



A Guide to Developing NHS Modification Requests in Texas

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1 Introduction

The National Highway System (NHS) in Texas should be periodically reviewed in coordination with Metropolitan Planning Organizations (MPOs) and TxDOT Districts to ensure that it includes the most important and nationally-significant roadways for the movement of people and goods. The Texas NHS Study, completed in 2021, was the first effort to comprehensively assess the Texas portion of the NHS since its original designation in the late 1990s. During this study, a process for submitting modifications to the Federal Highway Administration (FHWA) was developed by the TxDOT Transportation Planning and Programming (TPP) Division, Corridor Planning, Data Management and Systems Planning branches and the FHWA-Texas Division.

This guide includes templates and examples of documents TxDOT needs to assemble NHS modification requests to FHWA.

1.1 Organization of this Guide

The guide is organized into the following sections:

- **General Structure of a Modification Request** – List of the documents and attachments needed to assemble a complete modification request.
- **Templates** – Instructions on how to complete the modification request documents and templates and examples of each document/form. Organized by form/document.
- **Map Guidelines** – Special instructions on how to develop the multiple maps needed to request NHS modifications.
- **Special Cases in the Submission Process** – Insights into handling some special cases.

For each template, there are five header items that assist with the development of the modification request. These items include:

- Purpose: The general purpose of the template.
- Template file: The name of the actual file on disk containing the template
- Example file: An example of the template being used in the 2018-2021 Texas NHS Study¹
- Responsibility: Information regarding who is responsible for filling out each template
- Assembly: Instructions for assembling the overall modification request

¹ In some cases, there are small differences between the example files and the templates described in this document. The templates were developed at the end of the 2018-2021 Texas NHS Study and incorporate the lessons learned throughout the project.

2 General Structure of a Modification Request

A complete modification request should be submitted as a combined PDF containing multiple parts. Refer to the assembly instructions for guidance on assembling the final modification request. An example of a complete modification request can be found in “[Full_Modification_Request_Example.pdf](#)”.

Cover letter

Modification form for MPO Areas (1 per MPO)

Attached materials:

- Maps of Modifications to Corridors
- Maps of Modifications to Intermodal Connectors and Intermodal Facilities
- MPO Resolution

Modification form for non-MPO areas

Attached materials:

- Maps of Modifications to Corridors
- Letter of Consultation for Modifications in Non-MPO Areas

Spreadsheet

GIS Database

3 Templates

This section includes instructions on how to complete the documents needed to request a modification.

3.1 Cover letter

Purpose: This is the cover letter that TxDOT should send to FHWA to request modifications to the NHS.

Template file: An empty template of this cover letter can be found in “1_Cover_Letter.docx.” The main sections that require updating are highlighted in gray.

Example file: A filled-out example can be found in “Cover_Letter_Example.pdf.”

Responsibility: TxDOT staff drafts the cover letter and acquires signatures from appropriate people. A signed cover letter is then sent by TxDOT staff to FHWA.

Assembly: This is the first document of the modification request.

3.1.1 Cover Letter Template Checklist

- Date:** At the very top left, include the full date of when the modification request is being submitted to FHWA
- Recipient name and address:** The letter should be addressed to FHWA’s Texas Division Administrator. Information about the FHWA’s current Texas Division Administrator and mailing address can be found at <https://www.fhwa.dot.gov/txdiv/staff.cfm>
- Attention:** If a staff member from FHWA has been involved in the process of building this modification request, their name should be added in the “Attention” field below the recipient address
- Introductory paragraph:** this paragraph explains what organizations have been involved in the process of making this modification request. It is unlikely that the content of this paragraph will need to be modified.
- List of agencies involved:** This section should include every MPO and TxDOT District that was involved throughout the creation of this modification request.
- Description of contents:** After listing the agencies involved, the cover letter describes the general contents of the modification request. An extra section has been added here in case the modification requests contain cases where there are differences between what TxDOT supports and what the MPOs, Counties or Cities support. If all parties involved agree with all of the changes being requested, this highlighted section can be removed.
- TxDOT contact for extra information:** The contact details of the individual from TxDOT who is leading this effort should be included at the bottom of the letter
- Sender information:** The letter should be sent and signed by TxDOT’s Transportation Planning and Programming Division director.
- cc:** This is a list of individuals who should be copied (“cc’d”) when submitting this modification request to FHWA. A non-exhaustive list of individuals to be included can be found in the template.
- Header:** The header for the second page should be updated to contain the recipient’s full name and the date of the request

3.2 Modification form for MPO Areas

Purpose: This is a document that lists all the modifications being requested by TxDOT in MPO areas, including corridor modifications and intermodal connector modifications.

Template file: An empty template of this form can be found in “2_MPO_Modification_Form.docx.” The main sections that require updating are highlighted in gray.

Example file: A filled-out example can be found in “MPO_Modification_Form_Example.”

Responsibility: TxDOT staff fills in the form. The final modification request is sent from TxDOT to FHWA. It should contain one cover page per MPO, multiple corridor modification pages – one for each modification being requested – and one intermodal facility/connector modification page.

Assembly: This comes after the cover letter.

3.2.1 Modification form for MPO Areas Template

Checklist

- Header:** The header needs to be updated to include the appropriate name of the MPO
- Modification Requests Overview:** The cover page simply includes a short summary the modifications being requested within the boundaries of a specific MPO.
 - MPO Corridor Modification Request Summary:** This is a table that summarizes all the modifications being requested in this specific MPO’s area. It should contain
 - #:** This is just a running counter to make it easy to understand how many modifications are being requested. It should start at 1 and increment by 1 each row.
 - Route name:** Name of the corridor (must include signed highway route in addition to any other names)
 - From and to limits:** Limits of the modification being requested
 - Length (miles):** Indicated the length in miles of the corridor between the “from” and “to” limits
 - Proposed NHS Action:** Indicates whether TxDOT is requesting that the corridor be added to or removed from the main NHS
 - Proposed FC Action:** Indicates whether TxDOT is requesting that the corridor functional classification (FC) be made along with the NHS modifications. If a modification of functional classification is being requested, this cell should contain the original (current) functional classification as well as the functional classification being requested. Note that the proposed change can also be listed as “None”, indicating that TxDOT recommends the current functional classification should be kept.
- Coordination Documentation with Local and Regional Officials:** This section contains a brief explanation of coordination efforts that helped to identify the modification. It should include:
 - Coordination meeting dates
 - List of agencies who attended the coordination meetings

- Date that the MPO Policy Board signed a resolution
- Corridor Modifications:** This section contains information about each modification TxDOT is requesting.
 - Title:** The title of the modification description includes the corridor name and its limits.
 - Modification Summary and Route Description:** This is a short description of the modification being requested by TxDOT. It indicates whether TxDOT is recommending adding or removing the corridor to/from the main NHS. It also indicates whether TxDOT is requesting changes to the functional classification
 - Route Description:** This section includes a summary table with the information of the modification being requested:
 - Agency:** Name of the MPO in which the corridor is located
 - Corridor name:** Name of the corridor
 - From and to limits:** Limits of the modification being requested
 - Length (miles):** Indicated the length of the corridor between the “from” and “to” limits
 - AADT:** Indicates the lowest and highest annual average daily traffic (AADTs) along the entirety of the corridor. This information can be retrieved from the latest Texas Roadway Inventory, available at <https://www.txdot.gov/inside-txdot/division/transportation-planning/roadway-inventory.html>
 - Proposed NHS Action:** Indicates whether TxDOT is requesting that the corridor be added to or removed from the main NHS
 - Proposed FC Action:** Indicates whether TxDOT is requesting that the corridor be upgraded or downgraded to any specific functional classification (FC). If a modification of functional classification is being requested, this cell should contain the original (current) functional classification as well as the functional classification being requested. For example, if a roadway is currently classified as “Principal Arterial – Other” and, throughout the review process, it was found that it should be instead classified as “Minor Arterial”, this cell would contain the following text: “Downgrade Principal Arterial - Other to Minor Arterial”. Note that the proposed change can also be listed as “None”, indicating that TxDOT recommends the current functional classification should be kept.
 - Review of NHS Criteria:** This section describes the main criteria for corridors to be added to/removed from the NHS and summarizes with simple yes or no answers whether the corridor meets the criteria. While this is not a requirement from FHWA, it provided a helpful reference point when reviewing modification requests during the 2019-2021 Texas NHS Review.
 - Statement of Justification:** This is a brief statement explaining why TxDOT believes the corridor should be added to/removed from the NHS and have its functional classification changed. This should follow the criteria described in Appendix D to Subpart A of 23 CFR 470, also available at <https://www.ecfr.gov/current/title-23/chapter-I/subchapter-E/part-470>.
 - Maps:** The maps (described in Section 171.1) should be included after the Statement of Justification for each modification.
- Intermodal Facility Connector Modifications:** This section summarizes the modifications being made to intermodal connectors and intermodal facilities.

- MPO Intermodal Facility/Connector Modification Request Summary:** This table includes all the modifications to intermodal facilities and connectors and should contain the following information:
 - Facility:** The name of the intermodal facility
 - Type:** The type of intermodal facility (ex: Commercial Aviation Airports, Ports, Truck/Rail, Pipelines, Amtrak, Intercity Bus, Public Transit, Ferries)
 - Modification Request:** Describes the change to the intermodal facility (ex: name change, removal, inclusion, etc.)
 - Current Connector Description:** Indicates which roads are currently designated as this intermodal facility's connectors
 - Proposed Connector Description:** Indicates which roads TxDOT is requesting that should be designated as this intermodal facility's connectors
 - Thresholds for inclusion on the NHS:** Information about the data in this column are defined by FHWA in Appendix D to Subpart A of 23 CFR 470, also available at <https://www.ecfr.gov/current/title-23/chapter-I/subchapter-E/part-470>
 - Reason for Modification:** The reason why TxDOT is requesting this specific modification. This justification must, at minimum, reference the threshold for inclusion.

- Maps:** The maps (described in Section 171.1) for each modification should be included after the table of modifications to intermodal facilities/connectors.

3.3 MPO Resolution

Purpose: This is a sample of the resolution that the MPO Transportation Planning Policy Board (or similar body) should sign indicating the MPO's support for the modifications that TxDOT is requesting.

Template file: An empty template of this draft resolution can be found in "2.1_MPO_Resolution.docx." The main sections that require updating are highlighted in gray.

Example file: A filled-out example of this template can be found in "MPO_Resolution_Example.pdf."

Responsibility: Each MPO deals with resolutions regarding transportation policy slightly differently, so this document is an initial draft that TxDOT can provide to facilitate the process of drafting a supporting resolution.

Assembly: The MPO Resolution should be included at the end of the "Modification form for MPO Areas" document.

3.3.1 MPO Resolution Template Checklist

- Opening statements:** The document starts with several "whereas" clauses, in which several definitions are given. The main sections that need to be updated are the names of the MPO in the fourth and seventh paragraphs.
- Modification Request Summary:** A summary that describes in detail all modifications being requested, including changes to the main NHS as well as to intermodal connectors. This summary should include information such as: the route/corridor name, the limits of the modification, current NHS and FC statuses, and the NHS and/or FC modifications being requested. This can be done textually or in a table.
- Closing statement:** This statement confirms support to all the modifications listed above and needs to be updated with the date the resolution was signed, the
- Signatures:** Typically, the resolution is signed by the chair of the MPO Transportation Planning Policy Board and attested by the MPO Director.
- Attachments:** Some MPOs added attachments in their resolutions, such as maps and tables of the modifications supported by the MPO. While these additional attachments were not required by FHWA, they helped the MPO be more precise with their resolution.

3.4 Modification form for non-MPO areas

Purpose: This is a document that lists all the modifications being requested by TxDOT outside of MPO areas.

Template file: An empty template of this form can be found in “[3_NonMPO_Modification_Form.docx](#)”. The main sections that require updating are highlighted in gray.

Example file: A filled-out example of this template can be found in “[NonMPO_Modification_Form_Example.](#)”

Responsibility: TxDOT staff fills in the form. The final modification request is sent from TxDOT to FHWA and should contain one cover page providing an overview of the modification requests and one page providing details for each modification being requested.

Assembly: This should come after the cover letter and after the document(s) containing any modifications in MPO areas.

3.4.1 Modification form for non-MPO Areas Template

Checklist

- Header:** The header needs to be updated to include all TxDOT Districts intersected by the corridors in non-MPO areas for which TxDOT is requesting modifications
- Cover page:** The cover page includes a list of the corridors to which modifications are being requested.
 - Non-MPO Corridor Modification Request Summary:** This is a table that summarizes all the modifications being requested in non-MPO areas. It should contain
 - #:** This is just a running counter to make it easy to understand how many modifications are being requested. It should start at 1 and increment by 1 each row.
 - Route name:** Name of the corridor
 - From and to limits:** Limits of the modification being requested
 - Length (miles):** Indicated the length of the corridor between the “from” and “to” limits
 - Proposed NHS Action:** Indicates whether TxDOT is requesting that the corridor be added to or removed from the main NHS
 - Proposed FC Action:** Indicates whether TxDOT is requesting that the corridor be upgraded or downgraded to any specific functional classification. If a modification of functional classification is being requested, this cell should contain the original (current) functional classification as well as the functional classification being requested. Note that the proposed change can also be listed as “None”, indicating that TxDOT recommends the current functional classification should be kept.
- Corridor Modifications:** This section contains information about each corridor for which TxDOT is requesting modifications.
 - Title:** The title of the modification description includes the corridor name and its from & to limits.
 - Modification Summary and Route Description:** This is a short description of the modification being requested by TxDOT. It lists the TxDOT Districts that were involved in this specific modification and indicates whether the modification is to add or remove the corridor to/from the main NHS. It also indicates whether TxDOT is requesting changes to the functional

classification.

This section also includes a summary table that contains the main information of the modification being requested:

- Corridor name:** Name of the corridor
- From and to limits:** Limits of the modification being requested
- AADT:** Indicates the lowest and highest AADTs along the entirety of the corridor. This information can be retrieved from the Texas Roadway Inventory, available at <https://www.txdot.gov/inside-txdot/division/transportation-planning/roadway-inventory.html>
- Proposed NHS Action:** Indicates whether TxDOT is requesting that the corridor be added to or removed from the main NHS
- Proposed FC Action:** Indicates whether TxDOT is requesting that the corridor be upgraded or downgraded to any specific functional classification. If a modification of functional classification is being requested, this cell should contain the original (current) functional classification as well as the functional classification being requested. For example, if a roadway is currently classified as “Principal Arterial – Other” and, throughout the review process, it was found that it should be instead classified as “Minor Arterial”, this cell would contain the following text: “Downgrade Principal Arterial - Other to Minor Arterial”. Note that the proposed change can also be listed as “None”, indicating that TxDOT recommends the current functional classification should be kept.
- TxDOT District:** List of TxDOT Districts intersected by this corridor
- County/COUNTIES:** List of counties intersected by this corridor
- Length in County (miles):** Indicates the length of the corridor that intersects with each county
- City/CITIES:** List of cities intersected by this corridor
- Review of NHS Criteria:** This section describes the main criteria for corridors to be added to/removed from the NHS and summarizes with simple yes or no answers whether the corridor meets the criteria. While this is not a requirement from FHWA, it provided a helpful reference point when reviewing modification requests during the 2019-2021 Texas NHS Review.
- Statement of Justification:** This is a brief statement explaining why TxDOT believes the corridor should be added to/removed from the NHS and have its functional classification changed. This should follow the criteria described in Appendix D to Subpart A of 23 CFR 470, also available at <https://www.ecfr.gov/current/title-23/chapter-I/subchapter-E/part-470>.
- Maps:** The maps (described in Section 171.1) should be included after the Statement of Justification for each modification.
- Letters of consultation:** The letters of consultation (described in Section 3.517) should be included after the maps for each modification.

3.5 Letter of Consultation for Modifications in Non-MPO

Areas

Purpose: This is the letter that TxDOT should collect from the affected cities and counties indicating that TxDOT has consulted with them regarding the proposed modifications.

Template file: An empty template of this letter can be found in “3.1_NonMPO_Letter_of_Consultation.” The main sections that require updating are highlighted in gray.

Example file: A filled-out example of this template can be found in “NonMPO_Modification_Form_Example.”

Responsibility: TxDOT needs to collect signed copies of these letters from all affected counties and cities and attach them all to the modification request. Because of this, a modification request will typically contain several of these letters. For example, if TxDOT is requesting modifications on two corridors in non-MPO areas, each one affecting one county and two cities, the final modification request should contain six signed letters: three letters for the first corridor (one from each city and one from the county), and three more letters for the second corridor (again, one from each city and one from the county). Since the modification request being sent by TxDOT to FHWA lists each modification separately, these letters should not encompass multiple modifications in one single letter. Instead, each individual letter should be specific to only one modification at a time.

Assembly: The letters of consultation should be included after the referenced corridor in the “Modification form for Non-MPO Areas” document.

3.5.1 Letter of Consultation for Modifications in non-MPO

Areas Template Checklist

- Main body:** The letter should be tailored to the specific individual who is expected to sign the letter. When TxDOT submits the letter to the city or county, it should not contain blank spaces. For example, the letter should not contain the text “County/City”. Instead, the placeholder sections should be deleted and the specific name of the county should be included. The letter also needs to include specific details about the modification being requested, including the corridor’s name, its limits and the specific FC and NHS modifications being requested.
- Signature and date:** The representative for the city or county should sign and date the letter

3.6 Spreadsheet

Purpose: The modification request should include a spreadsheet file that summarizes all the modifications being requested.

Template file: The empty template of this spreadsheet can be found in the following file “4_NHS_Modification_Spreadsheet_Template.xlsx”. This file contains two tabs, “NHS_Corridor_Mods” and “NHS_IMC_Mods”. These tabs respectively contain information regarding modifications to the main NHS and modifications to intermodal connectors, which are described in Table 1 and Table 2.

Example file: A filled-out example of this template can be found in “NHS_Modification_Spreadsheet_Example.xlsx”

Responsibility: TxDOT pulls this spreadsheet together and submits it to FHWA along with the other modification materials.

Assembly: This should be included as a separate attachment.

Table 1 Column descriptions for the "NHS_Corridor_Mods" tab

Column name	Column description
Study_CorridorID	ID that is used to join the data in the spreadsheet file and the GIS files
Facility	Name of the corridor
From_Limit	Description of where the modification should start
To_Limit	Description of where the modification should end
NHS_Modification	Modification requested for the corridor's status regarding the main NHS
FC_Modification	Modification requested for the corridor's status regarding its Functional Classification
MPO	List of MPOs that the corridor intersects. If it is outside an MPO area, leave blank or fill with NA
TxDOT_District	List of TxDOT Districts that the corridor intersects
Cities_Non_MPO	List of cities that the corridor intersects that are not included in or represented by an MPO
Counties_Non_MPO	List of counties that the corridor intersects that are not included in or represented by an MPO
Justification_Text	Short justification of why the modification is being requested
Len_Miles	Length (in miles) of the section that TxDOT is petitioning to modify
Reclassify_as_IMC	Indicates what part of the corridor should be reclassified from “main NHS” to “NHS intermodal connector”. If none of the corridor will be reclassified as an NHS IMC, this can be left blank

Table 2 Column descriptions for the “NHS_IMC_Mods” tab

Column name	Column description
FACID ²	Facility ID that is used to join the data in the spreadsheet file and the GIS files.

² This ID should be consistent with FHWA’s “Facility IDs” found in their list of Intermodal Connectors, which is available at https://www.fhwa.dot.gov/planning/national_highway_system/intermodal_connectors/texas.cfm. If a new intermodal

Column name	Column description
MPO	MPO in which this intermodal facility is located
Facility	Name of the intermodal facility, i.e., the physical site being connected to the NHS
Type	Type of facility (ex: Commercial Aviation Airports, Ports, Truck/Rail, Pipelines, Amtrak, Intercity Bus, Public Transit, Ferries)
Modification_Request	Short description of the modification being requested
Current_Connector_Description	Description of the current connector to the intermodal facility, if any
Proposed_Connector_Description	Description of the new/proposed connector to the intermodal facility, if any
Thresholds_for_Inclusion_on_the_NHS	Short description of the threshold that should be used to evaluate the inclusion of an intermodal facility to the NHS
Reason_for_Modification	Short description of the reason this particular modification is being requested
Len_Miles	Total length (in miles) of the proposed intermodal connector(s)
Reclassify_as_MainNHS	Indicates what part of the corridor should be reclassified from “NHS intermodal connector” to “main NHS”. If none of the corridor will be reclassified as main NHS, this can be left blank

connector is being proposed and there is no existing FHWA Facility ID, this field should contain a temporary Facility ID (ex: “NEW_FACILITY_Smithfield_Station”).

3.7 GIS Database

Purpose: The modification request should also include a GIS database containing the linework of all the modifications being requested.

Template file: The empty template of this database can be found in the following file “5_NHS_Modification_Linework_Template.gdb”. This database can be read and edited using GIS software such as ArcMap, ArcGIS Pro, or QGIS.

This database should contain three layers, each of which will be described below in greater detail:

- NHS_Mods_Corridors
- NHS_Mods_Intermodal_Facilities
- NHS_Mods_Intermodal_Connectors

Example file: A filled-out example of this template can be found in “NHS_Modification_Linework_Example.gdb”

Responsibility: TxDOT pulls this database together and submits it FHWA along with the other modification materials.

Assembly: This should be included as a separate attachment.

3.7.1 Corridor Modifications

Corridor modifications are contained in the “NHS_Mods_Corridors” layer. This layer is line-based and contains one feature/row per modification. The layer’s attributes are described in Table 3.

Table 3 Attribute descriptions for the “NHS_Mods_Corridors” layer

Column name	Column description
Study_CorridorID	ID that is used to join the data in the spreadsheet file and the GIS files
Facility	Name of the corridor
From_Limit	Description of where the modification should start
To_Limit	Description of where the modification should end
NHS_Modification	Modification requested for the corridor's status regarding the main NHS
FC_Modification	Modification requested for the corridor's status regarding its Functional Classification
MPO	List of MPOs that the corridor intersects. If it is outside an MPO area, leave blank or fill with NA
TxDOT_District	List of TxDOT Districts that the corridor intersects
Cities_Non_MPO	List of cities that the corridor intersects that are not included in or represented by an MPO
Counties_Non_MPO	List of counties that the corridor intersects that are not included in or represented by an MPO
Justification_Text	Short justification of why the modification is being requested
Len_Miles	Length (in miles) of the section that TxDOT is petitioning to modify
Reclassify_as_IMC	Indicates what part of the corridor should be reclassified from “main NHS” to “NHS intermodal connector”. If none of the corridor will be reclassified as an NHS IMC, this can be left blank

3.7.2 Intermodal Connector Modifications

The GIS database contains two layers for modifications to intermodal connectors. A line layer called “NHS_Mods_Intermodal_Connectors” that refers to modifications to intermodal connectors, and a point layer called “NHS_Mods_Intermodal_Facilities” which refers to the intermodal facilities themselves. The “NHS_Mods_Intermodal_Connectors” layer should contain one feature/row per intermodal facility being analyzed, and the “NHS_Mods_Intermodal_Connectors” layer should contain one feature/row per street being modified. If any of the current intermodal connector segments will remain after the modification request is made, those links should be included in this layer to facilitate a complete analysis. The attributes of the connector and facility layers are described in Table 4 and Table 5, respectively.

Table 4 Attribute descriptions for the “NHS_Mods_Intermodal_Facilities” layer

Column name	Column description
FACID	Facility ID that is used to join the data in the spreadsheet and the GIS files
Facility	Name of the intermodal facility
Type	Type of facility
Modification_Request	Short description of the modification being requested

Table 5 Attribute descriptions for the “NHS_Mods_Intermodal_Connectors” layer

Column name	Column description
FACID²	Facility ID that is used to join the data in the spreadsheet and the GIS files
Street_Name	Name of the street
Facility	Name of the intermodal facility
Modification_Request	Short description of the modification being requested on a link level
Reclassify_as_MainNHS	Indicates what part of the segment should be reclassified from “NHS intermodal connector” to “main NHS”. If none of the corridor will be reclassified as main NHS, this can be left blank

4 Map Guidelines

Each modification should be accompanied by one or more maps illustrating the NHS and functional classification changes that are requested.

These maps should use the most up to date TxDOT mapping templates and therefore are typically developed in coordination with the TxDOT TPP Data Management Branch.

The different types of NHS maps alongside example files are listed below:

- Changes to the main NHS in MPO areas: **Main_NHS_MPO_Modification_Map_Examples.pdf**
- Changes to the main NHS in non-MPO areas: **Main_NHS_NonMPO_Modification_Map_Examples.pdf**
- Changes to the NHS's Intermodal Connectors: **Intermodal_Connector_Modification_Map_Example.pdf**

The list below includes general guidelines for the construction of these maps.

- Though each map focuses on one modification, the map should show nearby modifications that may be related.
- It must be clear what corridor/modification is being highlighted. Consider using thicker lines for the modification being highlighted. This helps in cases where there are multiple modifications visible.
- The corridor being highlighted and the streets/highways/facilities used as limits for the modifications must be labeled either with a shield or with text.
- Depending on the zoom level, local roads should be included.
- Impacted jurisdictions must be mapped and labeled, including:
 - City boundaries
 - MPO boundaries
 - County boundaries
 - TxDOT District boundaries
- Intermodal connector maps must show and label the intermodal facility and the connector that links it to the main NHS.
- Use color coding and dashed lines to show the changes:
 - NHS Modifications
 - Solid green lines for "Add to NHS"
 - Solid red lines for "Remove from NHS"
 - Solid navy-blue lines for "Current NHS" (i.e., no modification)
 - FC Modifications
 - Solid lines for current functional classification
 - Dashed lines for proposed classification

5 Special Cases in the Submission Process

This section is dedicated to giving insights into dealing with some special cases that are not covered in the sections above.

5.1 Corridors that span multiple agencies

If the corridor spans multiple agencies, the modification being requested should be documented in the various sections of the modification request. For example, if there is a modification that affects two cities inside an MPO and two more cities outside of any MPO, the modification needs to be listed in the “Modification form for MPO areas” as well as in the “Modification form for non-MPO areas”.

In cases where this happens, the following text can be added to a footnote in the modification forms:

*The full corridor limits are from **LIMIT** to **LIMIT**, spanning **one/two/three/....** agencies: the **[MPO]** and the **[TxDOT District]**. This modification is listed in **both/all three/four/...** sections of this modification request.*

5.2 Cities, Counties or MPOs that do not agree with TxDOT’s recommended modifications

There might be cases in which some of the affected jurisdictions do not fully agree with TxDOT’s final modification request for a particular corridor.

In cases where this happens in MPO areas, these differences should be noted in two places in the “**MPO_Modification_Form.docx**” file:

- In Section “1.1 Coordination Documentation with Local and Regional Officials”: This section should mention the existence of cases where modifications that are not fully supported by the affected jurisdictions. The cases do not need to be listed here individually, but if there is any differing support between TxDOT and the affected jurisdiction, this is where it should be indicated. In this case, the following text should be added to the section:

In some instances, there were differences between the modifications supported by TxDOT and the MPO. Details regarding those instances can be found below in the individual sections for each modification under the heading “Documentation of Coordination”.

- In Section “2 Corridor Modifications”, a new Section called “2.X.4 Documentation of Coordination” should be added for each corridor for which there are disagreements. This new section will be dedicated to documenting the coordination efforts between TxDOT and the agency as well as the reasoning that both sides have for their respective positions. In these cases, FHWA will decide what will happen with the corridor.

In cases where this happens in non-MPO areas, these differences should be noted in one place in the “**NonMPO_Modification_Form.docx**” file:

- In Section “2 Corridor Modifications”, a new Section called “2.X.4 Documentation of Coordination” should be added for each corridor for which there are differences in support. This new section will be dedicated to documenting the coordination efforts between TxDOT and the agency as well as the reasoning that both sides have for their respective positions. In these cases, FHWA will decide what will happen with the corridor.

5.3 Cities or Counties that are not responsive

There might be cases where the affected cities or counties are not responsive even after multiple outreach attempts. For corridors in which this happens, TxDOT should indicate which cities and/or counties failed to reply. The following text can be added to a footnote in the modification form in Section “2.X.1 Modification Summary and Route Description” for each affected corridor in which this happens:

TxDOT TPP attempted to contact all affected jurisdictions by this corridor through the [TxDOT District]. However, after multiple outreach attempts, the [City/County] was not responsive. Therefore, the supporting documentation for this corridor does not contain a letter from the [City/County].

5.4 Intermodal connectors being moved to the main NHS or vice versa

There might be cases where TxDOT can recommend that a road be removed as an NHS intermodal connector while also recommending that it be added to the main NHS (and vice versa). When these cases happen, they should be clearly indicated in the modification request in multiple locations: in the GIS files, in the spreadsheet files, in the maps, as well as in the modification forms themselves.