

COLORADO DEPARTMENT OF TRANSPORTATION



Division of Transit and Rail Title VI Program

Colorado Department of Transportation Civil
Rights and Business Resource Center
November 2016

I. Introduction

The Colorado Department of Transportation (CDOT)'s mission is to provide the best multi-modal transportation system for Colorado that most effectively and safely moves people, goods, and information. To further this mission, the state legislature authorized the creation of the Division of Transit and Rail (DTR) in 2009, which is responsible for the planning, development, operation, and integration of transit and rail into the statewide transportation system. DTR works in coordination with other transit and rail providers to plan, promote, and implement investments in transit and rail services statewide. The primary functions of DTR include:

- Administration of the Federal Transit Administration Grant Programs
- Administration of the State Grant Program (FASTER)
- Transit and Rail Planning
- Agency and Stakeholder Coordination
- Compliance with Federal Requirements
- Transit Performance Measurement and Asset Management
- Management of CDOT's interregional bus service (Bustang)

The Civil Rights & Business Resource Center (CRBRC) works with DTR to maintain compliance with federal civil rights requirements. Together, DTR and the CRBRC seek to ensure nondiscrimination in federally funded programs and activities, provide access for Limited English Proficient (LEP) persons, and uphold the principles of environmental justice. CDOT's policy against discrimination is attached hereto as **Appendix A**.

II. Program Approval

CDOT's Division of Transit and Rail's Title VI Program has been developed in accordance with FTA Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients." This program has been approved by the State of Colorado Transportation Commission. The resolution of approval is attached as **Appendix B**.

III. Contents

a. Requirement to Notify Beneficiaries of Protection under Title VI

In accordance with 49 CFR 21.9(d), CDOT apprises the members of the public of the protections against discrimination afforded to them by Title VI of the Civil Rights Act of 1964 (Title VI). CDOT's Title VI notice is available in English and Spanish on the CRBRC website at <https://www.codot.gov/business/civilrights/accessibility/titlevi>. A copy of the notice in English is attached as **Appendix C** and the Spanish version is attached as **Appendix D**.

CDOT provides public transit services through Bustang and notices have been placed on all transit vehicles. Notices are also currently posted in the lobby of the CDOT headquarters building and will be posted in all public buildings by the end of the year. CDOT recently had to update its public notices to include the most recent address and contact information for the regional FTA office. CDOT is currently in the process of printing new notices containing this updated information.

CDOT's subrecipients that provide public transit services are required to post a similar notice at stations, stops and on transit vehicles. Subrecipients have been provided templates of notices and are reminded of the requirement to post such notices during site visits and at transit conferences and trainings.

b. Complaint Procedures and Complaint Form

In accordance with 49 CFR 21.9(b), CDOT has developed procedures for investigating and tracking Title VI complaints filed against the agency and its subrecipients. CDOT's complaint procedure and complaint form are available in English and Spanish on the CRBRC website at <https://www.codot.gov/business/civilrights/accessibility/titlevi> .

The English version of the complaint form is attached as **Appendix E** and the Spanish version is included as **Appendix F**. The English version of the complaint procedure is attached as **Appendix G** and the Spanish version is included as **Appendix H**.

These documents were drafted with the intention of serving as a universal complaint form and procedure for all external discrimination complaints. Complaints are screened by CDOT civil rights staff to determine if a complaint falls under Title VI or another civil rights law.

c. Transit-Related Title VI Investigations, Complaints and Lawsuits

In accordance with 49 CFR Section 21.9(b), CDOT prepares and maintains a list of all complaints, investigations and lawsuits that allege discrimination on the basis of race, color or national origin. In the last three years, CDOT has received two Title VI related complaints. To maintain applicant confidentiality, the complaint log will be provided to FTA concurrent with the submission of this plan.

d. Inclusive Public Participation

DTR seeks public participation in decision-making during the statewide planning process, which is conducted every four to five years. In order to facilitate inclusive public involvement, DTR follows CDOT's "A Guide to the Transportation Planning and Programming Public Involvement Process" available at <https://www.codot.gov/programs/planning/documents/planning-process/PubInvolvementGuide2015.pdf/view>. This guidance document integrates the principles of Title VI, environmental justice, and access for LEP persons into the public involvement process. The guidance document addresses specific barriers for minority, low-income, and LEP persons to the transportation planning process. Examples of methods discussed in the guidance document for overcoming cultural and language barriers include cultural training for staff, connecting with local community leaders, and providing web content and documents in Spanish.

In the development of Statewide Transit Plan, DTR utilized several approaches for public involvement. CDOT held three Transit Working Group meetings and two open houses were held in each of the transportation planning regions around the state. Outreach varied from website materials, press releases to English and Spanish media, and mailings. Materials (flyers, presentations, comment forms, etc.) were prepared in English and Spanish, translation services for language and hearing impaired were offered, meeting locations were held in ADA accessible facilities, and contact information was provided for those needing assistance.

The Statewide Transit Plan was adopted and finalized in March of 2015. It is currently available on CDOT's website at <http://coloradotransportationmatters.com/other-cdot-plans/transit-plan-documents/>. The website provides the option for translating all material into other several languages other than English. The executive summary of the plan is also available in Spanish and English. Also available on

the website are the public comments received when it was released.

CDOT also seeks public participation when making changes to the Bustang fares and schedules. Although Bustang is a fixed route service, CDOT currently only operates thirteen buses and is therefore not subject to the public participation requirements of Chapter IV of the FTA Title VI Circular. Nonetheless, CDOT uses Facebook, Twitter and the public comment form located on the Bustang website at <http://www.ridebustang.com/customer-feedback-form> to collect public commentary which has influenced operating decisions.

e. Meaningful Access to LEP Persons

CDOT's plan for providing language assistance to individuals with limited English proficiency is attached as **Appendix I**. Additionally, CDOT has provided each subrecipient with a template for completing its LEP plan, which included a breakdown of the Census data applicable to the subrecipient. These resources can be found at <https://www.codot.gov/business/civilrights/DTR>.

f. Minority Representation on Planning and Advisory Boards

The state's transportation system is managed by the Colorado Department of Transportation under the direction of the Transportation Commission. The commission is comprised of 11 commissioners who represent specific districts. Each commissioner is appointed by the Governor, confirmed by the Senate, and serves a four-year term. To provide continuity, the commissioners' term expiration dates are staggered every two years.

Under state law, the powers and duties of the Transportation Commission include:

- Formulating general policy with respect to the management, construction, and maintenance of public highways and other transportation systems in the state;
- Advising and making recommendations to the Governor and the General Assembly relative to transportation policy; and promulgating and adopting CDOT's budgets and programs, including construction priorities and approval of extensions of abandonments of the state highway system. (The General Assembly appropriates the administrative budget for the Department.

The following is the racial breakdown of the commission membership:

DISTRICT	COMMISSIONER	RACIAL BREAKDOWN	TERM
1	Shannon Gifford	Caucasian	7/13 - 7/17
2	Ed Peterson, Chairman	Caucasian	10/11 - 7/19
3	Gary Reiff	Caucasian	8/09 - 7/17
4	Heather Barry	African American	7/07- 7/17
5	Kathy Gilliland	Caucasian	7/11 – 7/19
6	Kathy Connell	Caucasian	7/11 – 7/19

7	Kathy Hall	Caucasian	7/15-7/19
8	Sidny Zink	Caucasian	7/13 - 7/17
9	VACANT	VACANT	
10	William Thiebaut	Caucasian	4/09 - 7/17
11	Steven Hofmeister	Caucasian	5/12 - 7/19

As part of the transit planning process, the Division convened a Statewide Steering Committee (SSC) to advise the Division during the development of the Statewide Transit Plan. The SSC met five times during the course of the plan development with the final meeting of the group held in June 2014. The following is a breakdown of the SCC:

Name	Agency	Racial Breakdown
Ann Rajewski	CASTA	Caucasian
Jim Souby	ColoRail	Caucasian
Jacob Riger	DRCOG	Caucasian
Matthew Helfant	DRCOG (Alternate)	Caucasian
Vince Rogalski	Gunnison Valley TPR and STAC	Caucasian
Danny Katz	CoPIRG	Caucasian
Craig Blewitt	Mountain Metro Transit	Caucasian
Brian Vitulli	Mountain Metro Transit	Caucasian
Jonathan Hutchinson	Amtrak	African American
Bill Van Meter	RTD	Caucasian
Larry Worth	Former Rural Transit	Caucasian
Suzette Mallette	NFRMPO	Caucasian
Nate Vander Broek	NFRMPO	Caucasian
Jasper Butero, Jr	SC COG AAA	Caucasian
Priscilla "Pete" Frasier	SC COG (Alternate)	Hispanic – Spanish origin
Darren Glover	Prowers County Transit	Caucasian
David Johnson	RFTA	Caucasian

David Peckler	Snowmass Village	Caucasian
Larry Squires / Jennifer Stewart	FTA	Caucasian
Bill Haas	FHWA	Caucasian
Ernest House, Jr.	CO Commission of Indian Affairs	Native American
Eric Bergman	CCI	Caucasian
Mark Radtke	CML	Caucasian
Loren Furman	CO Assoc. of Commerce & Industry	Caucasian
Joan Shaffer	FRONT (Rail advocacy)	Caucasian
Brent Belisle	Via Mobility (Disabled)	Caucasian
Karen Schneiders	CDOT Region 4	Caucasian
Cecilia Garcia/Erik Lacayo	CDOT CRBRC	Hispanic/Hispanic
Michelle Scheuerman	CDOT DTD	Caucasian
Angela Graham	CDOT DTR	Caucasian
Tracey MacDonald	CDOT DTR	Caucasian

Bonnie Peterson	Club 20	Caucasian
Aaron Fodge	CSU	Caucasian

CDOT's Transit and Rail Advisory Committee was created by state statute to provide advice to CDOT and the Division. The committee is appointed by the Executive Director and "shall include such representatives of industries and other groups interested in transit and rail issues and such other individuals as the executive director, in consultation with the commission, deems appropriate; except that the committee shall include, at a minimum, one or more:

- representatives of transit operators
- representatives of class I railroads
- representatives of short line railroads
- representatives of entities or interest groups involved in promotion, planning, or development of passenger rail systems."

The following is a breakdown of the Transit and Rail Advisory Committee:

Name	Agency	Racial Breakdown
Terri Binder	Club 20	Caucasian
Craig Blewitt	Mountain Metro Transit	Caucasian
Sara Cassidy	Union Pacific RR	Caucasian
Steve Hurlbert	Central 70 Coalition/local jurisdictions	Caucasian
Rob Eaton	Amtrak	Caucasian
David Johnson	Roaring Fork Transportation Authority	Caucasian
Danny Katz	CoPIRG	Caucasian
Bill Van Meter	RTD	Caucasian
Mike Ogborn	OmniTrax	Caucasian
Ann Rajewski	CASTA	Caucasian
Kurt Ravenschlag	TransFort	Caucasian
Peter Rickershauser	Burlington Northern Santa Fe RR	Caucasian
Matthew Helfant	DRCOG	Caucasian
Vince Rogalski	STAC	Caucasian
Jim Souby	ColoRail	Caucasian
Will Jones	Greely Evans Transit/Small urban areas	Caucasian
Larry Worth	Rural Transit	Caucasian

Additionally, the CDOT Inter-agency Advisory Committee is responsible for reviewing grant applications for Capital projects and selecting the grant recipients. While the committee members vary from year to year, the following is the breakdown of the 2016 committee:

Name	Agency	Racial Breakdown
David Averill	CDOT DTR	Caucasian
Tom Mauser	CDOT DTR	Caucasian
Rob Andresen	CDOT DTR	Caucasian
Kathleen Collins	CDOT DTD	Caucasian

Aaron Greco	CDOT Policy	Caucasian
Katherine Williams*	CDOT CRBRC	Caucasian

*Ebony Younger Riehl will replace Katherine Williams in December 2016.

g. Subrecipient Assistance and Monitoring

As a state agency, pursuant to Chapter V of the Circular, CDOT is responsible for the oversight of the Title VI programs of its subrecipients. CDOT provides subrecipients with guidance on complying with Title VI requirements by attending grant partner meetings and conferences and providing templates and data to grant partners. This information can be found on CDOT’s website at <https://www.codot.gov/business/civilrights/DTR>.

During FFY 2016, CDOT collected Title VI plans from almost all subrecipients and, to date, forty have received concurrence. CDOT is still in the process of reviewing the remainder of Title VI plans and expects to be completed by December 31, 2016. Additionally, during 2016 CRBRC staff attended several site visits to verify Title VI compliance by grant partners. In addition to providing compliance information in the grant partner manual and state management plan, the CRBRC is currently working on standard operating procedures to ensure grant partner compliance.

CDOT recently changed its three year Title VI Program submission schedule, so that it is on the same schedule as the Grantee Information Request. The Grantee Information Request were sent out earlier in 2017 and the subrecipients that receive this request will also have to submit their Title VI Plans by the date listed in the Grantee Information Request, March 31, 2017. This schedule is attached as **Appendix J**. Subrecipient programs will be reviewed by CDOT’s Title VI staff in the CRBRC. Copies of all programs, approval dates, and due dates are maintained by the CRBRC.

h. Analysis of Site or Location of Facilities

CDOT is not currently installing a new site or location. CDOT will plan to perform an equity analysis should plans to build new facilities arise. The CRBRC is working with DTR to ensure that all subrecipients timely submit an equity analysis for federally funded projects.

i. Fixed Route Service

In the spring of 2015, CDOT began the operation of its new interregional bus service, Bustang. This service is provided along fixed routes. The purpose of this bus service is to provide transportation for commuters along the I70 and I25 corridors. In September of 2016, Bustang expanded its routes to include a route from Vail, Colorado to Denver, Colorado.

Bustang is considered a “program or activity” of DTR subjecting CDOT to Chapter IV of the FTA circular 4702.1B. Pursuant to this chapter, CDOT has set system-wide service standards and policies to ensure non-discrimination in the criteria of administration of Bustang. Bustang’s system-wide standards and policies are attached as **Appendix K**.

j. Demographic Profile of the State, Demographic Maps that Overlay the Distribution of Funds,

and an Analysis of the Impacts on the Basis of Race, Color or National Origin

During the development of the Statewide Transit Plan, CDOT developed a demographic profile and a map of the state that includes the locations of minority populations at the Census tract/block level. CDOT also developed a map showing those minority populations overlaid with the amount of funding received by each county. The demographic profile and maps are attached as **Appendix L**.

CDOT distributes FTA funds and state funds (FASTER) to transit and rail services throughout Colorado. Therefore, demographic data in the 2010-2014 comparison charts are presented at the county level. The demographic maps were built using demographic data at the census tract and/or block group level. The data shows a few counties with larger minority populations that receive a lower percentage of FTA and FASTER funds from CDOT. The reasons for these funding levels are explained below.

Adams County: Adams County has a 46% minority population, which represents 13.6% of Colorado's total minority population. From 2011 to 2013, Adams County, as part of Denver Regional Mobility and Access Council (DRMAC) received \$73,520 in FTA funds from CDOT and received \$1,077,314 in FASTER funds, which represents 1.9% of the total FTA and FASTER funds distributed by CDOT across the state. Western Adams County, which contains the highest percentage of the county's overall minority population is part of the Regional Transportation District's (RTD) service area and receives funds directly from FTA. FTA funds distributed through CDOT are primarily used for rural operators. Adams County received FASTER funds for an RTD park-and-ride facility in the City of Thornton.

Arapahoe County: Arapahoe County has a 36% minority population, which represents 13.8% of Colorado's total minority population. From 2011 to 2013, Arapahoe County, as part of DRMAC, also received \$73,520 in FTA funds from CDOT and received \$516,765 in FASTER funds, which represents 1.0% of the total FTA and FASTER funds distributed by CDOT across the state. Just like Adams County, the western portion of Arapahoe County, which contains the highest percent of the overall minority population, falls within the RTD service area. FASTER funds were used for several light rail station improvements in the county.

Pueblo County: Pueblo County has a 46% minority population, which represents 4.9% of Colorado's total minority population. From 2011 to 2013, Pueblo County received \$377,977 in FTA funds from CDOT and received \$807,438 in FASTER funds, which represents 2.0% of the total FTA and FASTER funds distributed by CDOT across the state. Most of the transit-related activity in the county takes place in the City of Pueblo, which is a small urbanized area. Pueblo Transit, the largest provider in the county, receives money directly from FTA. CDOT provided FTA and FASTER funds to the Pueblo Senior Resource Development Agency for transit vehicles. CDOT also provided \$20,000 in FASTER funds to Pueblo Transit for renovations of their bus terminal.

Weld County: Weld County has a 32% minority population, which represents 5.4% of Colorado's total minority population. From 2011 to 2013, Weld County received \$162,000 in FTA funds from CDOT and received \$387,703 in FASTER funds, which represents 0.9% of the total FTA and FASTER funds distributed by CDOT across the state. Weld County received FTA funds from CDOT until the Weld County transportation program was cut several years ago. Funds that once went to Weld County's transportation program have gone to Greeley-Evans Transit. Also, a portion of Weld County is serviced by RTD, which directly receives FTA funding.

El Paso County: El Paso County has a 28% minority population, which represents 11.5% of Colorado's

total minority population. From 2011 to 2013, El Paso County received \$1,528,595 in FTA funds from CDOT and received \$3,532,626 in FASTER funds, which represents 8.3% of the total FTA and FASTER funds distributed by CDOT across the state. A large portion of El Paso County falls within the Pikes Peak area MPO, which is served by Mountain Metropolitan Transit, which receives direct FTA funding.

The majority of the state's minority population is located in the Denver metro area, which is serviced by RTD. Similarly, El Paso and Pueblo counties are serviced by agencies that also receive direct FTA funding. CDOT does not track the amount of funding that these other agencies receive directly from FTA.

There are several rural counties in Colorado that have a relatively low total population but have a minority population above 40%. These counties are Alamosa, Bent, Conejos, Costilla, Crowley, Dolores, Huerfano, Lake, Las Animas, Otero, Rio Grande, and Saguache. These counties receive a low percentage of the total FTA and FASTER funds distributed by CDOT statewide. Traditionally, these rural communities rarely apply for grants. A likely reason is that many of these communities do not have established transit programs that would qualify for FTA grants from CDOT.

In an effort to increase funding to the Alamosa area, CDOT recently funded a planning grant to Transit Alliance to conduct a "Transit 101" training in the San Luis Valley. CDOT also funds several mobility managers around the state whose job is to coordinate and maximize transit resources.

k. Planning Process to Identify the Needs of Minority Populations

In accordance with CDOT's public participation guidance document, the *Guide to the Transportation Planning and Programming Public Involvement Process*, DTR developed a specific public involvement plan to identify the transit needs of Colorado communities, including minority populations, during the statewide transit planning process. The plan includes (1) an engagement strategy with key milestones, (2) stakeholder outreach targeting other transportation officials, community service groups and relevant agencies and (3) public outreach focused on educating and receiving information from the public regarding statewide transit needs. Additionally, the plan identifies specific outreach methods for providing access to LEP persons.

During the planning process, CDOT conducted three Transit Working Group meetings and two open houses in each region. Outreach varied from website materials, mailings and surveys to identify the needs of minority, disabled, elderly, student and other population groups.

As a way of continuing outreach to minority, low-income, and LEP communities for the feedback and ongoing portions of the statewide planning process, CDOT implemented the *Together We Go* effort. This effort includes three phases: telephone town halls for each of the transportation commission districts, discussion based presentations with CDOT's traditional planning partners, and outreach to community partners that serve minority and low-income populations.

l. Pass Through of Financial Assistance in a Non-Discriminatory Manner

CDOT is a direct recipient for several FTA transit grant programs. CDOT accepts applications from grantees across the state every year for capital requests and every two years for administration and operating. Notices of Funding Availability (NOFAs) are emailed by CDOT to a list of agency contacts that include transit providers, non-profits, cities, and counties. An example of a NOFA from October

7, 2016 is attached as **Appendix M**.

To ensure that minority populations are made aware of funding availability, DTR and CRBRC are working together to develop a comprehensive list for distributing grant information to organizations that serve minority populations. The distribution list will also be expanded to include transit providers identified by the Statewide Transit Plan that do not currently receive or request CDOT administered FTA assistance.

Grant applications are reviewed and scored by the CDOT Inter-agency Advisory Committee, which determines who receives grant awards. Eligibility requirements and evaluation criteria for grant awards are described in the NOFA (see **Appendix M**). For the operating and administration grants, CDOT has only denied grant requests in instances in which the applicant did not meet federal program eligibility requirements. Civil rights staff participate as a scoring member of the advisory committee and often advocates for areas serving minority populations.

CDOT is currently looking into revising the distribution criteria for 5310 and 5311 grants in order to support the growing subrecipient numbers and the funding demands. Subrecipients serving rural and urban customers are included in these discussions, including two focus groups per grant and a presentation at the fall CASTA conference. It is projected by the next Federal Fiscal Year that CDOT will have a new way of distributing these particular grants.

It is possible that this redistribution may affect grant partners serving minority communities. The CRBRC and DTR have been working together to ensure disparate impacts do not fall on minority populations as a part of the redistribution. The civil rights staff have been invited and have participated in the discussions with DTR regarding the redistribution of funds to ensure potential Title VI issues are addressed.

m. Assistance for Potential Grantees

Most assistance provided by the Division to potential grantees occurs in a one-on-one technical assistance format. Division grant coordinators network with potential grantees and encourage applicants to apply. Additionally, when an agency is unable to meet the matching requirements of the federal grant, CDOT provides state FASTER grants to fulfill the match. This resource has been leveraged by many organizations throughout the state.

IV. Appendices

Appendix A:	Policy Directive 604.0 “Policy on Non-Discrimination”
Appendix B:	Colorado Transportation Commission Resolution (March 20, 2014)
Appendix C:	Notice to Beneficiaries (English)
Appendix D:	Notice to Beneficiaries (Spanish)
Appendix E:	Discrimination Complaint Form (English)
Appendix F:	Discrimination Complaint Form (Spanish)
Appendix G:	Discrimination Complaint Procedure (English)
Appendix H:	Discrimination Complaint Procedure (Spanish)
Appendix I:	CDOT DTR Limited English Proficiency Plan
Appendix J:	Subrecipient Submission Schedule
Appendix K:	System-Wide Service Standards and Policies

Appendix L:
Appendix M:

Minority Demographic Profile Data and Maps
Consolidated Call for Capital Projects Guidance

Appendix A

Policy Directive 604.0

COLORADO DEPARTMENT OF TRANSPORTATION		<input checked="" type="checkbox"/> POLICY DIRECTIVE <input type="checkbox"/> PROCEDURAL DIRECTIVE
Subject POLICY ON NON-DISCRIMINATION		Number 604.0
Supersedes 604 (7/1/04) 611 (4/15/10)	Effective 1.22.14	Originating Office Civil Rights & Business Resource Center, Division of Administrative Services

I. Purpose

To ensure that no person shall, on the ground of race, color, national origin, sex, disability, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the operations of the Colorado Department of Transportation ("CDOT") or of any department or agency to which CDOT extends federal financial assistance.

II. Authority

See Appendix A. This Policy Directive is intended to meet Federal Highway Administration and Federal Transit Authority requirements.

III. Applicability

This Policy Directive applies to all operations of CDOT, including all offices, divisions, regions, and branches of CDOT, its contractors and anyone who acts on CDOT's behalf. This Policy Directive also applies to the operations of any department or agency to which CDOT extends federal financial assistance. Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance.

IV. Policy

1. It is CDOT's policy that no person shall on the ground of race, color, national origin, sex, disability, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of CDOT or of any department or agency to which CDOT extends federal financial assistance.

A. Examples of prohibited types of discrimination based on race, color, national origin, sex, disability, or age include:

- (1) Denial to an individual any service, financial aid, or other benefit;
- (2) Distinctions in the quality, quantity, or manner in which a benefit is provided;
- (3) Segregation or separate treatment;
- (4) Restriction in the enjoyment of any advantages, privileges, or other benefits provided;

(5) Discrimination in any activities related to highway and infrastructure or facility built or repaired; and

(6) Discrimination in employment.

B. Prohibited discrimination may be intentional or unintentional. Seemingly neutral acts that have disparate impacts on individuals of a protected group and lack a substantial legitimate justification are a form of prohibited discrimination. Instances where seemingly neutral acts may result in discrimination include:

(1) Utilizing criteria or methods of administration that have the effect of subjecting persons to discrimination or have the purpose or effect of substantially reducing the likelihood that persons can benefit from the objectives of a program or activity with respect to persons;

(2) Using different standards or requirements for determining whether a person satisfies any admissions, enrollment, quota, eligibility, membership, or other requirement for any service, financial aid, or other benefit; and

(3) Determining the site or location of a facility that has the effect of excluding persons, denying them the benefits of, or otherwise subject to them discrimination.

C. Harassment and retaliation are also forms of discrimination. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors that are directed against a particular person because of race, color, national origin, sex, disability, or age. This Policy Directive prohibits retaliation against any person because he or she has reported alleged discrimination under this Policy Directive or has testified, assisted or participated in any manner in an investigation of such report, or has opposed such discrimination. No one shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with their rights against discrimination.

D. As part of this Policy Directive, CDOT adheres to the following objectives, which shall not be interpreted in any way to limit the general policy stated above:

(1) Access for Persons with Disabilities – No qualified disabled person shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination. Aids, benefits, and services, to be equally effective, are not required to produce the identical result or level of achievement for disabled and non-disabled persons, but must afford persons with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement, in the most integrated setting that is reasonably achievable. Even if separate or different aid, benefits, or services are available to handicapped persons, a qualified disabled person shall

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not be denied the opportunity to participate in the programs or activities that are not separate or different.

(2) Access for Persons with Limited English Proficiency – Individuals who have a limited ability to read, write, speak, or understand English are considered limited English proficient (“LEP”). Language for LEP individuals can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by CDOT. Ignoring LEP populations may constitute discrimination on the basis of national origin. CDOT shall seek to communicate with LEP populations and provide LEP individuals meaningful access to CDOT programs and activities.

(3) Principles of Environmental Justice – CDOT will meaningfully engage all sectors of the public, including low-income and minority populations, potentially affected by CDOT projects. To help ensure the fair distribution of the benefits and burdens associated with CDOT programs and activities, CDOT will be guided by the following environmental justice principles:

- (a) To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority and low-income populations;
- (b) To ensure the full and fair participation by all potentially affected communities in CDOT’s decision-making process; and
- (c) To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

(4) Fair Competition for Federally-Funded Contracts – A Disadvantaged Business Enterprise (“DBE”) is a business that is owned and controlled by a socially and economically disadvantaged individual or individuals. The objectives of CDOT’s DBE program are to:

- (a) To ensure nondiscrimination in the award and administration of federally-assisted contracts in CDOT’s highway, transit, and airport programs;
- (b) To create a level playing field on which DBEs can compete fairly for federally-assisted contracts;
- (c) To ensure that CDOT’s DBE program is narrowly tailored in accordance with applicable law;
- (d) To ensure that only firms that fully meet this part’s eligibility standards are permitted to participate as DBEs;

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(e) To help remove barriers to the participation of DBEs in federally-assisted contracts; and

(f) To assist the development of firms that can compete successfully in the marketplace outside the DDE program.

V. Implementation Plan

1. This Policy Directive shall be effective immediately upon approval by the Transportation Committee.

2. The Civil Rights & Business Resource Center ("CRBRC") shall implement this Policy Directive and will coordinate education and training to ensure compliance with this Policy Directive. All CDOT employees, its contractors, and anyone who acts on behalf of CDOT, including any department or agency to which CDOT extends federal financial assistance, shall be responsible for assuring that the proscribed discrimination does not occur. Should the potential for discrimination be discovered, action to eliminate the potential shall be taken.

3. Notices informing individuals of their rights under this Policy Directive will be posted on CDOT's internal and external webpages, and be displayed in public office areas. These notices will also be consistent with CDOT's policy for communicating with LEP populations.

4. As required by federal law, the CRBRC and regional civil rights staff shall be responsible for acquiring non-discrimination assurances, investigating discrimination complaints, conducting reviews of program areas, and preparing required reports.

VI. Review Date

This Policy Directive shall be reviewed on or before January 2019.

Herman J. Storkinger III
Secretary, Transportation Commission

1-22-14
Effective Date

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APPENDIX A: Authority for Policy Directive 604.0

Federal Statutes

Title VI of the 1964 Civil Rights Act, 42 U.S.C. § 2000d

Age Discrimination Act of 1975, 42 U.S.C. § 6101

Federal Aid Highway Act of 1970, 49 U.S.C. § 306

Federal Aid Highway Act of 1973, 23 U.S.C. § 324

Civil Rights Restoration Act of 1987, Pub. L. No. 100-259, 102 Stat. 28

Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 – 12213

Rehabilitation Act of 1973 § 504, 29 U.S.C. § 794

Federal Transit Laws, 49 U.S.C. § 5332

Federal Regulations

23 CFR §1.36 – Compliance with Federal laws and regulations

23 CFR pt. 200 – Title VI Program and Related Statutes – Implementation and Review Procedures

23 CFR pt. 771 – Environmental Impact and Related Procedures

28 CFR pt. 35 – Nondiscrimination on the Basis of Disability in State and Local Government Services

28 CFR pt. 36 – Nondiscrimination on the Basis of Disability in Public Accommodations and in Commercial Facilities

28 CFR pt. 42, subpart C – Nondiscrimination in Federally Assisted Programs – Implementation of Title VI of the Civil Rights Act of 1964

49 CFR pt. 21 – Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964

49 CFR pt. 26 – Participation By Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs

49 CFR pt. 27 – Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance

Subject Policy on Non-Discrimination	Number 604.0
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49 CFR § 37.5 – Nondiscrimination – Transportation Services for Individuals with Disabilities (ADA)

Executive Orders

Exec. Order No. 12898, 59 Fed. Reg. 7629 – Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations

Exec. Order No. 13166, 65 Fed. Reg. 50121 – Improving Access to Services for Persons with Limited English Proficiency

Appendix B:

Colorado Transportation Commission Resolution

Resolution #TC-16-11-4

Approval of DTR Title VI Plan.

Approved by the Transportation Commission on Nov. 17, 2016.

WHEREAS, CDOT is a recipient of financial assistance from the Federal Transition Administration (FTA); and

WHEREAS, in accordance with the FTA Circular 4702.1B, CDOT must prepare and submit a Title VI Program to FTA every three years; and

WHEREAS, FTA Circular 4702.1B requires that CDOT's Title VI Program be approved by the State's Secretary of Transportation or the equivalent; and

WHEREAS, that equivalent is the State of Colorado Transportation Commission;

NOW THEREFORE BE IT RESOLVED:

- The State of Colorado Transportation Commission hereby approves CDOT's Division of Transit and Rail Title VI Program.



Herman Stockinger, Secretary
Transportation Commission

11-17-16

Date

Appendix C

Notice to Beneficiaries (English)



Request for Access to CDOT Programs & Activities

It is CDOT's objective to provide access to CDOT programs and activities for all individuals. The following services are available:

Interpretation & Translation Services: CDOT provides reasonable language assistance free of charge upon request. Contact the Civil Rights & Business Resource Center at (800) 925-3427 to make translation or interpretation requests related to any CDOT public meeting or service.

Access for the Visually and Hearing Impaired: Dial 711 or (800) 659-3656 to reach Relay Colorado. **Relay Colorado** is a free service that provides full telephone access to people who are deaf, hard of hearing, deaf-blind, or speech-disabled.

Meeting Locations & Facilities: CDOT strives to provide services and hold meetings in locations accessible to people with disabilities. Contact the Civil Rights & Business Resource Center at (800) 925-3427 to make an accommodation request.

Your Rights Against Discrimination

The Colorado Department of Transportation operates its programs and services without regard to race, color, national origin, sex, age, and disability. Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any CDOT program or activity because of their race, color, national origin, age, sex, or disability may file a discrimination complaint with CDOT, the Federal Highway Administration, or the Federal Transit Administration.

To file a complaint, please contact one of the following:

<p>CDOT Civil Rights & Business Resource Center 4201 East Arkansas Ave., Room 150 Denver, CO 80222 (800) 925-3427 dot_civilrights@state.co.us</p>	<p>Federal Highway Administration, Colorado Division 12300 West Dakota Avenue, Suite 180 Lakewood, CO 80228 (720) 963-3000</p>	<p>Federal Transit Administration, Region 8 1961 Stout St., Suite 13-301 Denver, CO 80202 (303) 362-2400</p>
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Si necesita información en Español, favor contactar (800) 925-3427.

Appendix D:

Notice to Beneficiaries (Spanish)



Solicitud de acceso a los programas y a las actividades del CDOT

El CDOT tiene el objetivo de proporcionar acceso a sus programas y a sus actividades a todas las personas. Están disponibles los servicios siguientes:

Servicios de interpretación y traducción: El CDOT proporciona ayuda razonable en otros idiomas a pedido. Comuníquese con el Centro de Recursos de Negocios y Derechos Civiles (Civil Rights & Business Resource Center, CRBRC) en el (800) 925-3427 para solicitar traducciones o interpretaciones en relación con cualquier reunión pública o servicio del CDOT.

Acceso para las personas con problemas visuales y auditivos: Marque 711 o (800) 659-3656 para comunicarse con Relay Colorado. **Relay Colorado** es un servicio gratuito que ofrece acceso telefónico completo a las personas sordas, que tienen problemas para escuchar, sordas y ciegas o que tienen problemas del habla.

Ubicaciones para las reuniones e instalaciones: El CDOT se esfuerza por proporcionar servicios y llevar a cabo reuniones en ubicaciones accesibles para las personas con discapacidades. Comuníquese con el CRBRC en el (800) 925-3427 para solicitar accesibilidad.

Sus derechos contra la discriminación

El Departamento de Transporte de Colorado (CDOT) opera sus programas y servicios sin discriminar respecto de la raza, el color, el país de procedencia, el sexo, la edad o las discapacidades. La persona que piense que la excluyeron de la participación, que le negaron beneficios o que sufrió discriminación en relación con cualquier programa o actividad del CDOT debido a su raza, color, país de procedencia, edad, sexo o discapacidad puede presentar una queja ante el CDOT, la Administración Federal de Carreteras (Federal Highway Administration) o la Administración Federal de Tránsito (Federal Transit Administration).

Para presentar una queja, comuníquese con uno de los siguientes:

CDOT Civil Rights & Business Resource Center 4201 East Arkansas Ave., Room 150 Denver, CO 80222 (800) 925-3427 dot_civilrights@state.co.us	Federal Highway Administration, Colorado Division 12300 West Dakota Avenue, Suite 180 Lakewood, CO 80228 (720) 963-3000	Federal Transit Administration, Region 8 1961 Stout St., Suite 13-301 Denver, CO 80202 (303) 362-2400
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Appendix E:

Discrimination Complaint Form (English)

Dates and times discrimination occurred?

Were there any other witnesses to the discrimination?

Name	Organization/Title	Work Telephone	Home Telephone

How would you like to see this situation resolved?

Have you filed your complaint, grievance, or lawsuit with any other agency or court?

Who _____ When _____
Status (pending, resolved, etc.) _____ Result, if known _____
Complaint number, if known _____

Do you have an attorney in this matter?

Name _____ Phone _____
Address _____ City _____ Zip _____

Signed _____	Date _____
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Complaints may submitted via email, fax or in person to one of the following:

Civil Rights & Business Resource Center
Title VI Coordinator
4201 East Arkansas Ave., Room 150
Denver, CO 80222
dot_civilrights@state.co.us
Phone: (800) 925-3427
Fax: (303) 952-7088

CDOT Region 1 Civil Rights Office
Regional Civil Rights Manager
2000 South Holly Street
Denver, CO 80222
Phone: (303) 757-9385
Fax: (303) 365-7033

CDOT Region 2 Civil Rights Office
Regional Civil Rights Manager
905 Erie Ave.
Pueblo, CO 81002

CDOT Region 3 Civil Rights Office
Regional Civil Rights Manager
222 South 6th St.
Grand Junction, CO 81501-2769

Phone: (719) 546-5432
Fax: (719) 562-5525

Phone: (970) 683-6227
Fax: (970) 683-6210

CDOT Region 4 Civil Rights Office

Regional Civil Rights Manager
1420 2nd Street
Greeley, CO 80632
Phone: (970) 350-2107
Fax: (970) 350-2178

CDOT Region 5 Civil Rights Office

Regional Civil Rights Manager
3803 N. Main Ave.
Durango, CO 81301
Phone: (970) 385-1403
Fax: (970)385-1429

Complaints may also be filed directly with one of the following agencies:

Federal Highway Administration, Colorado Division

12300 West Dakota Avenue, Suite 180
Lakewood, Colorado 80228
Phone: (720) 963-3000
Fax: (720) 963-3001

Federal Transit Administration, Region 8

1961 Stout Street, Suite 13-301
Denver, CO 80202
Phone: (303) 362-2400
Fax: (303) 362-2424

Appendix F:

Discrimination Complaint Form (Spanish)

¿Dónde ocurrió la discriminación?

Indique las fechas y las horas en que ocurrió la discriminación

¿Hubo testigos de la discriminación?

Nombre	Organización/cargo	Teléfono laboral	Teléfono personal

¿De qué manera le gustaría que se resuelva esta situación?

¿Presentó su queja, descargo o juicio ante otro organismo o en los tribunales?

Quién _____ Cuándo _____
Estado (pendiente, resuelto, etc.) _____ Resultado, si lo conoce _____
Número de queja, si lo conoce _____

¿Tiene un abogado para este tema?

Nombre _____ Teléfono _____
Dirección _____ Ciudad _____ Código postal _____

Firma _____ **Fecha** _____

Pueden enviarse quejas por correo electrónico, por fax o en persona a:

Civil Rights & Business Resource Center

Coordinador de Título VI (Title VI Coordinator)

4201 East Arkansas Ave., Room 150

Denver, CO 80222

dot_civilrights@state.co.us Teléfono:

(800) 925-3427

Fax: (303) 952-7088

CDOT Region 1 Civil Rights Office

Gerente regional de derechos civiles (Regional Civil Rights Manager)

2000 South Holly Street

Denver, CO 80222

Teléfono: (303) 757-9385

Fax: (303) 365-7033

CDOT Region 2 Civil Rights Office

Gerente regional de derechos civiles (Regional Civil Rights Manager)

905 Erie Ave.

Pueblo, CO 81002

Teléfono: (719) 546-5432

Fax: (719) 562-5525

CDOT Region 3 Civil Rights Office

Gerente regional de derechos civiles (Regional Civil Rights Manager)

222 South 6th St.

Grand Junction, CO 81501-2769 Teléfono:

(970) 683-6227

Fax: (970) 683-6210

CDOT Region 4 Civil Rights Office

Gerente regional de derechos civiles (Regional Civil Rights Manager)

1420 2nd Street

Greeley, CO 80632

Teléfono: (970) 350-2107

Fax: (970) 350-2178

CDOT Region 5 Civil Rights Office

Gerente regional de derechos civiles (Regional Civil Rights Manager)

3803 N. Main Ave. Durango,

CO 81301

Teléfono: (970) 385-1403

Fax: (970)385-1429

También pueden presentarse quejas directamente ante los siguientes organismos:

Federal Highway Administration, Colorado Division

12300 West Dakota Avenue, Suite 180

Lakewood, Colorado 80228

Teléfono: (720) 963-3000

Fax: (720) 963-3001

Federal Transit Administration, Region 8

1961 Stout Street, Suite 13-301

Denver, CO 80202

Teléfono: (303) 362-2400

Fax: (303) 362-2424

Appendix G:

Discrimination Complaint Procedure (English)



CDOT Discrimination Complaint Procedure

Federal law prohibits discrimination on the basis of race, color, national origin, age, sex, or disability in any CDOT program or activity. This prohibition applies to all branches of CDOT, agencies and organizations that receive money from CDOT, contractors, consultants, and anyone else who acts on CDOT's behalf.

Federal law requires that CDOT investigate, track, and report discrimination complaints. Complaints must be filed in writing and will be investigated within sixty days of submission. If you need assistance to file your complaint or need interpretation services, please contact the CDOT Civil Rights and Business Resource Center (CRBRC) toll free at (800)925-3427.

Este procedimiento de queja y el Formulario de Queja de Discriminación están disponibles en español en www.coloradodot.info/business/civilrights/espanol.html o llamando a la línea gratuita (800) 925-3427.

Who is eligible to file a complaint?

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any CDOT program or activity because of their race, color, national origin, age, sex, or disability may file a complaint.

Discrimination includes lack of access, harassment, retaliation and disparate impacts from a program or activity. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated a discrimination investigation.

How do you file a complaint?

Complaints must be filed in writing within **180 days** from the last date of the alleged discrimination. However, contact the CRBRC if you believe your complaint may fall outside this deadline.

CDOT will make reasonable efforts to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance in filing a complaint, please contact the Civil Rights & Business Resource Center at (800) 925-3427.

While not required, complainants are encouraged to use the Discrimination Complaint Form which can be found at www.coloradodot.info/business/civilrights.

Complaints may be submitted via email, fax or in person to one of the following:

CDOT CRBRC (Headquarters)

Title VI Coordinator
4201 East Arkansas Ave., Room 150
Denver, CO 80222
dot_civilrights@state.co.us Phone:
(800) 925-3427
Fax: (303) 952-7088

CDOT Region 1 Civil Rights Office

Regional Civil Rights Manager
2000 South Holly Street Denver,
CO 80222
Phone: (303) 757-9385
Fax: (303) 365-7033

CDOT Region 2 Civil Rights Office

Regional Civil Rights Manager
905 Erie Ave.
Pueblo, CO 81002
Phone: (719) 546-5432
Fax: (719) 562-5525

CDOT Region 3 Civil Rights Office

Regional Civil Rights Manager 222
South 6th St.
Grand Junction, CO 81501-2769 Phone:
(970) 683-6227
Fax: (970) 683-6210

CDOT Region 4 Civil Rights Office

Regional Civil Rights Manager 1420
2nd Street
Greeley, CO 80632
Phone: (970) 350-2107
Fax: (970) 350-2178

CDOT Region 5 Civil Rights Office

Regional Civil Rights Manager 3803
N. Main Ave.
Durango, CO 81301
Phone: (970) 385-1403
Fax: (970) 385-1429

Complaints may also be filed directly with one of the following agencies:

Federal Highway Administration, Colorado Division

12300 West Dakota Avenue, Suite 180
Lakewood, Colorado 80228
Phone: (720) 963-3000
Fax: (720) 963-3001

Federal Transit Administration, Region 8

1961 Stout Street, Suite 13-301
Denver, CO 80202
Phone: (303) 362-2400
Fax: (303) 362-2424

What happens after a complaint is filed with CDOT?

Most complaints will be investigated within **sixty days**. Investigating a complaint includes interviewing all parties involved and key witnesses. The investigator may also request relevant information such as books, records, electronic information, and other sources of information from all involved parties.

Complaints related to employment with CDOT will be investigated by the Office of Strategic Workforce Solutions or regional civil rights staff in accordance with CDOT policy. All other complaints will be investigated by the CRBRC or regional civil rights staff and, upon completion of the investigation, formal findings will be issued to the complainant. You may specify if there is a particular individual or individuals that you feel should not investigate your complaint due to conflict of interest or other reasons.

In some cases, CDOT must forward complaints to either the Federal Highway Administration or Federal Transit Administration for investigation. If your complaint is forwarded to one of these agencies, you will be provided the name and contact information of the federal employee handling your complaint.

Federal law prohibits retaliation against individuals because they have filed a discrimination complaint or otherwise participated in a discrimination investigation. Any alleged retaliation should be reported in writing to the investigator.

Questions?

Contact the Civil Rights & Business Resource Center toll free at (800) 925-3427 or email dot_civilrights@state.co.us

Appendix H

Discrimination Complaint Procedure (Spanish)



Procedimiento para quejas por discriminación del CDOT

Las leyes federales prohíben la discriminación en base a la raza, el color, el país de procedencia, la edad, el sexo o las discapacidades en todos los programas y en todas las actividades del CDOT. Esta prohibición se aplica a todas las ramas del CDOT y a los organismos y a las organizaciones que reciben dinero del CDOT, contratistas, consultores y cualquier otra persona que actúe en representación del CDOT.

Las leyes federales requieren que el CDOT investigue, controle e informe las quejas por discriminación. Las quejas deben presentarse por escrito y se investigarán dentro de los sesenta días posteriores a recibirse. Si necesita ayuda para presentar su queja o necesita servicios de interpretación, comuníquese con el Centro de Recursos de Derechos Civiles y Negocios (Civil Rights and Business Resource Center, CRBRC) del CDOT en el (800) 925-3427 (llamada gratuita).

¿Quiénes son elegibles para presentar una queja?

Toda persona que piense que ha sido excluida de la participación, que le negaron beneficios o que sufrió discriminación en relación con cualquier programa o actividad del CDOT debido a su raza, color, país de procedencia, edad, sexo o discapacidad puede presentar una queja.

La discriminación incluye falta de acceso, acoso, represalias e impactos desproporcionados en un programa o en una actividad. El acoso incluye una extensa variedad de conductas verbales o físicas abusivas y humillantes. Las represalias incluyen la intimidación, las amenazas, la coacción o las conductas discriminatorias contra una persona por haber presentado una queja o haber participado en una investigación de discriminación.

¿Cómo se presentan las quejas?

Las quejas deben presentarse por escrito dentro de los **180 días** posteriores a la fecha de la presunta discriminación. Sin embargo, comuníquese con el CRBRC si piensa que su queja puede estar fuera de este plazo límite.

El CDOT tomará medidas razonables para asistir a las personas con discapacidades o que no hablen inglés y a otras personas que no puedan presentar una queja por escrito. Para obtener ayuda para presentar una queja, comuníquese con el Centro de Recursos de Derechos Civiles y Negocios (Civil Rights and Business Resource Center) en el (800) 925-3427.

Aunque esto no es obligatorio, se recomienda a las personas que presentan la queja que usen el formulario de quejas por discriminación que se encuentra en www.coloradodot.info/business/civilrights/espanol.html

Las quejas pueden presentarse por correo electrónico, fax o en persona a:

CDOT CRBRC (Headquarters)

Coordinador de Título VI (Title VI
Coordinator)
4201 East Arkansas Ave., Room 150
Denver, CO 80222
dot_civilrights@state.co.us
Teléfono: (800) 925-3427
Fax: (303) 952-7088

CDOT Region 1 Civil Rights Office

Gerente regional de derechos civiles
(Regional Civil Rights Manager) 2000
South Holly Street
Denver, CO 80222
Teléfono: (303) 757-9385
Fax: (303) 365-7033

CDOT Region 2 Civil Rights Office

Gerente regional de derechos civiles
(Regional Civil Rights Manager)
905 Erie Ave.
Pueblo, CO 81002
Teléfono: (719) 546-5432
Fax: (719) 562-5525

CDOT Region 3 Civil Rights Office

Gerente regional de derechos civiles
(Regional Civil Rights Manager)
222 South 6th St.
Grand Junction, CO 81501-2769 Teléfono:
(970) 683-6227
Fax: (970) 683-6210

CDOT Region 4 Civil Rights Office

Gerente regional de derechos civiles
(Regional Civil Rights Manager) 1420
2nd Street
Greeley, CO 80632
Teléfono: (970) 350-2107
Fax: (970) 350-2178

CDOT Region 5 Civil Rights Office

Gerente regional de derechos civiles
(Regional Civil Rights Manager) 3803
N. Main Ave.
Durango, CO 81301
Teléfono: (970) 385-1403
Fax: (970) 385-1429

También pueden presentarse quejas directamente ante uno de estos organismos:

Federal Highway Administration, Colorado Division

12300 West Dakota Avenue, Suite 180
Lakewood, Colorado 80228
Phone: (720) 963-3000
Fax: (720) 963-3001

Federal Transit Administration, Region 8

1961 Stout Street,
Suite 13-301
Teléfono: (303) 362-2400
Fax: (303) 362-2424

¿Qué ocurre después de presentar una queja ante el CDOT?

La mayoría de las quejas se investigan dentro de los **sesenta días**. La investigación de una queja incluye entrevistar a todos los participantes y a los testigos principales. El investigador también puede solicitar información pertinente como libros, registros, información electrónica y otras fuentes de información de todos los participantes.

Las quejas relacionadas con el empleo en el CDOT serán investigadas por la Oficina de Soluciones Estratégicas de la Fuerza Laboral (Office of Strategic Workforce Solutions) o por el personal de derechos civiles en conformidad con las políticas del CDOT. Todas las demás quejas serán investigadas por el CRBRC o por el personal de derechos civiles y, después de finalizada la investigación, se enviarán las determinaciones formales a la persona que presentó la queja.

Puede especificar si hay personas en específico que piensa que no deben investigar su queja debido a conflictos de intereses u otros motivos.

En algunos casos, el CDOT debe enviar las quejas a la Administración Federal de Carreteras (Federal Highway Administration) o a la Administración Federal de Tránsito (Federal Transit Administration) para su investigación. Si se le envía su queja a alguno de estos organismos, se le proporcionará el nombre y la información de contacto del empleado federal que se ocupará de su queja.

Las leyes federales prohíben las represalias contra las personas por presentar una queja por discriminación o por participar en una investigación de discriminación. Toda presunta represalia debe informarse por escrito al investigador.

¿Tiene alguna pregunta?

Comuníquese con el Centro de Recursos de Derechos Civiles y Negocios (Civil Rights and Business Resource Center) en el (800) 925-3427 (llamada gratuita) o por correo electrónico a dot_civilrights@state.co.us

Appendix I

CDOT DTR LEP Plan

COLORADO DEPARTMENT OF TRANSPORTATION



**Division of Transit and Rail
Limited English Proficiency (LEP) Plan**

October 2016

Table of Contents

- I. Purpose of an LEP Plan
- II. CDOT's Non-Discrimination Policy
- III. Authorities
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Appendices

- A. Colorado LEP Demographic Data
- B. Statewide Transit Plan Outreach Materials in English and Spanish
- C. LEP Plan Template for Subrecipients
- D. CTS LanguageLink Interpretation Language List
- E. CTS LanguageLink Translation Language List

F. The Purpose of an LEP Plan

Most individuals living in the United States read, write, speak and understand English. There are many individuals, however, for whom English is not their primary language. Those individuals whose primary language is not English and who have a limited ability to read, write, speak or understand English are considered limited English proficient (LEP).

Language for LEP individuals can be a barrier to accessing important benefits of services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information regarding federally assisted programs or activities. CDOT, as a recipient of federal financial assistance, has an obligation to reduce language barriers that can preclude meaningful access by LEP persons to important services.

In certain circumstances, failure to ensure that LEP persons can effectively participate in or benefit from federally assisted programs or activities may violate the prohibition against national origin discrimination under Title VI of the Civil Rights Act of 1964. The purpose of an LEP plan is to guide CDOT employees and its agents in taking reasonable steps to provide meaningful access to LEP persons.

This LEP plan has been developed specifically for CDOT's Division of Transit & Rail (DTR). It may be used as guidance for DTR employees, agents, and subrecipients. This plan is intended to improve the internal management of CDOT and does not create any right or benefit, substantive or procedural, enforceable at law or equity by a party against CDOT.

LEP persons that feel they have been denied meaningful access may file a discrimination complaint based upon national origin under Title VI of the Civil Rights Act. CDOT's discrimination complaint form and complaint procedure can be found at <https://www.codot.gov/business/civilrights>.

II. CDOT's Non-Discrimination Policy

It is CDOT's policy that no person shall on the ground of race, color, national origin, sex, disability, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of CDOT or of any department or agency to which CDOT extends federal financial assistance.

Policy Directive 604.0 "Policy on Non-Discrimination" outlines CDOT's general non-discrimination policy, including the obligation to provide access for LEP individuals. Policy Directive 604.0 states that "CDOT shall seek to communicate with LEP populations and provide LEP individuals meaningful access to CDOT programs and activities."

III. Authorities

- Title VI of the 1964 Civil Rights Act, 42 U.S.C. § 200d

- Exec. Order No. 13166, 65 Fed. Reg. 50121 (Aug. 16, 2000) – Improving Access to Services for Persons with Limited English Proficiency
- Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons, U.S. Department of Transportation, 70 Fed. Reg. 239 (Dec. 14, 2005)
- Implementing the Department of Transportation’s Policy Guidance Concerning Recipient’s Responsibilities to Limited English Proficient (LEP) Persons, Federal Transit Administration (April 13, 2007)
- Policy on Non-Discrimination, Colorado Department of Transportation Policy Directive 604.0 (Jan. 27, 2014)

IV. The LEP Four Factors¹

DTR is required to take reasonable steps to ensure meaningful access to its programs and activities for LEP individuals. There is no proscribed list of reasonable steps. Instead, in accordance with federal guidance, in order to determine what language assistance measures should be implemented, DTR must consider and balance the following four factors:

Factor #1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the program, activity, or service.

The greater the number or proportion of LEP persons in the eligible service population, the more likely language services are needed. The eligible service population includes persons eligible to be served, or likely to be directly affected by the activity. Demographic data about the populations of the service area, past encounters with LEP persons, and information from community organizations, governments, and school systems can all be used to evaluate the service population and the number or proportion of LEP persons likely to be encountered.

Factor #2: The frequency in which LEP individuals come into contact with the program, service, or activity.

The agency must consider the frequency with which it has or should have contact with LEP individuals. The more frequent contact or potential contact with LEP persons, the more likely enhanced language services will be needed. If an LEP individual accesses a program or service on a daily basis, there is a greater duty to provide enhanced language services than if the same individual’s contact is unpredictable or infrequent. Additionally, staff should consider whether

¹ A more detailed outline of the four-factor analysis is available in “Implementing the DOT LEP Guidance: A Handbook for Transit Agencies” available from FTA. Additional guidance can also be found at www.lep.gov.

appropriate outreach to LEP persons could increase the frequency of contact with LEP populations.

Factor #3: The nature and importance of the program, activity, or service provided.

Language services are more likely needed the more important the activity, information, service, or program because there are greater consequences of the contact to LEP individuals. Staff must determine whether denial or delay of access could have serious implications for the LEP individual. Information from community organizations and past contact with LEP persons can help aid this analysis.

Factor #4: The resources available for language assistance and the costs of such resources.

The availability and cost of resources must be identified to determine the reasonable steps to provide meaningful access for LEP persons. Identifying available resources includes: (1) creating an inventory of language assistance measures currently being provided; (2) determining what, if any, additional services are needed to provide meaningful access; (3) analyzing the budget for language assistance expenses; and (4) considering cost effective practices for providing language services. “Reasonable steps” may cease to be reasonable where the costs imposed substantially exceed the benefits.

There are two types of language services: interpretation and translation. Interpretation is the act of listening to something in one language and orally translating it into another language. When interpretation is needed and is reasonable, it should be provided in a timely manner to be effective. Translation is the replacement of a written text from one language into an equivalent written text in another language. Because translation is a one-time expense, the upfront cost of the translation should be considered in light of the likely lifespan of the document.

In determining how it will ensure access for LEP persons, the agency must determine how it will provide such language services. Language services should be arranged to provide assistance at a time and place that avoids the imposition of undue burdens or results in the effective denial of the service, benefit, or right at issue. Staff should carefully explore the most cost-effective means of delivering competent and accurate language services before limiting services due to resource concerns. Since CDOT is a large statewide entity that serves a significant number of LEP individuals, CDOT “should ensure that the resource limitations are well substantiated before using this fact as a reason to limit language assistance.”² Thus, reasons for limiting language assistance based on cost should be documented.

Federal guidance states that vital written materials should be translated for frequently encountered LEP populations. However, the extent of CDOT’s obligation to provide written translations of documents should be determined on a case-by-case basis using the four-factor analysis. The U.S. Department of Transportation’s LEP guidance establishes a “safe harbor,” regarding the

² 70 Fed. Reg. 239 at 74092.

requirement to translate vital documents.³ A “safe harbor” means that providing written translation under the following circumstances serves as strong evidence of compliance:

- (a) Provide written translation of vital documents for each eligible LEP language group that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered.
- (b) If there are fewer than 50 persons in a language group that reaches the 5% trigger, vital written materials do not need to be translated. Rather, staff may provide written notice in the primary language of the LEP group of the right to receive competent oral interpretation of those written materials, free of cost.

Failure to provide translations under the safe harbor does not mean there is noncompliance. The safe harbor is meant to provide greater certainty of compliance than can be provided by the fact-intensive, four-factor analysis. The safe harbor only applies to the translation of written documents. It does not affect the requirement to provide meaningful access to LEP individuals through oral language services.

V. DTR’s Four-Factor Analysis

A four factor analysis has been conducted for DTR’s current services, programs, and activities. When DTR develops new services or programs, or expands existing ones, DTR staff must conduct a four factor analysis to determine the appropriate language assistance measures to be provided to ensure meaningful access for LEP persons. Additionally, as described later in the language assistance plan, this analysis should be reviewed on a regular basis to ensure reasonable language assistance measures are provided to LEP persons.

Overview of DTR’s programs, services and activities.

DTR is responsible for the planning, development, operation, and integration of transit and rail in the statewide transportation system. DTR works in coordination with other transit and rail providers to plan, promote, and implement investments in transit and rail services statewide. DTR’s primary activities are (1) statewide transit planning and research, (2) operation of CDOT’s interregional bus service, and (3) distribution and oversight of state and federal grants.

1. Statewide Transit Planning and Research

CDOT’s first Statewide Transit Plan was adopted in March 2015. The Statewide Transit Plan establishes a framework for creating an integrated state transit system to meet the mobility needs of Coloradans. Development of the Statewide Transit Plan involved frequent interaction with the public in the form of stakeholder meetings, open houses, and public comment periods. In the past DTR has also conducted other research, such as evaluation of rail on the I-70 corridor which

³ 70 Fed. Reg. 239 at 74095

requires public feedback and input at both the statewide and regional level.

2. Interregional Bus Service

CDOT's interregional bus service, Bustang, began in the summer 2015 and services three routes and an additional limited route. The I-25 North route connects Fort Collins, Loveland, and Denver along I-25. The I-25 South route connects Denver and Colorado Springs. The I-70 route services Glenwood Springs, Vail, Frisco, Lakewood, and Denver along the I-70 corridor. The RamsRoute services the public in Fort Collins and Loveland on Friday's and Sundays. It only operates 62 times per year. Each route is intended to connect riders with local transit agencies between the various state regions. The majority of clients are travelers, commuters, and individuals seeking resources provided in the Denver metro area.

3. Distribution and Oversight of State and Federal Grants

DTR is responsible for the distribution of both state and federal grants to rural and small urban transit agencies, service providers and coordinating councils in Colorado. Through these activities, DTR supports and oversees transit services across the state. DTR interacts with transit agencies, private service providers, and coordinating councils who arrange and provide fixed route and on demand services to the public.

CDIT is responsible for overseeing the compliance of grant partners. As part of this process, the CRBRC may receive and investigate complaints against subrecipients.

Factor #1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the program, activity, or service.

The planning and oversight activities of DTR occur in areas throughout the state. Therefore, the geographic boundaries of DTR's functions are the borders of Colorado. According to the data in Appendix A,⁴ the most prevalent LEP population in Colorado is Spanish-speaking LEP individuals, who make up 4.66% of Colorado's overall population. During the most recent statewide planning public meetings CDOT made translation services available upon request but no requests were made. Additionally neither DTR or the CRBRC have received complaints or other requests as a result of subrecipient oversight.

The activities of Bustang are intended to serve the statewide community through connections of various transit providers. However, Bustang directly serves certain corridors. Based upon current LEP data, Bustang is likely to encounter a greater number of LEP persons along the routes served.

⁴ Appendix A contains demographic data for LEP individuals at the state and county level. The demographic data is taken from the US Census Bureau's 2010-2014 American Community Survey, Table B16001 "Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over" and includes individuals who do not speak English at home and who speak English "less than very well." Appendix A is also supplemented with data from the Colorado Department of Education.

The North Line, South Line, West line, and all other routes of Bustang, serve counties with more than 8% Spanish speaking LEP populations.

Specifically, along the North line, Bustang serves Denver county and Larimer County. Denver County has a Spanish LEP population greater than 8%. Along the West line Bustang serves Garfield County, Eagle County, Vail County, Summit County, and Denver County. These counties include several resort towns and many of the commuters are employees that work in the resort areas. In looking at the data in Appendix A, Jefferson County, Denver County, and Eagle County have significant percentages of LEP populations. Along the South line Bustang serves Denver County and El Paso County. In looking at the data in Appendix A, Denver County has over 8% LEP populations that speak Spanish.

Factors #2 and #3: The Frequency of Contact and Importance of DTR's Programs and Services.

For this analysis, frequency of contact and importance are evaluated together. The importance of DTR's services to LEP populations partly depends on how frequently those services are expected to come into contact with LEP individuals.

DTR is likely to have the most frequency of contact with LEP populations through Bustang. Additionally, Bustang is a very important part of people's lives as it serves commuters up and down the I-25 corridor and those living in the mountain regions seeking services in the metro area.

Additionally, when conducted, transit planning and research should result in frequent contact with LEP persons because both require significant public involvement to be effective. For example, during the last planning period, seventeen public open house meetings were held throughout the rural areas of the state one public open house meeting was held in each urban Metropolitan Planning Organization area; North Front Range (Greeley area), DRCOG (Denver Metro Area), PPACG (Colorado Springs area), PACOG (Pueblo area), and Grand Valley (Grand Junction area). While individuals may not always take advantage of these opportunities, the planning process seeks to accurately identify needs throughout the state and ensure an equitable distribution of funds, therefore it is highly important to ensure access to all persons.

As explained above, those conducting the grant administration will rarely have direct contact with LEP persons. However, not having access to complaint forms and procedures could have a significant negative impact on LEP individuals' lives and is, therefore, of high importance. Additionally, it is possible that in some circumstances, the staff of grant partners representing underserved populations may have limited English proficiency.

Grant partners that provide services in areas with LEP populations may have both frequent and important contact with for LEP persons. The services provided by grant partners may be the primary mode of transportation for LEP individuals. Therefore, DTR must ensure that they have conducted a four factor analysis and developed language assistance measures that ensure meaningful access.

Factor #4: The resources available and the costs of such resources.

The following is a summary of the language assistance resources and services that have already been or are currently being utilized by DTR:

- **Translation of Notices for Statewide Planning Meetings:** The process for creating CDOT's Statewide Transit Plan included the translation of various outreach materials into Spanish. Flyers for outreach events with notices of the availability of free translation services were provided in Spanish. Examples are available in Appendix B. Additionally, various components of the statewide plan website⁵ are available in Spanish. The website contains a Spanish version of the Statewide Transit Plan's executive summary and a Spanish presentation⁶ that was used at public meetings. Both items were professionally translated. The full website is also available in Spanish with Google Translate.⁷
- **Language Assistance for Bustang:** Bustang, CDOT's interregional express bus service, began service in the summer 2015. Schedule and fare information is printed in Spanish and it is available on the buses and at park and ride stations. Schedule and fare information is also be available on the Bustang website,⁸ which can be translated into Spanish using Google Translate. Additionally, each bus contains a copy of "Basic Spanish for Transit Employees." CDOT funded the creation of this book, which was produced by the Roaring Fork Transit Authority and Colorado Mountain College. It includes requests and commands that vehicle operators can use in Spanish.

VI. DTR Language Assistance Plan

Translation of all Vital Materials

Appendix A contains demographic data for LEP individuals at a statewide and county level which shows that Spanish-speaking LEP individuals make up 4.66% of Colorado's overall population. Therefore, DTR has determined that all documents that are vital to providing meaningful access will be translated into Spanish. At a minimum, vital documents include CDOT's discrimination complaint form and procedures, website information and schedules for Bustang, and public notices and website information for statewide planning. For future statewide activities, DTR will evaluate whether documents are vital and must be translated into Spanish.

Statewide Transit Planning

The next statewide planning cycle is expected to begin in 2019. When the planning cycle commences, DTR will evaluate the then-current LEP data to determine the language assistance

⁵ <http://coloradotransportationmatters.com>

⁶ <http://coloradotransportationmatters.com/other-cdot-plans/transit/public-involvement/>

⁷ This website is also available in Chinese, French, German, Japanese, Russian, Vietnamese, Arabic, Dutch, Korean, Polish, Portuguese, and Swedish.

⁸ www.ridebustang.com

services necessary to ensure meaningful access. At a minimum, staff will distribute flyers, surveys, and press releases into any language spoken by an LEP population exceeding 5% of the statewide total. Outreach materials will also state that free language assistance is available upon request. DTR will be prepared to provide translation or interpretation services at outreach events upon request or if there is knowledge that LEP individuals will be attending.

DTR will also continue to make vital planning information available in any language spoken by an LEP population exceeding 5% of the statewide total. The executive summary of the March 2015 Statewide Transit Plan was professionally translated into Spanish and is available at the statewide plan website.⁹ Additionally, the full Statewide Transit Plan and other information on the statewide plan website is available in Spanish with Google Translate.¹⁰

Interregional Express Bus Service

DTR has identified that information regarding Bustang's routes, schedules, and fares are vitally important to ensure meaningful access to the service. Schedule and fare information is printed in Spanish and made available on the buses and at park and ride stations. Schedule and fare information is also available on the Bustang website,¹¹ which can be translated into Spanish using Google Translate.

Each bus contains a copy of "Basic Spanish for Transit Employees." Creation of the book was funded by CDOT and produced by the Roaring Fork Transit Authority and Colorado Mountain College. It includes requests and commands that vehicle operators can use in Spanish.

Bustang staff will track customer service issues and respond accordingly to LEP individuals. Tracking customer service issues related language assistance allows Bustang staff to better understand its frequency of contact with LEP individuals and adopt other language assistance measures if necessary.

Distribution and Oversight of State and Federal Grants

Transit providers receiving grants from DTR are required to submit their LEP plans as part of their Title VI plan every three years to DTR. As part of its oversight responsibilities, DTR will provide technical assistance to its subrecipients and provide yearly Title VI and LEP training.

Providing Notice to LEP Persons

DTR is required to notify LEP populations that language assistance is available free of charge. Notice must be provided in languages LEP persons would understand. **Appendix A** contains demographic data for LEP individuals at a statewide and county level. Spanish-speaking LEP

⁹ <http://coloradotransportationmatters.com>

¹⁰ This website is also available in Chinese, French, German, Japanese, Russian, Vietnamese, Arabic, Dutch, Korean, Polish, Portuguese, and Swedish.

¹¹ www.ridebustang.com

individuals make up 4.66% of Colorado's overall population. Therefore, DTR shall continue to provide notice to Spanish-speaking LEP individuals by doing, at minimum, the following:

- Posting CDOT's general accessibility and non-discrimination public notice, which includes information about obtaining free translation and interpretation services in English and Spanish in areas with public access. The English version is attached here as **Appendix E**. The Spanish version, which was professionally translated, is attached here as **Appendix F**.
- Providing notice of free language assistance with public notices in English and Spanish on its buses and on Bustang's website,¹² which is available in Spanish with Google Translate.
- During the statewide transit planning process, flyers for outreach events with notices of the availability of free language assistance shall be distributed in Spanish or any other language spoken by over 5% of the population at the time of the planning process. Examples are available in **Appendix B**.

Language Assistance Resources

The following are additional language assistance resources for DTR staff to consider for future language assistance needs:

- Bilingual Staff: DTR is encouraged to identify bilingual staff in order to quickly and effectively respond to unexpected encounters with LEP individuals. The CRBRC has two bilingual staff members that may be able to assist TR.
- CDOT Civil Rights & Business Resource Center: DTR is encouraged to consult with the Civil Rights & Business Resource Center (CRBRC) on the development of additional language assistance measures or on how best to respond to specific language assistance requests. The CRBRC may also be able to provide funding and additional resources to DTR for future language assistance measures.
- Language Identification Cards: Language identification cards can be utilized when first encountering someone who needs language assistance. The U.S. Census Bureau's language identification card is available at www.lep.gov/ISpeakCards2004.pdf. Cards can be used by staff to identify the primary language of LEP individuals during face to face contact.
- CTS LanguageLink: The State of Colorado has a price agreement with CTS LanguageLink for professional translation and interpretation services. CTS LanguageLink offers an over-the-phone interpretation service for \$0.62 per minute. A list of languages for the interpretation service is attached as Appendix C. CTS LanguageLink also can translate written documents into more than 100 languages. A list of languages is attached as Appendix D. Each CDOT program area is encouraged to create a free account with CTS

Language list in order to access the over-the-phone interpretation service and to obtain rates for translation services. For more information, contact:

Client Relations

Toll Free [855.779.2704](tel:855.779.2704)

clientrelations@ctslanguagelink.com

www.ctslanguagelink.com

- **Automated Computer Translation:** Google Translate and other automated translation services can be a tool for translating basic information in limited circumstances. For example, various CDOT websites can be translated into other languages using Google Translate. However, caution should be used when using automated translation to convey vital information. The U.S. Department of Labor recommends using automated translation only if someone is capable of reviewing and correcting the translation to ensure that it is conveying the intended message.¹³ While CDOT's website can be translated into several languages using Google Translate, the website also contains Spanish information that was professionally translated. The Civil Rights & Business Resource Center created a page in Spanish that contains information about the public's rights to equal access and nondiscrimination.¹⁴ The Bustang website can also be translated into Spanish using Google Translate. A Spanish-speaking staff member from the Civil Rights & Business Resource Center will proof read vital information regarding routes, schedules, and fares to confirm the accuracy of these translations.

Monitoring and Updating LEP Efforts

DTR Managers and supervisors are responsible for ensuring that access is provided to LEP persons through language assistance services. This Plan must be incorporated by reference into the appropriate procedure manuals to ensure that employees are aware of their obligations for compliance.

The Civil Rights & Business Resource Center will monitor DTR activities to ensure LEP requirements are fulfilled and report to the Federal Transit Administration (FTA). DTR will update this LEP plan at least every three years when DTR's Title VI Plan is due to the FTA. DTR must also update this Plan whenever one of its primary activities substantially changes or if it starts a new primary activity, program or service.

¹² www.ridebustang.com

¹³ The U.S. Department of Labor's presentation "Machine Translation: Ensuring Meaningful Access for Limited English Proficient Individuals" (June 24, 2014) discusses the pitfalls of relying on machine translations. http://www.dol.gov/oasam/programs/crc/062414Machine_TranslationWebinar.pdf

¹⁴ <https://www.codot.gov/business/civilrights/espanol.html>

LEP Appendix A
Colorado LEP Demographic Data

Demographic data by county can be found at: <https://www.codot.gov/business/civilrights/DTR>

Colorado Regional LEP Demographic Data

Colorado has a total population of 4,860,145 people. Colorado has a total Limited English Proficient (LEP) population of 310,065, which is 6.4% of Colorado’s overall population. The following table shows the top five languages spoken by LEP persons in Colorado and their percentage of the total Colorado population, according to the U.S. Census Bureau.¹⁵

Language	Number of LEP Persons	Percent of Colorado Population
Spanish	226,453	4.66%
Vietnamese	12,078	0.25%
Chinese¹⁶	10,489	0.22%
Korean	8,475	0.18%
African Languages¹⁷	7,932	0.17%

Demographic data by county and CDOT Transportation Region

CDOT is geographically structured into five Transportation Regions. The following pages contain LEP demographic data for each CDOT Transportation Region and the counties within in each region using U.S. Census data for people who do not speak English as their primary language and speak English “less than very well.”

Census data is also supplemented with data from the Colorado Department of Education.¹⁸ The presence of English Language Learners in schools may indicate the presence of greater LEP populations. In addition to the languages listed in the U.S. Census tables, the following pages also list additional languages found in the school data.

CDOT Region 1

CDOT Region 1 is comprised of the five counties listed in the table below. LEP individuals make up 8.8% of Region 1’s total population. LEP individuals that speak Spanish represent 6.4% of Region 1’s population. Adams, Arapahoe, and Denver counties have the largest Spanish-speaking LEP populations in Region 1. Other prevalent LEP populations in Region 1 include Vietnamese, Russian, and Korean speakers.

¹⁵ Data tabulated by the Migration Policy Institute, “Limited English Proficient Individuals in the United States: Linguistic Diversity at the County Level (February 2013).” Data was tabulated using the US Census Bureau’s 2010-2014 American Community Survey, Table B16001 “Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over.” For more information about LEP data, visit http://www.lep.gov/demog_data/demog_data.html.

¹⁶ The US Census Bureau groups the following languages under the “Chinese” language category: Chinese, Hakka, Kan, Hsiang, Cantonese, Mandarin, Fuchow, Formosan, and Wu.

¹⁷ The US Census Bureau’s “African language” classification includes Amharic, Afro-Asiatic languages, Nilo-Saharan languages, and Niger-Congo languages. For a full listing of these languages, visit <https://www.census.gov/hhes/socdemo/language/about/>.

¹⁸ Colorado Department of Education, English Language Learner student count, grades preschool through 12, October 2016. This data is available upon request from CDOT’s Civil Rights & Business Resource Center.

Region 1, U.S. Census Data

County	Total Population	Total LEP Population	Spanish LEP Population	Other Languages ¹⁹
Adams	424,235	52,820 (12.45%)	44,305 (11.2%)	Vietnamese (2,136 people) Russian (1,000) Chinese (700) African Languages (500)
Arapahoe	556,245	50,332 (9.05%)	28,310 (5.09%)	Korean (3,467) African Languages (2,900) Russian (2,181) Vietnamese (2,462) Chinese (1,873) Arabic (1,248) Other Asian ²⁰ (1,456) Other Indic ²¹ (624) French (813) Tagalog (567)
Broomfield	50,287	2,601 (4.7%)	1,388 (2.51%)	-
Clear Creek	8,722	26	18	-
Denver	589,391	67,832 (11.51%)	51,593 (8.75%)	Chinese (1,975) Russian (1,653) Other Indic languages (915) Vietnamese (3,868) Arabic (1,191) African Languages (2,127) Other Asian (750)
Douglas	279,291	6,896 (2.47%)	3,198 (1.15%)	Chinese (894) Korean (666)
Gilpin	5,295	66 (1.25%)	66	-
Jefferson	516,473	16,844 (3.26%)	9,213 (1.78%)	Vietnamese (1,600) Chinese (600) Russian (500) Korean (500)
Region 1	2,429,939	197,417 (8.1%)	138,091 (5.6%)	

In addition to the languages listed in the table on the previous page, school data indicates the presence of the following language population groups:²²

Adams County: Hmong.

Arapahoe County: Arabic, Amharic, Burmese, Karen Pa'o, Nepali and Somali.

⁵ LEP number estimates are displayed only if 500 persons or more.

²⁰ The US Census Bureau's "Other Asian languages" classification includes Turkic languages, Dravidian languages, and Tibetan-Burman languages. For a full listing of these languages, visit <https://www.census.gov/hhes/socdemo/language/about/>.

²¹ For a full listing the US Census Bureau's "Other Indic languages," visit <https://www.census.gov/hhes/socdemo/language/about/>.

²² The languages listed here were not the only languages identified in the Colorado Department of Education data. These languages and the languages listed in the U.S. Census table were the most prevalent languages identified in the Colorado Department of Education data.

City and County of Denver: Burmese, Karen Pa'o, French, Nepali, Swahili, and Tigrigna.

Douglas County: Somali.

CDOT Region 2

CDOT Region 2 is comprised of the 14 counties listed in the table below. LEP individuals make up 4% of Region 2's population. The largest LEP group is Spanish at 3.6%. Most of the Spanish-speaking LEP population in Region 2 is found in El Paso and Pueblo counties.

Region 2, U.S. Census Data

County	Total Population	Total LEP Population	Spanish LEP Population	Other Languages ²³
Baca	3,498	89 (2.8%)	71	-
Bent	5,757	425 (7.38%)	402(6.98%)	-
Crowley	5,351	472 (8.82%)	454(8.48%)	-
Custer	4143	9 (0.22%)	9 (0.22%)	-
El Paso	599,826	22932(3.82%)	14582(2.43%)	Korean (1,742 people) German (659) Tagalog (542) Chinese (931) Vietnamese (930) Arabic (513)
Fremont	44,891	2,675 (5.96%)	2,028(4.52%)	-
Huerfano	6,367	251 (3.94%)	204 (3.20%)	-
Kiowa	1,322	7 (0.53%)	7 (0.53%)	-
Las Animas	14,030	508(3.62%)	415 (2.96%)	-
Otero	17,530	996 (4.5%)	885 (5.05%)	-
Park	15,525	164(1.06%)	139 (0.90%)	-
Prowers	11447	775 (6.77%)	688 (6.01%)	-
Pueblo	150,658	6,632(4.40%)	5800(3.58%)	-
Teller	22,356	235 (1.06%)	111 (0.50%)	-
Region 2	902,701	36,170 (4.0%)	25,795(2.8%)	

In addition to the languages listed in the table above, school data indicates the presence of the following language population groups:²⁴

EL Paso County: Nepali.

²³ LEP number estimates are displayed only if 500 persons or more.

²⁴ The languages listed here were not the only languages identified in the Colorado Department of Education data. These languages and the languages listed in the U.S. Census table were the most prevalent languages identified in the Colorado Department of Education data.

CDOT Region 3

CDOT Region 3 is comprised of the 15 counties listed in the table below. LEP individuals make up 6.5% of Region 3's total population. LEP individuals that speak Spanish represent 5.7% of Region 3's population. The majority of the Spanish-speaking LEP population in Region 3 is located in Eagle and Garfield counties.

Region 3, U.S. Census Data

County	Total Population	Total LEP Population	Spanish LEP Population	Other Languages ²⁵
Delta	28,813	1,087 (3.8%)	975 (3.4%)	-
Eagle	49,414	6,220 (12.6%)	5,780 (11.7%)	-
Garfield	52,410	5,094 (9.7%)	4,943 (9.4%)	-
Grand	13,704	300 (2.2%)	174 (1.2%)	-
Gunnison	14,752	317 (2.1%)	238 (1.6%)	-
Hinsdale	806	0	0	-
Jackson	1,334	9 (0.7%)	9 (0.7%)	-
Lake	6,753	716 (10.6%)	626 (9.2%)	-
Mesa	137,942	3,797(2.7%)	3,177 (2.3%)	-
Moffat	12,322	696 (5.6%)	635 (5.1%)	-
Montrose ²⁶	38,534	1,988 (6.3%)	1,899(6.0%)	-
Pitkin	16,503	667(4.0%)	469(2.8%)	-
Rio Blanco	6,287	221 (3.3%)	209 (3.3%)	-
Routt	22,354	592(2.6%)	307 (1.3%)	-
Summit	27,051	1,940 (7.2%)	1828(6.7%)	-
Region 3	428979	23,644 (5.5%)	21,269 (4.9%)	

In addition to the languages listed in the table above, school data indicates the additional presence of the following language population groups:²⁷

Gunnison County: Cora, El Nayar.

Note: CDOT Region 3 includes counties with many tourists and seasonal workers. The data here does not reflect the languages likely to be encountered because of these groups.

²⁵ LEP number estimates are displayed only if 500 persons or more.

²⁶ Parts of Montrose County are located in CDOT Region 3 and Region 5. However, for this LEP Plan, Montrose County data is analyzed as part of Region 3 because much of the county's population, including the City of Montrose, is located in Region 3.

²⁷ The languages listed here were not the only languages identified in the Colorado Department of Education data. These languages and the languages listed in the U.S. Census table were the most prevalent languages identified in the Colorado Department of Education data.

CDOT Region 4

CDOT Region 4 is comprised of the 13 counties listed in the table below. LEP individuals make up 5.5% of Region 4's total population. LEP individuals that speak Spanish represent 4.5% of Region 4's population. The majority of the Spanish-speaking LEP population in Region 4 is located in Boulder, Larimer, and Weld counties.

Region 4, U.S. Census Data

County	Total Population	Total LEP Population	Spanish LEP Population	Other Languages ²⁸
Boulder	289,106	16,085 (6.2%)	12,800 (4.6%)	Chinese (1,194 people) Korean (536)
Cheyenne	1,988	77 (4.8%)	75	-
Elbert	21,517	301(1.34%)	185 (0.82)	-
Kit Carson	7,592	480 (6.32%)	465 (6.12%)	-
Larimer	294,054	6,534(2.22%)	4,324 (1.47%)	-
Lincoln	5,193	354 (6.82%)	329 (6.34%)	-
Logan	21,476	938 (4.37%)	890 (4.14%)	-
Morgan	26,222	3,416 (13.03%)	3,042 (11.60%)	-
Phillips	4,084	524 (12.86%)	518 (12.68%)	-
Sedgwick	2,244	63 (2.81%)	59 (2.63%)	-
Washington	4,531	109 (2.41%)	109 (2.41%)	-
Weld	245,113	17,368 (7.09%)	15,607(6.37%)	
Yuma	9,303	744 (8.0%)	738 (7.93%)	
Region 4	932,423	46,993 (5.0%)	39,141(4.2%)	

In addition to the languages listed in the table above, school data indicates the presence of the following language population groups:²⁹

Morgan County: Somali.

Weld County: Burmese, Karen Pa'o, Somali.

²⁸ LEP number estimates are displayed only if 500 persons or more.

²⁹ The languages listed here were not the only languages identified in the Colorado Department of Education data. These languages and the languages listed in the U.S. Census table were the most prevalent languages identified in the Colorado Department of Education data.

CDOT Region 5

CDOT Region 5 is comprised of the 14 counties³⁰ listed in the table below. LEP individuals make up 3.3% of Region 5's total population. LEP individuals that speak Spanish represent 2.3% of Region 5's population.

Region 5, U.S. Census Data

County	Total Population	Total LEP Population	Spanish LEP Population	Other Languages ³¹
Alamosa	14,937	1,051 (7.04%)	957 (6.41%)	-
Archuleta	11,516	276 (0.9%)	176 (1.53%)	-
Chaffee	17,374	562 (1.8%)	559 (3.2%)	-
Conejos	7,600	604 (7.9%)	575 (7.5%)	-
Costilla	3,416	408 (11.94%)	395 (11.56%)	-
Dolores	1,671	2 (0.12%)	0	-
La Plata	49,689	731 (1.47%)	524 (1.05%)	-
Mineral	695	5 (0.72%)	5 (0.72%)	-
Montezuma	23,997	470 (2.1%)	265 (1.10%)	-
Ouray	4,418	54 (1.22%)	44 (1.0%)	-
Rio Grande	11,079	751 (7.2%)	715 (6.3%)	-
Saguache	5,806	655 (11.28%)	637 (10.97%)	-
San Juan	623	12 (1.93%)	12 (1.93%)	-
San Miguel	7,194	259 (3.6%)	248 (3.45%)	-
Region 5	160,015	5,840 (3.6%)	5,112 (3.2%)	-

In addition to the languages listed in the table above, school data indicates the presence of the following language population groups:³²

Alamosa: Eastern Q'anjob'al.

Montezuma: Navajo.

³⁰ A part of Montrose County is also located in CDOT Region 5. However, for this LEP Plan, Montrose County data is analyzed as part of Region 3 because much of the county's population, including the City of Montrose, is located in Region 3.

³¹ LEP number estimates are displayed only if 500 persons or more.

³² The languages listed here were not the only languages identified in the Colorado Department of Education data. These languages and the languages listed in the U.S. Census table were the most prevalent languages identified in the Colorado Department of Education data.

LEP Appendix B

Statewide Transit Plan Outreach Materials in English and Spanish



COLORADO
Department of
Transportation

You're Invited...

...to the CDOT Statewide Transit Plan Public Open House!

CDOT's Statewide Transit Plan addresses the local and regional transit and human service transportation needs in your region and across the state. Your input is greatly needed!

Please join us for the public open house in your area:

Date: Wednesday May 21, 2014

Location: Emergency Service Center
101 W. 10th Street, First Floor - Room 144
Pueblo, CO 81003

Time: 5:00 pm - 7:00 pm

Open House format with presentations at 5:30 pm and 6:30 pm



This is a joint public open house for the CDOT Statewide Transit Plan and the Pueblo Area Council of Governments 2040 Regional Transit Element.

For more information, or for those who require accommodation for disabilities or a language interpreter, including hearing impaired, please contact Beth Vogelsang at (303)589-5651 no later than 3 business days before the meeting. The facility is accessible for disabled individuals.

Can't make the meeting?

View materials and provide comments at our project website: <http://coloradotransportationmatters.com/other-cdot-plans/transit/>
Comments can also be made using the CDOT PinTool at: <http://dtdapps.coloradodot.info/pintransit>



COLORADO
Department of
Transportation

Lo invitamos...

...a la reunión pública sobre el Plan Estatal de Transporte Público de CDOT

El Plan Estatal de Transporte Público de CDOT responde a las necesidades locales y regionales de tránsito y de transporte para personas en su región y en todo el estado. ¡Su opinión será muy valiosa!

Participe de esta reunión pública en su área.

Fecha: Miércoles 21 de mayo de 2014

Lugar: Emergency Service Center
101 W. 10th Street, primer piso - Sala 144
Pueblo, CO 81003

Hora: 5:00 pm - 7:00 pm

Reunión informal con presentaciones a las 5:30 pm y 6:30 pm.



Esta es una casa abierta pública conjunta para el Plan de Tránsito CDOT Estatal y el Consejo de Pueblo Area de gobiernos 2040 Element Regional Transit.

Para más información, para solicitar acomodaciones especiales para personas con incapacidad, o para pedir servicios de traducción (incluyendo lenguaje de signos), llamar a Beth Vogelsang al (303)589-5651 por lo menos tres días antes de la reunión. El lugar de la reunión es accesible para personas incapacitadas.

Si no puede asistir a la reunión,

lo invitamos a que revise los materiales y comparta sus comentarios en el sitio del proyecto: <http://coloradotransportationmatters.com/other-cdot-plans/transit/>
Los comentarios también se pueden hacer usando el sistema PinTool de CDOT en <http://dtdapps.coloradodot.info/pintransit>

You're Invited...

...to the CDOT Statewide Transit Plan Public Open House!

CDOT's Statewide Transit Plan addresses the local and regional transit and human service transportation needs in your region and across the state. Your input is greatly needed!

Please join us for the public open house in your area:

Date: Wednesday May 14, 2014
Location: Pikes Peak Area Council of Governments (PPACG)
Conference Room
14 S. Chestnut Street
Colorado Springs, CO
Time: 5:30 pm - 7:00 pm
Open House format with presentation at 6:00 pm



**Pikes Peak Area
Council of Governments**
Communities Working Together



THE
CITY OF
COLORADO
SPRINGS
PROJECT
MADE POSSIBLE
WITH YOUR TAX
DOLLARS



metro
MOUNTAIN METROPOLITAN TRANSIT

This is a joint public open house for the CDOT Statewide Transit Plan and the PPACG 2040 Regional Transportation Plan.

For more information, or for those who require accommodation for disabilities or a language interpreter, including hearing impaired, please contact Beth Vogelsang at (303)589-5651 no later than 3 business days before the meeting. The facility is accessible for disabled individuals.

Can't make the meeting?

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Comments can also be made using the CDOT PinTool at: <http://dtdapps.coloradodot.info/pintransit>

Lo invitamos...

...a la reunión pública sobre el Plan Estatal de Transporte Público de CDOT

El Plan Estatal de Transporte Público de CDOT responde a las necesidades locales y regionales de tránsito y de transporte para personas en su región y en todo el estado. ¡Su opinión será muy valiosa!

Participe de esta reunión pública en su área.

Fecha: Miércoles 14 de mayo de 2014
Lugar: Pikes Peak Area Council of Governments (PPACG)
Conference Room
14 S. Chestnut Street
Colorado Springs, CO
Hora: 5:30 pm - 7:00 pm
Reunión informal con una presentación a las 6:00 pm.



**Pikes Peak Area
Council of Governments**
Communities Working Together



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COLORADO
SPRINGS
PROJECT
MADE POSSIBLE
WITH YOUR TAX
DOLLARS



metro
MOUNTAIN METROPOLITAN TRANSIT

Esta es una casa abierta pública conjunta para el Plan de Tránsito CDOT Estatal y el Plan Regional de Transporte PPACG 2040.

Para más información, para solicitar acomodaciones especiales para personas con incapacidad, o para pedir servicios de traducción (incluyendo lenguaje de signos), llamar a Beth Vogelsang al (303)589-5651 por lo menos tres días antes de la reunión. El lugar de la reunión es accesible para personas incapacitadas.

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You're Invited...

...to the CDOT Statewide Transit Plan Public Open House!

CDOT's Statewide Transit Plan addresses the local and regional transit and human service transportation needs in your region and across the state. Your input is greatly needed!

Please join us for the public open house in your area:

Date: Wednesday May 7, 2014

Location: Greeley Ice Haus
900 8th Avenue
Greeley, CO 80631

Time: 5:00 pm - 7:00 pm

Open House format with presentations at 5:30 pm and 6:30 pm



This is a joint public open house for the CDOT, the North Front Range MPO and Greeley-Evans Transit. For further information on the NFRMPO 2040 Regional Transit Element, please contact Nate Vander Broek at NFRMPO (970) 416-2309. For information on GET, please contact Will Jones at (970) 350-9751.

For more information, or for those who require accommodation for disabilities or a language interpreter, including hearing impaired, please contact Beth Vogelsang at (303)589-5651 no later than 3 business days before the meeting. The facility is accessible for disabled individuals.

Can't make the meeting?

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Comments can also be made using the CDOT PinTool at: <http://dtdapps.coloradodot.info/pintransit>

Lo invitamos...

...a la reunión pública sobre el Plan Estatal de Transporte Público de CDOT

El Plan Estatal de Transporte Público de CDOT responde a las necesidades locales y regionales de tránsito y de transporte para personas en su región y en todo el estado. ¡Su opinión será muy valiosa!

Participe de esta reunión pública en su área.

Fecha: Miércoles 7 de mayo de 2014

Lugar: Greeley Ice Haus
900 8th Avenue
Greeley, CO 80631

Hora: 5:00 pm - 7:00 pm

Reunión informal con presentaciones a las 5:30 pm y 6:30 pm.



Esta es una casa abierta pública conjunta para el CDOT, la North Front Range MPO y tránsito de Greeley-Evans. Para más información sobre el 2040 NFRMPO Elemento de tránsito regional, por favor póngase en contacto con Nate Vander Broek en NFRMPO (970) 416 4924. Para obtener información sobre GET, póngase en contacto con Will Jones al (970) 350-9751.

Para más información, para solicitar acomodaciones especiales para personas con incapacidad, o para pedir servicios de traducción (incluyendo lenguaje de signos), llamar a Beth Vogelsang al (303)589-5651 por lo menos tres días antes de la reunión. El lugar de la reunión es accesible para personas incapacitadas.

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You're Invited...

...to the CDOT Statewide Transit Plan Public Open House!

CDOT's Statewide Transit Plan addresses the local and regional transit and human service transportation needs in your region and across the state. Your input is greatly needed!

Please join us for the public open house in your area:

Date: Wednesday May 28, 2014

Location: Grand Valley Transit Operations Building
525 South 6th Street, 2nd Floor
Grand Junction, CO 81501

Time: 5:00 pm - 7:00 pm

Open House format with presentations at 5:30 pm and 6:30 pm



This is a joint public open house for the CDOT Statewide Transit Plan and the Grand Valley Metropolitan Planning Organization and Grand Valley Transit 2040 Regional Transportation Plan.

For more information, or for those who require accommodation for disabilities or a language interpreter, including hearing impaired, please contact Beth Vogelsang at (303)589-5651 no later than 3 business days before the meeting. The facility is accessible for disabled individuals.

Can't make the meeting?

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Lo invitamos...

...a la reunión pública sobre el Plan Estatal de Transporte Público de CDOT

El Plan Estatal de Transporte Público de CDOT responde a las necesidades locales y regionales de tránsito y de transporte para personas en su región y en todo el estado. ¡Su opinión será muy valiosa!

Participe de esta reunión pública en su área.

Fecha: Miércoles 28 de mayo de 2014

Lugar: Grand Valley Transit Operations Building
525 South 6th Street, 2nd Floor
Grand Junction, CO 81501

Hora: 5:00 pm - 7:00 pm

Reunión informal con presentaciones a las 5:30 pm y 6:30 pm.



Esta es una casa abierta pública conjunta para el Plan Estatal de Tránsito CDOT y la Organización de Planificación Metropolitana de Grand Valley y Grand Valley Transit 2040 Plan de Transporte Regional.

Para más información, para solicitar acomodaciones especiales para personas con incapacidad, o para pedir servicios de traducción (incluyendo lenguaje de signos), llamar a Beth Vogelsang al (303)589-5651 por lo menos tres días antes de la reunión. El lugar de la reunión es accesible para personas incapacitadas.

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You're Invited...

...to the CDOT Statewide
Transit Plan Public Open House!

CDOT's Statewide Transit Plan addresses the local and regional transit and human service transportation needs in your region and across the state. Your input is greatly needed!

Please join us for the public open house in your area:

Date: Monday May 12, 2014

Location: CDOT Headquarters - Shumate Building
(located behind the main building along Birch Avenue)
4201 E. Arkansas Ave.
Denver, CO 80222

Time: 5:00 pm - 7:00 pm

Open House format with presentations at 5:30 pm and 6:30 pm



This is a joint public open house for the CDOT Statewide Transit Plan and the Denver Regional Council of Governments 2040 Metro Vision Regional Transportation Plan.

For more information, or for those who require accommodation for disabilities or a language interpreter, including hearing impaired, please contact Beth Vogelsang at (303)589-5651 no later than 3 business days before the meeting. The facility is accessible for disabled individuals.

Can't make the meeting?

View materials and provide comments at our project website: <http://coloradotransportationmatters.com/other-cdot-plans/transit/>
Comments can also be made using the CDOT PinTool at: <http://dtdapps.coloradodot.info/pintransit>

Lo invitamos...

...a la reunión pública sobre el
Plan Estatal de Transporte Público de CDOT

El Plan Estatal de Transporte Público de CDOT responde a las necesidades locales y regionales de tránsito y de transporte para personas en su región y en todo el estado. ¡Su opinión será muy valiosa!

Participe de esta reunión pública en su área.

Fecha: Lunes 12 de mayo de 2014

Lugar: CDOT Headquarters - Shumate Building
(situado detrás del edificio principal a lo largo de Birch Avenue)
4201 E. Arkansas Ave.
Denver, CO 80222

Hora: 5:00 pm - 7:00 pm

Reunión informal con presentaciones a las 5:30 pm y 6:30 pm.



Esta es una casa abierta pública conjunta para el Plan de Tránsito CDOT Estatal y el Consejo Regional de Gobiernos de Denver 2040 Metro Plan de Transporte Regional Vision.

Para más información, para solicitar acomodaciones especiales para personas con incapacidad, o para pedir servicios de traducción (incluyendo lenguaje de signos), llamar a Beth Vogelsang al (303)589-5651 por lo menos tres días antes de la reunión. El lugar de la reunión es accesible para personas incapacitadas.

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LEP Appendix C
CTS LanguageLink Interpretation Language List

INTERPRETATION LANGUAGE LIST

CTS LanguageLink provides spoken Interpretation Services in 240+ languages and/or dialects. If you do not see your target language listed here, please contact a CTS LanguageLink representative for more information at +1 800-208-2620.

A	Acholi	Duala	Ho
	Afrikaans	Dutch	Hunanese
	Akan	Edo	Hungarian
	Albanian	E	Iban
	American Sign Language	Efik	Ibang
	Amharic	Estonian	Icelandic
	Arabic	Ethiopian	Igbo (Ibo)
	Armenian	Ewe	Ilocano
	Ashanti	F	Indonesian
	Assyrian	Farsi (Persian)	Italian
	Azerbaijani	Fijian	J
B	Bambara	Filipino	Jaaxanke
	Basque	Finnish	Jakartanese
	Bassa	Flemish	Japanese
	Behdini	French	Javanese
	Belarusian	French Canadian	K
	Bengali	French Creole	Kakwa
	Bosnian	Frisian (West)	Kanjobal
	Bulgarian	Fujianese	Kankanay
	Burmese	Fukinese	Kannada
C	Cantonese	Fula	Karen
	Cape Verde	Fulani	Kashmiri
	Catalan	Fuzhou	Kayah
	Cebuano	G	Kazakh
	Chabacano	Ga	Khmer (Cambodian)
	Chaldean	Gaelic	Kikamba
	Cham	Ganda	Kikuyu
	Chamorro	Garre	Kinyarwanda
	Chau-jo	Georgian	Kirghiz
	Cherokee	German	Kirundi
	Chinese	Gilaki	Korean
	Choujo	Grebo	Kosrae
	Chuukese	Greek	Kpelle
	Creole	Greenlandic	Krahn
	Croatian	Gujarati	Kurdish
	Czech	H	L
D	Danish	Haitian Creole	Lakota
	Dari (Persian)	Haka Burmese	Laotian
	Dimli	Hakka	Latin
	Dinka	Harari	Latvian
		Hausa	Lebanese
		Hebrew	Liberian
		Hindi	Lingala
		Hmong	

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INTERPRETATION LANGUAGE LIST

CTS LanguageLink provides spoken Interpretation Services in 240+ languages and/or dialects. If you do not see your target language listed here, please contact a CTS LanguageLink representative for more information at +1 800-208-2620.

M	Lithuanian	P	Papiamento	T	Tagalog
	Luganda		Pashto		Tahitian
	Luo (Dhuluo)		Polish		Taiwanese
	Maay		Ponapean		Tajiki
	Macedonian		Portuguese		Tamal
	Malagasy		Portuguese Brazilian		Tamang
	Malay		Portuguese Creole - Cape Verdean Creole		Tamil
	Malayalam		Potwari		Tarasco
	Malaysian		Pulaar		Tatar
	Maltese		Punjabi		Telugu
	Mam		Q		Teochew
	Mandarin				Quechua
	Mandingo		Quiche		Thai Dam
	Mandinka		R		Tibetan
	Mankon				Rhade
	Marathi		Romanian		Toishanese
	Marshallese		Rundi		Tokelau
	Maylay		Russian		Tongan
	Meru		S		Trukese (Chuukese)
	Mien				Samoan
Mina	Sara	Tsonga			
Mixteco	Serbian	Tswana			
Mixteco Alto	Serbo Croatian	Turkish			
Mixteco Bajo	Shanghainese	Turkmen			
Moldovan	Shona	Twi			
Mongolian	Sichuan	U	Ukrainian		
Moroccan Arabic	Sicilian		Urdu		
Myanmar	Sindhi	Uzbek			
N	Sinhala	V	Vangali		
	Sinhalese	Vietnamese			
	Slovak	Visayan (Cebuano)			
	Slovenian	Welsh			
Somali	Wolof	W	Wu		
Soninke	Wu				
Sorani	Y	Yi			
Sotho		Yiddish			
Spanish (European)	Z	Yoruba			
Spanish (Latin America)		Zapoteco			
Spanish (Mexican)	Zulu				
Sudanese					
Swahili					
Swedish					
Syrian					

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Appendix D
CTS LanguageLink Translation Language List

TRANSLATION LANGUAGE LIST

CTS LanguageLink provides written translation services in over 100+ languages. If you do not see your target language listed here, please contact a CTS LanguageLink representative for more information at +1 800-208-2620.

A	Afrikaans	H	Gujarati	R	Portuguese (European)
	Albanian		Haitian Creole		Punjabi (Panjabi)
	Amharic		Hebrew	R	Romanian
	Arabic		Hindi		Russian
	Armenian (Eastern & Western)		Hmong		Rwanda
	Azerbaijani (Azeri)		Hungarian	S	Samoan
B	Belarusan	I	Icelandic		Serbian
	Bengali		Igbo		Sinhala (Sinhalese)
	Bosnian		Ilocano		Slovak (Slovakian)
	Bulgarian		Indonesian		Slovene (Slovenian)
	Burmese		Italian		Somali
C	Cambodian (Khmer)	J	Japanese		Soninke
	Cape Verdean	K	Karen		Spanish (European)
	Catalan		Kazakh		Spanish (Latin American)
	Cebuano		Kikuyu (Gikuyu)		Spanish (Mexican)
	Chamorro		Kirghiz		Swahili
	Chinese (Simplified)		Kirundi (Rundi)	T	Swedish
	Chinese (Traditional)		Korean		Tagalog (Filipino)
	Chuukese		Kurdish		Tajik
	Croatian	L	Laotian		Tamil
	Czech		Latvian		Thai
D	Danish		Lithuanian		Tibetan
	Dari	M	Macedonian		Tigrinya
	Dutch		Malay (Sabah)		Tongan
	Dzongkha (Bhutanese)		Malayalam		Turkish
E	Estonian		Maltese		Twi
F	Farsi (Persian)		Marshallese	U	Ukrainian
	Finnish		Mien		Urdu
	Flemish		Mongolian		Uzbek
	French (African)	N	Nepali (Nepalese)	V	Vietnamese
	French (Canadian)		Norwegian	W	Welsh
	French (European)		Nuer		Wolof
	Fula	O	Oromo (Oromiffa)	Y	Yiddish
G	Georgian	P	Pashto (Pushto)		Yoruba
	German		Polish	Z	Zande (Kizande)
	Greek		Portuguese (Brazilian)		Zulu

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Appendix J
Subrecipient Submission Schedule

DTR Title VI Review Schedule

Grant Partners	Title VI Plans Due 2017	Title VI Plans Due 2018	Title VI Plans Due 2019
RMHC	March 31, 2017		
Archuleta County	March 31, 2017		
Durango	March 31, 2017		
Avon	March 31, 2017		
Eagle County	March 31, 2017		
Glenwood Springs	March 31, 2017		
Broomfield	March 31, 2017		
CNDC/DRMAC	March 31, 2017		
Eastern Colorado COG	March 31, 2017		
Baca County	March 31, 2017		
Bent County	March 31, 2017		
Grand County COA	March 31, 2017		
Winter Park	March 31, 2017		
Breckenridge	March 31, 2017		
Routee County COA	March 31, 2017		
Mountain Village	March 31, 2017		
San Miguel County	March 31, 2017		
Telluride	March 31, 2017		
SRDA	March 31, 2017		
La Junta	March 31, 2017		
SCCOG	March 31, 2017		
DRCOG	March 31, 2017		
Grand Valley MPO		February 1, 2018	
Pikes Peak	March 31, 2017		
NFRMPO		February 2018	
Black Hawk		February 2018	

All Points Transit		February 2018	
Aspen		February 2018	
Fort Collins, City of		February 2018	
Greely, City of		February 2018	
Community Connections		February 2018	
Prowers County		February 2018	
La Plata		February 2018	
SWCCOG		February 2018	
RFTA		February 2018	
Summit County (Summit Stage)		February 2018	
Discover Goodwill		February 2018	
Silvery Key		February 2018	
Via Mobility		February 2018	
Steamboat Springs		February 2018	
UAACOG		February 2018	
Castle Rock Senior Center			February 2019
Las Animas County Rehab			February 2019
Horizon Specialized Services			February 2019
Developmental pathways			February 2019
Cripple Creek			February 2019
Lakewood			February 2019
Pueblo			February 2019
Inspiration Fields			February 2019
Neighbor to Neighbor			February 2019
Lake County			February 2019
NWCCOG			February 2019
Teller Senior Coalition			February 2019
Gunnison Valley RTA			February 2019
Mountain Express			February 2019
NECALG			February 2019
SRC			February 2019
Snowmass Village			February 2019
Dolores County			February 2019
Montezuma County			February 2019

SUCAP			February 2019
Amblicab			February 2019
Fountain Valley Senior Center			February 2019
Douglas County			

Appendix K
Bustang Service Standards and Policies

Bustang Service Standards and Policies

This document sets service standards for Vehicle load, vehicle headway, on-time performance, and service availability.

Vehicle Load Standards

All of the Bustang buses are 51-passenger coaches with a capacity of one person per seat. This changes if a mobility device (i.e. wheel chair, or scooter) is loaded. Once a mobility device is loaded onto the buses 6 seats are no longer available and only 45 passengers can be seated. Each bus can carry 2 mobility devices.

<u>Vehicle Type</u>	<u>Seated</u>	<u>Standing</u>	<u>Total</u>	<u>Maximum load factor</u>
Motor coach-High floor with bus over Baggage Compartment	51	0	51	1.0

Vehicle Headway Standards

The amount of time between two vehicles traveling in the same direction on a given line or combination of lines. Service operates on three separate routes between every 10 minutes to 50 minutes from the early morning to late in the evening, five days a week for the I-25 North and South lines. The I-70 west line operates seven days a week and runs between every 20 minutes. Please see an attached route schedule at <http://www.ridebustang.com/routes>.

On-Time Performance Standards

100% of the Bustang buses will complete their established runs no more than 10 minutes late in comparison to the established schedule. If a Bus is running late, Bustang will use its social media outlets to notify the public.

Service Availability Standards

Bustang service availability is based upon accessible park and rides and stations located along the respective commuter routes.

System-Wide Policies

Vehicle Assignment Policy

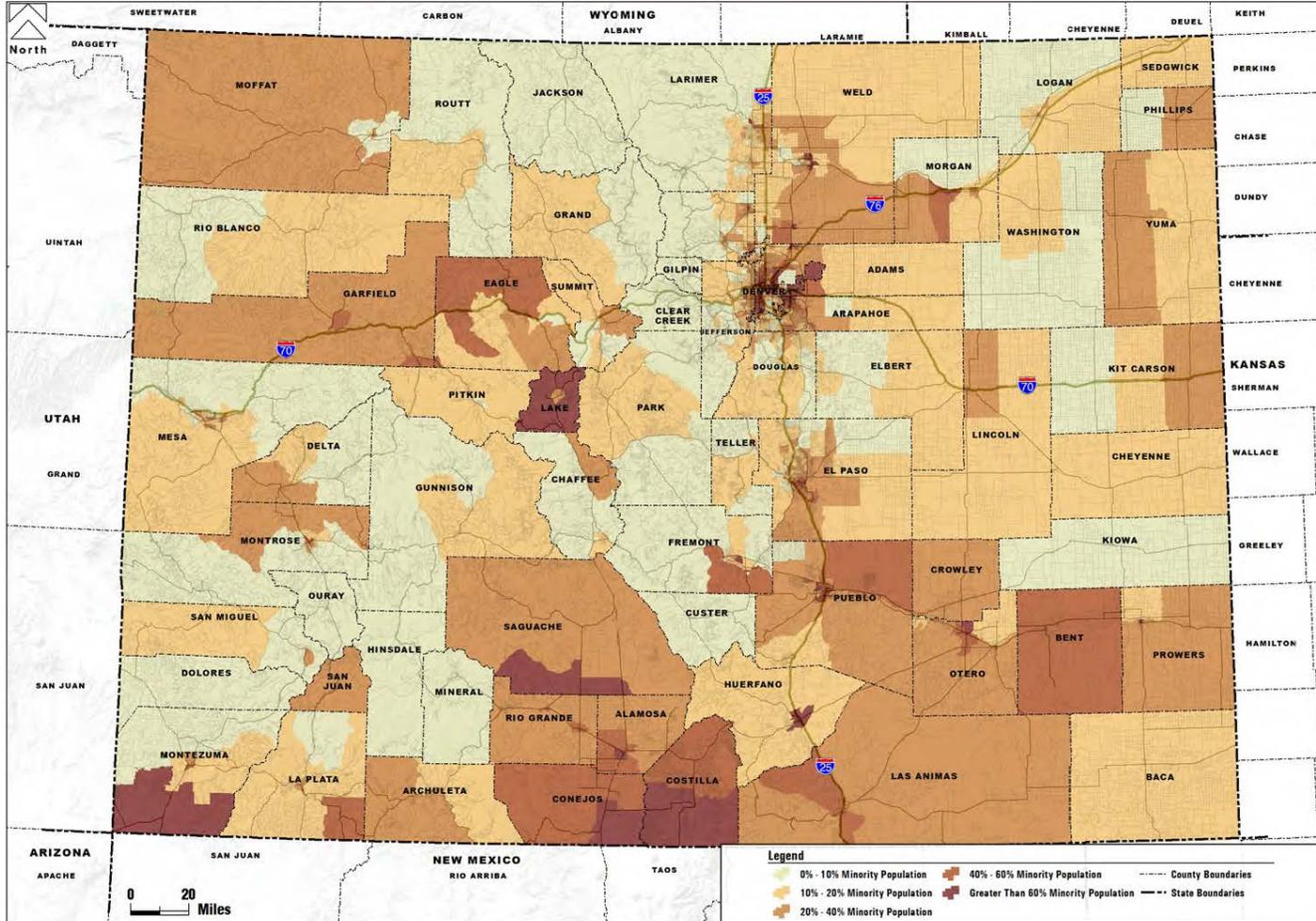
Vehicle assignments are based on mileage. CDOT maintain the mileage on each vehicle as even as possible. The buses are rotated on routes when needed to keep the mileage even. Bustang has a designated dispatch team that assigns the buses to routes and facilitates the maintenance of the vehicles.

Amenities Policy

Each Bustang coach is equipped with a restroom, bike racks, free WiFi, power outlets and USB ports. There is also a wheelchair lift and two wheelchair securement areas on each coach. Please be advised that our WiFi system is dependent on local cellular signals. In areas with poor cellular service, WiFi may be intermittent or nonexistent. **Not all buses have automated stop notifications.**

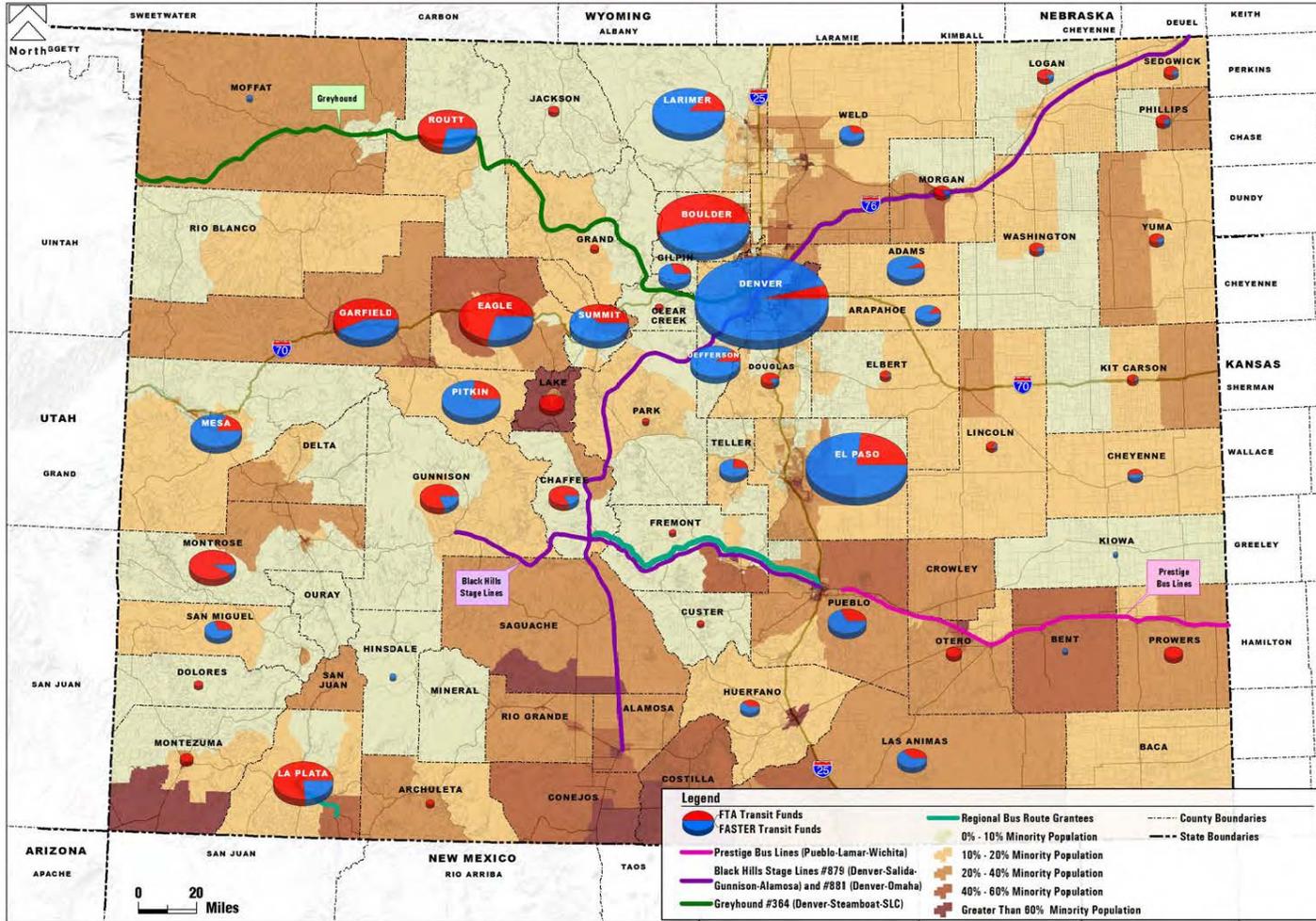
Appendix L
Minority Demographic Profile and Maps

Minority Population



Minority Population is based on the 2007-2011 American Community Survey Table B02001 - Race; based on non-white population (does not separate hispanic ethnicity) by 2010 Census Tract.

FTA and FASTER Transit Funds (2011 - 2013) by County with Minority Population



Minority Population is based on the 2007-2011 American Community Survey Table B02001 - Race; based upon non-white population (does not separate hispanic ethnicity) by 2010 Census Tract.

County	Total Population	HISPANIC	WHITE NH	Minor	Pct	Hisp	Pc	FTA	FASTER	TotalBoth
Adams	434295	162203	23349	46	37	73520	1077314	115083		
Alamosa	15395	6962	7618	51	45	0	0	0		
Arapahoe	563508	101797	36063	36	18	73520	516765	59028		
Archuleta	12152	2105	9755	20	17	81682	0	8168		
Baca	3807	315	3342	12	8	0	0	0		
Bent	6164	1805	3643	41	29	0	43622	4362		
Boulder	293205	38543	23298	21	13	3026204	2546074	557227		
Broomfield	54592	6013	4342	20	11	73520	0	7352		
Chaffee	17707	1620	1533	13	9	638623	140000	77862		
Cheyenne	2247	285	1936	14	13	121749	110314	23206		
Clear	9083	404	8381	8	4	73520	0	7352		
Conejos	8228	4512	3443	58	55	0	0	0		
Costilla	3556	2241	1096	69	63	0	0	0		
Crowley	5866	1612	3539	40	27	0	0	0		
Custer	3853	179	3535	8	5	58212	0	5821		
Delta	30666	4213	2548	17	14	0	0	0		
Denver	590507	188660	30731	48	32	425691	10140068	1056575		
Dolores	2043	64	1899	7	3	88254	0	8825		
Douglas	280643	20880	23953	15	7	266110	49600	31571		
Eagle	51457	15158	3486	32	29	2663457	1108000	377145		
El Paso	611377	90330	44230	28	15	1528595	3532626	506122		
Elbert	22859	1263	2067	10	6	121749	13000	13474		
Fremont	47040	5778	3606	23	12	58212	0	5821		
Garfield	55696	15163	3888	30	27	1740234	1315600	305583		
Gilpin	5241	237	4765	9	5	261520	618275	87979		
Grand	14634	1055	1315	10	7	90320	0	9032		
Gunnison	15274	1187	1359	11	8	949568	231000	118056		
Hinsdale	731	28	701	4	4	0	49600	4960		
Huerfano	6829	2320	3709	46	34	154555	215860	37041		
Jackson	1494	112	1368	8	7	125340	0	12534		
Jefferson	532243	74786	42661	20	14	196000	1674932	187093		
Kiowa	1728	60	1630	6	3	0	31200	3120		
Kit Carson	8178	1462	6308	23	18	121749	13000	13474		
La Plata	50820	5961	4085	20	12	1969052	605350	257440		

County	Total Population	HISPANIC	WHITE_NH	Minor_Pct	Hisp_Pc	FTA	FASTER	TotalBoth
Lake	7010	2729	4003	43	39	568512	0	56851
Larimer	296107	30818	25057	15	10	486656	3132304	361896
Las Animas	15549	6397	8379	46	41	281780	465860	74764
Lincoln	5462	629	4243	22	12	121749	13000	13474
Logan	22417	3422	1847	18	15	226989	38520	26550
Mesa	144766	18831	12069	17	13	340000	1648040	198804
Mineral	723	19	699	3	3	0	0	0
Moffat	13586	1869	1121	17	14	0	48000	4800
Montezuma	25372	2766	1913	25	11	187574	0	18757
Montrose	40812	7812	3176	22	19	1534058	147680	168173
Morgan	27943	9350	1738	38	33	226989	38520	26550
Otero	18795	7468	1064	43	40	238221	0	23822
Ouray	4371	166	4063	7	4	0	0	0
Park	16259	760	1522	6	5	56936	0	5693
Phillips	4391	795	3492	20	18	183426	38520	22194
Pitkin	16709	1428	1474	12	9	562605	1962560	252516
Prowers	12615	4373	8115	36	35	324400	0	32440
Pueblo	157946	64736	8587	46	41	377977	807438	118541
Rio Blanco	6616	596	5750	13	9	0	0	0
Rio Grande	11913	4950	6766	43	42	0	0	0
Routt	23201	1463	2114	9	6	1808352	733627	254197
Saguache	6165	2531	3352	46	41	0	0	0
San Juan	801	154	614	23	19	0	0	0
San Miguel	7383	603	6524	12	8	206770	465250	67202
Sedgwick	2390	243	2060	14	10	183426	38520	22194
Summit	27496	3703	2292	17	13	967320	1556766	252408
Teller	23035	1193	2087	9	5	179000	516813	69581
Washington	4709	426	4232	10	9	183426	38520	22194
Weld	248441	70017	16836	32	28	162000	387703	54970
Yuma	9960	1985	7795	22	20	183426	38520	22194
		1011545	3,491,019.00	150	118	24572548	36148361	

Comparison of 2011 - 2013 Funds Received to Minority Population

County	Total Population	Minority Population	County's Portion of State's Minority Population	FTA Funds	FASTER Funds	Total Funds	County's Portion of FTA/FASTER Transit Funding
Adams	434,295	200,800	13.6%	\$73,520	\$1,077,314	\$1,150,834	1.9%
Alamosa	15,395	7,777	0.5%	\$0	\$0	\$0	0.0%
Arapahoe	563,508	202,875	13.8%	\$73,520	\$516,765	\$590,285	1.0%
Archuleta	12,152	2,397	0.2%	\$81,682	\$0	\$81,682	0.1%
Baca	3,807	465	0.0%	\$0	\$0	\$0	0.0%
Bent	6,164	2,521	0.2%	\$0	\$43,622	\$43,622	0.1%
Boulder	293,205	60,222	4.1%	\$3,026,204	\$2,546,074	\$5,572,278	9.2%
Broomfield	54,592	11,169	0.8%	\$73,520	\$0	\$73,520	0.1%
Chaffee	17,707	2,371	0.2%	\$638,623	\$140,000	\$778,623	1.3%
Cheyenne	2,247	311	0.0%	\$121,749	\$110,314	\$232,063	0.4%
Clear Creek	9,083	702	0.0%	\$73,520	\$0	\$73,520	0.1%
Conejos	8,228	4,785	0.3%	\$0	\$0	\$0	0.0%
Costilla	3,556	2,460	0.2%	\$0	\$0	\$0	0.0%
Crowley	5,866	2,327	0.2%	\$0	\$0	\$0	0.0%
Custer	3,853	318	0.0%	\$58,212	\$0	\$58,212	0.1%
Delta	30,666	5,179	0.4%	\$0	\$0	\$0	0.0%
Denver	590,507	283,195	19.2%	\$425,691	\$10,140,068	\$10,565,759	17.4%
Dolores	2,043	144	0.0%	\$88,254	\$0	\$88,254	0.1%
Douglas	280,643	41,111	2.8%	\$266,110	\$49,600	\$315,710	0.5%
Eagle	51,457	16,591	1.1%	\$2,663,457	\$1,108,000	\$3,771,457	6.2%
El Paso	611,377	169,068	11.5%	\$1,528,595	\$3,532,626	\$5,061,221	8.3%
Elbert	22,859	2,184	0.1%	\$121,749	\$13,000	\$134,749	0.2%
Fremont	47,040	10,977	0.7%	\$58,212	\$0	\$58,212	0.1%
Garfield	55,696	16,808	1.1%	\$1,740,234	\$1,315,600	\$3,055,834	5.0%
Gilpin	5,241	476	0.0%	\$261,520	\$618,275	\$879,795	1.4%
Grand	14,634	1,484	0.1%	\$90,320	\$0	\$90,320	0.1%
Gunnison	15,274	1,684	0.1%	\$949,568	\$231,000	\$1,180,568	1.9%
Hinsdale	731	30	0.0%	\$0	\$49,600	\$49,600	0.1%
Huerfano	6,829	3,120	0.2%	\$154,555	\$215,860	\$370,415	0.6%
Jackson	1,494	126	0.0%	\$125,340	\$0	\$125,340	0.2%

Comparison of 2011 - 2013 Funds Received to Minority Population

County	Total Population	Minority Population	County's Portion of State's Minority Population	FTA Funds	FASTER Funds	Total Funds	County's Portion of FTA/FASTER Transit Funding
Jefferson	532,243	105,626	7.2%	\$196,000	\$1,674,932	\$1,870,932	3.1%
Kiowa	1,728	98	0.0%	\$0	\$31,200	\$31,200	0.1%
Kit Carson	8,178	1,870	0.1%	\$121,749	\$13,000	\$134,749	0.2%
La Plata	50,820	9,969	0.7%	\$1,969,052	\$605,350	\$2,574,402	4.2%
Lake	7,010	3,007	0.2%	\$568,512	\$0	\$568,512	0.9%
Larimer	296,107	45,530	3.1%	\$486,656	\$3,132,304	\$3,618,960	6.0%
Las Animas	15,549	7,170	0.5%	\$281,780	\$465,860	\$747,640	1.2%
Lincoln	5,462	1,219	0.1%	\$121,749	\$13,000	\$134,749	0.2%
Logan	22,417	3,938	0.3%	\$226,989	\$38,520	\$265,509	0.4%
Mesa	144,766	24,074	1.6%	\$340,000	\$1,648,040	\$1,988,040	3.3%
Mineral	723	24	0.0%	\$0	\$0	\$0	0.0%
Moffat	13,586	2,372	0.2%	\$0	\$48,000	\$48,000	0.1%
Montezuma	25,372	6,234	0.4%	\$187,574	\$0	\$187,574	0.3%
Montrose	40,812	9,044	0.6%	\$1,534,058	\$147,680	\$1,681,738	2.8%
Morgan	27,943	10,557	0.7%	\$226,989	\$38,520	\$265,509	0.4%
Otero	18,795	8,154	0.6%	\$238,221	\$0	\$238,221	0.4%
Ouray	4,371	308	0.0%	\$0	\$0	\$0	0.0%
Park	16,259	1,035	0.1%	\$56,936	\$0	\$56,936	0.1%
Phillips	4,391	899	0.1%	\$183,426	\$38,520	\$221,946	0.4%
Pitkin	16,709	1,962	0.1%	\$562,605	\$1,962,560	\$2,525,165	4.2%
Prowers	12,615	4,500	0.3%	\$324,400	\$0	\$324,400	0.5%
Pueblo	157,946	72,070	4.9%	\$377,977	\$807,438	\$1,185,415	2.0%
Rio Blanco	6,616	866	0.1%	\$0	\$0	\$0	0.0%
Rio Grande	11,913	5,147	0.3%	\$0	\$0	\$0	0.0%
Routt	23,201	2,054	0.1%	\$1,808,352	\$733,627	\$2,541,979	4.2%
Saguache	6,165	2,813	0.2%	\$0	\$0	\$0	0.0%
San Juan	801	187	0.0%	\$0	\$0	\$0	0.0%
San Miguel	7,383	859	0.1%	\$206,770	\$465,250	\$672,020	1.1%
Sedgwick	2,390	330	0.0%	\$183,426	\$38,520	\$221,946	0.4%

Comparison of 2011 - 2013 Funds Received to Minority Population

County	Total Population	Minority Population	County's Portion of State's Minority Population	FTA Funds	FASTER Funds	Total Funds	County's Portion of FTA/FASTER Transit Funding
Summit	27,496	4,568	0.3%	\$967,320	\$1,556,766	\$2,524,086	4.2%
Teller	23,035	2,158	0.1%	\$179,000	\$516,813	\$695,813	1.1%
Washington	4,709	477	0.0%	\$183,426	\$38,520	\$221,946	0.4%
Weld	248,441	80,081	5.4%	\$162,000	\$387,703	\$549,703	0.9%
Yuma	9,960	2,165	0.1%	\$183,426	\$38,520	\$221,946	0.4%
Total	4,966,061	1,475,042	100.0%	\$24,572,548	\$36,148,361	\$60,720,909	100%

Counties that receive a 3% or higher portion of funds compared to their minority population

Counties that receive a 3% or smaller portion of funds compared to their minority population

Appendix M

Consolidated Call for Capital Projects Guidance (Oct. 7, 2016)

Consolidated Call for Capital Projects Guidance FASTER Transit and Federal Transit Administration Funds

October 7, 2016

PART 1 **Summary**

The Colorado Department of Transportation (CDOT) is issuing a Notice of Funding Availability (NOFA), calling for applications for capital projects to be initiated in 2017 using FASTER Transit and Federal Transit Administration (FTA) funds.

CDOT plans to competitively award at least \$6.1 million in FASTER funds for local and statewide transit capital projects. CDOT will award an additional \$3.9 million in FASTER grants to the three major metropolitan transit providers as a set-aside. Additionally, CDOT intends to competitively award at least \$6.1 million in federal funds for transit capital projects made available through FTA Sections 5310, 5311, and 5339.

PART 2 **Background**

FASTER Funding

Senate Bill 09-108, also known as the Funding Advancements for Surface Transportation and Economic Recovery Act of 2009 (FASTER) was signed into law in 2009 and provided funding for transportation projects through an increase in vehicle registration fees. A portion is set aside for transit purposes: a **Local** share for “local transit grants” and a **Statewide** share to be used “for the planning, designing, engineering, acquisition, installation, construction, repair, reconstruction, maintenance, operation, or administration of transit-related projects, including, but not limited to, designated bicycle or pedestrian lanes of highway and infrastructure needed to integrate different transportation modes within a multimodal transportation system, that enhance the safety of state highways for transit users.”

The CDOT Transportation Commission, with input from the transit community, determined that FASTER transit funds will be distributed in the following manner:

- \$4.1 million for competitive capital awards for local projects (but excluding local projects from within RTD’s jurisdiction).
- \$2 million for competitive capital awards for statewide, interregional and regional projects anywhere in the state
- \$3.9 million for metropolitan transit agency capital awards, which include RTD in the Denver area (\$3 million), Mountain Metro Transit in Colorado Springs (\$0.7 million), and TransFort in Fort Collins (\$0.2 million), for projects approved by CDOT.
- \$1 million for regional operating assistance (note: these projects are solicited along with other operating applications usually around April each spring, not during this call for projects.)

- \$3 million for Bustang operations, the CDOT-operated regional express bus service
- \$1 million for grant administration and administration of CDOT's Division of Transit and Rail (DTR)

Of the total \$15 Million in FASTER funds available each year only \$10 Million in capital funds are being made available herein are for State FY 2017-2018 (7/1/2017 – 6/30/2018). The funds are not available for budgeting and contracting until after July 1, 2017.

FTA Funding

CDOT is the pass-through agency for several FTA transit grant programs, each of which has its own eligibility criteria, and each of which offers funding for capital projects. The FTA funds are made available to the states on a federal fiscal year basis, which runs from October 1 to September 30. The FTA funds being made available herein are for FY 2016-2017. The funds would not be available for budgeting and contracting, though, until the awards are announced in February 2017.

CDOT estimates the minimum amount of funding available for these federal programs in 2017 are as follows:

- Section 5310 for rural areas: \$111,292
- Section 5310 for Small Urbanized Areas (UZAs): \$828,037
 - Colorado's small UZAs are Boulder, Grand Junction, Greeley, Longmont, Lafayette/Louisville/Erie, and Pueblo
- Section 5310 for the Denver large urbanized area, for which CDOT is the designated administrator of the funds: \$754,503. (Please note that CDOT does not administer 5310 grants for the Colorado Springs or Fort Collins large urbanized areas. Requests from those areas must be submitted to the Metropolitan Planning Organizations (MPO) in those areas.)
- Section 5311 for rural areas: \$1.2 million
- Section 5339 Small Urbanized Areas: \$1.2 million
- Section 5339 Statewide: \$2.0 million
 - While this funding is identified as statewide in eligibility, CDOT has targeted it for rural areas, given that Colorado has a very high level of rural ridership and that large and small UZAs each receive their own Section 5339 formula funding

PART 3 Application Process, Policies and Funding Cycle

The Department is accepting applications for **both** FASTER state and FTA federal funds (both funding programs utilize the same application), subject to eligibility and availability of funds. DTR will make awards based on eligibility, funding availability, and the most appropriate source.

An applicant not wishing to be considered for funding from any of the programs for which it is eligible should make that very clear in the application.

In general there are few differences between how DTR administers FASTER and FTA projects, as it seeks to mirror most FTA requirements. The major exception is that FASTER-funded vehicles are not subject to Buy America requirements and most other federal clauses and certifications.

For the past few years, DTR accepted applications for the following year plus up to two more years. However, we have determined to only accept applications for capital projects to be initiated in 2017.

CDOT's Division of Transit and Rail (DTR) currently has in place the following policies pertaining to the application process and the awarding and administration of transit grants:

- CDOT provides two capital applications: one for revenue rolling stock grant requests, and a second for facilities/equipment grant requests (including non-revenue vehicles).
- If an applicant plans to submit requests for multiple facility or equipment projects, DTR requests that applicants complete one application for each project. If an applicant plans to submit requests for multiple vehicle replacement projects, the applicant may bundle those projects into one single application.
- Application submittal: CDOT is requesting that local agencies that do not fund or directly provide transit services apply for FASTER funds **through** the lead transit provider that serves their jurisdiction—which would normally be the recipient of FTA funds in that area. This will better ensure that a local area's needs are being prioritized.
- The minimum project request shall be \$25,000, except in the cases where an applicant is requesting FASTER funds to be used as local match for a Federal program. There is no maximum request, but applicants should take into consideration the amounts available and CDOT's preference to provide some geographic equity.
- Due to limited funding, CDOT continues to put an emphasis on a fix-it-first approach—that is, giving higher priority to the replacement and refurbishment of buses, facilities and equipment, rather than on new or expansion capital or planning projects. This does NOT mean, however, that expansion or planning projects will not be funded—only that an applicant seeking funding for expansion projects must make a very strong case, with documented justification and evidence of sustainability, in order to be considered. That being said, replacement requests that do not score well on their merits will not be automatically prioritized higher than expansion equipment or facilities that do score well.
- CDOT will not accept general letters of support; previous applications included “cookie-cutter” support letters from parties that had little or nothing “at stake” in the project. However, CDOT is requiring formal letters of support and commitment from **partners** in a project that will need to make a commitment to the project (e.g., organizations providing some, or all, of the local match, providing land or right-of-way for a project, or agreeing to share a multimodal facility).

- If you intend to purchase alternative fuel vehicles (CNG, electric, propane), CDOT encourages you to combine CDOT funds with grants available from other state agencies. For instance, in urban areas, the Regional Air Quality Council (RACQ) provides grants that will pay up to 80 percent of the incremental costs between an alternative fuel vehicle and the comparable, conventionally fueled vehicle (see <http://cleanairfleets.org/programs/alt-fuels-colorado>). A similar program is available for rural agencies through the Department of Local Affairs (see [link](#)). Transit agencies must apply and be awarded separately from each respective program before combining funds and proceeding to purchase vehicles. Applicants may apply to the programs in any order, but must notify both all the agencies involved of the intention to seek additional funding.
- Relative to construction projects: CDOT will accept requests that include funding for the final design phases of significant facility projects but will not fund the conceptual design phase. Construction projects must have been vetted locally through an adopted plan with a subsequent feasibility study. Applicants requesting a facility expansion or construction project must confer with DTR's Infrastructure Specialist (Jeff Sanders) within thirty days of the issuance of this Notice of Funding Availability and prior to submitting their applications. This requirement is meant to benefit both the applicant and CDOT in identifying significant issues that need to be addressed for successful and timely implementation of construction projects.
- Applicants should be aware that CDOT-funded construction projects will undergo an extensive coordination, review, environmental clearance, and approval process. If awarded under this NOFA, it is likely that actual construction will not occur until at least 2018. However, CDOT does expect projects to be initiated in 2017 in terms of document preparation, environmental review, etc.
- It is important to note that CDOT awards funds for a particular project; it does not award funds to an agency to be used for whatever project might be needed. Any change in project scope must be approved by CDOT; any major changes are generally not approved.
- FASTER funds can be used to match a federal grant, providing up to 80% of the required matching funds for the federal grant. The recipient must still provide a 20% local match for its FASTER award. In some cases, this means that the local government is paying only 4% of the total project: 80% FTA, 16% FASTER (80% of 20%), and 4% local (20% of 20%). Since this type of funding arrangement rapidly draws down available grant funding, CDOT will carefully examine requests of this type. It is CDOT's intention that FASTER funds be used as local match for Federal funds only in situations where worthy projects cannot proceed without the additional financial assistance from the FASTER program. Applicants requesting FASTER funds as local match for a federal grant must justify their request for using FASTER funds as local match in the application. In the evaluation process CDOT staff will first determine whether the FASTER funds as local match request is justified. If a justification is deemed insufficient, the applicant will be notified and can determine whether or not to proceed with the grant application, i.e. at 80% FTA, 20% local funds.

PART 4 Applicant Eligibility

In most cases, DTR staff will determine which funding source is best suited to meet your request. DTR staff will use the following applicant eligibility guidelines to make that determination.

FASTER

- Eligible recipients for local competitive FASTER funding assistance are limited to local public and private nonprofit entities, as well as tribal governments, that offer either public transportation or “open door” specialized transportation (service for the elderly and disabled). “Open door” specialized transportation is service available to **any** elderly and disabled person in need and not limited to a particular clientele or facility. Organizations that limit service to a particular clientele or facility, as well as commercial intercity operators, are **not** eligible applicants but may apply **through** an eligible applicant; the eligible applicant would be the party contracting with CDOT if funds were awarded, would be expected to describe how the service fits into a public or specialized transportation system, and would be responsible for administering the grant.
- Eligible recipients for FASTER statewide projects are the same as those listed immediately above, except that the State and CDOT, including CDOT’s Region offices, are also eligible applicants. CDOT projects will not be given any special consideration in the evaluation and selection process.
- While all local agencies are eligible to receive FASTER funding, those that do not directly fund or directly provide transit services must apply for FASTER funds through the transit provider that serves their jurisdiction.

FTA

Applicant eligibility for the FTA programs is similar to that of FASTER but also is limited based on each particular program. The FTA programs include Sections 5310, 5311, and 5339.

- The Section 5310 program is available only to private nonprofit organizations, though public entities are eligible if (a) there is no available private nonprofit agency providing service or if (b) the public entity has been named by the state as the coordinating body for specialized transportation in their area. Any public entities wishing to exercise this option are asked to contact DTR promptly (Jeff Sanders, 303-757-9771).

These specialized services do not have to be open door, unlike the eligibility criteria for FASTER funds. However, all things being equal, open door programs will receive a higher priority. Additionally, DTR will not fund “residential” vehicles that are located at housing facilities and have a very limited usage and clientele.

Please note that CDOT administers the 5310 funds for rural areas (under 50,000 population), small urbanized (50,000 to 200,000) areas, and for the Denver large urbanized area. It does not administer funds for the Colorado Springs or Fort Collins large urbanized areas. Organizations in the Colorado Springs and Fort Collins areas who

are interested in the Section 5310 program should contact the MPOs in those areas for information about their application process.

- The Section 5311 and 5339 programs are available to public and private nonprofit agencies, as well as tribal governments. Additionally, private intercity bus operators are eligible under the Section 5311(f) program. Applicants for Section 5339 funds in small urbanized areas are limited to the Designated Recipients for Section 5307 funding in those areas (RTD, Mesa County, and the cities of Pueblo and Greeley). Other agencies may apply through those organizations.
- For either the FASTER or FTA programs, applicant organizations must be prepared to be the party that takes full responsibility for carrying out the proposed project. There have been a few instances in which an organization that was awarded funds has requested that the project be transferred to a different organization. CDOT encourages parties to fully consider the most appropriate applicant organization at the beginning of the application process and **not** to assume that CDOT will approve such a significant sponsorship change.

PART 5 Project Eligibility

Funding from either FASTER or the FTA may be used for any items defined as **capital expenses** by the Federal Transit Administration (e.g., buses, facilities, equipment). However, CDOT will **not** entertain requests for funding for land purchases or office-related equipment, nor for operating or administrative expenses. The types of projects that are eligible include, but are not limited to, the following:

- Rolling stock (buses, vans, train cars, gondola cabins)
- Transit stations, transfer facilities, bus storage and/or maintenance facilities, and other transit facilities.
- Multimodal facilities, such as facilities that accommodate some combination of services of multi-regional or statewide significance, such as regional bus service, Amtrak, and Greyhound/intercity bus service.
- Park and ride facility construction or improvements.
- Technology improvements that enable enhanced transit services in high priority corridors, including signal prioritization and ITS.
- Technology improvements that significantly improve the coordination of human services transportation by means of mobility management tools such as call centers.
- Wayfinding signage between modes (e.g., signage for intermodal facilities, intercity bus stations, Amtrak, park-and-rides, etc.)
- HOV, HOT, queue jump, and bus pull-out lanes, Bus Rapid Transit projects, and bus lanes

- Bike racks, lockers and bike parking at multimodal stations.
- Enhanced modal connections, such as trails, sidewalks and bike lanes leading to major transit stations, provided they have a transit connection and enhance transit ridership.
- Planning projects and studies, except that no more than 10% of the total available FASTER funding will be made available for such purposes. Some concern has been expressed in the past about planning projects being funded through FASTER at the expense of vehicle and facility projects. While planning projects are an eligible project, you will need to make a strong case as to why your planning study should be funded with FASTER funds and why it can't be funded through Section 5303 or 5307 (in urbanized areas) or Section 5304, which programs are not included in this call. You should point out whether your project has any benefits, methodologies or implications for others in the state.
- Please note that while the list of eligible projects is extensive, in recent years CDOT has placed a higher priority, in general, on rolling stock as a result of reduced federal funding for rolling stock which began under MAP-21 legislation.
- As mentioned above under applicant eligibility, project eligibility for the FTA programs is limited by the requirements of those programs. Specifically:
 - Section 5310 projects must serve the elderly and disabled, in either rural or small urbanized areas, or the Denver area.
 - Section 5311 projects must be related to public transportation in rural areas.
 - Section 5339 projects must be related to public transportation, in either a rural or small urbanized area.

PART 6 Project Categories

- All FASTER project requests will generally be categorized by CDOT as being either local, regional, interregional, or statewide in nature. This will impact whether and the extent to which they will be considered for the competitive local or statewide funding pools.
 - Local projects are those that provide services or benefits within a local area.
 - Regional projects are generally those that provide services or benefits within one Transportation Planning Region (TPR) but which serve more than two municipalities and traverse more than about 25 miles, or that serve a significant portion of a region by connecting multiple communities.
 - Interregional projects are those that provide services or benefits in more than one CDOT Region or more than one TPR; they would normally operate over a long distance, have infrequent stops, and serve outside their normal taxing jurisdiction. This would generally include, but not be limited to, intercity bus services, commuter routes between significantly separated urbanized and/or

rural areas, mobility management projects associated with the coordination of human services transportation, and projects that connect multiple regional services.

- Statewide projects are those that provide services or benefits to a substantial portion of the state.
- The FASTER competitive statewide funds will be awarded primarily to statewide, interregional, and regional projects, in that priority order, but may also be awarded to local projects if there are insufficient high-scoring projects in the former categories and/or there are problems reaching geographic equity. Multimodal facilities and technology improvements that significantly improve the coordination of human services transportation by means of mobility management tools (items listed in Part 5 above) will generally be given consideration under either the statewide or local funding pool, based on the nature and coverage of the project.
- The FASTER competitive local pool may be awarded to local, regional, interregional, and statewide projects, in that priority order, but cannot be awarded to CDOT or another State agency.
- FTA projects are not categorized in the same fashion. Rather, as described earlier, they are divided by population areas and service types.
- The set-aside funding provided to the three large urban providers—RTD, Mountain Metro Transit, and TransFort—may be used by these operators for agency projects, subject to approval by CDOT. The RTD set-aside, which is derived from the statewide pool of FASTER funds, should be used for projects that are interregional or regional in nature.

PART 7 Threshold (minimum) Criteria

- The applicant must have the financial and managerial capability and capacity to manage any funds awarded, as well as demonstrate that it has the resources necessary to operate the project on an ongoing basis. FASTER and FTA funds will be awarded on a reimbursement basis; that is, the award recipient must first incur costs before being reimbursed by CDOT, after submitting sufficient documentation of such costs. Therefore, the recipient must have the financial ability and cash flow to incur and pay such costs initially. The applicant must also be willing and able to follow federal and state guidelines in procurement.

It is especially important that the above capability and capacity is specifically addressed by applicants that have not previously received funds through DTR or which have had delays or other problems implementing projects awarded funding by CDOT. These organizations should address their financial and grant management capability and experience, as well as steps taken to correct any past problems, as appropriate.

- Projects must be consistent with the most recent Regional Transportation Plan for the applicant's service area. It is recognized that in many cases consistency will be based on

being within a corridor vision(s), not by specific mention of the particular project request.

- Local agency applicants must demonstrate the availability of local match. FASTER and FTA funds may be used to fund up to 80% of project costs. All awards require a minimum local match of 20%. The match must be in cash, except that donated or previously purchased land for a construction project can be used as match if sufficiently documented through a recent appraisal. Since many local governments and sponsoring organizations likely have not yet adopted calendar year 2017 budgets, CDOT recognizes that applicants will probably not be able to provide a written budget showing the match for specific projects. Indeed, the match may not be needed in hand for over a year, given the 12-month delivery timeline of some bus orders. In lieu of budget documentation, applicants should describe how their organization intends to provide the match, its reliability in providing match, any written commitments to the project from management, or any capital replacement funds that exist.
 - When CDOT or another State agency is the applicant, a 20% local match is not required, since the State is providing the FASTER funds and does not have “local” funding.
 - Failure to secure the committed local match or to otherwise fail to implement the project as proposed (e.g., timeliness, scope, etc.) WILL be considered as a factor in future funding requests.

PART 8 Evaluation Criteria

All projects will be evaluated based on the criteria listed below. Projects will be evaluated based on the type of project—that is, based on whether they are rolling stock, facilities, equipment or studies, and, further, whether they are replacements or expansions. Please note that the sub-criteria will not be weighted equally and that some will not be pertinent. For example, if a criterion has four sub-criteria, evaluators do not assign 25% weighting to each; they are given flexibility in assigning scores. One exception is on replacement rolling stock scores, where there are definitive metrics for comparing need. Also, some consideration may be given to geographical equity.

A. Requests for Replacement/Rebuild Rolling Stock

Criteria 1: Mileage, Usage, Readiness (7 possible points out of 10)

- A. Higher mileage vehicles will be scored higher than lower mileage units, but within their appropriate bus category (heavy duty 35-40 foot coaches; <35 foot coaches; body-on-chassis/cutaways; vans/minivans). Similarly, older vehicles will be scored higher than newer vehicles;
- B. Average miles per year for all vehicles may be considered, with consideration to type of vehicle and service regime;
- C. FTA guidelines will be used to gauge minimum useful life (FTA policy with respect to the useful life of equipment is set forth in [FTA Grant](#))

[Management Circular 5010.1D](#), pages IV - 16 /18. The Circular is available online). For example, a 35-40 ft. heavy duty coach should be approaching its minimum useful life (500,000 miles or 12 years per FTA guidelines) or beyond to be considered. Vehicle rebuild requests, which usually are associated with lower mileage and age, will be adjusted to put them on equal footing with replacement requests.

- D. Vehicle mileage and age will be considered equally when scoring vehicle replacement requests;
- E. Applicants with a lower spare ratio will generally be scored higher than those with a higher spare ratio; spare ratio should generally not exceed 20%; smaller agencies (<25 vehicles) will be considered on a case-by-case basis, given that measuring spare ratio with demand responsive service is more difficult;

Criteria 2: Special Considerations (3 possible points out of 10)

- A. Higher scoring will be awarded to applicants that can demonstrate a good state of repair through effective, documented, formal preventive maintenance programs or Transit Asset Management programs, and to those that have and follow a capital replacement plan;
- B. Higher scoring will be awarded to requests for the replacement of vehicles that are in marginal or poor condition, provided that the required documentation is included with the application (see application for details).
- C. Financial need-- Have other sources been tried? Is other funding being leveraged, or is the project totally dependent on the FASTER or FTA funds?

B. Requests for Expansion Rolling Stock or Facilities

Criteria 1: Demonstrated Need and Readiness (7 possible points out of 10)

- A. Higher scoring will be awarded to projects that clearly demonstrate the need for the expanded service or facility in terms of documented ridership studies and community support;
- B. Higher scoring will be awarded to projects that make an effective business case for the expansion that outlines anticipated costs, revenues and sustainability; a formal business plan is preferable;
- C. Higher scoring will be awarded to projects that demonstrate they are truly ready to go.

Criteria 2: Special Considerations (3 possible points out of 10)

- A. For vehicle requests--applicants with a lower spare ratio will generally be scored higher than those with a higher spare ratio;
- B. Higher scoring will be awarded based on whether an applicant has and follows a capital replacement plan as part of a broader asset management plan; stronger plans are those that are formalized within the overall organization;

- C. Financial capacity--Is there an institutional commitment, funding, financial capacity, and capability to sustain the service and project over time, given that this program will provide capital assistance but no operating assistance?
- D. Financial need-- Have other sources been tried? Is other funding being leveraged, or is the project totally dependent on the FASTER or FTA funds? If the applicant has the financial and revenue capacity to pay for a larger portion of the project, is it doing so?
- E. Project impacts--Would the project increase ridership? Would it reduce traffic on the State system? Improve service delivery?

C. Requests for Facilities, Design, Equipment

Criteria 1: Readiness and Demonstrated Timetable (4 possible points out of 10)

- A. Higher priority will be given to those that are shovel ready (NEPA clearance finalized, at least 30% design completed, and site location selected and purchased);
- B. The completion of existing projects would be a higher priority than the first stage of a long-term project; projects that are long-term score higher if a reasonable phasing plan is identified;

Criteria 2: Project Purpose, Cost Savings, and Efficiency (4 possible points out of 10)

- A. Reasonableness of the financial request relative to the amount of funding available;
- B. Higher priority will be given to those projects that clearly demonstrate that the project would produce real cost savings for the transit program or create service efficiencies;
- C. Higher priority will be given to those projects that can clearly demonstrate that the project could increase ridership rather than merely maintain existing ridership;

Criteria 3: Special Considerations (2 possible points out of 10)

- A. Higher priority will be given to those projects that demonstrate they were developed in partnership with the local community and have a high degree of support;
- B. Expansion of existing facilities will be considered if backed by a strong, defensible business case that demonstrates the need for the facility and for growth in the program it supports.
- C. Financial capacity--Is there an institutional commitment, funding, financial capacity, and capability to sustain the service and project over time, given that this program will provide capital assistance but no operating assistance?
- D. Financial need-- Have other sources been tried? Is other funding being leveraged, or is the project totally dependent on the FASTER or FTA funds?

If the applicant has the financial and revenue capacity to pay for a larger portion of the project, is it doing so?

D. Requests for Planning Studies

Criteria 1: Project Purpose and Demonstrated Need (7 possible points out of 10)

- A. Is there a compelling need for the project? Does it plan something that has a high likelihood of being implemented?
- B. Is there a reason this study cannot be funded with FTA Section 5303 or 5307 (in urbanized areas) or 5304 funding?
- C. Does the project provide benefits (e.g., methodologies, data) that are relevant to other transit agencies in the state?

Criteria 2: Project Readiness and Sufficiency (3 possible points out of 10)

- A. Is the project ready to go?
- B. Does the project have a reasonable implementation schedule?

PART 9 Selection Methodology

For FTA and FASTER Competitive Funding Requests (except the Urban Area Set-Aside Funds)

Once project requests have been received, DTR staff will review the applications to ensure that each meets the threshold (minimum) criteria, as set forth above. Any applicant not meeting the criteria will be contacted by DTR and given the opportunity to respond to the finding of ineligibility.

For those applicants requesting FASTER funds to use as a match for a federal grant, CDOT staff will first determine whether the request meets the criteria stated previously in this document that this option is typically used only when worthy projects cannot proceed without additional financial assistance from the FASTER program. If CDOT staff determine that the criteria has not been met, the applicant will be notified and can determine whether or not to proceed with the federal grant application.

A team made up of CDOT staff (DTR, the Policy and Government Relations Office, Office of Civil Rights) will evaluate and score applications. A recommended list will then be presented by the team to the DTR director and the executive director of the Colorado Association of Transportation Agencies (CASTA) along with its observations and justifications for its recommendations. The two will discuss the recommendations and the DTR director will either concur with the recommendations or make changes.

After approval, CDOT and the Regions will take all the steps necessary to set up the projects internally and budget them. Then DTR and Region staff will begin scope of work and contract negotiations with the local agencies. FASTER contracts cannot be executed before the start of Fiscal Year 2018 (July 1, 2017) —unless a project is budgeted with funds from a prior fiscal year.

For FASTER Urban Area Set-Asides (Only for RTD, MMT, and TransFort)

Once project requests have been received, DTR staff will review the project summary forms to ensure that each meets the threshold (minimum) criteria, as set forth above. The proposer of any application not meeting the criteria will be contacted by DTR and given the opportunity to respond to the finding of ineligibility.

A team made up of CDOT staff will evaluate and rank the proposals submitted by RTD, MMT and TransFort for consideration under FASTER. That team will select from those proposals the projects that will be funded through each respective provider's set-aside.

If RTD submits projects totaling more than its set-aside amount, the unfunded projects will be placed into the competitive statewide pool for consideration of funding there. Since these projects will then be competing with others from around the state, DTR will request a full application for each of these projects so that they can be evaluated and scored along with the rest of the statewide project proposals.

If MMT or TransFort submits projects totaling more than their respective set-asides, those projects will not be considered for funding out of the local competitive pool. If MMT or TransFort desires to have any project considered for funding out of the statewide competitive pool they will need to complete and submit a full application for those projects so that they can be evaluated and scored along with the rest of the statewide project proposals.

DTR endeavors to make a decision on which projects to fund through the set-asides by early November so that RTD, MMT, and TransFort have enough time to prepare any full applications for projects forwarded on to the statewide competitive pool. Consequently, it will be necessary for RTD, MMT, and TransFort to submit project summary forms by **11/16/16**.

PART 10 Application Submittal

For FTA and FASTER Competitive Funding Requests

Applications are due to CDOT by **12:00 p.m. noon on Wednesday, November 30, 2016**. Applications submitted after this deadline will not be accepted.

For Current and Active Grant Partners

Applications will be submitted electronically through COTRAMS (<http://cdot-transit.force.com/Portal>), the CDOT on-line web-based portal. After submitting an application via COTRAMS, you will receive a system generated email letting you know that the application was received. If you are a current and active CDOT grantee you should have a user ID and password for the portal (<http://cdot-transit.force.com/Portal>). If you have misplaced your user ID and password to the portal, contact system administrator Qing Lin immediately (qing.lin@state.co.us) so that she can reset your login credentials. If you are a current grant partner and have not had access to the portal, please contact Qing so that she can get you set up. Once you gain access to the portal, you will have access to the FASTER/FTA applications that have been released to your agency. You will also receive a separate email with instructions on how to log in to the portal to complete the applications.

The on-line application does not currently provide for attaching supporting documentation (budget documents, construction drawings, letters of support, etc.), so if you have documents you want included with your application, you must email them to Jeff Sanders at jeffrey.sanders@state.co.us. Very large attachments might not make it through CDOT's firewall. If the supporting documentation for your on-line application is too large for CDOT's email system and it gets "bounced" back because of file size limitations, contact the person listed above immediately and s/he will send you instructions on how to upload your file(s) to CDOT's ftp site. If your document is extremely large or available only in hard copy format, it may be mailed to the CDOT contact if postmarked no later than November 30th, and should be mailed to:

Jeff Sanders
Colorado Department of Transportation
Division of Transit and Rail
4201 E. Arkansas Ave., Shumate Bldg.
Denver, CO 80222

For New/Prospective or Inactive Grant Partners

If you are not a current grant partner or have not been set up with access to the COTRAMS portal, please contact DTR staff (jeffrey.sanders@state.co.us, or 303-757-9771) to obtain directions on how to access COTRAMS. DTR does not normally issue a portal license to those who are not a current grant partner because the cost of such and the amount of training involved are not justifiable, particularly if an award is not ultimately made; if an award is made, then the applicant will be issued a license. DTR staff may choose to provide you with a paper application that you submit via email. Also, in the event of technical difficulties, DTR staff may provide you with a paper application and directions on how to submit it.

After receiving an application via email, DTR staff will respond to that email to confirm receipt. If you submit your application to DTR but you do not receive a confirmation, you must assume it has not been delivered to him. You should call DTR staff (303-757-9771) to confirm that he received it. If you do not receive a confirmation from Jeff within one day of submitting your application **before** November 30th, then call DTR staff. If submitting your application **ON** November 30th, you should contact him if you do not receive a confirmation within one hour of submittal.

If you have documents you want included with your application, you must email them to Jeff Sanders at jeffrey.sanders@state.co.us. Very large attachments might not make it through CDOT's firewall. If the supporting documentation for your on-line application is too large for CDOT's email system and it gets "bounced" back because of file size limitations, contact DTR staff immediately and he will send you instructions on how to upload your file(s) to CDOT's ftp site. If your document is extremely large or available only in hard copy format, it may be mailed to DTR staff if postmarked no later than November 30th and should be mailed to:

Jeff Sanders
Colorado Department of Transportation
Division of Transit and Rail
4201 E. Arkansas Ave., Shumate Bldg.

Denver, CO 80222

If you have any doubt that your application was successfully received (either via email or through the on-line portal) you should call DTR staff well in advance of the due date (303-757-9771) to verify its submission.

Regardless of what method you use to submit your application, upon receipt, a confirmation email will be submitted to the sender. CDOT cannot be held responsible for applications not transmitted to Jeff electronically.

PART 10 Schedule

Following is the schedule CDOT will generally adhere to for the CY 2016 and 2017 project selection process.

Phase	Application/Evaluation/Selection Milestone	Due Date
Notice & Application Development	Call for projects formally broadcast by DTR	10/07/16
	CDOT determines which projects to fund through urban area set-asides	11/16/16
	Applications Due to DTR	11/30/16
Review, Scoring, and Selection	Initial screening (completeness/eligibility) by DTR Applications evaluated by review committee DTR conducts conference call with each CDOT Region regarding projects within their jurisdiction DTR completes scoring and prepares list of recommended projects; final scores and recommendations submitted to DTR Director, who seeks input from CASTA executive directors	01/20/17

<p style="text-align: center;">Award Discussion and Approval</p>	<p>DTR develops list of recommended for presentation at Statewide Transportation Advisory</p> <p>DTR develops list of recommended for presentation at Transportation Commission</p> <p>DTR Director finalizes awards</p>	<p style="text-align: center;">01/27/17</p> <p style="text-align: center;">Mid Feb 2017</p> <p style="text-align: center;">Mid Feb 2017</p>
<p style="text-align: center;">Budgeting and Programming</p>	<p>TIP / STIP policy amendments</p> <p>CDOT Business Offices set up project budgets</p> <p>Scope of work drafting, negotiations with local agencies initiated by DTR, Regions</p>	<p style="text-align: center;">Mar-Apr 2017</p>
<p style="text-align: center;">Grant Agreements</p>	<p>DTR and Regions negotiate and finalize grant agreements/IGAs. FTA grant agreements are usually completed earlier (May/June) since the FTA funding is typically already available. FASTER grant agreements are usually completed later (July-September) because the funding does not become available until July 1st.</p>	<p style="text-align: center;">May-Sep 2017</p>

