAHNET designations differ in three fundamental ways:

1. FC is applied to all public roads.
2. NHS designation is only applied to functionally classified Principal Arterials or intermodal facilities.
3. STRAHNET assets may be located on roadways of any FC.



NHS and STRAHNET Modifications and FC Change Requests



APPENDIX

References

Federal Highway Administration, [*Highway Functional Classification Concepts, Criteria, and Procedures \(2023 Edition\)*](#), 2023.

Texas Department of Transportation, [*TPP Functional Classification Training Program*](#).

Code of Federal Regulations (CFR)
[23 CFR § 470.103 \(Definitions\)](#)
[23 CFR § 470.105 \(Urban area boundaries and highway functional classification\)](#)
[23 CFR § 470.107 \(Federal-aid highway systems\)](#)

Texas Department of Transportation, Functional Classification Change Requests, [Form 2373 Checklist](#).

Texas Department of Transportation, [*Federal Functional Classification Standard Operating Procedure*](#), 2024.

Texas Department of Transportation, Functional Classification Change Requests, [Form 2373 Attachment](#).

Texas Department of Transportation, [TPP FC SharePoint Site](#).

Texas Department of Transportation, Functional Classification Change, [Frequently Asked Questions](#).

Texas Department of Transportation, [Functional Classification Change Requests Web Page](#).

Virginia Department of Transportation, [Functional Classification Comprehensive Guide](#), 2014

Texas Department of Transportation, [Statewide Planning Map Website](#).

California Department of Transportation, *Introduction to Functional Classification*, 2020.

Texas Department of Transportation, [TxDOT Map or Data Request Website](#).

Group Discussion

Pending FC Change Requests



Any FC Comments or Questions, please contact:

IBRAHIMA TEMBELY

and

ROBERT RAMIREZ



- Email TPP_FC@txdot.gov and cc Ibrahima.Tembely@txdot.gov and Robert.Ramirez@txdot.gov