



ADDENDUM TO
COMPLETE STREETS ACTION PLAN 2024–25:

SENATE BILL (SB) 960 IMPLEMENTATION PLAN

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INTRODUCTION

The Senate Bill (SB) 960 Implementation Plan is an addendum of the Complete Streets Action Plan (CSAP). It was developed to track progress of the requirements outlined in SB 960 (Wiener, Chapter 630, Statutes of 2024).

SB 960 was signed into law in September of 2024 and it codifies and expands upon many of Caltrans' existing efforts related to complete streets. It acknowledges and advances Caltrans' efforts to incorporate safe and convenient bicycle, pedestrian, and transit facilities in projects on the state highway system (SHS).

The bill incorporates complete streets facilities—including bicycle, pedestrian, and transit priority facilities—into the Transportation Asset Management Plan (TAMP), the State Highway System Management Plan (SHSMP), and the State Highway Operation and Protection Program (SHOPP).

It also includes requirements related to transit by codifying Caltrans' existing efforts to release a transit policy as well as requiring additional department guidance be adopted, including design guidance for transit priority facilities.

SB 960 outlines new requirements to obtain meaningful consultation and targeted outreach to underserved communities and requires additional layers of transparency when decisions are made to not include complete streets facilities in SHOPP projects.

The bill also adds some additional requirements to the encroachment permit review process for complete streets facilities sponsored by a local jurisdiction or transit agency, including changes to project intake, staffing, and reporting. Because SB 960 acknowledges many of Caltrans'

ongoing administrative efforts related to walking, biking and transit, some of the requirements within the bill had already been identified in the 24-25 CSAP, prior to the release of the legislation.

For this reason, the SB 960 implementation plan is considered to be an accompaniment to the CSAP and future iterations of the CSAP, as well as other relevant plans, will continue to track ongoing status of the actions identified in the bill, as well as a number of other commitments made by the Department to drive meaningful, long-lasting progress related to complete streets.

SB 960 OVERVIEW

SB 960 (Complete Streets Bill)



CHAPTER:
630, (2024)



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KEY DEADLINES AND MILESTONES

- **Sept 27, 2024:** SB 960 signed into law
- **2025:**
 - Integrate complete streets and transit assets into Caltrans' statewide planning and asset management documents
 - Community engagement efforts
 - Complete streets and transit asset reporting
- **2026:** Final Caltrans Director's Transit Policy
- **2027:**
 - Develop transit performance targets, measures, and responsibilities for Caltrans programs in supporting transit outcomes
 - Deliver encroachment permit guidance and associated training
 - Integrate transit elements into SHSMP
 - Report encroachment permit activity to the California Transportation Commission (CTC)
- **2028:**
 - Update design guidance to include transit priority facilities
 - Include transit priority projects in SHOPP and TAMP



WHO THE BILL IMPACTS

- California Department of Transportation (Caltrans)
- Local jurisdictions/transit agencies
- Road users/underserved communities
- Advocacy/public interest groups



WHAT THE BILL DOES

- Requires Caltrans to include complete streets and transit assets, targets, and performance measures into key Caltrans' planning and asset management documents, including the TAMP and SHSMP.
- Mandates the creation of a plain-language performance report summarizing the status of complete streets and transit facilities across the SHS.
- Enhances requirements for collaboration with local, tribal, and community partners on complete streets and transit projects.
- Requires Caltrans to formally adopt a Transit Policy and develop operational and design guidance for transit priority facilities.
- Directs Caltrans to establish a new process for the intake, evaluation, and review of encroachment permits on active transportation and transit projects.

SUMMARY OF ACTIONS

Category	Task Number	SB 960 Provision	Task
BICYCLE AND PEDESTRIAN	1.1 ✓	SEC. 2. Section 14526.4 (b)	Include bike/ped assets in the California TAMP
	1.2 ✓	SEC. 4. Section 14526.8 (a)(1)	Include bike/ped assets in the SHOPP
	1.3 ✓	SEC. 6. Section 164.6 (b)(1)	Include bike/ped assets in the SHSMP
BICYCLE, PEDESTRIAN & TRANSIT	2.1	SEC. 7. Section 671.5 (f)(1)	Develop and adopt a process for project intake, evaluation, and review of partner-led bicycle and pedestrian projects
	2.2	SEC. 7. Section 671.5 (f)(1)	Develop and adopt a process for project intake, evaluation, and review of partner-led transit projects
	2.3	SEC. 7. Section 671.5 (f)(1)	Create guidance and training for active transportation encroachment permit submittals
	2.4	SEC. 7. Section 671.5 (f)(2)(a-c) SEC. 7. Section 671.5 (f)(3)	Develop report for CTC related to encroachment permits
	2.5	SEC. 7. Section 671.5 (f)(4)	Designate subject matter experts (SMEs) for encroachment permits related to transit & bike/ped facilities
ENGAGEMENT	3.1	SEC. 4. Section 14526.8 (b)(1)	Develop guidance for engagement on SHOPP funded complete streets projects
	3.2 ✓	SEC. 4. Section 14526.8 (2)(A)(B)	Develop definition for identifying underserved communities
REPORTING	4.1 ✓	SEC. 3. Section 14526.6 (c)	Develop quarterly plain language performance report
	4.2 ✓	SEC. 4. Section 14526.8 (c)	Develop guidance and update processes for documenting and posting complete streets decisions.
TRANSIT	5.1	SEC. 2. Section 2 14526.4 (c)(1)(2)	Include targets and performance measures for transit priority facilities in TAMP
	5.2	SEC. 4. Section 14526.8 (2)	Include transit priority projects in SHOPP
	5.3 ✓	SEC. 5. Section 149.20 (a)	Adopt a Director's Policy on transit
	5.4	SEC. 5. Section 149.20 (c)	Identify performance measures for transit implementation
	5.5	SEC. 5. Section 149.20 (c)	Identify responsibilities for implementation of transit performance measures
	5.6	SEC. 5. Section 149.20 (d)	Develop transit facility design guidance and support program integration
	5.7	SEC. 6. Section 164.6 (b)(2)	Include transit priority facilities in SHSMP

✓ Denotes actions that have been completed.

SB 960 ACTIONS

BICYCLE & PEDESTRIAN				
TASK	DESCRIPTION	DELIVERABLE	DIVISION/ DISTRICT	COMPLETION DATE
1.1 Include bicycle and pedestrian assets in the California TAMP	Bicycle and pedestrian assets were included in the 2022 TAMP to align with the inclusion of these elements as assets in the 2021 SHSMP. Bicycle and pedestrian assets will again be reflected in the 2026 TAMP.	2022, 2026 TAMP with bicycle and pedestrian assets included	Asset Management	✓ July 2022
1.2 Include bicycle and pedestrian assets in the SHOPP	The 2026 SHOPP includes targets for bicycle and pedestrian facilities. These assets will continue to be reflected in future iterations of the SHOPP.	2026 SHOPP	Asset Management	✓ March 2026
1.3 Include bicycle and pedestrian assets in the SHSMP	Bicycle and pedestrian infrastructure was added to the SHSMP, beginning with the 2021 SHSMP. Caltrans develops a new SHSMP every 2 years, and there will continue to be bicycle and pedestrian assets in future plans, including the 2025 SHSMP, which is currently out for review.	2021, 2023, 2025 SHSMP with bicycle and pedestrian assets included	Asset Management	✓ June 2021

BICYCLE/PEDESTRIAN & TRANSIT				
TASK	DESCRIPTION	DELIVERABLE	DIVISION/ DISTRICT	COMPLETION DATE
2.1 Develop and adopt a process for project intake, evaluation, and review of partner-led bicycle and pedestrian projects	This will be a multi-divisional effort to develop and adopt a process and guidance for intake, evaluation, and review of local partner bicycle and pedestrian projects on the SHS, prior to submittal through the encroachment permit process. This intake process will assist applicants in preparation of complete, well-aligned project packages that are ready to be processed through encroachment permit workflows. This effort may rely on guidance for local agencies submitting projects with complete streets and transit facilities for encroachment permits.	Intake, evaluation and review process with supporting materials.	Office of Complete Streets Planning, Traffic Operations, Design, Environmental, Local Assistance	Jan 2027
2.2 Develop and adopt a process for project intake, evaluation, and review of partner-led transit projects	This will be a multi-divisional effort to develop and adopt a process for intake, evaluation, and review of local partner transit priority projects on the SHS, prior to submittal through the encroachment permit process. This intake process will help to assist applicants in preparation of complete, well-aligned project packages that are ready to be processed through encroachment permit workflows.	Intake, evaluation and review process with supporting materials.	Office of Transit Planning, Traffic Operations, Design, Environmental, Local Assistance	Jan 2027
2.3 Create guidance and training for active transportation encroachment permit submittals	The Office of Encroachment Permits will develop a web-based resource to provide step-by-step instructions, templates, and relevant information to help applicants navigate the encroachment permit process specifically for active transportation projects. The guide will clarify the roles of various Caltrans divisions involved in permit review, ensuring coordinated and consistent decision-making across Planning, Traffic Operations, Environmental, Design, and Maintenance teams. Additionally, a training will be developed for external partners to educate them on the process of submitting encroachment permits with a focus on considerations needed for bicycle, pedestrian and/or transit projects. Grant funding has been identified to develop this training.	Delivery of encroachment permit web resource & training	Traffic Operations	Jan 2027
2.4 Develop report for CTC related to encroachment permits	The department will develop an annual report to the CTC related to encroachment permits for complete streets projects. All requirements as outlined in the bill will be included within the report. Once completed, the report will be made available on the Complete Streets Hub within the Caltrans website.	Annual report made to the CTC & posted publicly	Traffic Operations, Asset Management	Dec. 2027
2.5 Designate SMEs for encroachment permits related to transit & bike/ped facilities	The Department will designate an encroachment permit manager in every Caltrans district (12 total) to act as a subject matter expert on the encroachment permit process related to bicycle, pedestrian and transit priority facilities.	12 designated encroachment permit managers for complete streets facilities	Traffic Operations	Jan. 2027

ENGAGEMENT				
TASK	DESCRIPTION	DELIVERABLE	DIVISION/ DISTRICT	COMPLETION DATE
3.1 Provide ongoing guidance and direction for conducting engagement on SHOPP-Funded complete streets facilities with focus on underserved communities	The Project initiation document (PID) Program has had expanded guidance on engagement since 2023. This guidance has been updated in 2025 to better incorporate new engagement products and SB 960 requirements. With the passage of this bill, additional guidance is being added to assist project teams in appropriately engaging public agencies, tribal governments, representatives from local bicycle, pedestrian, and transit advisory committees, community-based organizations, underserved communities and other local stakeholders impacted by the projects. Manuals, guidance, resources, and tools that will be updated or developed include but are not limited to: Project Development Procedures Manual (PDPM) Public Engagement Plan Guidance and Template Statewide Community Engagement Playbook District Community Engagement Playbooks (each district required to develop) Equitable Engagement Toolbox Caltrans Engagement Portal	Updates to various manuals, guidance documents, resources, and tools (see left for list)	Equity and Tribal Affairs (ETA) and Division of Design, Project Management, and Division of Environmental Analysis	Sept. 2025 and ongoing
3.2 Develop a definition for underserved communities and guidance on how to identify communities within project areas	The Department developed a definition of "underserved community" based on the Caltrans Equity Index (EQI) tool and provided guidance on how to identify underserved communities in proximity of projects with complete streets facilities. Areas that qualify under this definition would be subject to additional targeted outreach as per language outlined in the bill.	Underserved community definition & guidance on how to identify underserved communities within project areas. (Identifying Underserved Communities Using the Caltrans Equity Index (EQI) Fact Sheet)	ETA and Planning and Modal Programs	✓ July 2025

REPORTING				
TASK	DESCRIPTION	DELIVERABLE	DIVISION/ DISTRICT	COMPLETION DATE
4.1 Develop quarterly plain language performance report	The SB 695 report will be modified to include data on complete streets facilities, as outlined in the bill. SB 695 is published on a yearly basis.	Modified report to include data on complete streets facilities, published yearly	Asset Management	✓ Jan. 2025
4.2 Develop guidance and update processes for documenting and posting complete streets decisions. Coordinate between bicycle, pedestrian, and transit priority and support program integration	The department will update the signing authority on complete streets decision documents (CSDDs) to include the review by the headquarters executive level management for projects that are requesting exemption from including complete streets facilities on applicable projects. Summary package of these projects will be posted on the Complete Streets Hub on the Caltrans website for public review. Projects at the PID phase will be posted every 2 years and projects at the project approval and environmental document (PAED) & plans, specifications, and estimates (PSE) phase will be posted quarterly.	Summary documents with project exemptions published bi-yearly & quarterly	Planning & Design	✓ Dec. 2026

TRANSIT				
TASK	DESCRIPTION	DELIVERABLE	DIVISION/ DISTRICT	COMPLETION DATE
5.1 Develop the 2030 TAMP to include targets and performance measures for transit priority facilities	Transit priority projects will be reflected in 2030 TAMP.	Transit section in the 2030 TAMP	Asset Management	Dec. 2030
5.2 Include transit priority projects in SHOPP	Currently, there are a handful of transit projects in the SHOPP, including managed lanes projects, Infrastructure Investment and Jobs Act (IIJA) funded transit facility projects, and others. Caltrans Headquarters, 12 Caltrans Districts, and stakeholders are collaborating to complete District Transit Plans. These plans aim to identify and prioritize transit network gaps and needs while identifying future funding and implementation strategies for capital improvements on the SHS. The Department is identifying and assessing opportunities to fund transit priority projects on the SHS.	2028 SHOPP updated with transit priority projects	Asset Management and Headquarters (HQ) Program Managers over Transit Priority Assets and Transportation Planning	Dec. 2028
5.3 Adopt a Director's Policy on transit to guide the implementation of transit priority facilities	The Department is developing a transit policy to guide implementation of transit facilities on the SHS.	Final Caltrans Director's Transit Policy	Transportation Planning	✓ Feb 2026
5.4 Adopt guidance that defines transit performance measures supporting transit outcomes	The Department will identify transit performance measures to help define the success of transit projects on the SHS (e.g. reliability, frequency of service, etc.). These will inform the targets in the SHSMP.	Development of transit performance targets	Transportation Planning	Jan 2027
5.5 Adopt guidance that defines responsibilities supporting transit outcomes	The responsibilities of each departmental program for implementing transit will be outlined in the Director's Transit Policy.	Responsibilities outlined in Transit Policy	Transportation Planning	Jan 2027

TRANSIT (CONT.)

TASK	DESCRIPTION	DELIVERABLE	DIVISION/ DISTRICT	COMPLETION DATE
5.6 Develop transit priority facility design guidance and support program integration	The Department will review its existing guidance to ensure that considerations for transit priority facilities are appropriately addressed. Where gaps or inconsistencies are identified, the Department will make revisions and/or adopt guidance as necessary. This review will include but is not limited to the following documents: Design Information Bulletin (DIB)-82 Managed Lanes Guidance update Bus on Shoulder Pilot Guidance Mobility Hubs Guidance Managed Lanes - Deputy Directive (DD)-43 Intersection Reconstruction Guide Intersection Safety and Operational Assessment Process Guide	Updated design guidance to reflect transit priority needs	Traffic Operations, Design, and Safety Programs	June 2027
5.7 Include transit priority projects in SHSMP	The SHSMP will be updated to include transit considerations in the 2027 document and future documents moving forward. The Department is identifying and assessing opportunities to fund transit priority facilities on the SHS.	2027 SHSMP with transit elements	Asset Management and HQ Program Managers over Transit Priority Assets	Dec. 2027

ACRONYMS

CALTRANS	California Department of Transportation
CSAP	Complete Streets Action Plan
CTC	California Transportation Commission
DD	Deputy Directive
DIB	Design Information Bulletin
EQI	Caltrans Equity Index
ETA	Equity and Tribal Affairs
HQ	Headquarters
IJA	Infrastructure Investment and Jobs Act
PAED	Project Approval and Environmental Document
PDPM	Project Development Procedures Manual
PID	Project Initiation Document
PSE	Plans, Specifications, and Estimates
SB	Senate Bill
SHS	State Highway System
SHOPP	State Highway Operation and Protection Program
SHSMP	State Highway System Management Plan
SME	Subject Matter Expert
TAMP	Transportation Asset Management Plan



CALIFORNIA DEPARTMENT OF TRANSPORTATION

Additional Questions?

Reach out to the Complete Streets team at complete.streets@dot.ca.gov

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