

VIRGINIA DEPARTMENT OF TRANSPORTATION

# LOCATION AND DESIGN DIVISION

## INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: HIGHWAY CAPITAL OUTLAY CODE	NUMBER: IIM-LD-151.6
SPECIFIC SUBJECT: HIGHWAY AND PROJECT IDENTIFIERS (FHWA 534 DATA NUMBER)	DATE: JUNE 15, 2012
	SUPERSEDES: IIM-LD-151.5
APPROVED:	Mohammad Mirshahi, P.E. Deputy Chief Engineer / Loc. & Des. Engineer Approved June 15, 2012

Changes are shaded.

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### CURRENT REVISION

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- This memorandum has been revised to clarify who is responsible for assigning, reviewing, verifying and updating the FHWA 534 Data Number.
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### POLICY

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- As part of the cooperative effort between the Federal Highway Administration and VDOT an annual project expenditure data report stratified by the area, Functional Classification, Federal-aid system, and type of improvement was developed.
- All projects shall have a five (5) digit number assigned. No project will be open to accept charges until funding allocations have been verified. The number is to be shown on the title sheet in the upper right-hand corner to the left of the project number block.
- The FHWA 534 Data number is assigned by the Project Sponsor and reviewed by the DPEM or DPIM during Project Initiation and verified / updated during scoping by the Project Manager and Scoping Team as necessary.
- Instructions for code assignments are shown as taken from the Highway Capital Outlay Code Manual.

## FHWA 534 CODES

Digit 1 – Area Location – This item is used to identify the type of area in which the roadway is located. Roadway location information is available using the Virginia state map at: <http://www.virginiadot.org/travel/maps-default.asp>

Population information is available at:

<http://quickfacts.census.gov/qfd/states/51/5173712.html>

Note: Towns are included within the drop-down menu for cities.

<u>CODE</u>	<u>DESCRIPTION</u>
1	Rural
2	Small Urban (Population of 5,000 to 49,999)
3	Urbanized (Population of 50,000 to 199,999)
4	Urbanized (Population of 200,000 and Over)

Digit 2 – Functional Class – This item is used to identify the Functional Classification of the roadway. This information is available at the Transportation and Mobility Planning web site under “Current Approved Functional Classification Maps” at: <https://insidevdot.cov.virginia.gov/div/TMPD/Pages/Default.aspx>

<u>CODE</u>	<u>DESCRIPTION</u>	<u>GEOMETRIC STANDARDS</u>
<u>RURAL</u>		
1	Interstate	GS-1
2	Other Principal Arterials	GS-1
3	Minor Arterials	GS-2
4	Major Collectors	GS-3
5	Minor Collectors	GS-3
6	Local	GS-4
<u>SMALL URBAN AND URBANIZED</u>		
A	Interstate	GS-5
B	Other Freeways and Expressways	GS-5
E	Other Principal Arterials	GS-5
H	Minor Arterials	GS-6
I	Collectors	GS-7
J	Local	GS-8

Digit 3 – Federal-Aid System – This item identifies roadways on the NHS system. This information is available at the FHWA NHS web site at:  
<http://www.fhwa.dot.gov/planning/nhs/maps/va/index.htm>

<u>CODE</u>	<u>DESCRIPTION</u>
<u>0</u>	<u>Non NHS</u>
<u>1</u>	<u>NHS</u>

Digits 4-5 – Type of Improvement – Use one of the two-digit codes (01-45 available at the site below) to identify type of improvement. Each project must have the type of improvement coded, as this is a major control for expenditure reporting to FHWA. The predominant type of improvement for the project must be determined from the following and coded accordingly.

The current Improvement Type Codes are available at:  
[http://www.virginiadot.org/business/resources/const/FHWA\\_Improvement\\_Type\\_Codes.pdf](http://www.virginiadot.org/business/resources/const/FHWA_Improvement_Type_Codes.pdf)

EXAMPLE

Roadway and Project Identifiers

Area Location	1	(Rural)
Functional Classification	1	(Interstate)
Federal-Aid System	1	NHS
Type of Improvements	03	(Reconstruction)

FHWA-534 DATA 11103  
(Number to show on Title Sheet)

All projects – State and Federal-aid are to have the appropriate number shown on the Title Sheet.

For Federal projects, an identifier will be added as a prefix to the project number on the title sheet. This identifier will be (FO) for projects with Federal Oversight and (NFO) for project with No Federal Oversight.

Federal-Aid number(s) will be followed by open parentheses. All project numbers are to be referenced with a note to see the project length tabulation block.

**LIMITED ACCESS HIGHWAY** By Resolution of Commonwealth  
Transportation Board dated 1-1-87

FHWA 534 DATA 11103

FHWA REGION	STATE	FEDERAL AID	STATE		SHEET NO.	TOTAL SHEETS
		PROJECT	ROUTE	PROJECT		
3	VA.	RS - 425 ( )	81	(FO) 0081-085-115	1	
		See Tabulation Below		See Tabulation Below		
		For Section Numbers		For Section Numbers		