



COMPLETE STREETS

ACTION PLAN 2022-23



FROM THE DIRECTOR



Complete streets continue to be a top priority for Caltrans. Since the release of our first complete streets policy in 2008, much has changed in our state — climate impacts have worsened, housing and transportation costs continue

to rise, and racial and social disparities remain. For these reasons, we are working as a Department to shift our vehicle-centered focus of transportation planning and project development toward a human-centered approach. Complete streets serve as a key approach to facilitating the sustainable and equitable mobility of people on and across the State Highway System.

As a Department, we recognize that investments in walking, biking, transit, and passenger rail can produce meaningful and transformative projects that can help to address legacy impacts on underserved communities that have been historically segmented and harmed by our state's transportation network. In California, many Caltrans-owned and operated highways serve as main streets for communities. For this reason, Caltrans' complete streets work is imperative to ensuring accessible, connected transportation options for travelers of all ages and abilities.

We also recognize that California is an extremely diverse state, and the solutions in one District or region can be vastly different than those in another. As a part of our complete streets work, we are committed to partnering with communities and local agencies to provide context-sensitive solutions, so that Caltrans complete streets projects can be attuned to community needs.

In late 2021, we solidified this commitment through the Director's Policy on Complete Streets (DP-37). This policy requires all Caltrans projects to provide comfortable, convenient, and connected complete streets facilities for people walking, biking, and taking transit, unless an exception is documented and approved. As a part of the rollout of DP-37, Caltrans committed to creating a new, standalone biennial Complete Streets Action Plan with Headquarters Divisions and Districts. The Action Plan will identify and track implementation of key high-priority actions needed to fully implement the new policy over the next two years.

Not only will these actions help to implement DP-37 but they will also support the goals of our 2020-2024 Caltrans Strategic Plan — to lead climate action, enhance multimodal transportation, and advance equity and livability in all communities.

We will continue to update this plan as we identify further priorities and additional implementation opportunities in the future. In the meantime, we are pleased to share with you the 2022-2023 Complete Streets Action Plan.

Sincerely,





Tony Tavares,
Director



INTRODUCTION

The Complete Streets Action Plan (CSAP) is a coordinated effort led by the Director's Office of Sustainability, in partnership with Caltrans Headquarters (HQ) Divisions and Districts. The purpose of the CSAP is to identify key high-priority efforts needed to implement the new Director's Policy for Complete Streets (DP-37) over the next two years.

Key Changes in Director's Policy for Complete Streets (DP-37)

-  **Elevated to Director's Policy**
-  **Requires District Director approval on any non-exempt capital or maintenance projects that do not include complete streets**
-  **Increased commitment to transit and rail**
-  **Expanded roles and responsibilities for implementation of the policy**

Released in late 2021, DP-37 directs all transportation projects funded or overseen by Caltrans to provide comfortable, convenient, and connected complete streets facilities for people walking, biking, and taking transit or passenger rail, unless an exception is documented and approved. An implementation memo accompanying DP-37 identified six actions that the Department would take to immediately begin implementing the new policy. Acknowledging that this was not an exhaustive list, one of the six actions identified was that the development of a new, standalone Complete Streets Action Plan to identify additional actions beyond those identified within the memo that are needed to fully implement DP-37.

The CSAP will track actions that fall within the January 2022 to December 2023 timeframe and will be updated on a biennial basis. Actions that list completion dates prior to the release of this plan indicate completion of that action in the month listed, and further details on completed actions will be featured in quarterly public progress reports.

The CSAP is divided into six categories:

- Policy & Procedures
- Standards and Guidance
- Funding and Projects
- Data Collection and Evaluation
- Training, Communication & Promotion
- Planning & Research

The tables contained in the plan outline each category of actions and contain tasks; descriptions; deliverables; completion dates; and lead and supporting divisions, districts and stakeholders.

The Director's Office of Sustainability (DOS) collaborated with the following divisions to develop the CSAP:

- Division of Design (DoD)
- Division of Local Assistance (DLA)
- Division of Maintenance (DoM)
- Division of Rail & Mass Transportation (DRMT)
- Divisions of Transportation Planning (DOTP)
- Division of Traffic Operations (DTO)
- Division of Safety Programs

DOS also consulted all Caltrans Districts, and for the first time, the CSAP includes committed actions from all 12 Caltrans districts.



The actions in the CSAP are identified, approved, and monitored through the following process:

1. Complete Streets Division Chief Steering Committee (CSDCSC) identified subject-matter experts (SMEs) from all participating Divisions to serve as main point-of-contact for this effort
2. DOS staff held one-on-one meetings with all SMEs, made targeted presentations to key committees, and circulated a survey to internal and external stakeholders to identify actions for inclusion within the plan
3. Actions were refined by DOS to capture highest-priority actions for implementation of DP-37 to be included within the plan
4. Draft action list was reviewed and approved by the CSDCSC, who is responsible for oversight of the plan, including directing staff to implement actions, reporting progress to executive management, and approving significant new actions and updates to actions; additional executive management review included the Caltrans Executive Board.

5. DOS will track progress of actions in the plan through coordination with SMEs and the publication of quarterly status reports. All quarterly reports will be published on the DOS website upon completion.

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SUMMARY OF ACTIONS

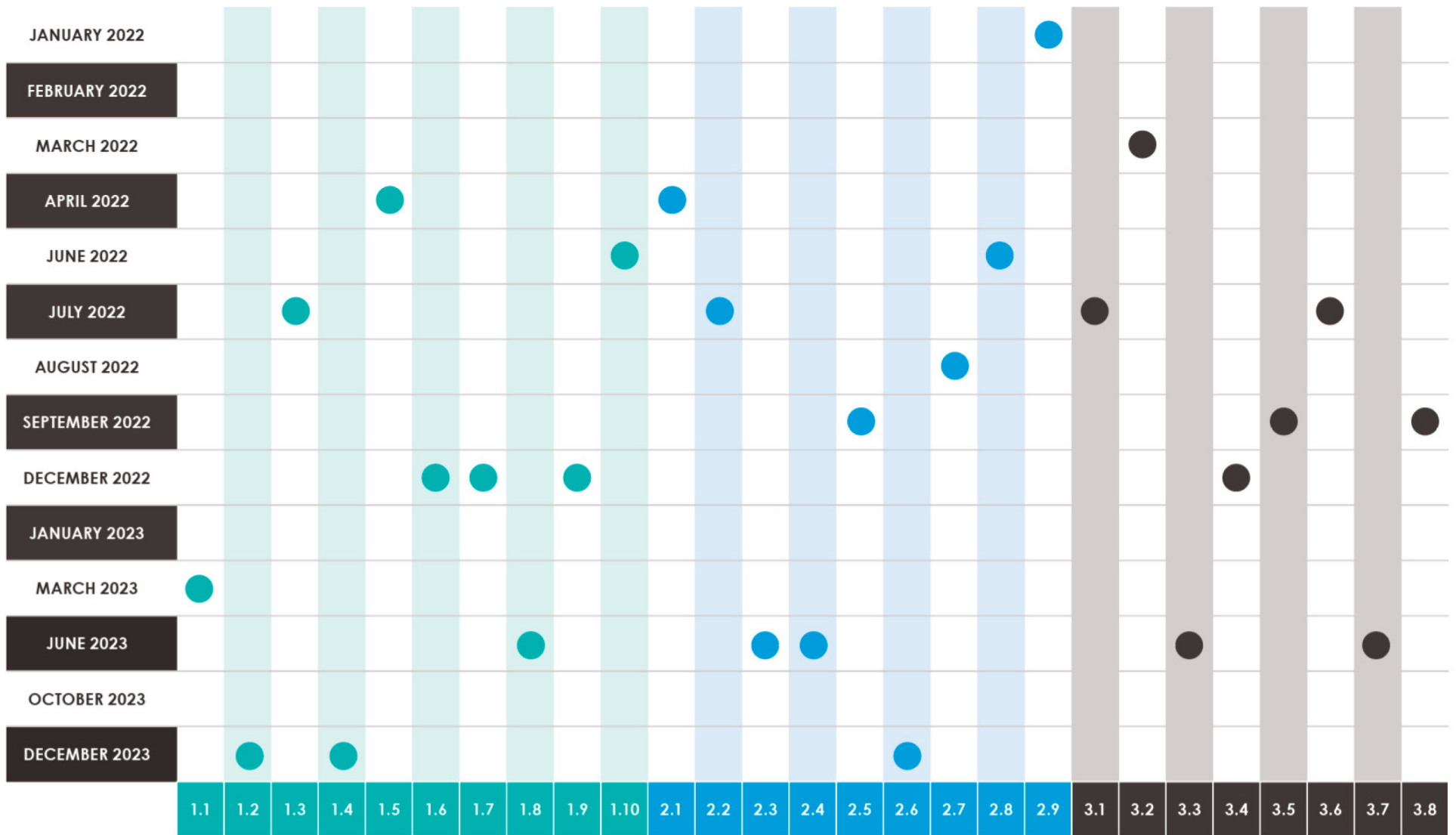
DATA COLLECTION & EVALUATION	1.1	Develop evaluation framework to assess active transportation project performance and co-benefits
	1.2	Develop statewide active transportation count guidance and database (Phase 1)
	1.3	Quantify and identify procurement pathways for specialized equipment needed to maintain complete streets
	1.4	Develop a Statewide Caltrans Active Transportation Census Program
	1.5	Evaluate challenges local agencies face when developing active transportation projects on the SHS
	1.6	Expand District 4 inventory of complete streets assets
	1.7	Evaluate active transportation needs for development of District 5 SHOPP projects
	1.8	Install Cameras for multimodal data collection in District 10
	1.9	Develop a GIS database to track and share complete streets Minor, SHOPP, and HM projects in District 11
	1.10	Conduct Pedestrian and Bicycle Count Data Collection Pilot in District 12
FUNDING & PROJECTS	2.1	Streamline and consolidate application for transit formula funding
	2.2	Develop Active Transportation Benefit-Cost Tool
	2.3	Launch Bicyclist Systemic Safety Improvement Program
	2.4	Implement and evaluate HM-4 Safety Pilot
	2.5	Develop a statewide Caltrans active transportation project development database
	2.6	Identify key functional areas in need of a dedicated complete streets units/office and resource accordingly
	2.7	Develop consolidated list of active transportation and related transit/first-last mile funding opportunities in District 9
	2.8	Develop prioritized list of complete streets LBNs SHOPP projects
	2.9	Develop funding target for percentage of Minor B budget dedicated to complete streets
POLICY & PROCEDURES	3.1	Evaluate existing complete streets maintenance equipment policies and develop recommendations to update policies to align with DP-37
	3.2	Develop process for including complete streets in HM projects
	3.3	Evaluate success of CSTF in incorporating complete streets elements into HM projects
	3.4	Develop statewide policy for bicyclist access through work zones
	3.5	Establish District 4 Office of Transit and Active Transportation
	3.6	Develop a District 6 complete streets roles and responsibilities memorandum
	3.7	Update District 8 Directive on Community Engagement
	3.8	Develop Active Transportation Technical Team (AT3) in District 11



SUMMARY OF ACTIONS

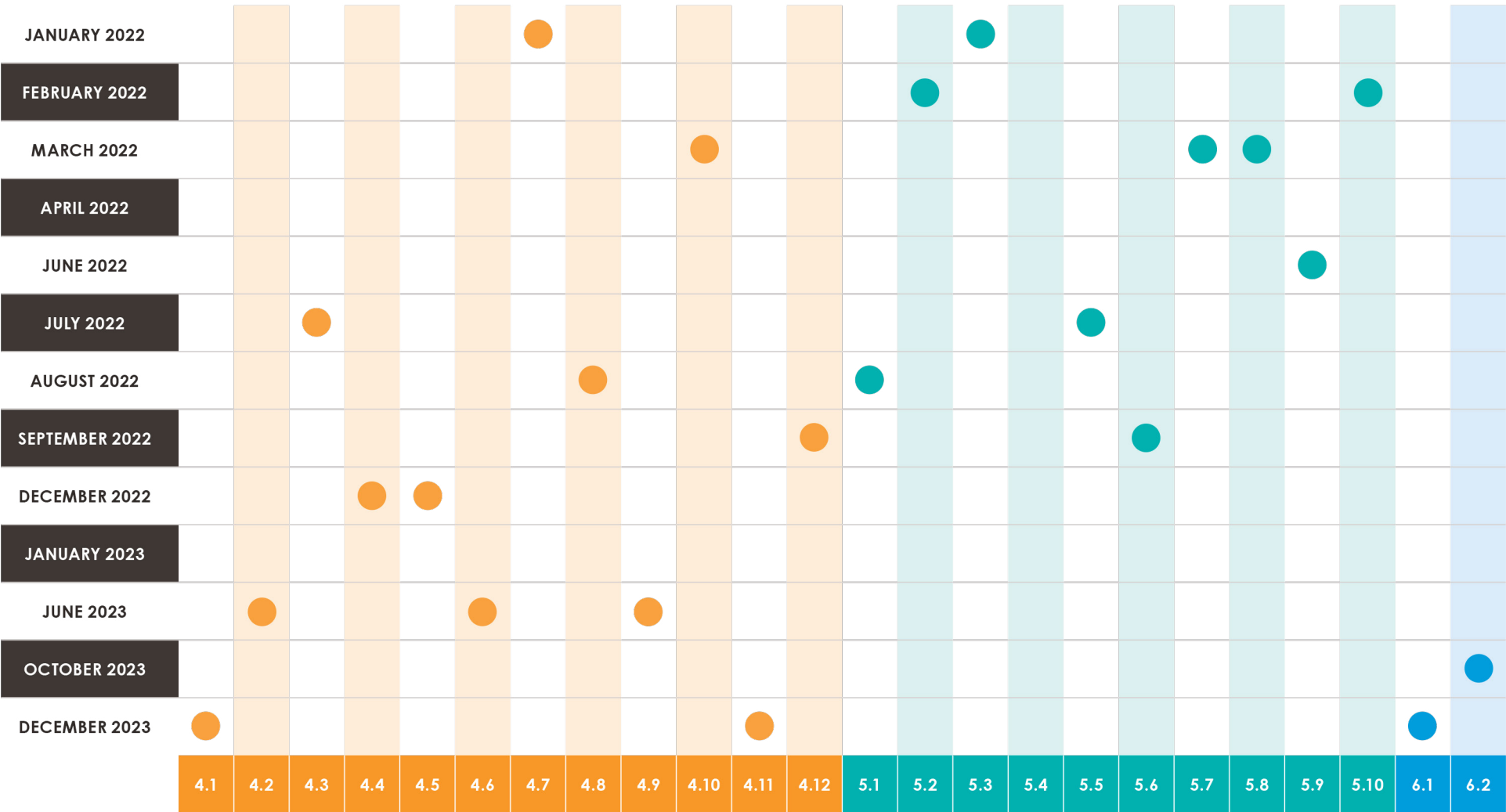
STANDARDS & GUIDANCE	4.1	Support transit agencies through rollout of real-time GTFS and contactless payments software and hardware
	4.2	Revise standards and guidance for traffic signal operations control strategies for bicycles, pedestrians, and transit
	4.3	Develop pedestrian safety countermeasures guidance
	4.4	Integrate AB 43 in California MUTCD
	4.5	Develop contextual guidance for walking, biking and transit facilities
	4.6	Develop traffic calming design guidance (Phase II)
	4.7	Update DIB-89 Separated Bikeway Guidance
	4.8	Update bridge design guidance to support walking, biking, and transit
	4.9	Develop Complete Streets Prioritization Strategy
	4.10	Develop active transportation guidance for corridor planning
	4.11	Develop Quick Build Guidance for District 8
	4.12	Disseminate complete streets and transit design guidelines to local and regional transit operators, cities, and counties across District 9
TRAINING, COMMUNICATION & PROMOTION	5.1	Rollout a Safety, Equity, and Climate Action Roadshow
	5.2	Develop training and guidance for District Maintenance Engineers and Complete Streets Coordinators on the CSTF
	5.3	Launch Complete Streets Hub to facilitate cross-functional collaboration
	5.4	Develop training for CSDD in District 2
	5.5	Establish a District 1 PBAC
	5.6	Create a District 7 Complete Streets TAC
	5.7	Develop a District 7 newsletter for the Office of Complete Streets and Climate Change
	5.8	Deliver training on Caltrans Complete Streets Toolbox in District 7
	5.9	Convene the Central Coast Coalition on DP-37
	5.10	Establish a District BPAC
PLANNING & RESEARCH	6.1	Develop District 4 Transit Plan
	6.2	Freeway Ramp Active Mobility Enhancement Study (FRAMES)

ACTIONS TIMELINE





ACTIONS TIMELINE





DATA COLLECTION & EVALUATION

TASK	DESCRIPTION	DELIVERABLE(S)	COMPLETION DATE	DIVISION / DISTRICT	SUPPORTING DIVISIONS/ OFFICES/ DISTRICTS/ AGENCIES
1.1 Develop evaluation framework to assess active transportation project performance and co-benefits	Develop an evaluation framework that describes active transportation project performance metrics, data collection methods for each metric, and evaluation procedures and analysis that can show realized project benefits (qualitative and quantitative) on active transportation projects. This is part of a larger project that also includes technical assistance to agencies in collecting the data for the performance metrics identified in the framework.	Evaluation Framework	March 2023	HQ Local Assistance	-
1.2 Develop statewide active transportation count guidance and database (Phase 1)	Develop a consistent count methodology to be used statewide for the collection of active transportation counts. This is one aspect of a larger project with Phase 2 focused on development of a statewide count database, to serve as a storing site for all active transportation counts conducted statewide. Phase 2 is expected to be completed by December 2025.	Statewide Active Transportation Count Methodology Guidance	December 2023	HQ Local Assistance	HQ Traffic Operations
1.3 Quantify and identify procurement pathways for specialized equipment needed to maintain complete streets	To address the potential need for additional and/or specialized equipment to maintain complete streets facilities, initiate a Caltrans District-based process to identify short- and long-term maintenance equipment needs for the maintenance of walking, biking, and transit facilities. This effort will result in the delivery of a needs assessment to the Division Chief of Maintenance to inform the development of a BCP to procure equipment as needed. The needs assessment will include: <ol style="list-style-type: none"> Current & future equipment needs (sweepers, grinders, etc.) Cost and preferred procurement option (purchase outright, lease, on-call service contract, District share, etc.) 	Needs assessment memorandum	July 2022	HQ Maintenance	HQ Sustainability

DATA COLLECTION & EVALUATION



TASK	DESCRIPTION	DELIVERABLE(S)	COMPLETION DATE	DIVISION / DISTRICT	SUPPORTING DIVISIONS/ OFFICES/ DISTRICTS/ AGENCIES
<p>1.4</p> <p>Develop a Statewide Caltrans Active Transportation Census Program</p>	<p>Develop a statewide Caltrans active transportation census program to gather bicycle and pedestrian count and volume data on the SHS for project scoping and performance monitoring purposes.</p> <p>While this is a multi-year effort, tasks in the 22/23 CY include development of a cross-Division working group to support delivery of program; developing an inventory and map of existing bicycle/pedestrian count stations; developing a prioritized list of active transportation census and "big data" information needs to drive statistical design; revising current performance measures (# of bicycle/pedestrian count stations) to incentivize cost effective collection of quality controlled data; and developing a work plan and funding request to expand D1 active transportation census statistical network design pilot statewide.</p>	<p>Establishment of workgroup;</p> <p>Inventory and map of count stations;</p> <p>Prioritized list of data needs; Revisions to existing performance measure;</p> <p>Workplan and funding request for D1 pilot expansion</p>	December 2023	HQ Traffic Operations	D1
<p>1.5</p> <p>Evaluate challenges local agencies face when developing active transportation projects on or crossing the SHS</p>	<p>Conduct key informant interviews and distribute survey to local agencies to identify challenges and determine strategies for streamlining the internal design oversight/encroachment permit process to improve ease at which local agencies can build active transportation projects on or across the SHS.</p> <p>Prepare report detailing survey results and interview findings.</p>	<p>Report to Caltrans Executive Board detailing survey results and interview findings.</p>	April 2022	HQ Design	HQ Traffic Operations District Permit Offices
<p>1.6</p> <p>Expand District 4 inventory of complete streets assets</p>	<p>Create an accessible inventory of assets (originally developed as part of the CAT Plan effort) beyond the ATAIP.</p> <p>Conduct inventory of additional assets including pedestrian and bicycle overcrossings and undercrossings, transit lanes, and other transit-supportive infrastructure. Performance measures may include, but are not limited to, implementation of the D4 Bike and Pedestrian Plans and transit performance on the SHS.</p>	<p>District 4 asset inventory map for complete streets;</p> <p>Complete streets performance reporting in the District 4 Complete Streets Newsletter</p>	Dec 2022	D4	HQ DOTP



DATA COLLECTION & EVALUATION

TASK	DESCRIPTION	DELIVERABLE(S)	COMPLETION DATE	DIVISION / DISTRICT	SUPPORTING DIVISIONS/ OFFICES/ DISTRICTS/ AGENCIES
1.7 Evaluate active transportation needs for development of District 5 SHOPP projects	Conduct an additional assessment of the LBNs output data that was developed in the District CAT plan. The plan identified needs but did not suggest approaches to address the identified needs. This activity will provide the next step toward implementation of the plan and will include an analysis to refine LBNs priorities at a higher level of precision compared to the current data prioritization structure. This could inform decision-making in identifying potential complete streets standalone SHOPP projects.	Prioritized list of LBNs; Listing of concepts proposed for addressing identified need	Dec 2022	D5	-
1.8 Install Cameras for multimodal data collection in District 10	Install MioVision Cameras at selected on/off ramp locations on SR-99 to collect bike/pedestrian/vehicle counts	Installation of data collection equipment	June 2023	D10	-
1.9 Develop a GIS database to track and share complete streets Minor, SHOPP and HM projects in District 11	Develop GIS layer database to track completed and in-progress Minor B, SHOPP Asset Management, and HM complete streets projects, sortable by FY. Database will be available to share with external partners and will help monitor progress on District's Maintenance-based projects target to devote 10-15% of the Minor B budget to complete streets projects.	GIS database	Dec 2022	D11	D11
1.10 Conduct Pedestrian and Bicycle Count Data Collection Pilot in District 12	In collaboration with HQ Traffic Operations, integrate 72 cameras into pipeline projects on active transportation-significant corridors within the District. Counts will help inform future interventions along the corridors and those to explore in the rest of the District.	Installation of data collection equipment	June 2022	D12	-



FUNDING & PROJECTS

TASK	DESCRIPTION	DELIVERABLE(S)	COMPLETION DATE	DIVISION / DISTRICT	SUPPORTING DIVISIONS/ OFFICES/ DISTRICTS/ AGENCIES
2.1 Streamline and consolidate application for transit formula funding	Develop a consolidated application for the formula transit funding programs (FTA 5310, FTA 5311, and LCTOP) to make agencies' work in applying for funding easier and more streamlined.	Consolidated funding application	April 2022	HQ Rail & Mass Transportation	-
2.2 Develop Active Transportation Benefit-Cost Tool	Develop a research-based web-tool to evaluate the costs and benefits of active transportation projects as part of project evaluation processes.	Active Transportation Benefit-Cost Tool	July 2022	HQ Local Assistance	-
2.3 Launch Bicyclist Systemic Safety Improvement Program	<p>Launch the first round of the Bicyclist Systemic Safety Improvement Program, which will identify and address locations that may experience crashes based on specific roadway features that are associated with a particular crash type.</p> <p>The program will proactively address bicyclist-related crashes on the SHS. The long-term goal of the program is to substantially reduce pedestrian fatalities and serious injuries by providing blanket improvements that can be implemented at sites throughout the roadway network.</p>	<p>HQ memo to Districts outlining process</p> <p>Completed investigation reports and recommendations for safety improvements</p>	June 2023	HQ Safety Programs	<p>HQ Traffic Operations</p> <p>HQ Planning Districts</p>
2.4 Implement and evaluate Highway Maintenance-4 (HM-4) Safety Pilot	Implement pedestrian safety enhancements in 1607 locations across the state. Improvements will include enhanced crosswalks at signalized, stop-controlled, or uncontrolled intersection, midblock crosswalks, slip ramps, roundabouts, and upgrading or installing pedestrian warning signs as needed.	Pilot Program; 1607 locations enhanced for pedestrian safety for FY 21-22 and FY 22-23	June 2023	HQ Safety Programs	HQ Maintenance Districts
2.5 Develop a statewide Caltrans active transportation project development database	Create a database of active transportation projects on the state highway system that are ready for funding by phase (environmental, design, construction). Coordinate with Caltrans districts to populate the database and expedite active transportation projects ability to compete for non-SHOPP state funding and federal discretionary funding sources, such as RAISE, ITIP, ATP, MEGA, INFRA.	Database of Caltrans active transportation project pipeline	September 2022	HQ Transportation Planning	Districts

FUNDING & PROJECTS



TASK	DESCRIPTION	DELIVERABLE(S)	COMPLETION DATE	DIVISION / DISTRICT	SUPPORTING DIVISIONS/ OFFICES/ DISTRICTS/ AGENCIES
2.6 Identify key functional areas in need of a dedicated complete streets unit/office and resource accordingly	Designate dedicated offices of complete streets in key functional areas such as Maintenance, Traffic Operations, or others that would focus on policy, procedures, guidance, tools, and training to effectively implement complete streets and active transportation on the state highway system.	Develop proposal(s) for redirection or acquisition of new staffing resources	December 2023	HQ Sustainability	HQ Maintenance HQ Traffic Operations
2.7 Develop consolidated list of active transportation and related transit/first-last mile funding opportunities in District 9	This task will provide a foundation for a strategic, system wide approach toward funding active transportation projects. Both internal and external stakeholder will be able to see the full suite of available funding opportunities such that project-level funding strategies can be developed.	Consolidated funding opportunity list.	August, 2022	D9	HQ DRMT HQ DOTP
2.8 Develop prioritized list of complete streets LBNs SHOPP projects	Utilize LBNs from the District CAT Plan to develop a prioritized list of projects that address multimodal gaps and will be funded via the SHOPP. Prioritized list will identify coordination needs with local partners on projects that overlap or interact with local roads.	Prioritized list of LBNs for SHOPP funding	June 2023	D3	HQ DOTP HQ DMRT D3
2.9 Develop funding target for percentage of Minor B budget dedicated to complete streets	Develop a District Maintenance-based project target to devote 10-15% of the Minor B budget to complete streets projects beginning in the 21/22 FY and continuing on an ongoing basis.	Funding target	January 2022	D11	-

POLICY & PROCEDURES



TASK	DESCRIPTION	DELIVERABLE(S)	COMPLETION DATE	DIVISION / DISTRICT	SUPPORTING DIVISIONS/ OFFICES/ DISTRICTS/ AGENCIES
3.1 Develop recommendations to update existing complete streets maintenance equipment policies to align with DP-37	Review existing CS maintenance equipment policies and identify the areas that need to be edited/ updated in order to improve the ease at which additional and/or specialized equipment can be procured for the maintenance of complete streets.	Recommendations Report	July 2022	HQ Maintenance	Districts
3.2 Develop process for including complete streets in Highway Maintenance (HM) projects	Develop a process for tracking the inclusion of complete streets elements in major Highway Maintenance (HM) pavement and bridge projects. Process will include the development of the Complete Streets Tracking Form (CSTF) to track inclusion of complete streets elements in HM projects, with District Directors as the final signatory for any projects that do not incorporate complete streets elements, as well as the establishment of a memo to codify this new process into Caltrans internal procedures.	Release of CSTF as requirement for HM projects to proceed to Ready to List status; Memo codifying new process in Caltrans procedures	March 2022	HQ Maintenance	HQ Sustainability HQ Design Districts
3.3 Evaluate success of Complete Streets Tracking Form (CSTF) in incorporating complete streets elements into HM projects	Evaluate initial performance of CSTF for incorporating complete streets elements into routine pavement and bridge maintenance projects. Evaluation will be conducted through the launch of a Maintenance-led cross-functional HQ/District committee to fully evaluate CSTF functionality, including identifying missed opportunities with CSTF implementation and developing recommendations for updating CSTF and accompanying guidance as needed to improve process in future cycles.	Recommendations report on improvements for future HM cycles	June 2023	HQ Maintenance HQ Sustainability HQ Design	-
3.4 Develop statewide policy for bicyclist access through work zones	Update statewide policy and guidance for bicycle access through work zones (construction, maintenance, or encroachment permits) on the state highway system. Develop new specifications and plans for temporary bicycle access routes.	New Traffic Operations Policy Directive (TODP); New specifications, plans and updated guidance (Traffic Management Plan Guidelines)	December 2022	HQ Traffic Operations	HQ Design HQ Construction HQ Maintenance HQ Safety Programs

POLICY & PROCEDURES



TASK	DESCRIPTION	DELIVERABLE(S)	COMPLETION DATE	DIVISION / DISTRICT	SUPPORTING DIVISIONS/ OFFICES/ DISTRICTS/ AGENCIES
3.5 Establish District 4 Office of Transit & Active Transportation	The D4 Division of Transportation Planning and Local Assistance is consolidating and expanding its transit and active transportation functions to build up the District's complete streets program and strengthen coordination with other Divisions and HQ. The office will include new and refocused functions and positions on complete streets performance, PID coordination, and expanded transit planning and coordination.	Updated organization chart; Performance Objectives for the District 4 Office of Transit & Active Transportation	Sept 2022	D4	–
3.6 Develop a District 6 complete streets roles & responsibilities memorandum	Develop a memorandum to further define within the district how the Divisions of Planning, Asset/Program and Project Management, Design and Maintenance and Operations will work collaboratively with each other to ensure a strategic approach and well-coordinated complete streets program.	Roles and Responsibilities Memorandum	Jul 2022	D6	–
3.7 Update District 8 Directive on Community Engagement	Update District 8 Directive on Community Engagement (D08-16-01 effective 10/13/2016) to incorporate community outreach best practices in all project phases. The current D08-16-01 requires updating to reflect the new DP-37 and better align with the District's Equity efforts. Updating this District Directive will allow expansion of District leadership in promoting multi-modal solutions, implementing active transportation, and delivering meaningful complete streets that enhance the livability of local communities.	Updated D8 Directive on Community Engagement (D08-16-02)	Jun 2023	D8	–
3.8 Develop Active Transportation Technical Team (AT3) in District 11	Develop and pilot a 3-pronged team made up of Planning, Design and Traffic Operations subject-matter experts to serve as a special advisory committee for any Caltrans or local complete streets projects that require additional review or decision-making. Also serve as a decision-advisory board for active transportation/complete streets issues within the District.	Team charter & rollout	Sept 2022	D11	D11

STANDARDS & GUIDANCE



TASK	DESCRIPTION	DELIVERABLE(S)	COMPLETION DATE	DIVISION / DISTRICT	SUPPORTING DIVISIONS/ OFFICES/ DISTRICTS/ AGENCIES
4.1 Support transit agencies through rollout of real-time GTFS and contactless payments software and hardware	Provide procurement options for General Transit Feed Specification (GTFS) Real Time and contactless payment units and related software services to transit agencies in order to facilitate the transition to seamless payments and travel in California. The GTFS-Real Time units and related software services will provide the real-time location of buses compared to schedules, while payment units and related software services will allow payment with a debit card, credit card or mobile wallet. The overall goal of this effort is to equip every vehicle in revenue service in the state with these payment and GTFS-Real Time units to promote seamless travel across transit districts throughout California.	Hardware and software installation (in 22/23 CY, at least 20 agencies live and transmitting data).	December 2023	HQ Rail & Mass Transportation	Cal-ITP
4.2 Revise standards and guidance for traffic signal operations control strategies for bicycles, pedestrians, and transit	Update the Traffic Signal Operations Manual, Traffic Signal Business Plan, CAMUTCD Chapter 4 - Highway Traffic Signals, and related policies to incorporate recent guidance from NCHRP on traffic signal control operations strategies for pedestrians and bicyclists. The NCHRP guidance comes from 3 separate reports published in 2022.	Revised versions of all documents listed in the action item	June 2023	HQ Traffic Operations	-
4.3 Develop pedestrian safety countermeasures guidance	Establish a policy and guidance for the use of proven safety countermeasures relating to pedestrians (pedestrian hybrid beacons, leading pedestrian intervals, and pedestrian walkways).	Three traffic safety bulletins for pedestrian safety countermeasures	July 2022	HQ Safety Programs	HQ Traffic Operations HQ Design HQ Transportation Planning HQ Sustainability
4.4 Integrate AB 43 into California MUTCD	Implement AB 43, speed limit legislation, through updates to manuals, guidance, trainings and other documents, including updates to the California MUTCD to reflect requirements per the revised California Vehicle Code.	Updated California MUTCD; updates to other documents as needed	December 2022	HQ Safety Programs	HQ Design

STANDARDS & GUIDANCE



TASK	DESCRIPTION	DELIVERABLE(S)	COMPLETION DATE	DIVISION / DISTRICT	SUPPORTING DIVISIONS/ OFFICES/ DISTRICTS/ AGENCIES
4.5 Develop contextual design guidance for walking, biking and transit facilities	Develop contextual guidance to set minimum expectations for complete streets facilities by place-type and roadway context, such as speed and volume. Guidance will be patterned after the AASHTO Greenbook 7 and will replace the need to develop a design standard decision document (DSDD) for non-standard elements that meet any of the contexts outlined in this guidance document. Contextual guidance will also include design guidance on the use of reduced lane widths on complete streets projects.	Contextual guidance documents for bicycle, pedestrian and transit facilities	December 2022	HQ Design	Districts
4.6 Develop traffic calming design guidance (Phase II)	Develop traffic calming guidance, including specific design guidance on traffic calming elements that can be used to improve safety and comfort for those walking, biking and taking transit. Phase I of this effort included the release of a policy memo to address the benefit of various strategies for traffic calming on the state highway system.	Appropriate guidance documents (DIB, MUTCD, Stannard Plan/Spec, Operation analysis guidelines) owned by Design, Safety, and Traffic Operations; Revision of manuals	June 2023	HQ Design	HQ Safety Programs HQ Traffic Operations
4.7 Update DIB-89 Separated Bikeway Guidance	Update DIB-89, guidance on separated bicycle facilities to includes guidance on the role of the greater bikeway network in relation to separated bikeways, expanded guidance for separated bikeway design considerations, and clarification related to separated bikeway design criteria.	Release of DIB-89-02	January 2022	HQ Design	-
4.8 Update bridge design guidance to support walking, biking, and transit	Modify bridge design guidance at three key points in the project development process to support the development of walking, biking and transit facilities on bridges. Additional language will be included at the planning phase, the bridge type selection phase (a meeting at the early design phase where the proposed bridge solution is approved), and the Bridge Design Academy (an introductory course for new employees).	Revised bridge design guidance at planning, bridge type selection, and Bridge Design Academy phases.	August 2022	HQ Engineering Services	HQ Design

STANDARDS & GUIDANCE



TASK	DESCRIPTION	DELIVERABLE(S)	COMPLETION DATE	DIVISION / DISTRICT	SUPPORTING DIVISIONS/ OFFICES/ DISTRICTS/ AGENCIES
4.9 Develop Complete Streets Prioritization Strategy	Develop guidance to Districts on the prioritization of location-based needs identified within their Caltrans Active Transportation (CAT) Plans as well as guidance on how to incorporate recommended Tier 1 complete streets improvements from the plans into actual projects on the SHS. Guidance will also include direction on updating the plan (including frequency, etc.) This guidance will fulfill requirements of the federal Infrastructure Investment and Jobs Act (IIJA) Section 11206, which includes development of a complete streets prioritization plan with a list of complete streets projects.	Guidance with prioritization approach and strategy on CAT Plan updates	June 2023	HQ Transportation Planning	HQ Sustainability HQ Design HQ Asset Management Districts
4.10 Develop active transportation guidance for corridor planning	Develop active transportation "emphasis area" guidance to detail how to incorporate bicycle and pedestrian considerations into planning work for state highway corridors.	Active Transportation Emphasis Area Guidance	March 2022	HQ Transportation Planning	-
4.11 Develop Quick Build Guidance	"Develop District 8 Quick Build Active Transportation Guidance via State Transportation Innovation Council (STIC) grant. Delivery of 1 quick build pilot project will occur in year 2 of the STIC grant. It is anticipated that District 8 quick build guidance will lay the groundwork for potential statewide guidance."	Quick Build Active Transportation Guidance	Dec 2023	D8	HQ Safety Programs
4.12 Disseminate complete street and transit design guidelines to local and regional transit operators, cities and counties across District 9	In order to facilitate the incorporation of CS and transit-supportive design elements in off-system projects and in local site-plan designs that are in-review through the Local Development Review process, template examples of complete street and transit design guidelines will be collected from comparable rural regions and disseminated to relevant stakeholders across the District.	Synthesis and dissemination of template examples of transit design guidelines from comparable rural regions	September, 2022	D9	-



TRAINING, COMMUNICATION & PROMOTION

TASK	DESCRIPTION	DELIVERABLE(S)	COMPLETION DATE	DIVISION / DISTRICT	SUPPORTING DIVISIONS/ OFFICES/ DISTRICTS/ AGENCIES
5.1 Rollout a Safety, Equity, & Climate Action Roadshow	Develop a training for project design engineers on employing design flexibility to meet Caltrans safety, equity, and climate action goals.	12 District Sessions	August 2022	HQ Design	-
5.2 Develop training and guidance for District Maintenance Engineers & Complete Streets Coordinators on the Complete Streets Tracking Form (CSTF)	Develop guidance on the process for incorporating complete streets into Highway Maintenance pavement & bridge jobs, including how to use the new CSTF to track inclusion of complete streets elements; deliver training to Caltrans District Maintenance Engineers and Complete Street Coordinators on new process.	Rollout of finalized guidance document; delivery of training to District Maintenance Engineers & Complete Streets Coordinators	February 2022	HQ Maintenance	HQ Design
5.3 Launch Complete Streets Hub to facilitate cross-functional collaboration	Launch an internal website to serve as the central repository of Caltrans complete streets resources.	Live Internal Website	January 2022	HQ Sustainability	HQ Design HQ Transportation Planning
5.4 Develop District Training for Complete Streets Decision Document (CSDD)	Develop a 101 training for Project Initiation Document (PID) staff focused on the new requirements in the CSDD following the release of DP-37. This training will address research and engagement needed in the pre-PID and scoping phases, as well as procedures for the new requirements that CSDD be circulated to District Directors for any projects not including complete streets. The purpose of this training is to provide increased awareness surrounding these new policies and increase understanding of how they will impact staff's specific job functions.	Rollout of 3-5 training sessions for district staff	September 2022	D2	-



TRAINING, COMMUNICATION & PROMOTION

TASK	DESCRIPTION	DELIVERABLE(S)	COMPLETION DATE	DIVISION / DISTRICT	SUPPORTING DIVISIONS/ OFFICES/ DISTRICTS/ AGENCIES
<p>5.5 Establish a District 1 Pedestrian and Bicycle Advisory Committee (PBAC)</p>	<p>Establish a PBAC in District 1 with the primary purpose of helping to ensure that planning, design, maintenance, and operations activities within the district meet the needs of local pedestrians and bicyclists. The PBAC will be comprised of local and regional agencies, transportation professionals, underserved community representatives, regional advocates, and community members and will be charged with a variety of tasks including monitoring implementation of DP-37 and complete streets activities at the district; providing input into plans and project initiation documents to ensure bicycle and pedestrian needs are met; monitoring programs/projects for consistency with District Active Transportation Plan; etc.</p>	<p>Approved charter outlining the roles and responsibilities of the advisory committee; hold at least one meeting in 22/23</p>	<p>July 2022</p>	<p>D1</p>	<p>–</p>
<p>5.6 Create a District 7 Complete Streets Technical Advisory Committee (TAC)</p>	<p>Establish a Complete Streets TAC with representative members from partner agencies, advocacy groups and community-based organizations in order to implement DP-37 requirements that the Department partner with local communities to ensure projects improve connectivity to existing and planned complete streets facilities. The Complete Streets TAC will advise the planning, design and maintenance of improvements that address mobility needs and further equitable outcomes for bicyclists, pedestrians and transit users traveling on and across state highways in District 7.</p>	<p>Recruitment and convening of a Complete Streets TAC</p>	<p>Sept 2022</p>	<p>D7</p>	<p>–</p>



TRAINING, COMMUNICATION & PROMOTION

TASK	DESCRIPTION	DELIVERABLE(S)	COMPLETION DATE	DIVISION / DISTRICT	SUPPORTING DIVISIONS/ OFFICES/ DISTRICTS/ AGENCIES
5.7 Develop a District 7 newsletter for the Office of Complete Streets and Climate Change	Create an email newsletter for all District 7 staff to provide information on complete streets and climate change-related topics, such as May is Bike Month, upcoming local events, educational and training opportunities, bicycle commute subsidy information, partner agency news and resources. This newsletter aims to keep all staff aware of District goings-on, as well as to promote the Department's goals of safety, equity, and climate action by highlighting multimodality and sustainability. Newsletter expected every quarter or as needed.	Quarterly email newsletter; first issue release in March 2022	Mar 2022	D7	-
5.8 Deliver District 7 training on Caltrans Complete Streets Toolbox	Deliver a Complete Streets Toolbox training to introduce complete streets concepts to District 7 staff. Training will be a collaboration with headquarters Division of Transportation Planning (DOTP) and will be rolled out as a two half-day training program.	2-day training on March 15 & 17	Mar 2022	D7	-
5.9 Convene the Central Coast Coalition on DP-37	Host a workshop to provide a single and uniform forum for discussing DP-37 and next steps for implementing the policy. The workshop would provide a space to address frequently asked questions and concerns about DP-37 for District 5 partners.	Workshop minutes; Development of FAQ document	Jun 2022	D5	-
5.10 Establish a District 10 Bicyclist and Pedestrian Advisory Committee	Establish a Bicyclist and Pedestrian Advisory Committee (BPAC) in District 10 with the primary purpose of ensuring active transportation gaps and barriers on, across, and near the SHS are identified and addressed with input from the public. The BPAC will be comprised of local and regional agencies, transportation professionals, advocacy groups, and other community members. The BPAC intends to utilize the D10 CAT Plan and the public's geographical knowledge to enhance active transportation in the region.	PBAC charter; establishment of a PBAC website	Feb 2022	D10	D10

PLANNING & RESEARCH



TASK	DESCRIPTION	DELIVERABLE(S)	COMPLETION DATE	DIVISION / DISTRICT	SUPPORTING DIVISIONS/ OFFICES/ DISTRICTS/ AGENCIES
6.1 Develop District 4 Transit Plan	Identify and better understand how Caltrans can implement transit-supportive infrastructure improvements on the State Transportation Network within District 4. The Transit Plan would complement the District 4 Bike Plan and Pedestrian Plan to inform future investments in the SHOPP and other programs.	"Scope of work and executed contract for District 4 Transit Plan; Early deliverables for Transit Plan through December 2023, including vision, goals and objectives, existing conditions, and toolbox of transit best practices"	Dec 2023	D4	D4 HQ DRMT, DOTP
6.2 Freeway Ramp Active Mobility Enhancement Study (FRAMES)	The Freeway Ramp Active Mobility Enhancement Study (FRAMES) will analyze freeway ramps to document need and develop solutions for improved safety by people walking and cycling at the junction with local arterial roadways. The technical study will utilize available data sets and existing conditions to advance the Caltrans District 12 Active Transportation Plan (D12 CAT Plan) which utilized public and stakeholder input to establish three tiers of priority improvement locations within Orange County.	Completed FRAMES Study	Oct 2023	D12	-

ACRONYMS



AASHTO	American Association of State Highway and Transportation Officials
AB	Assembly Bill
AM	Asset Management
AT	Active Transportation
ATAIP	Active Transportation Asset Inventory Pilot
ATP	Active Transportation Program
BCP	Budget Change Proposal
CA MUTCD	California Manual on Uniform Traffic Control Devices
CAT PLANS	Caltrans Active Transportation Plans
CS	Complete Streets
CSDD	Complete Streets Decision Document
CSTF	Complete Streets Tracking Form
CY	Calendar Year
D	District
DIB	Design Information Bulletin
DOS	Director's Office of Sustainability
DOTP	Division of Transportation Planning
DP-37	Director's Policy on Complete Streets
DRMT	Division of Rail and Mass Transit
DSDD	Design Standard Decision Document
FTA	Federal Transit Administration
FY	Fiscal Year

GIS	Geographic Information Systems
GTFS-RT	General Transit Feed Specification-Real Time
HM	Highway Maintenance
HQ	Headquarters
IIJA	Infrastructure Investment and Jobs Act
INFRA	Infrastructure for Rebuilding America Program
ITIP	Interregional Transportation Improvement Program
LBN	Location Based Needs
LCTOP	Low Carbon Transit Operations Program
NCHRP	National Cooperative Highway Research Program
PID	Project Initiation Document
PM	Project Management
PPM	Program and Project Management
RAISE	Rebuilding America Infrastructure with Sustainability and Equity Program
SB	Senate Bill
SHOPP	State Highway Operation and Protection Program
SHS	State Highway System
SR	State Route
STIC	State Transportation Innovation Council
TAC	Technical Advisory Committee
TOPD	Traffic Operations Policy Directive

Additional Questions?

Reach out to the CS Hub email
at complete.streets@dot.ca.gov.

