

2019

PUBLIC INVOLVEMENT PLAN



North Front Range
Metropolitan
Planning
Organization

North Front Range MPO Public Involvement Plan



North Front Range
**Metropolitan
Planning
Organization**

Adopted:

Effective date:

[date] – [date]

How to make a public comment:

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Forms are included in the appendices.

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ACKNOWLEDGMENTS

<u>Community</u>	<u>Planning Council Representative (2018)</u>	<u>TAC Representative (2018)</u>
Berthoud	Mayor William Karspeck	Stephanie Brothers
Eaton	Mayor Kevin Ross , Past-Chair	Gary Carsten
Evans	Mayor Pro Tem Mark Clark	Ken Martin
Fort Collins	Mayor Pro Tem Gerry Horak**	Tim Kemp
Garden City		
Greeley	Mayor Pro Tem Robb Casseday	Will Jones , Vice-Chair
Johnstown	Councilmember Troy Mellon	John Franklin
Larimer County	Commissioner Tom Donnelly , Chair	Rusty McDaniel
LaSalle	Trustee Paula Cochran	Vacant
Loveland	Mayor Pro Tem Dave Clark	Dave Klockeman , Chair
Milliken	Mayor Pro Tem Elizabeth Austin	Vacant
Severance	Mayor Donald McLeod	Mitch Nelson
Timnath	Mayor Pro Tem Aaron Pearson	Aaron Fuhrman
Weld County	Commissioner Julie Cozad	Dawn Anderson , Past Chair
Windsor	Mayor Kristie Melendez , Vice-Chair	Dennis Wagner
Transportation Commission/ CDOT	Commissioner Kathy Gilliland	Karen Schneiders
CDPHE – Air Pollution Control Division	Rick Coffin, Air Quality Planner	
Non-Voting Members		Aaron Bustow, FHWA Ranae Tunison, FTA NoCo Bike & Ped Collaborative RAQC Senior Transportation Transit Agencies***
<p>* Bolded representatives are Planning Council or TAC officers.</p> <p>**Gerry Horak is the Planning Council representative for transit.</p> <p>***Transit agencies can vote if they are the alternate identified for their community.</p>		

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Contents

Chapter 1 – INTRODUCTION	1
Chapter 2 – GOALS, OBJECTIVES, AND DESIRED OUTCOMES	6
Chapter 3 – ENGAGING IN THE PLANNING PROCESS	8
Chapter 4 – STRATEGIES	15
Chapter 5 – EVALUATION.....	21
Appendix A - LIST OF ACRONYMS.....	A-1
Appendix B - ACCOMMODATIONS	B-1
Appendix C - PUBLIC OUTREACH EXAMPLES	C-1
Appendix D - ENVIRONMENTAL JUSTICE	D-1

List of Tables

Table 1: Summary of Plan Involvement	14
Table 2: Public Involvement Evaluation Matrix	23

List of Figures

Figure 1: Map of the NFRMPO Region	2
Figure 2: NFRMPO Organizational Chart	3
Figure 3: EJ Populations in the NFRMPO Region	5
Figure 4: Screenshot of CommunityRemarks™	16
Figure 5: EJ Population Map	D-1
Figure 6: LEP Population Map.....	D-2

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Chapter 1 – INTRODUCTION

A. Purpose of the Public Involvement Plan

The purpose of the Public Involvement Plan (PIP) is to establish and document the guiding policies for the North Front Range Metropolitan Planning Organization (NFRMPO) regarding community engagement in the transportation planning process. Federal legislation requires the NFRMPO to develop and use a documented public participation plan defining a process for providing individuals, public and private transportation providers, advocates, and other interested parties with reasonable opportunities to be involved in the transportation planning process.

The NFRMPO region is growing quickly and transportation investments are a constant need, but decisions on how to address these investments should not be made in a vacuum. By adopting the *2019 PIP*, the NFRMPO can ensure the current and future transportation system reflects the needs, expectations, and desires of those who call Northern Colorado home. The *2019 PIP* is a living document based on current experiences and feedback that allows the NFRMPO to examine the success of strategies and build an integrated system of public engagement that works. Community members of all mobility and ability levels should feel welcome and engaged in the transportation planning process. The NFRMPO recognizes the need to incorporate a wide range of involvement strategies and to continuously evaluate their effectiveness to fully engage the rapidly evolving community.

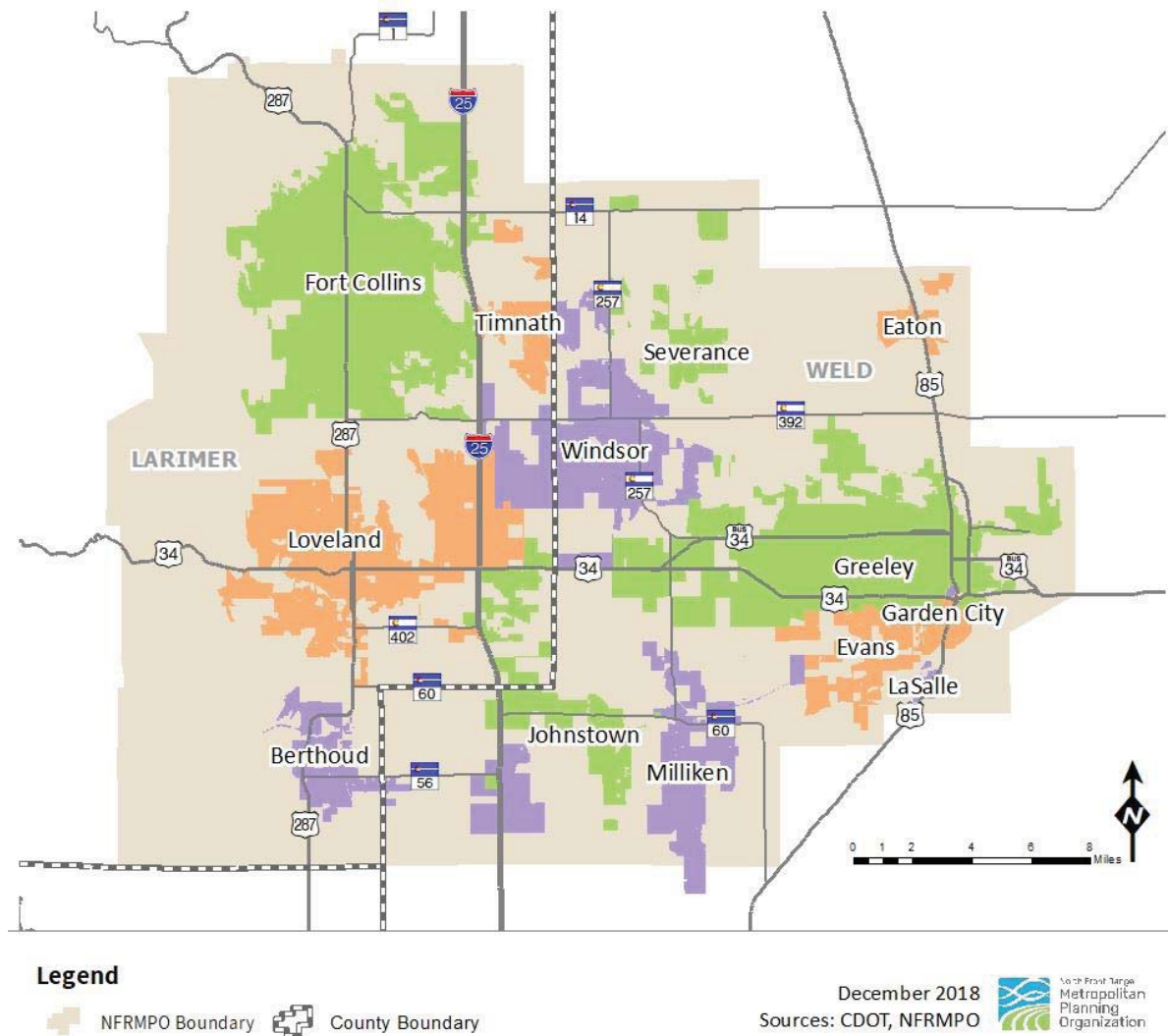
B. The NFRMPO

The NFRMPO is a regional transportation planning agency focused on the urbanized portions of Larimer and Weld counties in Northern Colorado as designated by the federal government and the Governor of Colorado in 1988. The mission of the NFRMPO is to promote and encourage regional coordination and cooperation in matters relating to transportation and transportation-related air quality planning. To achieve this mission, the NFRMPO provides a forum to identify, study, and recommend solutions to regional transportation and transportation-related air quality problems.

Federal law requires regions with populations of 50,000 or more to form metropolitan planning organizations (MPOs) like the NFRMPO and complete federal requirements to be eligible to receive federal transportation funds. The NFRMPO works with local, State, and Federal organizations and agencies to ensure the regional plans and projects developed move the region toward regionally-established goals. In addition to transportation planning, the NFRMPO is the designated lead air quality planning organization for carbon monoxide (CO) in the North Front Range. The NFRMPO works alongside the Regional Air Quality Council (RAQC) in Denver, which is the lead air quality planning organization for ozone for the Denver-North Front Range 8-Hour Ozone Nonattainment Area, which covers both the Denver Metropolitan Region and the NFRMPO region.

The NFRMPO region consists of 15 member communities, specifically 13 municipalities and portions of two counties: Berthoud, Eaton, Evans, Fort Collins, Garden City, Greeley, Johnstown, LaSalle, Loveland, Milliken, Severance, Timnath, Windsor, and the urbanized portions of both Larimer and Weld counties. The NFRMPO covers 675 square miles and nearly 500,000 residents. A map of the NFRMPO region is shown in **Figure 1**.

Figure 1: Map of the NFRMPO Region



C. NFRMPO Organizational Structure

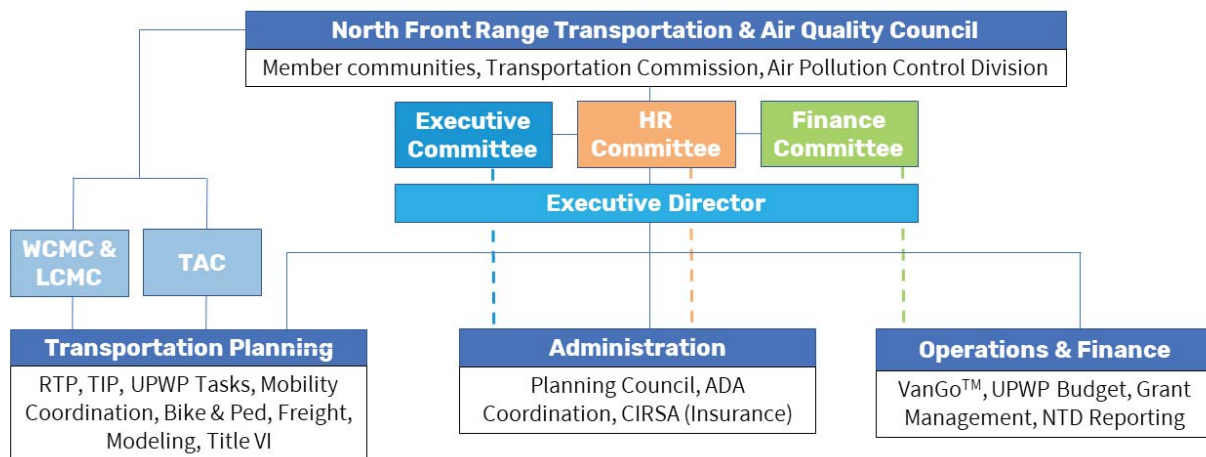
NFRMPO staff reports to the Executive Director who reports directly to the North Front Range Transportation & Air Quality Planning Council (NFRT&AQPC, more commonly referred to as the Planning Council). The Planning Council is explained in further detail in **Chapter 3**. NFRMPO staff are made up of two teams, the Transportation Planning Team and the Operations & Finance Team, as well as the Administrative Director. The Administrative Director, Executive Director, Finance Director, and Transportation Planning Director comprise the Management Team. An up-to-date list of staff with their contact information is available at nfrmpo.org/staff.

1. The **Transportation Planning Team** consists of Transportation Planners and the Mobility Coordinator who report to the Transportation Planning Director. The Transportation Team handles the RTP, TIP, UPWP, Mobility Coordination, Bike & Ped, Freight, Modeling, and Title VI.

2. The **Operations & Finance Team** consists of Accounting Clerks and the Vanpool Coordinator who report to the Finance Director. The Operations and Finance Team handle VanGo™, UPWP budgeting, grant management, and National Transit Database (NTD) reporting.

All actions of the NFRMPO are guided by the policies set by the Planning Council, which receives input from staff, boards, and committees. **Figure 2** is a flowchart which shows the relationship between the Planning Council, boards and committees, and NFRMPO staff as of December 2018. Boards and committees are explained in further detail in **Chapter 3**.

Figure 2: NFRMPO Organizational Chart



D. Legal Framework of the PIP

Public involvement has been a noted expectation in federal transportation legislation dating as far back as the *Intermodal Surface Transportation Efficiency Act* (ISTEA) in 1991. Most recently, the *Fixing America's Surface Transportation (FAST) Act*, passed in 2015, has reiterated the need for a robust public involvement program at the MPO and state levels.

In addition to overarching public outreach requirements, various Executive Orders and laws have further shaped the public outreach process.

1. The *Civil Rights Act of 1964* states “no person in the United States...can be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
2. *Executive Order 12898* (Environmental Justice) directed federal agencies to provide minority and low-income communities’ access to public information and public participation in addition to identifying and addressing the disproportionately high and adverse human health or environmental effects of federal programs, policies, and activities on those populations.
3. Limited English Proficiency (LEP) is addressed in *Executive Order 13166*, which ensured programs and activities provided in English are accessible to LEP persons.
4. The *Americans with Disabilities Act* (ADA) requires public entity’s facilities to be accessible to or usable by individuals with disabilities, ensuring participation in the public process.

5. The *Freedom of Information Act* (FOIA) requires federal agencies to disclose any information required under FOIA unless it falls under one of nine exemptions which protect interests.
6. *Colorado Sunshine Laws* state all meetings of a quorum of three or more members of a body at which any public business is discussed or at which any formal action may be taken must be open to the public unless an exception applies.
7. *Colorado Open Records Act* (CORA) requires all public records to be open for inspection by any person at reasonable times with some exceptions.

E. Relationship with the State Department of Transportation

The NFRMPO maintains a close relationship with the Colorado Department of Transportation (CDOT), both at the regional and Statewide level. CDOT's public involvement process is published in the [*Guide to the Transportation Planning and Programming Public Involvement Process*](#) document available on the CDOT website.

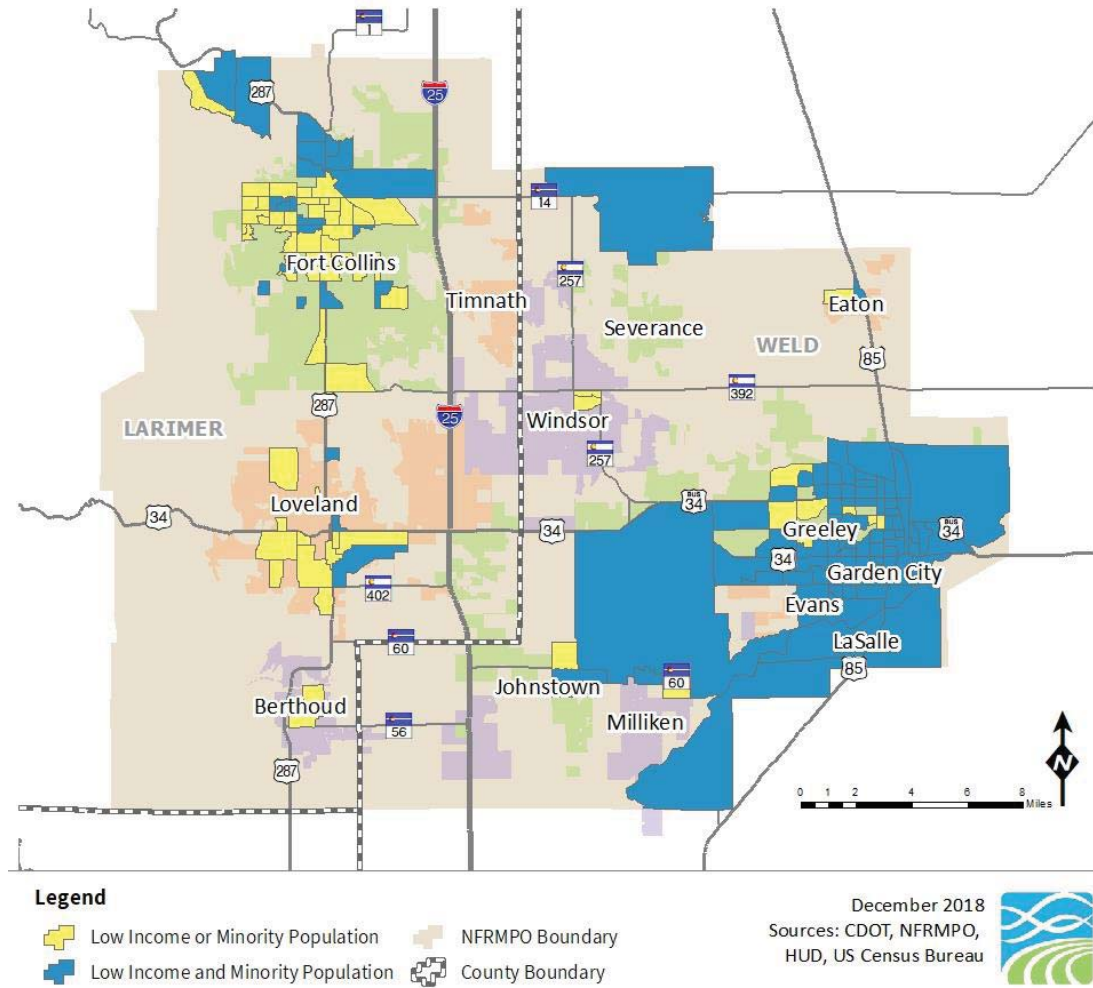
The NFRMPO is an active participant in both the Statewide Transportation Advisory Committee (STAC) and the Statewide MPO (SWMPO) meetings hosted by CDOT each month. CDOT and the NFRMPO have partnered on public meetings, telephone town halls, and other outreach opportunities within the NFRMPO region. The NFRMPO distributes CDOT public notices, announcements, and other documents to stakeholders within the NFRMPO region. Additionally, CDOT is a member of the NFRMPO Technical Advisory Committee (TAC), providing a direct interaction between CDOT, member communities, and the public. The Transportation Commission (TC) representative for the region is a member of the Planning Council.

F. Environmental Justice, Limited English Proficiency, and Special Populations

Vulnerable and protected populations are an important aspect of the NFRMPO's public involvement process. Executive Order 12898 defines environmental justice (EJ) populations as minority and low-income communities, but the NFRMPO plans to expand the definition to include additional populations. These additional populations may include Limited English Proficiency (LEP) populations, individuals with disabilities, individuals over the age of 60, individuals with disabilities, and zero-car households. Specific strategies for engaging these populations are discussed in **Chapter 4**. The NFRMPO works to ensure the needs of these populations are represented in each Plan.

Figure 3 shows the EJ populations based on the federal definition of low-income and minority populations. Census block groups in yellow contain populations with populations of *either* low-income or minority populations higher than the regional average, while block groups in blue contain populations with **both** low-income and minority populations higher than the regional average. Block group data is explored in further detail in **Appendix D**.

Figure 3: EJ Populations in the NFRMPO Region



In addition to the work that will be undertaken for the EJ Plan, the NFRMPO will update its Title VI Plan and LEP Plan in 2019. These will be added as **Appendices E** and **F**. For the most up-to-date information about the Title VI and LEP plans, visit <https://nfrmpo.org/title-vi/>.

Chapter 2 – GOALS, OBJECTIVES, AND DESIRED OUTCOMES

Setting goals, objectives, and desired outcomes means both the NFRMPO and the community understand what is expected from the transportation planning process. The following goals are based off best practice research, discussion with stakeholders and partners, the TAC, and Planning Council.

A. Goals

Goal 1: Use input to shape policies, plans, and programs.

- Provide a forum to identify, study and recommend solutions to regional transportation and transportation-related air quality problems.
- Serve as a vehicle for the collection and exchange of transportation and air quality-related information and expertise.

Goal 2: Ensure each Plan has individualized goals and objectives.

- Work with staff and community partners to personalize goals and objectives for each Plan.
- Use these goals and objectives as part of the evaluation process explained in **Chapter 4**.

Goal 3: Be a representative of the region.

- Represent the members of the public on matters of regional and municipal transportation and transportation-related air quality concerns.
- Develop and formalize policies involving regional transportation and transportation-related air quality planning and coordination of federal and state funding assistance based on feedback from the public as outlined in the Public Involvement Plan.

Goal 4: Communicate effectively.

- Provide the organizational framework to ensure effective communication and coordination.

Goal 5: Create and enhance partnerships.

- Create and enhance partnerships with local, State, and Federal agencies, advocacy groups, educational groups, public and private transportation providers, and other interested parties to enhance the NFRMPO public outreach network.

Goal 6: Evaluate the success of public outreach.

- Evaluate the tools, strategies, and feedback received for inclusion in plans and programs.
- Maintain a dialogue with partners to ensure proper strategies are being used and to enhance partnerships.
- Relate outcomes to established goals and objectives.

B. NFRMPO's Desired Outcomes

The NFRMPO expects:

- Plans, studies, and other NFRMPO actions will reflect the concerns, needs, and vision of the public.
- A cross-section of the region's population is represented, including protected and underserved populations.
- To maintain an open dialogue with residents and commuters throughout the public participation process.

- To work with key stakeholders, members of the public, and member jurisdictions to coordinate participation during the planning process.
- Each strategy will be evaluated on a timely basis.

C. Desired Outcomes for the Public

The public expects:

- Open, accessible, and transparent information as part of the planning process.
- Their opinions, values, and needs are important to the planning process; however, this does not guarantee the plan will incorporate everything identified. Issues with fiscal constraint, rights-of-way, and/or other conflicts can hinder implementation.
- Reasonable accommodations regarding meeting locations, technology, and translation services to ensure all populations feel welcome and engaged in the planning process.
- Strategies which are tailored for specific populations, and are evaluated on a timely basis to ensure success.

Chapter 3 – ENGAGING IN THE PLANNING PROCESS

Residents know the inner workings of their communities better than any staff at the NFRMPO, and the NFRMPO wants to work with community members to ensure regional plans reflect that. Communities are made up of people with different thoughts, ideas, and opinions based on real-world experience, not federal regulations or technical analysis. Community members are an integral part of the transportation planning process and should therefore have opportunities to comment on the major plans and products of the NFRMPO. The NFRMPO region is becoming increasingly diverse so NFRMPO staff wants to ensure all populations are included. Underserved populations like older adults, college students, low-income, minority, individuals with disabilities, and zero-car households should feel part of the public outreach process and that their input was considered and implemented.

This section provides schedules, comment opportunities, and information on how members of the public can be actively engaged in the transportation planning process. With these strategies, the public will be engaged early and often, with an understanding of how their feedback will be incorporated into the planning process. Active participation by a range of stakeholders improves the understanding of different viewpoints, different needs and concerns, and helps to identify common goals.

The NFRMPO has three major deliverables: the Unified Planning Work Program (UPWP); the Transportation Improvement Program (TIP); and the Regional Transportation Plan (RTP). The UPWP sets out the activities of the NFRMPO over two fiscal years; the TIP documents transportation funding and investments over a four-year period; and the RTP guides transportation investments over the next two decades based on established visions and goals. In addition, the NFRMPO also produces other documents and plans, which have different expectations and processes. These are explained further in this chapter.

All Plans are taken to the TAC or Mobility Committees and recommended for Planning Council adoption or approval. Comments from the public, TAC, and Mobility Committees are taken into consideration before the Plans are adopted by the Planning Council. Members of the Planning Council are made aware of all public comment, which is included as an appendix in each Plan.

All meeting materials are posted to the NFRMPO website: <https://nfrmpo.org/meeting-materials/>.

A. Boards and Committees

The NFRMPO reports to a policy board known as the Planning Council.

Planning Council: The Planning Council is made up of elected officials from each member community as well as a representative from both the Colorado TC and the Colorado Department of Public Health & Environment (CDPHE) Air Pollution Control Division (APCD). Each member community selects one representative and an alternate to represent them on the Planning Council.

Planning Council meetings are generally held the first Thursday of the month from 6:00 - 8:30 p.m. preceded by dinner at 5:30 p.m. The meeting location rotates among communities in the region and is posted on the NFRMPO [website calendar](#). Meetings and agenda items are

generally noticed the Saturday prior to the meeting in three regional newspapers: the *Coloradoan*, the *Greeley Tribune*, and the *Loveland Reporter-Herald*. Council [meeting packets](#) and agendas are posted on the [NFRMPO website](#) and distributed through a listserv, generally 10 business days prior to each meeting. The public is welcome to join the listserv by emailing rsteffen@nfrmpo.org. Meeting materials are printed and available at each meeting location with the date and location of the next meeting printed on the agenda. [Meeting minutes](#) are posted on the website immediately following their approval at the subsequent Council meeting. Opportunity for public comment is provided at the beginning of every NFRMPO Council meeting and audio recordings are available to the public by completing the NFRMPO Request to Inspect Public Records form located in [Resources](#) on the NFRMPO website.

In the event of a Special or Emergency meeting, notices will be made public as soon as practicable and follow the Colorado Open Meetings law, as defined for a State Body. Although all Council meetings are open to the public, the Council may vote to go into an Executive Session for the purpose of discussing personnel matters and meeting with attorneys representing the Council in an advisory situation, and for any other purpose authorized by and consistent with the Colorado Open Meetings Law. Executive Sessions are closed to the public. The public will be able to speak at a designated time during the open portion of these meetings; however, recordings of Executive Sessions are not available to the public.

There are three committees of the Planning Council: Executive Committee, Finance Committee, and Human Resources (HR) Committee. NFRMPO staff and representatives of the Planning Council meet to discuss issues related to these topics and make recommendations to the full Planning Council. Meetings are posted on the NFRMPO website along with agendas and meeting minutes.

In addition to the Planning Council meetings every month, NFRMPO staff reports to three committees: the Technical Advisory Committee (TAC), Larimer County Mobility Committee (LCMC), and Weld County Mobility Committee (WCMC). Public comment periods are provided at each meeting.

TAC: TAC consists of technical staff from member communities, CDOT, transit agencies, NoCo Bike & Ped Collaborative, RAQC, CDPHE APCD, FHWA, FTA, and a representative of the senior community. Meetings are held at the Windsor Recreation Center on the third Wednesday of every month. Meeting packets are uploaded to the NFRMPO website each month one week prior to the meeting, as are handouts and minutes. The meeting packet is distributed through a listserv one week prior to each meeting, which the public is welcome to join by emailing bkarasko@nfrmpo.org. Opportunity for public comment is provided at the beginning and end of every meeting.

LCMC: The LCMC is the Local Coordinating Council (LCC) for the portion of the NFRMPO within Larimer County, which includes the communities of Berthoud, Fort Collins, Loveland, Timnath, and portions of Windsor. Representatives from transit agencies, human service agencies, and

private transportation companies provide input on mobility needs for older adults and individuals with disabilities. Meetings are held on the fourth Thursday of every other month at the NFRMPO office in Fort Collins. Meeting packets are uploaded each month one week prior to the meeting and are distributed via email through a listserv. Those wishing to be added to the distribution list should email agordon@nfrmpo.org. Opportunity for public comment is provided at the beginning of every meeting.

WCMC: The WCMC is the LCC for the portion of the NFRMPO within Weld County, which includes the communities of Eaton, Evans, Garden City, Greeley, Johnstown, LaSalle, Milliken, Severance, and Windsor. Representatives from transit agencies, human service agencies, and private transportation companies provide input on mobility needs for older adults and individuals with disabilities. Meetings are held on the fourth Tuesday of every other month and meeting locations rotate through member agencies' offices. Meeting packets are uploaded each month one week prior to the meeting and are distributed via email through a listserv. Those wishing to be added to the distribution list should email agordon@nfrmpo.org. Opportunity for public comment is provided at the beginning of every meeting.

The NFRMPO also provides staff time to the following non-NFRMPO committees in the region. Though not officially NFRMPO committees, the following meetings are important to addressing transportation issues on a regional level.

NoCo Bike & Ped Collaborative (NoCo): NoCo consists of planners, engineers, advocates, and other members of the public working to improve bicycle and pedestrian facilities in Northern Colorado communities. The group hosts trainings and promotes regional efforts. Meetings are held on the second Wednesday of each month at the Windsor Recreation Center. Meeting packets are uploaded each month one week prior to the meeting and are distributed via email through a listserv. Those wishing to be added to the distribution list should email rdusil@nfrmpo.org. Members of the public are welcome to attend and participate in each meeting.

Senior Transportation Coalition (STC): STC consists of public and private transportation providers, advocates, and older adults who wish to improve mobility for older adults in Larimer County. The group meets the first Thursday of every other month at Pathways Hospice in Fort Collins. Meeting materials are posted to the website one week prior to the meeting and distributed through an email listserv. To be added to the distribution list, contact agordon@nfrmpo.org.

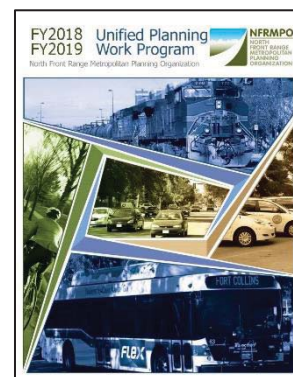
I-25 Funding Committee: The I-25 Funding Committee is a committee of the I-25 Coalition, which meets monthly to discuss funding improvements to I-25 in Larimer and Weld counties. Members represent the local, state, and federal levels. Meetings are held on the first Friday of each month at the Candlelight Dinner Theater in Johnstown. Meeting materials are posted to the website one week prior to the meeting and are distributed via email through a listserv. To be added to the distribution list, contact mkealy@nfrmpo.org.

B. Air Quality Conformity

As stated previously, the NFRMPO is part of the Denver-North Front Range 8-Hour Ozone Nonattainment Area and contains two Maintenance Areas for CO (Fort Collins and Greeley). Related, the NFRMPO has additional requirements for public involvement based on air quality conformity. The RTP and TIP must ensure NFRMPO-funded projects keep the region below the allotted Motor Vehicle Emissions Budgets (MVEB). A public hearing is held for all conformity determinations, and those deemed non-routine by the APCD are presented to the AQCC for review and possible concurrence. How air quality conformity relates to each plan is explained in each of the following sections.

C. UPWP

The UPWP guides the transportation planning work for the NFRMPO. This document identifies tasks that specify work products and funding sources at the NFRMPO, its member governments, and to CDOT. Beginning in February of each year, a proposed budget for UPWP for the fiscal year commencing the following October 1 is prepared in coordination with the NFRMPO staff, along with input from CDOT's Division of Transportation Development (DTD) and CDOT Region 4 representatives. Once completed, the UPWP budget is approved by the Finance Committee of the NFRMPO Planning Council and the work tasks are recommended by the TAC. The budget includes tasks, proposed expenditures, and the funding sources. The Planning Council adopts the full UPWP in June by formal resolution.

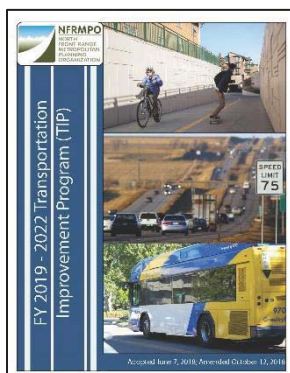


Schedule: The UPWP is updated every year on a rolling basis. Projects are solicited from communities and discussed at TAC meetings.

How to get involved: The UPWP is posted on the NFRMPO website and provided in the TAC packet.

Comment period: 30 days

D. TIP and TIP Amendments



The Transportation Improvement Program (TIP) identifies the surface transportation projects and activities to be funded in the NFRMPO area over a four year time period. The TIP includes roadway, transit, bicycle, and pedestrian improvements that are federally funded or regionally significant. TIP projects are included in CDOT's Statewide TIP (STIP) as are State-funded projects and projects from all of the Colorado MPOs and Transportation Planning Regions (TPRs). The NFRMPO TIP is updated annually to align with the STIP.

TIP Amendments are processed on a bimonthly schedule and have a 30-day public comment period. The comment period begins when the TAC packet is released and uploaded to the website, typically the second Wednesday of the month. In addition, the public comment period is announced on the home page of the website. The TAC provides a recommendation to the Planning

Council on approval of the TIP Amendment and Planning Council Action occurs at the next scheduled meeting. Oftentimes, the 30-day public comment period closes after Planning Council Action. If public comment is submitted following approval of the TIP Amendment by Planning Council, the approval is voided, and the Amendment must return to the TAC and Planning Council for Action. TIP Amendments may trigger conformity re-determinations, while a new TIP requires a conformity determination.

Schedule: The TIP is updated annually. Projects are solicited from communities and discussed at TAC meetings. Amendments are solicited every other month as explained in the TIP Narrative.

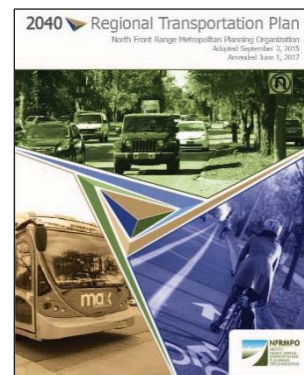
How to get involved: The TIP Amendment is uploaded as part of the TAC packet and the TIP is uploaded to the NFRMPO website at nfrmpo.org/tip.

Comment period: The TIP and TIP Amendments have 30-day comment periods.

E. RTP

The RTP is a federally-mandated plan for MPOs and includes a long-term transportation vision for the region. The RTP summarizes the existing transportation system: roadways, transit, bicycle and pedestrian infrastructure, the environment, and includes a fiscally-constrained corridor plan for the future. The RTP is updated every four years and includes an extensive public involvement process.

RTP amendments are completed on an as-needed basis, generally once a year. Member communities or CDOT request the NFRMPO complete an RTP amendment, which require a full solicitation for new or updated projects, which may necessitate an air quality conformity determination. The RTP amendment is released for public comment and a public hearing on the air quality conformity is held prior to Planning Council adoption. The RTP amendment process is expected to be updated with the *2045 RTP*, where it will be documented. RTP Amendments may trigger conformity re-determinations, while a new RTP requires a conformity determination.



Schedule: The RTP is updated every four years. The next RTP is anticipated to be adopted in September 2019.

How to get involved: RTP public outreach begins approximately one year before the anticipated adoption of the Plan. Outreach opportunities will be posted on the NFRMPO website, discussed at TAC meetings, and occur throughout the region. Check nfrmpo.org/rtp for more information.

Comment period: The RTP has a 30-day comment period.

F. PIP

The NFRMPO updates its PIP every four years, in line with the RTP update. The purpose of the PIP is to establish and document the guiding policies for the NFRMPO regarding community engagement in the transportation planning process. Ideas and guidance are solicited from best practices across the country, recommendations by FHWA, FTA, CDOT, and local stakeholders. The PIP establishes an

evaluation process, goals and objectives, and strategies for each Plan as well as for the planning process overall. The document is one of the three key deliverables of the NFRMPO.

Schedule: The PIP is updated every four years.

How to get involved: The PIP is released for a 45-day public comment period and taken for discussion to the TAC. A draft PIP will be uploaded to the NFRMPO website and sent out to NFRMPO listservs.

Comment period: The PIP has a 45-day comment period.



G. Other NFRMPO Plans

The NFRMPO produces several plans, including the *Coordinated Public Transit/Human Services Transportation Plan*, *Freight Plan*, *Non-Motorized Plan*, *Transportation Profile*, and the *Regional Transit Element*. These plans generally have 30-day public comment periods, which are announced at TAC meetings and via the NFRMPO website.

H. VanGo™

The VanGo™ program is a commuter-based transportation program based out of the NFRMPO. Using seven-passenger vans purchased with State and Federal funds, the vans provide service between the NFRMPO region and communities within the Boulder and Denver metropolitan areas. The key opportunity for public involvement is fare increases, which are announced in October of the years they will happen, discussed at Planning Council meetings in October and November, and adopted in December based on public input. A public hearing is held at a Planning Council meeting and is announced via the VanGo™ email list, on the NFRMPO website, and via partner agencies as needed.



Schedule: VanGo™ fare increases are scheduled as needed.

How to get involved: All VanGo™ information is available on VanGo™ website: vangovanpools.org. VanGo™ commuters receive newsletters twice a year, have one safety meeting per year to discuss the program and safety, and receive emails via a listserv as needed. There is also an annual survey distributed to members after the Safety Meeting.

Partnerships with Colorado State University, University of Colorado – Boulder, the City of Boulder, Smart Commute Metro North, and Commuting Solutions expand the reach of the program. NFRMPO staff provides fare cards and brochures about the program at community events throughout the year.

Comment period: There is a 30-day public comment period for fare increases.

I. Summary

Table 1: Summary of Plan Involvement

PLAN	UPDATE SCHEDULE	COMMENT PERIOD LENGTH	WEBPAGE
<i>UPWP</i>	Biennially	30 days	nfrmpo.org/upwp
<i>RTP</i>	Every four years	30 days (RTP and Amendments)	nfrmpo.org/rtp
<i>TIP</i>	Annually	30 days (TIP and Amendments)	nfrmpo.org/tip
<i>PIP</i>	Every four years	45 days	nfrmpo.org/public-involvement

Chapter 4 – STRATEGIES

A diverse population requires a diverse toolkit of outreach techniques. The NFRMPO provides a variety of methods for reaching out to the public for comments, considering the range of availabilities, needs, and concerns. The NFRMPO tailors its public participation process for each audience. In addition to the techniques described in the following sections, NFRMPO staff will speak to the public using language, concepts, and images that are widely understandable. Making sure these concepts are understood by the public is key to the public involvement process.

The following are a range of activities the NFRMPO has used previously or plans to use in future public outreach efforts.

A. Public Comment Periods

During each Council and TAC meeting, members of the public are given the opportunity to comment on the items for action before the respective body. Dates, agendas, and packets for these events are posted on the NFRMPO website one week prior to each meeting (nfrmpo.org).

Public comments are requested on a variety of NFRMPO activities. The NFRMPO will provide a reasonable number of calendar days for public input, typically 30 days. Federal and state requirements may influence the length of the public comment period. The TIP, RTP, RTE, and this PIP will also be provided for an appropriate public comment period. Public comment periods lengths are listed by document in **Table 1 of Chapter 3**.

The NFRMPO appreciates and welcomes all public comments. Staff review all public comments received. Comments are part of the public record and are published in the final documents.

B. Internet and Media

The NFRMPO maintains an online and print presence. Currently, the NFRMPO maintains Facebook, Instagram, LinkedIn, and Twitter accounts (@NFRMPO), a blog (nfrmpo.blogspot.com), and a website (nfrmpo.org). The website was overhauled in 2016 with minor



updates taking place since then, making it more user-friendly, interactive, and intuitive. It is updated by staff with plans and studies, as well as the meeting packets and minutes for TAC, Council, and other public meetings. Staff updates the blog with interesting and relevant transportation articles and items, including public meetings, local events, and air quality

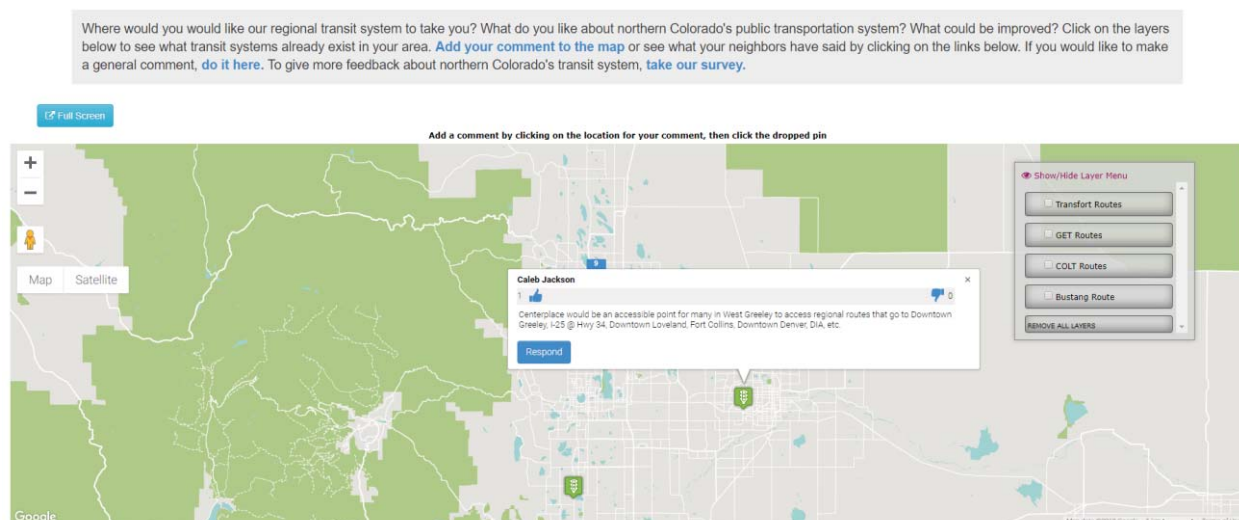
reports. Twitter is used to update followers on new blog posts, air quality updates and alerts, upcoming meetings, and important links. Internal policies guide staff on what information is provided and how it is presented. Important updates such as meeting information, meeting minutes, air quality reports, and important transportation news items are updated on these media platforms on occasion.

The NFRMPO produces three newsletters each quarter:

- [illegible]

Community Remarks® uses Geographic Information Systems (GIS), Google Maps, and other staff-created maps to allow the public to comment on projects. The public has the option to “vote up” or “vote down” on comments. Future versions of the software will require commenters to explain negative comments and “down votes”. Without receiving duplicate comments, staff can start to see how the public respond to certain ideas. This service was used in the NFRMPO’s *2040 RTP* outreach and can be reached via the NFRMPO’s website. An example comment is shown in **Figure 4**.

Figure 4: Screenshot of CommunityRemarks™



C. Outreach

To understand the needs of the public, the NFRMPO acknowledges it must engage the public as much as possible. Through public engagement, the NFRMPO can gauge interest and approval as well as receive input on the NFRMPO's plans and processes. Some methods the NFRMPO uses regularly include public meetings, working groups, staffing tables at community events, and giving presentations at local community meetings and events.

To enhance the reach of public involvement, the NFRMPO maintains relationships with local translators who are available for public meetings and document translation for the region's LEP population. These services may be requested by contacting NFRMPO staff at least 72 hours prior to a scheduled meeting and will be provided when a meeting/event is held in an LEP community.

NFRMPO staff will typically attend community events to increase the number of public interactions. These events allow NFRMPO staff to have friendly interactions in a relaxed, family-friendly setting. At these events, NFRMPO staff will enact the following strategies:

- **Transportation Trivia** – a fun, no-stress way to teach community members about transportation (transit, bike/ped, roadways) and air quality. This is a family- and kid-friendly tool which opens the doors for conversation.
- **Retractable banners and posters** – eye-catching posters like maps and banner bugs can start conversations and have been successful for VanGo™ and Simple Steps, Better Air, the ozone education program from RAQC.
- **Surveys** – after conversations or for those who are less willing to talk, surveys can be a helpful tool to get feedback in a directed way. Surveys should be displayed prominently and be a natural next step with no pressure. Surveys should be available in English and Spanish.
- **Informational items** – brochures, VanGo™ fare cards, the Ozometer, which shows the day's air quality status, and other informational items produced by the NFRMPO or partner agency (like RAQC) should be displayed on the table at events. These can allow community members to learn at their own pace. Contact information is readily available if there are questions or concerns.
- **Promotional items** – VanGo™, Simple Steps, Better Air, and the NFRMPO all have promotional items that can be given away. Examples of these promotional items are: balloons, activity books and crayons, tote bags, pens, lollipops, and seed postcards.





When interacting with the public, the NFRMPO will provide materials and handouts which visualize, explain, and are relevant to the plan or study being presented. Materials can include maps, charts, graphs, illustrations, and/or presentations. These materials should be easy for the public to understand and should illustrate and enhance the key points of the presentation. Materials will be available both during and after meetings and events by request and online.

Realizing the difficulty in reaching all interested parties at once, the NFRMPO will provide alternatives for those who cannot attend meetings. Events such as Telephone Town Halls provide access to meetings for those who cannot attend in-person, allowing them to call, or be called by, a designated phone number where they can listen to the presentation, ask questions, and participate in surveys. Some services also allow attendees to leave messages after the event ends, providing an opportunity to ask questions, provide input, and receive responses.

D. Partnerships

The planning process involves more than just the NFRMPO and community members and requires the NFRMPO to work with other public agencies to tackle major regional issues. For example, while working



on the Statewide Transit Plan, CDOT initiated a transit survey to Older Adults and Adults with Disabilities. Once completed, CDOT provided the results to the NFRMPO. The NFRMPO expects to maintain and expand these relationships for future opportunities.

The NFRMPO should continue working with local governments and other organizations when a member agency is doing outreach. This provides the NFRMPO with an understanding of what is happening at the local level and provides the public additional opportunities to understand what the NFRMPO is doing. The NFRMPO can provide the local agency with supplementary outreach tools and can spread awareness of such events. For example, the NFRMPO attended an event at La Familia in Fort Collins, providing surveys in Spanish at an employment fair.

Further, local communities consistently provide input to the NFRMPO. Elected officials and municipal staff participate in their own public involvement processes and bring the results to the attention of the NFRMPO. One tool the NFRMPO uses are the region's local Transportation Boards, which provide transportation input to the various City Councils. Receiving this input from municipal staff and elected officials allows staff to incorporate it into plans, ensuring the local municipalities provide valuable insight, and guarantee a continued conversation.

E. Involving Environmental Justice (EJ) and LEP Populations

The NFRMPO takes its interactions with EJ and LEP populations seriously, ensuring low-income and minority residents have opportunities to participate in the transportation planning process. NFRMPO staff aims to expand community outreach, identify new strategies, and build relationships within the region. The NFRMPO maps EJ populations using up-to-date American Community Survey (ACS) data,

available from the US Census Bureau. This is done by working with community organizations and leaders, advertising and notifying using community-sensitive methods, and by being willing to pivot to new strategies if past or current efforts are not successful.

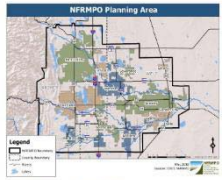
The NFRMPO has identified the following methods for addressing barriers to participation.

- Working with partner agencies has been the most fruitful approach to reaching out to vulnerable populations. By working with agencies that already have relationships and trust, the NFRMPO can enter situations as more of a trusted organization. This has proven successful in the *2045 RTE* survey, which had five percent of overall survey responses in Spanish.
- The NFRMPO will ensure all reasonable requests for accommodation are met. This may mean translating documents, hiring a translator, and hosting events in neutral locations like churches, community centers, or other community meeting spaces and at times that fit into different work schedules. Instructions for how to request these services are available in **Appendix B**.
- NFRMPO staff will attend trainings as they are available and relevant, helping staff be more culturally sensitive and aware. A more aware and sensitive staff will be able to interpret the source material into more understandable and accessible material.
- All materials will be clear, concise, and use a variety of visual materials, including text, charts, graphs, and maps. This will make it easier to understand, provide context, and be helpful for LEP populations. These materials will also be translatable into languages other than English.
- NFRMPO staff will attend community events.

2045 Regional Transit Element Survey - Spanish

Cada cuatro años, la Organización de Planificación Metropolitana de la zona norte del Front Range (NFRMPO) envía su Elemento Regional de Transporte Público de largo alcance (Regional Transit Element, o RTE). El RTE para el año 2045 contiene información subjetiva y objetiva para hacer recomendaciones para crear un sistema de transporte público regional robusto en el futuro, dentro del área marcada en negro en el siguiente mapa.

Instrucciones: Por favor conteste las siguientes preguntas con la mayor exactitud posible. Si está contestando a nombre de alguien más, puede completar una encuesta por separado con sus propias respuestas.



NFRMPO Planning Area

Legend:
☐ Survey Area
☐ Other
☐ Road
☐ Water
☐ City Boundary

1) Por favor anote el código postal de su domicilio:
 2) Por favor marque en que consultados trabaja, va de compras, se divierte, etc.

Comunidad	Trabajo	Compras	Diversion	Otro
Fort Collins				
Estes				
Fort Collins				
Golden City				
Granby				
Johnstown				
Lafayette				
Louisville				
Palmer				
Theriot				
Timnath				
Windsor				
Zona no incorporada en el condado de Larimer				
Zona no incorporada en el condado de Weld				
Otro				

The NFRMPO understands the importance of involving EJ populations in the planning process, and there is potential for NFRMPO staff to undertake a more robust EJ Plan during the lifespan of this PIP. This EJ Plan could include more robust analysis, additional indicators, and specific strategies for addressing disparate impacts to these communities. Analysis done as part of the *EJ Plan* will be incorporated into future iterations of the PIP and will supersede this section. In addition, the *Title VI Plan* and *LEP Plan* will be updated and expanded in 2019. These plans will build on analysis done as part of the PIP and ensure all populations are involved in the transportation planning process.

F. Future Techniques

New technologies and changing demographics mean the NFRMPO must be open to new techniques for engaging the public. Interactive tools allow agencies to use the Internet to reach out to a wider group and to provide more in-depth responses at a time and location convenient for them. These tools can use Google Map base layers to place comments on a map and for others to provide feedback on these comments.

- Services like Textizen take advantage of how connected the world can be. NFRMPO staff could post a question on a flyer and receive a response from anyone with a cellphone capable of

sending a text message. Posting these flyers in universities, on transit, in community centers, and in libraries means a large portion of the community can be reached. These types of services may work better for those who cannot attend meetings or who do not wish to comment in public setting.

- Telephone Town Halls offer members of the public who cannot attend meetings in person an opportunity to listen, comment and ask questions. NFRMPO staff worked with CDOT on one Telephone Town Hall in May 2014, with a large turnout. NFRMPO staff should consider this option for larger projects.
- Web Developers have come up with a range of interactive games that the public can play. One such game, Community PlanIt, allows the player to compete in timed missions, earn awards, collect coins, and pledge them to real-life causes. These causes can be a specific project like intersection safety improvements or additional transit. This interactive game provides a fun way to understand the public's needs.
- A number of services take advantage of crowdsourcing information, similar to Wikipedia. The community pages allow people to post issues, comment on other's suggestions, and to have a direct conversation about issues in their neighborhood, city, and/or region. Municipalities have used these services to find out about traffic problems, potholes, snow removal, and other issues important to the public.

NFRMPO staff will continue to research new techniques and technologies, and continue to build relationships with residents, local communities, stakeholders, and agencies.

Chapter 5 – EVALUATION

No process is perfect – technology, expectations, populations, and strategies are constantly changing. NFRMPO staff must evaluate the public involvement process on a consistent basis to ensure community engagement is working to the best of its ability. This should be both an internal and external effort. With each plan, NFRMPO staff should define its expectation for success; at the adoption of the Plan, NFRMPO staff should evaluate how the expectations were met or not met.

The NFRMPO should perform an extensive analysis of the public outreach process every two years. The analysis should consider the following questions and processes, and the results of this analysis should be reported out to both TAC and Planning Council. Based on discussions at these two meetings, NFRMPO staff should consider amending the *PIP*.

A. Evaluation Process

In evaluating the public outreach process, NFRMPO staff should take the following steps:

- Draft goals and objectives for each plan prior to holding events or enacting strategies as a basis for evaluation.
- Assess the number of activities held, the number of notices sent, and the number of people who participated.
 - Were enough activities held to attract the highest number of participants? Were they the right type of activities? Were they held where the underrepresented populations live or gather? Were there unforeseen circumstances staff can avoid in the future?
 - Did online activities engage more than participant meetings?
- Obtain feedback from the public to understand if the public felt heard and represented.
- Review the effectiveness of the public input in plans and studies.
 - Staff should ensure public input is considered and incorporated, as applicable and appropriate, into final plans, studies, and documents.
- Review why and how certain techniques worked and why certain events or techniques had more participants.
- Evaluate its trust and respect within the community.
 - Knowing not everybody can participate and not every comment can be incorporated, does the NFRMPO do a good job of being fair and open with the public at all times?

B. Evaluation of NFRMPO Outreach

The NFRMPO has begun distributing a survey, either verbally or in written form, to evaluate interactions with the public. The survey asks the following questions:

- Have you heard of the NFRMPO before? If so, how did you hear about the NFRMPO?
- How do you like to receive information?
- Where do you live?
- Where do you work?
- How do you usually get to work?
- Demographic data (optional)

This information allows the NFRMPO to adjust public outreach policies based on the survey responses. If more people prefer to receive information via Facebook or through the newspaper, for example, then the NFRMPO should invest more time and effort into these methods. A similar survey should be distributed at public outreach events for individuals to respond to NFRMPO methods, ask questions, and provide feedback.

C. Evaluation of Plan-Based Outreach

NFRMPO staff will be proactive in setting goals and objectives for each plan. These goals and objectives will allow the NFRMPO to understand the desired outcomes and help choose the appropriate and corresponding strategies. These goals and objectives should be the basis for any evaluation done.

The NFRMPO analyzes all public outreach received as part of its planning process. Themes are included in each Plan either as a separate chapter or as an appendix. Based on this, NFRMPO staff can better understand where gaps exist and make notes for the next iteration of the Plan.

D. Annual Evaluation

The NFRMPO produces an Annual Report each year, distributed to stakeholders and at public outreach events. This Annual Report can add in an evaluation of public outreach throughout the year. In this section of the Annual Report, the NFRMPO can highlight:

- Number of interactions;
- Number of events;
- Responses to surveys; and
- Most common concerns.

E. Reporting to the Public

Internal evaluations cannot be considered useful if they are not shared with the public. NFRMPO staff will share evaluations of the public involvement process in the following ways:

- Inclusion in the NFRMPO's Annual Report;
- Annual discussion with TAC and Planning Council and a formal analytical discussion every two years;
- In each plan as an introductory section and appendix;
- Posting to the NFRMPO website; and,
- On request.

Table 2: Public Involvement Evaluation Matrix

<u>Involvement Tool</u>	<u>Metrics</u>	<u>Evaluation and Purpose</u>
Website	<ul style="list-style-type: none"> • Visits • Common searches • Number of document downloads • Most visited pages 	The NFRMPO website is the key tool used for public outreach, containing the most up-to-date documents, meeting schedules, meeting materials, and contact information.
Social media (Facebook, Twitter, Blog, Instagram, CommunityRemarks™)	<ul style="list-style-type: none"> • Number of annual site visits • Number of new followers • Comments received by users • Analytics, including Facebook likes and shares, retweets, success of Facebook promotion, blog comments, Instagram likes 	This information is used primarily to address the reach of social media outreach. If numbers fall compared to earlier years, then NFRMPO staff should address potential reasons and fixes.
Meetings	<ul style="list-style-type: none"> • Attendance • Comments made at and after meetings • Staff discussions after meetings 	This information is based primarily on interactions of those who attended and can better get at quality of outreach.
Newsletters	<ul style="list-style-type: none"> • Number of subscribers • Number of new subscribers • Number of subscribers opening newsletter 	The newsletter is an important tool used to discuss what happened in the previous quarter while promoting what is expected to happen in the next.
Surveys	<ul style="list-style-type: none"> • Number of responses filled out in each language • Number of requests to forward survey • Total number received 	Surveys are one of the NFRMPO's most effective tools. The number of surveys should be reflective of the population. Requests to forward surveys mean the NFRMPO has built a reasonable reputation as well as partnerships.
Public comment periods	<ul style="list-style-type: none"> • Number of comments received • Substance of comments received 	Public comment periods are addressed earlier in the PIP and vary by Plan and the number of comments received reflect the effectiveness of the public involvement. Comments received are incorporated into the Plans themselves.
Title VI, EJ, and ADA	<ul style="list-style-type: none"> • Number of requests for alternate formats • Number of participants in meetings • Number of requests for translations 	This information ensures the NFRMPO does not discriminate in any of its programs against individuals on the basis of race, color, national origin, minority or disability status, or income.

Appendix A - LIST OF ACRONYMS

ACS – American Community Survey (<https://www.census.gov/programs-surveys/acs/>)

ADA – Americans with Disabilities Act of 1990 (<https://www.ada.gov/>)

APCD – Air Pollution Control Division (<https://www.colorado.gov/pacific/cdphe/apcd>)

CDOT – Colorado Department of Transportation (<https://www.codot.gov/>)

CDPHE – Colorado Department of Public Health and Environment (<https://www.colorado.gov/cdphe>)

CO – Carbon Monoxide

DTD – CDOT Division of Transportation Development (<https://www.codot.gov/programs/planning>)

EJ – Environmental Justice (<https://www.epa.gov/environmentaljustice>)

FAST Act – Fixing America’s Surface Transportation Act (<https://www.fhwa.dot.gov/fastact/>)

FOIA – Freedom of Information Act (<https://www.foia.gov/>)

GIS – Geographic Information Systems

ISTEA – Intermodal Surface Transportation Efficiency Act of 1991
(https://www.fhwa.dot.gov/planning/public_involvement/archive/legislation/istea.cfm)

LCC – Local Coordinating Council

LCMC – Larimer County Mobility Committee (<https://nfrmpo.org/mobility/committees/>)

LEP – Limited English Proficiency (<https://www.lep.gov/>)

MPO – Metropolitan planning organization (<https://www.planning.dot.gov/mpo.asp>)

NFRMPO – North Front Range Metropolitan Planning Organization (<https://nfrmpo.org/>)

NFRT&AQPC – North Front Range Transportation & Air Quality Planning Council, also known as the Planning Council (<https://nfrmpo.org/planning-council/>)

NoCo – Northern Colorado Bicycle & Pedestrian Collaborative (<https://nfrmpo.org/bike-ped/noco/>)

PIP – Public Involvement Plan (<https://nfrmpo.org/public-involvement/>)

RAQC – Regional Air Quality Council (<https://raqc.org/>)

RTP – Regional Transportation Plan (<https://nfrmpo.org/rtp/>)

STAC – Statewide Transportation Advisory Committee
(<https://www.codot.gov/programs/planning/planning-partners/stac.html>)

STC – Senior Transportation Coalition (<https://nfrmpo.org/mobility/stc/>)

STIP – Statewide Transportation Improvement Program

(<https://www.codot.gov/business/budget/statewide-transportation-improvement-program-stip-reports-information>)

SWMPO – Statewide Metropolitan Planning Organization Committee

(<https://www.codot.gov/programs/planning/documents/planning-partners/swmpo>)

TAC – Technical Advisory Committee (<https://nfrmpo.org/tac/>)

TC – Transportation Commission (<https://www.codot.gov/about/transportation-commission>)

TIP – Transportation Improvement Program (<https://nfrmpo.org/tip/>)

TPR – Transportation Planning Region

(https://www.codot.gov/programs/planning/documents/planning-partners/TPR_Small.jpg/view)

UPWP – Unified Planning Work Program (<https://nfrmpo.org/upwp/>)

WCMC – Weld County Mobility Committee (<https://nfrmpo.org/mobility/committees/>)

Appendix B -ACCOMMODATIONS

The NFRMPO works to accommodate any and all requests. NFRMPO staff requests all inquiries for accommodations be made at least 72 hours in advance of the meeting. Forms for Title VI complaints and records requests are included as **Appendices C, D, and E**.

To request a translator, make a Title VI complaint, or inquire about a public outreach event, please contact:

NFRMPO – Title VI Coordinator

419 Canyon Ave, Suite 300

Fort Collins, CO 80521

Phone: (970) 221-6243

Fax: (970) 416-2406

Email: staff@nfrmpo.org

Forms

- A. **Title VI Complaint Form**
- B. **Title VI Complaint Form (Spanish)**
- C. **Open Records Request**



North Front Range
Metropolitan
Planning
Organization

TITLE VI COMPLAINT FORM

This form may be used to file a complaint with the North Front Range Metropolitan Planning Organization (NFRMPO) for alleged violations of Title VI of the Civil Rights Act of 1964. **If you need assistance completing this form due to a physical impairment or other reasons, please contact us by phone at (970) 221-6243 or via FAX (970) 416-2406.** Upon request this document will be made available in alternative formats.

Only the complainant or the complainant's designated representative should complete this form.

NAME		
STREET ADDRESS		
CITY	STATE	ZIP CODE
HOME TELEPHONE	WORK TELEPHONE	FAX

Individual(s) discriminated against, if different from above (use additional page(s) if necessary):

NAME		
STREET ADDRESS		
CITY	STATE	ZIP CODE
HOME TELEPHONE	WORK TELEPHONE	FAX
PLEASE EXPLAIN YOUR RELATIONSHIP TO THE INDIVIDUAL(S) INDICATED ABOVE.		

Name of Agency and department or program that discriminated:

NAME		
STREET ADDRESS		
CITY	STATE	ZIP CODE
WORK TELEPHONE	FAX	

Date(s) of alleged discrimination:

DATE DISCRIMINATION BEGAN	LAST OR MOST RECENT DATE OF DISCRIMINATION
---------------------------	--

Alleged discrimination:

Complaints should be filed within 180 calendar days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within the 180 calendar day period, you have 60 calendar days after you became aware to file your complaint.

If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you or others by the agency or department indicated above, please indicate below the bases on which you believe these discriminatory actions were taken.

Example: If you believe that you were discriminated against because you are African American, you would mark the box labeled *race/color* and write *African American* in the space provided.

- ☐ Race _____
☐ Color _____
☐ National origin _____

Explain:

Please explain as clearly as possible what happened. Provide the name(s) of witnesses and others involved in the alleged discrimination. (Attach additional sheets if necessary and provide a copy of written materials pertaining to your case.)

SIGNATURE	DATE
-----------	------

Note: *The laws enforced by this department prohibit retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by these laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint or if you have questions regarding the completion of this form, please contact:*

North Front Range Metropolitan Planning Organization
419 Canyon Avenue, Ste 300
Fort Collins, CO 80521
Telephone: (970) 221-6243
Fax number: (970) 416-2406
E-mail: staff@nfrmpo.org



North Front Range
Metropolitan
Planning
Organization

TITULO VI – FORMULARIO DE QUEJA

Página 1 de 3

Este formulario puede ser utilizado para presentar una queja ante el North Front Range Metropolitan Planning Organization (NFRMPO) para violaciones presunta del Título VI de la Ley de Derechos Civiles de 1964. También pueden presentarse quejas por correo electrónico enviándolas a staff@nfrmpo.org. Usted puede solicitar este documento, a petición de ésta, en un formato alternativo.

Sólo el querellante o el representante designado por el demandante debe completar este formulario.

NOMBRE		
DIRECCIÓN		
CIUDAD	ESTADO	CÓDIGO POSTAL
TELÉFONO DE LA CASA	TELÉFONO DE TRABAJO	FAX

Persona(s) que la discriminación que sufren, si es diferente del anterior (usa página(s) adicionales si es necesario):

NOMBRE		
DIRECCIÓN		
CIUDAD	ESTADO	CÓDIGO POSTAL
TELÉFONO DE LA CASA	TELÉFONO DE TRABAJO	FAX
POR FAVOR EXPLIQUE SU RELACIÓN CON EL INDIVIDUO(S) INDICADOS ANTERIORMENTE		

Nombre de la agencia y departamento o programa que discrimina:

NOMBRE		
DIRECCIÓN		
CIUDAD	ESTADO	CÓDIGO POSTAL
TELÉFONO DE LA CASA	FAX	

Fecha(s) de la supuesta discriminación:

DISCRIMINACIÓN FECHA DE INICIO	ÚLTIMA FECHA O LA MÁS RECIENTE DISCRIMINACIÓN
--------------------------------	---

Supuesta discriminación:

Las quejas deben ser presentadas dentro de un plazo de 180 días naturales a partir de la supuesta discriminación. Si no es razonable esperar que para conocer el acto discriminatorio en el plazo de 180 días calendario, usted tiene 60 naturales días después de que usted dé cuenta de su denuncia.

Si su queja es entre la que respecta a la discriminación en la prestación de servicios o la discriminación que implicaba el tratamiento de usted o de otros por la agencia o departamento se ha indicado anteriormente, indique a continuación las bases sobre las que usted cree que estas acciones discriminatorias fueron tomadas.

Ejemplo: Si usted cree que fueron víctima de discriminación porque son afroamericanos, que el cheque de raza o color y escritura afroamericanos en el espacio.

- ☐ Raza _____
- ☐ Color _____
- ☐ País de origen _____

Explica:

Por favor explique lo más claramente posible lo que pasó. Proporcionar el nombre (s) de los testigos y otras personas involucradas en la supuesta discriminación. (Adjunte hojas adicionales si es necesario y proporcionar una copia de los materiales escritos relacionados con su caso.)

[illegible]

Nota: Las leyes puestas por este departamento prohíben las represalias o intimidación en contra de nadie, porque esa persona ha actuado bien o participado en acciones para garantizar los derechos protegidos por estas leyes. Si usted experimenta represalia o intimidación aparte de la discriminación alegada en la queja, o si tiene alguna pregunta acerca de la finalización de esta forma, por favor póngase en contacto con:

North Front Range Metropolitan Planning Organization
419 Canyon Avenue, Ste 300
Fort Collins, CO 80521
Número de teléfono (970) 221-6243
Número de fax: (970) 416-2406
E-mail: staff@nfrmpo.org



Request to Inspect Public Records

<p>Pursuant to the Colorado Open Records act, the MPO will respond to this request within three (3) working days. This completed form may be sent to the Administrative Director at the NFRMPO via mail, email or fax. The original of this form will be retained by the Administrative Director.</p>		Return form to:	
		Via mail:	North Front Range MPO Attn: Administrative Director 419 Canyon Ave, Suite 300 Fort Collins, CO 80521
		Via email:	staff@nfrmpo.org
		Via fax:	(970) 416-2406
	Date of Request:	Time of Request:	
Contact Information	Name		
	Address		
	City	State	Zip Telephone Number
	Email address		
Description of Record Desired			
Signature			
For NFRMPO Use Only	Response Date	Method of Delivery	
	Request denied?	Basis for denial	
	Comments:		

Appendix C - **PUBLIC OUTREACH EXAMPLES**

Example 1 – Public Outreach Annual Report

Example 2 – Presentation Template

Example 3 – Community event Set-up

2018 Summer Outreach By the Numbers

Community Event Breakdown

Fort Collins Earth Day	125
Johnstown BBQ Day	102
Berthoud Day	61
Open Streets (Fort Collins)	81
Eaton Days	55
LaSalle Days	62
Beef N' Bean Day	58
Severance Days	71
Loveland Corn Roast Festival	332
Windsor Harvest Festival	158
Heritage Day (Evans)	101
Taste of Timnath	54
Total	1260

Survey Breakdown

RTE (English) - 500
RTE (Spanish) - 24
General Outreach - 120



Attended **12** Community Events



Hosted **4** Bike to Work Day stations



Attended **13** meetings for the 2045 RTE



Received over **600** survey responses



Interacted with nearly **1,400** people

Newsletter

During 2018, staff published four quarterly newsletters to provide updates on regional transportation and air quality and to highlight Planning Council and community profiles, and local transportation initiatives. To subscribe to *On the Move*, visit <https://nfrmpo.org/newsletter/>.

Federal Certification

In 2018, the NFRMPO and its planning partners underwent the quadrennial federal transportation planning certification review, conducted by FHWA and FTA. On June 14, 2018 the NFRMPO was recertified as the MPO for the North Front Range region, effective until June 14, 2022. The NFRMPO received two commendations and 13 recommendations. No corrective actions were issued. Read the full report

NFRMPO Rebranded!

Towards the end of 2018, the NFRMPO overhauled their look and rebranded for a fresh, new look. Highlights of the rebrand include a new logo and an upgraded website. Check out the upgraded website at <https://nfrmpo.org/>. In addition to rebranding, the NFRMPO enhanced social media efforts in an attempt to reach a broader cross-section of the region's communities. To stay up to date, follow us on Facebook, Instagram, or Twitter using @nfrmpo.

Title

Audience



North Front Range
Metropolitan
Planning
Organization

Month Day, Year

1

2

2

NFRMPO Community Event Set-up

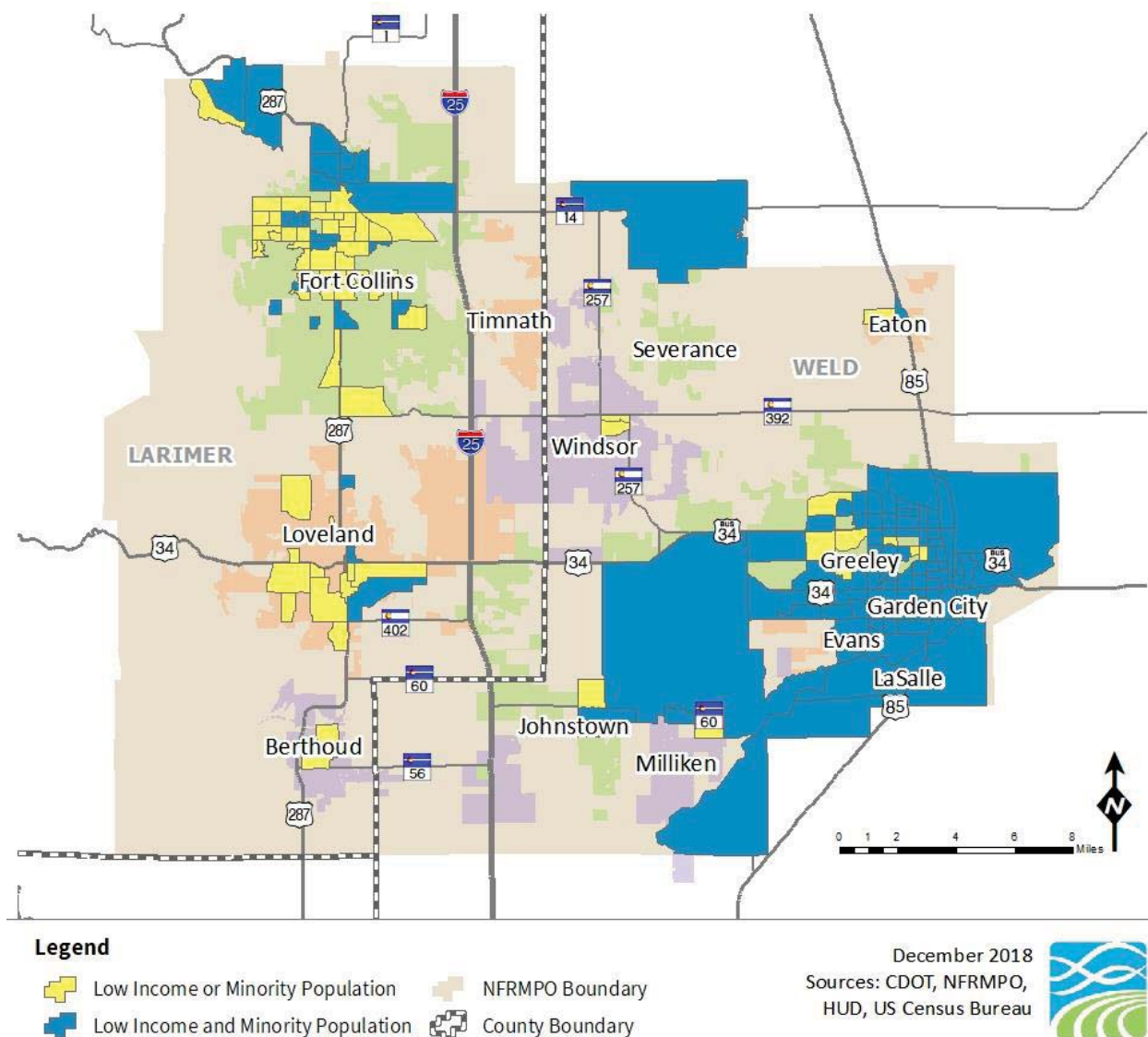


Appendix D -ENVIRONMENTAL JUSTICE

The NFRMPO is in the process of updating its Environmental Justice Analysis done as part of the TIP, the RTP, and the UPWP. The Environmental Justice Analysis currently looks at low-income and minority populations. This is shown in the **Figure 5**. EJ populations – block groups which have a higher percent population of low-income and minority populations than the regional average – are clustered in Fort Collins, Loveland, and eastern Greeley, Garden City, Evans, and LaSalle.

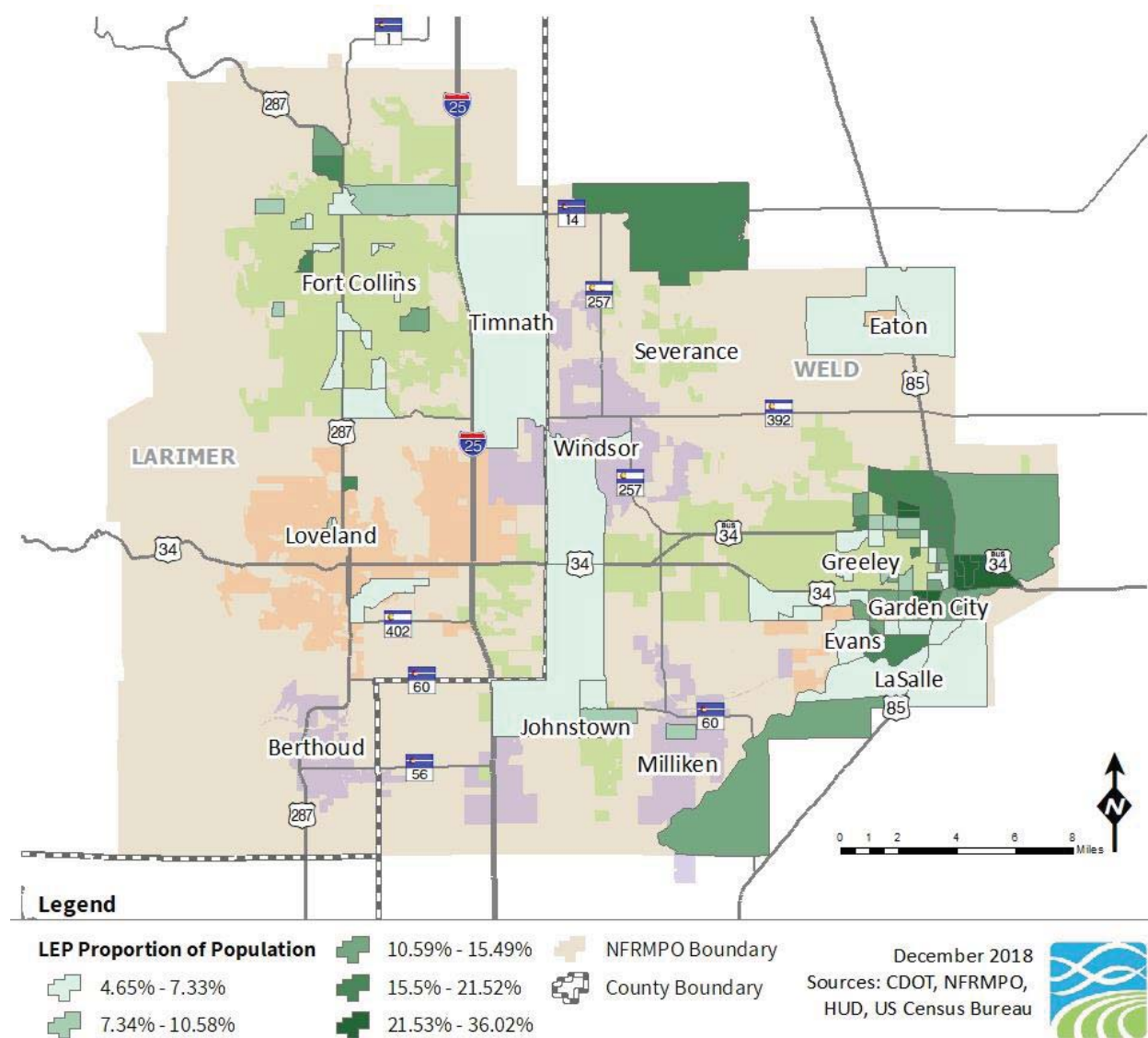
NFRMPO staff used the [CDOT National Environmental Policy Act \(NEPA\) methodology](#) to determine low-income thresholds for Larimer and Weld counties, respectively, and FY2018 HUD Income thresholds. Minority status is based on 2013-2017 American Community Survey (ACS) data for those who responded they are non-White Hispanic. Data for each block group is compared to the regional average. If the block group has a higher percentage than the regional average, it is considered to have an EJ population.

Figure 5: EJ Population Map



Areas in Fort Collins with higher low income and minority populations are clustered near CSU, and northeast and southeast Fort Collins. CSU maintains a highly diverse student group. Northeast Fort Collins is the location of the historic Tres Colonias neighborhoods. Greeley, Evans, and LaSalle are home to JBS, agricultural, and oil and gas jobs, which often attract immigrants. The area north of Timnath and Severance is predominantly agricultural, attracting seasonal migrants.

Figure 6: LEP Population Map



Limited English Proficiency (LEP) populations are located in similar areas to the EJ areas. The region maintains a relatively low LEP average (4.53%) as a proportion of its overall population. **Figure 6** shows the Census block groups with higher LEP proportions than the region, then compared. Some block groups are slightly over the regional average like in Timnath, while other block groups have nearly a third of the population with LEP. This nuance is needed to ensure resources are spent where the demand is greatest.

To reach these populations, the NFRMPO should focus on the following activities:

- Work with local partners like La Familia, senior centers, churches, and other community-based organizations.
- Attend community events like Evans Heritage Day, LaSalle Days, and events in downtown Greeley.
- Ensure posters, flyers, and brochures are available in languages other than English.
- Partner with transit agencies to disseminate information to riders.

Additional analysis will be completed as part of the EJ Plan, tentatively scheduled to be completed in FY2021.