

FUNCTIONAL CLASSIFICATION PROCEDURE MANUAL



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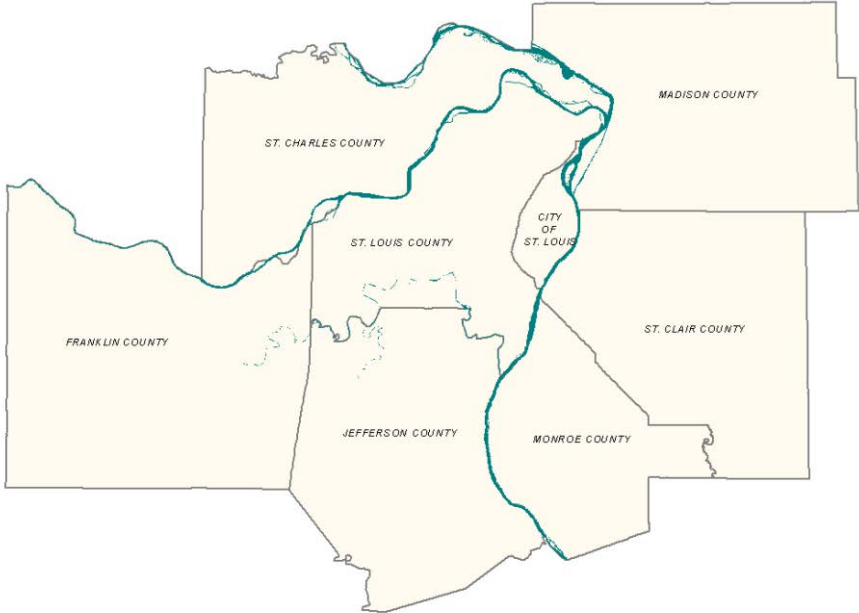
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1.0 Introduction

Federal regulation grants the Federal Highway Administration (FHWA) the authority to classify all roadways into three distinct classifications: arterial, collector, and local road. The classification guidelines developed by FHWA can be used at various levels: cities can assign classifications to their roadways to aid in local planning, while FHWA uses these classifications to determine funding eligibility of transportation projects within the Federal-Aid Highway program; and Regional Planning Organizations (RPO), Metropolitan Planning Organizations (MPO), and Departments of Transportation (DOT) use them to aid in determining which roadway projects should be included in a region’s Transportation Improvement Program (TIP) and long-range transportation plan (LRTP).

East-West Gateway Council of Governments (EWGCOG) is responsible, in cooperation with the Illinois Department of Transportation (IDOT) and the Missouri Department of Transportation (MoDOT), for maintaining the functional classification system in the St. Louis planning area, shown in Figure 1.0.1. These classifications are used by the agency’s travel demand model for transportation and transit studies, the air quality model to determine regional conformity, and to develop both the TIP and LRTP.

Figure 1.0.1 St. Louis MO-IL Metropolitan Planning Area



This manual outlines the concepts, definitions, and characteristics of the functional classification system in the region and the procedures followed to periodically review and revise them. These guidelines conform to FHWA directives regarding the functional classification of roadway systems.¹ This manual highlights the main components of FHWA guidelines; the full document is available online at https://www.fhwa.dot.gov/planning/processes/statewide/related/highway_functional_classifications/.

¹ *Highway Functional Classification Concepts, Criteria and Procedures 2013 Edition*, Federal Highway Administration.

2.0 The Concept of Functional Classification

The concept of functional classification defines the role that a particular roadway segment plays in serving the flow of traffic through a network. Roadways are assigned to one of several possible functional classifications within a hierarchy according to the character of travel service each roadway provides.²

2.1 Urban Boundary Classifications

The Adjusted Urbanized Area and Urban Cluster boundaries determine if a classified roadway exists within an urban or rural area. All roads located within these boundaries are considered urban, while those located outside the urban boundaries are considered rural. Previously, these distinctions were used to determine which roadways would be eligible for federal funding under certain categories based on their functional classifications. Within the urban area, roadways had to have a minimum functional classification of “urban collector”. In rural areas the roadway had to have a functional classification of “rural major collector”. These “rural” or “urban” prefix distinctions are no longer applicable with the latest FHWA updates. Functional class designation is still affected by whether or not a roadway is in a rural or urban area though. Throughout the rest of this document, characteristics describing functionality is in the context of roadways in either urban or rural areas.

In 2008 FHWA released an “Updated Guidance for the Functional Classification of Highways” which was to be in effect by the end of 2012. The document de-emphasizes “the urban boundary as being determinative of functional classification. This update was incorporated into FHWA’s *Highway Functional Classification Concepts, Criteria and Procedures* released in 2013. Functional classifications should be assigned based on actual functional criteria, rather than the location of an urban/rural boundary.”³ The classifications “urban collector”, “rural major collector”, and “rural minor collector” are replaced with classifications “major collector” and “minor collector”. Also, “minor collectors” can now be assigned to roadways within an urban area. The minimum classification for federal funding is “minor collector” in a defined urban area, and “major collector” in rural areas.⁴

² Ibid

³ *Updated Guidance for the Functional Classification of Highways Memorandum, Federal Highway Administration, October 14, 2008*

⁴ Ibid

2.2 Basic Roadway Classifications

“Roadways serve two primary travel needs: access to/egress from specific locations and travel mobility. While these two functions lie at opposite ends of the continuum of roadway function, most roads provide some combination of each.

- Roadway mobility function: Provides few opportunities for entry and exit, hence low travel friction from vehicle access/egress.
- Roadway accessibility function: Provides many opportunities for entry and exit creating potentially higher friction from vehicle access/egress.”⁵

Functional classification is the process by which road systems are grouped into classes, based solely upon the type of service they provide. The possible classifications are grouped into three basic categories: Arterial, Collector, and Local.

Table 2.2.1: shows how the three basic stratifications of functional classification relate to the concept of access-mobility.

Table 2.2.1 Roadway Classification Characteristics

Classification	Characteristics
Arterial	High-speed roadways with limited access.
Collector	Collects traffic from local roads and distributes traffic to arterials.
Local	All roads not defined as arterials or collectors; primarily provides access to land uses with little or no through movement.

Source: FHWA

2.3 Expanded Roadway Classifications

The three basic roadway classification systems include expanded sub-categories in order to provide greater definition when evaluating a road, as detailed in Table 2.3.1.

Table 2.3.1 Expanded Roadway Classifications

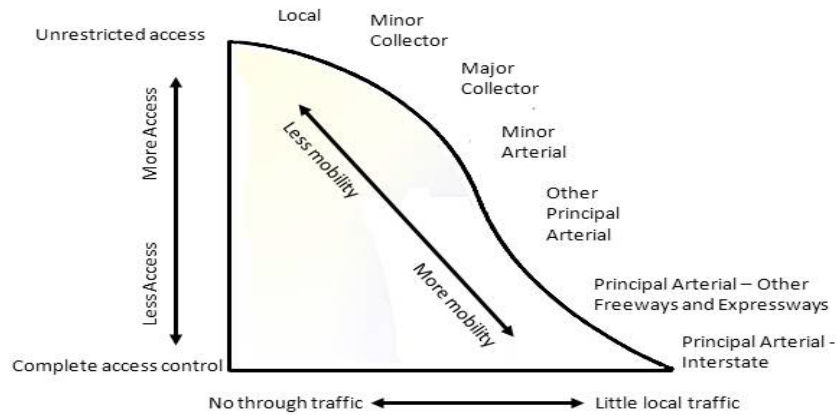
Roadway Classification		
Arterial	Principal	Interstate
		Expressway
		Other Principal
	Minor	
Collector	Major	
	Minor	
Local		

Source: FHWA

⁵ *Highway Functional Classification: Concepts, Criteria and Procedures 2013 Edition*, Federal Highway Administration.

Figure 2.3.1: illustrates the relationship between the expanded functional classifications and the access-mobility continuum.

Figure 2.3.1 Illustration of Access-Mobility Continuum⁶



Source: FHWA

2.4 Future Roads

The primary purpose of a functional classification base map is to illustrate the region’s existing system of functionally classified roads. In some cases, it is appropriate to also display selected future road projects on the base map. FHWA guidelines state: “With regard to future routes, roads should be functionally classified with the existing system if they are included in an approved Statewide Transportation Improvement Program (STIP) and are expected to be under construction within the STIP timeframe of four years or less.”⁷ In our area a planned roadway may not appear in the STIP until it has been placed in the region’s Transportation Improvement Program (TIP), therefore, in order for a planned roadway’s request for functional classification to be considered, the applicant must provide the following materials:

1. Documentation that the planned roadway is a part of a current comprehensive, municipal, or short-range transportation plan.
2. Documentation of secured funding for the planned roadway. Minimum proof for locally funded projects will be the acquisition of right-of-way. Federally funded projects must provide certification that the sponsor will provide the required 20% minimum match and apply for funding in the TIP process within one year of approval of the classification request. If a project is not selected for federal funding, then the sponsor must advise in writing that they will be reapplying during the next funding cycle.
3. Documentation showing that the project will enter the construction phase within 4 years of approval of the functional classification. Minimum for this will be an approved schedule showing that construction contracts will be let within this time.

These materials are necessary to support the possible “planned” roadway classification.

⁶ FHWA and CDM Smith

⁷ Highway Functional Classification: Concepts, Criteria and Procedures 2013 Edition, Federal Highway Administration.

3.0 Functional Classification System Characteristics

The functional classification system includes principal and minor arterials, collectors and local roadways. A properly balanced functionally classified system should contain set amounts of each individual classification as determined by the FHWA. This balance should be based on the percentage of vehicle miles traveled (VMT) and the percentage of total mileage that each classification contains in comparison to the total VMT and public road mileage. Table 3.0.1 summarizes the regional and statewide relationship significance of the three main categories of roadways.

Table 3.0.1: Relationship between Functional Classification and Travel Characteristics⁸

Functional Classification	Distance Served (and Length of Route)	Access Points	Speed Limit	Distance between Routes	Usage (AADT and DVMT)	Significance	Number or 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

Source: FHWA

3.1 Principal Arterials

Principal arterials are stratified into three distinct classifications: interstates, expressways, and other principal arterials. Service to abutting land uses is subordinate to the function of moving through traffic. Table 3.1.1 presents a few key differences between the types of service that urban and rural arterials provide.

Table 3.1.1: Characteristics of Urban and Rural Principal Arterials⁹

Urban	Rural
Serve major activity centers, highest traffic volume corridors and longest trip demands	Serve corridor movements having trip length and travel density characteristics indicative of substantial statewide or interstate travel
Carry high proportion of total urban travel on minimum of mileage	Connect all or nearly all Urbanized Areas and a large majority of Urban Clusters with 25,000 and over population
Interconnect and provide continuity for major rural corridors to accommodate trips entering and leaving urban area and movements through the urban area	Provide an integrated network of continuous routes without stub connections (dead ends)
Serve demand for intra-area travel between the central business district and outlying residential areas	

Source: FHWA

⁸ Ibid

⁹ Ibid

3.1.1 Interstates

Interstates are the highest classification of principal arterials and are designed and constructed with mobility and long-distance travel in mind. (Figure 2.3.1) Since their inception in the 1950's, the Interstate System has provided a superior network of limited access, divided highways offering high levels of mobility while linking the major urban areas of the United States.

Determining the functional classification designation of many roadways can be somewhat subjective, but with the Interstate category of principal arterials, there is no ambiguity. Roadways in this functional classification category are officially designated as interstates by the Secretary of Transportation, and all routes that comprise the Dwight D. Eisenhower National System of Interstate and Defense Highways belong to the interstate functional classification category.¹⁰

3.1.2 Other Freeways and Expressways

Roadways in this functional classification category look similar to interstates; their directional travel lanes are separated by some type of physical barrier, and their access and egress points are limited to on and off ramp locations or a very limited number of at-grade intersections. Like interstates, these roadways are designed and constructed to maximize their mobility function, and abutting land uses are not directly served by them.¹¹

3.1.3 Other Principal Arterials

These roadways serve major centers of metropolitan areas, provide a high degree of mobility and can also provide mobility through rural areas. Unlike their access-controlled counterparts, abutting land uses can be served directly. Forms of access for other principal arterial roadways include driveways to specific parcels and at-grade intersections with other roadways.¹²

3.2 Minor Arterials

Minor arterials provide service for trips of moderate length, serve geographic areas that are smaller than their higher arterial counterparts, and offer connectivity to the higher arterial system. In an urban context, they interconnect and augment the higher arterial system, and provide intra-community continuity. In rural settings, minor arterials should be identified and spaced at intervals consistent with population density, so that all developed areas are within a reasonable distance of a higher level arterial. Additionally, minor arterials in rural areas are typically designed to provide relatively high overall travel speeds, with minimum interference to through movement.¹³ Table 3.2.1 presents a few key differences between the types of service that urban and rural arterials provide.

¹⁰ Ibid

¹¹ Ibid

¹² Ibid

¹³ Ibid

Table 3.2.1: Characteristics of Urban and Rural Minor Arterials¹⁴

Urban	Rural
Interconnect and augment the higher-level Arterials	Link cities and larger towns (and other major destinations such as resorts capable of attracting travel over long distances) and form an integrated network providing interstate and inter-county service
Serve trips of moderate length at a somewhat lower level of travel mobility than Principal Arterials	Be spaced at intervals, consistent with population density, so that all developed areas within the State are within a reasonable distance of an Arterial roadway
Distribute traffic to smaller geographic areas than those served by higher-level Arterials	Provide service to corridors with trip lengths and travel density greater than those served by Rural Collectors and Local Roads and with relatively high travel speeds and minimum interference to through movement
Provide more land access than Principal Arterials without penetrating identifiable neighborhoods	
Provide urban connections for Rural Collectors	

Source: FHWA

3.3 Collectors

Collectors serve a critical role in the roadway network by gathering traffic from local roads and funneling them to the Arterial network. Within the context of functional classification, collectors are broken down into two categories: major collectors and minor collectors. All collectors, regardless of whether they are within a rural area or an urban area, must be sub-stratified into *major* and *minor* categories. The determination of whether a given collector is a major or a minor collector is frequently one of the biggest challenges in functionally classifying a roadway network.

In the rural environment, collectors generally serve primarily intra-county travel (rather than statewide) and have travel distances shorter than arterial routes. Accordingly, posted speed limits may be higher than those in urban areas.

The distinctions between major collectors and minor collectors are often subtle. Generally, major collector routes are longer in length; have lower connecting driveway densities; have higher speed limits; are spaced at greater intervals; have higher annual average traffic volumes; and may have more travel lanes than their minor collector counterparts.

AADT and spacing may be the most significant designation factors, since major collectors offer more mobility and minor collectors offer more access. It is beneficial to reexamine these two fundamental concepts of functional classification. Overall, the total mileage of major collectors should be lower than

¹⁴ Ibid

the total mileage of minor collectors, while the total collector mileage is typically one-third of the local roadway network.¹⁵ Table 3.3.1 presents a few key differences between the types of service that urban and rural major collectors provide.

Table 3.3.1: Characteristics of Urban and Rural Major Collectors¹⁶

Urban	Rural
Serve both land access and traffic circulation in <u>higher</u> density residential, and commercial/industrial areas	Provide service to any county seat not on an Arterial route, to the larger towns not directly served by the higher systems and to other traffic generators of equivalent intra-county importance such as consolidated schools, shipping points, county parks and important mining and agricultural areas
Penetrate residential neighborhoods, often for <u>significant</u> distances	Link these places with nearby larger towns and cities or with Arterial routes
Distribute and channel trips between Local Roads and Arterials, usually over a distance of <u>greater than</u> three-quarters of a mile	Serve the most important intra-county travel corridors
Operating characteristics include higher speeds and more signalized intersections	

Source: FHWA

Table 3.3.2 presents a few key differences between the types of service that urban and rural minor collectors provide.

Table 3.3.2: Characteristics of Urban and Rural Minor Collectors¹⁷

Urban	Rural
Serve both land access and traffic circulation in lower density residential and commercial/industrial areas	Be spaced at intervals, consistent with population density, to collect traffic from Local Roads and bring all developed areas within reasonable distance of a Collector
Penetrate residential neighborhoods, often only for a <u>short</u> distance	Provide service to smaller communities not served by a higher class facility
Distribute and channel trips between Local Roads and Arterials, usually over a distance of <u>less than</u> three-quarters of a mile	Link locally important traffic generators with their rural hinterlands

¹⁵ Ibid

¹⁶ Ibid

¹⁷ Ibid.

Operating characteristics include lower speeds and fewer signalized intersections	
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Source: FHWA

3.4 Local Roads

Locally classified roads account for the largest percentage of all roadways in terms of mileage. They are not intended for long distance travel. General use is at the origin or destination end of a trip, due to their provision of direct access to abutting land. They are often designed to discourage through traffic. As public roads, they should be accessible for public use throughout the year.

The default classification is often local road. In other words, once all arterial and collector roadways are identified, all remaining roadways are classified as local roads.¹⁸ Table 3.5.1 presents a few key differences between the types of service that urban and rural local roads provide.

Table 3.4.1: Characteristics of Urban and Rural Local Roads

Urban	Rural
Provide direct access to adjacent land	Serve primarily to provide access to adjacent land
Provide access to higher systems	Provide service to travel over short distances as compared to higher classification categories
Carry no through traffic movement	Constitute the mileage not classified as part of the Arterial and Collector systems
Constitute the mileage not classified as part of the Arterial and Collector systems	

Source: FHWA

4.0 Determining Roadway Functional Classification

The process of determining the functional classification of a roadway based on FHWA guidelines and descriptions is dependent on several variables. A variable might be applicable to more than one classification, but the basis for a final determination is how well all variables fit a particular classification. Final determination is made from the information received from the applicant concerning these variables and by on-site inspections performed by EWGCOG and state DOT staffs.

4.1 Area Type

By observing the adjacent land uses a roadway services, a determination can be made concerning the balance of mobility and accessibility. Industrial areas will have a higher need for mobility, central business districts (CBD) may have a need for both mobility and accessibility, and neighborhoods will have a greater need for accessibility.

The applicant will need to provide information concerning what land use a roadway will be servicing and whether that area type is expected to change within a reasonable amount of time. Expected changes to

¹⁸ Ibid

an area type will require documentation, such as letters of commitment from developers stating a start and estimated completion date of development.

4.2 Speed

Roadways with higher classification often focus more on mobility than access. Hence, they operate at higher speeds. In rural areas, collectors may have higher speed limits. Table 4.0.1 shows the recommended speed ranges by functional classification based on FHWA guidelines.

4.3 Traffic Control

Ramps to merge traffic on Interstates and certain forms of Expressways and Principal Arterials are a form of traffic control. Merging traffic on all other classifications of roadways is controlled by signage or signalization. The frequency of signalization on a roadway is used in determining the classification of a roadway. Table 4.0.1 shows the recommended spacing of traffic signals per mile by functional classification.

4.4 Accessibility

Comparing mobility to accessibility requires knowledge of the types of access and the frequency of access to a roadway. This knowledge is comprised of whether interchanges are at-grade or grade separated, how many median openings are present for divided roadways, and how many access/egress points exist for businesses and residences. Table 4.0.1 shows the recommended number of access points per mile by functional classification.

Table 4.0.1 Roadway Characteristics by Functional Classification*

Characteristics	Area Type	Access Points Per Mile Per Functional Classification				
		Expressway 40 – 60 MPH	Principal Arterial 35 - 55 MPH	Minor Arterial 30 – 50 MPH	Major Collector 25 – 45 MPH	Minor Collector 20 – 55 MPH
At-Grade Intersections	Urban	1 - 2	2 - 4	4 - 8	4 - 8	4 - 8
	Rural	0 – 1	1 - 2	2 - 4	2 - 4	2 - 4
Traffic Signals	Urban	1 - 2	1 - 2	2 - 4	4 - 8	4 - 8
	Rural	0 – 1	0 – 1	0 - 2	4 - 8	4 - 8
Median Openings	Urban	1 - 2	4 - 8	4 - 8	8 - 16	8 - 16
	Rural	0 – 1	2 - 4	2 - 4	4 - 8	4 - 8
Access/Egress Sites	Urban	1 - 2	6 - 14	12 - 18	16 - 24	20 - 32
	Rural	0 – 1	0 - 6	6 - 12	8 - 16	10 - 18

* **Interstates** are not included because they are defined by their own standards.

Source: FHWA

4.5 Number of Traffic Lanes

When a roadway has more than two lanes or has some form of median, it is to allow for higher volumes and to provide traffic a faster and more efficient means of travel. These characteristics may indicate that a road serves as a collector or higher.

Medians can be in the form of continuous left turn lanes, solid dividers with median openings, or open ground. Lanes of traffic are those that have continuous through traffic. Therefore, dedicated turn lanes and lanes that allow parking at any time for other than emergency reasons will not be considered in the lane count.

4.6 Continuity

System continuity applies to the connectivity of a roadway to another roadway of a same or higher classification. Interstate termini are to have no direct connection to any other arterial or collector roadway, but are to be managed by ramps.

All other classifications, with the exception of minor collectors in few instances; should not have as one of their termini, a sole connection to a local road or dead end. One-way roadways will be considered if they have a partner roadway that provides for traffic movement in the opposing direction. Roadways with restricted public access (military facilities, private residences, industrial roadways, etc.) are considered to be local roads.

4.7 Roadway Spacing

In developing and maintaining a balanced functionally classified system the spacing of each classification is an important factor. Except for interstates, different classifications are given different spacing guidelines based on the area type they are in. Table 4.0.2 provides these guidelines.

Table 4.0.2 Roadway Spacing

Area Type	Arterial	Collector
CBD/Core	0.25 – 0.5 mile	0.1 to 0.25 mile
Urban	0.5 – 1 mile	0.25 – 0.5 mile
Suburban	1 – 2 miles	0.5 – 1 mile
Rural	> 2 miles	> 1 mile

Source: FHWA

5.0 Procedures for Modifying Roadway Functional Classifications

Periodically revising the functional classification system is necessary to reflect the changing conditions brought on by regional development, changes to urban boundaries, and FHWA guidelines updates. There are two ways in which revisions or changes to the functional classification system may occur:

- Requests for changes are accepted from local jurisdictions semi-annually
- EWGCOG and state DOT staffs perform a system-wide review no frequently than every five years.

Separate guidelines are set forth for the functional classification revision process in each state, since the region is comprised of counties in both Missouri and Illinois. In addition, the policy structures of the two state transportation agencies vary. It is imperative that special attention be given to established statewide practices regarding roadway functional classification.

5.1 Semi-Annual Review Process

For the semi-annual review, EWGCOG has functional classification revision applications available on-line. The closing dates for the two rounds of application submission are May 31st and November 30th. A website announcement will be posted at the beginning of May or November reminding applicants of each rounds closing date. The agency's *Local Government Briefings* weekly e-newsletter, also includes this announcement during the months of May and November.

The following three pages describe each state's review process, and the process involved with a system wide functional classification review of the region.

5.1.1 Missouri Process

1. Request for functional classification revisions can be made to EWGCOG by local jurisdictions, MoDOT, or by EWGCOG itself. Local jurisdiction and MoDOT requests will be acknowledged in writing by EWGCOG. If any additional information is required from the applicant, it will be requested at this time.
2. EWGCOG staff will work with MoDOT's St. Louis District staff to review the revision's consistency with guidelines in this manual and to ensure statewide consistency. A draft determination will be based on manual guidelines, any additional information requested of the applicant, on-site inspections, and concurrence of EWGCOG and MoDOT staffs.
3. EWGCOG and MoDOT staffs will advise each applicant of the draft determination. In the event that an application is not to be recommended, reasons will be provided to the applicant, who will be given a minimum of 10 working days to respond with additional information in support of their application and request a reconsideration of the draft ruling.
4. Staffs will perform a reconsideration based on the additional information, any consultation with the applicant, and any further on-site inspections. A final determination will be made and contesting applicants informed.
5. EWGCOG will present their recommended revisions to the Missouri Transportation Planning Committee (TPC).
6. Following the TPC, recommended revisions are brought to the Executive Advisory Committee (EAC).
7. Following the EAC, recommendations are brought to the Board of Directors (BOD) for approval. If the BOD rejects approval, then EWGCOG will advise MoDOT and revisions will be made and resubmitted to the BOD.
8. When BOD approval is received maps will be published on the EWGCOG website with a disclaimer that FHWA approval is pending. All sponsors will be advised when BOD approval is received and updated maps will be on EWGCOG's website.
9. With BOD approval, EWGCOG will send the final revised functional classification maps and supporting documents to MoDOT's St. Louis District Planning Office.
10. MoDOT's St. Louis District Planning Office will forward the EWGCOG letter explaining the revisions, along with area map(s) and a detailed listing, to the Transportation Planning Division (TP) at MoDOT's Central Office. The St. Louis District includes a letter stating concurrence with the Board's approval and requests TP forward recommendations to FHWA for federal approval.
11. Upon TP review within the statewide system, recommended revisions and maps are sent to FHWA for approval.
12. When MoDOT's Central Office receives FHWA approval, TP will notify the St. Louis District office, who then notify EWGCOG.

6.1.2 Illinois Process

1. Request for functional classification revisions can be made to EWGCOG by local jurisdictions, IDOT, or by EWGCOG itself. Local jurisdiction and IDOT requests will be acknowledged in writing by EWGCOG. If any additional information is required from the applicant, it will be requested at this time.
2. EWGCOG staff will work with IDOT's District 8 staff to review the revision's consistency with guidelines in this manual and to ensure statewide consistency. A draft determination will be based on manual guidelines, any additional information requested of the applicant, on-site inspections, and concurrence of EWGCOG and IDOT staffs.
3. EWGCOG and IDOT staffs will advise each applicant of the draft determination. In the event that an application is not to be recommended, reasons will be provided to the applicant, who will be given a minimum of 10 working days to respond with additional information in support of their application and request a reconsideration of the draft ruling.
4. Staffs will perform a reconsideration based on the additional information, any consultation with the applicant, and any further on-site inspections. A final determination will be made and contesting applicants informed.
5. EWGCOG present their recommended revisions to the EAC.
6. Following the EAC, recommendations are brought to the Board of Directors (BOD) for approval. If the BOD rejects approval, then EWGCOG will advise IDOT and revisions will be made and resubmitted to the BOD.
7. After the BOD approves staffs' recommendations, EWGCOG publishes revised functional classification maps on EWGCOG's website with a disclaimer that maps are pending FHWA approval.
8. With BOD approval, EWGCOG will send the final revised functional classification maps and supporting documents to IDOT District 8 Bureau of Program Development.
9. IDOT District 8 Bureau of Program Development will forward the EWGCOG letter explaining the revisions, along with a full area map and detail listing, to the Bureau of Statewide Program Planning, in the office of Planning and Programming (OP&P) where OP&P reviews the request. District 8 includes a letter stating concurrence with the Board's approval and asking OP&P to recommend FHWA's approval after OP&P has completed its review of the request.
10. OP&P performs a conclusive review to ensure statewide consistency. Assistance from the Bureau of Urban Program Planning, Transit and Metropolitan Planning section is solicited, if needed.
11. OP&P will forward recommended revisions and maps to FHWA for approval.
12. When IDOT headquarters receives FHWA approval, OP&P will notify the District 8 office, who then notify EWGCOG.

6.2 Board Mandated System Wide Review Process

During the system-wide review process, EWGCOG and state DOT staffs will review the functional classification system in order to ensure the system accurately reflects changes in land use and travel patterns within the region. These are often conducted following release of U.S. Census decennial data and FHWA approved adjusted urban boundaries.

1. A review of the *Functional Classification Procedure Manual* will be performed to determine if any modifications are necessary based on changes in FHWA guidelines and observed regional changes.
2. EWGCOG and state DOT staffs will review the existing functionally classified roadway system and make recommendations to create a draft update version.
3. County and local jurisdictions will be notified of the review and provided with an updated *Functional Classification Procedure Manual*, maps of the roadways within their boundaries, and be asked to confirm existing data or submit requests for revision.
4. EWGCOG and state DOT staffs will review all requests, perform on-site inspections of requested roadways, and make initial recommendations of approval or disapproval based on guidelines from the Procedure Manual. If further information is necessary, sponsors will be contacted.
5. Sponsors will be notified of initial recommendation for their requests and meetings will be arranged, when necessary, to discuss any disputed recommendations.
6. Present final EWCCOG and state DOT agreed upon revisions for presentation to the state TPCs.
7. Following submittal to the state TPCs, recommended revisions are brought to the Executive Advisory Committee (EAC).
8. Following the EAC, recommended revisions are brought to the Board of Directors (BOD) for approval. If the BOD rejects approval, then EWGCOG will advise the state DOTs and revisions will be made and resubmitted to the BOD.
9. When BOD approval is received maps will be published on the EWGCOG website with an advisory stating state DOT and FHWA approval is pending. All sponsors will be advised when BOD approval is received, and that updated maps are available on EWGCOG's website with a disclaimer that maps are pending FHWA approval.
10. The BOD approved recommendation plan will be submitted to both state DOT headquarters for final review and requested submittal to FHWA.
11. State DOT headquarters will submit the recommended plan to their respective state FHWA office for final approval. Any request not approved by FHWA, will be reviewed, and addressed for possible resubmittal.
12. Once each state DOT headquarters receives FHWA approval, the District Offices will be notified and they will then notify EWGCOG.