


Manual Change Transmittal

TITLE PROJECT DEVELOPMENT PROCEDURES MANUAL	APPROVED BY  JANICE BENTON, Chief	Date Issued: Feb. 10, 2021
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SUBJECT AREA Complete Streets Decision Documentation	ISSUING UNIT DIVISION OF DESIGN	
SUPERCEDES New Appendix FF and template	DISTRIBUTION ON-LINE	

The Complete Streets Decision Document (CSDD) has been implemented to record key decisions to incorporate complete streets facilities in projects on the State highway system. The intent of the CSDD is to ensure accountability in Caltrans ongoing efforts to maximize the integration of complete streets elements within projects. The CSDD is required to be prepared and submitted with the Project Initiation Document (PID), Project Approval/Environmental Document (PA/ED), and Plans Specifications and Estimate (PS&E) submittals.

Effective immediately, the CSDD is required to be completed and attached to the Project Initiation Document (PID) for all projects that require a PID. In addition, the CSDD is required for all 2022 SHOPP PIDs. Only Permanent Restoration (131) and SHOPP Safety (010) projects are exempt from including a CSDD.

The instructions on how to complete the CSDD as well as the template are available on the official electronic version of the Project Development Procedures Manual (PDPM) website, new Appendix FF at <https://dot.ca.gov/programs/design/manual-project-development-procedures-manual-pdpm>. Reference to the CSDD and Appendix FF will be included in the SHOPP Project Initiation Report (PIR) guidelines as well as various applicable PDPM Chapters and Appendices in subsequent updates.

PDPM holders are encouraged to use the most recent manual version available on-line at the above website. Should a manual holder choose to maintain a paper copy, the holder is responsible for keeping their paper copy up to date and current. If you received this manual change transmittal by some method other than the electronic notification service for project development procedure updates and would like to become a recipient, please visit: <http://lists.dot.ca.gov/mailman/listinfo/project-development-procedures-updates>