State of California

Business, Transportation and Housing Agency

Memorandum

To: DIRECTOR
DEPUTY DIRECTORS
DIVISION CHIEFS
DISTRICT DIRECTORS

Date: October 3, 2002

From: RICK KNAPP, Chairman
Context Sensitive Solutions Steering Committee
District 1 Director

Subject: Context Sensitive Solutions Implementation Plan

Attached for your use is the Context Sensitive Solutions (CSS) Implementation Plan prepared by the CSS Steering Committee. A draft of the Plan was shared at the last Director's Meeting at Kingvale. Since no comments were received, we have assumed it is a good plan.

Our Steering Committee has been impressed with how all functions and districts have embraced Director's Policy No. 22, relative to CSS, adopted November 29, 2001. We hope this plan will assist each of you in determining the many ways you can expand the application of context sensitivity. It is a concept that can virtually be applied to everything we do at Caltrans.

The CSS Steering Committee is counting on each of you to continue to institutionalize the concept throughout Caltrans. The Committee is now in a "semi-sunset mode." We will meet again in one year to assess accomplishments and to see if further oversight or direction is needed. It has been a pleasure serving as the chairman of this important committee.

Attachment

RSK:hed
bc:Ken Baxter
Marsha Mason
Rick Knapp

The California Department of Transportation

Context Sensitive Solutions (CSS) Implementation Plan

Objective: To institutionalize CSS in all of our activities

1.	Director's Meeting Presentations	• Provide policy direction. • Provide leadership in the application of CSS.	• CSS presentations at all Director's meetings. • Lessons learned sharing.	• Districts will contribute CSS lessons learned by presenting a CSS item at each monthly meeting they host.	• Now • On-going
2.	First Line Supervisor meetings with Staff	• Ensure staff awareness of CSS and applications	• Discuss examples of CSS applications • Lessons learned sharing.	• First Line supervisors.	• Now • On-going
3.	Presentations to local communities, resource and other agencies.	• Promote public understanding of CSS concepts and opportunities. • Provide training and tools that facilitate CSS outside of Caltrans	• Develop a CSS presentation for local communities, resource and other agencies. • Highlight CSS elements of projects at public meetings and workshops.	• Districts will make CSS presentations to externals. Districts will determine the function to have this responsibility. • District Local Assistance to facilitate CSS on local system projects. • Divisions and Districts will disseminate CSS information through website	• Now
4.	California Department of Transportation Journal	• Use of an existing communications tool to share CSS applications within Caltrans and externally with Journal readership.	• Technical case studies/ Lessons learned sharing. • CSS Articles in each issue.	• Districts will contribute CSS case studies and lessons learned to the editor of the Journal.	• Now • On-going
5.	District/Department Newsletters	• Use of an existing communications tool to share CSS information and applications at Caltrans grassroots level	• Technical case studies/ Lessons learned sharing. • CSS Articles in each issue.	• Newsletter editors to "solicit" CSS articles. • Management to identify success stories and experiences for newsletters.	• Now • On-going
6.	Context Sensitive Solutions Awards	• Use recognition as incentive to promote the application of CSS into all aspects of Caltrans work.	• CSS Award(s) to be presented annually through existing award programs (Sustained Superior Accomplishment, Delivery Plan and Excellence in Transportation-Tranny- Awards)	• Districts will nominate projects from selected categories (TBD) for District and Statewide CSS Award(s). • Director will assign responsibility for developing award program	• Begin this FY
7.	Academies/Training/Tools	• Provide focused training for staff regarding CSS concepts and applications. • Provide specific tools and applications for implementation (such as the Main Street Design Guidelines)	• Develop CSS guidelines • Include CSS modules in existing functional academies • Technical case studies/Lessons learned sharing. • Develop and distribute tools and applications	• Districts and Divisions will organize CSS training and guides Districtwide and Departmentwide respectively. • Districts will contribute CSS case studies and lessons learned. • HQ Divisions will lead tools and application development with District input	• Now
8.	District System Management Plan (DSMP).	• Use DSMP as Caltrans policy level system planning document to communicate CSS as Department's Policy	• Include CSS considerations in DSMPs, particularly under the stated policies and strategies.	• Districts will include CSS concepts in DSMP. • DOTP will incorporate CSS support and info. in the DSMP guidelines.	• Now
9.	Transportation Corridor Report (TCR).	• Long-range Caltrans concepts for State highways must address CSS.	• Include CSS considerations in TCRs. • TCR should include a route/corridor context for use in PIDs and Project	• District planning will include CSS strategies in TCRs. • DOTP will revise System Planning guidelines	• Now

			Reports.	to include CSS.	
10.	Transportation System Development Program (TSDP).	• TSDP, as project identification element in System Planning process, must address CSS.	• Include CSS element in TSDPs.	• Districts will include CSS elements in each TSDP. • DOTP will include CSS in guidelines.	• Now
11.	Transportation Planning Grants	• Use DOTP discretionary planning grants as stimulus for CSS considerations by RTPAs and local agencies.	• Incorporate CSS support in the grant guidelines. • Include information in grant criteria to encourage CSS.	• DOTP will include CSS support in grant guidelines. • Districts will facilitate consideration of CSS strategies in all grant applications (including assisting local agencies with the development of applications that include CSS considerations).	• Now
12.	Project Initiation Documents (PID)	• CSS as part of project initiation becomes an integral element of all projects.	• Include CSS strategies in PID guidelines. • Include CSS consideration in all PIDs (key elements include purpose and need, scope and schedule) • Include "Statement of Context" in all PIDs	• Districts will include CSS strategies in PIDs • Districts will facilitate the involvement of CSS stakeholders in the development of PIDs. • HQ Design will enhance CSS concepts in PDPM	• Now
13.	Project Reports (PR)	• Projects final scopes-of work, cost estimates and time-lines should consider and, if appropriate, incorporate CSS.	• Include strategies in PR guidelines. • Include CSS consideration in PRs. • Include "Statement of Context" in all PR(s)	• Districts will include CSS strategies in PRs. • Districts will facilitate the involvement of CSS stakeholders in the development of PRs. • HQ Design will enhance CSS concepts in PDPM	• Now
14.	Intergovernmental Review (IGR)-CEQA.	• Use IGR/CEQA reviews as opportunities to advocate CSS regarding local development proposals and General Plan Updates/Amendments.	• Include CSS review and, if appropriate, recommendations in Caltrans IGR process.	• District planning functions will include CSS strategies in IGR Review Program.	• Now
15.	California Transportation Plan/Interregional Transportation Strategic Plan/Regional Plans	• Reflect the Department's commitment to CSS in California Transportation Plan and the ITSP.	• Include CSS description and support strategies in CTP. • Include CSS strategies in the ITSP. • Include CSS strategies in RTP guidelines.	• DOTP (primary authors of CTP and ITSP) • Districts will recommend CSS strategies during the development and reviewing RTPs. • HQ Programming to provide CSS criteria in ITIP themes	• Now
16.	Regional Agency Overall Work Programs (OWP).	• Promulgate CSS through regional planning activities.	• Include strategies in OWP guidelines. • Recommend CSS-related activities in OWPs.	• Districts will work with regional agency OWP staff to include CSS considerations in OWPs.	• Now
17.	Environmental Assessments	• Highlight CSS considerations in Caltrans Environmental Program.	• Include CSS considerations in all environmental documentation, including initial studies and full environmental impact reports.	• Environmental Programs to highlight CSS considerations (mitigation, enhancement and dual projects) in environmental documents and public meetings.	• Now • Ongoing
18.	Maintenance and Operations	• Integrate CSS in maintenance and operations	• Review routine maintenance and operations activities to identify opportunities for minimizing impacts to communities and the environment.	• Each program area	• Now

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