

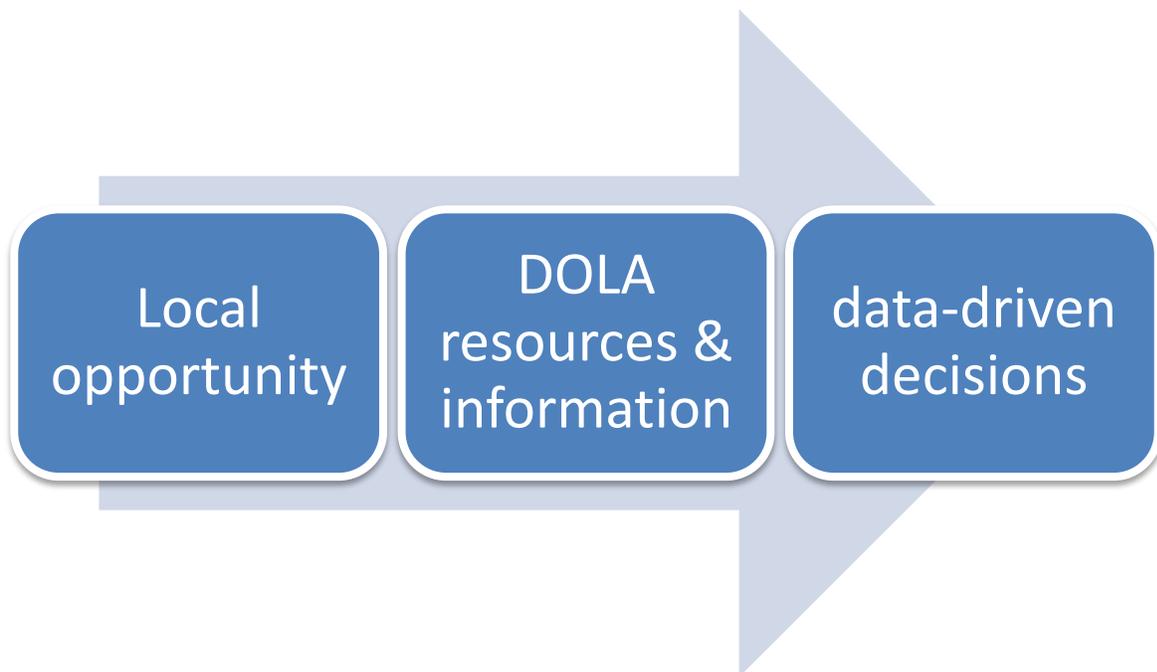
## Introduction

The Department of Local Affairs (DOLA) prides itself in **Strengthening Colorado Communities**. One of the fundamental ways that DOLA accomplishes this mission is by increasing the capacity of local governments to perform their jobs effectively. The purpose of this tool is to provide communities with a comprehensive “menu” of the services, programs, and resources that DOLA has to offer. Local governments can and should use this tool when an opportunity presents itself (e.g., a new town board or embarking on a comprehensive plan update). Combining these opportunities with the range of tools and services available from DOLA allows communities to better develop local capacity to achieve goals.

This document contains a service description profile sheet for each resource, dataset, or service that DOLA provides. Each profile includes:

- Name of service or resource
- Staff contact information
- Description of the service or resource
- How to use the information
- Why the service or resource is important to decision-making

These individual service descriptions are accompanied by an example of that service or resource to provide further understanding to the user. This document is meant to provide a general overview of DOLA’s programs and services, with the assumption that a local government will contact DOLA for further guidance and assistance.



### When to Use This Tool

There are many opportunities when a community may want to engage the Department of Local Affairs to help facilitate the local decision-making process. Here are some typical processes or endeavors where this tool may prove especially useful:

- Comprehensive Plan development or revision
- Community visioning or goal-setting
- Strategic Plan
- Economic Development Plan
- Capital Improvements Plan
- Downtown Revitalization Plan
- Main Street Organization
- Management or Budgeting Challenge
- New governing body
- Organizational restructuring

### How to Use This Tool

When a community is considering any of the aforementioned efforts, among others, it is appropriate to use this tool to begin a dialogue with the Department of Local Affairs. After reviewing the service description profiles in this document, the community should contact the appropriate [DOLA-DLG Regional Manager](#) or other staff as identified in the profile. Contact information for regional managers can be found on the following page. After consulting with the regional manager or other staff, a plan to deliver services can be developed.

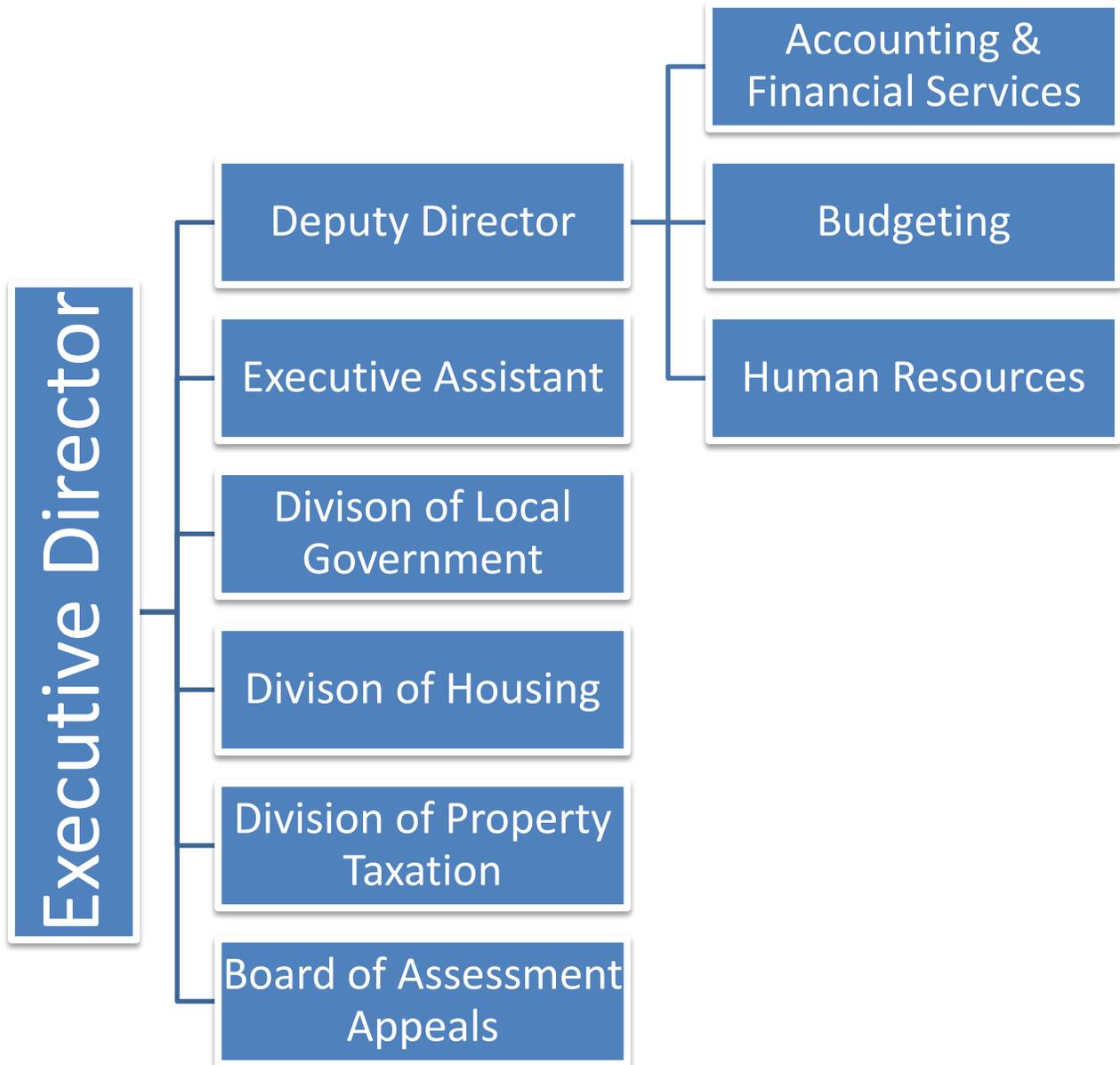
Consider the example of the comprehensive plan update. The community will use the comprehensive plan to guide future policy decisions regarding growth and development, parks and open space, economic development, hazard mitigation, recreation and tourism, transportation, and urban design to name a few. After reviewing the profiles contained in this document, the regional manager and the local government would build a strategy for delivering information and technical assistance relevant to a comprehensive plan update. For example, DOLA staff may first email a demographic and economic profile and trends for the community to consider how it has changed or how it expects to change over the long-range planning term. This could be followed by an in-person meeting with demography staff to explain how to interpret and use the information effectively. The Community Development Office at DOLA may follow-up by providing a “Planning 101” training or a “Comprehensive Plan Workshop” to local staff and elected or appointed officials to help frame the context for the planning process.

As the community continues developing its plan, it may be directed to other DOLA resources such as the online resource library to compare existing plans within other Colorado communities or additional one-on-one technical assistance. This step-by-step approach allows DOLA to continuously respond to local needs as they evolve through various resources. The end result is an informed decision-making process and a comprehensive plan update that reflects the needs of the community. [www.dola.colorado.gov](http://www.dola.colorado.gov)





## Department of Local Affairs Organizational Chart



For more information on the Department of Local Affairs, please visit:

[www.dola.colorado.gov](http://www.dola.colorado.gov)