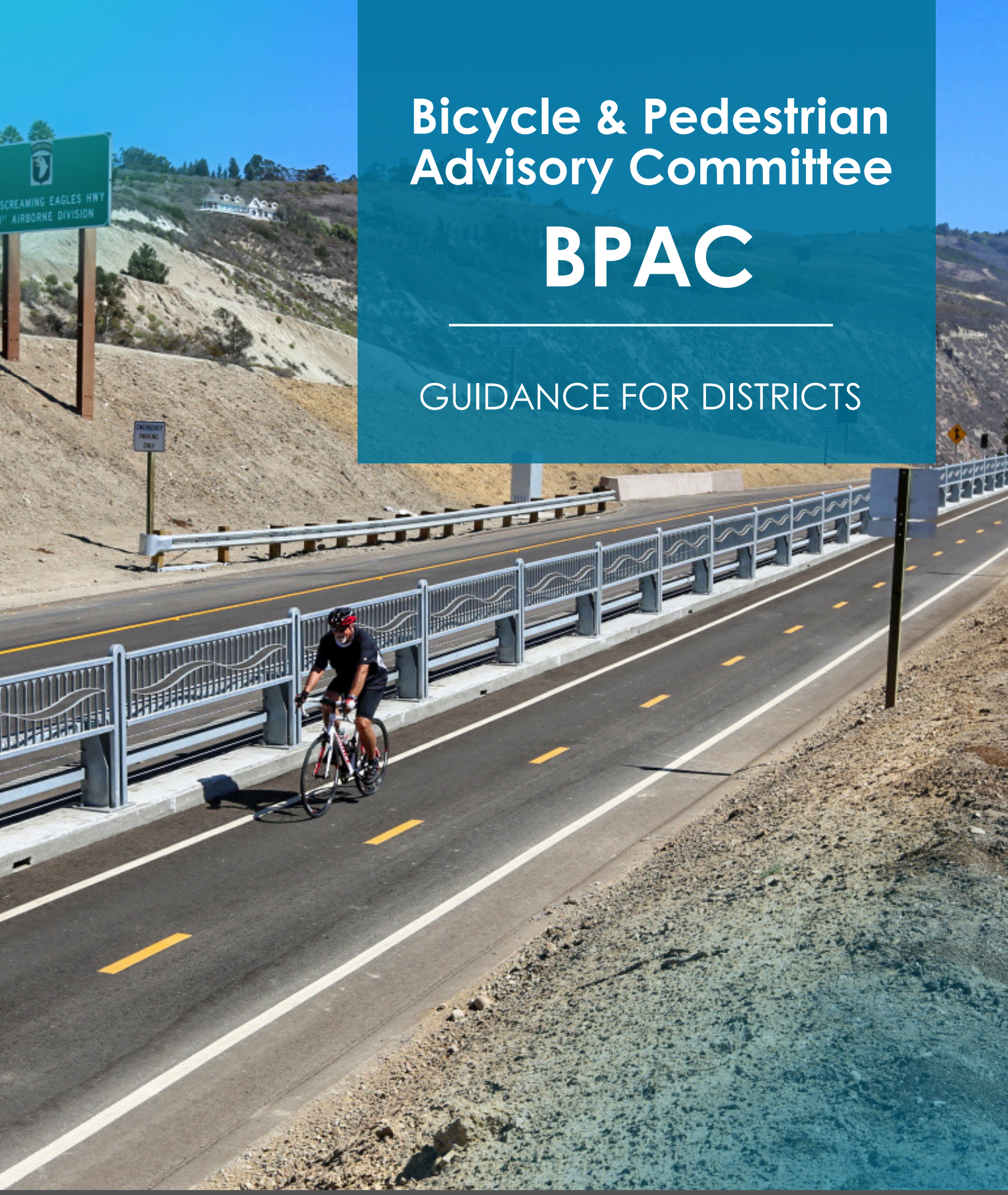
Bicycle & Pedestrian Advisory Committee

BPAC

GUIDANCE FOR DISTRICTS



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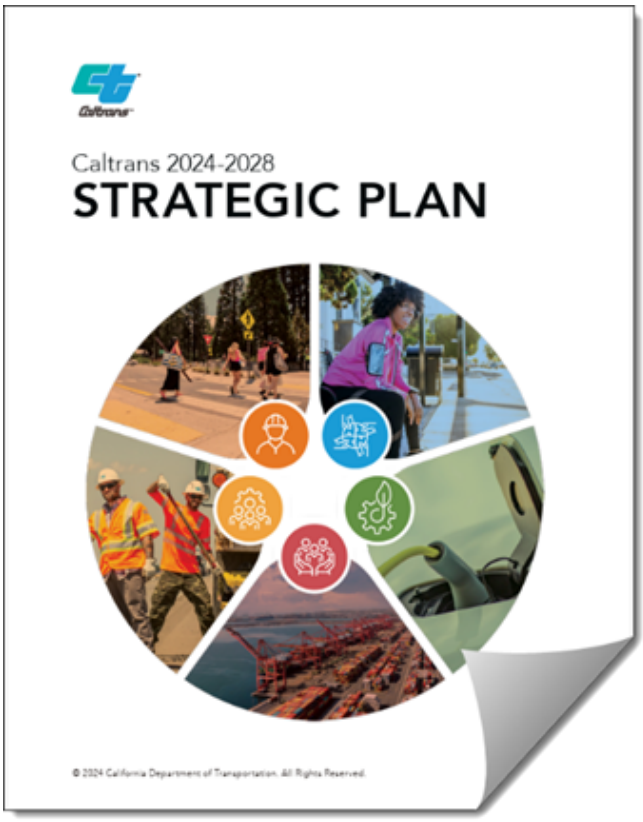
Introduction

Caltrans Headquarters (HQ) is providing guidance on District-wide Bicycle and Pedestrian Advisory Committees (BPACs) to strengthen our commitment to planning, designing, constructing, and maintaining safe, equitable, and accessible walking and biking facilities. HQ's goal is for each District to implement an active forum that will fulfill the BPAC's established goals. The purpose of these BPACs is to provide a space for strategic input, guidance, and recommendations to support the State's safety and active transportation goals outlined in the multimodal network strategies from the 2024-2028 Caltrans Strategic Plan. Caltrans considers the input and retains authority to make final decisions.



What is a BPAC?

Bicycle and Pedestrian Advisory Committees (BPACs) are advisory groups organized at the District level within Caltrans.

- Comprised of external partners, local agencies, advocates, planners, and engineers
- Provide input and feedback on bike and pedestrian plans and projects
- Help align projects with goals around safety, equity, and sustainability
- Foster local partnerships and ensure community needs are considered

BPACs are intended to complement Caltrans existing engagement efforts.

Districts have broad flexibility in naming (BPAC, PBAC, CSAC, etc.), meeting format, use of subcommittees, county-level groups, term limits, leadership selection, and branding of materials, provided the core goals and good-faith representation efforts in this guidance are met.

The BPAC reinforces the connection between Caltrans' Districts, cities, counties, tribal governments, partners and stakeholders. To help strengthen two-way communication, support transparent planning delivery processes, and provide a forum for active transportation policy discussions, two key goals have been established. These goals are grounded in Caltrans' core values of Collaboration, Equity, Innovation, Integrity, People First, Pride, and Stewardship. District BPACs shall align with and meet the BPAC goals outlined in this guidance.



BPAC Goals

Goal 1: Strengthen Community Engagement and Collaboration

Create a transparent, collaborative forum for meaningful engagement with local partners and community members. The BPAC will act as a conduit for two-way communication, input, and feedback by providing a space for dialogue from a diverse group of members representing walking and biking interests for people of all ages and abilities.

Goal 2: Improving Processes for Complete Streets Delivery

BPAC serves as a resource throughout all stages of project development, bringing community perspectives to ensure safe, accessible, and equitable walking and biking opportunities are evaluated and considered. By championing complete streets principles, BPAC advances Caltrans' active transportation goals while creating a collaborative space for partners and communities.

Each of the BPACs goals provide value to its members and Caltrans in the following ways:

Strengthen Community Engagement and Collaboration

- Enhance and diversify public and partner engagement efforts to ensure project planning is transparent and reflective of the community.
- Leverage the BPAC to strengthen two-way communication between Caltrans and partners/stakeholders through structured outreach and feedback channels.
- This platform will give space for a feedback loop where Districts are able to receive comments, input, and recommendations directly and are able to provide follow-up responses in real-time or in future meetings.
- Engaging in dialogue with community members and local partners creates meaningful insights and allows Caltrans the opportunity to convey opportunities and constraints they may face.

Improving Processes for Complete Streets Delivery

- Ensure projects are aligned with regional and state active transportation goals through BPAC insight on design, consistency, and implementation.
- BPAC perspective can inform facility design and project planning for users of all ages and abilities, promoting active transportation networks that support complete streets principles.
- Provide a platform for BPAC feedback on transportation policy updates through informed dialogue, as Districts see fit.
- Facilitate proactive collaboration between Caltrans HQ, Districts, and the BPAC on active transportation policy, planning, and standards.
- Promote education and awareness across agencies and the public to better integrate pedestrian and bicycle safety and accessibility into planning and design.
- Advance the goals of equity, safety, and accessibility in transportation projects by elevating community needs and highlighting opportunities to reconnect historically underserved areas.

Caltrans Engagement

The BPAC is meant to complement existing engagement guidance, while providing a unique opportunity for an ongoing feedback loop between BPAC members (as considered in the BPAC Membership section on pg. 11) and Caltrans. BPAC offers targeted and technical recommendations on District projects that incorporate complete streets elements to align with long-term planning and design goals.

Interim Community Engagement Guidance for Plans and Projects: A Statewide Playbook

The Statewide Playbook for community engagement (Statewide Playbook), currently in Interim version, provides Caltrans staff with a reference guide for conducting engagement during planning and project delivery. It offers a general understanding of how staff, engagement methods, tools, and processes work together. The Playbook aims to provide best practices, useful experiences, and helpful tools that can be leveraged for effective community engagement.

The BPACs help strengthen engagement efforts the Playbook outlines by creating a space for two-way communication that enables Districts to receive, review, and discuss complete streets feedback from a diverse set of members.



District Playbooks can document District BPAC best practices and processes.

For the latest version of the Statewide Playbook, visit the Playbook Intranet.

Caltrans Engagement Portal

The Caltrans Engagement Portal (Portal) is an online platform for Caltrans to manage and measure public input on Caltrans plans and projects. The system allows Caltrans to collect, store, categorize, track, measure, retrieve, and respond to public comments throughout the life of a project to ensure transparency and continuity through each phase. Though online, staff have the ability to upload comments received on paper or in person into the platform, creating one centralized record of engagement.

The Portal provides greater access for the public to get information and participate on plans and projects they are interested in. A projects page may include, but is not limited to: project description, project timeline, survey questions/comment boxes, project specific email and voicemail line, ability to subscribe to updates about the project, and a listing of past and upcoming meetings and events (whether in-person, hybrid, or virtual).

The Caltrans Engagement Portal is a tool to collect and analyze public and partner comments and BPAC complements it by promoting its use and may also use it to submit comments to specific Caltrans plans and projects of interest. The BPAC can be used as a feedback loop where Caltrans is able to share engagement summaries and explain what changes were made to complete street plans and projects, as applicable.



Equitable Engagement Toolbox

The Equitable Engagement Toolbox is an internal comprehensive resource designed to equip Caltrans staff with practical tools, guidance, and ready-to-use materials for engaging. Staff can use the toolbox to access step-by-step instructions for planning and conducting outreach, leverage templates and sample plans for efficient engagement, and find equity-centered best practices that foster inclusive participation.

Whether needing resources for facilitating BPAC meetings or seeking engagement trainings, staff can quickly navigate the toolbox to find targeted support for their specific needs, helping them to strengthen communication and build trust with bike and ped stakeholders across the District.

California Walk and Bike Technical Advisory Committee (CWBTAC)

The CWBTAC is a statewide advisory body that brings technical expertise to active transportation planning.

- Supports updates to design standards and manuals
- Advises on best practices in engineering, equity, and data use
- Promotes interagency collaboration and innovation
- Helps integrate walking and biking into the statewide transportation system

BPAC discussions primarily focus on District-specific perspectives whereas the CWBTAC emphasizes a Statewide perspective.



BPAC Membership

California's communities are diverse by place type, geography, and demographics. BPACs intend to reflect that diversity by drawing membership from around the entire District. Members should representant a range of viewpoints, active transportation interests, and diverse insights into community needs. The BPAC Membership section outlines member criteria, terms, roles and responsibilities as well as the process for member nomination.

Membership Criteria and Requirements

The BPAC should include perspectives from transportation advocates, community members, local and regional governments, and Tribal Governments. Membership should reflect District regional perspectives, including urban and rural regions. Disadvantaged communities should also be reflected in BPAC membership. Every member should be interested in improving pedestrian and bicycle mobility, accessibility, and safety for the District's overall community.

BPACs should designate seats to represent a broad range of organizations and perspectives in active transportation, including:

- *Advocacy Group*: Representative(s) from local pedestrian, bicycle, or transit advocacy organizations (e.g., local bicycle coalition).
- *Community Member*: Individual(s) representing neighborhood and community interests (e.g. schools and libraries) or community member(s) who live and/or work and bike or walk in the District.
- *Public Agency*: Staff from Metropolitan Planning Organizations, Regional Transportation Planning Agencies city transportation or planning departments, county transportation or planning departments, and/or special Districts.
- *Tribal Government*: Representative(s) from Tribal Governments or Tribal Organizations.

Districts should make good-faith, documented efforts to include representation from local agencies, tribal governments, community-based organizations serving disadvantaged communities, and active transportation/transit advocates. Where a category remains unrepresented, the District shall document outreach attempts for their records.

To ensure manageability while allowing for local adaptation, a committee membership of up to 20 individuals is recommended. At a minimum, BPACs should include representation from each of the four categories listed above to maintain diverse perspectives; if no tribe is present within the District, this minimum may be reduced to the three other categories. Agency staff and subject matter experts (SMEs) serve as technical resources and are not counted as formal BPAC members.

Membership Roles and Responsibilities

The BPAC provides technical input, community perspective, and recommendations directly to Caltrans District Program staff. BPAC input may inform corridor prioritization, early design concepts, outreach strategies, identification of safety needs, and enhance the Caltrans decision making process. Caltrans retains authority to make decisions on the final project/element selection(s).

BPAC members have the responsibility to:

- Review the BPAC Member Welcome Packet which provides an understanding of Caltrans' complete streets work.
- Attend each BPAC meeting. If a BPAC member is unable to attend a meeting, it is recommended that they appoint a proxy who can provide a similar perspective.
- Commit to their responsibilities and their term limits as outlined in the charter.

BPAC members are expected to fulfill these roles:

- Advance the BPAC's goals as outlined in the charter to strengthen community engagement and collaboration; and improving processes for complete streets delivery.
- Actively participate in committee meetings. Members may volunteer for subcommittees, or complete work outside of larger committee meetings, as appropriate.

If a member is not actively participating or consistently attending scheduled meetings, District staff should follow up with them to discuss the situation and discuss potential steps for re-engagement. If the member is ultimately unable to fulfill their roles and responsibilities, a new member from the same or different organization within the membership category can be appointed by the District for the remainder of the term. At the end of the term, this appointed member may choose to self-nominate to serve a full new term.

BPAC Scope and Authority

The BPAC is an advisory body only. It has no decision-making, voting, programming, funding, or policy-adoption authority. BPAC recommendations are non-binding and serve to inform Caltrans staff and leadership.

Member Term Limits

When establishing a new BPAC, it is recommended that inaugural BPAC members commit to one- or two-year terms. At the conclusion of their first term, members may choose to serve up to two additional two-year terms. Caltrans staff should account for term staggering to preserve institutional knowledge and prevent complete turnover. For example, during the nomination process, Caltrans staff should be mindful of the balance of members assigned to 1-year versus 2-year terms.

For existing BPACs, new members will be asked to commit to a two-year term. A limit on the service of any member will be instituted by District staff following three consecutive two-year terms. If a committee member leaves their organization, then they may nominate or facilitate the nomination of a new representative. The new member fulfills the current term for that organization. Then a new self-nomination process is conducted to permanently fill the position.

Districts should keep record of members and their respective term limits.

BPAC Member Nomination Process

The BPAC Member Nomination Process begins when the District announces the opening of the nomination period. While each District may set their own nomination timeline, it is recommended that the nomination period remain open for a minimum of three (3) weeks. During this time, the District will make the self-nomination form available to interested individuals and should promote the nomination process widely through District communication channels and external communication channels. Completed forms should be submitted to the designated contact as outlined by the District. The self-nomination form along with detailed instructions can be found in Appendix C of this document, which also includes best practices for member recruitment, guidance on who should review submissions, and other nomination process materials.

Districts are encouraged to use a Smartsheet form for nomination intake purposes. If a District wishes to use Smartsheet forms, but does not have adequate access or expertise, they can work with their Office of Complete Streets Planning District Liaison to develop the form.





Headquarter/ District Roles & Responsibilities

Headquarters Responsibilities

The Active Transportation Planning Branch (ATPB) in Caltrans Division of Transportation Planning's Office of Complete Streets Planning is the primary HQ contact for BPAC work. The ATPB:

- Ensures BPACS statewide are meeting BPAC goals
- Keeps a copy of all BPAC charters
- Tracks BPAC membership and provides the Districts courtesy reminders about upcoming membership term end dates, though the Districts hold the primary tracking responsibility
- Supports District BPAC self-nomination process, including Smartsheet Self Nomination Form
- Updates BPAC template material and guidance
- Communicates HQ's engagement needs for BPACs
- Identifies trainings for District BPAC facilitators and SMEs

District Responsibilities

Caltrans District staff have BPAC related tasks they are responsible for, which include:

- Facilitating BPAC meetings and organizing meeting agendas, additional information can be found in the District Meeting Facilitation Section
- Serving as the liaison between Caltrans staff and BPAC members
- Ensuring the appropriate Caltrans District subject matter experts are aware of agenda items ahead of a meeting, in attendance to provide input, participate in discussions, and help answer questions in their field of expertise
- Identifying which District staff will be responsible for different tasks needed to facilitate meetings (e.g. taking notes, compiling meeting materials, facilitating meetings, creating the agenda, etc.)
- Providing active transportation resources and guidance to committee members
- Developing recommendations for improving processes in implementing bike and pedestrian infrastructure based on BPAC feedback
- Identifying constraints in policies or procedures that hinder projects that incorporate complete streets elements using BPAC feedback and discussions
- District Equity Working Groups, Tribal Liaisons, and Community Engagement Coordinators shall be consulted in recruitment and invited as ex-officio participants or SMEs

District Meeting Facilitation

Meeting Recommendation



District Staff is responsible for facilitating BPAC meetings and delegating roles to appropriate staff, information and recommendations on staff roles can be found in Appendix D. Here is the recommended approach that District Staff should consider when conducting BPAC meetings:

- Meeting roles include:
  - scheduling the meetings
  - sending invitations to BPAC members and Caltrans Subject Matter Experts
  - conducting internal prep meetings generally a week prior, but up to District discretion, to gather meeting materials and determine internal coordination needed prior to the BPAC meeting
  - provide an agenda and meeting information one week prior, allowing BPAC members time to prepare
  - recording meeting minutes and action items
  - facilitate meetings by providing opening remarks, agenda transitions, and closing remarks
  - provide post meeting materials
- Meetings should be held at least quarterly.
- Hybrid (virtual and in person participation) format should be used for ease of hearing from all perspectives at every BPAC meeting.
- Meetings can be 1-2 hours long, depending upon number of agenda topics and time needed for discussion.

- Meetings can be held during business hours or as determined by members and documented in the charter. Districts should be mindful when designating a meeting time as staff will have to flex their schedules if BPAC meetings are held outside of normal work hours.
- The meeting location can be at a Caltrans facility or a facility that is convenient for all attendees.
- Caltrans District management and executives should be briefed on the BPAC meeting outcomes.
- Recommended District staff trainings resources can be found in Appendix E.

Ground Rules

Establishing ground rules can help facilitate an effective meeting and promote a safe space for all attendees. Listed below are examples of ground rules that can be used, however, BPACs can discuss and create their own unique ground rules.

- We are respectful of the learning process for all members of the group.
- We listen to each other with compassion and curiosity.
- We ask for what we need and offer what we can.
- We give fair-minded and careful consideration to the views of others in effort to reach consensus.
- We foster an environment of trust to welcome new insights into complex issues to be brought forth and examined without confrontation or argumentation.

Notetaking: Generative Artificial Intelligence (GenAI)

Districts should assign staff to take notes and capture action items. If the District chooses to use GenAI notetaking tools, these best practices should be followed:

- Follow Deputy Directive 54-R4
  - Use of Generative Artificial Intelligence (GenAI) tools or applications are only permitted with authorization or approval through State provided accounts, applications and on State provided equipment for State work.
  - For approved GenAI use cases, output produced by GenAI tools and/or systems, that transmit, store, or process confidential, proprietary, or sensitive State data, that will be used for official public use, must be clearly marked as GenAI content.
- Best practice is to request and document consent from attendees if a GenAI tool is used for note taking.

Suggested Agenda Topics

BPAC meetings offer an opportunity for members to engage in discussions on Caltrans projects, plans, policies, processes, and more. Districts should consider the current phase of a project to ensure feedback is aligned with appropriate feedback timelines. District staff and BPAC members can tailor the agenda to their specific District interests and needs. Examples of potential agenda topics may include:

- Plan engagement
  - Corridor Plans
  - Statewide Modal Plans
  - State Bicycle and Pedestrian Plan Updates
  - Caltrans Active Transportation (CAT) Plans
  - Caltrans Strategic Plan

- Complete streets policy and guidance
  - When requested by Caltrans, provide input on Caltrans statewide policy and guidance
  - Discuss legislatively mandated actions such as SB 960 implementation
- Complete streets perspective on projects
  - Project-based discussions, appropriate to the project delivery phase and funding type
  - Provide feedback during different project phases as necessary
- Complete streets opportunities and challenges on the state transportation network
- Other active transportation-related topics, such as funding or legislative changes
- Outreach considerations

A meeting agenda template is available in Appendix D.



Frequency of BPAC Meetings

For statewide consistency and manageability, it is recommended that District BPAC meetings be held at least quarterly.

Translation Services

Verbal and written translation services can be found on this website: https://transportationplanning.onramp.dot.ca.gov/limited-english-proficiency. The DOTP LEP Procedures document provides guidance on how to determine translation/interpretation needs, determine the type of interaction needed (verbal/written), provides appropriate resources, and outlines data reporting guidelines.

Title VI

It is recommended that Districts document BPAC meeting attendance and discussion outlined in the Caltrans Title VI process.

Title VI Brochures in different languages can be found here: https://ocr.onramp.dot.ca.gov/title-vi-program/title-vi-brochures



Meeting Minutes

District staff is responsible for recording meeting minutes and disseminating them to BPAC members and other District staff after the meeting.

Caltrans Subject Matter Experts

Caltrans District SMEs should attend BPAC meetings based on agenda items and expected discussions. SMEs may include Caltrans District staff with expertise in planning, designing, maintaining, evaluating, and delivering projects that incorporate complete streets elements and programs in different functional areas. The District engagement Coordinator can help determine which SMEs are appropriate to lead discussion for individual agenda items. SMEs may include staff from the following functional areas:



- Traffic Operations
- Sustainability
- Safety
- Right of Way
- Public Information Office
- Project Management
- Planning (Bicycle and Pedestrian Coordinator / Transit Planner / Complete Streets Coordinator / Program Advisor / Portfolio Manager / PID)
- Maintenance
- Environmental
- Encroachment Permits
- Design/Landscape Architecture
- Construction

Subject Matter Experts need to charge their time to the appropriate time code as outlined by their own District management. District Transportation Planning may assess if resource capacity exists to provide 1-2 hours per BPAC meeting for an individual SME to attend. Headquarters does not provide a special code for SMEs attending BPAC meetings.



Subcommittees

Establishing Subcommittees

Subcommittees may be established by BPAC members with District approval. Subcommittees are formed when additional work or monitoring is needed outside of regular meetings, for example, if there is a District wide event or issue that would benefit from focused discussions or a particular deliverable needs to be created. If a subcommittee is formed it should include at least three BPAC members, or as the District determines appropriate.Subcommittee members can determine the frequency of meetings and decide when to report findings back to the BPAC. It is recommended that Caltrans staff facilitate the BPAC subcommittee meetings.



District BPAC Charter

It is recommended that each District BPAC creates a charter to establish clear understanding of processes and roles.

District staff must work with Headquarters Division of Transportation Planning's Active Transportation Planning Branch (ATPB) as new charter language is discussed or if an existing charter is amended.

The recommended BPAC charter template is found in Appendix B, which includes suggested charter language. To ensure Districts are achieving the BPAC goals, there should be a strong focus on maintaining an effective feedback loop between Caltrans and BPAC members. If Districts choose to meet these goals through an established meeting structure, it is recommended that they use the charter template to support consistency.

Additional information on charter sections follows.

Membership

Charter membership information should follow the guidance from the "BPAC Membership" section outlined in this guidance document.

Charter Amendments

BPAC charters may need occasional amendments, for instance, when BPAC members change or if the meeting frequency changes. The steps to updating BPAC charters are:

1. BPAC members and Caltrans District staff determine that the charter needs to be updated. They reach agreement on the charter sections that need to be updated.
2. The District confers with the Active Transportation Planning Branch in the Division of Transportation Planning's Office of Complete Streets Planning on the anticipated updates.
3. The Caltrans District edits the charter and circulates the draft for review and comments by BPAC members and the Active Transportation Planning Branch.
4. Caltrans District updates the charter language after receiving and reviewing comments and feedback from the BPAC.
5. The Active Transportation Branch reviews for concurrence.
6. Caltrans District Planning Deputy gives final approval on the charter updates.
7. The date of the new charter is recorded within the charter template.

Record of Amendments

When an amendment to the charter is adopted, it must be recorded within the charter, along with the original language. If a section of the charter is repealed, the date of the meeting at which the repeal was enacted, or written assent was filed, shall be added to the charter.

APPENDIX



Appendix A

BPAC Member Welcome Packet



Click here to view the BPAC Welcome Packet

Appendix B

BPAC Charter Template

Caltrans District [_] Bicycle Pedestrian Advisory Committee (BPAC) Charter

Background	Caltrans commitment to bicycle and pedestrian facilities on the State Transportation Network is reflected by the Statewide Bicycle and Pedestrian Plan: Toward an Active California, California Active Transportation (CAT) Plans, 2024-28 Caltrans Strategic Plan, and Director's Policy 37 on complete streets. To support implementation of these efforts, [Insert District] established the BPAC, which gathers input from a diverse range of stakeholders to guide the implementation of active transportation strategies at the District level.
Purpose	The [Insert District] BPAC provides strategic input, guidance, and process improvement recommendations to support achievement of the walking and biking safety objectives and multimodal network strategies in the 2024-28 Caltrans Strategic Plan. The committee also guides implementation of the Statewide Bicycle and Pedestrian Plan: Toward an Active California at the District level, through the lens of the [Insert District] California Active Transportation (CAT) Plan, 2024-28 Caltrans Strategic Plan, and DP-37. The goals of the [Insert District] BPAC align with Caltrans' core values. The primary role of the BPAC is to serve as a conduit for communication between Caltrans' [Insert District] and the cities, counties, and tribal governments and stakeholders in the [Insert Applicable Counties]. As advisory committees are not created by statute, executive order, or law, the [Insert District] BPAC is not subject to Bagley Keene or Brown Acts.
Goals	BPAC Goals: • Strengthen Community Engagement and Collaboration • Improving Processes for Complete Streets Delivery

Members	List individual BPAC members and the external partner organization or community they represent. Caltrans staff and subject matter experts are not BPAC members.
Member Term Limits	When establishing a new BPAC, it is recommended that inaugural BPAC members commit to one- or two-year terms. At the conclusion of their first term, members may choose to serve up to two additional two-year terms. Caltrans staff should account for term staggering to preserve institutional knowledge and prevent complete turnover. For example, during the nomination process, Caltrans staff should be mindful of the balance of members assigned to 1-year versus 2-year terms. For existing BPACs, new members will be asked to commit to a two-year term. A limit on the service of any member will be instituted by District staff following three consecutive two-year terms. If a committee member leaves their organization, then they may nominate or facilitate the nomination of a new representative. The new member fulfills the current term for that organization. Then a new self-nomination process is conducted to permanently fill the position. Districts should keep record of members and their respective term limits.
Frequency of Meetings	The [Insert District] BPAC will hold [number of] meetings per year on a [Insert frequency] basis at [Insert time]. Subcommittee meetings may be scheduled between regular meetings as necessary, with reports back to the full committee.
Roles and Responsibilities	BPAC members have the responsibility to: • Review the BPAC Member Welcome Packet which provides an understanding of Caltrans' complete streets work. • Attend each BPAC meeting. If a BPAC member is unable to attend a meeting, it is recommended that they appoint a proxy who can provide a similar perspective. • Commit to their responsibilities and their term limits as outlined in the charter. BPAC members are expected to fulfill these roles:

	• Advance the BPAC's goals as outlined in the charter to strengthen community engagement and collaboration; and improving processes for complete streets delivery. • Actively participate in committee meetings. Members may volunteer for subcommittees, or complete work outside of larger committee meetings, as appropriate. <u>District Staff Responsibilities</u> • Facilitating BPAC meetings and organizing meeting agendas, additional information can be found in the District Meeting Facilitation Section • Serving as the liaison between Caltrans staff and BPAC members • Ensuring the appropriate Caltrans District subject matter experts are aware of agenda items ahead of a meeting, in attendance to provide input, participate in discussions, and help answer questions in their field of expertise • Identifying which District staff will be responsible for different tasks needed to facilitate meetings (e.g. taking notes, compiling meeting materials, facilitating meetings, creating the agenda, etc.) • Providing active transportation resources and guidance to committee members • Developing recommendations for improving processes in implementing bike and pedestrian infrastructure based on BPAC feedback • Identifying constraints in policies or procedures that hinder projects that incorporate complete streets elements using BPAC feedback and discussions • District Equity Working Groups, Tribal Liaisons, and Community Engagement Coordinators shall be consulted in recruitment and invited as ex-officio participants or SMEs.
Using BPAC Input	The [Insert District] BPAC provides technical input, community perspective, and recommendations directly to Caltrans District Program staff. BPAC may provide input on any items on its agenda. Caltrans considers the input and retains authority to make final decisions. Meeting minutes capture individual BPAC members' perspective. A voting process using quorum or majority <u>is not used</u> to record BPAC input. In the event there is a consensus recommendation from BPAC, the meeting minutes will capture it.

Subcommittees	Subcommittees may be established by BPAC members with District approval. Subcommittees may be created to address specific issues or monitor ongoing work. List Subcommittee(s)
Charter Date	**Record of Amendments** When an amendment to the charter is adopted, it must be recorded within the charter, along with the original language. If a section of the charter is repealed, the date of the meeting at which the repeal was enacted, or written assent was filed shall be added to the charter.

Click here to view the BPAC Charter Template

Appendix C

In Appendix C there are resources for the Self-Nomination process including language for a BPAC Self-Nomination Form, the applicant Scoring Rubric and Best Practices for recruitment.

Recruiting Best Practices

Districts are encouraged to proactively advertise the availability of the BPAC self-nomination form to ensure broad and equitable community participation. A multi-channel outreach approach is recommended to maximize awareness and engagement.

Recruiting best practices include:

- Email blasts distributed through Constant Contact or other District-approved platforms.
- QR codes included on printed materials, flyers, and event signage to provide direct access to the form.
- Face-to-face outreach, including conversations at community meetings, stakeholder events, and public gatherings.
- Public Information Officer (PIO) coordination to expand outreach through official District communication channels.
- Social media posts shared across District-managed platforms to reach diverse audiences.
- Website postings, including placement on the District's webpage with clear instructions for participation.
- Newsletters and community bulletins to inform interested stakeholders.
- Direct outreach, including phone calls or targeted engagement with community partners and advocacy groups.

BPAC Self-Nomination Form

BPAC Self-Nomination Form

The BPAC self-nomination form is a tool to identify qualified BPAC members, based on District-specific needs. Flexibility is permitted to ensure the form aligns with local priorities and community context. Districts are encouraged to use a Smartsheet form for nomination intake purposes. If a District wishes to use Smartsheet forms, but does not have adequate access or expertise, they can work with their Office of Complete Streets Planning District Liaison to develop the form. Here is the suggested wording for the District nomination form:

The California Department of Transportation (Caltrans) District __ (insert District number) invites you to apply to participate in the District __ Bicycle and Pedestrian Advisory Committee (BPAC). The goal of the BPAC is to provide a forum for discussion and idea-sharing between Caltrans and active transportation stakeholders across the District __ service area. The safety of all users of the State Transportation Network (STN) is a top priority for Caltrans. We are committed to enhancing safer and more comfortable mobility options for bicyclists and pedestrians on and across the STN, aligning with our Strategic Management Plan goal of increasing walking, bicycling and other alternative modes of transportation throughout the state. To express your interest in participating, please complete the following intake form. We ask that you submit your response by __ (Insert date).

Thank you for your interest in participating in the District __ BPAC.

1. Full Name: _____
2. Contact Information (Cell phone and email address):
   _____
   _____
3. Organization or agency type (mark only one)
   a. Tribal Government
   b. Bicycle or Pedestrian Advocate
   c. City
   d. Community-based organization

e. County
f. Member of the public
g. MPOs/RTPAs
h. Other: _____

4. Organization or agency name: _____
5. Role/Title in organization: _____
6. Focus of you or your organization's representation for this committee (check all that apply):
   a. Bicycle
   b. Pedestrian
   c. Transit
   d. Multiple transportation modes
   e. Other: _____
7. Service area of you or your organization (for example: neighborhood, city, county, or tribal nation): _____
8. Are you willing to actively participate in all BPAC meetings?
   a. Yes
   b. No
   c. Not sure
   d. Explain

   _____

   _____

Statement of Qualifications

9. Provide a brief statement indicating why you and/or your organization are interested in serving on the BPAC and why you are qualified for this appointment. (300 words or less)

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

10. Relevant interests: List any specific interest, involvement, or expertise you or your organization have related to bicycle and/or pedestrian projects, plans or access issues that might pertain to this committee. (300 words or less)

11. Explain your ability to work constructively in a group. Provide an example of your ability to collaborate, communicate respectfully, and help a group come to decisions.(500 words or less)

12. Experience with underrepresented communities: List and describe the connection you or your organization have—including representation, volunteer work, community-based organization membership, or other involvement—with disadvantaged or traditionally underrepresented communities. (300 words or less)

13. Does your organization serve/benefit a Disadvantaged Community (DAC)?
    a. Yes
    b. No

14. If your response to question 13 is YES, then select the source(s) of this determination:
    a. Median Household Income
    b. National School Lunch Program
    c. CalEnviroScreen 4.0
    d. Low-income disadvantaged communities, as designated by California Priority Population Investments 4.0 (formerly referred to as SB 535 Low-income Disadvantaged Communities)
    e. Healthy Places Index 3.0
    f. Native American Tribal Lands
    g. Historically Disadvantaged Community
    h. Areas of Persistent Poverty
    i. Other Federal Definitions

15. Detail your experience as a pedestrian, bicyclist, transit rider, or mobility-impaired traveler focusing meaningful reliance on non-auto modes. (300 words or less)

_____
_____
_____
_____

Click here to view the BPAC Self-Nomination Form

Resources to Review the BPAC Self-Nomination Form

The following tools and resources are provided to assist District staff/Review committee in reviewing and managing the BPAC Self-Nomination process.

Application Review Process

- Applications should be reviewed primarily by District staff reviewers (District Complete Streets Coordinators or Active Transportation Portfolio Managers).
- It is recommended that one Headquarters (HQ) reviewer participate in the review process to provide consistency and alignment with statewide complete streets objectives. Districts may invite their respective District Liaison from the HQ Office of Complete Streets Planning to participate in reviewing nomination forms.
- Review teams should ensure transparency, fairness, and consistency throughout the evaluation process.
- District managers or executives should provide final approval of members.

Scoring Rubric

To support an objective and structured review process, a District CS BPAC Applicant Scoring Rubric can be used.

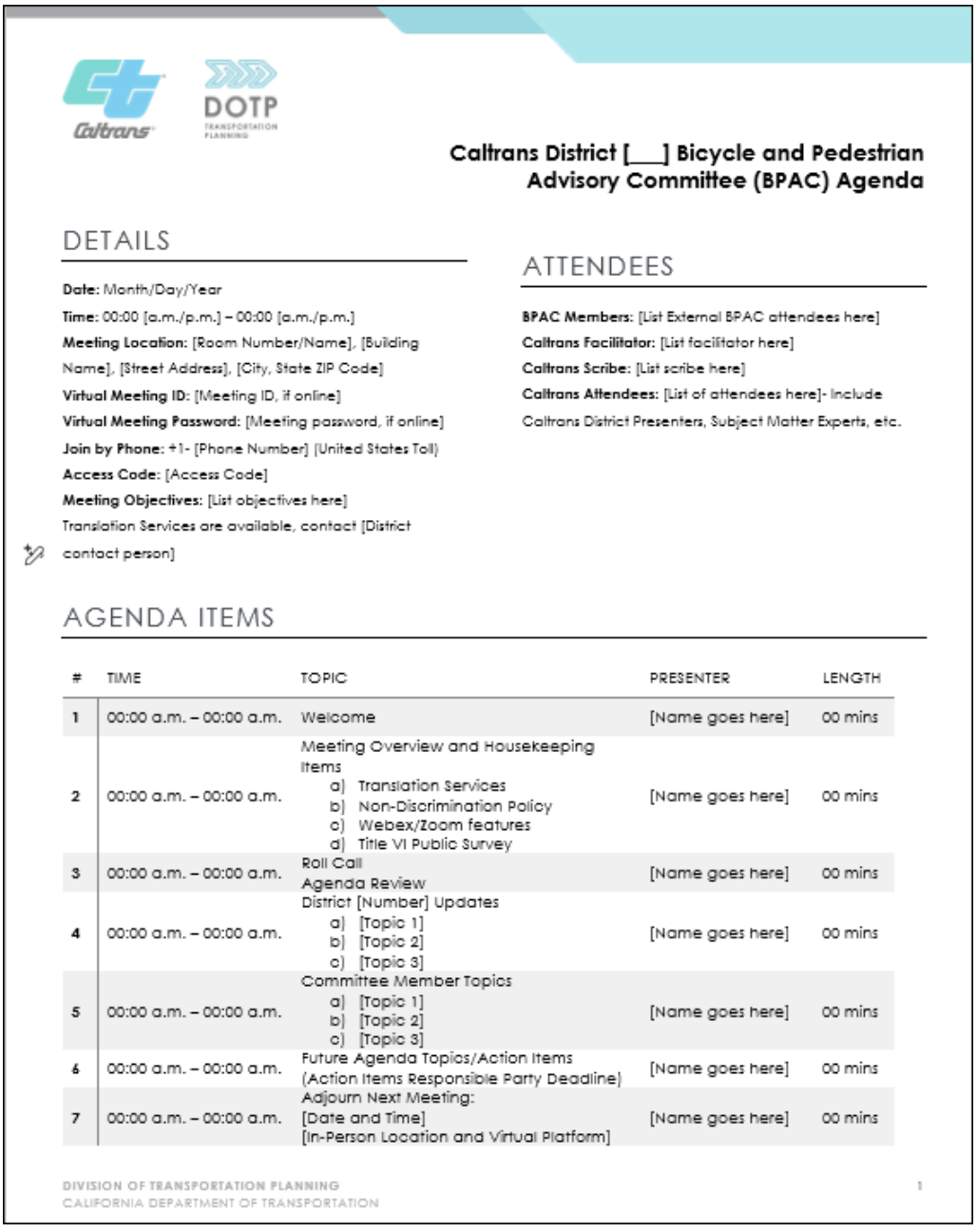
- Districts are responsible for reviewing all nominations.
- Headquarters recommends specific evaluation criteria to guide review and ensure consistency across Districts.
- The scoring rubric assigns numerical point values (total possible score of 100 points) across established criteria.
- Districts should use the rubric to compare applicants systematically and document evaluation outcomes.

The rubric is intended to enhance transparency, support equitable decision-making, and provide a standardized framework for applicant comparison.

Appendix D

Appendix D includes the BPAC agenda template and recommended BPAC facilitation roles and the District staff that may fulfill them.

BPAC Agenda Template



Caltrans District [___] Bicycle and Pedestrian Advisory Committee (BPAC) Agenda

DETAILS

Date: Month/Day/Year
Time: 00:00 [a.m./p.m.] – 00:00 [a.m./p.m.]
Meeting Location: [Room Number/Name], [Building Name], [Street Address], [City, State ZIP Code]
Virtual Meeting ID: [Meeting ID, if online]
Virtual Meeting Password: [Meeting password, if online]
Join by Phone: +1- [Phone Number] [United States Toll]
Access Code: [Access Code]
Meeting Objectives: [List objectives here]
Translation Services are available, contact [District contact person]

ATTENDEES

BPAC Members: [List External BPAC attendees here]
Caltrans Facilitator: [List facilitator here]
Caltrans Scribe: [List scribe here]
Caltrans Attendees: [List of attendees here]- Include Caltrans District Presenters, Subject Matter Experts, etc.

AGENDA ITEMS

#	TIME	TOPIC	PRESENTER	LENGTH
1	00:00 a.m. – 00:00 a.m.	Welcome	[Name goes here]	00 mins
2	00:00 a.m. – 00:00 a.m.	Meeting Overview and Housekeeping Items a) Translation Services b) Non-Discrimination Policy c) Webex/Zoom features d) Title VI Public Survey	[Name goes here]	00 mins
3	00:00 a.m. – 00:00 a.m.	Roll Call Agenda Review	[Name goes here]	00 mins
4	00:00 a.m. – 00:00 a.m.	District [Number] Updates a) [Topic 1] b) [Topic 2] c) [Topic 3]	[Name goes here]	00 mins
5	00:00 a.m. – 00:00 a.m.	Committee Member Topics a) [Topic 1] b) [Topic 2] c) [Topic 3]	[Name goes here]	00 mins
6	00:00 a.m. – 00:00 a.m.	Future Agenda Topics/Action Items (Action Items Responsible Party Deadline)	[Name goes here]	00 mins
7	00:00 a.m. – 00:00 a.m.	Adjourn Next Meeting: [Date and Time] [In-Person Location and Virtual Platform]	[Name goes here]	00 mins

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CALIFORNIA DEPARTMENT OF TRANSPORTATION
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Click here to view the BPAC Agenda Template

District Roles

District Staff is responsible for facilitating BPAC meetings and delegating roles to appropriate staff. Districts may assign roles at their discretion, as staffing structures and responsibilities can vary. The following are recommended BPAC facilitation roles and the staff positions that may fulfill them:

1. Meeting Coordinator – Complete Streets Coordinator or assigned program support staff
    - Schedules meetings (virtual, in-meeting, or hybrid)
    - Reserve meeting rooms and/or ensure virtual meeting links are created
    - Send calendar invites to District staff, BPAC members, and SMEs
2. Pre-Meeting Lead – Complete Streets Coordinator or assigned program support staff
    - Convene internal prep meeting approximately one week prior to the main meeting
    - Collect agenda items, presentations, and other necessary meeting materials
    - Draft and distribute agendas at least one week in advance
    - Coordinate with SMEs to ensure readiness
    - Confirm meeting goals, discussion needs, and required follow-ups
3. Meeting Facilitator – Office Chief, Branch Chief, or Complete Streets Coordinator
    - Provide opening remarks and frame meeting goals
    - Guide participants through the agenda, transitions, and time management
    - Ensure balanced participation and adhere to discussion norms
    - Ensure any ground rules are being followed by all members
    - Ensure meeting is staying on topic
    - Provide closing remarks and confirm next steps

4. Meeting Scribe/Note-Taker – Assigned program support staff
    - Record meeting minutes, decisions, and action items
    - Track attendance and key themes raised during discussion
5. Post-Meeting Coordinator – Complete Streets Coordinator or assigned program support staff
    - Distribute action items, meeting minutes, and supplemental materials
    - Monitor follow-up tasks and confirm completion with responsible staff
    - Update shared files as appropriate
6. Subject Matter Expert Contributors – SMEs from District functional areas
    - Support responses to questions and provide clarifications
    - Review the meeting agenda to ensure they are present when need be
    - Request items be placed on agenda for BPAC input, as needed

Appendix E

District Staff Training Resources

Caltrans offers internal trainings that help staff build or refresh their skills associated with meeting facilitation, collaboration, and other BPAC-relevant skills. District staff involved with BPAC meetings may determine which courses may be helpful for themselves or their team. There is no requirement for all the courses to be completed. There may be a minimal cost associated with some of the courses, District staff can determine that prior to registering.

CalHR courses available through CalLearns

- Conducting Effective Meetings
- Communicating Effectively
- Conflict Resolution
- Effective Minute-Taking and Meeting Notes for Public Sector Agencies
- Nudge: Influencing Others to Take Action
- Presentation Skills
- PowerPoint: Level 1
- PowerPoint: Level 2
- See Full Course Catalog for more

Caltrans courses available through HQ Planning and Modal Program Project Management (PM2) https://pm2.onramp.dot.ca.gov/upcoming-courses

- Facilitation Workshop
- Collaboration Skills
- Emotional Intelligence
- Introduction to Generational Diversity

GLOSSARY



Glossary

10-year State Highway Operation and Protection Program (SHOPP)
The SHOPP is a four-year document of projects that is adopted by the Commission after holding at least two public hearings and a finding of consistency with the Transportation Asset Management Plan (TAMP). The adopted SHOPP is submitted to the Legislature and the Governor not later than April 1 of each even-numbered year. SHOPP projects are identified through periodic condition assessments and field reviews, through the biennial State Highway System Management Plan, are guided by the developing Transportation Asset Management Plan, and constrained to the funding in the adopted Fund Estimate. Funding for SHOPP projects is a mixture of Federal and State funds, including the Road Maintenance and Rehabilitation Account created by SB 1.

Areas of Persistent Poverty
An "Area of Persistent Poverty" is defined by the Bipartisan Infrastructure Law. A project is located in an Area of Persistent Poverty if:

1. the County in which the project is located consistently had greater than or equal to 20 percent of the population living in poverty in all three of the following datasets: (a) the 1990 decennial census; (b) the 2000 decennial census; and (c) the most recent (2022) Small Area Income Poverty Estimates; OR
2. the Census Tract in which the project is located has a poverty rate of at least 20 percent as measured by the 2014-2018 5-year data series available from the American Community Survey of the Bureau of the Census; OR
3. the project is located in any territory or possession of the United States.

Bagley-Keene or Brown Act
The Bagley-Keene Open Meeting Act governs state agencies in California, while the Brown Act applies to local government agencies, both ensuring public access to meetings and transparency in government. 2024 Bagley-Keene Act Open Meeting Act Guide

California Active Transportation (CAT) Plan
CAT Plan is part of a comprehensive effort to identify locations with bicycle and pedestrian needs in each Caltrans District across California. The goal is to increase the proportion of trips accomplished by biking and walking, improve safety and mobility for non-motorized users, and achieve greenhouse gas reduction goals. CAT plans identify specific locations and specific bike or pedestrian needs ("location-based needs", or LBNs) which can be referenced to help scope projects. Caltrans Active Transportation (CAT) Plans | Caltrans

California Transportation Plan (CTP)
CTP provides a common framework for guiding transportation decisions and investments by all levels of government and the private sector. Statutorily mandated federal and state law requires that Caltrans facilitate, develop, and prepare the CTP. It is Caltrans' responsibility to work with stakeholders and the public to update the CTP every five years. California Transportation Plan Updates | Caltrans
California Transportation Plan 2050

Caltrans 2024-2028 Strategic Plan
The Caltrans Strategic Plan is our guiding document that defines our culture, lays out our top priorities and represents our desired outcomes. It is our roadmap to the future. Caltrans 2024-2028 Strategic Plan

Caltrans Director's Policy 19 (DP-19)
Working with Native American Communities, Caltrans Director's Policy 19 states when engaging in activities or developing policies that affect Native American tribal rights or trust resources, the Department acts in a knowledgeable, sensitive and respectful manner. DP-19

Caltrans Director's Policy 22 (DP-22)
The Department uses "Context Sensitive Solutions" as an approach to plan, design, construct, maintain, and operate its transportation system. DP-22

Caltrans Director's Policy 37 (DP-37)
DP-37 establishes that all transportation projects funded or overseen by Caltrans will provide comfortable, convenient, and connected complete streets facilities for people walking, biking, and taking transit or passenger rail unless an exception is documented and approved. DP-37

Caltrans Deputy Directive 54-R4
All access and usage of the California Department of Transportation's (Caltrans) information technology assets, owned or leased, are for official State business. Information Technology Use.
https://admin.onramp.dot.ca.gov/downloads/admin/deputy_directives/dd_54_0.pdf

Corridor Plans
A Corridor System Management Plan (CSMP) is used to outline the multi-jurisdictional and multi-modal management of a corridor experiencing delay due to congestion. A CSMP results in a listing and phasing plan of recommended operational improvements, Intelligent Transportation System (ITS) strategies, and system expansion projects to preserve or improve performance measures within the corridor.CSMPs are required for all projects receiving Proposition 1B (2006) Corridor Mobility Improvement Account (CMIA) funding.

The goal of a Comprehensive Multimodal Corridor Plan (CMCP) is to develop a strategy and identify a list of transportation projects that will reduce congestion, reduce greenhouse gas emissions, and improve livability through operational improvements, technological advancements, and increased multi-modal options along a transportation corridor.
Multimodal Corridor Plan | Caltrans

District System Management Plan (DSMP)
DSMP is a long range (20 year) strategic and policy planning document that presents the long-range goals, policies and programs the District intends to follow in maintaining, managing, and developing the transportation system. It serves as a resource for informing federal, state, regional and local agencies, and the public and private sector of the plans the District intends to follow in its partnership role with local and regional agencies. District System Management Plan | Caltrans

Disadvantaged Community (DAC)
DACs in California are identified using CalEnviroScreen 4.0, a tool that assesses the cumulative pollution burden and vulnerability of communities. The Caltrans Equity Index (EQI) is a spatial screening tool used to identify transportation-based priority populations in California. The EQI identifies underserved communities based on low-income

status and proximity to high-traffic corridors, as well as access to destinations. The EQI is designed to ensure inclusive engagement during project planning and delivery, particularly for historically disadvantaged communities.
CalEnviroScreen 4.0 - OEHHA
Caltrans Equity Index (EQI) | Caltrans

Census tracts with median household incomes at or below 80 percent of the statewide median income or with median household incomes at or below the threshold designated as low income by the Department of Housing and Community Development's list of state income limits adopted under Healthy and Safety Code section 50093 and/or Census tracts receiving the highest 25 percent of overall scores in CalEnviroScreen 4.0 or Census tracts lacking overall scores in CalEnviroScreen 4.0 due to data gaps, but receiving the highest 5 percent of CalEnviroScreen 4.0 cumulative population burden scores or Census tracts identified in the 2017 DAC designation as disadvantaged, regardless of their scores in CalEnviroScreen 4.0 or Lands under the control of federally recognized Tribes.

Encroachment Permits
An encroachment permit must be obtained for all proposed activities related to the placement of encroachments within, under, or over the State highway rights of way. Some examples of work requiring an encroachment permit are utilities, excavations, encroachment renewals, advertisements (when allowed by statute), vegetation planting or trimming, surveys, mailboxes, driveways, installation or removal of tire chains for compensation, special events, and commercial filming activities.

To obtain an encroachment permit from Caltrans, applicants must complete a Standard Encroachment Permit Application (TR-0100) and attach supporting documentation such as plans, location map, environmental documentation, letter of authorization, surety bonds, liability insurance, and any applicable fees. The application must be submitted to the appropriate District Encroachment Permits Office having jurisdictional authority over the proposed encroachment site. The review and analysis of encroachment projects is managed through either the Encroachment Permits Office Process (EPOP) or Project Delivery Quality Management Assessment Process (QMAP). Encroachment Permits | Caltrans

Equity Engagement Toolbox
The toolbox aims to:

- Provide step-by-step guidance for developing and implementing engagement efforts
- Support staff with ready-to-use templates, examples, and tools
- Help coordinate efforts across districts and Headquarters through consistent practices
- Promote equity-centered engagement that goes beyond compliance
- Facilitate better documentation, tracking, and analysis of public input

The Toolbox is for anyone who conducts or supports public engagement activities on behalf of Caltrans. This includes staff at both the District and headquarters levels—regardless of title or classification—who interact with the public, stakeholders, or community groups as part of their work. Each part of the toolbox is designed for a specific engagement need, with links to related templates, tools, and support. This toolbox is a living resource and will continue to evolve based on staff needs, policy updates, and user feedback.
Equitable Engagement Toolbox | Transportation Planning

Executive Order N-19-19 (Climate Action Plan)
Signed by California Governor Gavin Newsom in 2019, this Executive Order directs state agencies to combat climate change by leveraging transportation funding to reduce greenhouse gas emissions, integrating climate risks into infrastructure planning, and aligning the state's investment portfolio with1 carbon neutrality goals
Executive Order N-19-19

First-/Last-mile Transportation
First and last mile transportation refers to the initial and final segments of a journey, addressing the challenges commuters face when traveling to and from transit stations.

Healthy Places Index (HPI) 3.0
In 2022, HPI 3.0 was launched and features updated data and tools to compare data across geographies and time periods, examine the link between race and place, find communities that meet certain conditions, access over 375 decision-support layers, review policy recommendations tailored to the needs of the community, display historic redlining data, and filter by race, ethnicity, and country of origin. Healthy Places Index (HPI)

Infrastructure Investment and Jobs Act (IIJA)
IIJA, otherwise known as the Bipartisan Infrastructure Law, represents a once-in-a-generation investment in our nation's infrastructure, competitiveness, and communities and provides approximately $550 billion in new Federal infrastructure investment. CalSTA Infrastructure Investment and Jobs Act (IIJA) Implementation | CalSTA

Median Household Income
Median Household Income is a measure of the average income of a household. In the context of Caltrans, it is used to determine if a household is below the 2022 county low-income limit. The data for median household income is collected by the Census Bureau and is available in their data table S1901. Caltrans also considers median household income in their Equity Data Healthy Places Index and CalEnviroScreen reports.

Metropolitan Planning Organization (MPO)
MPO is a federally mandated and funded organization in the United States that plays a crucial role in transportation planning. MPOs are responsible for coordinating and implementing transportation projects in urbanized areas with populations over 50,000, ensuring local officials and residents have input into the planning process. They facilitate the allocation of federal transportation funds and develop long-range transportation plans to improve mobility and accessibility in their regions.

Mode Share Action Plan 2.0 (2020)
The Caltrans Mode Share Action Plan 2.0 is a coordinated effort led by the Sustainability Program, in partnership with staff across many different Caltrans divisions, to identify the highest priority actions aimed at achieving the Department's Strategic Management Plan (SMP) goal of tripling biking, doubling walking, and doubling transit use by the year 2020 (Goal 3). This plan includes Complete Streets Action Plan (CSAP): High Priority 2020-21 Actions. HQ Sustainability replaced the Mode Share Action Plan (2020) with the CSAP in future iterations.

National School Lunch Program (NSLP)
NSLP is a federally funded program that assists schools and other agencies in providing nutritious lunches to children at reasonable prices. The program operates in nearly 100,000 public and nonprofit private schools and residential childcare institutions. Schools and institutions participating in the program are required to use meal patterns and dietary specifications established by the U.S. Department of Agriculture (USDA).

Native American Tribal Governments
There are currently 109 federally recognized Tribes and 81 non-federally recognized Tribes in California, accounting for 20% of the Nation's tribes.

Caltrans Director's Policy 19 states: The Department establishes and adheres to government-to-government relationships when interacting with California Native American Tribes (Tribal Governments). The Department:

- Acknowledges these tribes as unique and separate governments within the United States.
- Ensures that its programs and activities avoid or minimize adverse impacts to cultural and other resources.

- Recognizes and respects important California Native American rights, sites, traditions and practices.
- Consults with Tribal Governments prior to making decisions, taking actions or implementing programs that may impact their communities.

Through Executive Order N-15-19, the Governor reaffirms and incorporates by reference the principles of government-to-government engagement established by Executive Order B-10-11, encouraging every state agency and department to meaningfully communicate and consult with California tribes. Secretary Toks Omishakin is committed to establishing direct communication and positive relationships with California tribes as expressed in the California State Transportation Agency's tribal consultation policy: https://calsta.ca.gov/-/media/calsta-media/documents/docs-pdfs-2014-tribal-consultation-policy-as-adopted-june-2014-a11y.pdf

Native American Tribal Lands
Lands within a reservation, lands held in trust by BIA, or lands otherwise under the direct ownership of a tribe. Most tribal lands are in trust status and within a reservation, but these lands can also be outside of a reservation. Caltrans has many state routes that traverse tribal lands, reservations, rancherias, and tribal ancestral lands https://caltrans.maps.arcgis.com/apps/webappviewer/index.html?id=400892a1a7d742d1bdd08b5d33566c96

https://dot.ca.gov/programs/eta/tribal-affairs/tribal-relations

PA&ED
PA&ED stands for Project Approval and Environmental Document, a key phase in Caltrans' project development process that evaluates alternatives, environmental impacts, and establishes a preferred project solution. PA&ED phase is the second stage in the Caltrans project development process, following Project Initiation. Its primary purpose is to refine project alternatives, assess environmental impacts,

and select a preferred alternative for implementation while ensuring compliance with state and federal environmental regulations. This phase is critical for obtaining formal project approval and preparing the necessary environmental documentation for public review and regulatory compliance.

PID
A Project Initiation Document (PID) is an engineering document that outlines the scope, cost, and schedule of a project. It is required for all major projects on the State Highway System (SHS) and is essential for obtaining approval for funding. The PID serves as a record of the purpose and need for the project, along with the approach to meet or reduce transportation deficiencies. It is used to obtain approval for inclusion in programming documents or to get conceptual approval for projects funded by others.

Pre-PID
In the context of Caltrans, a Pre-PID is a document that outlines the purpose, scope, and schedule of a project before it is approved for funding. It is essential to ensure that the project aligns with Caltrans' standards and policies, and it is required for all major projects on the State Highway System. The pre-PID process includes steps such as a Preliminary Environmental Scoping (PES) and the development of a Preliminary Environmental Assessment Report (PEAR) to identify necessary environmental studies and permits.

Public Information Office (PIO)
The office handles media relations, develops internal and external communications, coordinates media campaigns, and oversees the Department's awards programs. Specifically, it prepares and distributes news releases and fact sheets about Department projects, actions and programs.
Public Affairs | External Affairs

Regional Transportation Plan (RTP)
RTP is prepared by regional agencies to identify a 20-year vision for transportation priorities and investments12. The purpose of an RTP is to identify transportation projects, programs, and services that may be implemented through 2050, capture the community's vision for the transportation system, and serve as a major tool for implementing long-range transportation planning. **2024 RTP Guidelines Update | Caltrans**

Regional Transportation Planning Agency (RTPA)
Every county in California is served by a RTPA, created by state law. RTPAs are known locally as local transportation commissions, county transportation commissions, councils of government, and associations of government. **California - Rural Transportation**

Senate Bill (SB) 960
California SB 960 aims to enhance transportation safety and infrastructure by prioritizing complete streets facilities for pedestrians, cyclists, and public transit users.

State Highway System Management Plan (SHSMP)
The SHSMP presents a performance-driven and integrated management plan for the State Highway System (SHS) in California. SHS needs, investments, and resulting performance for the 10-year period are presented in the SHSMP. The SHSMP is organized to align with the California Department of Transportation Strategic Plan. dot.ca.gov/-/media/dot-media/programs/asset-management/documents/2025_shsmp_draft_02-21-25.pdf

Statewide Bicycle and Pedestrian Plan (SBPP): Toward and Active California (2017)
SBPP, also known as Toward an Active California (2017), is California's first statewide plan that laid out policies and actions to achieve the department's goals of doubling walking and tripling bicycling trips by 2020. The plan outlines measures to increase bicycling and walking while reducing fatalities among bike riders and pedestrians. TOWARD AN ACTIVE CALIFORNIA STATE BICYCLE + PEDESTRIAN PLAN

Title VI
Title VI of the Civil Rights Act of 1964 prohibits discrimination based upon race, color, and national origin. Specifically, 42 USC 2000d states, "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance, including those administered by Caltrans. Individuals who believe they have been discriminated against can file a Title VI complaint by completing the Title VI Complaint Form available on the Caltrans website. Caltrans also conducts compliance reviews and provides training to ensure adherence to Title VI regulations.
Title VI | Caltrans



Bicycle & Pedestrian Advisory Committee

GUIDANCE FOR DISTRICTS

Caltrans

DOTP
TRANSPORTATION PLANNING