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# **Complete Streets Implementation Action Plan 2.0**

## **SIGNED ACTION ITEM WORK PLANS**

**June 2014- June 2017**



**Implementation of Deputy Directive 64-R1:  
Complete Streets - Integrating the  
Transportation System**



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# **1: Guidance, Manuals, and Handbooks**

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# Complete Streets Implementation Action Plan 2.0

## Action Item 1 Work Plan

**Action Title:** Highway Design Manual (HDM) guidance review and update.

**Description:** Finalize an update to the HDM guidance related to design speed, place type terminology, lane/shoulder widths, and curb extensions (bulb-outs). In addition, hold a meeting to discuss the state-of-the-practice and latest research related to trees in the medians of conventional highways. Provide a recommendation, and as appropriate, a delivery plan for changes to the Chief of the Division of Design.

**Completion Date:** Task #1, May 2, 2014; Task #2, May 2014

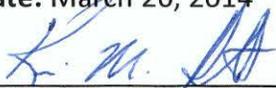
**Final Deliverable:** Task #1, updated HDM guidance; Task #2, recommendation(s), and as appropriate, a delivery plan for updating the current HDM guidance on trees in the medians of conventional highways.

**Performance Measures:** Task #1, HDM update completed and posted on the Caltrans Design website; Task #2, recommendation(s), and as necessary, a delivery plan for HDM changes.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: HDM Update</b>			
Subtask 1.1: Prepare update for Departmental review	Design/OGDS Kevin Herritt	April 4, 2014	
Subtask 1.2: Departmental review.	Design/OGDS Kevin Herritt	April 18, 2014	
Subtask 1.3: Analyze feedback & prepare documents for posting.	Design/OGDS Kevin Herritt	April 28, 2014	
Subtask 1.4: Post on Design website.	Design/OGDS Kevin Herritt	<del>May 2, 2014</del> June 2014	Updated HDM
<b>Task #2: Trees in the Median guidance.</b>			
Subtask 2.1: Meet to review & discuss the state-of-the-practice, latest research, and draft text.	Design/OGDS Kevin Herritt	April 2014	
Subtask 2.2: Provide recommendation(s) and, as appropriate, a plan to deliver HDM changes.	Design/OGDS Kevin Herritt	<del>May 2014</del> July/August 2014	

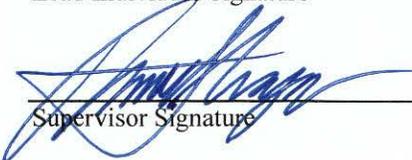
**Work Plan Written by:** Kevin Herritt

**Date:** March 26, 2014

  
Lead Individual Signature

Kevin M. HERRITT  
Print Name

3-27-14  
Date

  
Supervisor Signature

Timothy Crayton  
Print Name

3-27-14  
Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 2 Work Plan

**Action Title:** PDPM Chapter 5

**Description:** Complete PDPM Chapter 5 revisions and publish in website.

**Completion Date:** November 2014

**Final Deliverable:** The published Chapter 5

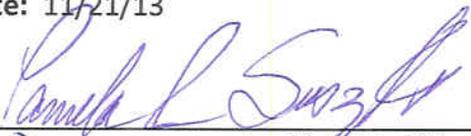
**Performance Measures:**

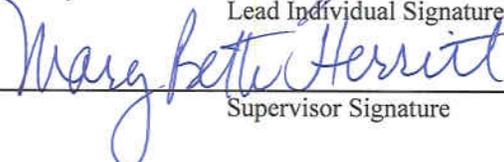
Division Chiefs agree to publish the chapter.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Prepare revised chapter for Department wide circulation</b>			
Subtask 1.1: Prepare for technical writer	DOD OPDP - PS	April 2014	
Subtask 1.2: Resolve comments from technical writer	DOD OPDP - PS	May 2014	
Subtask 1.3: Obtain approval for circulation	DOD OPDP - PS	June 2014	Chapter ready to circulate
<b>Task #2: Circulate revised chapter</b>			
Subtask 2.1: Circulate Department wide	DOD OPDP - PS	July 2014	
Subtask 2.2: PDPM editor resolves style and grammar comments	DOD OPDP - PS	August 2014	
Subtask 2.3: Subject matter expert to resolve Functional comments	DOD OPDP - PS	October 2014	Chapter ready to obtain approvals for publishing
<b>Task #3: Publish new PDPM Chapter 5</b>			
Subtask 3.1: Obtain approval from DOD and DOTP Division Chiefs to publish new Chapter 5	DOD OPDP - PS	November 2014	Published PDPM Chapter 5

**Work Plan Written by:** Carmen Shantz and Mary Beth Herritt

**Date:** 11/21/13

  
 Lead Individual Signature

  
 Supervisor Signature

11-22-13

Date

11/21/13

Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 3 Work Plan

**Action Title:** Transportation Concept Report Multimodal Complete Streets Integration

**Description:** Evaluate and update the TCR Guidelines to ensure all appropriate multimodal complete streets elements are included.

**Completion Date:** December 31, 2015

**Final Deliverable:** The final deliverable will be an update of the TCR Guidelines with appropriate multimodal complete streets elements included.

**Performance Measures:**

Success will be measured by the completion of the tasks below. Ultimately success will be based upon the quality of the TCRs and TCR guidelines in the future, which will have to be assessed after implementation of any changes as a result of this process.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: TCR Guidelines Update</b>			
Subtask 1.1: Conduct a review of the existing TCR Guidelines with assistance from districts to identify potential improvements	DOTP/System Planning	December 31, 2014	N/A
Subtask 1.2: Create the list of changes required for the TCR Guidelines	DOTP/System Planning	June 30, 2015	List of Updates
Subtask 1.3: Integrate changes into the TCR Guidelines	DOTP/System Planning	December 31, 2015	Final TCR Guidelines

**Work Plan Written by:** Scott Sauer

**Date:** March 18, 2014

	Scott Sauer	3/18/14
Lead Individual Signature	Print Name	Date
	Bruce de Terra	3-18-14
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 4 Work Plan

**Action Title:** Project Initiation Report (PIR)

**Description:** The PIR streamlines all of the SHOPP PID formats into 1 SHOPP PID format. This effort will incorporate complete streets elements in new PIR guidelines. For SHOPP PIDS, Appendix L will be replaced by a new Appendix Z. Appendix Z will function as the new guidelines for SHOPP projects. Appendix L will be dedicated to non-SHOPP projects. A pilot program will be conducted for the PIR followed by the revision of Chapter 9 of the PDPM.

**Completion Date:** October 2014

**Final Deliverable:** The PIR Guidelines in Chapter 9 of the PDPM and Appendix Z.

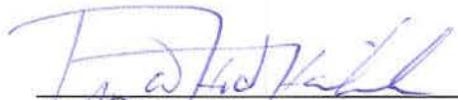
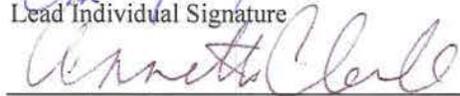
**Performance Measures:**

Inclusion of the CS in the PIR and the PDPM.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Meet with the PDPM Team while they are making changes to the Chapter 9 and Appendix L</b>			
Subtask 1.1: Write a text that will ensure the inclusion of CS while revising Chapter 9 and Appendix L of the PDPM and while creating Appendix Z.	Esmail Hadjihabib	10/2014	Appendix Z
Subtask 1.2: Pilot the new PIR with the inclusion of CS improvements.	OPSC	10/2014	PIR Guidelines
Subtask 1.3: Incorporate The new Appendix Z into Ch. 9, Appendix L, and Appendix Z of the PDPM	OPSC	10/2018	New Ch. 9

**Work Plan Written by:** Jannette Ramirez

**Date:** 6/11/14

	Esmail Hadjihabib	6/12/14
Lead Individual Signature	Print Name	Date
	Annette Clark	6/12/14
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 5 Work Plan

**Action Title:** Clarify PDPM Revision Process.

**Description:** Improve explanation on how to update the PDPM.

**Completion Date:** June 2014

**Final Deliverable:** A new DOD intranet web page containing explanation on how to update or implement revisions to the PDPM.

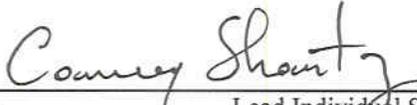
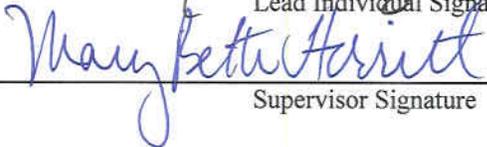
**Performance Measures:**

Proposed revised web page will be circulated for comments within Caltrans. Resolution of comments will be the measure of success.

	Lead	Completion Date	Deliverable (if applicable)
Task #1: Draft intranet web page			
Subtask 1.1: Draft web page	DOD OPDP - CS	February 2014	
Subtask 1.2: Circulate web page for comments	DOD OPDP -CS	April 2014	
Subtask 1.3: Resolve comments	DOD OPDP - CS	May 2014	
Task #2: Finalize web page			
Subtask 2.1: Post intranet web page	DOD OPDP - CS	June 2014	
Subtask 2.2: Add link in internet web page.	DOD OPDP - CS	June 2014	

**Work Plan Written by:** Carmen Shantz and Mary Beth Herritt

**Date:** 11/21/13

	11/21/13
Lead Individual Signature	Date
	11/21/13
Supervisor Signature	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 6 Work Plan

**Action Title:** PDPM Revision Priority List

**Description:** Review PDPM Revision Priority List for complete streets related items and list those anticipated to come up in the next 2-3 years.

**Completion Date:** June 2014

**Final Deliverable:** List of PDPM Revisions Complete Street related items and due dates.

**Performance Measures:**

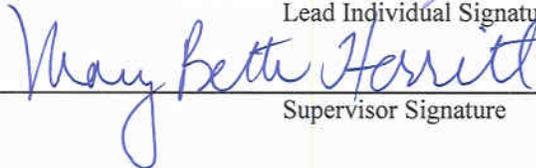
List will be evaluated by management and proof of the success will be an approved revised priority PDPM revisions list.

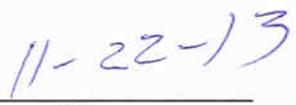
	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Generate List of Complete Streets related items</b>			
Subtask 1.1: Review existing PDPM Revision Priority list and select/examine Complete Streets related items.	DOD OPDP - PS	February 2014	
Subtask 1.2: Obtain cross-division list approval	DOD OPDP - PS	April 2014	
Subtask 1.3: Deliver list	DOD OPDP - PS	June 2014	

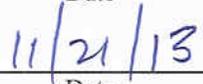
**Work Plan Written by:** Carmen Shantz and Mary Beth Herritt

**Date:** 11/21/13

  
Lead Individual Signature

  
Supervisor Signature

  
Date

  
Date

# Complete Streets Implementation Action Plan 2.0

## Action Item 7 Work Plan

**Action Title:** Clarification of Delegation of Authority

**Description:** Revise the Highway Design Manual (HDM) and Project Development Procedures Manual (PDPM) guidance, as necessary to coordinate with the guidance in the Local Programs Manual which delegates design standard exception approval authority to the local public works director/engineer for projects on local streets and roads under their jurisdiction.

**Completion Date:** ~~May 2, 2014~~ June 2014

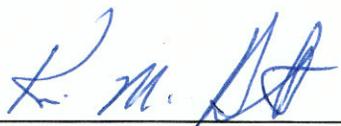
**Final Deliverable:** Updated guidance, as necessary, in the HDM and PDPM.

**Performance Measures:** Updates completed and posted on the Caltrans Design website.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: HDM</b>			
Subtask 1.1: Prepare update for review.	Design/OGDS Kevin Herritt	April 2014	
Subtask 1.2: Analyze review feedback and prepare document for posting.	Design/OGDS Kevin Herritt	April 2014	
Subtask 1.3: Post on Design website.	Design/OGDS Kevin Herritt	May 2, 2014	Updated HDM
<b>Task #2: PDPM</b>			
Subtask 2.1: Prepare update for review.	Design/OPDP Mary Beth Herritt	April 2014	
Subtask 2.2: Analyze review feedback and prepare document for posting.	Design/OPDP Mary Beth Herritt	April 2014	
Subtask 2.3: Post on Design website.	Design/OPDP Mary Beth Herritt	<del>May 2, 2014</del> June 2014	Updated PDPM

**Work Plan Written by:** Kevin Herritt

**Date:** March 26, 2014

	Kevin M. Herritt	3-27-14
Lead Individual Signature	Print Name	Date

	Timothy Briggs	3-27-14
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 8 Work Plan

**Action Title:** American Association of State Highway and Transportation Officials (AASHTO) Subcommittee on Design (SCOD) Support

**Description:** Assist the AASHTO SCOD ad-hoc group comparing the National Association of City Transportation Officials (NACTO) "Urban Street Design Guide" (2013 Edition) with the AASHTO "A Policy on Geometric Design of Highways and Streets (2011 Edition).

**Completion Date:** Prior to the June 2014 Annual SCOD meeting.

**Final Deliverable:** Caltrans comments for the use of the SCOD.

**Performance Measures:** Comments provided to the Chief, Division of Design.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Purchase the NACTO "Urban Street Design Guide" (2013 Edition)</b>			
Subtask 1.1: Obtain approval to purchase	Design/OGDS Kevin Herritt	March 2014	
Subtask 1.2: Order the guide from NACTO	Project Management Yevgeniy Aushev	March 2014	
Subtask 1.3: Guide delivered	NACTO	March 2014	10 Guides
<b>Task #2: Review the NACTO guidance with the AASHTO guidance</b>			
Subtask 2.1: Compare and contrast guidance	Design/OGDS Kevin Herritt	March/April 2014	
Subtask 2.2: Summarize findings	Design/OGDS Kevin Herritt	April 2014	Written comments

**Work Plan Written by:** Kevin Herritt

**Date:** March 26, 2014


Kevin M. Herritt
3-27-14

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Lead Individual Signature Print Name Date


Timothy Craygs
3-27-14

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Supervisor Signature Print Name Date

## Complete Streets Implementation Action Plan 2.0

### Action Item .9. Work Plan

**Action Title:** LD-IGR High Speed Rail Station Connectivity Guidance

**Description:** Provide guidance and training on how to comment on HSR intermodal station proposals with regard to complete streets.

**Completion Date:** 6/30/2016.

**Final Deliverable:** HSR Training Module and Workshops

**Performance Measures:**

Training completed for District LD-IGR or other planning staff for districts hosting the California High Speed Rail (HSR) network.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: HSR Station Planning Guidance</b>			
Subtask 1.1: Develop HSR Station Planning Objectives	DOTP/OCP, Chris Ratekin	6/30/2015	Best Practices Compendium
<b>Task #2: Training Development</b>			
Subtask 2.1: Develop HSR Station training module	DOTP/OCP, Terri Pencovic	12/31/2015	Training Module
Subtask 2.2: Deliver training workshops to LD-IGR staff	DOTP/OCP, Terri Pencovic/ OWD	6/30/2016	Conduct Training Workshops

**Work Plan Written by:** Jesse Robertson

**Date:** 1/30/2014

 Jesse Robertson 2/4/2014  
Lead Individual Signature Print Name Date

 Terri Pencovic 2/4/2014  
Supervisor Signature Print Name Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 10 Work Plan

**Action Title:** Incorporate Access Management Into Caltrans Practices

**Description:** Implementation of TRB Access Management Manual and Guide.

Access Management represents the interface between land use and transportation. A successful interface efficiently accommodates all modes of travel, is good for the economy and environment.

**Completion Date:** 6/30/16

**Final Deliverable:** Incorporation of access management into Caltrans planning, operations, design and permitting.

**Performance Measures:**

Successful implementation will be measured in two ways; staff training and the acquisition of management direction on further implementation.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Develop National Guidance</b>			
Subtask 1.1: Work with TRB panel to update the Access Management Manual.	Traffic Operations, Marc Birnbaum	10/2014	Updated TRB Access Management Manual
Subtask 1.2: Work with TRB panel to develop an Access Management Application Guide.	Traffic Operations, Marc Birnbaum	10/2014	Access Management Application Guide
Subtask 1.3: Provide overview to Caltrans staff in HQ and Districts.	Traffic Operations, Marc Birnbaum	10/2015	HQ and District training
<b>Task #2: Acquire Management Direction on Implementation</b>			
Subtask 2.1: Prepare power point on access management implementation alternatives.	Traffic Operations, Marc Birnbaum	12/2015	Power Point with speaking notes
Subtask 2.2: Obtain management guidance as to future direction.	Traffic Operations, Marc Birnbaum	6/2016	Management Implementation Plan

**Work Plan Written by:** Marc Birnbaum

**Date:** 2/4/14

Lead Individual Signature

Print Name

Date

Supervisor Signature

Print Name

Date

*(Handwritten signatures and dates)*  
 Lead Individual Signature: *[Signature]* Marc Birnbaum 4/25/14  
 Supervisor Signature: *[Signature]* Joan Sollenberger 4/25/14

# Complete Streets Implementation Action Plan 2.0

## Action Item 11 Work Plan

**Action Title:** SHSP Challenge Area 13: Improve Bicycle Safety

**Description:** Challenge Area 13 on “Improving Bicycle Safety currently has one “active” action item and many proposed new action items. The current active action (13.12) item being conducted by the CHP is a law enforcement handbook to serve as a “how to” guide for educational presentations related to bicycle safety. In addition, the CA 13 group provides suggested update language to the Driver Training Handbook used by the DMV.

**Completion Date:** Action item 13.12: November, 2014  
 DMV Driver Training Handbook: September, 2014

**Final Deliverable:** Final approved law enforcement educational handbook on bicycling and pedestrians. Annual bicycle-related DMV driver handbook updates.

**Performance Measures:**

There are no performance measures for the law enforcement handbook or the annual DMV driver handbook update.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: CA 13 Action Item 13.12</b>			
A law enforcement handbook to serve as a “how to” guide for educational presentations related to bicycle safety	CHP	November 2014	Educational handbook
<b>Task #2: DMV Drivers Handbook Update</b>			
Bicycle-related updates that reflect changes in the law and desired changes in driver behavior	Caltrans	September 2014	Annual bicycle-related updates

**Work Plan Written by:** [Paul Moore]

**Date:** [March 14, 2014]

<i>Paul C. Inoon</i>	Paul Moore	3-27-14
Lead Individual Signature	Print Name	Date
<i>April Nitsos</i>	April Nitsos	3/27/14
Supervisor Signature	Print Name	Date

# Complete Streets Implementation Action Plan 2.0

## Action Item 12 Work Plan

**Action Title:** Inclusion of Bicycles in Traffic Management Plans

**Description:** District 5 guidance on handling bicycle traffic in work zone areas and informing the public

**Completion Date:** October 2014

**Final Deliverable:** guidance document

**Performance Measures:**

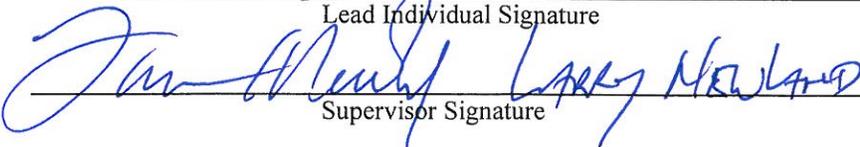
The number of construction and maintenance projects which incorporate plans to accommodate bicycle traffic (where bicycles are allowed) and inform the public

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: create guidance</b>			
Subtask 1.1: Draft	Planning	August 2014	
Subtask 1.2: circulate for input among management	Planning	August 2014	
Subtask 1.3: revise and gather signatures	Planning	Sept 2014	
<b>Task #2: Distribute guidance</b>			
Subtask 2.1:	Planning	Oct 2014	

**Work Plan Written by:** Adam Fukushima

**Date:** June 24 2014

  
Lead Individual Signature      Adam Fukushima      6/24/14  
Date

  
Supervisor Signature      Larry Newland      6/24/14  
Date

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## **2: Policy and Plans**

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## Complete Streets Implementation Action Plan 2.0

### Action Item 13 Work Plan

**Action Title:** Strategic Highway Safety Plan (SHSP) Update

**Description:** Develop a comprehensive, data-driven SHSP Update that defines State safety goals and describes a program of strategies to improve safety on all public roads. All modes of transportation, including pedestrian and bicycle, are to be considered in the development of this plan update.

**Completion Date:** August 1, 2015

**Final Deliverable:** SHSP Update (2015)

**Performance Measures:** Stakeholders, including the Complete Streets Technical Advisory Committee, will be given the opportunity to provide input and feedback throughout the development of the 2015 SHSP Update. Success will be measured by capturing key complete street principles into this strategic plan that are supported by the best available data.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Complete SHSP Update Document</b>			
Subtask 1.1: Prepare Preliminary Draft	Traffic Operations/ Ursula Stuter	[December 2014]	Draft Plan
Subtask 1.2: Preliminary Draft Internal and Stakeholder Reviews and Revisions	Traffic Operations/ Ursula Stuter	[February 2015]	N/A
Subtask 1.4: Prepare Final Draft	Traffic Operations/ Ursula Stuter	[March 2015]	Final Plan
Subtask 1.6: Directorate Approval	Traffic Operations/ Ursula Stuter	[June 2015]	Plan for FHWA Approval
<b>Task #2 Ongoing Outreach and Consultation</b>			
Subtask 2.1: Public Workshops	Traffic Operations/ Ursula Stuter	[December 2014]	N/A
Subtask 2.2: Consultation with safety stakeholders	Traffic Operations/ Ursula Stuter	[December 2014]	N/A

**Work Plan Written by:** Ursula Stuter

**Date:** 6/9/2014



Lead Individual Signature

URSULA STUTER

Print Name

June 11, 2014

Date



Supervisor Signature

Donald E. Fogle

Print Name

6-11-14

Date

# Complete Streets Implementation Action Plan 2.0

## Action Item 14 Work Plan

**Action Title:** Develop Statewide Bicycle Plan

**Description:** Develop a Statewide Bicycle Plan that includes a State Bike Map of the State Highway System (SHS). Bicycle Guides already exist in at least four of Caltrans twelve districts. These documents will be used as a template for statewide bicycle plan.

**Completion Date:** December, 2015

**Final Deliverable:** State Bicycle Plan and Bike Map

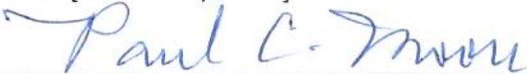
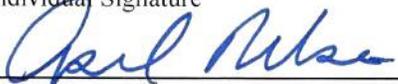
**Performance Measures:**

A bicycle Plan and Map that includes route descriptions, terrain, and route alternative is places where bicycles are not allowed on the SHS.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Data and Information Collection</b>			
Subtask 1.1: Collect Caltrans route data and information from bicycle advocacy organizations on route descriptions.	OATSP DOTP Traffic Ops		
Subtask 1.2: Use existing Bicycle plans at the Caltrans District-level as a template for final Bicycle Plan	OATSP DOTP	December, 2016	State Bicycle Plan

**Work Plan Written by:** [Paul Moore]

**Date:** [March 14, 2014]

	Paul Moore	3-27-14
Lead Individual Signature	Print Name	Date
	April Nibos	3/27/14
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 15 Work Plan

**Action Title:** Complete Streets Consistency with all Modal Plans

**Description:** Ensure complete streets is included and consistently addressed in all the modal transportation plans as they undergo updates.

**Completion Date:** January 2017

**Final Deliverable:** The inclusion of complete streets in each modal plan- The California Transportation Plan, the Freight Mobility Plan, the State Rail Plan, the State Aviation Plan, and potentially a State Bicycle Plan.

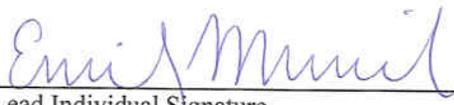
**Performance Measures:**

Ensure early involvement in the planning process. Provide comments relating to complete streets during public review periods. Evaluate the final modal plans for inclusion of complete streets.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Awareness of Modal Plans</b>			
Subtask 1.1: Know when modal plans are being updated and when review periods will be held.	Office of Community Planning (OCP)	January 2015	Draft schedule
Subtask 1.2: Ensure a representative from OCP is involved in the process.	OCP	January 2017	Selected Representative
<b>Task #2: Provide Comments</b>			
Subtask 2.1: Provide complete streets related comments and input to be included in the plans.	OCP	January 2017	Comments submitted
<b>Task #3: Evaluate Modal Programs</b>			
Subtask 3.1: Review final modal plans for inclusion of complete streets.	OCP	January 2017	Final modal plans

**Work Plan Written by:** [Emily Mraovich]

**Date:** [1/6/2014]

	Emily Mraovich	1/6/14
Lead Individual Signature	Print Name	Date
	Alyssa Begley	2/6/2014
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item # 16 (leave blank, to be completed by OCP) Work Plan

**Action Title:** CSS Workshops Summary Report

**Description:** Prepare summary report and assess outcomes to determine relevant CSS barriers and gaps, and next steps for institutionalizing CSS in Department's activities.

**Completion Date:** June 2014.

**Final Deliverable:** Final Summary Report

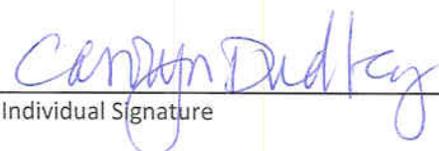
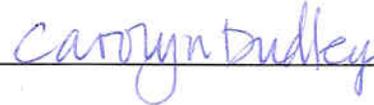
**Performance Measures:**

Identification of CSS barriers and gaps to include in updated 2003 CSS Implementation Plan.

	Lead	Completion Date	Deliverable(if applicable)
Task #1: CSS Workshops Final Summary Report			
Subtask 1.1: Develop CSS Workshops Final Summary Report	Design/ Landscape Architecture Program	June 2014	Final Report

**Work Plan Written by:** Carolyn Dudley

**Date:** December 6, 2013

  12-9-13  
Lead Individual Signature Date

  12-10-13  
Supervisor Signature Date

Due 11-25-13

CSIAP2 Action Item # 22

Prepared by Carolyn Dudley. To be signed by supervisor then submit original to Emily Mraovich in Office of Community Planning (OCP)  
12-6-13

## Complete Streets Implementation Action Plan 2.0

### Action Item 17 Work Plan

**Action Title:** Report to Legislature Required by Assembly Bill 819 (Chapter 716, Statutes of 2012)

**Description:** Caltrans is required to report to the transportation policy committees of both houses of the Legislature on: the steps taken to implement the requirements of subdivision (b) of Section 891 in the Streets and Highways Code (S&H Code) permitting exceptions to subdivision (a) of Section 891 in the S&H Code for the purpose of allowing research, experimentation, testing, evaluation, or verification; the number of requests received from cities, counties, and Local Agencies between July 1, 2013 and June 30, 2014 inclusive; the number of exceptions granted during that year; and, if any requests were rejected, the reasons why those requests were not approved.

**Completion Date:** Due by November 1, 2014.

**Final Deliverable:** Reports to the transportation policy committees of both houses of the Legislature.

**Performance Measure:** Reports submitted by the deadline.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Collect data and write report.</b>			
Subtask 1.1: Collect data	Design/OGDS Kevin Herritt	July 2014	
Subtask 1.2: Write draft	Design/OGDS Kevin Herritt	July 2014	Draft Report
Subtask 1.3: Circulate draft for comments	Design/OGDS Kevin Herritt	August - September 2014	
Subtask 1.4: Finalize	Design/OGDS Kevin Herritt	October 2014	Draft Report
<b>Task #2: Submit reports to the transportation policy committees of both houses of the Legislature</b>			
Subtask 2.1: Send to Office of Leg. Affairs	Design/OGDS Kevin Herritt	October 2014	Final Report
Subtask 2.2: Send to the transportation policy committees	<u>Director's Office</u> Leg. Affairs	By November 1, 2014	Final Report

**Work Plan Written by:** Kevin Herritt

**Date:** March 14, 2014

Not Applicable

Lead Individual Signature



Supervisor Signature

Print Name

Kevin M. Herritt

Print Name

Date

3-14-14

Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 18 Work Plan

**Action Title:** Complete Streets RTP Inventory

**Description:** It is important to assess whether or not Regional Transportation Planning Agencies are conducting multi-modal planning as required in CA Government Code 65080. Agencies chronicle an annual list of their activities in the Overall Work Program (OWP) and Regional Transportation Plans (RTPs), which offers a comprehensive list of state and federally-funded planning activities for each region. This work item proposes that a content analysis be performed on each or on a selection of RTPs to assess the degree to which complete streets principles are addressed. This can later be expanded to the long-range plan for each agency. The purpose would be to create a tool that could help to focus research or outreach, and a report or white paper that outlines the state of multi-modal planning in CA according to research

**Completion Date:** 3/30/15 – This is a low-priority item, and will be conducted as staff resources allow.

**Final Deliverable:** This item will produce a matrix and reports which outline incorporation of complete streets in the regions.

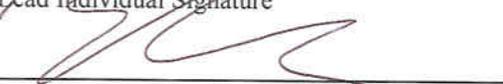
**Performance Measures:**

Additional research will confirm or deny the methods and conclusions of the work.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Research preparation</b>			
Subtask 1.1: Upload all 44 agency RTPs to the shared network drive	ORIP	8/13	
Subtask 1.2: Create list of terms to search in each RTP	OCP	9/13	
Subtask 1.3: Create matrix on which to enter data	OCP	9/13	spreadsheet
<b>Task #2: Content analysis</b>			
Subtask 2.1: Search for terms in each of the selected RTPs (all?); possible weighting based on context	ORIP/OCP	12/14	Complete streets content matrix
Subtask 2.2: Conduct additional review of each agency's activities	ORIP/OCP	2/15	
Subtask 2.2: Create report for each agency based on the quantitative research.	ORIP/OCP	3/15	Regional Complete streets inventory reports

Work Plan Written by: Tyler Monson

Date: 3/27/14

 Lead Individual Signature	Tyler Monson Print Name	6/18/19 Date
 Supervisor Signature	Erin Thompson Print Name	6/18/19 Date

# Complete Streets Implementation Action Plan 2.0

## Action Item 19 Work Plan

**Action Title:** ADA Grievance Process

**Description:** Receive and process ADA grievances on Caltrans infrastructure. Transition the handling of the web-based ADA request/grievance process from consultant to Caltrans staff

**Completion Date:** June 2015

**Final Deliverable:** Database with ADA requests/grievances and a program to handle the information in the database

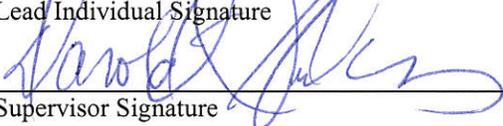
**Performance Measures:**

Receipt of web-based ADA request/grievance database and data collection software along with training to implement the process

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Infrastructure Assessment for ADA Compliance</b>			
Subtask 1.1: Request/Grievance Database	ADA Infrastructure Program	06/2015	ADA Request/grievance database and training to implement the process

**Work Plan Written by:** Sri Balasubramanian

**Date:** January 9, 2014

	SEIKANTH BALASUBRAMANIAN	01-09-14
Lead Individual Signature	Print Name	Date
	Darold Heikens	1/10/14
Supervisor Signature	Print Name	Date

# Complete Streets Implementation Action Plan 2.0

## Action Item 20 Work Plan

**Action Title:** Caltrans ADA Self Evaluation

**Description:** Review Caltrans construction, maintenance and local assistance policies and procedures to ensure they are not discriminatory towards persons with disabilities

**Completion Date:** June 2015

**Final Deliverable:** Report on the review of policies and procedures

**Performance Measures:**

Final report on the findings from the review of policies and procedures

	Lead	Completion Date	Deliverable (if applicable)
Task #1: Report on the review of policies and procedures			
Subtask 1.1: Review and report on construction, maintenance and local assistance policies and procedures	ADA Infrastructure Program	06/2015	Report on the review findings

**Work Plan Written by:** Sri Balasubramanian

**Date:** January 9, 2014

 SRIKANTH N. BALASUBRAMANIAN 01-09-14  
Lead/Individual Signature Print Name Date

 David Heikens 1/10/14  
Supervisor Signature Print Name Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 21 Work Plan

**Action Title:** ~~[CA Uniform Guidelines that show transit as mode in RTP's~~ Provision of Transit planning documents for future statewide planning efforts.

**Description:** This action item will provide open and convenient access to currently existing transit planning documents through the TransitWiki website. TransitWiki is a product of the Division's Statewide Transit Strategic Plan. This action can benefit complete streets implementation by providing access to source documents that will facilitate future regional scale gap analysis of transit as an alternate mode and will provide a basis for developing a statewide, interregional transit plan.

**Completion Date:** June 2015

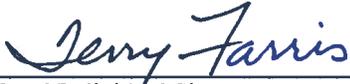
**Final Deliverable:** Posting of Coordinated Transit Plans, Short Range Transit Plans and Long Range Transit Plans on the TransitWiki website.

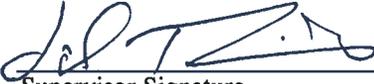
**Performance Measures:**

This action item will be evaluated semi-annually and success will be measured by the number of plans and updated plans that will be uploaded to TransitWiki.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Coordinated Transit Plans</b>			
Subtask 1.1: Request TransitWiki submission training and additional categories	DMT-lead individual	Nov.2013	
Subtask 1.2: Planning Document categories established and posting permission granted	DMT partner UCLA TransitWiki	Dec.2013	
Subtask 1.3: Upload Coordinated Transit Planning Documents	DMT-lead individual	Dec. 2013	
Subtask 1.4: Test access to Coordinated Plans	DMT-lead individual	Jan. 2014	
<b>Task #2: [Short Range Transit Plans]</b>			
Subtask 2.1-2.4: Same as above	DMT-lead individual	June 2014	
<b>Task #3: [Long Range Transit Plans]</b>			
Subtask 3.1-3.4: Same as above	DMT-lead individual	Jan 2015	
Subtask 3.5: On-going posting of updated plans.	DMT-lead individual	June 2015	Final deliverable is the posting of all available Transit planning documents listed above.

**Work Plan Written by: Terry Farris**  
**Date: Jan. 10,2014**

  
Lead Individual Signature                      Terry Farris                      Jan. 10,2014  
\_\_\_\_\_  
Print Name                                              Date

  
Supervisor Signature                      Jila Priebe                      Jan. 10,2014  
\_\_\_\_\_  
Print Name                                              Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 22 Work Plan

**Action Title:** 2014 CA SHS Roundabouts Inventory Report

**Description:** The California State Highway System (SHS) Roundabouts Inventory Report has been compiled by Caltrans to provide an inventory of existing, programmed, and planned roundabouts on the SHS.

**Completion Date:** June 30, 2014

**Final Deliverable:** The roundabout inventory report identifies 21 existing, 35 programmed, and 64 planned roundabouts.

**Performance Measures:**

Roundabouts help to maximize safety for drivers, cyclists, pedestrians, and reduce the use of traffic signals while improving mobility. Roundabouts reduce delays, emissions, and alleviates traffic delays.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Update the roundabouts document:</b>			
Subtask 1.1: Update the document, sources, list of roundabouts, and the map.	HQ, System Planning Branch, Juven Alvarez	February – May 2014	List of roundabouts and map completed.
Subtask 1.2: Request and address comments from Part 1 of the process.	HQ, System Planning Branch, Juven Alvarez	February 2014	Comments addressed and incorporated.
Subtask 1.3: Request and address comments from Part 2 of the process.	HQ, System Planning Branch, Juven Alvarez	May 2014	Comments addressed and most incorporated.
<b>Task #2: Update roundabout information and photos</b>			
Subtask 2.1: Collect any new or updated photos and incorporate	HQ, System Planning Branch, Juven Alvarez	May 2014	New photos added to new roundabouts.
Subtask 2.2: Update the document, sources, and references, if applicable.	HQ, System Planning Branch, Juven Alvarez	May 2014	All items addressed and completed.

Work Plan Written by: Tracey Frost & Juven Alvarez

Date: June 13, 2014

	Juven Alvarez	6/13/14
Lead Individual Signature	Print Name	Date
	TRACEY FROST	6/13/14
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 23 Work Plan

**Action Title:** California Transportation Plan 2040

**Description:** Continue work on the CTP with complete streets components included throughout the plan and in the analysis.

**Completion Date:** December 2015

**Final Deliverable:** California Transportation Plan 2040

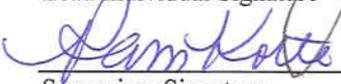
**Performance Measures:**

OCP will be given the opportunity to provide input and feedback throughout the development of the CTP update. Success will be measured in capturing the key complete street principles are in the plan.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: California Transportation Plan</b>			
Subtask 1.1: First Draft	DOTP/OSP/Mark Barry	[2/2014]	Draft Plan
Subtask 1.2: 6 Public Workshops	DOTP/OSP/Mark Barry	[11/2014]	N/A
Subtask 1.3: 45 Day Public Review	DOTP/OSP/Mark Barry	[2/2015]	Reviewable Plan
Subtask 1.4: Final CTP 2040	DOTP/OSP/Mark Barry	[12/2015]	Final Plan
<b>Task #2: Ongoing coordination</b>			
Subtask 2.1: Monthly Modals Meetings	DOTP/OSP/Mark Barry	[12/2015]	N/A

**Work Plan Written by:** Mark Barry

**Date:** 1/21/2014

	MARK BARRY	1/27/2014
Lead Individual Signature	Print Name	Date
	PAM KORTE	1.27.14
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 24 Work Plan

**Action Title:** Freight Mobility Plan Complete Streets Integration

**Description:** Ensure appropriate complete streets elements are included in the Freight Mobility Plan.

**Completion Date:** December 31, 2014

**Final Deliverable:** The final deliverable will be a completed freight plan with appropriate complete streets elements included.

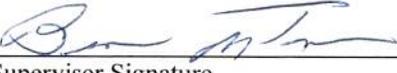
**Performance Measures:**

Success will be measured by the completion of the tasks below. Ultimately success will be based upon the quality of the Freight Mobility Plan, which will have to be assessed during the implementation of the plan once it is completed.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Complete Freight Mobility Plan</b>			
Subtask 1.1: Prepare a draft Freight Mobility Plan	DOTP/Freight Planning	March 31, 2014	Draft Plan
Subtask 1.2: Review and update plan with appropriate complete streets elements	DOTP/Freight Planning	June 30, 2014	Updated Draft Plan
Subtask 1.3: Approve final Freight Mobility Plan	DOTP/Freight Planning	December 31, 2014	Final Plan

**Work Plan Written by:** Scott Sauer

**Date:** December 18, 2013

	Joanne McDermott	1-17-14
Lead Individual Signature	Print Name	Date
	Bruce de Terra	1-17-14
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 25 Work Plan

**Action Title:** Interregional Transportation Strategic Plan (ITSP)

**Description:** The ITSP is a long range plan that is being developed in consultation with CalSTA and Caltrans' Division of Programming. It will help to identify and prioritize projects, and incorporate complete street elements where appropriate.

**Completion Date:** ~~April 2014~~ December 2015

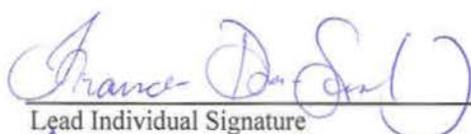
**Final Deliverable:** A plan that helps to identify and prioritize projects on the California State Highway and Intercity Rail system for ITIP funding.

**Performance Measures:** Performance measures and strategies will be re-evaluated in the 2015 ITSP Update.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Draft ITSP</b>			
Subtask 1.1: Draft ITSP	Division of Transportation Planning, Office of System Planning – Frances Dea-Sanchez	June 2015	Draft Plan
<b>Task #2: Completed ITSP</b>			
Subtask 2.1: Final ITSP	Division of Transportation Planning, Office of System Planning – Frances Dea-Sanchez	December 2015	Plan

**Work Plan Written by:** Frances Dea-Sanchez

**Date:** June 13, 2014



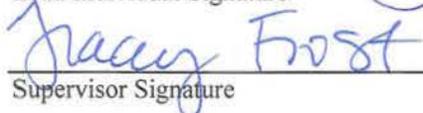
Lead Individual Signature

Frances Dea-Sanchez

Print Name

June 13, 2014

Date



Supervisor Signature

TRACEY FROST

Print Name

6/13/14

Date

# Complete Streets Implementation Action Plan 2.0

## Action Item 26 Work Plan

**Action Title:** California State Rail Plan 2017- Phase 1

**Description:** Based on the new Federal Guidelines, this first phase of preparing for the Rail Plan update will look at ways to incorporate complete streets.

**Completion Date:** March, 2017

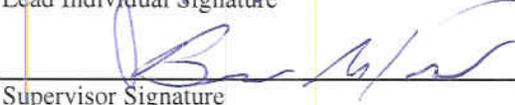
**Final Deliverable:** Completion of 2017 CSRP

**Performance Measures:**

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Production of CSRP</b>			
Subtask 1.1: 2017 CSRP Administrative Draft Document	Division of Transportation Planning	06/2015	Same as task
Subtask 1.2: 2017 CSRP Draft Document	Division of Transportation Planning	09/2015	Same as task
Subtask 1.3: 2017 CSRP Public Meetings	Division of Transportation Planning	11/2015	Same as task
<b>Task #2: 2017 CSRP Acceptance</b>			
Subtask 2.1: CalSTA Approval of 2017 CSRP	Division of Transportation Planning	10/2016	Same as task
Subtask 2.2: FRA Acceptance of 2017 CSRP	Division of Transportation Planning	01/2017	Same as task

**Work Plan Written by:** Emily Burstein

**Date:** 01/14/2014

	Emily Burstein	1/14/14
Lead Individual Signature	Print Name	Date
	Bruce De Terra	1-14-14
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 27 Work Plan

**Action Title:** Pacific Coast Bike Route (PCBR)

**Description:** Develop improvement priorities for the PCBR on State Highways in District 1.

**Completion Date:** December 2015

**Final Deliverable:** This effort will produce improved signage along the PCBR in District 1, develop alternate routes where desirable, improve signage for cyclists using the PCBR and identify areas of cell phone coverage gaps.

**Performance Measures:**

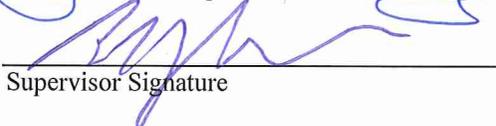
Updated PCBR pamphlet, more current and accurate signage for cyclists using the PCBR, more alternate routes for the PCBR, more comprehensive collection of bike counts and identification of cell phone coverage lapses along the PCBR.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Find alternate Routes where appropriate.</b>			
Subtask 1.1: Conduct study to determine possible alternate routes.	Planning/District1/ Lisa Hockaday	December 2014	Listing of alternative routes
Subtask 1.2: Meet with partner jurisdictions to review routing changes and related signage changes.	Planning/District1/ Lisa Hockaday	June 2015	
<b>Task #2: Collect counts .</b>			
Subtask 2.1: Identify locations where counts should be taken	Planning/District1/ Lisa Hockaday	May 2014	
Subtask 2.2: Collect counts	Planning/District1/ Lisa Hockaday	December 2014	Count data
<b>Task #3: Improve signage along the route.</b>			
Subtask 3.1: Conduct survey on existing signs using GPS. This inventory will reveal location of signs as well as their condition (missing signs, wrong signs, etc).	Planning/District1/ Lisa Hockaday	December 2014	Sign inventory
Subtask 3.2: Implement sign changes identified as necessary by the survey	Planning/District1/ Lisa Hockaday	June 2015	
<b>Task #4: Update the PCBR Pamphlet to include alternate routes determined in Task #1.</b>			
Subtask 4.1: Make updates to the pamphlet	Planning/District1/ Lisa Hockaday	December 2015	
Subtask 4.2: Post the update to the website	Planning/District1/ Lisa Hockaday	December 2015	
<b>Task #5: Identify the locations of any cell phone coverage gaps.</b>			
	Planning/District1/ Lisa Hockaday	December 2014	Listing of cell phone coverage gaps

Task #6: Identify the locations of shoulders less than 4' in Mendocino portion of PCBR.			
	Planning/District1/ Lisa Hockaday	December 2014	Database of narrow shoulders

**Work Plan Written by:** Lisa Hockaday

**Date:** March 13, 2014

	Lisa Hockaday	3/13/14
Lead Individual Signature	Print Name	Date
	Rex A. Jaekeman	3/13/14
Supervisor Signature	Print Name	Date

# Complete Streets Implementation Action Plan 2.0

## Action Item ~~94~~ Work Plan 28

**Action Title:** District 2 Bicycle Guide

**Description:** Update D2 bicycle guide with new and modified laws, regulations and bicycling information.

**Completion Date:** ~~November 2014~~ June 2015

**Final Deliverable:** Updated guide with updates with in an attachment page.

**Performance Measures:** District's and public's increased knowledge of state bicycle routes, bicycle related laws and regulation.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Identify obsolete pages/info</b>			
Subtask 1.1: Compile corrections into attachment for printing and distributing.	D2 – Office Community and Regional Planning – Aaron Casas	June 2014	Electronic correction of pages and info
<b>Task #2: Print out updated attachment/distribute</b>			
Subtask 2.1: Print out compiled updates attachment and insert into bike guide.	D2 – Office Community and Regional Planning – Aaron Casas	<del>November 2014</del> June 2015	Hard copy pages inserted into guide
Subtask 2.2: Distribute bike guide with updated attachment to local Chambers of Commerce, local agencies and bike shops.	D2 – Office Community and Regional Planning – Aaron Casas	<del>November 2014</del> June 2015	Deliver newly updated guides.

**Work Plan Written by:** Aaron Casas

**Date:** 1/14/14

	Aaron Casas	3/18/14
Lead Individual Signature	Print Name	Date
	Michelle Millette	3/20/2014
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 29 Work Plan

**Action Title:** District 3 Complete Streets Implementation Plan

**Description:** This comprehensive plan identifies a vision and framework for complete street improvements on the State Highway System (SHS) and where the SHS is part of a multimodal complete street transportation network. This plan will recommend complete streets on SHS segments based on place types from the Caltrans Smart Mobility Framework. It will also provide guidance to assist regional and local agencies interested in partnering with the District in implementing complete streets in their areas.

**Completion Date:** ~~June~~ <sup>July</sup> 30, 2014

**Final Deliverable:** District 3 Complete Streets Implementation Plan

**Performance Measures:**

District 3 Planning and Local Assistance Management will evaluate the Action Item Work Plan every two weeks. The success of this plan will be measured if the plan is completed by June 30, 2014, and if we receive positive feedback about the plan from local and regional transportation partners.

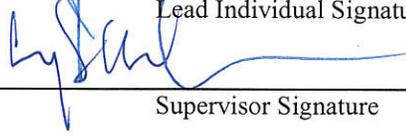
	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Develop Methodology to Develop the Plan</b>			
Subtask 1.1: DPLA Management meeting to define vision, methodology, and criteria	District 3 DPLA Management, Stuart Mori	10/2013	Meeting Minutes Chart
<b>Task #2: Compile Existing Complete Street Conditions for all of the SHS</b>			
Subtask 2.1: Update the Complete Streets Inventory	Division 3 System Planning, Alex Fong	11/2013	Updated Complete Streets Inventory
Subtask 2.2: Customize Complete Streets Inventory	Division 3 System Planning, Alex Fong	11/2013	Customized Complete Streets Inventory
<b>Task: #3 Apply Criteria to SHS to Identify Complete Streets</b>			
Subtask 3.1: Apply Main Streets to Complete Streets Inventory	District 3 System Planning, Russ Walker	11/2013	List of SHS/Main Streets
Subtask 3.2: Apply criteria to validated Complete Streets Inventory	District 3 System Planning, Stuart Mori	12/2013	Draft List of Recommend SHS Complete Streets

Task #4: Validate Recommended SHS Complete Streets			
Subtask 4.1: Validate complete streets with Regional Planners	District 3 Regional Planners, Stuart Mori	2/2014	Draft Validated List
Subtask 4.2: Review list, draft plan #2, and maps with Traffic Operations	District 3 System Planning and Traffic Operations, Stuart Mori	3/2014	Draft 3 & Validated List
Subtask 4.3: Review list, draft plan #3, and maps with Maintenance	Division 3 System Planning and Maintenance, Stuart Mori	3/2014	Draft 4 & Validated List
Subtask 4.4: Review list, draft plan #4, and maps with Legal	District 3 System Planning, and Legal, Stuart Mori	3/2014	Draft 5 & Validated List
Task #5: Develop Plan			
Subtask 5.1: Research complete street reference materials, local complete streets plans, RTPs/MTPs, bike/ped plans, HQ complete street materials, ICE, roundabouts, main streets, Smart Mobility, Place Types, ATP, and PPEC.	District 3 System Planning, Stuart Mori	2/2014	Draft# 1
Subtask 5.2: Develop maps per county per corridor for recommended SHS complete street facilities	Division 3 System Planning, Russ Walker	2/2014	Corridor Maps
Subtask 5.3: Review plan with HQ functional areas (ORIP, OCP, System Planning, ATP)	District 3 System Planning, Stuart Mori	2/2014	Comments on plan #1 and matrix.
Subtask 5.4: Combine draft #1, maps, and photos into one document	District 3 System Planning, Stuart Mori	2/2014	Draft #2
Subtask 5.5: Review draft #5 with D3 DPLA Management	Division 3 DPLA Management, Stuart Mori	3/2014	Draft #6, with comments
Subtask 5.6: Review draft #6 with D3 (outside of DPLA).	District 3, System Planning, Stuart Mori	3/2014	Final Draft, with comments
Task #6: Stakeholder Engagement			
Subtask 6.1: Present and solicit feedback from TACs and other subject experts.	District 3 System Planning, Stuart Mori	4/2014	Final Draft 2 with Stakeholders Comments
Subtask 6.2: Present final draft to stakeholders for review and comment.	District 3 System Planning, Stuart Mori	5/2014	Final Draft 3 with comments addressed
Task #7: Executive Approval			
Subtask 7.1: Route to D3 Executive Staff.	District 3 System Planning, Stuart	6/2014	Final Draft 4with executive staff

	Mori		comments
Subtask 7.2: Route final for signature	District 3 System Planning Stuart Mori	6/2014	Approved plan
Subtask 7.3: Post plan to website and announce project completion. Include web links to recommended SHS Complete Street facilities. Add complete street information to System Planning database.	Division 3 System Planning, Stuart Mori	6/2014	Final Deliverable Posted to website

**Work Plan Written by:** [Stuart Mori]

**Date:** [2/05/2014]

 _____ Lead Individual Signature	_____ 2/7/2014 Date
 _____ Supervisor Signature	_____ 2/7/2014 Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 30 Work Plan

**Action Title:** National Designated Bike Trail

**Description:** Work with Adventure Cycling and AASHTO to determine California's section of the National Designated Bike Trail for interregional and intraregional connection along local and state routes.

**Completion Date:** Ongoing

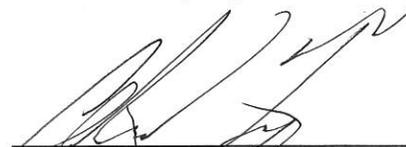
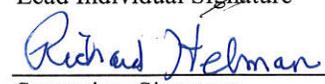
**Final Deliverable:** Develop a cross state bicycle route plan with the State of Nevada. The route will build upon the California Cross State Bicycle Route Study that developed the first "Interstate" Bike Route in California.

**Performance Measures:** Not Applicable

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Develop Route(s) Proposal</b>			
Subtask 1.1: Work with District 4 and District 10 on possible bike route connections to State of Nevada	District 3, Long Term System Planning, Alex Fong	Ongoing	
Subtask 1.2: Propose bike route(s) to Adventure Bicycling. AASHTO has delegated this task to Adventure Bicycling	District 3, Long Term System Planning, Alex Fong	Ongoing	
<b>Task #2: Develop California-Nevada Cross State Bicycle Route Plan</b>			
Subtask 2.1: Work with Adventure Bicycling, District 4 and District 10 in writing the California- Nevada Cross State Bicycle Plan	District 3, Long Term System Planning, Alex Fong	Ongoing	California-Nevada Cross State Bicycle Route Plan

**Work Plan Written by:** Alexander Fong

**Date:** January 31, 2014

 Lead Individual Signature	Alexander Fong Print Name	1/31/14 Date
 Supervisor Signature	Richard Helman Print Name	1/31/14 Date

## Complete Streets Implementation Action Plan 2.0

### Action Item Work Plan 31

**Action Title:** District 4 Bicycling Maps

**Description:** Produce maps of District 4 bicycling opportunities, which will show freeway segments open to bicyclists, alternate routes for freeway segments not open to bicyclists, and the bikeway status of conventional routes (Class II, III, or simply open to bicyclists if not a Bike Route)

**Completion Date:** June 30, 2014

**Final Deliverable:** Bicycling maps for all nine District 4 counties

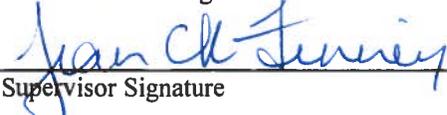
**Performance Measures:**

Posting of completed maps for all nine District 4 counties on Caltrans District 4 website.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Produce Draft Bicycling Maps</b>			
Subtask 1.1: All base map layers placed into GIS database	District 4 Pedestrian & Bicycle Branch	July 2013	Completed
Subtask 1.2: Freeway segments open to bicyclists and alternate bicycle routes for freeway segments not open to bicyclists marked on maps for all nine counties	District 4 Pedestrian & Bicycle Branch	September 2013	Completed
<b>Task #2: Finalize and Post Bicycling Maps</b>			
Subtask 2.1: Check accuracy of routes and whether they are marked with sufficient detail	District 4 Pedestrian & Bicycle Branch	April 2014	
Subtask 2.2: Post maps for beta testing/feedback by District 4 Bicycle Advisory Committee members	District 4 Pedestrian & Bicycle Branch	April 2014	
Subtask 2.3: Revise maps based on beta testing	District 4 Pedestrian & Bicycle Branch	June 2014	
Subtask 2.4: Post maps on District 4 website	District 4 Pedestrian & Bicycle Branch	July 2014	Posted maps for all nine District 4 counties

**Work Plan Written by:** Beth Thomas

**Date:** February 4, 2014

	Beth Thomas	3/27/14
Lead Individual Signature	Print Name	Date
	Jean C.R. Finney	3/27/14
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 32 Work Plan

**Action Title:** Bicycle needs evaluation in District 5

**Description:** Evaluation of conditions and identification of needs for bicycling in District 5

**Completion Date:** December 2015

**Final Deliverable:** assessment

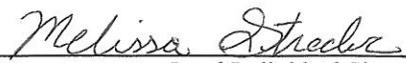
**Performance Measures:**

Conditions and needs for bicycling

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Draft assessment</b>			
Subtask 1.1: condition evaluation and needs identification	Planning	October 2014	
Subtask 1.2: compilation of conditions and needs	Planning	Deember 2014	
<b>Task #2: Stakeholder Input, internal review, and publish assessment</b>			
Subtask 2.1: Stakeholder input	Planning	December 2014	
Subtask 2.2: Internal Review	Planning	March 2014	
Subtask 2.3: Revision and publish	Planning	December 2015	

**Work Plan Written by:** Adam Fukushima

**Date:** June 24 2014

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">                   Lead Individual Signature             </div> <div style="text-align: center;">                 Melissa Strader             </div> <div style="text-align: center;">                 6/24/2014                  Date             </div> </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">                   Supervisor Signature             </div> <div style="text-align: center;">                 JOLEEN for B. Rider             </div> <div style="text-align: center;">                 6/24/14                  Date             </div> </div>

# Complete Streets Implementation Action Plan 2.0

## Action Item 33 Work Plan

**Action Title:** District 5 Bicycle Map Revision

**Description:** Publish an updated pdf version of the D5 bicycle map for download showing all areas of bicycle prohibition and alternative routes

**Completion Date:** December 2014

**Final Deliverable:** Map

**Performance Measures:**

Effectiveness of the map in conveying to the public all areas of bike prohibition and alternative routes

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Complete draft map</b>			
Subtask1.1: complete tiles	Planning	April 2014	
Subtask 1.2: assemble tiles and write copy	Planning	June 2014	
<b>Task #2: verify accuracy of routes, revise map, and publish</b>			
Subtask 2.1: verify accuracy of routes	Planning	August 2014	
Subtask 2.2: Revise map	Planning	November 2014	
Subtask 2.3: Publish map on website	Planning	December 2014	

**Work Plan Written by:** Adam Fukushima

**Date:** January 3 2014

\_\_\_\_\_  
Lead Individual Signature 2/10/14  
Date

\_\_\_\_\_  
Supervisor Signature 1/16/14  
Date

## Complete Streets Implementation Action Plan 2.0

### Action Item Work Plan 34

**Action Title:** Adding Complete Streets Elements or Multi-modal Alternatives to the Draft Bicycle Guide for District 6

**Description:** Existing Bicycle Guides in Caltrans provide mostly bicycle information but do not contain Complete Streets Elements or other Multi-modal alternative information. I plan on incorporated this information into the Draft Bicycle Guide for District 6. It would contain pedestrian, transit, rail and maybe airport information.

**Completion Date:** August of 2014

**Final Deliverable:** The outcome would be to have important multi-modal information in one document and not scattered in several documents.

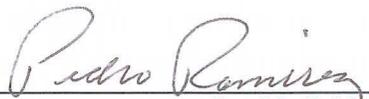
**Performance Measures:**

The success will be measured on the feedback I receive internally and externally. The demand for the information would also be encouraging feedback.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1 Adding Complete Streets and Multi-modal Alternatives</b>			
Subtask 1.1: Finish Bicycle Maps/Data	District 6, Pedro Ramirez	6/2014	
Subtask 1.2: Finish Complete Streets and Multi-modal information in Doc	District 6, Pedro Ramirez	7/2014	
Subtask 1.3: Complete Editing	District 6, Pedro Ramirez	7/2014	
Subtask 1.4: Complete Internal and External Review	District 6, Pedro Ramirez	8/2014	
Subtask 1.5: Document Signed by Planning Deputy and District Director	District 6, Pedro Ramirez	8/2014	

**Work Plan Written by:** Pedro Ramirez

**Date:** June 25, 2014

  
\_\_\_\_\_  
Lead Individual Signature

  
\_\_\_\_\_  
Supervisor Signature

6/25/2014  
\_\_\_\_\_  
Date

6/25/14  
\_\_\_\_\_  
Date

## Complete Streets Implementation Action Plan 2.0

### Action Item Work Plan 35

**Action Title:** Complete Bicycle Guide for District 6

**Description:** Currently District 6 does not have a Bicycle Guide. A Bicycle Guide is needed due to the number of calls I receive pertaining to bicycle related data. The Bicycle Guide will include elevation charts, detailed shoulder information, bikes allowed/prohibited, a map, street/postmile data, number of lanes, terrain and alternative route data. A bicycle inventory has been completed but never signed off by our Planning Deputy.

**Completion Date:** August of 2014

**Final Deliverable:** Traffic Investigations for example asked me when the Bicycle Guide would be finished because the information is useful to them. The bicycle information showing where they are allowed and prohibited would be important to them. The bicycle community would think that they are more inclusive in the planning of our state routes.

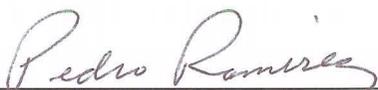
**Performance Measures:**

The success will be measured on the feedback I receive internally and externally. The demand for the information would also be encouraging feedback.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: [Complete Bicycle Guide for District 6]</b>			
Subtask 1.1: Finish Bicycle Maps/Data	District 6, Pedro Ramirez	6/2014	
Subtask 1.2: Finish Complete Streets and Multi-modal information in Doc	District 6, Pedro Ramirez	7/2014	
Subtask 1.3: Complete Editing	District 6, Pedro Ramirez	7/2014	
Subtask 1.4: Complete Internal and External Review	District 6, Pedro Ramirez	8/2014	
Subtask 1.5: Document Signed by Planning Deputy and District Director	District 6, Pedro Ramirez	8/2014	

**Work Plan Written by:** Pedro Ramirez

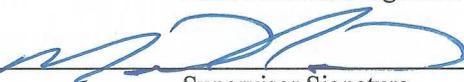
**Date:** June 25, 2014



Lead Individual Signature

6/25/2014

Date



Supervisor Signature

6/25/14

Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 36 Work Plan

**Action Title:** Publish an updated [District 8 Bike Map](#)

**Description:** This action will provide an updated guide for bicyclists showing where they are allowed to and prohibited from riding bicycles on the state highways within District 8.

**Completion Date:** June 1, 2014

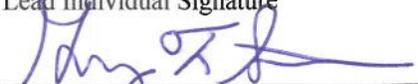
**Final Deliverable:** Updated District 8 Bike Map

**Performance Measures:** Published map

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Update GIS data base for District 8 Bicycle Map</b>			
<b>Subtask 1.1:</b> Verify freeway signage allowing bicyclists access to or prohibiting them from the use of the State Highway System within the district	District 8 System and Freight Planning-Richard Dennis	March 2014	All bicycle signage verified within district
<b>Subtask 1.2:</b> Update GIS map showing which state highway segments within district allow and prohibit bicycles	District 8 System and Freight Planning-Richard Dennis	April 2014	Updated GIS map
<b>Task #2: Publish updated District 8 Bicycle Map</b>			
<b>Subtask 2.1:</b> Develop map layout for State Highway System within district	District 8 System and Freight Planning-Richard Dennis	May 2014	Final map layout
<b>Subtask 2.2:</b> Director's Order for Prohibition of Bicycles on State Highways	District 8 System and Freight Planning-Richard Dennis	May 2014	Signed order
<b>Subtask 2.3:</b> Print updated map	District 8 System and Freight Planning-Richard Dennis	June 2014	Inventory of updated District 8 Bicycle Maps

**Work Plan Written by:** Richard Dennis

**Date:** January 9, 2014

 Lead Individual Signature	Richard Dennis Print Name	1/9/14 Date
 Supervisor Signature	Gary Slater Print Name	1/9/14 Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 37 Work Plan

**Action Title:** Bike Guide

**Description:** Staff will review and update the current District 10 Bike Guide as needed.

**Completion Date:** Staff plans to complete the update by June 2014.

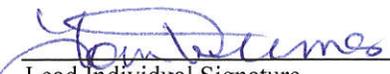
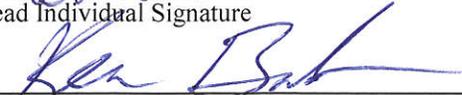
**Final Deliverable:** Updated Bike Guide- if needed.

**Performance Measures:**

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Bike Guide</b>			
Subtask 1.1: Review and update existing Bike Guide	Planning District 10 Metropolitan Planning, Tom Dumas D 10 lead	[June 2014]	Updated bike Guide

**Work Plan Written by:** Tom Dumas

**Date:** January 29, 2014

	Tom Dumas	January 29, 2014
Lead Individual Signature	Print Name	Date
	Ken Baxter	1/30/14
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 38 Work Plan

**Action Title:** District 11 web-based bicycle facility map for both San Diego and Imperial Counties

**Description:** Utilizing a GIS-driven, web-based platform, D-11 will produce a bicycle map. This map is intended to guide bicyclists through the District and to be used by Caltrans, Regional, and local agency staff in developing projects that are inclusive of the bicycling mode.

**Completion Date:** October 1, 2014

**Final Deliverable:** An online web-based mapping tool for the District that is zoomable, scalable, and which serves the public as well as internal and external staff.

**Performance Measures:**

The utility of the mapping tool will be evaluated by internal and external staff and the bicycling public. Comments regarding the functionality of the tool will be solicited and collected and the program will be refined to reflect the best functionality and user experience. A visit counter may also be employed.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Develop and publish District electronic bicycle mapping tool</b>			
Subtask 1.1: Define the project	Planning/District 11/Public Transit Branch- Seth Cutter/GIS Branch- Barbara Kent	March 2014	
Subtask 1.2: Obtain Current Data/ Develop Mapping Tool	Planning/District 11/Public Transit Branch- Seth Cutter/GIS Branch- Barbara Kent	July 2014	
Subtask 1.3: Publish Map Online	Planning/District 11/Public Transit Branch- Seth Cutter/GIS Branch- Barbara Kent	October 2014	

**Work Plan Written by:** Seth Cutter, Associate Transportation Planner, District 11

**Date:** January 17, 2014

Lead Individual Signature

Seth Cutter

Print Name

1/21/14

Date

Supervisor Signature

Chris Schmitt

Print Name

1/21/14

Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 39 Work Plan

**Action Title:** District Bicycle Plan

**Description:** This planning document will identify existing and proposed bikeways in Orange County. It will also include resources for the development of future bikeways.

**Completion Date:** June 30, 2014

**Final Deliverable:** A bicycle plan that will show existing and proposed bikeways, as well as serve as a resource for planning the development of future bikeways.

**Performance Measures:** The success of the document can be measured by the completeness of the described bikeways network, as well as the available resources it provides for its readers.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Compile Bikeways Facilities</b>			
Subtask 1.1: Existing bikeways	[Division/District, Office, and lead individual]	September 2013	
Subtask 1.2: Proposed bikeways	[Division/District, Office, and lead individual]	March 2014	
Subtask 1.3: Bikeways planning efforts within the region.	Division/District, Office, and lead individual]	April 2014	
<b>Task #2: Resources</b>			
Subtask 2.1: Design	Division/District, Office, and lead individual]	May 2014	
Subtask 2.2: Laws, Legislation, Education	Division/District, Office, and lead individual]	May 2014	
Subtask 2.3: Funding		May 2014	
Task #3: Final Document		June 2014	

**Work Plan Written by:** Romeo Estrella

**Date:** January 17, 2014



ROMEO ESTRELLA

1/17/14

Lead Individual Signature

Print Name

Date




Print Name

Date

MAUREAN EL HARAKE

1/17/14

Supervisor Signature

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## **3: Funding and Project Selection**

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## Complete Streets Implementation Action Plan 2.0

### Action Item 40 Work Plan

**Action Title:** Benefit-Cost Tool Improvements/Lifecycle Cost Analysis

**Description:** Research methodologies for incorporating complete street investment into benefit-cost analysis.

**Completion Date\*:** 12/2015

**Final Deliverable:** Depending on the current state of accepted practices, develop methodologies into a stand-alone model or tool that could quantify the benefits of complete street investments.

**Performance Measures:**

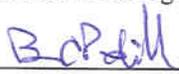
The standard measures from Cal B/C that includes travel time savings, accident or safety benefits, vehicle operating costs and emission benefits.

	Lead	Completion Date*	Deliverable (if applicable)
<b>Task #1: Contract</b>			
Subtask 1.1: Research current state of practices and incorporate complete street investments to benefit cost analysis.	DOTP/OSP-EAB/ Rose Agacer	8/2014	
Subtask 1.2: Decide if the B/C model will be updated to accommodate complete street projects or devise a stand-alone model to do the analysis.	DOTP/OSP-EAB/ Rose Agacer	12/2014	
<b>Task #2: Implementation</b>			
Subtask 2.1: Coordinate with other Departmental Divisions, Districts, and the California Transportation Commission for the updates, either through the Cal B/C model or the new stand-alone model/tool.	DOTP/OSP-EAB/ Rose Agacer	12/2015	Cal B/C Updates or a Separate Model

\*Completion date depends on availability of funds to finance the project.

**Work Plan Written by:** Rose Agacer

**Date:** 1/24/2014

 Lead Individual Signature	NERIE ROSE AGACER-SOLIS Print Name	1/27/2014 Date
 Supervisor Signature	Barry Padilla Print Name	27 Jan 14 Date

## Complete Streets Implementation Action Plan 2.0

### Action Item ~~#5B~~ Work Plan

**Action Title:** "Replace in Kind" Policies

**Description:** Implement Districts' 2015 Ten Year Pavement Plans (TYPP) to incorporate ADA and complete streets elements.

**Completion Date:** November 15, 2014

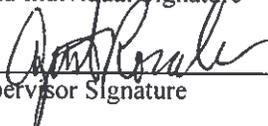
**Final Deliverable:** 2015 District Ten Year Pavement Implementation Plan

**Performance Measures:** lane miles accomplished with secondary ADA curb ramps and potential complete streets elements as shown in the SHOPP Tool.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: District Outreach for TYPP</b>			
Subtask 1.1: HQ maintenance schedules statewide 2015 TYP pavement meetings	Div of Mtce/all districts /Susan Massey	March 2014	Schedule of District Meeting Dates
Subtask 1.2: HQ Maintenance to provide District Pavement GIS maps & pavement target dollars	Div of Mtce/all districts /Susan Massey	March 2014	Track pavement condition & Ongoing projects
Subtask 1.3: HQ to set up statewide 2015 Ten Yr SHOPP Plan teleconference	Div of Mtce/all districts/Mike Evans	June 2014	Draft 2015 District TYP
<b>Task #2: Finalize 2015 TYP &amp; SHOPP Tool for pavement</b>			
Subtask 2.1: HQ reviews District Draft 2015 Financially Constrained TYPP	Div of Mtce/all districts /Susan Massey	July 2014	Draft 2015 TYPP performance measures
Subtask 2.2: HQ schedules Final Statewide Teleconference for 2015 TYP & SHOPP Tool revision	Div of Mtce/all districts /Mike Evans	November/2014	Final SHOPP Tool for 2015 TYPP with performance measures

**Work Plan Written by:** Susan Massey

**Date:** 1/2/14

 Lead Individual Signature	Susan Massey Print Name	1/8/14 Date
 Supervisor Signature	AGUSTIN ROSALES Print Name	1/8/14 Date

# Complete Streets Implementation Action Plan 2.0

## Action Item 42 Work Plan

**Action Title:** ADA Self Assessment (Phase II)

**Description:** Conduct a review of Caltrans Park and Ride lots, safety roadside rest areas, pedestrian over/under crossings, and on/off ramps. Develop a plan to address the needed ADA improvements.

**Completion Date:** June 2015

**Final Deliverable:** Updated ADA transition plan

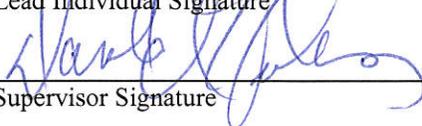
**Performance Measures:**

Receipt of completed ADA transition plan

	Lead	Completion Date	Deliverable (if applicable)
Task #1: Infrastructure Assessment for ADA Compliance			
Subtask 1.1: Infrastructure Assessment	ADA Infrastructure Program	06/2015	Transition Plan

**Work Plan Written by:** Sri Balasubramanian

**Date:** January 9, 2014

	SRIKANTH N. BALASUBRAMANIAN	01-09-14
Lead Individual Signature	Print Name	Date
	David Heikens	1/10/14
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 43 Work Plan

**Action Title:** Complete Streets Implementation Successes and Opportunities for Tribes

**Description:** Review past tribal projects and identify examples of complete streets projects in Indian country so that they can be documented and shared with others who may be considering implementing complete streets projects in Tribal lands. Document a few key successful Complete Streets examples in Native American Communities, and develop a best practices guide that shows case studies where integrated multimodal projects were planned, designed, and built in Indian Country. Outline how these projects came to fruition, including creative funding solutions such as grants that may have helped begin the process.

**Completion Date:** June 2016

**Final Deliverable:** A Complete Streets in California Native American Communities Best Practices Document

**Performance Measures:**

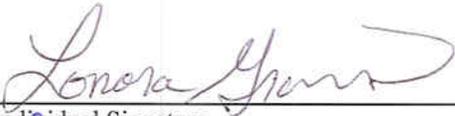
The Document is prepared and distributed to Tribal Communities in California

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Identify and Research successful Tribal Complete Streets projects</b>			
Subtask 1.1: Review CBTP and EJ grant awards for Tribal grants that may have led to complete streets.	DOTP, NALB	January, 2016	
Subtask 1.2: Make a presentation to the NAAC to get their input.	DOTP, NALB	January, 2016	Presentation at Q1 NAAC Meeting
Subtask 1.3: Poll/work with the with Caltrans DNALs and with key Tribal representatives to identify any Complete Streets examples in California Native American Communities	DOTP, NALB	January, 2016	
Subtask 1.4: Research identified projects, funding sources, etc. Analyze data found	DOTP, NALB	January, 2016	
<b>Task #2: Draft Complete Streets Best Practices in Tribal Communities Document</b>			
Subtask 2.1: Analyze information collected, and draft a Complete Streets Best Practices in CA Native American Communities document	DOTP, NALB	April, 2016	Draft Document
Subtask 2.2: Have Draft reviewed by NAAC and by DNALs. Follow up on any	DOTP, NALB	April, 2016	

suggestions made by the NAAC			
Finalize, publish/post, and print final document	DOTP, NALB	June 2016	Final Complete Streets in Native American Communities Document

**Work Plan Written by:** Lonora Graves

**Date:** April 3, 2014

	Lonora Graves	4/4/2014
Lead Individual Signature	Print Name	Date
	Alyssa Begley	4/4/2014
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 44 Work Plan

**Action Title:** Pilot Interchange Reconfiguration Process with the City of Chula Vista

**Description:** Identify 2 interchanges-- one in project development and another that is not currently a project (i.e., retrofit) to improve bicycle and pedestrian mobility at both locations.

**Completion Date:** February 15, 2015

**Final Deliverable:** Plans for a low-cost improvement project at the Main St. and I-5 interchange in the City of Chula Vista (retrofit) and coordination for a robust bicycle and pedestrian improvement as a component of the future reconfiguration of the I-805 and East H St. interchange (future project) that is proposed as a Regional Transportation Improvement, which would include an in-line transit station.

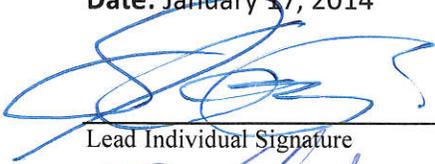
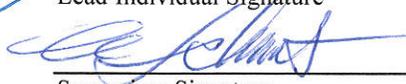
**Performance Measures:**

The success of this exercise will be measured by the ability to deliver projects that will satisfy both City of Chula Vista recommendations for accommodating bicyclists and pedestrians while adhering to Caltrans design standards.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Main St. / I-5 Interchange reconfiguration</b>			
Subtask 1.1: Meet with City Engineering staff	Planning/District 11/Public Transit Branch- Seth Cutter	October 2013	Obtain a clear understanding of the issues
Subtask 1.2: Caltrans and City staff coordinate to develop reconfiguration plans	City of Chula Vista Engineering	October 2014	Develop a reconfiguration project
Subtask 1.3: Submit project for Caltrans permit	City of Chula Vista Engineering/ District 11 Planning-- Seth Cutter	January 2015	Build Project
<b>Task #2: East H St/ I-805 Interchange</b>			
Subtask 2.1: Meet with City Engineering staff	Planning/District 11/Public Transit Branch- Seth Cutter	October 2013	Obtain a clear understanding of the issues
Subtask 2.2: Obtain City recommendations for the project	Planning/District 11/Public Transit Branch- Seth Cutter	January 2015	A robust multi-modal connection across the I-805 interchange at E. H St.

**Work Plan Written by:** Seth Cutter, Associate Transportation Planner, District 11

**Date:** January 17, 2014

	Seth Cutter	1/21/14
Lead Individual Signature	Print Name	Date
	Chris Schmitt	1/21/14
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 45 Work Plan

**Action Title:** Freeway Interchange Reconfiguration Working Group with SANDAG staff

**Description:** Identify freeway interchanges in the San Diego Region that are candidates for bicycling and pedestrian improvements at locations that are not included in the Regional Transportation Plan.

**Completion Date:** October 1, 2014

**Final Deliverable:** A list of potential projects that would improve pedestrian and bicyclist mobility that would be included in the upcoming SANDAG Regional (Transportation) Plan

**Performance Measures:**

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Develop a list of locations that are candidates for bike/ped improvements</b>			
Subtask 1.1: Meet with SANDAG staff to define the project	Planning/District 11/Public Transit Branch- Seth Cutter/ Mike Pickford	December 2013	
Subtask 1.2: Determine a list of locations and propose improvements and work with SANDAG staff to support inclusion of list in Regional Plan	Planning/District 11/Public Transit Branch- Seth Cutter/ Mike Pickford	January 2014	
Subtask 1.3: Publish List of locations in Regional Plan	SANDAG	July 2015	

**Work Plan Written by:** Seth Cutter, Associate Transportation Planner, District 11

**Date:** January 17, 2014

 Lead Individual Signature	Seth Cutter Print Name	1/21/14 Date
 Supervisor Signature	Chira Schmidt Print Name	1/21/14 Date

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## **4: Awareness and Outreach**

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## Complete Streets Implementation Action Plan 2.0

### Action Item 46 Work Plan

**Action Title:** Active Transportation Program (ATP) Outreach Plan

**Description:** Prepare and implement rollout of outreach training for the ATP guidelines

**Completion Date:** April, ~~2014~~ 2016

**Final Deliverable:** Training for local agencies and Caltrans staff in all 12 Caltrans districts.  
Continue training through Cycles 2 and 3.

**Performance Measures:**

Providing a clear understanding of ATP guidelines and application procedures

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Training Development</b>			
Develop ATP guidelines training and bicycle program training	OATSP	March, 2014	Course materials
<b>Task #2: Training and Outreach</b>			
Hold twelve ATP guidelines training classed in the twelve Caltrans districts for Caltrans staff and local agencies.	OATSP	April, 2014	Completed ATP guidelines training

Task #3: Continue training though Cycles 2 and 3

April 2016

**Work Plan Written by:** [Paul Moore]

**Date:** [March 14, 2014]

	Teren McWilliam	3-27-14
Lead Individual Signature	Print Name	Date
	April Nibos	3/31/14
Supervisor Signature	Print Name	Date

# Complete Streets Implementation Action Plan 2.0

## Action Item # 47 (Leave blank, to be completed by OCP) Work Plan

**Action Title:** Main Streets Guidance

**Description:** Print and distribute updated Main Streets Guide; develop a draft proposed Implementation Plan.

**Completion Date:** June ~~2014~~, 2015

**Final Deliverable:** Main Streets Guide 3<sup>rd</sup> edition and draft Implementation Plan

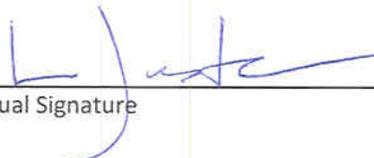
**Performance Measures:**

Number of hard copies distributed; number of hits on Caltrans website

	Lead	Completion Date	Deliverable(if applicable)
Task #1: CSS Implementation Workshops Final Summary Report			
Subtask 1.1: Print and distribute updated Main Streets Guide	Design/ Landscape Architecture Program	December 2013	Main Streets Guide, 3 <sup>rd</sup> edition
Subtask 1.2 Develop a draft proposed Implementation Plan	Design/ Landscape Architecture Program	June <del>2014</del> 2015	Draft Implementation Plan

**Work Plan Written by:** Lara Justine

**Date:** December 6, 2013

 Lara Justine      Lara Justine      12-9-13  
Lead Individual Signature      Date

 Keith Robinson      Keith Robinson      12.10.13  
Supervisor Signature      Date



## Complete Streets Implementation Action Plan 2.0

### Action Item 49 Work Plan

**Action Title:** Tailored Complete Streets Outreach Material for the Tribes

**Description:** Create tribally-specific complete streets outreach material that includes examples from Tribal Communities and possibly shares information specific to Tribes on designing transportation facilities that support all users.

**Completion Date:** December 2015

**Final Deliverable:** A complete streets brochure specific to tribes

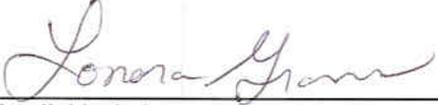
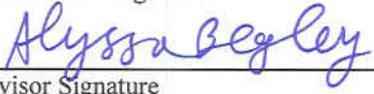
**Performance Measures:**

Tribally specific complete streets brochure is published and made available to CA Tribes and to the District Native American Liaisons (DNAL)

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Review and research for brochure development</b>			
Subtask 1.1: Review existing complete streets brochure	DOTP, NALB	April 2015	
Subtask 1.2: work with the Native American Advisory Committee (NAAC) and with Caltrans DNALs to identify any Complete Streets examples and tribally-specific issues to consider when developing a tribally-specific complete streets brochure. Follow up on any suggestions made by the NAAC or the DNALs.	DOTP, NALB	May, 2015	Presentation at the NAAC Meeting
Subtask 1.3: Research successful projects and complete streets resources for tribes	DOTP, NALB	May, 2015	
<b>Task #2: Develop updated Complete Streets for Tribes brochure</b>			
Subtask 2.1: Analyze information collected, and work with the Complete Streets team to draft a tribally specific brochure	DOTP, NALB	September, 2015	Draft brochure
Subtask 2.2: Have Draft reviewed by NAAC and by DNALs	DOTP, NALB	October 2015	
Finalize, publish/post, and print final document	DOTP, NALB	December 2015	Final Complete Streets for Tribes brochure

Work Plan Written by: Lonora Graves

Date: April 3, 2014

	Lonora GRAVES	4/4/2014
Lead Individual Signature	Print Name	Date
	Alyssa Begley	4/4/2014
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 50 Work Plan

**Action Title:** Marketing of National Household Travel Survey (NHTS) Data

**Description:** Travel behavior data profiles that can include data from current bike riders and walkers regarding the lack of complete streets features in their communities.

**Completion Date:** 6/30/2014

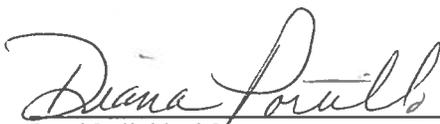
**Final Deliverable:** Travel behavior data profiles based on various demographic groups and geographies.

**Performance Measures:** Data from questions focusing on complete streets features can be compared to future NHTS.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Redesign of current profiles to include complete streets data</b>			
Subtask 1.1: Analysis of bike and walk questions by different variables.	OTFA	4/30/2014	
Subtask 1.2: Production of revised profile	OTFA	6/30/2014	Travel Behavior Profile with focus on complete stree
Subtask 1.3: [Subtask Description]	Division/District, Office, and lead individual]	[Month/Year]	
<b>Task #2: [Task Title]</b>			
Subtask 2.1: [Subtask Description]	Division/District, Office, and lead individual]	[Month/Year]	
Subtask 2.2: [Subtask Description]	Division/District, Office, and lead individual]	[Month/Year]	

**Work Plan Written by:** Diana Portillo

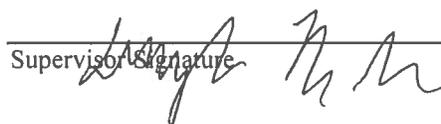
**Date:** March 14, 2014



Lead Individual Signature

Diana Portillo

3/14/2014



Supervisor Signature

Doug MacIvor

3/14/2014

## Complete Streets Implementation Action Plan 2.0

### Action Item 51 Work Plan

**Action Title:** District 1 Complete Streets Outreach

**Description:** Actions designed to raise awareness of complete streets concepts and to collaborate with partner agencies.

**Completion Date:** December 2015

**Final Deliverable:** Updated Bicycle Touring Guide, Bicycle Touring mobile phone application, updated website.

**Performance Measures:**

Updated Bicycle Touring Guide, Completion of Bike mobile phone application, updated website

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Update Bicycle Touring Guide</b>			
Subtask 1.1: Revise the Guide to include updated information for cyclists to access local goods & services along their route	Planning/District1/ Lisa Hockaday	June 2015	Revised Guide
Subtask 1.2: Get feedback from users	Planning/District1/ Lisa Hockaday	December 2015	
Subtask 1.3: Distribute the Guide to bike shops and cyclists upon request	Planning/District1/ Lisa Hockaday	Upon request	
<b>Task #2: Bicycle Touring Mobile Phone Application</b>			
Subtask 2.1: Research options in creating an application to guide cyclists through District 1	Planning/District1/ Lisa Hockaday	June 2015	List of options
Subtask 2.2: Create the application	Planning/District1/ Lisa Hockaday	June 2016	Application ready for download from District 1 website
<b>Task #3: Promote bicycling through Bike Month activities.</b>			
Subtask 3.1: Coordinate with local cycling groups to produce events for the public to attend	Planning/District1/ Lisa Hockaday	June 2014	
Subtask 3.2: Coordinate with local government to proclaim May as Bike Month	Planning/District1/ Lisa Hockaday	May 2014	

Task #4: Update Website			
Subtask 4.1: Update the Guide on the District 1 Website at the completion of Task 1	Planning/District1/ Lisa Hockaday	July 2015	
Subtask 4.2: Review and update as necessary links that are provided on the site	Planning/District1/ Lisa Hockaday	June 2015	
Task #5: Coordinate with Local agencies			
Subtask 5.1: Coordinate with HCAOG on the Complete Streets portion of their RTP update	Planning/District1/ Lisa Hockaday	March 2015	
Subtask 5.2: Attend HCAOG Bicycle Task Force meetings	Planning/District1/ Lisa Hockaday	Ongoing	

**Work Plan Written by:** Lisa Hockaday

**Date:** March 13, 2014

	Lisa Hockaday	3/13/14
Lead Individual Signature	Print Name	Date
	Rex A. Tackema	3/13/14
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 52 Work Plan

**Action Title:** District 9 Bike Brochure

**Description:** Create a brochure that can be downloaded from the District 9 Bike Page and distributed out to bicycle organizations for complete streets outreach in the District.

**Completion Date:** ~~6/30/2014~~ January 2015

**Final Deliverable:**

- Brochure containing safety tips, bicycle laws and general information on bicycle facilities and their associated amenities in District 9.

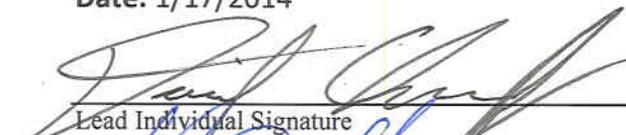
**Performance Measures:**

Draft copies of the brochure will be sent out to local and partner agencies for review and suggestions. Final approval will be required from the District 9 Director and Deputy Director of Planning.

	Lead	Completion Date	Deliverable
<b>Task #1: Complete a Draft Brochure</b>			
Subtask 1.1: Review existing bicycle brochures and devise a comprehensive format for District 9	Planning/District 9, David Chursenoff	2/2014	Research
Subtask 1.2: Solicit input from bicycle shops and organizations on pertinent information (especially for eastern sierra visitors and beginner riders)	Planning/District 9, David Chursenoff	3/2014	Correspondence
<b>Task #2: Distribute Draft Brochure for Review</b>			
	Planning/District 9, David Chursenoff	5/2014	Edits
<b>Task #3: Obtain approval from District 9 Director and Deputy Director of Planning</b>			
	Planning/District 9, David Chursenoff	<del>6/2014</del> 1/2015	Edits

**Work Plan Written by:** David Chursenoff, District 9 Bicycle Coordinator

**Date:** 1/17/2014

	David Chursenoff	1/24/2014
Lead Individual Signature	Print Name	Date
	Ryan Dermody	1/14/2014
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 53 Work Plan

**Action Title:** Complete Streets Web Page Update

**Description:** Update the internet and intranet Caltrans complete streets websites. This will include updating the layout, including information about the action items in the CSIAP 2.0, links to related projects and efforts, links to other related functions websites, links to other complete streets resources. The website will be one stop to access all Caltrans complete streets information.

**Completion Date:** October 2014

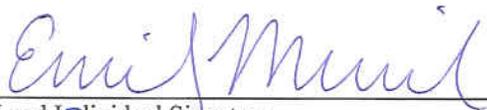
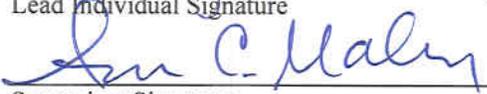
**Final Deliverable:** A functional and informative complete streets web page that can be a tool to Caltrans staff and the public.

**Performance Measures:** Ability to have all Caltrans complete streets related information easily found on the website.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Update Complete Streets Web Pages</b>			
Subtask 1.1: Meet and collect ideas of what needs to be updates/added.	OCP	August 2014	Meeting Notes
Subtask 1.2: Compile all information to post.	OCP	August 2014	Webpage File
Subtask 1.3: Meet with the DOTP webmaster to develop the webpage layout.	OCP	September 2014	Layout plan
Subtask 1.2: Upload and publish information online.	OCP	October 2014	New webpage

**Work Plan Written by:** Emily Mraovich

**Date:** June 12, 2014

	Emily Mraovich	6/12/14
Lead Individual Signature	Print Name	Date
	Ann C. Maham	6/12/2014
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 54 Work Plan

**Action Title:** Create Active Transportation Program (ATP) guidelines and ATP website

**Description:** The Active Transportation guidelines (ATP) and ATP website are being created for the ATP. The first ATP call-for-projects will happen in March, 2014. After this round of project-reviews is completed in August, 2014, the ATP website will also be completed.

**Completion Date:** August 2014

**Final Deliverable:** Completed ATP guidelines and ATP website.

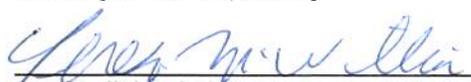
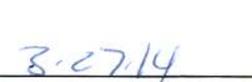
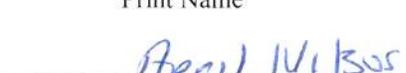
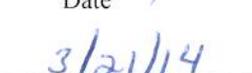
**Performance Measures:**

Updated, accurate ATP and MAP-21 performance measures

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: ATP Call-for-Projects</b>			
Subtask 1.1: ATP Guidelines completed	OATSP	March, 2014	
Subtask 1.2: Call for Projects, project review, and project awards	OATSP	August, 2014	ATP projects awarded
<b>Task #2: ATP website</b>			
Subtask 2.1: Completed ATP website	OATSP	August, 2014	

**Work Plan Written by:** [Paul Moore]

**Date:** [March 14, 2014]

		
Lead Individual Signature	Print Name	Date
		
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 55 Work Plan

**Action Title:** Bicycle facility layer on CT earth

**Description:** As part of the State Bicycle Plan and Bicycle Map, CT Earth GIS “layers” will be developed that include available information on State Route types, areas closed to bicycles, alternative routes, and Class II or III bicycle facilities.

**Completion Date:** December, 2016

**Final Deliverable:** GIS information on CT earth detailing bicycle facilities on the State Highway System (SHS).

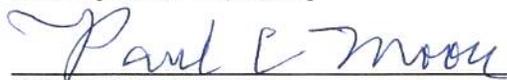
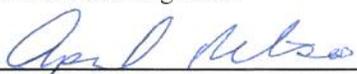
**Performance Measures:**

A completed bicycle map and CT earth counterpart that are “user friendly” for the traveling public in general and the bicycling community specifically.

	Lead	Completion Date	Deliverable (if applicable)
<b>State bicycle facilities on CT earth</b>			
Identify all bicycle facilities on SHS	OATSP DOTP Traffic Ops	June 2015	
Develop bicycle map for the State Bicycle Plan	OATSP	December 2015	
From data and information collected for State Bicycle Map, have GIS layers constructed on CT earth	OATSP	December 2016	State bicycle facilities on CT earth

**Work Plan Written by:** [Paul Moore]

**Date:** [March 14, 2014]

	Paul C. Moore	3-27-14
Lead Individual Signature	Print Name	Date
	April Ni Bos	3/27/14
Supervisor Signature	Print Name	Date

# Complete Streets Implementation Action Plan 2.0

## Action Item **92** Work Plan 56

**Action Title:** Caltrans District 2 bike pages

**Description:** Update and modify Intranet and Internet Bicycle page to include all relevant guidance and laws to provide a comprehensive page.

**Completion Date:** June 2014

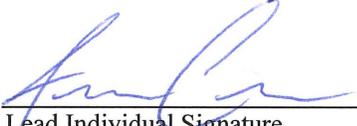
**Final Deliverable:** Updated intranet and internet bike pages with all relevant bicycle information.

**Performance Measures:** District's and public's increased knowledge of bicycle guidance, regulations, design standards and current bicycle facilities (per bike guide link).

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Update intranet bike page</b>			
Subtask 1.1: Update links, resources and contact information in internal intranet site.	D2 – Office Community and Regional Planning – Aaron Casas	March 2014	Final updated intranet page
<b>Task #2: Update Internet bike page</b>			
Subtask 2.1: Update links, design resources, external pages and contact information in external internet site.	D2 – Office Community and Regional Planning – Aaron Casas	June 2014	Final updated internet page

**Work Plan Written by:** Aaron Casas

**Date:** 1/14/14

 Lead Individual Signature	Aaron Casas Print Name	3/18/14 Date
 Supervisor Signature	Michelle Millette Print Name	3/20/2014 Date

## Complete Streets Implementation Action Plan 2.0

### Action Item Work Plan 57

**Action Title:** District 4 Bicycle Resources Website – update and revamp as District 4 Pedestrian and Bicycle Program Website

**Description:** Add information about the Bay Bridge Bike/Pedestrian Path, contact information for the D4 Pedestrian & Bicycle Branch, additional links, and other information.

**Completion Date:** June 30, 2014

**Final Deliverable:** District 4 Pedestrian & Bicycle Program website

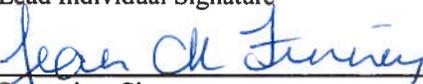
**Performance Measures:**

Counts of visits to District 4 Bicycle Resources website after its posting.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Produce Draft Revamped Website</b>			
<b>Subtask 1.1: Produce list of website components</b>	District 4 Pedestrian & Bicycle Branch	April 2014	
<b>Subtask 1.2: Design draft website (not posted)</b>	District 4 Pedestrian & Bicycle Branch	May 2014	
<b>Task #2: Finalize and Post Revamped Website</b>			
<b>Subtask 2.1: Edit draft website as needed</b>	District 4 Pedestrian & Bicycle Branch	June 2014	
<b>Subtask 2.2: Post District 4 Pedestrian &amp; Bicycle Program website</b>	District 4 Pedestrian & Bicycle Branch	July 2014	

**Work Plan Written by:** Beth Thomas

**Date:** February 4, 2014

 Lead Individual Signature	Beth Thomas Print Name	3/27/14 Date
 Supervisor Signature	Jean C.R. Finney Print Name	3/27/14 Date

# Complete Streets Implementation Action Plan 2.0

## Action Item 58 Work Plan

**Action Title:** Update District 5 bike website

**Description:** Update District 5 website

**Completion Date:** March 2015

**Final Deliverable:** website page

**Performance Measures:**

Bicycle information for travelers on District 5 state highways

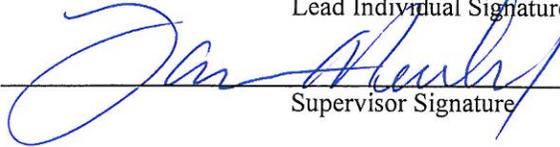
	Lead	Completion Date	Deliverable (if applicable)
Task #1: Update bike webpage	Planning and Traffic Safety	March 2015	webpage

**Work Plan Written by:** Adam Fukushima

**Date:** June 24, 2014

  
Lead Individual Signature

Adam Fukushima 6/24/14  
Date

  
Supervisor Signature

Completed 6/24/14  
Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 59 Work Plan

**Action Title:** Update District 9 Bike Webpage

**Description:** Update the District 9 bike page on the internet. The updated elements will include color bike maps and a list of upcoming bicycle events for 2014.

**Completion Date:** ~~6/30/2014~~ January 2015

**Final Deliverable:**

- Color bike maps with updated descriptions and elevation profiles reflecting changes to the highway system, bicycle facilities and associated amenities
- Updated Current Events section with contributions from partner organizations and District 9's participation in the 2014 Bike to Work Week challenge

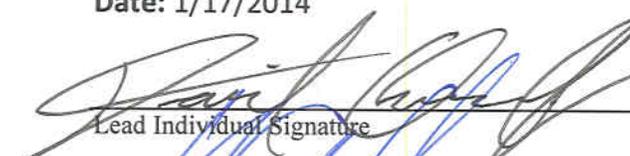
**Performance Measures:**

Site visitors will be encouraged to contact the District 9 bicycle coordinator with comments in addition to questions. Comments regarding the site will be filed and evaluated for improvements.

	Lead	Completion Date	Deliverable
<b>Task #1: Update Bike Maps</b>			
Subtask 1.1: Collect Bicycle GIS data from counties and local agencies in District 9	Planning/District 9, David Chursenoff	1/2014	GIS Data
Subtask 1.2: Update GIS data for services and amenities	Planning/District 9, David Chursenoff	2/2014	GIS Data
Subtask 1.3: Update Segment Descriptions and Elevation Profiles	Planning/District 9, David Chursenoff	4/2014	Text, Images
<b>Task #2: Update Current Events Section</b>			
Subtask 2.1: Contact local bicycle shops and organizations for upcoming events	Planning/District 9, David Chursenoff	Ongoing	Correspondence
Subtask 2.2: Document Bike to Work Week events with photographs, video clips and interviews with participants	Planning/District 9, David Chursenoff	<del>6/2014</del> 1/2015	Archive

**Work Plan Written by:** David Chursenoff, District 9 Bicycle Coordinator

**Date:** 1/17/2014

 Lead Individual Signature	David Chursenoff Print Name	1/14/2014 Date
 Supervisor Signature	Ryan A. Perry Print Name	1/14/2014 Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 60 Work Plan

**Action Title:** District 11 Bicycle Resources Web Page Update

**Description:** Provide an update to the existing Bicycle Resource page on the District 11 website. This will include bicycling safety information, a link to the new online bicycle mapping tool, and links to other relevant local, regional and state bicycling resources.

**Completion Date:** December 1, 2014

**Final Deliverable:** A functional and informative bicycling resources web page, centric to District 11

**Performance Measures:**

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Update D-11 Bicycle Resources Web Page</b>			
Subtask 1.1: Collect information	Planning/District 11/Public Transit Branch- Seth Cutter	May 2014	
Subtask 1.2: Work with District Graphic Artist to upload and publish information online	Planning/District 11/Public Transit Branch- Seth Cutter/Teresa Salazar	July 2014	

**Work Plan Written by:** Seth Cutter, Associate Transportation Planner, District 11

**Date:** January 17, 2014



Lead Individual Signature

Seth Cutter

Print Name

1/21/14

Date



Supervisor Signature

Chris Schmidt

Print Name

1/21/14

Date

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## **5: Data and Performance Measures**

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## Complete Streets Implementation Action Plan 2.0

### Action Item 61 Work Plan

**Action Title:** Report the Complete Streets Data in the Executive Fact Book

**Description:** Report the complete streets data collected from the Project Delivery Assets (PDA) Web Tool in the Caltrans Executive Fact Book

**Completion Date:** December 31, 2014

**Final Deliverable:** Complete Streets data will be included in the Executive Fact Book

**Performance Measures:**

The selected Complete Streets data items are included in the next Executive Fact Book

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Decide on which Complete Streets data items from the PDA Web Tool we will include in the Executive Fact Book</b>			
	Complete Streets TAC and DRISI	May 2014	A list of selected data items
<b>Task #2: Run the PDA Web Tool reports by either Calendar Year or Fiscal Year to get a summary of the selected data items and quality check the data</b>			
	Complete Streets TAC and DRISI	November 2014	A summary of Complete Street Data Items by FY or Calendar Year
<b>Task #3: Include the data items in the Executive Fact Book</b>			
	DRISI	December 2014	Complete Streets data to be included in the 2015 Executive Fact Book

**Work Plan Written by:** Mandy Chu

**Date:** January 17, 2014

  
Lead Individual Signature

Mandy Chu  
Print Name

1/17/14  
Date

  
Supervisor Signature

Mark Samuelson  
Print Name

1/17/14  
Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 62 Work Plan

**Action Title:** LD-IGR Geobased Tracking System (GTS)

**Description:** Ensure that the system that is developed will allow for and is capable of identifying complete streets projects and mitigation. Perform an electronic search to monitor if any recommended complete streets mitigation was actually done on local development projects.

**Completion Date:** 12/31/2014

**Final Deliverable:** LD-IGR GTS Software Application

**Performance Measures:**

Each task, subtask and deliverable will be evaluated for its ability to incorporate records of complete streets implementation. Prior to the certification of each deliverable, each product will be reviewed for potential to incorporate the identification of complete streets implementation.

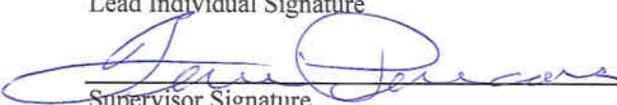
	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Project Management</b>			
Subtask 1.1: Develop Project Charter	DOTP OCP, Terri Pencovic/Information Technology (IT), Katrina Barnes	9/26/2013	Project Charter
Subtask 1.2: Consolidated Project Management Plan	DOTP OCP, Terri Pencovic/Information Technology (IT), Katrina Barnes	10/31/2013	Consolidated Project Management Plan
Subtask 1.3: Project Status Meetings	DOTP OCP, Terri Pencovic/Information Technology (IT), Katrina Barnes	11/15/2014	Monthly Status Reports
Subtask 1.4: DPAC Contract Completion	DOTP OCP, Terri Pencovic	12/15/2014	Closeout Letter
<b>Task #2: Solution Requirements Definition</b>			
Subtask 2.1: Develop Software Development Plan	DOTP OCP, Terri Pencovic/Information Technology (IT), Katrina Barnes	11/25/2013	Software Development Plan
Subtask 2.2: Develop Requirements Specification Document	DOTP OCP, Terri Pencovic/Information Technology (IT), Katrina Barnes	1/24/2014	Requirements Specification Document

Subtask 2.3: Develop Detailed Software Testing Plan	DOTP OCP, Terri Pencovic/Information Technology (IT), Katrina Barnes	11/25/2013	Detailed Software Testing Plan
Subtask 2.4: Develop Detailed Design Specification Guide	DOTP OCP, Terri Pencovic/Information Technology (IT), Katrina Barnes	01/24/2014	Detailed Design Specification Guide
<b>Task #3: Application Development</b>			
Subtask 3.1: Build Development Environment	DOTP OCP, Terri Pencovic/Information Technology (IT), Katrina Barnes	08/08/2014	Prototype Solution
Subtask 3.2: Data Acquisition and Migration	DOTP OCP, Terri Pencovic/Information Technology (IT), Katrina Barnes	09/05/2014	Data Migration
<b>Task #4: System Implementation</b>			
Subtask 4.1: Final Solution Implementation	DOTP OCP, Terri Pencovic/Information Technology (IT), Katrina Barnes	10/01/2014	System Tests Completed, Users Trained
Subtask 4.2: System Documentation	DOTP OCP, Terri Pencovic/Information Technology (IT), Katrina Barnes	11/01/2014	Application and System Support Manual

**Work Plan Written by:** Jesse Robertson

**Date:** 2/03/2014


 Lead Individual Signature     
 Jesse Robertson     
 Print Name     
 2/4/14     
 Date


 Supervisor Signature     
 TERRI PENCOVIC     
 Print Name     
 2/4/2014     
 Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 63 Work Plan

**Action Title:** Project Delivery Assets (PDA) Web Tool Improvement

**Description:** Integrate the PDA Web Tool and Maintenance's SHOPP Tool to collect data at various project phases to allow evaluation of project change requests and to track the complete streets components at the different stages of the project delivery process.

**Completion Date:** June 2015

**Final Deliverable:** One data collection system and database for tracking project data at various phases of project development life cycle.

**Performance Measures:**

Both HQ and districts are using the integrated system to input project data at PID, PA&ED, PS&E, and CCA phases of project delivery process. The data will provide adequate information for the Complete Streets TAC to determine if complete streets are being implemented effectively.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Integration of PDA Web Tool and SHOPP Tool</b>			
Subtask 1.1: Develop a project work plan	DRISI	March 2014	
Subtask 1.2: Input PDA data into SHOPP Tool	DRISI/ SHOPP	June 2014	
Subtask 1.3: Assess Data fields - Identify common data fields and data gaps	DRISI/ SHOPP	September 2014	
Subtask 1.4: Pilot test with a small group of users, evaluate, and debug the integrated system	DRISI/ SHOPP	March 2015	
Subtask 1.5: Deploy production version of "Integrated System"	DRISI/ SHOPP	June 2015	
<b>Task #2: Update PDA memo and finalize the new tool</b>			
Subtask 2.1: Update memo and get approval	DRISI/SHOPP	June 2015	
Subtask 2.2: Update websites and web links	DRISI/ SHOPP	June 2015	The Integrated System

**Work Plan Written by:** Mandy Chu

**Date:** January 17, 2014



Lead Individual Signature

Mandy Chu  
Print Name

1-17-14  
Date



Supervisor Signature

Mark Samuelson  
Print Name

1/17/14  
Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 64 Work Plan

**Action Title:** Add additional Complete Streets questions in the 2015 National Household Survey

**Description:** Questions will ask respondents if the lack of complete streets features like sidewalks, bike lanes, ramps, street markings and other features affect their mode choice. Particular focus will center around rural communities and lack of sidewalks, lighting and other complete streets features.

**Completion Date:** 9/30/2014

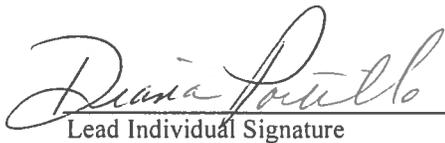
**Final Deliverable:** 1 to 6 add-on questions for the California portion of the 2015 NHTS. Final deliverable not determined at this time. FHWA NHTS Task Force must approve.

**Performance Measures:** Will be able to compare data to future NHTS data.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Form question development committee</b>			
Subtask 1.1: Evaluation of data needs for Complete streets questions consideration.	DOTP	6/15/2014	
Subtask 1.2: Develop questions	DOTP	7/30/2014	
Subtask 1.3: Finalize questions	DOTP	9/30/2014	
<b>Task #2: [Task Title]</b>			
Subtask 2.1: [Subtask Description]	Division/District, Office, and lead individual]	[Month/Year]	
Subtask 2.2: [Subtask Description]	Division/District, Office, and lead individual]	[Month/Year]	[last task should indicate final deliverable]

**Work Plan Written by:** Diana Portillo

**Date:** March 14, 2014

  
Lead Individual Signature

Diana Portillo

March 14, 2014

  
Supervisor Signature

Print Name

Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 65 Work Plan

**Action Title:** National Household Travel Survey (NHTS) Performance Measures

**Description:** When there is comparable data, respondent attitudes towards complete streets features will be analyzed and performance measures developed. Comparable date will not be available until there is data from at least two consecutive NHTS surveys.

**Completion Date:** N/A

**Final Deliverable:** Performance measures that will illustrate the success or failure of efforts to affect travel behavior through complete streets features.

**Performance Measures:** see Final Deliverable

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Develop Performance Measures</b>			
Subtask 1.1: Compare complete street date from 2015 to the next NHTS.	[Division/District, Office, and lead individual]	N/A	
Subtask 1.2: Perform analysis	[Division/District, Office, and lead individual]	N/A	
Subtask 1.3: [Subtask Description]	Division/District, Office, and lead individual]		
<b>Task #2: [Task Title]</b>			
Subtask 2.1: [Subtask Description]	Division/District, Office, and lead individual]	[Month/Year]	
Subtask 2.2: [Subtask Description]	Division/District, Office, and lead individual]	[Month/Year]	[last task should indicate final deliverable]

**Work Plan Written by:** Diana Portillo

**Date:** March 14, 2014

  
Lead Individual/Signature

Diana Portillo

March 14, 2014

  
Supervisor Signature

Doug MacIvor

March 14, 2014

## Complete Streets Implementation Action Plan 2.0

### Action Item # ~~40~~ Work Plan 66

**Action Title:** Bus Rapid Transit Integration

**Description:** Provision of current Bus Rapid Transit data, including case studies, via published documents and electronic information. BRT is one means of incentivizing the use of alternate modes that complete streets advocates.

**Completion Date:** The dissemination of BRT information is an on-going effort with periodic reviews and updates.

**Final Deliverable:** Supporting information for those designing transportation systems.

**Performance Measures:**

Success of the information will be measured by how often it will be used – i.e. how many BRT systems are on the road and if the BRT system is at maximum capacity.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Information update</b>			
Subtask 1.1: Monitor BRT policy and review Director's Policy DP-27 and Deputy Directive DD-98-R1. Update as needed.	DMT	Annually	Current DP-27 and DD-98-R1
Subtask 1.2: Review and update the Bust Rapid Transit Handbook for Partners	DMT	June 2015	Current document
Subtask 1.3: Post BRT Handbook on TransitWiki web site	DMT	June 2015	Current website information
<b>Task #2: Facilitate BRT discussions</b>			
Subtask 2.1: Continue holding video teleconferences with all Districts including sharing updated BRT information and examples.	DMT	Quarterly	

**Work Plan Written by:** Terry Farris

**Date:** April 4, 2014



Lead Individual Signature

Terry Farris  
Print Name

April 4, 2014  
Date



Supervisor Signature

Jila Priebe  
Print Name

April 4, 2014  
Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 67 Work Plan

**Action Title:** Transportation Planning Bicycle Task Force

**Description:** Recognizing there are numerous efforts and activities underway on the subject of Complete Streets, the Task Force will spur more discussion among leaders in HQ and the Districts. The Task Force is a forum to allow a focus discussion with the intent of identifying actions that can foster cultural shift within Caltrans to support bicycling. The purpose of the Task Force is to advance the mainstreaming of bicycle considerations into Caltrans' regular business practices, advance Caltrans' active support for bicycling on and off the State Highway System, identify actions to enhance bicycling and permeate throughout the Departments culture.

**Completion Date:** Through December 2014 or longer.

**Final Deliverable:** Short-term and long-term actions, information, research, and recommendations.

**Performance Measures:**

Establishment of bicycle support baseline and the measurement development of the Task Force's recommendations.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Establish Task Force Charter</b>			
Subtask 1.1: Establish Working Structure-Website, Parking lot, Monthly teleconferences	Aileen Loe / Bicycle Task Force	February 2014	Charter/Website/ Monthly scheduled meetings
<b>Task #2: Identify Areas of Focus</b>			
Subtask 2.2: Establish baseline – District Surveys	Bicycle Task Force	June 2014	Results
Subtask 2.2: Identify Best Practices-Survey of States	Bicycle Task Force	December 2014 or TBD	Results
Subtask 2.1: Develop performance measures	Bicycle Task Force	December 2014 or TBD	List of performance measures
<b>Task #3: Develop Framework for Action</b>			
Subtask 3.1: Short-term and long- term actions	Bicycle Task Force	December 2014 or TBD	List of Actions
<b>Task #4: Develop Task Force Recommendations</b>			
Subtask 4.1: Recommendations	Bicycle Task Force	December 2014 or TBD	List of Recommendations

**Work Plan Written by: Emily Mraovich**  
**Date: June 16, 2014**

	Emily Mraovich	6/18/14
Signature	Print Name	Date
	Paul Moore	6/18/14
Signature	Print Name	Date
	Aileen Loe	6/18/14
Signature	Print Name	Date

Transportation Planning Bicycle Task Force Charter—Signed by Kome Ajise, Deputy Director of Planning and Modal Programs on February 12, 2014.

# Complete Streets Implementation Action Plan 2.0

## Action Item 68 Work Plan

#114

**Action Title:** Bike Box Data Summary and Report

**Description:** A report will be generated showing the effectiveness of the bike box installed on SR 227 as a possible design treatment to be used as a tool of expanding complete streets

**Completion Date:** December 2014

**Final Deliverable:** data summary and report

**Performance Measures:**

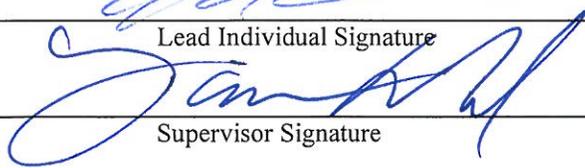
The reduction in conflicts between bicyclists and motorists.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: analyze video data and generate report</b>			
Subtask 1.1: analyze video	Planning and Traffic Safety	May 2014	
Subtask 1.2: write report	Planning and Traffic Safety	September 2014	
Subtask 1.3:			
<b>Task #2: [Task Title]</b>			
Subtask 2.1: [Subtask Description]	Division/District, Office, and lead individual]	[Month/Year]	
Subtask 2.2: [Subtask Description]	Division/District, Office, and lead individual]	[Month/Year]	[last task should indicate final deliverable]

**Work Plan Written by:** Adam Fukushima

**Date:** January 3 2014

  
\_\_\_\_\_  
Lead Individual Signature

  
\_\_\_\_\_  
Supervisor Signature

1/16/14

Date

1/16/14

Date

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## **6: Training**

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## Complete Streets Implementation Action Plan 2.0

### Action Item 69 Work Plan

**Action Title:** Statewide Complete Streets Training Course

**Description:** Roll out the Caltrans Complete Streets training course consisting of a pilot delivery and six deliveries statewide. This training will be offered to cross-functional staff in districts and will demonstrate how complete streets relate to all Caltrans work. Curriculum will be modified for each district location and updated as new legislation and programs pass. A plan for continuation of the course will be developed to hold 6 additional deliveries.

**Completion Date:** June 2016

**Final Deliverable:** Six statewide course deliveries in FY 13-14 and FY 14-15 with six possible future deliveries in FY 14-15 and FY 15-16.

**Performance Measures:**

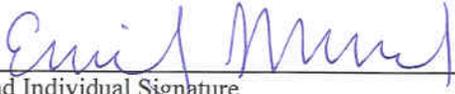
The course will be evaluated through course evaluations from class participants, the Office of Community Planning (OCP) and the Office of Workforce Development (OWD). OCP and OWD will keep a record of the number of Caltrans staff trained by this course.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Course Development</b>			
Subtask 1.1: Work with consultant team to develop course materials.	OWD/OCP	September 2013	Draft course materials
Subtask 1.2: Hold a Pilot Course to gain additional feedback from cross-functional Caltrans staff and subject-matter experts	OWD/OCP	October 2013	Evaluations and comment sheet from the pilot delivery.
<b>Task #2: Course Deliveries</b>			
Subtask 2.1: Edit course materials based on feedback from pilot delivery	OWD/OCP	December 2014	Final course materials
Subtask 2.2: Hold six statewide course deliveries with course modification for each District.	OWD/OCP	February 2015	Attendance rosters from 6 course deliveries
<b>Task #3: Course Continuation Plan</b>			
Subtask 3.1: Discuss pros/cons of first 6 deliveries and potential for future deliveries	OWD/OCP	July 2014	Memo
Subtask 3.2: Determine funding and contract for 6 additional statewide course deliveries through FY 14-15 and FY 15-16.	OWD/OCP	September 2014	Executed Contract

Subtask 3.3: Update course materials as needed.	OWD/OCF	January 2015	Final course materials
Subtask 3.4: Hold six statewide course deliveries with course modification for each District.	OWD/OCF	June 2016	Attendance rosters from the 6 course deliveries

**Work Plan Written by:** [Emily Mraovich]

**Date:** [June 12, 2014]

	Emily Mraovich	6/12/14
Lead Individual Signature	Print Name	Date
	Ann C. Mahaney	6/12/2014
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 70 Work Plan

**Action Title:** Complete Streets Training Courses with Tribes

**Description:** Make sure that the Caltrans DNALs and that Native American Transportation Professionals in CA are aware of the Complete Streets training offered by Caltrans. Share upcoming course information and offer them opportunities to participate in scheduled courses.

**Completion Date:** June 2015

**Final Deliverable:** Caltrans District Native American Liaisons (DNAL) and Tribal representatives participate in upcoming complete streets courses.

**Performance Measures:**

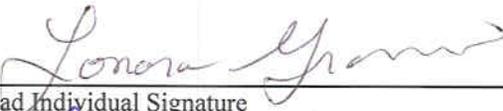
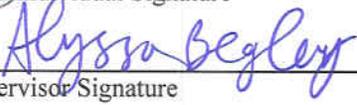
DNALs and Tribal representatives participate in Complete Streets training courses

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Inform DNALs and Tribes of Complete Streets Training Opportunities</b>			
Subtask 1.1: Get a schedule of upcoming complete streets courses. Share with DNAL, NAAC, and the Western Tribal Technical Assistance Program (TTAP)	DOTP, NALB	March 2015	
Subtask 1.2: Make a presentation to the NAAC on the Complete Streets courses, and get their input on soliciting tribal participation.	DOTP, NALB	March 2015	Presentation at NAAC Meeting
Subtask 1.3: Develop procedure for enrolling Tribal and/or DNAL participants in Complete Streets training deliveries.	DOTP, NALB	March 2015	
Subtask 1.4: Follow up on any marketing or information-sharing ideas offered by the NAAC	DOTP, NALB	May 2015	
<b>Task #2: Enroll Tribal and DNAL participants in Complete Streets Courses</b>			
Subtask 2.1: When complete streets course announcements are sent out, make sure they're forwarded to NALB, DNALs, and identified tribal contacts	DOTP, Office of Community Planning	May 2015	
Subtask 2.2: Use identified process to enroll DNAL and Tribal participants in complete streets courses	DOTP, NALB	June 2015	Tribal participants enrolled in Complete Streets Class
Subtask 2.3: Follow up with identified	DOTP, NALB	June 2015	

attendees to ensure participation (before class) and to get feedback (after class).			
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**Work Plan Written by:** Lonora Graves

**Date:** April 3, 2014

	Lonora Graves	4/4/2014
Lead Individual Signature	Print Name	Date
	Alyssa Begley	4/4/2014
Supervisor Signature	Print Name	Date

# Complete Streets Implementation Action Plan 2.0

## Action Item # ~~71~~ *(leave blank, to be completed by OCP)* Work Plan

**Action Title:** Initiate online Context Sensitive Solutions (CSS) training course

**Description:** Develop an online training suitable for new hire orientation as well as seasoned staff and local agency partners to understand role of CSS in project delivery efficiencies

**Completion Date:** ~~December 2014~~ June 2015

**Final Deliverable:** Online CSS Training

**Performance Measures:** Completed online training and the number of users that complete the course.

	Lead	Completion Date	Deliverable(if applicable)
<b>Task #1: CSS Online Training</b>			
Subtask 1.1: Develop scope of work for task order	Design/ Landscape Architecture Program	Feb 2014	
Subtask 1.2: Develop Inter-Agency Agreement	Design/ Landscape Architecture Program	Feb 2014	
Subtask 1.5 Review existing CSS Implementation Workshop PowerPoints	Design/ Landscape Architecture Program	March 2014	
Subtask 1.3: Develop online training goals and objectives	Design/ Landscape Architecture Program	March 2014	
Subtask 1.4 Develop online training outline	Design/ Landscape Architecture Program	May 2014	
Subtask 1.6 Develop Work Plan	Design/ Landscape Architecture Program	June 2014	
Subtask 1.7 Develop Final PowerPoints and online training	Design/ Landscape Architecture Program	Oct 2014	
Subtask 1.8 Upload to internet and make announcements	Design/ Landscape Architecture Program	Dec 2014	Online training course

**Work Plan Written by:** Carolyn Dudley

**Date:** December 6, 2013

Lead Individual Signature: *Carolyn Dudley* Carolyn Dudley Date: 12-9-13  
 Supervisor Signature: *Keith Robinson* Keith Robinson Date: 12-10-13

Due 11-25-13

CSIAP 2.0 Action Item # 21

Prepared by Carolyn Dudley. To be signed by supervisor then submit original to Emily Mraovich in Office of Community Planning (OCP) 12-6-13

# Complete Streets Implementation Action Plan 2.0

## Action Item N72W Work Plan

**Action Title:** 2014 Landscape Architecture (LA) Academy, Sessions 1 and 2

**Description:** Deliver 2014 Landscape Architecture Academy to 87 LA students statewide that includes CSS- and complete streets-related modules.

**Completion Date:** June 2014

**Final Deliverable:** Training and succession activities for LA staff in skills related to safety, professional development, project delivery, complete streets, partnerships, and livability and sustainability goals

**Performance Measures:**

Metrics include development of students' IDPs and career development plans, hits on LAP website, views on LAA website, certificates and LA licenses obtained

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Develop Academy</b>			
Subtask 1.1: Query District Landscape Architects on district training needs	HQ Landscape Architecture Program (LAP)	November 2013	Statewide LA training needs identified
Subtask 1.2: LA Academy goals and objectives development	HQ Landscape Architecture Program	February 2014	LA Academy goals and objectives
Subtask 1.3: LA Academy agenda, plenary sessions and breakout modules topics identified and developed	HQ Landscape Architecture Program, CSUS	April 2014	Academy content, powerpoints, handouts
<b>Task #2: Academy Delivery</b>			
Subtask 2.1: LA Academy Session 1 delivery to 42 students	HQ Landscape Architecture Program CSUS	May 2014	Academy delivery
Subtask 2.2: LA Academy Session 2 delivery to 45 students	HQ Landscape Architecture Program, CSUS	May 2014	Academy delivery
Subtask 2.3 Upload LA Academy content to LAP intranet	HQ Landscape Architecture Program	June 2014	Continuing education

**Work Plan Written by:** Carolyn Dudley

**Date:** June 4, 2014

*Carolyn Dudley*  
Lead Individual Signature

*June 4 2014*  
Date

*Kent*  
Supervisor Signature

*6.9.14*  
Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 73 Work Plan

**Action Title:** Project Engineer Academy (PEA).

**Description:** Incorporate Context Sensitive Solutions (CSS) and Complete Streets (CS) components to the PEA curriculum.

**Completion Date:** July 2014

**Final Deliverable:** CSS and CS as part of the Final PEA curriculum.

**Performance Measures:**

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Revise PEA Curriculum</b>			
Subtask 1.1: Make Complete Streets/Context Sensitive Solutions as the focus of the PEA prerequisite exercise, first Academy exercise and two "PDT" meetings during the Academy.	DOD OPDP – MR	Done- September 2013	Draft PEA curriculum
Subtask 1.2: Finalize PEA curriculum that includes CSS and CS.	DOD OPDP – MR	July 2014	Final PEA curriculum

**Work Plan Written by:** Carmen Shantz and Mark Robinson

**Date:** 11/21/13

Note: CSS and CS already incorporated in Draft PEA curriculum. PEA curriculum still under development, it will be finalized early next fiscal year. Next PEA will be late 2014.

Lead Individual Signature

11-21-13

Date

Supervisor Signature

11/21/13

Date

# Complete Streets Implementation Action Plan 2.0

## Action Item 74 Work Plan

**Action Title:** ADA Training

**Description:** Develop the curriculum and provide ADA related training to Caltrans construction, maintenance and encroachment permit staff

**Completion Date:** June 2015

**Final Deliverable:** Training material and training sessions

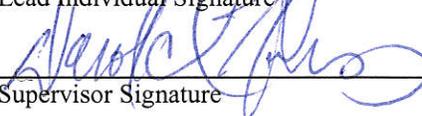
**Performance Measures:**

Provide at least one training session along with training material in each of the Caltrans districts.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Develop and Provide Training</b>			
Subtask 1.1: Develop training material and provide training to selected Caltrans staff	ADA Infrastructure Program	06/2015	Training material and training sessions

**Work Plan Written by:** Sri Balasubramanian

**Date:** January 9, 2014

	SRIKANTH N. BALASUBRAMANIAN	01-09-14
Lead Individual Signature	Print Name	Date
	David Heikeus	1/10/14
Supervisor Signature	Print Name	Date



## Complete Streets Implementation Action Plan 2.0

### Action Item 7.6 Work Plan

**Action Title:** LD-IGR Access Management Presentations

**Description:** Roll out Transportation Research Board (TRB) guidance as it applies to Caltrans through statewide training and a Planning Horizons webinar.

**Completion Date:** 9/30/2016.

**Final Deliverable:** Planning Horizons webinar and District Workshop Modules

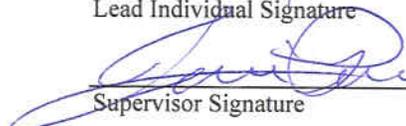
**Performance Measures:**

Adapt the TRB Access Management guide in accordance with Caltrans policies and practices. Develop and deliver a webinar presentation for the TRB Access Management Guide. Develop and deliver a training module based off of the Caltrans adaptation of the TRB Access Management Guide.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Revised Access Management Guidance</b>			
Subtask 1.1: Revised TRB Access Management Guidance	Transportation Research Board	9/30/2015	Revised TRB Manual/Guide
Subtask 1.2: Caltrans Digest of Federal Access Management Guide	Division of Traffic Operations/ Marc Birnbaum	3/31/2016	Caltrans Access Management Digest
<b>Task #2: Planning Horizons Presentation and Webinar</b>			
Subtask 2.1: Develop a Presentation for the Revised Access Management Guidance	DTO, Marc Birnbaum/DOTP, Terri Pencovic	6/30/2016	Presentation materials
Subtask 2.2: Present Access Management guidance at Planning Horizons/webinar	DTO, Marc Birnbaum/DOTP, OCP/OWD	9/30/2016	Planning Horizons Presentation and Webinar
<b>Task #3: Access Management Training for District Staff</b>			
Subtask 3.1: Develop Access Management Training Module	DTO, Marc Birnbaum/DOTP, Terri Pencovic	8/30/2016	Training Module
Subtask 3.2: Deliver Access Management Training Workshop to District staff.	DTO, Marc Birnbaum/DOTP, Terri Pencovic	12/31/2016	Statewide Training Events

**Work Plan Written by:** Jesse Robertson

**Date:** 2/03/2014

	Jesse Robertson	2/2/14
Lead Individual Signature	Print Name	Date
	TERRI PENCOVIC	2/4/2014
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item ~~59~~ Work Plan

77

**Action Title:** Traffic Analysis Knowledge Skills Abilities (TA-KSA) Training, AKA “Boot Camp”

**Description:** Provide training to staff on the range of techniques of traffic analysis. It will consist of 5 one-week modules with homework in between over a 16-month timeframe. A complete streets data module will be included in this training. Participants will be certified after completion of the coursework.

**Completion Date:** 12/31/2015

**Final Deliverable:** Training and certification of staff

**Performance Measures:**

Department employees’ abilities and skill-sets in performing traffic analysis for both urban and rural transportation planning and engineering projects.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Course Development</b>			
Subtask 1.1: Systems planning, project initiation, and project approval and environmental documentation	Planning/HQ, OTFA, Doug MacIvor	10/15/2014	Syllabus
Subtask 1.2: Local Development (LD), Inter-Governmental Review (IGR), and Capital Outlay Support	D.O.	02/01/2015	Syllabus
Subtask 1.3: Travel model forecasting, traffic indices, and project design	D.O.	06/15/2015	Syllabus
Subtask 1.4: Microsimulation, mesosimulation, and demand modeling	D.O.	10/15/2015	Syllabus
<b>Task #2: Course Offering</b>			
Subtask 2.1: Systems planning, project initiation, etc.	D.O.	10/21/2014	Classes
Subtask 2.2: LD, IGR, and Capital Outlay Support	D.O.	02/17/2015	Classes
Subtask 2.3: Travel forecasting, traffic indices, & project design	D.O.	06/23/2015	Classes
Subtask 2.4: Microsimulation and modeling	D.O.	10/20/2015	Classes
<b>Task #3: Course evaluation</b>			
Subtask 3.1: Course evaluation questionnaire	D.O.	11/30/2015	Survey

Subtask 3.2: Report documenting course outcomes	D.O.	12/15/2015	Report
Subtask 3.3: Report documenting pilot program evaluation	D.O.	12/31/2015	Report

**Work Plan Written by:** Vahid Nowshiravan

**Date:** March 10, 2014

	Vahid Nowshiravan	March 10, 2014
Lead Individual Signature	Print Name	Date
	Doug MacIvor	March 11, 2014
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item Work Plan 78

**Action Title:** District 4 Pedestrian and Bicycle Design Training

**Description:** Develop an in-house training course on geometric design and operational treatments for pedestrians and bicyclists.

**Completion Date:** September 30, 2014

**Final Deliverable:** District 4 Pedestrian & Bicycle Design training curriculum and delivery

**Performance Measures:** Number of District attendees at training.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Develop &amp; Deliver 2-Hour Pilot Training</b>			
<b>Subtask 1.1: Develop slides for pilot training</b>	District 4 Planning, Design, Operations	April 2014	Course PowerPoint File
<b>Subtask 1.2: Reserve auditorium &amp; notify Divisions of Design, Operations, and Planning and Maintenance Engineering Office</b>	District 4 Planning	April 2014	
<b>Subtask 1.3: Deliver Pilot Training</b>	District 4 Planning, Design, Operations	May 6, 2014	Completed: 89 attendees from Design, Operations, Planning, & Maintenance
<b>Task #2: Revise &amp; Rollout ½ Day Training Course</b>			
<b>Subtask 2.1: Revise slides based on feedback received</b>	District 4 Planning, Design, Operations	July 2014	
<b>Subtask 2.2: Arrange for rolling delivery of course to all key staff</b>	District 4 Planning, Design, Operations	July 2014	
<b>Subtask 2.3: Begin series of deliveries to all Design staff plus staff in Operations, Planning and Maintenance Engineering</b>	District 4 Planning, Design, Operations	September 2014	# of attendees from key divisions

**Work Plan Written by:** Beth Thomas

**Date:** June 16, 2014

<i>Beth Thomas</i> Lead Individual Signature	Beth Thomas Print Name	6/17/14 Date
<i>Stephen York</i> Supervisor Signature	STEPHEN YORK Print Name	6/17/14 Date

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## **7: Research**

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## Complete Streets Implementation Action Plan 2.0

### Action Item 79 Work Plan

**Action Title:** Economic Impacts of Main Street Improvements on State Highways

**Description:** Research methodologies, and if applicable, develop a methodology to measure the economic impacts of improvements made on main streets.

**Completion Date:** The research has been submitted to NCHRP, awaiting decision if proposal will be funded.

**Final Deliverable:** If funded through NCHRP, the deliverable will be an economic tool or model to assess the benefits of main street improvements.

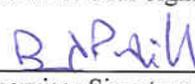
**Performance Measures:**

The model or tool will be able to quantify benefits like increase in property values, sales receipts, and other economic measurable metrics brought by the improvements.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Research Proposal</b>			
Subtask 1.1: Submitted proposal to NCHRP.	DOTP/OSP-EAB/ Rose Agacer	September 2013	
Subtask 1.2: Responded to comments from FHWA and NCHRP.	DOTP/OSP-EAB/ Rose Agacer	December 2013.	
Subtask 1.3: Awaiting decision if proposal will be funded by NCHRP.	DOTP/OSP-EAB/ Rose Agacer	March 2014	
<b>Task #2: Ongoing Involvement (If Funded)</b>			
Subtask 2.1: Participate on a committee that would review the contract work.	DOTP/OSP-EAB/ Rose Agacer	2016	

**Work Plan Written by:** Rose Agacer

**Date:** 01/23/2014

	NERIE ROSE AGACER-SOLIS	1/27/2014
Lead Individual Signature	Print Name	Date
	Barry Padilla	2/2/14
Supervisor Signature	Print Name	Date

# Complete Streets Implementation Action Plan 2.0

## Action Item 80 Work Plan

**Action Title:** Evaluate Multimodal Level of Service (MMLOS)

**Description:** Evaluate the use of MMLOS from the Highway Design Manual to determine its effectiveness in assessing impacts and related mitigation in Intergovernmental Review projects.

**Completion Date:** TBD, dependent on lead agency EIR approval timeline. (Estimated December 2015)

**Final Deliverable:** Evaluation may result in a recommendation to update the Department's Guide for the Preparation of Traffic Impact Studies or other policies and practices

**Performance Measures:**

Number of IGR projects that are able to successfully analyze the impact of development to bicycle transportation

	Lead	Completion Date	Deliverable (if applicable)
Task #1: present MMLOS calculations	Planning	Nov 2013	
Task #2: evaluate potential impacts and mitigations in EIR	Planning	TBD	

**Work Plan Written by:** Adam Fukushima

**Date:** June 24, 2014

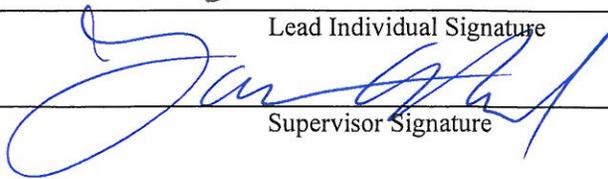


Adam  
Fukushima

6/24/14

Lead Individual Signature

Date



Supervisor Signature

Erin Hanks 6/24/14

Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 81 Work Plan

**Action Title:** Caltrans District Vulnerability Assessments

**Description:** Caltrans will be conducting vulnerability assessments in 8 Districts to identify infrastructure at risk of impact from climate change and extreme events. Transit and pedestrian routes may be located in areas of vulnerability.

**Completion Date:** 2017

**Final Deliverable:** A map and report highlighting transportation infrastructure at risk of damage from climate change and extreme events

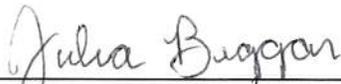
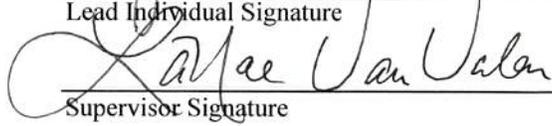
**Performance Measures:**

Areas of vulnerability will require in-depth analysis, Caltrans District staff will work to develop adaptation options.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Contract with the firm that will be conducting the assessments</b>			
Subtask 1.1: Begin conducting assessments in Districts 2, 6, 3, 9, 10, 5, 8, 11	Headquarters Climate Change Branch	2017	

**Work Plan Written by:** Julia Biggar

**Date:** March 13, 2014

	Julia Biggar	3-13-14
Lead Individual Signature	Print Name	Date
	Carme Van Valen	3/13/14
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item ~~#39~~ Work Plan 82

**Action Title:** University of California Transportation Center (UCTC) Research Symposium on Complete Streets.

**Description:** Hold a research symposium on Complete Streets with presentations and dialogue sessions. The topic will be the transition of research to practice on a state level.

**Completion Date:** TBD

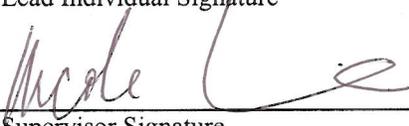
**Final Deliverable:** Facilitate discussion and interaction among policymakers, governmental agencies, academics, and partners/stakeholders to develop deployable research to advance statewide Complete Streets implementation.

**Performance Measures:** Follow-up with Research Symposium participants on any action items or next steps resulting from the Symposium. Monitor statewide implementation efforts by local and regional Caltrans partners/stakeholders.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Plan Complete Streets Research Symposium</b>			
<b>Subtask 1.1: Conduct Research Symposium</b>	DRISI/OPPI	TBD	Facilitate discussion and interaction among participants
<b>Subtask 1.2: Action Items/Next Steps</b>	DRISI/OPPI	TBD	Follow-up with participants on any action items/next steps resulting from the Symposium.
<b>Subtask 1.3: Monitoring</b>	DRISI/DOTP	TBD	Monitor statewide implementation efforts.

**Work Plan Written by:** Bob Justice

**Date:** January 7, 2014

	Bob Justice	1-14-14
Lead Individual Signature	Print Name	Date
	Nicole Longoria	1-14-14
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 83 Work Plan

**Action Title:** Guidance and specifications for chip seal on roadways with bicyclists

**Description:** Caltrans has been using chip seal as a pavement preservation strategy since 1970s. Chip seal is most commonly used on highways, including shoulders, to extend the service life of the pavement. Depending on the materials used for chip seal, the surface of the shoulder where bicyclists ride could be rough. This effort investigates potential ways to minimize roughness for bicyclists when chip seal is used as a pavement preservation treatment.

**Completion Date:** December 31, 2014

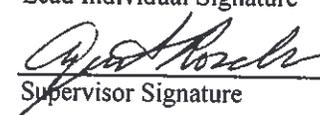
**Final Deliverable:** Guidelines and specifications for the use of chip seals on roadways with bicycle traffic.

**Performance Measures:**

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Chip Seal on roadway with bicyclists</b>			
Subtask 1.1: Construct multiple test sections	HQ Pavement Program/District 5	06/2013	Test sections
Subtask 1.2: Measure surface texture	HQ Pavement Program/District 5	06/2013	Texture measurement data
Subtask 1.3: Conduct survey of bicyclists	HQ Pavement Program/District 5	07/2013	Survey results
<b>Task #2: Data Analysis and Guidelines Development</b>			
Subtask 2.1: Analyze data from tests and survey	HQ Pavement Program	08/2013	Technical memo
Subtask 2.2: Develop guidelines	HQ Pavement Program	12/2014	Guidelines

**Work Plan Written by:** Sri Balasubramanian

**Date:** March 17, 2014

	SRIKANTH N BALASUBRAMANIAN	03-17-14
Lead Individual Signature	Print Name	Date
	AGUSTIN ROSALES	3/18/14
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item ~~#40~~ Work Plan 84

**Action Title:** Expand National Household Travel Survey (NHTS) Data

**Description:** Improve and increase reporting on bike/pedestrian data. Translate the data into practical, useful information. Interpret and make recommendations on how the data can best be utilized.

**Completion Date:** Ongoing

**Final Deliverable:** DRISI Research Task ID 2200 (Non-Motorized Travel: Analysis of the 2009 NHTS California Travel Survey Add-On Data) Final Report. Continue dialogue and interaction with Transportation Planning and System Information staff to improve reporting and access to bike/pedestrian data. Consider further preliminary investigations and/or research to expand efforts.

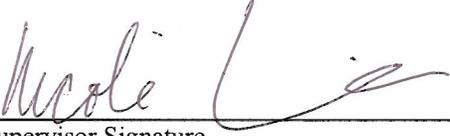
**Performance Measures:** Ongoing communication and interaction with Transportation Planning and System Information staff to advance expansion of bike/pedestrian data. Establish regular meetings with TAPs to discuss successes and develop milestones to monitor progress.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Expand National Household Travel Survey (NHTS) Data</b>			
Subtask 1.1: Planning Horizons: Household Travel Surveys	DRISI/DOTP	December 2013	Presentation by Task ID 2200 Researchers, and System Information Staff.
Subtask 1.2: Researchers will complete Final Report for Research Task ID 2200 (Non-Motorized Travel: Analysis of the 2009 NHTS California Travel Survey Add- On Data)	DRISI/OPPI	January 2014	Final Report. Disseminate information via the Internet, and electronic distribution to customers, sponsors, etc.
Subtask 1.3: Communication and interaction among DRISI and DOTP staff to further bike/pedestrian data expansion.	DRISI/DOTP	Ongoing	Expanded bike/pedestrian databases for System Information and Transportation Planning programs.

**Work Plan Written by: Bob Justice**

**Date: January 7, 2014**

  
Lead Individual Signature      Bob Justice      1-14-14  
Print Name      Date

  
Supervisor Signature      Nicole Longoria      1-14-14  
Print Name      Date

## Complete Streets Implementation Action Plan 2.0

### Action Item ~~#41~~ Work Plan 85

**Action Title:** Effects of Transportation Corridor Design Features on Driver and Pedestrian Behavior and Community Vitality

**Description:** UCTC Research Paper No. 878 (November 25, 2008). Evaluate literature review and identify next steps to incorporate research and/or propose other required studies.

**Completion Date:** Ongoing

**Final Deliverable:** Preliminary investigations and/or research to expand knowledge and implementation efforts. Further incorporation into the Highway Design Manual and Transportation Planning policies and guidelines.

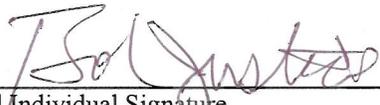
**Performance Measures:**

Preliminary Investigations and/or Research. Evaluate and determine if results provide the required information to advance the implementation of “Corridor Design Features on Driver and Pedestrian Behavior and Community Vitality.”

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Effects of Transportation Corridor Design Features on Driver and Pedestrian Behavior and Community Vitality</b>			
<b>Subtask 1.1: Determine if further Preliminary Investigations and/or Research are required.</b>	DRISI/DOTP/Design	Ongoing	Preliminary Investigations and/or Research
<b>Subtask 1.2: Complete Preliminary Investigations and/or Research</b>	DRISI/DOTP/Design	Ongoing	Assess Preliminary Investigations and/or Research Results
<b>Subtask 1.3: Communication and interaction among DRISI, DOTP, and Division of Design staff to further implement “Corridor Design Features on Driver and Pedestrian Behavior and Community Vitality.”</b>	DRISI/DOTP/Design	Ongoing	Implementation of Preliminary Investigations and/or Research Findings

**Work Plan Written by: Bob Justice**

**Date: January 7, 2014**

  
Lead Individual Signature      Bob Justice      1-14-14  
Print Name      Date

  
Supervisor Signature      Nicole Longoria      1-14-14  
Print Name      Date

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## **8: Partnerships and Coordination**

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## Complete Streets Implementation Action Plan 2.0

### Action Item 86 Work Plan

**Action Title:** HQ Participation at the California Pedestrian Advisory Committee (CalPED) and the California Bicycle Advisory Committee (CBAC)

**Description:** Participate in the quarterly CalPED meetings and the bimonthly CBAC Meetings. Provide meeting notes to internal offices and divisions for updated information on pedestrian and bicycle related topics facing the state as a whole.

**Completion Date:** Ongoing

**Final Deliverable:** Meeting notes to internal offices and division.

**Performance Measures:** Increased knowledge of state pedestrian and bicycle issues, topics and projects.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Participate at CalPED and CBAC Meetings</b>			
Subtask 1.1: Attend the meetings and take notes on the topics presented.	OCP	Ongoing	Meeting Notes
Subtask 1.2: Provide meeting notes of meeting to internal offices and divisions	OCP	Ongoing	Meeting Notes
Subtask 1.3: Follow-up on any action items.	OCP	Ongoing	Follow-up

**Work Plan Written by:** Emily Mraovich

**Date:** 6/12/14



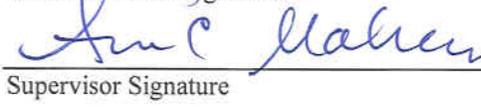
Lead Individual Signature

Emily Mraovich

Print Name

6/12/14

Date



Supervisor Signature

Ann C. Mahany

Print Name

6/12/2014

Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 87 Work Plan

**Action Title:** Partnerships and Coordination

**Description:** Develop and maintain coordinating relationships with local agencies and community groups.

**Completion Date:** This is an ongoing effort.

**Final Deliverable:** Calendar of Events for Bike Month, adopted Humboldt Regional Bicycle Plan Progress Report, and on-going partnerships with external agencies.

**Performance Measures:**

Functioning and mutually beneficial relationships have been formed and maintained with local agencies and community groups.

	Lead	Completion Date	Deliverable (if applicable)
Task #1: Support and contribute to local committees working toward complete streets			
Subtask 1.1: Participate as a member of the Humboldt Bike Month Coalition. Together, Coalition members plan and promote approximately 20 events and activities for the month of May. These include local City and County proclamations of May as Bike Month, bike rodeos for kids, Bike to Work days with noontime rallies, Bike to School Day, bike film night and social ride, an entry in the Rhododendron Parade, a Ride for Reading, Tour of the Unknown Coast and the Kinetic Grand Championship. Additionally, the coalition coordinates publicity advocating bicycling, printing/distribution of Bike Month posters and calendars and educational events throughout the month of May.	Planning/District 1/ Lisa Hockaday	May of Each Year	Calendar of Events, Bike Month messages for the changeable message signs, local County and City proclamations, Articles in local publications and recorded Highway Advisory Radio message promoting Bike Month
Subtask 1.2: Participate as a member of the Bike Advisory Committee, which provides input to the Humboldt Regional Bicycle Plan Progress Report yearly	Planning/District 1/ Lisa Hockaday	Yearly Review	Humboldt Regional Bicycle Plan Progress Report adopted by HCAOG board

update. Committee chair is the Humboldt County Association of Governments (HCAOG); members include Caltrans, the cities of Arcata, Eureka and Rio Dell, Humboldt County Public Works, the Natural Resource Services-Redwood Community Action Agency, local bicycling organizations and community members.			
Task #2: Partnership Development			
Subtask 2.1: Develop and maintain partnerships with the following local agencies: (HCAOG), County of Humboldt, City of Eureka, City of Arcata, Mendocino Council of Governments (MCOG), Lake Area Planning Council.	Planning/District 1/ Lisa Hockaday	Ongoing	
Subtask 2.2: Develop and maintain partnerships with the following local community groups: Redwood Community Action Agency (RCAA), Humboldt Bay Bicycle Commuters Association, Bigfoot Bicycle Club and Bikes There.com	Planning/District 1/ Lisa Hockaday	Ongoing	
Subtask 2.3: Transit Partnerships include HCAOG Service Coordination Committee	Regional Planning/ District 1/ Dave Carstensen	Monthly Meetings	Develop Transit Policy

**Work Plan Written by:** Lisa Hockaday  
**Date:** June 26, 2014

	Lisa Hockaday	6/26/14
Lead Individual Signature	Print Name	Date
	Rex Jackman	6/26/14
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item ~~91~~ Work Plan 88

**Action Title:** California Bicycle Advisory Committee Participant

**Description:** Participate in the bimonthly CBAC Meeting. Provide meeting notes to internal offices and divisions for updated information on bicycle related topics facing the state as a whole.

**Completion Date:** On-going

**Final Deliverable:** Meeting notes to internal offices and division.

**Performance Measures:** District's increased knowledge of state bicycle issues, topics and projects.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Participate in CBAC Meeting</b>			
Subtask 1.1: Provide meeting notes of meeting to internal offices and divisions	D2 – Office Community and Regional Planning – Aaron Casas	On-going	Meeting notes

**Work Plan Written by:** Aaron Casas

**Date:** 1/14/14

	Aaron Casas Print Name	3/18/14 Date
	Michelle Millette Print Name	3/20/2014 Date

## Complete Streets Implementation Action Plan 2.0

### Action Item ~~93~~ Work Plan 89

**Action Title:** Shasta Cascade Bicycle Coalition Participant

**Description:** Participate in the monthly local bicycle coalition Meeting. Shasta Cascade Bicycle Coalition. Provide meeting notes to internal offices and divisions for updated bicycle information within our district and community..

**Completion Date:** On-going

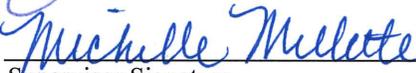
**Final Deliverable:** Meeting notes to internal offices and division.

**Performance Measures:** District’s increased knowledge of local bicycle issues, topics and projects.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Participate in Shasta Cascade Bicycle Coalition Meeting</b>			
Subtask 1.1: Provide meeting notes of meeting to internal offices and divisions	D2 – Office Community and Regional Planning – Aaron Casas	On-going	Meeting notes

**Work Plan Written by:** Aaron Casas

**Date:** 1/14/14

	Aaron Casas	3/18/14
Lead Individual Signature	Print Name	Date
	Michelle Millette	3/20/2014
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 90 Work Plan

**Action Title:** SACOG Bicycle and Pedestrian Committee

**Description:** Participate in the quarterly SACOG Bicycle and Pedestrian Committee which is comprised of advocacy groups as well as local government and nonprofit groups involved in bikeway planning.

**Completion Date:** Ongoing

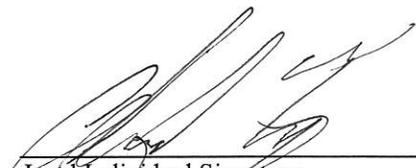
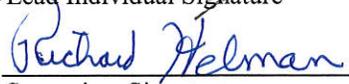
**Final Deliverable:** Work with SACOG and their Bicycle and Pedestrian Advisory Committee to develop non-motorized projects.

**Performance Measures:** Not Applicable

	Lead	Completion Date	Deliverable (if applicable)
Task #1: Attend quarterly meetings			
Subtask 1.1: Report issues or projects to District management	District 3, Long Term System Planning, Alex Fong	Ongoing	

**Work Plan Written by:** Alexander Fong

**Date:** January 31, 2014

	Alexander Fong	1/31/14
Lead Individual Signature	Print Name	Date
	Richard Helman	1/31/14
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 91 Work Plan

**Action Title:** D3 CBAC Participation

**Description:** Participate in the bimonthly CBAC Meeting. CBAC members represent various California agencies and organizations that provide guidance to Caltrans on bicycle issues.

**Completion Date:** Ongoing

**Final Deliverable:** Caltrans works with CBAC on District bicycle issues.

**Performance Measures:** Not Applicable

	Lead	Completion Date	Deliverable (if applicable)
Task #1: Attend bimonthly meetings			
Subtask 1.1: Report issues or projects to District management	District 3, Long Term System Planning, Alex Fong	Ongoing	

**Work Plan Written by:** Alexander Fong

**Date:** January 31, 2014



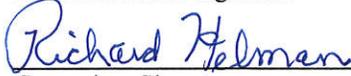
Lead Individual Signature

Alexander Fong

Print Name

1/31/14

Date



Supervisor Signature

Richard Helman

Print Name

1/31/14

Date

## Complete Streets Implementation Action Plan 2.0

### Action Item Work Plan 92

**Action Title:** District 4 Pedestrian and Bicycle Advisory Committees

**Description:** Staff attends and organizes quarterly District Pedestrian and Bicycle Advisory Committee meetings (2 separate committees), working with the Chair to create agendas and arrange speakers, and helping to coordinate Caltrans response to action items.

**Completion Date:** Ongoing

**Final Deliverable:** District 4 Pedestrian and Bicycle Committee rosters, meeting agendas & summaries

**Performance Measures:** Number of Committee action items per year

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Establish Committees</b>			
Subtask 1.1: Solicit members	District 4 Pedestrian & Bicycle Branch	Completed	
Subtask 1.2: Develop charter for each committee	District 4 Pedestrian & Bicycle Branch	Completed	
<b>Task #2: Hold meetings with action items</b>			
Subtask 2.1: Develop agendas	District 4 Pedestrian & Bicycle Branch	Ongoing	
Subtask 2.2: Follow up with Caltrans staff regarding adopted motions, response to Committee comments	District 4 Pedestrian & Bicycle Branch	Ongoing	

**Work Plan Written by:** Beth Thomas

**Date:** June 30, 2014

*Beth Thomas*  
Lead Individual Signature

Beth Thomas  
Print Name

7/1/14  
Date

*Carol Ann for Jean Finney*  
Supervisor Signature

Print Name

7/1/14  
Date

## Complete Streets Implementation Action Plan 2.0

### Action Item Work Plan 93

**Action Title:** Transit Coordination

**Description:** Staff coordinates and collaborates with transit providers to implement strategies, such as Bus Rapid Transit (BRT) and Park & Ride facilities, that encourage alternative modes of transportation to effectively maximize the efficiency of the State Highway System.

**Completion Date:** Ongoing

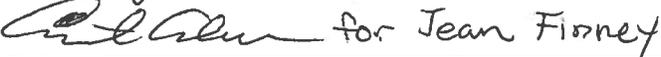
**Final Deliverable:** Transit features incorporated into project plans

**Performance Measures:** Number of projects modified to incorporate/improve transit features

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Review and Comment on Planning Documents &amp; Project Plans</b>			
Subtask 1.1: Review and comment on transportation concept reports, corridor plans, project initiation documents, project plans, contract change orders, and encroachment permit applications. Attend PDT meetings when relevant items are agendized.	District 4 Transit Coordinator	Ongoing	
<b>Task #2: Coordinate with Transit Agencies to Maximize Transit Efficiency on SHS</b>			
Subtask 2.1: P&R improvements and expansions to encourage more transit patrons.	District 4 Transit Coordinator	Ongoing	
Subtask 2.2: Assist transit projects on the SHS through the Encroachment Permit process or Project Development process.	District 4 Transit Coordinator	Ongoing	

**Work Plan Written by:** Wingate Lew

**Date:** June 30, 2014

 Lead Individual Signature	WINGATE LEW Print Name	7-1-14 Date
 Supervisor Signature	for Jean Firney Print Name	7/1/14 Date

# Complete Streets Implementation Action Plan 2.0

## Action Item 94 Work Plan

**Action Title:** Partner agency coordination

**Description:** Work with partner agencies on complete streets projects

**Completion Date:** TBD based on partner agency schedules and proposals

**Final Deliverable:** Complete streets project

**Performance Measures:** Complete streets plans or projects

	Lead	Completion Date	Deliverable (if applicable)
Task #1: Coordinate with partner agencies on complete streets planning products	Adam Fukushima	TBD	

**Work Plan Written by:** Adam Fukushima

**Date:** June 23, 2014



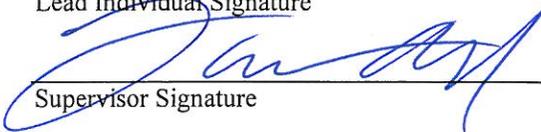
Lead Individual Signature

Adam Fukushima

Print Name

6/24/14

Date



Supervisor Signature

Casey Newby

Print Name

6/24/14

Date

# Complete Streets Implementation Action Plan 2.0

## Action Item 96 Work Plan

**Action Title:** Establish Caltrans-Metro-SCAG Joint Agency Complete Streets Work Program

**Description:** Develop a joint agency work program with the Los Angeles County Metropolitan Transportation Agency (Metro) and the Southern California Association of Governments (SCAG) for supporting Complete Streets Initiatives within Los Angeles County. Objectives include: Improved coordination and collaboration among agencies; build synergy by working together on common goals; and potentially helps District 7 obtain support needed for implementing the Complete Streets Program at Caltrans.

**Completion Date:** July 1, 2015 (steps for establishing work program)

**Final Deliverable:** Caltrans-Metro-SCAG Joint Agency Agreement and Work Program

**Performance Measures:**

District, Metro, and SCAG will track tasks accomplished in work program.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Develop Work Program</b>			
Subtask 1.1: Determine joint goals, objectives, desired outcomes	Planning Division, Local Assistance, Linda Taira	October 1, 2014	Guiding Principles, Executive Summary
Subtask 1.2: Define joint work program	Planning Division, Local Assistance, Linda Taira	December 1, 2014	Work Program
<b>Task #2: Prepare Agreement</b>			
Subtask 2.1: Review similar agreements, identify clauses needed	Planning Division, Local Assistance, Linda Taira	March 1, 2015	Outline and Initial draft agreement
Subtask 2.2: Circulate draft and execute agreement	Planning Division, Local Assistance, Linda Taira	July 1, 2015	Multiple draft agreements and final executed agreement

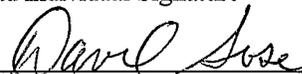
**Work Plan Written by:** Linda Taira

**Date:** June 27, 2014

  
Lead Individual Signature

LINDA TAIRA  
Print Name

June 30, 2014  
Date

  
Supervisor Signature

DAVID JOSE  
Print Name

June 30, 2014  
Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 97 Work Plan

**Action Title:** Ongoing meetings attended/other activities relating to complete streets, bike, pedestrian, and transit (bus and rail).

**Description:** The following list identifies ongoing meetings/other activities in District 7.

- Actively participate in ongoing meetings at SCAG, Metro, and COGs.
- Conduct bi-monthly District 7 Bicycle Advisory Committee Meetings, attended by advocates, Local Agencies, RTPA's, MPO's, and others. Meetings typically address projects, policies, and may include educational presentations.
- Annually participate in Bike to Work Month activities in partnership with Metro and various local agencies.
- Ongoing participation in Ciclavia. Over the past year, there was a "Bike with Mike" event as part of the Ciclavia, led by our former District Director, Mr. Michael Miles. Special Caltrans jerseys were worn by participating employees. We continue to participate in Ciclavias within our district.
- Hold workshops annually to promote, solicit, and help on Caltrans' grant programs, such the new Active Transportation Program and various planning grants
- Participate in the Project Development Team (PDT) meetings for numerous projects including the I-710 South Widening, the Gerald Desmond Bridge, I-5 South widening, I-5 North widening, etc.

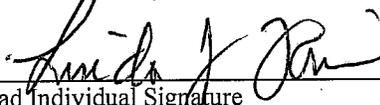
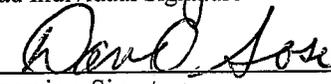
**Completion Date:** Ongoing

**Work Plan Written by:** Linda Taira

**Final Deliverable:** Ongoing Oversight/Other Support for Complete Streets Program

**Performance Measures:** District will track tasks accomplished.

**Date:** June 30, 2014

	Linda Taira	6/30/14
Lead Individual Signature	Print Name	Date
	DAVID SOSA	6/29/14
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 99 Work Plan

**Action Title:**

**Description:** District Planning staff will regularly attend meetings to receive input and share ideas with stakeholders to continue efforts that will benefit complete streets implementation.

**Completion Date:** Ongoing

**Final Deliverable:** District Planning staff will continue to attend stakeholder meetings, receive feedback, and identify facility improvements with regard to complete streets, bicyclists, pedestrians, and transit.

**Performance Measures:**

Including and raising awareness of complete streets, bicyclist, pedestrian, and transit needs by incorporating said needs into planning documents and proposing projects as appropriate.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Attend Stakeholder Meetings</b>			
<p><b>Subtask 1.1: Meet periodically with:</b> Local Transportation Commissions, Mono County Collaborative Planning Team, Eastern Sierra Transportation Planning Partnership, Tribal Meetings, Forest Service/Death Valley Meetings, LTC, RPACS, June Lake Trails Committee, PDT Meetings, Project Scoping meetings, Public Outreach Meetings, City Council Meetings, Board of Supervisor Meetings, Special Interest Group Meetings, Public Work Meetings, Local Assistance Projects and Coordination Meetings.</p>	District 9 Planning	Ongoing	Attendance at these meetings will allow Caltrans District 9 staff to have a better working relationship with the local agencies. This also allows Caltrans to better understand the needs of the populations we serve.
<p><b>Subtask 1.2: Attend Unmet Needs Hearings:</b> Twice per year, usually in the spring, staff attend the Inyo LTC meeting to answer any questions concerning any unmet transit needs that may exist for populations that rely on public transportation. A meeting of the groups involved in assessing unmet needs meets once per year and is called the Social</p>	District 9 Mass Transit	Ongoing	Attending these Federally mandated meetings allow for staff to have a better understanding, and thus better serve the needs for those reliant on public

<p>Services Transportation Advisory Council (SSTAC). These recommendations go to the LTC board for a public hearing in both the North and South County for Inyo. (Mono County only conducts one public meeting.) These hearings are mandated by the Federal Government. After the hearings are over, the LTC's vote whether the needs (if any are found to exist) are reasonable to accommodate.</p>			<p>transportation.</p>
<p><b>Task #2: Incorporate Needs in Planning Documents</b></p>			
<p>Subtask 2.1: Transportation Concept Reports</p>	<p>District 9 Planning</p>	<p>Ongoing</p>	
<p>Subtask 2.2: District System Management Plan Project List</p>	<p>District 9 Planning</p>	<p>Ongoing</p>	

**Work Plan Written by: Dennee Alcalá**

**Date: June 27, 2014**



Lead Individual Signature

Dennee Alcalá

Print Name

6/27/2014

Date



Supervisor Signature

Ryan Oerndy

Print Name

6/27/2014

Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 100 Work Plan

**Action Title:** California Bicycle Advisory Committee ( CBAC ) Participation

**Description:** Staff attends via teleconference the monthly CBAC meetings at which staff provide input and updates on District and local agency activities as appropriate.

**Completion Date:** Staff will continue to attend these meetings as needed and shall continue through June 2014.

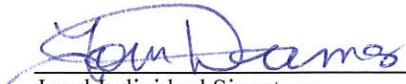
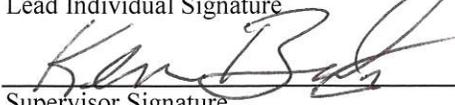
**Final Deliverable:** Staff will continue to increase their knowledge and understanding of Bicycle issues. Staff will learn from other agencies best practices and disseminate information to other planning staff and other District staff as needed.

**Performance Measures:**

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Local Agency Assistance</b>			
Subtask 1.1: Assist locals as needed and participate in meetings	Planning District 10 Metropolitan Planning ,Tom Dumas D 10 lead	[June 2014]	

**Work Plan Written by:** Tom Dumas

**Date:** January 29, 2014

	Tom Dumas	January 29, 2014
Lead Individual Signature	Print Name	Date
	Ken Baxter	1/30/14
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 101 Work Plan

**Action Title:** Local Agency Assistance

**Description:** Staff attends monthly meetings at the local Metropolitan Planning Organization / Rural Transportation Planning Agency (MPO/RTPA) and are often asked to assist in various studies or to serve on other committees. In the past staff has assisted with Bike/Pedestrian plans for cities and counties and participated in complete street workshops in small cities and municipalities and served on consultant selection committees.

**Completion Date:** Staff will continue to provide support and attend these meetings as needed and shall continue through June 2014.

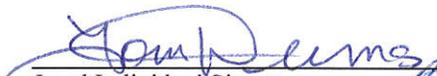
**Final Deliverable:** Staff will attend as many of the monthly meetings as possible and provide guidance as possible. Currently there are local agencies applying for planning and other grants to conduct studies and assessments. While at present Caltrans is not the lead agency or a funding partner the completion date of these projects is not under CT control.

**Performance Measures:**

	Lead	Completion Date	Deliverable (if applicable)
Task #1: Local Agency Assistance			
Subtask 1.1: Assist locals as needed and participate in meetings	Planning District 10 Metropolitan Planning ,Tom Dumas D 10 lead	[June 2014]	

**Work Plan Written by:** Tom Dumas

**Date:** January 29, 2014

	Tom Dumas	January 29, 2014
Lead Individual Signature	Print Name	Date
	Ken Baxter	1/30/14
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 102 Work Plan

**Action Title:** Imperial County Bicycle and Pedestrian Advisory Committee

**Description:** Organize and convene bicycling, pedestrian, and transportation professionals to discuss bicycling and pedestrian issues in Imperial County

**Completion Date:** October 1, 2014 **Ongoing**

**Final Deliverable:** Quarterly meeting schedule for meetings with a strong contingency of participants

**Performance Measures:**

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Organize Imperial BPAC</b>			
Subtask 1.1: Define the scope of the group/ develop charter/ identify and invite potential participants	Planning/District 11/Public Transit Branch- Seth Cutter	September 2014	
Subtask 1.2: Determine meeting location and commence quarterly meetings	Planning/District 11/Public Transit Branch- Seth Cutter	October 2014	

**Work Plan Written by:** Seth Cutter, Associate Transportation Planner, District 11

**Date:** January 17, 2014

 _____ Lead Individual Signature	SETH CUTTER _____ Print Name	1/21/14 _____ Date
 _____ Supervisor Signature	Chris Schmidt _____ Print Name	1/21/14 _____ Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 103 Work Plan

**Action Title:** Local Bicycle Working Groups

**Description:** This activity will allow Caltrans to interact with our local stakeholders as we meet to discuss bicycle related issues within the region.

**Completion Date:** June 30, 2014 [Ongoing](#)

**Final Deliverable:** The participation in at least 4 working group meetings.

**Performance Measures:** The success of this action can be measured by the attendance and participation in the working groups.

	Lead	Completion Date	Deliverable (if applicable)
Task #1: Working Group Meeting	District	September 2013	
Task #2: Working Group Meeting	District	December 2013	
Task #3: Working Group Meeting	District	March 2014	
Task #4: Working Group Meeting	District	June 2014	

**Work Plan Written by:** Romeo Estrella

**Date:** January 17, 2014



ROMEO ESTRELLA

1/17/14

Lead Individual Signature

Print Name

Date



MAJEED EL HADY

1/17/14

Supervisor Signature

Print Name

Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 104 Work Plan

**Action Title:** Incorporation of Complete Streets concepts into planning level projects and analysis

**Description:** Wherever possible, the concepts of complete streets will be incorporated into the planning process. This includes contract management for grants (Transportation Planning grants, DMT Transit Grants), pre-development through Intergovernmental Review (IGR), Management of the Overall Work Program (OWP). partnering with local agencies for ATP project submittals as well as internal work, such as engineered feasibility studies and project development teams.

**Completion Date:** The completion date is expected at the end of the current cycle of grant funded projects or feasibility studies.

**Final Deliverable:** The inclusion of Complete Streets into future planning projects.

**Performance Measures:**

Positive feedback from local and regional transportation partners, an OWP that includes CS and work products, analysis and feedback that includes CS.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Incorporation of Complete Streets to Grant-Funded Projects</b>			
	Planning/District1/ Regional Planners	End of current cycle	
<b>Task #2: Incorporation of Complete Streets to Engineered Feasibility Studies</b>			
Subtask 2.1: When circulated to Planning for comment, comments shall include those from a Complete Streets perspective.	Planning/District1/ Regional Planners	End of current cycle	An EFS that includes CS
<b>Task #3: Project Development</b>			
Subtask 3.1: Participate in Project Development Team meetings and offer comments in support of Complete Streets.	Planning/District1/ Regional Planners	Ongoing	Projects that plan for CS
<b>Task #4: Inter Governmental Review</b>			
Subtask 4.1: Focus on CS issues when engaging in the IGR process.	Planning/District1/ Regional Planners	Ongoing	
<b>Task #5: Overall Work Program</b>			
Subtask 5.1: Ensure that CS is an item included in the OWP	Planning/District1/ Regional Planners	Ongoing	An OWP that includes CS

Task #6: Active Transportation Plan Submittals			
Subtask 6.1: Partnering with local agencies on ATP submittals so that CS is included	Planning/District1/ Regional Planners	End of current cycle	

**Work Plan Written by:** Lisa Hockaday

**Date:** March 13, 2014

	Lisa Hockaday	3/13/14
Lead Individual Signature	Print Name	Date
	Rex A. Jackman	3/13/14
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 105 Work Plan

**Action Title:** Include Complete Streets in PIDs

**Description:** This action considers complete street concepts early in the project development process by discussing whether and how complete street concepts will be considered in PIDs.

**Completion Date:** On going

**Final Deliverable:** Final Report detailing results and recommendations

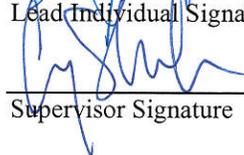
**Performance Measures:**

District 3 Division of Planning and Local Assistance will review PIDs at the end of the year. The purpose of this review is to survey whether and how complete streets concepts were considered or not. It will also identify ways in which complete streets concepts will be considered in the future.

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Develop Tool to Review PIDs</b>			
Subtask 1.1: DPLA meeting to discuss tool	District 3, DPLA Management, Stuart Mori, Alex Fong	7/2014	Meeting Minutes
Subtask 1.2 Discuss how Complete Street Projects will be addressed in Project Scoping Documents	District 3, DPLA Management, Stuart Mori, Alex Fong	7/2014	Meeting Minutes
Subtask 1.3: Develop tool	District 3, DPLA Management, Stuart Mori, Alex Fong	7/2014	Draft Tool
Subtask 1.4: Pretest tool with PIDs	District 3, DPLA Management, Stuart Mori, Alex Fong	7/2014	Tool
<b>Task #2: Review PIDs with Tool</b>			
Subtask 2.1: Review PIDs with tool	District 3, DPLA Management, Stuart Mori, Alex Fong	8/2014	Completed Tool
<b>Task #3: Complete Report</b>			
Subtask 2.1: Compile results	District 3, DPLA Management, Stuart Mori, Alex Fong	9/2014	Draft Report 1

Subtask 2.2: Analyze results and develop recommendations	District 3, DPLA Management, Stuart Mori, Alex Fong	9/2014	Draft Report 2
Subtask 2.3: Produce final report	District 3, DPLA Management, Stuart Mori, Alex Fong	9/2014	Final Report

**Work Plan Written by: Stuart Mori and Alexander Fong**  
**Date: 2/05/2014**

	Stuart Mori	2/7/2014
Lead Individual Signature	Print Name	Date
	GARY ARNOLD	2/7/2014
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item Work Plan 106

**Action Title:** Pedestrian and Bicycle Design Review

**Description:** Staff reviews system planning documents, project initiation documents, and project plans and designs and provides comments in order to see that elements to meet the needs of pedestrians and bicyclists are incorporated into the plans and projects.

**Completion Date:** Ongoing

**Final Deliverable:** Pedestrian and bicycle design features incorporated into project plans

**Performance Measures:** Number of projects modified to incorporate/improve pedestrian and bicycle design features

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Review and Comment on Planning Documents &amp; Project Plans</b>			
Subtask 1.1: Review transportation concept reports, corridor plans, project initiation documents, project plans, contract change orders, and encroachment permit applications. Attend PDT meetings when relevant items are agendaized.	District 4 Pedestrian & Bicycle Branch	Ongoing	
Subtask 1.2: Submit comments if needed; follow up with reply to response to comments and/or focused meeting if needed.	District 4 Pedestrian & Bicycle Branch	Ongoing	

**Work Plan Written by:** Beth Thomas

**Date:** June 30, 2014

<i>Beth Thomas</i>	Beth Thomas	7/1/14
Lead Individual Signature	Print Name	Date
<i>Callan for Jean Finney</i>	Callan for Jean Finney	7/1/14
Supervisor Signature	Print Name	Date

## Complete Streets Implementation Action Plan 2.0

### Action Item Work Plan 107

**Action Title:** Early involvement in the PID process

**Description:** Complete Streets Coordinators will be involved early on in the PID process.

**Completion Date:** 1-31-2017

**Final Deliverable:** Early in the process the Complete Streets Coordinator would be attending regular meetings that would give input and determine projects in the PIDs.

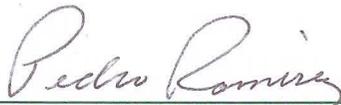
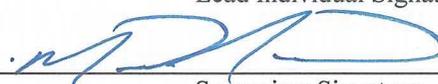
**Performance Measures:**

By making note of the number meetings and the amount of input the Complete Street Coordinator contributes to the PID process

	Lead	Completion Date	Deliverable (if applicable)
Task #1: Early involvement in the PID process			
Subtask 1.1: Complete Streets Coordinator attend 6 to 10 PID meetings in the next three years	District 6, Pedro Ramirez	January 31, 2017	

**Work Plan Written by:** Pedro Ramirez

**Date:** June 25, 2014

	<i>6/25/2014</i>
Lead Individual Signature	Date
	<i>6/25/14</i>
Supervisor Signature	Date

**Complete Streets Implementation Action Plan 2.0**  
**Action Item 108 Work Plan**

**Action Title:** [Checklist to Review Projects for the District]

**Description:** [Provide a checklist to Project Designers, Project Managers, and Maintenance for reviewing projects for compatibility with Complete Streets.]

**Completion Date:** [11/30/14]

**Final Deliverable:** [Checklist to be used by District staff]

**Performance Measures:**

[Goal - 90%+ completed? Success – 80%+ recommendations implemented]

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: [Checklist Preparation]</b>			
Subtask 1.1: [Creating Categories]	[Planning Mark Roberts]	[07/14]	
Subtask 1.2: [Documenting Source]	[Planning Mark Roberts]	[08/14]	
Subtask 1.3: [Discuss/Review Checklist]	(Planning Mark Roberts)	[09/14]	[Draft Checklist]
<b>Task #2: [Checklist Implementation]</b>			
Subtask 2.1: [Training]	(Planning Mark Roberts)	[10/14]	
Subtask 2.2: [Full Implementation]	(Planning Mark Roberts)	[11/14]	[Final Checklist]

**Work Plan Written by:** [Mark Roberts]

**Date:** [June 23, 2014]

*Mark Roberts*

Mark Roberts

6-24-14

Lead Individual Signature

Print Name

Date

*Gerardo De Santos*

Gerardo De Santos

6-24-14

Supervisor Signature

Print Name

Date

## Complete Streets Implementation Action Plan 2.0

### Action Item 109 Work Plan

**Action Title:** Consideration of Complete Streets features in Project Initiation Document (PID) process

**Description:** Staff will discuss with project managers and designers and attend PID meetings and encourage inclusion of Complete Street features where possible.

**Completion Date:** This will be an on-going need that will carry on beyond the end of the fiscal year June 2014.

**Final Deliverable:** Additional Complete Street features in projects

**Performance Measures:**

	Lead	Completion Date	Deliverable (if applicable)
<b>Task #1: Consideration of Complete Streets</b>			
Subtask 1.1: Meet with project managers and designers to discuss Complete Streets features and their importance. Review and update existing Bike Guide	Planning District 10 Metropolitan Planning, Tom Dumas D 10 lead	[June 2014]	
Subtask 1.2: Attend PID meetings and discuss the Complete Streets needs early in the project processes	Planning District 10 Metropolitan Planning, Tom Dumas D 10 lead	[June 2014]	

**Work Plan Written by:** Tom Dumas

**Date:** January 29, 2014



Lead Individual Signature

Tom Dumas

Print Name

January 29, 2014

Date



Supervisor Signature

Ken Baxter

Print Name

1/31/14

Date