



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

In Reply Refer To:
FWS/ODIWM

August 31, 2023

TRANSMITTAL VIA ELECTRONIC MAIL: jeff.davis@state.co.us

Jeff Davis, Director
Colorado Parks and Wildlife
6060 Broadway
Denver, Colorado 80216

Dear Director Davis:

The U.S. Fish and Wildlife Service, Office of Diversity and Inclusive Workforce Management (ODIWM) conducted an on-site review of the Colorado Parks and Wildlife (CPW) during the week of June 5, 2023. We commend you and your staff for the collaboration and cooperation exhibited and the thoroughness of the documents provided for the review. The Report of Findings (ROF) is included as an enclosure.

We appreciate the CPW's ongoing efforts to increase access on all public lands through the Federally Assisted Program. We request that you forward to our office, within 90 days of receipt of this report, an Action Plan describing your strategies for addressing each of the required actions cited in the ROF. Please provide an estimated completion date for each required action or documentation that the provisions of your Action Plan have been implemented.

If we can assist you in addressing the required actions, please do not hesitate to contact Public Civil Rights at publiccivilrights@fws.gov.

Sincerely,

for Inez Uhl
EEO Director and Chief
Office of Diversity and Inclusive Workforce Management
U.S. Fish and Wildlife Service

Enclosure:
Report of Findings

cc: CPW, Chief Financial Officer
Regional Director – Mountain-Prairie, Region 6
Deputy Regional Director – Mountain-Prairie, Region 6
Chief, Wildlife and Sports Fish Restoration - Mountain-Prairie, Region 6
ODIWM National Program Manager - Mountain-Prairie, Region 6

**U.S. Fish and Wildlife Service
Federally Assisted Program
2023 On-Site Review
Colorado Parks and Wildlife**



I. GENERAL OVERVIEW

A. Authorities

This Federally Assisted Program (FAP) on-site review was conducted to assess the adherence of the Colorado Parks and Wildlife (CPW) to Federal civil rights laws including: Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, as amended; Title II of the Americans with Disabilities Act of 1990, as amended; the Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972; the U.S. Department of the Interior (Department) regulations at 43 CFR Part 17 and 41; Americans with Disabilities Act/Architectural Barriers Act Guidelines; and Presidential Executive Orders 12898 (Environmental Justice) and 13166 (Limited English Proficiency).

B. Background

The aforementioned laws and regulations require Bureaus under the Department, including the U.S. Fish and Wildlife Service (Service), to conduct periodic reviews of recipients of Federal financial assistance to ensure adherence to statutory civil rights requirements as contained in the authorities cited above. The CPW is a recipient of Federal financial assistance from the Service.

C. Objectives

The primary objective of this review is to determine whether facilities, programs, activities, and services of the CPW are provided equitably to public beneficiaries on the basis of race, color, national origin, age, disability, and sex (in educational programs). The secondary objective is to provide constructive feedback to the CPW for correcting deficiencies.

D. Team Composition

The members of the Service Review Team (Team) were Angela Butsch and Quinn Brett, Accessibility Consultants; and Greg McGinty, Team Lead, Office of Diversity and Inclusive Workforce Management (ODIWM).

E. Procedures Utilized

The procedures utilized are described in the Department's Civil Rights Directive 2011-02 for Public Civil Rights Compliance Reviews and are available upon request.

F. Scope of Review

The Team conducted this on-site review during the week of, June 5, 2023. Additionally, the Team evaluated numerous documents provided by the CPW for each of the 10 specific areas listed below:

- Desegregation of Buildings and Physical Facilities
- Program Administration
- Physical Facilities – Maintenance and Development

- Advisory Boards, Commissions and Committees
- Outreach Programs
- Complaints
- Private Sector Participation
- Employment
- Environmental Compliance
- Limited English Proficiency Program

II. SUMMARY OF MAJOR ACCOMPLISHMENTS

- A. The CPW is commended for the exceptional effort put forth in ensuring that accessible features at the Cameo Shooting and Education Complex exceed requirements. Specifically, the facility personally developed a stool type seat at the shooting range bays that swivels for a left/right hand shooter and adjusts in height. Additionally, to increase access to clay shooting, stations were developed that included a ramp, a pull system that was equipped for use by touch or speech method and designed for easy maneuvering throughout the station to increase shooting experiences at different difficulty levels.
- B. The CPW is commended for their outreach to the Hispanic community. CPW provides hunting and fishing regulations in Spanish and offers multiple hunter outreach/skills clinics in Latino and Hispanic communities. They also formed partnerships with organizations such as the Latino Outdoors and Cal-Wood which allows for Spanish interpreters at shooting clinics.
- C. The CPW is commended for their innovations in increasing access to their hunting program. Examples include the purchase of a track chair for use at Ridgeway State Park, a trailer-mounted hunting blind at Highline State Park, collaboration with sponsoring organizations which provide 20 annual big game hunts for hunters with physical disabilities. The CPW also conducts the Dream Hunt program, which offers hunting opportunities to youth with life-threatening illnesses or diseases with license vouchers. Accommodations such as an American Sign Language (ASL) certified interpreter for an outreach seminar are also provided when requested.
- D. The CPW is commended for their Outdoor Equity Grant Program, which is focused on creating opportunities for youth and their families from communities who have been historically excluded in outdoor organizations. Communities represented include youth of color, LGBTQIA2S+ youth, youth with disabilities, immigrant and refugee youth, and youth from underserved communities. The program provides environmental, experiential, outdoor, or stewardship and conservation education opportunities.

III. DISCUSSION AND FINDINGS UNDER REVIEW

This section contains specific documents reviewed pursuant to our on-site notification letter dated August 3, 2022. Areas that require a response to deficiencies are identified as a required action below.

1. Desegregation of Buildings and Physical Facilities

1-1 Provide the name, address, and type of location where educational classes are held (e.g., State Fairgrounds, 1113 Indian School Road, Phoenix, Hunter Ed. Building).

Finding: The CPW provided a list of various locations where educational classes and seminars are held. The list included the name, type of location, and physical address for each facility/site.

Information Missing: None.

Required Action: None.

Recommendation: None.

1-2 Describe how the public (including people with disabilities and minorities) are informed about the availability of educational classes.

Finding: The CPW stated they inform the public about the availability of educational classes through the agency website, posting of flyers, email, and through the Kalkomey-Event Manager system. Additionally, all customer service centers have the capability to look up courses for the public.

Information Missing: None.

Required Action: None.

Recommendation: None.

1-3 Identify whether or not reasonably priced public transportation is available to each location where educational classes are held.

Finding: The CPW stated that transportation to educational classes varies on the teaching locations. Reliable and reasonably priced public transportation is available for classes that take place in larger urban centers. While smaller urban centers or more rural parts of the state, public transportation may not be available due to the infrastructure of the area.

Information Missing: None.

Required Action: None.

Recommendation: None.

2. Program Administration

2-1 Provide an organizational chart of your agency with the different organizational segments.

Finding: The CPW provided organizational charts for each division within the agency.

Information Missing: None.

Required Action: None.

Recommendation: None.

2-2 Identify and describe each program area including the name of the program manager.

Finding: The CPW identified each program manager by name and provided a description of each program area.

Information Missing: None.

Required Action: None.

Recommendation: None.

2-3 Describe the responsibilities for each program area.

Finding: The CPW described the responsibilities for each program area.

Information Missing: None.

Required Action: None.

Recommendation: None.

2-4 Describe your agency's outreach process in recruitment and selection, and how it contributes to providing diverse educational instructors.

Finding: The CPW provided a detailed description of their outreach process used in recruitment and selection of educational instructors. The description included the recruitment process for their Hunter Education instructors and Hunter outreach programs.

Information Missing: None.

Required Action: None.

Recommendation: None.

- 2-5** Submit a report of the number of instructors by race and gender (male, female, non-binary, gender-neutral, nonconforming, etc.), qualified to teach education classes (e.g., hunter or aquatic education, etc.) open to the public.

Finding: The CPW stated that the Hunter Education Section and the Hunter Outreach Program does not collect this information.

Information Missing: The number of instructors by race and gender qualified to teach education classes open to the public.

Required Action: Develop and provide a process to collect and track race and gender statistics for instructors who are qualified to teach educational classes.

Recommendation: Add a statement or column to the instructor application form to gather data on race and gender. Specify that providing race and gender information is strictly voluntary. Below is a sample statement:

“The race and gender information provided below is voluntary and will be used for statistical reporting only.”

- 2-6** Identify costs incurred by students receiving the training.

Finding: The CPW identified and provided costs incurred by students receiving/participating in educational classes.

Information Missing: None.

Required Action: None.

Recommendation: None.

- 2-7** Provide a list of Equal Employment Opportunity (EEO) and 504/ADA (accessibility) training that has been provided to agency employees within the last four (4) years. Please note the year the training was provided.

Finding: The CPW provided a list of EEO and accessibility training that has been provided to agency employees within the last four (4) years. Training topics included: Non-Discrimination in the Workplace, ADA Overview and Disability Etiquette, Accessible Education and Outreach, ADA Hunting Accommodation Permits, Accessible Recreation Training, etc.

Information Missing: None.

Required Action: None.

Recommendation: None.

- 2-8** Provide a list of accommodations in your educational programs that enabled students with disabilities to participate in the last four (4) years.

Finding: The CPW stated that from August 2021 to present, they have received and fulfilled 59 accommodation requests for sign language interpreters.

Information Missing: None.

Required Action: None.

Recommendation: None.

- 2-9** Provide a copy of any regulations or criteria that is required for people with disabilities to qualify for free and/or reduced-fee hunting and fishing licenses.

Finding: The CPW provided the regulations and criteria for free licenses offered to qualifying people with disabilities.

Information Missing: None.

Required Action: None.

Recommendation: None.

- 2-10** Provide a copy of any regulations regarding the use of special equipment (e.g., crossbow, all-terrain vehicles, etc.).

Finding: The CPW provided a copy of their policy and regulations regarding the use of special permits such as shooting from a vehicle and hunters accompanied by another person.

Information Missing: None.

Required Action: None.

Recommendation: None.

3. Physical Facilities – Maintenance and Development

- 3-1** Provide 3 samples of the most recent self-evaluation reports completed by your Agency, (within the last five years or since the date of the last civil rights review, enter date of last Report of Finding).

Finding: The CPW did not provide 3 samples of their most recent self-evaluation reports. The CPW stated that they hired an ADA Coordinator who is in the research and planning process to implement a statewide self-evaluation and transition plan process that is anticipated to begin July 1, 2023, with a completion date of June 30, 2025. Additionally, an ADA Task Force has been formed and a posting has been submitted for a vendor to assist with this project.

Information Missing: Three (3) samples of the most recent self-evaluation reports completed by your Agency.

Required Action: Develop a consistent process to conduct and document self-evaluations and provide 3 samples of the most recent self-evaluation reports completed by your Agency.

Recommendation: None.

3-2 Provide a copy of the Transition Plan, created from each self-evaluation report, incorporating annual updates on accessibility initiatives, deficiencies, and improvements for existing facilities, programs, activities and services. At a minimum, the Transition Plan shall include:

1. list of the deficiencies;
2. location of deficiencies;
3. method for removing deficiencies;
4. projected date of removal of deficiencies; and date of completion (if applicable).

Finding: The CPW provided a transition plan for the 6 CPW facilities that are managed by CPW and/or comanaged by United States Forest Service and Bureau of Land Management.

Information Missing: None.

Required Action: None.

Recommendation: None.

3-3 Provide contact information of the individual(s) responsible for monitoring the agency's self-evaluation and transition plan(s).

Finding: The CPW provided the contact information of the individuals responsible for monitoring the agency's self-evaluation and transition plans. The contact information is:

Shalana Gray, CPW ADA Coordinator
shalana.gray@state.co.us

Anna Kargobai-Murray, ADA & Wellness Coordinator
anna.kargobai-murray@state.co.us

Information Missing: None.

Required Action: None.

Recommendation: None.

3-4 Describe the agency's procedure(s) used to schedule self-evaluations, and to review/update transition plan(s) on an annual basis.

Finding: The CPW stated that currently no procedures exist. Formal procedures are in the process of being developed.

Information Missing: Agency procedure(s) used to schedule self-evaluations, and to review/update transition plan(s) on an annual basis.

Required Action: Establish and provide internal procedures that will be used to develop a self-evaluation schedule and to review/update transition plan(s), on an annual basis.

Recommendation: None.

4. Advisory Boards, Commissions and Committees

4-1 Provide a list of all advisory boards, planning bodies and commissions associated with the programs and activities of your agency including the race and/or national origin within each specific group.

Finding: The CPW provided a list that included twenty-one (21) advisory boards they associate with for programs and activities. However, CPW stated that race and/or national origin demographics are not tracked for members of these groups.

Information Missing: The race and/or national origin demographics for each specific advisory board provided.

Required Action: Develop a process to collect the race and/or national origin demographics of CPW's advisory boards, planning bodies, and commissions.

Recommendation: Add a statement or column to the advisory board application form to gather data on race and/or national origin. Specify that providing race and/or national origin information is strictly voluntary and will be used for statistical reporting only. Utilize the link for the Office of Personnel Management (OPM) [Standard Form \(SF\) 181](#), to identify race and/or national origin.

4-2 Provide the contact information for individuals or organizations who represent or assist people with disabilities, whom you consult with concerning the accessibility of your facilities, programs, activities, and services.

Finding: The CPW provided a list of individuals and organizations who represent or assist people with disabilities, whom they consult with concerning the accessibility of their facilities,

programs, activities, and services.

Information Missing: None.

Required Action: None.

Recommendation: None.

5. Outreach Programs

5-1 Provide a list of outreach programs, activities, and events offered to the public by your agency, within the past 4 years.

Finding: The CPW provided information identifying outreach programs/activities they offered, by each Division, to the public within the past four (4) years.

Information Missing: None.

Required Action: None.

Recommendation: None.

5-2 Provide a description of each outreach program, activity, and event listed in 5-1.

Finding: The CPW provided a description of each outreach program/activity listed in 5-1.

Information Missing: None.

Required Action: None.

Recommendation: None.

5-3 Describe the process used to ensure outreach programs, activities and events are accessible to people with disabilities.

Finding: The CPW provided a detailed information on the variety of processes that are used to ensure outreach programs, activities and events are accessible to people with disabilities.

Information Missing: None.

Required Action: None.

Recommendation: None.

5-4 Provide the contact information for minority and disability organizations with whom you have an active relationship/partnership with for the purpose of conducting Outreach Programs offered to the public by your agency.

Finding: The CPW provided a list that included the contact information for minority and disability organizations whom they have active partnerships with.

Information Missing: None.

Required Action: None.

Recommendation: None.

5-5 Describe the outreach activities provided by your agency to various groups/communities serving minority and disability populations.

Finding: The CPW described the outreach activities provided by their agency to various groups/communities serving minority and disability populations.

Information Missing: None.

Required Action: None.

Recommendation: None.

5-6 Provide statistics for the most recent calendar year, documenting participation levels by race and gender (male, female, non-binary, gender-neutral, nonconforming, etc.) in educational activities and other programs sponsored by your agency.

Finding: The CPW provided race/national origin and gender statistics for their Hunter Education program and all Clinics and Seminars provided in 2021.

- Hunter Education Program participants identify as 4577 (73%) White; 62 (1%) Black/African American; 633 (10%) Hispanic; 77 (1.2%) American Indian; 91 (1.5%) Asian; 833 (13.3%) Other; 1556 (24.5%) female; and 4800 (75.5%) male.
- Clinic and Seminar participants identify as 270 (66%) White; 14 (3.4%) Black/African American; 27 (6.6%) Hispanic; 8 (2%) Native American; 19 (4.6%) Asian; 17 (4.2%) Other; 54 (13.2%) Prefer not to Say; 115 (28.1%) female; and 294 (71.9%) male.

Information Missing: None.

Required Action: None.

Recommendation: None.

5-7 Provide the cost and criteria for hunting and fishing.

Finding: The CPW provided a complete list of cost and criteria for hunting and fishing.

Information Missing: None.

Required Action: None.

Recommendation: None.

5-8 Provide the cost and criteria for other licenses and permits offered by your agency.

Finding: The CPW provided the cost and criteria for other licenses and permits offered by their agency.

Information Missing: None.

Required Action: None.

Recommendation: None.

5-9 Describe your process to ensure the required Notification Clause is appropriately distributed to the public (e.g., pamphlets, publications, public notices); see example below.

This program receives Federal financial assistance from the U.S. Fish and Wildlife Service. Under Title VI of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972. The U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, sex, or disability.

If you believe that you have been discriminated against in any program, activity, or facility, or if you need more information, please write to:

Office of Diversity, Inclusion, and Civil Rights
Department of the Interior
1849 C Street, NW
Washington, D.C. 20240

Finding: The CPW stated that this notification clause is provided in each hunting and angling brochure on the primary contents page of each publication. This clause also appears on the inside front page of each edition magazine. The CPW provided three samples of publications that included the notification clause.

Information Missing: A description of the process used by the CPW to ensure the Notification Clause is included in publications.

Required Action: Provide a description of the process used by the CPW to ensure the Notification Clause is included in publications.

Recommendation: None.

5-10 Provide samples of information made available in the past 5 years to inform the public of benefits and services offered by the Agency (e.g., brochures, newsletters, magazines, hunting and fishing regulations, policies, etc.).

Finding: The CPW provided samples of information made available in the past five (5) years to inform the public of the benefits and services offered.

Information Missing: None.

Required Action: None.

Recommendation: None.

5-11 Provide samples of public notices and announcements of public meetings, issued in the past 5 years.

Finding: The CPW provided 6 samples of public notices and announcements of public meetings, issued in the past 5 years.

Information Missing: None.

Required Action: None.

Recommendation: None.

5-12 Provide samples or descriptions of brochures and videos that are available to people with visual, hearing, and cognitive disabilities.

Finding: The CPW stated that videos are captioned and housed on YouTube and Vimeo. Additionally, some state parks produce informational materials in Braille.

Information Missing: None.

Required Action: None.

Recommendation: None.

5-13 Provide samples of materials that are available in alternative formats (e.g., braille, large fonts, tactile, audio descriptions, captioning, etc.).

Finding: The CPW provided a sample captioned video from their YouTube channel and two informational brochures that are available to the public in Braille.

Information Missing: None.

Required Action: None.

Recommendation: None.

6. Complaints

- 6-1** Provide the methods used by your agency to inform the public of their rights to file a complaint of alleged discrimination on the basis of race, color, national origin, age, disability or sex.

Finding: The CPW stated that they follow all state protocols for any legal action. Additionally, the CPW provided the specific appendices related to public complaints and anti-discrimination compliance.

Information Missing: None.

Required Action: None.

Recommendation: None.

- 6-2** Provide the procedure(s) used by your agency to process Federally Assisted Program complaints of alleged discrimination.

Finding: The CPW provided procedures that are utilized by CPW when complaints of alleged discrimination are filed by the public.

Information Missing: None.

Required Action: None.

Recommendation: None.

- 6-3** Provide a copy of the log used to document and track Federally Assisted Program complaints filed in the last 5 years.

Finding: The CPW provided a copy of the log that is used to track Federally Assisted Program complaints filed in the last 5 years.

Information Missing: None.

Required Action: None.

Recommendation: None.

6-4 Provide the contact information of the individual(s) responsible for handling the Federally Assisted Program complaints.

Finding: The CPW provided the name and contact information for the individuals responsible for handling the Federally Assisted Program complaints. The contact information is:

Richard Fields, DNR HR Director
richard.fields@state.co.us

Shalana Gray, CPW ADA Coordinator
shalana.gray@state.co.us

Information Missing: None.

Required Action: None.

Recommendation: None.

6-5 Provide Copies of grievance procedures covering Section 504 and Title IX of the Education Amendments Act of 1972.

Finding: The CPW provided a copy of their grievance procedures covering Section 504 and Title IX, which describe how grievances are received and processed.

Information Missing: None.

Required Action: None.

Recommendation: None.

6-6 Provide the contact information of the Title IX and Section 504 Coordinator(s).

Finding: The CPW provided the name and contact information for the Title IX/Section 504 Coordinators. The contact information is:

Richard Fields, DNR HR Director
richard.fields@state.co.us

Shalana Gray, CPW ADA Coordinator
shalana.gray@state.co.us

Information Missing: None.

Required Action: None.

Recommendation: None.

7. Private Sector Participation

7-1 If your agency subcontracts with individuals, groups, organizations, or institutions via third party agreements (e.g., concessionaires, target ranges), or provides facilities to carry out federally funded activities, programs, or services, then provide at least three, but no more than five, examples of executed assurance agreements that include the non-discrimination clause.

Finding: The CPW stated they contract with concessionaires at several state parks, including Cherry Creek State Park, Chatfield State Park, Navajo State Park, and Ridgway State Park. Additionally, the CPW provided four examples of executed agreements that include the non-discrimination clause.

Information Missing: None.

Required Action: None.

Recommendation: None.

7-2 Provide the contact information of the individual(s) responsible for handling assurance agreements.

Finding: The CPW provided the contact information for Dan Findlay, CPW Procurement & Contracts Manager, who is responsible for handling assurance agreements.

Information Missing: None.

Required Action: None.

Recommendation: None.

7-3 Provide a list of the procurement, grant, and/or contracts awarded to businesses owned by individuals from under-represented groups (e.g., Native American, women, Asian, etc.) within the last four (4) years.

Finding: The CPW stated that they do not capture or collect this information. Although the vendor self-service portal of the state's accounting system (CORE) has questions related to business ownership, there is no validation process to confirm the self-reported information, so it is not used at this time.

Information Missing: A list of the procurement, grant, and/or contracts awarded to women and minority-owned businesses in the last 4 years.

Required Action: Develop and provide a process to track all procurement, grant, and/or contracts awarded to women and minority-owned businesses that are provided through all grants and/or contracts issued by CPW.

Recommendation: None.

7-4 Describe the methods and activities used to inform businesses owned by individuals from under-represented groups (e.g., Native American, women, Asian, etc.) about procurement, grant, and/or contracting opportunities.

Finding: The CPW stated that the State procurement and contracting process follows Colorado fiscal and procurement rules and is dictated by the Department of Personnel and Administration (DPA) and the Office of the State Controller (OSC). All state agencies follow this process and these policies regardless of group representation. Additionally, the CPW provided a copy of the State of Colorado procurement manual.

Information Missing: None.

Required Action: None.

Recommendation: None.

7-5 Provide a list of education and training, specific to applying for procurement, grant, and/or contracting, made available to women and minority-owned businesses in the last 4 years.

Finding: The CPW stated that they do not provide such specific education or training at the direction of the OSC. All bids are handled through the state process regardless of group representation.

Information Missing: None.

Required Action: None.

Recommendation: None.

8. Employment

8-1 Provide your state or territory race and gender (male, female, non-binary, gender-neutral, nonconforming, etc.) demographics (information can be found at www.census.gov).

Finding: The CPW provided U.S. Census data on the race and gender demographics of Colorado. The demographics for Colorado are as follows: 86.2% White, 4.7% Black or African American, 22.5% Hispanic or Latino, 3.8% Asian, 1.7% American Indian & Alaska Native, 0.2% Native Hawaiian & Other Pacific Islander and 3.4% Two or More Races. The gender data reflects male 49.2% and female 50.8%.

Information Missing: None.

Required Action: None.

Recommendation: None.

8-2 Provide statistical representation (percentage) of your agency's workforce by race and/or national origin and disability.

Finding: The CPW stated the Department of Natural Resources Human Resources Department does not collect the actual representation of the workforce by race and/or national origin and disability.

Information Missing: Statistical representation (percentage) of CPW's workforce by race and/or national origin and disability.

Required Action: Develop a process to collect the statistical representation of CPW's workforce by race and/or national origin and disability. Provide the statistical representation (percentage) of your agency's workforce by disability and race and/or national origin using the same categories as the U.S. Census Bureau, which include Hispanic or Latino; American Indian or Alaska Native; Asian; Black or African American; Native Hawaiian or Other Pacific Islander; White; Two or more races.

Recommendation: Utilize the [Office of Personnel Management Standard Form-256](#) (OPM SF-256) to provide an option for employees to self-identify their disability. Specify on surveys or other forms used to gather disability data that providing the requested information is strictly voluntary. Below is a sample statement:

"The information requested below is voluntary and will be used for statistical reporting only."

9. Environmental Compliance

9-1 Provide your state or territory waste disposal policy/regulation and any additional agency-specific policies, regarding emissions of toxic wastes into the air, land, or water from your agency's facilities.

Finding: The CPW stated they follow the Colorado Department of Public Health and Environment (CDPHE) requirements associated with toxic waste into air, land, or water. Additionally, the CPW provided CDPHE's regulation requirements on air quality, hazardous waste, public and environmental health regulations, solid waste, and water quality.

Information Missing: None.

Required Action: None.

Recommendation: None.

9-2 Provide two samples of your agency's environmental assessments/environmental impact statements, issued since your last review, which impact surrounding communities.

Finding: The CPW stated their most recent environmental assessment that was completed by CPW was for the Cameo Shooting Range in 2018. A copy of the environmental assessment was provided.

Information Missing: None.

Required Action: None.

Recommendation: None.

9-3 For these assessments, impact statements, and policies, describe all consultation efforts with minority, low-income, and tribal communities impacted by these actions.

Finding: The CPW stated that CPW's stakeholder involvement for all changes in policy include public outreach through meetings, online surveys and comment forms. For the Cameo Shooting Range, CPW sought feedback from the community at a Mesa County Board of County Commissioners meeting and through a public opinion survey. Additionally, CPW solicited input from Native American tribes through mail correspondence (the Apache Tribe of Oklahoma, Fort Belknap Indian Community of the Fort Belknap Reservation of Montana, Navajo Nation, and Ute Mountain Tribe of the Ute Mountain Reservation).

Information Missing: None.

Required Action: None.

Recommendation: None.

10. Limited English Proficiency Program

10-1 Provide a copy of your agency's Limited English Proficiency (LEP) plan.

Finding: The CPW stated they do not have a Limited English Proficiency plan.

Information Missing: A copy of CPW's LEP plan.

Required Action: Develop and provide a copy of a LEP plan that meets the needs of the CPW.

Recommendation: Utilize the sample LEP plans found at <https://www.lep.gov/language-accessplans>. In the interim, develop and post on your website and at facilities a statement that provides clear guidance on how a person with LEP can get assistance.

10-2 Provide a description of resources and sample literature that is provided to enable people with LEP to obtain information and gain access to services managed by your agency.

Finding: CPW stated that for Spanish-speaking audiences, CPW has provided the following:

- Hunting and Fishing brochures translated into Spanish.
- Developed a document to support hunting outreach to Latino and Hispanic Communities.
- Partnered on a hunter outreach skills clinic for the Latino and Hispanic Communities.
- Other partners included Latino Outdoors and Cal-Wood. This program provided interpreters in Spanish for shooting clinics and other skill clinics.

Information Missing: None.

Required Action: None.

Recommendation: None.

IV. SITES VISITED

The following is a comprehensive summary of sites reviewed. Sample photographs depicting these sites are added as part of this report.

Site 1. CPW Headquarters

On Tuesday, June 6, 2023, Travis Long, Joe Burkins, Kevin Becker, and Megan Sims were the Points of Contact (POCs) for this site.



1. Visitor Parking Facility (160 total spaces – 7 designated accessible)



1-A. Finding: The accessible parking signage is less than 60 inches above the ground surface.

Required Action: Per 502.6, signs shall be 60 inches minimum above the finish floor or ground surface measured to the bottom of the sign.

1-B. Finding: The van-accessible parking space does not contain the 'van accessible' sign designation.

Required Action: Per 502.6, signs identifying van parking spaces shall contain the designation "van accessible".

2. Men's Restroom

2-A. Finding: The pull force required to open the door is greater than 5 pounds.

Required Action: Per 309.4, the force required to activate operable parts shall be 5 pounds maximum.



2-B. Finding: The water supply and drainpipes under restroom lavatory are not insulated.

Required Action: Per 606.5, water supply and drainpipes under lavatories shall be insulated or otherwise configured to protect against contact.

3. Women's Restroom



3-A. Finding: The pull force required to open the door is greater than 5 pounds.

Required Action: Refer to Site 1, #2-A.

Recommendation: Adjust the tension on the door closer to reduce the pull force to 5 pounds or less to open the door.



3-B. Finding: The water supply and drainpipes under restroom lavatory are not insulated.

Required Action: Refer to Site 1, #2-B.

Site 2. Minturn Boneyard

On Tuesday, June 6, 2023, Travis Long and Megan Sims were the POCs for this site.



1. Parking Facility at Minturn Boneyard



1-A. Finding: The parking facility does not provide accessible parking.

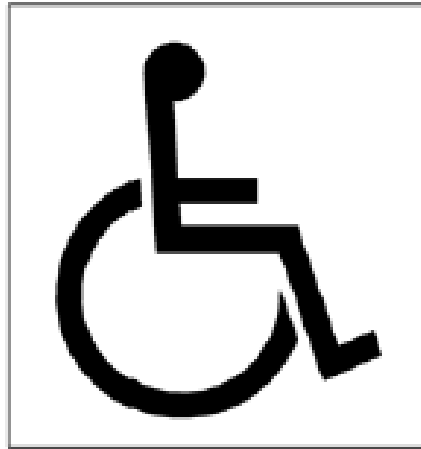
Required Action: Per F208.2, parking spaces complying with 502 shall be provided in accordance with Table F208.2. Where more than one parking facility is provided on a site, the number of accessible spaces provided on the site shall be calculated according to the number of spaces required for each parking facility. Per F208.2.4, for every six or fraction of six parking spaces required by F208.2 to comply with 502, at least one shall be a van parking space complying with 502.

Site 3. Cameo Shooting and Educational Complex

On Wednesday, June 7, 2023, Walt Proulx, Megan Sims, and Katie Richman were the POCs for this site.



1. Parking - Cameo Office



1-A. Finding: The accessible parking sign is not identified with the International Symbol of Accessibility.

Required Action: Per 502.6, parking space identification signs shall include the International Symbol of Accessibility complying with 703.7.2.1

2. Drinking Fountain – Cameo Office



2-A. Finding: Only one drinking fountain is provided.

Required Action: Per 211.2, no fewer than two drinking fountains shall be provided. One drinking fountain shall comply with 602.1 through 602.6 and one drinking fountain shall comply with 602.7. Exception: Where a single drinking fountain complies with 602.1 through 602.6 and 602.7, it shall be permitted to be substituted for two separate drinking fountains.

3. Bay 6 Shooting Area



Recommendation: Move and/or add an accessible parking space at Bay 6.

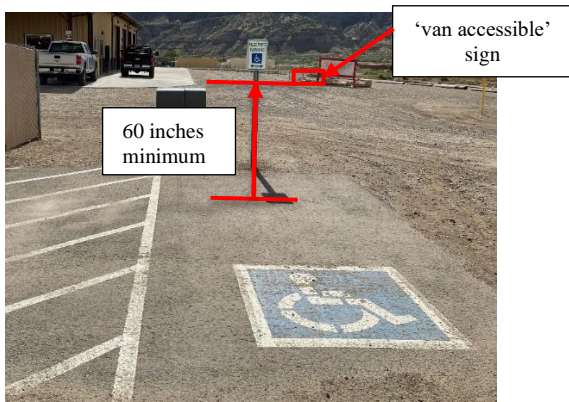
4. Parking at Bay 4



4-A. Finding: The accessible route is blocked by the accessible parking space.

Required Action: Per 502.7, parking spaces and access aisles shall be designed so that cars and vans, when parked, cannot obstruct the required clear width of adjacent accessible routes. Per 305.3, the clear floor or ground space shall be 30 inches minimum by 48 inches minimum.

5. Cameo Restrooms



5-A. Finding: The accessible parking signage is less than 60 inches above the ground surface.

Required Action: Refer to Site 1, #1-A.

5-B. Finding: The van-accessible parking space does not contain the 'van accessible' sign designation.

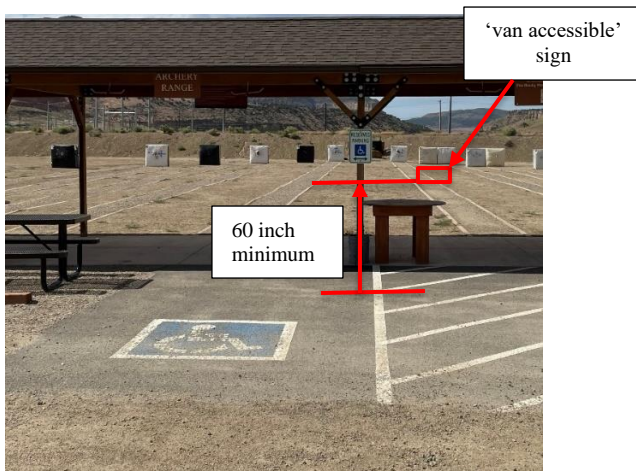
Required Action: Refer to Site 1, #1-B.



5-C. Finding: The height of the coat hook on the restroom door is not located within accessible reach range.

Required Action: Per 604.8.3, coat hooks shall be located within one of the reach ranges specified in 308. Per 308.2.1, where a forward reach is unobstructed, the high forward reach shall be 48 inches maximum, and the low forward reach shall be 15 inches minimum above the finish floor or ground. Per 308.3.1, where a clear floor or ground space allows a parallel approach to an element and the side reach are unobstructed, the high side reach shall be 48 inches maximum, and the low side reach shall be 15 inches minimum above the finish floor or ground.

6. Parking Facility - Archery Range



6-A. Finding: The accessible parking signage is less than 60 inches above the ground surface.

Required Action: Refer to Site 1, #1-A.

6-B. Finding: The van-accessible parking space does not contain the ‘van accessible’ sign designation.

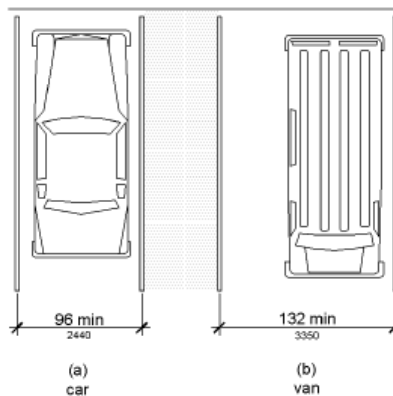
Required Action: Refer to Site 1, #1-B.

Site 4. Rifle Falls Fish Hatchery

On Wednesday, June 7, 2023, Jason Wentz, Megan Sims, and Katie Richman were the POCs for this site.



1. Accessible Parking



1-A. Finding: Parking signage is less than 60 inches above the ground surface.

Required Action: Refer to Site 1, #1-A.

1-B. Finding: The parking facility does not provide at least one van accessible parking space.

Required Action: Per 208.2.4, for every six or fraction of six parking spaces required by 208.2 to comply with 502, at least one shall be a van parking space complying with 502.

1-C. Finding: The accessible parking spaces are not marked to define the required width.

Required Action: Per 502.2, car parking spaces shall be 96 inches wide minimum and van parking spaces shall be 132 inches wide minimum, shall be marked to define the width.

Recommendation: The van parking space is permitted to be 96 inches wide minimum, instead of 132 inches, only if the access aisle is also 96 inches wide minimum.

1-D. Finding: A marked access aisle is not provided for the accessible parking space.

Required Action: Per 502.3, access aisles serving parking spaces shall comply with 502.3.

2. Signage



Recommendation: Replace the antiquated term 'handicap' with the word 'accessible'.

3. Visitor Center Restrooms



3-A. Finding: An accessible toilet compartment is not provided.

Required Action: Per 213.3.1, where toilet compartments are provided, at least one toilet compartment shall comply with 604.8.1.

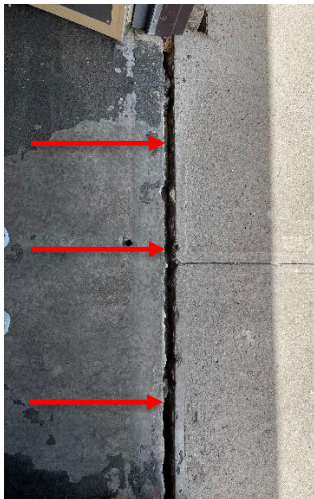
4. Fish Hatchery Office



4-A. Finding: The transition to enter the fish hatchery office has a vertical change in level greater than 1/2 inch.

Required Action: Per 303.4, a change in level greater than 1/2 inch shall be ramped and shall comply with 405 or 406.

5. Fish Spawning Area



5-A. Finding: The door threshold to enter the fish hatchery spawning area has an opening in the ground surface greater than 1/2 inch.

Required Action: Per 302.3, openings in floor or ground surfaces shall not allow passage of a sphere greater than 1/2 inch in diameter.

Recommendation: Use a self-leveling sealant to close the opening in the ground surface.

6. Parking Facility - Bobcat Trail



6-A. Finding: Accessible parking is not provided.

Required Action: Refer to Site 2, #1-A.

Site 5. Cheyenne Mountain State Park

On Thursday, June 8, 2023, Jason Hagan and Megan Sims were the POCs for this site.



1. Archery Range Parking Facility

1-A. Finding: The accessible parking signage is less than 60 inches above the ground surface.

Required Action: Refer to Site 1, #1-A.

1-B. Finding: The van-accessible parking space does not contain the 'van accessible' sign designation.

Required Action: Refer to Site 1, #1-B.

2. Visitor Center Men's Restroom

2-A. Finding: The height of the coat hook on the restroom door exceeds reach ranges.

Required Action: Refer to Site 3, #5-C.

3. Visitor Center Women's Restroom

3-A. Finding: The height of the coat hook on the restroom door exceeds reach ranges.

Required Action: Refer to Site 3, #5-C.