



**COLORADO**  
Department of  
Transportation

## A Guide to the Transportation Planning and Programming Public Involvement Process

JANUARY  
2016

CDOT views effective and ongoing public involvement as critical to ensuring the state transportation system continues to serve a wide range of users. While there are no exact formulas to foster public involvement, there are innovative tools that make participation easier and more convenient especially in these busy times.

A strong and vibrant transportation system that meets the needs of Colorado's traveling public today and in the future begins with stakeholder input. For that reason, I am pleased to present this updated Guide to the Transportation Planning and Programming Public Involvement Process which informs the public, stakeholder groups, elected officials and others on how to participate in the transportation planning and programming processes, and provides ideas and general guidance to CDOT staff as they continue to engage the public.

This updated guide reinforces CDOT's commitment to engage stakeholders in a collaborative manner as we strive to meet the transportation vision for Colorado as outlined in the 2040 Statewide Transportation Plan.

Sincerely,

A handwritten signature in black ink, appearing to be 'S. Bhatt', written over a faint rectangular box.

**Shailen P. Bhatt**  
Executive Director

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# Introduction

This document provides a guide to the processes and techniques CDOT employs to educate and inform the public on transportation issues and methods to capture, incorporate, and respond to input collected.

Colorado is a socially, culturally, and economically diverse state that is facing exciting and challenging times for transportation. Coloradans already know that our state includes expansive farming and grasslands, busy urban centers, the vast Rocky Mountains, and significant geographic diversity - but lots of other people are discovering it too. The traveling public depends on the Colorado Department of Transportation (CDOT) to get to their destinations by providing a safe, efficient, and reliable transportation system. The multimodal state transportation system serves a variety of needs and a wide range of users, all of whom have an equal stake in creating a viable transportation system today and in the future.

Colorado's transportation system is key to a vibrant and globalized state economy. Transportation investments create and enhance access to jobs and freight movement, support increased trade and improve Colorado's economic competitiveness. Public and stakeholder participation is a key ingredient in planning for and developing a multimodal transportation system.

CDOT has a long history of working with transportation stakeholders and the public to develop a transportation vision for Colorado. This vision is reflected in the 2040 Statewide Transportation Plan (SWP), which guides investment on Colorado's multimodal transportation system in a way that most effectively and safely moves

people, goods, and information. Developing this vision involved consultation and coordination with a variety of stakeholders.

CDOT views effective and ongoing public involvement as critical to ensuring the state transportation system continues to serve a wide range of users. CDOT invites a wide range of stakeholders to participate in the planning process. The traveling public, neighborhood groups and associations, environmental groups, business community, agencies serving aging and disabled populations, educational institutions, modal groups, and other state and federal agencies are just some of the stakeholders involved in transportation plans and projects.

*While there are no exact formulas to foster public involvement, there are innovative tools that make participation by the public easier and more convenient in these busy times.*

This document provides a guide to the processes and techniques that CDOT employs to comprehensively solicit information from stakeholders and the public and keep them informed. Additionally, this document helps to educate the public and stakeholders on transportation issues and methods to capture, incorporate, and

respond to input collected.

The Code of Federal Regulations (CFR) under section Title 23 §450.210(a) states that: "In carrying out the statewide transportation planning process, including development of the long-range statewide transportation plan and the STIP (Statewide Transportation Improvement Program), the State shall develop and use a documented public involvement process that provides opportunities for public review and comment at key decision points." A full list of all relevant public involvement rules, regulations, and policies are provided in Appendix A.

This public involvement guide is consistent with the current federal requirements outlined in the Moving Ahead for Progress in the 21st Century Act (MAP-21) federal funding transportation bill. Additional information on transportation planning, programming, and public involvement is available on the [CDOT website - www.codot.gov](http://www.codot.gov).

# Purpose

The purpose of this document is to provide information to educate the general public and stakeholder groups on participating in the transportation planning and programming processes, while providing a resource for CDOT staff and CDOT transportation planning partners. Information is provided about the Department, stakeholders, the transportation planning and programming processes, public involvement tools and techniques and why public involvement is key.

CDOT facilitates a transportation planning process that incorporates stakeholder and public input. In developing plans and programs, CDOT follows a process that is “continuing, cooperative, and comprehensive to the degree appropriate” (23 United States Code [USC] §135) and involves a wide range of stakeholders. CDOT uses the input gathered from the public along with data to identify the issues, needs, and priorities for a better multimodal transportation system. This information is used to make informed decisions on transportation improvements and strategies with limited funding. These collaborative and inclusive discussions during the planning process result in planning and programming that consider all transportation modes, both construction and non-construction based solutions, and the needs of all users of the system. This process also emphasizes the broadening of engagement to include as many stakeholders as possible. This is accomplished by conducting broader outreach to different groups, including traditionally underserved communities.

The following principles guide all CDOT public involvement efforts:

- **Early and continuous involvement.** Provide timely information about transportation issues and decision-making processes to stakeholders early and throughout the process.
- **Timely and accurate information.** Provide access to the most current and accurate transportation related information available to the traveling public.
- **Information accessibility.** Provide planning and programming information in a variety of forms including visual/print, digital, web-based, and social media, allowing stakeholders easy access to information and influence decisions. Additionally, planning materials will be translated into Spanish for areas of the state with high numbers of Spanish speakers.
- **Involve traditionally underserved communities.** Engage marginalized communities through creative and innovative public involvement techniques that are appropriate for the community.
- **Reasonable access.** Provide reasonable accommodations for persons with disabilities upon request and ensure meeting locations are accessible per the Americans with Disabilities Act.
- **Diversified approach.** Understanding that no single method or technique is optimal for every stakeholder group, CDOT considers stakeholder needs in providing communication flexibility and innovation to ensure easy and equitable information access.
- **Enhancing stakeholder relationships.** Expanding upon long standing relationships and actively engaging new stakeholder groups is an evolving process and one that CDOT continually improves and expands upon.
- **Incorporation of public comments.** CDOT appreciates the comments and input received through outreach efforts. Comments are considered and incorporated, as appropriate and help guide planning, programming, and outcomes.
- **Timely Responses.** CDOT understands that slow responses to public comment send the message that the public’s input is not important. Therefore, staff attempts to respond to comments received quickly and lets stakeholders know how input is used.
- **Process review.** CDOT reviews and solicits comments periodically from all interested parties on the effectiveness of the public involvement process and any proposed changes.



*CDOT's Traffic Operations Center in Golden serves as the central hub for real-time information on the State Highway System*

# About CDOT

CDOT's mission is to **provide the best multimodal transportation system for Colorado that most effectively and safely moves people, goods, and information.**

These are exciting but challenging times for transportation in our state. Increasing population and employment are putting greater demand on the existing statewide transportation system. In the next 25-years, there will be 7.8 million Coloradans, an increase of 47 percent. There will be 5 million jobs in Colorado, an increase of 51 percent (Source: DOLA, 2012). In developing the SWP, CDOT spoke with the public, stakeholders, and elected officials to develop four basic goals for the transportation system:

- **SAFETY:** Move Colorado toward zero deaths
- **MOBILITY:** Improve mobility and connectivity
- **ECONOMIC VITALITY:** Improve the competitiveness of the state economy through strategic transportation investments
- **MAINTAINING THE SYSTEM:** Preserve and maintain the existing transportation system

To accomplish our mission and be good stewards of public dollars that fuel our operations, CDOT is committed to improving how we do business. To that end, CDOT has modernized its business practices and implemented some organizational changes to promote multimodal transportation options and make the most of limited funding.

## Organizational Structure

Colorado's transportation system is managed by CDOT under the direction of the Transportation Commission. The Commission is a non-partisan, statutorily-authorized body comprised of 11 commissioners who represent different geographic areas or districts, across the state. Each commissioner is appointed by the Governor, confirmed by the senate, and serves a four-year term.

CDOT is organized into various divisions and offices to address a wide range of transportation functions, under the leadership of the Executive Director. Some of the key positions, divisions, and offices at CDOT include:

**Deputy Director/Chief Operating Officer** - The Deputy

Director oversees two divisions, three offices, five engineering regions, and nine maintenance sections across the state.

**Regional Transportation Directors** - Each Regional Transportation Director is charged with transportation project design, construction, and maintenance functions for their region.

**Transportation Program Director/Chief Engineer** - The Chief Engineer is responsible for integrated transportation program development functions including planning, engineering, design, and construction. The Chief Engineer also serves as the Transportation Program Director, in charge of the overall strategy and implementation of CDOT's transportation project program.

**High Performance Transportation Enterprise** - The purpose of the Enterprise is to pursue public-private partnerships and innovative and efficient means to finance surface transportation infrastructure projects.

**Colorado Bridge Enterprise** - The purpose of the Colorado Bridge Enterprise is to finance, repair, reconstruct, and replace bridges designated as structurally deficient or functionally obsolete.

**Division of Accounting and Finance** - This division provides mission-critical fiscal information and analysis for all of the Department's state and federal funding sources and expenditures.

**Division of Highway Maintenance** - This division is responsible for maintenance activities on the Statewide Highway System.

**Division of Project Support** - This division is responsible for providing consistent, statewide engineering and asset management support related to structural engineering,

materials and geotechnical engineering, project development, engineering contracts and engineering market analysis.

**Division of Transportation System Management and Operations** - This division focuses on operational improvements that strive to get more out of the existing transportation system.

**Division of Transportation Development** - This division is responsible for multimodal transportation planning, grant administration; data collection, and providing direct program support through advice or environmental resource clearances to CDOT's five engineering regions.

**Division of Transit and Rail** - This division formulates policies, procedures, establishes priorities, and provides leadership on all transit and rail issues.

**Office of Major Project Development** - This office assists the Department and the High Performance Transportation Enterprise (HPTE) to more effectively and efficiently develop major projects.

**Office of Program Management** - This office uses cash

management practices to track all project and program schedules and budgets at CDOT.

**Office of Transportation Safety** - This office identifies and implements critical safety programs statewide.

**Office of Communications** - All media communications are coordinated through CDOT's Communications Office which serves as the link between CDOT and the news media statewide.

**Office of Emergency Management** - The Office of Emergency Management coordinates and plans for the preparation, response and recovery to emergencies and disasters that impact transportation.

**Office of Policy and Government Relations**- The Office of Policy & Government Relations provides resources and outreach to officials at the federal, state, and local levels as well as to external partners of CDOT.

A complete CDOT organizational chart can be found in Appendix A.

## CDOT Responsibilities

As shown in Figure 1, the State Highway System, includes all of the highways that CDOT owns, operates, and maintains. The system includes roadways in both rural and urban areas, many of which serve as main streets or key arterial roads in local communities. Colorado's Highway System has approximately 9,103 highway miles of which 952 miles are Interstates, 3,497 miles are US Highways, and 4,654 miles are State Routes. A subset of the State Highway System includes a portion of the National Highway System (NHS) routes. All NHS facilities are routes designed as important to the nation's economy, defense and mobility. NHS facilities can be either on-system (CDOT owned, operated, and maintained), or off-system (locally owned and maintained by cities and counties). CDOT is not responsible for the Department of Motor Vehicles, local roads, or local transit services.

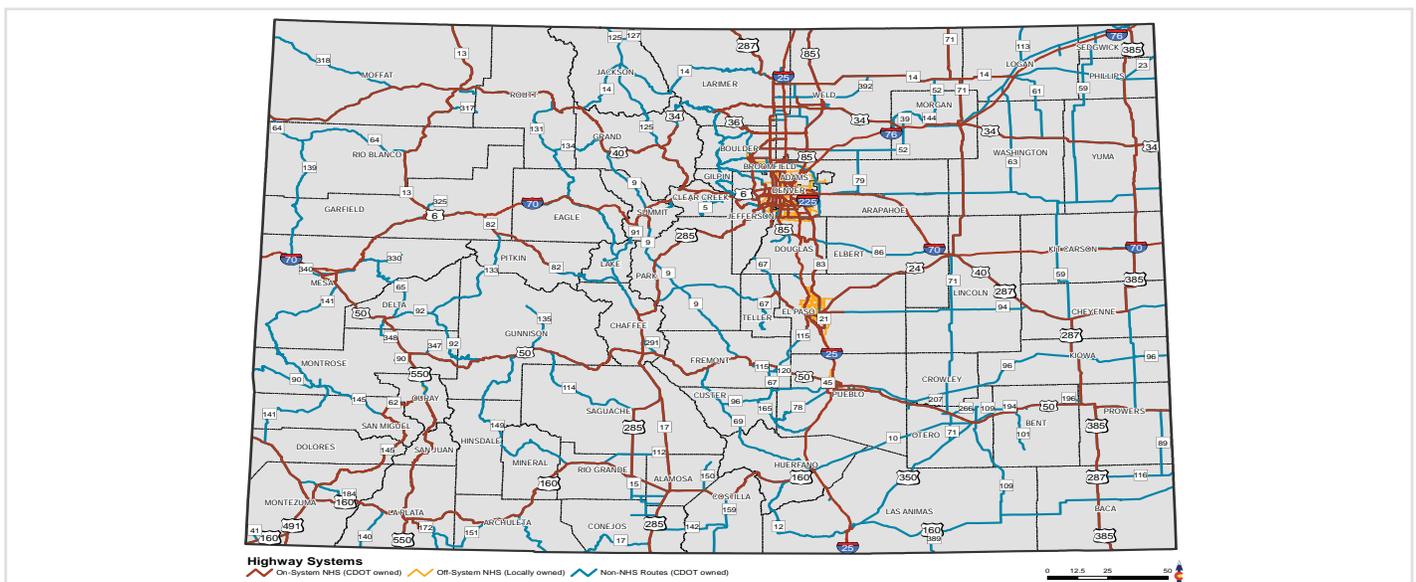


Figure 1 - Colorado Transportation System Map



### Colorado's Transportation System

As of 2014, CDOT is responsible for building, maintaining, and operating:

- Approximately 23,000 Highway Lane Miles
- 1,217 Geohazard Sites
- 2,024 Intelligent Transportation System Devices
- 3,299 Vehicles
- 1,174 Buildings
- 6,064 Culverts
- 21 Tunnels

Each CDOT engineering region is charged with transportation project design, construction, and maintenance functions for their portion of the state. Figure 3 on page 8 shows the CDOT engineering regions.



### Transit, Bicycle and Pedestrian Facilities

CDOT helps support roughly 55 urban and rural public transit providers, interregional transit, and over 100 human services transit providers that cover approximately 25,000 square miles.

CDOT operates a number of bicycle and pedestrian facilities which include shoulders and dedicated bike lanes. CDOT also maintains four trails across the state consisting of approximately 57 miles.

CDOT implemented [Bustang](#) in 2015, an interregional express bus service on I-25 between Fort Collins, Denver, and Colorado Springs and on I-70 between Glenwood Springs and Denver.



### Freight

Freight on the State Highway System is key to Colorado's economic prosperity because it represents the economy in motion. Efficient and reliable truck deliveries allow businesses, residents, and visitors to get the right products to the right people at the right time at a reasonable cost.

The State Highway System includes 4,156 centerline miles and 12,116 total lane miles that have been identified as key freight corridors. Additionally, the Colorado's freight transportation includes all modes of freight movement- highway, aviation and rail.



### Aviation

The Colorado Airport System includes a total of 74 public-use airports, of which 14 are categorized as commercial service airports and 60 are categorized as non-commercial general aviation airports.

# Planning Partners and Stakeholder Groups

CDOT works diligently to identify and expand outreach to a growing number of stakeholders representing a wide range of interests statewide.

CDOT values and cultivates relationships among a wide range of planning partners and stakeholders. CDOT coordinates planning activities with the following organizations and groups, among others. The relationship of these planning partners and groups to CDOT is in Figure 2.

## Traveling Public

The traveling public includes all users of CDOT infrastructure. This includes drivers (and passengers), transit users, freight shippers, bicyclists, pedestrians, and others.

## Local Governments and Regional Planning Partners

CDOT involves local governments throughout the planning process. The needs and issues from all areas of the state, both rural and urban, are considered through local government outreach. Outreach is conducted with cities, counties, Tribal Governments, transportation planning regions, metropolitan planning organizations, and local officials, among others.

## Tribal Governments

CDOT adheres to federal regulation (23 CFR 450), which establishes consultation requirements with tribes for statewide planning and programming. Working to further solidify the outreach commitment to Tribal Governments, CDOT developed a documented process for consulting with the two Tribal Governments in Colorado, Southern Ute and Ute Mountain Ute. The tribal consultation process can be found in Appendix B. As members of the Southwest TPR, both Tribal Governments have special non-voting status on the STAC and participate in monthly STAC meetings.



Figure 2 - CDOT Planning Participants

## Transportation Planning Regions

Colorado has 15 transportation planning regions (TPRs): 10 rural TPRs and five metropolitan planning organizations (MPOs) see Figure 3. Boundaries of these TPRs are established by state regulation to take into account similar transportation needs and commonalities (i.e., travel patterns, watersheds, geographic unity, and existing intergovernmental agreements). TPRs are represented by Regional Planning Commissions (RPCs) made up of representatives of the counties and municipalities within the TPR boundaries. TPRs provide CDOT with valuable understanding of regional context and local concerns, which helps target public involvement efforts and discussions.

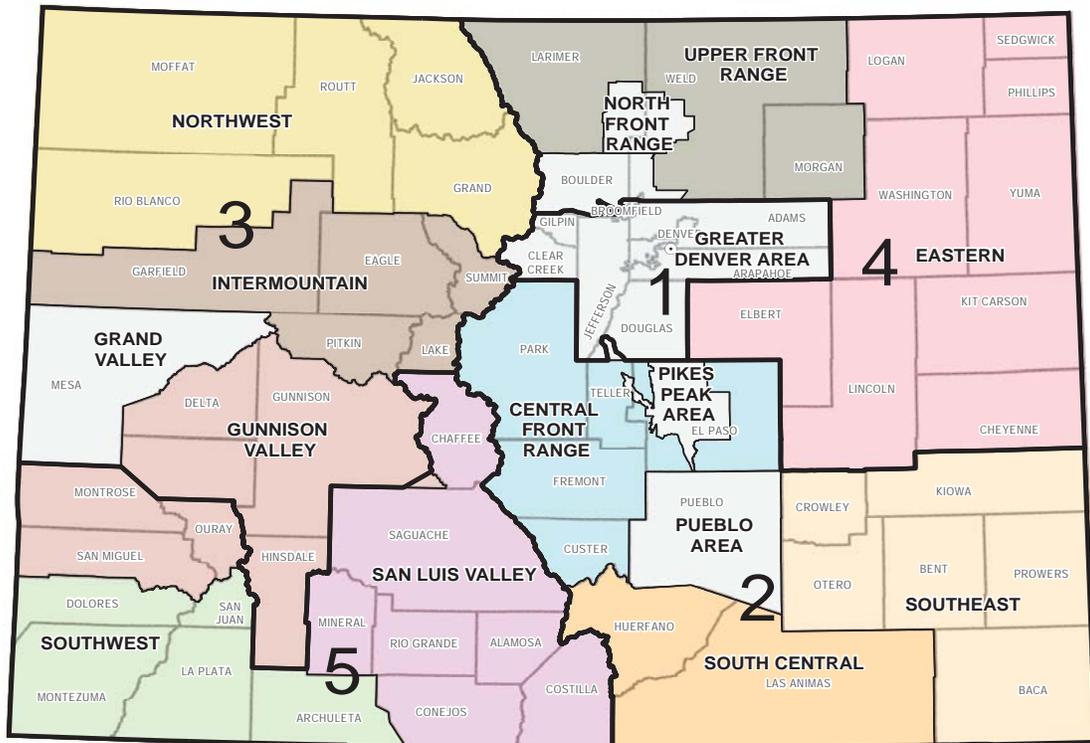


Figure 3 - Colorado Transportation Planning Regions  
 Note that this map displays CDOT engineering regions which are indicated by number, while transportation planning regions are indicated by colors.

TPRs participate in monthly Statewide Transportation Advisory Committee (STAC) meetings.

### Metropolitan Planning Organizations

MPOs are transportation planning organizations defined by state and federal statute that conduct transportation planning for federally designated urbanized areas of the state. An MPO is a transportation policy-making organization made up of representatives from local government, transportation authorities and the Colorado Department of Public Health and Environment in air quality non-attainment areas. Colorado MPOs are responsible for statewide transportation planning and programming in metropolitan areas having populations of more than 50,000 people.

MPOs are members of the STAC and participate in monthly meetings to discuss transportation related issues. According to federal regulations, MPOs have independent public involvement responsibilities that are coordinated jointly with CDOT. MPOs in Colorado include: Denver Regional

Council of Governments, Pikes Peak Area Council of Governments, North Front Range Transportation and Air Quality, Planning Council, Pueblo Area Council of Governments, and the Grand Valley Metropolitan Planning Organization.

### Advisory Committees Statewide Transportation Advisory Committee

Created by Colorado Revised Statutes 43-1-1104, the purpose of the Statewide Transportation Advisory Committee (STAC) is to provide advice to the Department on the needs of the transportation system and to comment on regional plans. The STAC is comprised of one representative from each TPR and serves as the primary mechanism of communication between CDOT and TPR representatives. STAC representatives include county commissioners, city council members, MPO representatives, planners, public works department staff, and economic development organization representatives, among others. The STAC meets monthly and meetings are open to the public.

### Transit and Rail Advisory Committee

The Transit and Rail Advisory Committee was formed in January 2011 to advise and partner with the Division of Transit and Rail in developing, advising, and promoting the division's vision, policies, and priorities on current and future initiatives and program emphasis areas.

### Freight Advisory Council

In an effort to better address goods movement, create a more collaborative environment, and respond to guidance provided in MAP-21, CDOT, in collaboration with the private sector and planning partners, formed the Colorado Freight Advisory Council (FAC) in 2015. The FAC will provide a continuing platform for the freight industry, parties interested in freight, and the public to discuss freight issues enabling CDOT and the FAC to make well-informed decisions and recommendations based on multiple freight perspectives.

### State and Federal Agencies

The Federal Highway Administration and Federal Transit Administration are

CDOT's two primary federal agency partners. CDOT involves many state and federal agencies throughout the planning process including land management, environmental resource and regulatory agencies. In addition to the agencies described on pages 9-11, CDOT coordinates with the following state agencies:

- **Colorado Office of Economic Development and International Trade** – This state office works to promote economic development and international trade through such state incentives such as enterprise zone tax credits and job training grant programs. This office also works with other state agencies like CDOT on projects of mutual interest.
- **Colorado Department of Local Affairs** – The Department of Local Affairs provides services and programs to assist local governments by providing local and regional data (some culled from the U.S. Census) and administering block grants for recovery from federally-declared disasters, such as the 2013 floods which damaged 486 miles of state highways.
- **Colorado Governor's Energy Office** – This office promotes innovative energy production and efficient energy consumption that benefits the economic and environmental health of the state. CDOT coordinates with the office to distribute grants to promote greater use and infrastructure for alternative-fuel vehicles, such as those fueled by compressed natural gas.

CDOT also coordinates with the following state and federal agencies:

- Colorado State Patrol
- U.S. Department of Housing and Urban Development
- U.S. Department of Energy
- U.S. Department of Defense
- U.S. Department of Agriculture

### Land Management Agencies

Land management agencies are unique stakeholders and offer strategic partnership opportunities. Per MAP-21 legislation, the SWP shall be developed in consultation with land management and regulatory agencies.

CDOT coordinates with state and federal land management agencies during the planning process through activities that seek agency input on regional and statewide vision and priorities. CDOT is committed to building upon its established relationships with the following land management agencies.

#### Bureau of Land Management

The Bureau of Land Management administers 8.3 million acres of public lands along with 27 million acres of mineral estate, which are primarily concentrated in the western portion of the state. The Bureau of Land Management's mission is to sustain the health, diversity, and productivity of the public lands for the use and enjoyment of present

and future generations.

#### National Park Service

The mission of the National Park Service is to promote and regulate the use of the national parks. The purpose of the service is to conserve the scenery, the natural and historic objects, and the wildlife. The National Park Service is responsible for about 381,000 acres, or two percent of Colorado's forests.

#### U.S. Forest Service

The mission of the Forest Service is to sustain the health, diversity, and productivity of the Nation's forests and grasslands to meet the needs of present and future generations. The U.S. Forest Service manages 11.3 million acres, or 27 percent of Colorado's forests.

#### Colorado Division of Parks and Wildlife

As of July 1, 2011, the Colorado State Parks and Colorado Division of Wildlife began operating as a single agency responsible for operation of 42 parks, management of approximately 213,000 acres, and management of the state's 960 wildlife species. In addition to providing outdoor recreational opportunities and managing more than 230 wildlife areas for public recreation, the division also regulates hunting and fishing activities, conducts research to improve wildlife management activities, provides technical assistance to landowners concerning wildlife and habitat management, and develops programs to protect and recover threatened and endangered species.

#### Environmental Resource and Regulatory Agencies

Environmental resource and regulatory agencies are defined as having both environmental permitting authority and environmental resource protection oversight. MAP-21 places special emphasis on incorporating environmental considerations and involving resource agencies in the planning process. CDOT obtains the input from environmental resource and regulatory agencies through consultation meetings and discussions that focus on the relationship between regional priorities and environmental resources.

#### U.S. Army Corps of Engineers

The Civil Works Program of the Corps has an environmental mission that ensures all U.S. Army Corps of Engineers projects, facilities, and associated lands meet environmental standards. The U.S. Army Corps of Engineers also regulates all work in wetlands and waters of the United States, such as highway construction. The U.S. Army Corps of Engineers has a very active environmental program under both its military and civil programs.

#### U.S. Environmental Protection Agency

The U.S. Environmental Protection Agency's mission is to protect human health and the environment. To ensure that the U.S. Environmental Protection Agency's facilities



*Buffalo Wetland  
Chaffee County, Colorado*

and practices reflect its mission, the agency implemented a range of strategies to reduce the environmental impact of their facilities and operations, from building new, environmentally sustainable structures to improving the energy efficiency of older buildings. The agency's primary resources are air and water. It is also concerned about hazardous waste.

#### U.S. Fish and Wildlife Service

The mission of the U.S. Fish and Wildlife Service is to work with others to conserve, protect, and enhance fish, wildlife, plants, and their habitats for the continuing benefit of the American people. The agency's primary resources are threatened and endangered species and migratory birds.

#### U.S. Department of the Interior

The U. S. Department of the Interior is responsible for the management and conservation of most federal land and natural resources, and the administration of programs relating to Native Americans, Alaska Natives, Native Hawaiians, and territorial affairs. The U.S. Department of the Interior's Office of External and Intergovernmental Affairs coordinates with local and state governments on wide-ranging projects, activities and programs of mutual interest.

#### Colorado Department of Public Health and the Environment

The Colorado Department of Public Health and the Environment divisions of air, water, and waste are committed to protecting and preserving the health and environment of the people of Colorado. The agency's primary areas of concern are air and water. It is also concerned about hazardous waste.

#### State Historic Preservation Office

The State Historic Preservation Office identifies and safeguards endangered and high-value historic properties. These could be properties located within a planning corridor; therefore, CDOT needs to look to the State Historic Preservation Office for historic preservation considerations in transportation planning. Additionally, MAP-21 requires that state planning agencies consult with agencies responsible for historic preservation to develop participation plans that provide reasonable opportunities for interested parties to participate in plan development.

#### Statewide Security Agencies

MAP-21 legislation requires development of the link between transportation and security. Colorado continues to engage and develop functional relationships between agencies with security and emergency management responsibilities. CDOT is committed to engage in further outreach with:

- Colorado Division of Emergency Management
- Colorado Office of Preparedness, Security, and Fire

- Safety
- Colorado State Patrol Homeland Security Unit
- Federal Motor Carrier Safety Administration (Colorado Division)
- Federal Emergency Management Agency (Region VIII Denver Office)

### Business Community

Transportation planning and programming have a significant impact on Colorado's business community. Therefore, CDOT welcomes the voice of the business community and not only strives to address concerns raised during the transportation planning and programming processes but, seeks opportunities for partnership and collaboration.

### Other Stakeholder Groups

#### Local Government Advocacy Organizations

Organizations such as [Colorado Municipal League](#) and [Colorado Counties, Incorporated](#) are nonprofit and nonpartisan advocacy organizations that assist local governments at all levels by providing services and resources to help improve the functions of local governments and encourage local governments to work together on common issues.

#### Political Advocacy Committees

In Colorado, [Club 20](#), [Action 22](#), and [Progressive 15](#) are county-level Political Advocacy Committees that represent various regions throughout Colorado. These groups

advocate for common regional interests and present a unified political voice. Outreach and coordination between CDOT and political advocacy committees is commonly achieved through special meetings and the use of existing standing committees.

#### Environmental Advocacy Organizations

Environmental advocacy organizations work to protect the environment by educating and mobilizing citizens and providing assistance to environmental organizations. While these organizations do not have regulatory authority, they serve as strong advocates for specific environmental areas of concern.

#### Transportation Mode Advocacy Groups

Modal groups are defined as groups with primary interests in advocating for a particular transportation mode. These groups include, but are not limited to, bicycle and pedestrian groups, passenger rail organizations, and transportation management organizations.

#### Transportation Corridor Coalitions

Corridor specific coalitions are often non-profit organizations representing citizens, local governments and businesses along a specific roadway corridor. These coalitions advocate with a unified voice for improvements along the corridor while also providing construction scheduling information and other useful mobility related information.



*2015 CDOT fair for small businesses*

# Transportation Planning and Programming Process

Transportation planning and programming identifies current and future transportation needs and priorities resulting in appropriate solutions.

CDOT conducts a continuing, comprehensive, and cooperative (3C) multimodal transportation planning process in accordance with federal and state requirements. The process reflects a performance-based approach to planning and incorporates extensive use of data and analysis to inform decision-making.

Included in the 3C process is the development of both short-term and long-term goals and performance objectives for the multimodal transportation system, the identification of strategies to achieve these performance objectives, and priorities for investment in programs and projects. The identified goals, performance objectives, and priorities for investment in programs and projects are included in the SWP, Regional Transportation Plans (RTP), and a four-year Statewide Transportation Improvement Program (STIP). The RTPs inform the development of the STIP, which reflects the short-term project needs and priorities over a rolling four-year time frame.

The planning process is a continuous cycle that includes the development of a new or updated SWP, RTPs, 10-year Transportation Development Program (TDP), and the four-year STIP. This cycle occurs roughly every four years. The TDP bridges the gap between the SWP and the four-year STIP to communicate to the public, planning partners, CDOT staff, and other stakeholders the needs and priorities for major investments over a 10-year timeframe.

Figure 4 depicts the key elements of the planning process. The following is a brief description of these key elements:

**Transportation Commission Policy** – updated periodically, at least every four years

- The Commission sets policy and guides the planning process.
- Transportation Commission policy includes goals, performance measures, and objectives in the areas of safety, infrastructure condition, system performance, and maintenance, which are incorporated into Policy Directive (PD) 14.0.
- PD 14.0 guides the distribution of resources in the SWP, TDP, STIP, and CDOT’s annual budget. PD 14.0 is updated periodically to reflect new or updated measures and objectives.
- The development of goals, performance measures, and objectives is based on the results of data collection, needs analysis, revenue forecasts, and information gathered from CDOTs existing plans.

**Revenue Projections and Program Distribution** – new every four years

- State and federal revenue projections are developed for the minimum 20-year time horizon of the SWP and RTPs.
- Annual short term revenue projections are developed for CDOT’s annual budget.
- Program Distribution is developed based on forecasted revenues, the funding needed to achieve performance objectives, and planning partner input.
- Program Distribution outlines the estimated assignment of forecasted revenues to programs for the minimum 20-year time horizon of the SWP.
- An annual budget is developed and adopted in the

spring of each year. The annual budget is based on updated revenue forecasts and on updated information regarding funding needed to achieve performance objectives. The annual budget for each year replaces Program Distribution as the fiscal constraint for that year in the STIP.

**Identify Needs and Gap** – updated periodically, at least every four years

- Data collection and an analysis of needs are conducted to assess the current and future transportation conditions and demands for the next 10 and 25 years. This includes the projection of system condition, congestion, safety, vehicle miles traveled (VMT), population, and other demographic information. Findings from the Statewide Travel Model, including scenario analysis, are incorporated.
- Funding needs are identified, including the money needed to achieve established performance objectives and the gap between needs and forecasted revenues.
- Data and analysis are also used to identify trends and themes for further consideration and discussion in the SWP, RTPs, and other CDOT plans.
- Some of the data used in the SWP and RTPs can be viewed on C-PLAN, a web-based mapping and informational tool for Geographic Information System (GIS) planning-related data.

**Plan Integration / Statewide Performance-Based Transportation Plan** – new or updated every four years for SWP and RTPs

- RTPs with a minimum 20-year time horizon are developed or updated for each of the state’s 10 rural Transportation Planning Regions (TPRs) and five Metropolitan Planning Organizations (MPOs). MPOs develop plans in cooperation with CDOT, while CDOT assists the TPRs in developing their RTPs. RTPs identify a vision for the region, priorities for needs, programs or projects, and strategies for achieving the vision. The development of RTPs includes significant stakeholder and public outreach.
- Modal Plans are developed or updated for transit, rail, aviation, and bicycle/pedestrian modes.
- Functional Plans are developed or updated for specific transportation functions, including the Strategic Highway Safety Plan, Statewide Transportation System Management & Operations Plan, Risk-Based Asset Management Plan, State Highway Freight Plan, and Multimodal Freight Plan.
- The 2040 SWP includes a 10-year and 20-year planning horizon and was developed incorporating the results of data collection and needs identification, goals, performance measures and objectives, and program distribution processes. The 2040 SWP integrates the RTPs, modal plans, and functional plans.
- The 2040 SWP identifies a vision, goals, measures, and performance objectives for the transportation

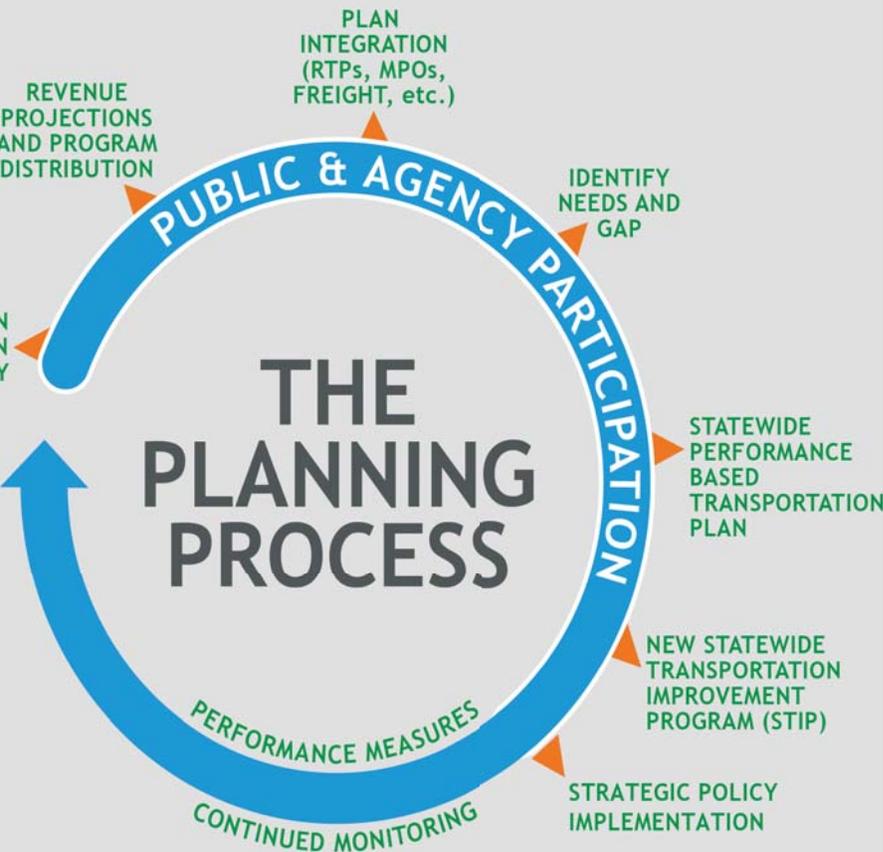


Figure 4 - The planning process is continuous and occurs every four years

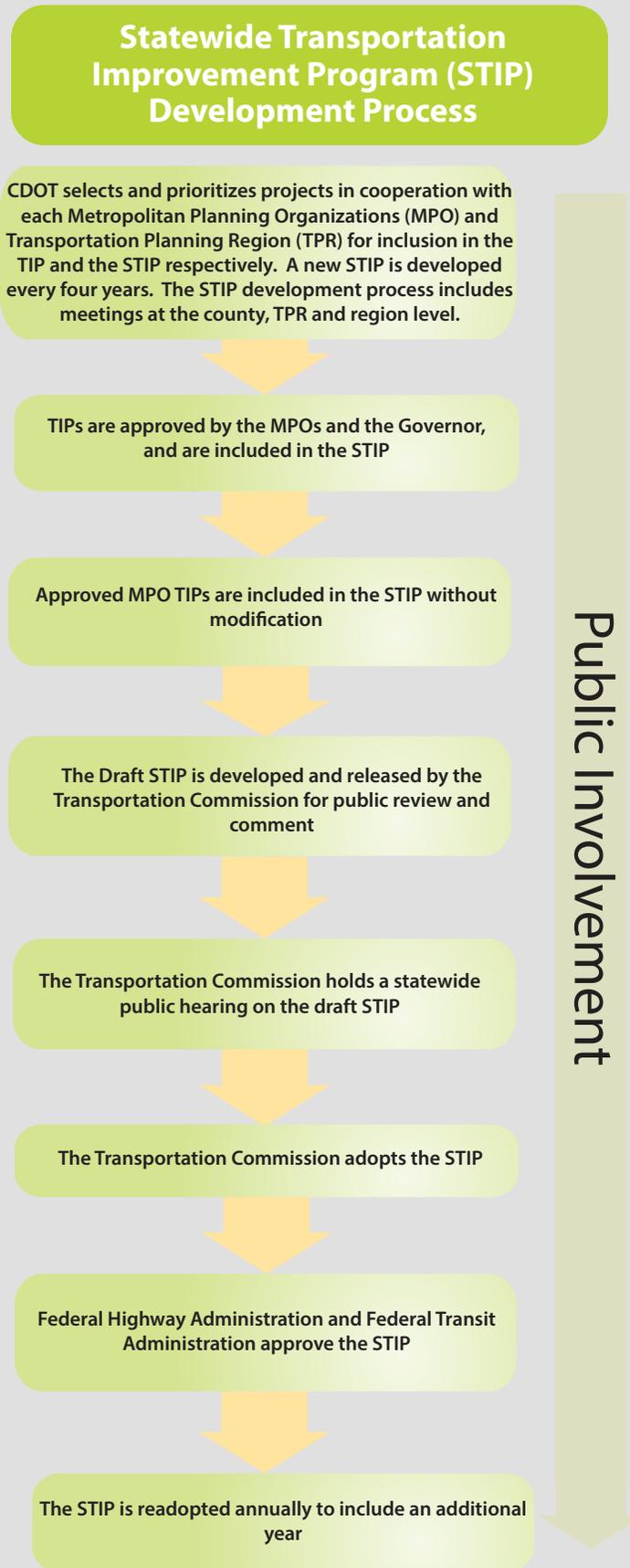


Figure 5 - STIP Flowchart

system, future needs for the system, trends affecting transportation, an investment strategy, and strategic actions to achieve the vision and goals.

- The 2040 SWP is web-based and is intended to be accessible and engaging.
- CDOT's 2040 SWP, RTPs and other CDOT plans can be found at this link:  
[www.coloradotransportationmatters.com](http://www.coloradotransportationmatters.com).

**Transportation Development Program (TDP)** – updated periodically

- Developed in tandem with the SWP, the TDP bridges the gap between the 20-year SWP and four-year STIP. The TDP identifies the needs and priorities for major investments in corridors and projects over a 10-year timeframe.

**The Statewide Transportation Improvement Program (STIP)** – updated every four years

- The STIP identifies all capital and non-capital transportation projects and programs proposed for funding with state or federal funds, as well as all regionally significant transportation projects.
- The STIP is developed in conjunction with the MPOs and rural TPRs, local officials with responsibility for transportation, and Tribal Governments.
- The STIP incorporates Transportation Improvement Programs (TIPs) for each MPO.
- The STIP must be fiscally constrained.
- The STIP is amended twice per year, or as needed, and readopted annually to add a new year of projects.
- The currently adopted 2016-2019 STIP is available on the CDOT website for public viewing.
- For more information regarding the development of the STIP see the Project Priority Programming Process (4P) and STIP Development Guidelines.

The STIP represents the programming phase of the

transportation planning and programming process. STIP programming is defined as the steps required for scheduling and funding projects that support transportation plans by allocating expected revenues to transportation projects over several years.

**Strategic Policy Implementation** – continuous process

- Implementation of strategic actions that arose from other CDOT plans, CDOT policies, or public input are monitored for the 2040 SWP. Many of the strategic actions align with one of the SWP goals of safety, mobility, economic vitality, and maintaining the system.
- Implementation of strategic policy actions that address multiple 2040 SWP goals are tracked. For example, the 2040 SWP strategic policy action of improving the resiliency and redundancy of the transportation system addresses the 2040 SWP safety, mobility, and economic vitality goals.

**Performance Measures and Monitoring** – continuous process

- Performance measures and progress on the SWP strategies are reported to communicate to the public and planning partners, identify the need to modify performance objectives, and inform investment decisions including the development of the annual budget.

MPOs take the lead in developing the TIP for their urbanized area. The Governor has the authority of final approval for all MPO TIPs. Once TIPs are approved by the MPO and Governor, they are incorporated into the STIP without modification.

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*Locations of the projects in the Statewide Transportation Improvement Program are available online via an interactive [mapping application on the CDOT website](#).*

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# Other Planning Engagement Opportunities

CDOT engages in a multitude of transportation planning efforts to preserve and enhance the state's transportation system.

The public is strongly encouraged to participate in any or all of CDOT's activities, which include, but are not limited to, modal and functional plans and studies, planning and environmental linkage studies, and National Environmental Policy Act studies.

In each of the studies and plans listed, public outreach opportunities are provided to give the public and other stakeholders the opportunity to provide their input in developing these plans. Information can be found on these various studies and plans via the [SWP dedicated website](#). Additionally, a list of other planning opportunities can be found in Appendix C.

## Transit Plans

CDOT develops a Statewide Transit Plan and nine Regional Transit Plans that provide a framework in which to achieve the statewide transit vision, which is to enhance mobility for residents and visitors in an effective, safe, efficient, and sustainable manner.

## Statewide Freight and Passenger Rail Plan

This plan outlines the vision for Colorado's freight and passenger rail system which is to improve the movement of freight and passengers in a safe, efficient, coordinated, and reliable manner.

## Statewide Freight Plan

Colorado's State Highway Freight Plan and the Multimodal Freight Plan, along with information gathered from the State Freight and Passenger Rail Plan, helps to support the economic vitality of Colorado by informing decision making at CDOT that will support and enhance freight movement.

## Colorado Aviation System Plan

The Aeronautics Division develops the Colorado Aviation System Plan. The Colorado Aviation System Plan is developed as a tool to assist the Aeronautics Division with improving overall airport performance.

## Statewide Bicycle and Pedestrian Plan

This plan provides a foundation for CDOT and their regional and local planning partners to prioritize bicycle and pedestrian projects and programs for funding and implementation to help achieve broadly established and supported economic, public health, environmental, and quality of life benefits. CDOT intends to increase bicycling and walking activity levels, for transportation and recreational purposes through infrastructure projects and promotional programs.

## Strategic Highway Safety Plan

Through the development of the Strategic Highway Safety Plan process, CDOT developed a bold vision for transportation safety in the state: "The future for Colorado is zero deaths so all travelers, whether they drive, walk, ride, or bike, arrive at their destinations safely."

## Transportation Systems Management and Operations Plan

This plan includes the recommendation of an integrated program to actively manage and monitor the transportation system and implement low-cost improvements using intelligent transportation system devices and/or other technology that maximizes existing highway traffic movement and minimizes congestion.



### Planning and Environmental Linkage Studies

Planning and Environmental Linkage (PEL) is the concept of making transportation decisions that consider environmental, community, and economic goals early in the planning process. This enables the planning and the environmental processes to work in tandem. A PEL study allows decisions made during the planning process to carry forward into environmental studies. This improves project delivery, reduces costs, time spent on project environmental

reviews, and helps reduce duplication of effort between planning and the National Environmental Policy Act required process. CDOT's PEL guidance can be found on [CDOT's PEL website](#).

### National Environmental Policy Act Studies

The National Environmental Policy Act (NEPA) requires preparation of an environmental document addressing the impacts associated with a project and to avoid, minimize, or mitigate those impacts. The

CDOT National Environmental Policy Act Guidance Manual contains the guidelines for these studies and can be found on the [CDOT's NEPA guidance website](#).

# Consultation and Coordination

CDOT relies heavily on citizens and stakeholders to get involved in planning and programming processes.

## Approaches to Stakeholder Engagement

CDOT looks to engage a number of stakeholders on an on-going basis. Consultation, in accordance with MAP-21 regulations, is specifically identified for select groups, including non-metropolitan elected officials, Tribal Governments and environmental agencies.

## Non-Metropolitan Consultation

Due to the predominantly rural nature of the state, Colorado has many non-metropolitan local officials. Over the years, CDOT has worked with non-metropolitan local elected officials to develop a transportation vision for Colorado. Local elected and appointed officials are those that represent local government or have responsibility for transportation, including counties, incorporated cities, and special-purpose local government entities.

In accordance with CFR Title 23 §450.212(b), “The State shall have a documented process(es) for consulting with non-metropolitan local officials representing units of general purpose local governments and/or local officials with responsibility for transportation that is separate and discrete from the public involvement process ...” This separate public involvement process outlines how officials have the opportunity to fully participate in the development of the SWP and STIP. A copy of the [Non-Metropolitan Consultation Plan](#) is available on the [SWP website](#).

## Tribal Consultation

In accordance with CFR Title 23 §450.212(2)(c) “For each area of the State under the jurisdiction of an Indian Tribal government, the State shall develop the long-range statewide transportation plan and STIP in consultation

with the Tribal government and the Secretary of Interior.” Colorado has two Native American Tribal Governments, the [Ute Mountain Ute](#) and the [Southern Ute Tribes](#). Colorado’s Indian Tribal Governments have special non-voting status on the STAC and are represented by the Southwest TPR. Native American Tribal Governments participate in the monthly STAC meetings.

Joint cooperative meetings among Colorado Tribal Governments, CDOT, the Federal Highway Administration, the Bureau of Indian Affairs, and the New Mexico, Utah, and Arizona departments of transportation take place every six months to a year to discuss transportation issues specific to the Tribal Governments. Details on how CDOT and Colorado’s Tribal Governments coordinate on transportation planning and programming are located in the [Colorado Tribal Coordination Plan](#).

## Environmental Consultation

In accordance with CFR Title 23 §450.214(i)(c), “The long-range statewide transportation plan shall be developed, as appropriate, in consultation with State, Tribal, and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation.” To address this requirement, CDOT meets quarterly with the Transportation Environmental Resource Council. The Council was formed in 2002 to provide a forum for local, state, and federal transportation and resource agencies to discuss state transportation decisions and plan for environmental stewardship. Seventeen member agencies belong to the council and CDOT and the Federal Highway Administration co-chair the meetings.



Additionally, during the planning process CDOT consults with environmental resource and regulatory agencies sharing region priorities and obtaining feedback on environmental areas and resources of concern that may impact project delivery.

### Coordination

All public involvement activities for transportation plans and programs work in concert with one another. CDOT constantly seeks ways to effectively and efficiently use limited transportation planning funds through streamlining and combining processes where and when appropriate. CDOT demonstrates this commitment through the following examples:

- CDOT coordinates public involvement efforts for both the transportation planning process and the STIP development and amendment process. The coordination effort is accomplished by capturing comments from the STIP, or other plans or studies to include or address during the statewide planning process.
- Environmental studies start with the foundations established through the RTPs or SWP. CDOT uses iterative processes that link the efforts and information developed through environmental studies and combines those efforts whenever possible.



*Ute Nation Day  
Photo by Robert L. Ortiz | The Southern Ute Drum*

# Outreach to the Underserved

CDOT ensures that everyone has an equal chance to contribute to statewide transportation planning and programming processes.

## Outreach to Underserved Communities

Title VI of the federal Civil Rights Act of 1964 (Title VI) and the president's Environmental Justice Executive Order 12898 are a few of the many non-discrimination laws and presidential orders that apply to planning. Title VI and environmental justice requirements include a careful analysis of impacts and possible mitigation factors that help avoid disproportionate impacts caused by transportation projects and services. Social impacts should be recognized early and monitored continually throughout the transportation decision-making process. Enhanced public input and participation at all points of the statewide transportation planning process ensures meaningful participation and non-discrimination as mandated by Title VI and environmental justice requirements.

To address environmental justice issues, the transportation needs of low-income and minority populations must be considered. The integration of environmental justice principles into the transportation planning process is consistent across all areas of CDOT.

## Addressing Environmental Justice Concerns Through the Public Involvement Process

Executive Order 12898 - Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations directs federal agencies to identify and address disproportionately high and adverse human health or environmental effects of their actions on minority and low-income populations, to the greatest extent practicable and permitted by law.

CDOT has mapped low-income and minority populations using the most recently available census tracts (CDOT uses Department of Health and Human Services poverty guidelines to identify low-income and minority populations.) Using this information, CDOT ensures that communities

with underserved populations are properly notified on SWP and STIP related public involvement opportunities and able to participate in the planning process.

## Limited English Proficiency

*Title VI of the Civil Rights Act of 1964 requires that people with Limited English Proficiency must not be disproportionately affected regarding public involvement as it would be discrimination based on national origin.* To comply with Title VI, public involvement efforts should seek to include Limited English Proficiency members of the public as much as possible to ensure that all affected communities have a voice in the transportation decision-making process.

The U.S. Department of Transportation has created guidance using a four-factor framework that should be adhered to when developing and carrying out public involvement activities. For further guidance see the Federal Transit Administration's [Limited English Proficiency Handbook](#).

## Addressing Barriers to Participation

Often there are identifiable, practicable or physical barriers to participation in the planning and programming processes, for example a disability. It is the responsibility of CDOT to identify potential barriers to participation and take steps to address them. Figure 6 outlines barriers to participation for citizens in the planning and programming processes and how CDOT identifies and addresses those barriers.

The Americans with Disabilities Act encourages the involvement of people with disabilities in the development and improvement of transportation and para-transit plans and services.

Barrier	How CDOT Identifies and Addresses the Barrier
<p><b>Cultural</b></p>	<p>Working actively with CDOT’s Center for Equal Opportunity, cultural barriers are reduced through cultural training for staff and connecting with local community leaders. Additionally, CDOT staff identifies barriers to participation by:</p> <ul style="list-style-type: none"> <li>• Researching culture, customs, language, and community styles</li> <li>• Identifying CDOT employees of diverse cultural backgrounds that can help improve outreach</li> <li>• Identifying and reaching out to local community organizations and leaders</li> </ul>
<p><b>Language</b></p>	<p>Working actively with CDOT’s Center for Equal Opportunity, to the extent possible, solicit in-house interpreters to assist in dealing with language barriers in the planning process in accordance with Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency.” Specifically, CDOT has made improvements in providing web pages and major documents in Spanish. Additionally, the Department works to identify community bilingual speakers, and address language related barriers by:</p> <ul style="list-style-type: none"> <li>• Providing Videos with non-English subtitles</li> <li>• Ensuring materials are in languages that are representative of where the meeting or outreach is taking place</li> <li>• Providing interpreters</li> </ul>
<p><b>Mobility and other Disabilities</b></p>	<p>CDOT staff is attentive to any calls or other forms of communication where individuals request assistance to participate in the planning and programming processes. This includes, but is not limited to, meeting access (in compliance with the Americans with Disabilities Act, as amended) or meeting materials in Braille or large print. The Department work to ensure meeting facilities are accessible and addresses barriers to participation by:</p> <ul style="list-style-type: none"> <li>• Providing materials in large print format or Braille for those who are vision impaired</li> <li>• Using sign language interpreters</li> <li>• Offering hearing aid amplifiers and other hearing assistance devices</li> <li>• Using telecommunication devices for communication via telephone with hearing impaired</li> </ul>
<p><b>Economic/ Income</b></p>	<p>CDOT considers meeting locations in terms of multimodal accessibility and meeting times that help to not only provide participants convenience but snacks and child care where appropriate. Additionally, CDOT considers using local catering companies for meals or snacks at public meetings. The Department works to increase participation as well as address economic related barriers by:</p> <ul style="list-style-type: none"> <li>• Hosting meetings or face-to-face interactions at convenient times and locations</li> <li>• Providing child care</li> <li>• Providing financial incentives for meeting attendance</li> </ul>

Figure 6 - Overcoming Barriers to Participation

# Public Outreach Tools and Techniques

CDOT is committed to the continual expansion of its public engagement “toolkit” to help inform and educate the public about transportation planning and provide opportunities for input and feedback.

The following list of public involvement tools and techniques should be used within the appropriate context for maximum effectiveness. CDOT considers the appropriateness and practicality of a wide range of tools and techniques, which include, but are not limited to:

## World Wide Web/Internet

CDOT, to the maximum effort practicable, makes public information accessible in electronic formats via the Internet and uses innovative techniques to communicate complex information and improve comment solicitation. Through the use of a combination of text, video, audio, and interactive elements, the Internet can be an excellent tool to communicate with the public. CDOT makes the maximum use of its website: [www.codot.gov](http://www.codot.gov)

## Social Media

CDOT embraces the use of two of the currently most popular social media platforms, Twitter and Facebook. These tools are ideal for obtaining quick reactions and developing on-going conversations with the public. Staff from the Office of Communications continually monitor CDOT’s social media accounts and post informative information as well as respond to user comments and questions.

## Online Surveys

Online surveys allow the public to provide valuable input on a specific set (or sets) of questions without requiring participation at a meeting. In the past, CDOT has used online, mail-in and in-person surveys (see Figure 7) to help determine regional priorities and made those surveys available in both English and

Spanish.

## Online Discussion Boards and Blogging

Discussion boards that allow the viewing of other people’s comments can be very beneficial in generating ideas and facilitating meaningful discussions. CDOT has also fostered relationships with key bloggers that have an interest in transportation and help to educate and inform the public on key transportation decisions.

## Digital Presentations

CDOT employs PowerPoint®, Prezi, and other presentation platforms to help display and communicate information to stakeholder groups, citizens, elected officials and others. These presentation tools can be used to deliver information in-person, remotely, or via the web and allow the public to consume information at their own pace.

## Videos

The use and distribution of video for the purpose of public education and engagement has made significant advancement in recent years. Distribution and viewing of public involvement videos has been helped greatly through platforms including YouTube. A few notable examples of CDOT public education videos include:

- [The Colorado Transportation Story](#)
- [Innovation Through the Ages](#)

## Media Strategy

Media strategies inform the traveling public about projects and programs through a wide range of media approaches which include but are not limited to newspapers, radio, television and videos,

## Southeast Colorado What's Important to YOU?



Please select your county:  Baca  Bent  Crowley  Kiowa  Otero  Prowers

The Colorado Department of Transportation wants to know what's important to you.

 Please complete this survey before December 15, 2013, fold, and mail it back to the address printed at the bottom of the survey or you can take the survey at [www.coloradotransportationmatters.com](http://www.coloradotransportationmatters.com). Watch for results on that website.

Your input is important – it will help shape the Statewide Transportation Plan

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Fold one

**1. Why is transportation important to you?**  
Place an X in the box beside your top two:

- Moves people and goods safely
- Supports existing businesses
- Helps economic development
- Gets me to work and/or vital services
- Helps me live my life the way I want

**2. What issues matter most to you in the Southeast?**  
Select your top two:

- Reducing truck traffic
- Improving roadway pavement condition
- Reducing congestion
- Increasing bike/pedestrian options
- Increasing transit options
- Improving economic development
- Increasing bridge safety
- Other (please specify) \_\_\_\_\_

**3. What do you feel makes the Southeast region unique?**  
Select your top three:

- Urban amenities
- Rural living with nearby city amenities
- Innovation and creativity
- Agriculture
- Freight/shipping industry
- Sense of community
- Tourism
- Energy industry
- Economic base
- Water access/supply
- Other(s) (please specify) \_\_\_\_\_



Fold two

Figure 7 - Southeast Colorado Regional Survey Example

billboards, posters, variable message signs, mass mailings of brochures or newsletters, and distribution of fliers. CDOT's Office of Communication coordinates the development and implementation of media strategies.

### Public Information Materials

Public information materials quickly communicate CDOT's message. They are often visually appealing, and often do not require a great level of detail. Examples of public information materials are:

Advertisements (display and legal notices)	Fliers and Grocery bags
Newsletters	Magnets and press releases
Badges and buttons	Progress bulletins
Brochures	Summaries of reports
Fact sheets	Models

FAQs	Fast-food place mats and utility bill stuffers
------	--

### Maps

CDOT uses both electronic and large print maps to illustrate locations, transportation data, and analysis that help the public better understand the subject area and provide comment on any proposed plans, projects, or help determine priorities. Recently, CDOT has used web-based mapping applications to better link project locations with comments provided by environmental resource and regulatory agencies.

### Online Mapping and Commenting Tools

CDOT has developed a statewide [mapping](#) application that locates and provides information on current projects, corridor visions, and allows the public to provide location-specific comments.

### C-Plan

Recently CDOT has implemented [C-Plan](#), an online GIS based platform for data analysis and sharing. C-Plan is a powerful, easy to use web-based mapping and infor-

mational tool, using ArcGIS Online, a "cloud" GIS service.

### Planning Insight Network Tool (PIN)

CDOT's PIN tool is another online GIS based application that displays various transportation and environmental information allowing users to make location specific comments on environmental resources.

### Public Meetings

CDOT uses public meetings that range from formal, such as a public hearing that includes a formal presentation and a transcript, to informal open house meetings that include exhibits and project staff available to answer questions. It is important to note that CDOT hosts all public meetings in locations that are compliant with the Americans with Disabilities Act.

### Interactive Electronic Voting

CDOT uses interactive electronic polling devices where participants are asked a series of questions on a variety of transportation issues and are able to respond in real time using hand held electronic keypad devices. The electronic keypads register participants' responses and project them graphically on a screen providing the opportunity for discussion and instantaneously capturing public opinions.

### Telephone Town Halls

A telephone town hall can be used to poll a large number of participants to provide input on transportation policies, projects or improvements. The telephone town hall allows participants to ask questions of CDOT staff over the phone and make participation convenient while reducing the need to travel to a public meeting.

### Advisory Committees

CDOT often creates civic advisory committees as part of a public involvement program to better gauge public perceptions on a transportation project or plan. These committees are representative groups of stakeholders that meet regularly to discuss issues of common concern. While these groups are often called citizen advisory committees, the term civic is used here, because citizenship is not a requirement for participation.

### Speakers' Bureaus

Speakers' bureaus are groups of specially-trained representatives who can speak about a process or program. They can be community members or agency staff. Bureau members meet with public and private organizations and groups on behalf of a project, program, or planning activity.

### Meeting in a Box

A meeting in a box is a toolkit that is provided to local citizens or community leaders to host a meeting for groups within their communities. The meeting in a box provides everything that is needed for the meeting. The host is responsible for securing a meeting location, which may be a school, church, or private residence, as well as inviting people to attend. The host is also responsible for returning the results of the meeting and any comments or notes.

### Mailing Lists

CDOT maintains mailing lists to provide public information, meeting notices, and other information to interested parties.



## Public Comments

CDOT values the comments received through all public involvement efforts. CDOT strives to adhere to the following guidance regarding public comments:

- Providing timely responses to public comments
- Recognizing that all people are important and can contribute valuable perspectives
- Providing clear, definite responses to substantive comments; differentiating between philosophical and factual differences; and providing an explanation of why one approach or option was selected over others
- Ensuring that all public comment becomes a part of the public record for any transportation planning or programming effort
- Tracking and responding to (in a written format) comments and ensuring that all comments received from the public are available for public viewing during normal business hours

## Measures of Effectiveness

One of the most important questions asked at the end of a planning process is “how effective was the process?” It is important to determine whether goals were met, how information received was used, and how best to improve the process. The following are sample measures CDOT has used to determine if its approaches and techniques used during the planning process were effective.

### Website and Electronic Media

- How many visitors did the web page receive?
- Was the website updated in a timely manner with the most current information? (i.e., within a day or two of the information being finalized for the web)
- How many subscribers are there to distribution lists, news feeds, and other electronic interactive media?
- How many times was a document downloaded from the website?
- How many comments were posted on a website?
- How many comments received electronically were addressed in the plan document?

### Meetings and Outreach

- How many individuals were identified as stakeholders at the beginning of the planning process?
- How many people did staff speak to?
- Were meetings held in previously unreached geographic areas of the state?
- Did the number of participants increase from previous planning efforts?
- Was the information gathered used in the regional and statewide plans?

### Outreach Method Evaluation

- What outreach method was the most effective and why?
- Was the use of news and/or electronic media increased from previous efforts? Did it result in increased participation?

### Printed Materials

- Were informational documents (brochures, fact sheets,

documents, white papers) made available?

- How many newspaper articles were written covering the planning or programming process?
- How many people took information or asked questions?

### On-going Stakeholder Identification

- By continuing to refine the approach used to identify stakeholders, CDOT hopes to increase awareness of the planning process, determine appropriate frequency of interaction, and better understand specific issues and concerns of all stakeholders.

## Conclusion

CDOT’s mission is to provide the best multimodal transportation system for Colorado that most effectively and safely moves people, goods, and information. This mission will not be accomplished without public involvement. This Public Involvement Guide helps identify how stakeholders and the general public can participate in decision-making processes. The key component to a successful planning process is public involvement; therefore CDOT is committed to using innovative public outreach tools and techniques to inform the public and encourage them to stay involved in local and statewide planning processes.

## Appendices

- A - Public Involvement Related Rules, Regulations and Policies
- B - CDOT Organizational Chart as of May 2015
- C - Weblink Resources and Other Planning Opportunities

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