



FY2020-2021  
**U**nified  
**P**lanning  
**W**ork  
**P**rogram



North Front Range  
Metropolitan  
Planning  
Organization

Adopted June 6, 2019



North Front Range  
**Metropolitan  
Planning  
Organization**

**FY2020-2021**

**UNIFIED PLANNING WORK PROGRAM**

**Prepared by:**

**NFRMPO**

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**with assistance from**

**Colorado Department of Transportation**

**Transfort**

**Greeley Evans Transit**

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**Adopted June 2019**

# NORTH FRONT RANGE METROPOLITAN PLANNING ORGANIZATION

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# PROSPECTUS

## **INTRODUCTION**

The North Front Range Transportation and Air Quality Planning Council (NFRT & AQPC) was officially formed on January 27, 1988. It was designated as the Metropolitan Planning Organization (MPO) for transportation planning on June 28, 1988, and as the Lead Planning Agency for Carbon Monoxide (CO) air quality planning on June 22, 1993.

Voting members of the NFRT & AQPC are the municipalities of Berthoud, Eaton, Evans, Fort Collins, Garden City, Greeley, Johnstown, LaSalle, Loveland, Milliken, Severance, Timnath, Windsor, and the counties of Larimer and Weld. The Colorado Transportation Commission and the Colorado Department of Public Health and Environment (CDPHE) Air Pollution Control Division (APCD) are also voting members.

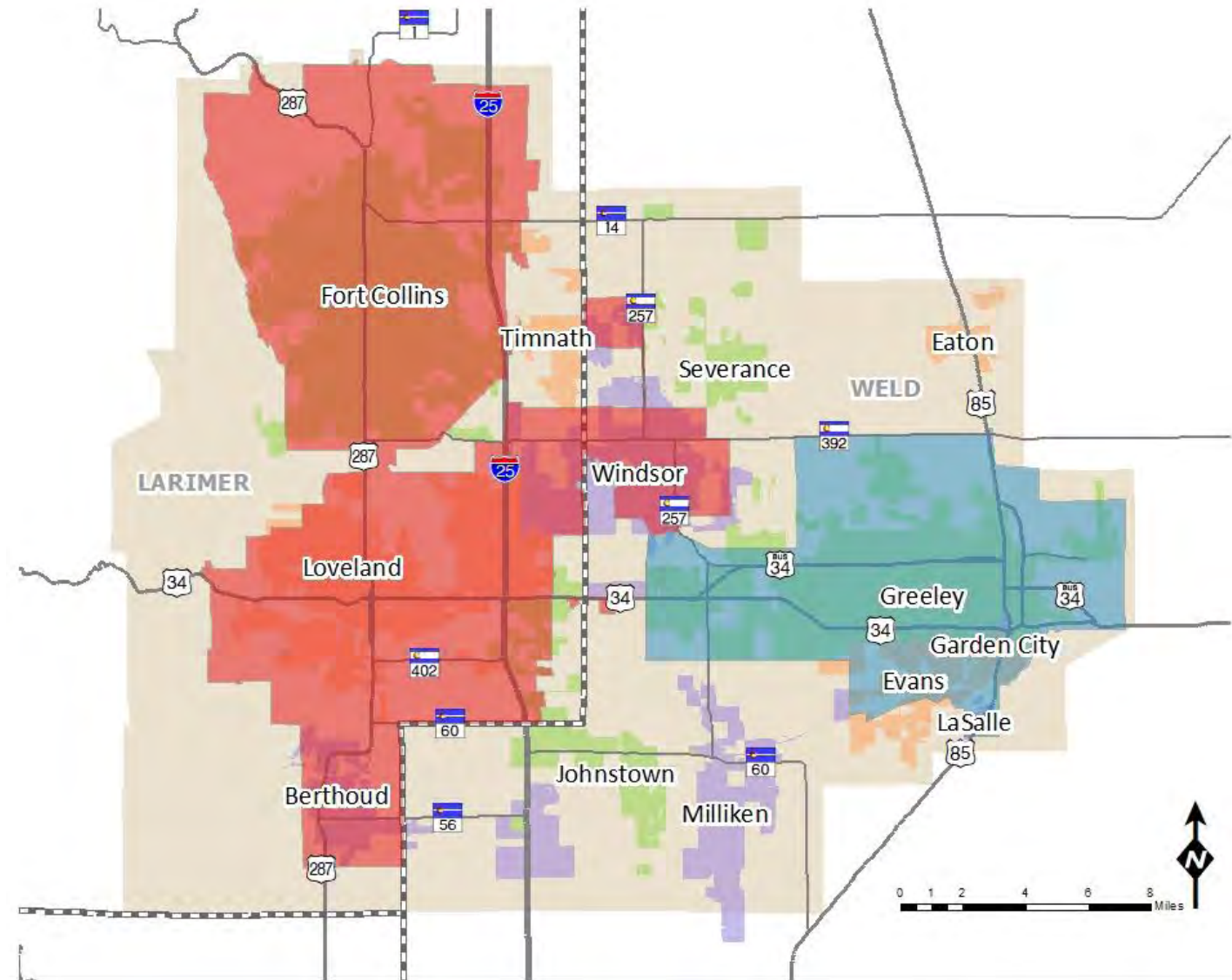
The Federal Highway Administration (FHWA) defines the NFRT & AQPC, doing business as the North Front Range MPO (NFRMPO), as a Transportation Management Agency (TMA) based on the 2000 Census data. In addition to the TMA, a second urbanized area including the cities of Evans and Greeley and the towns of Garden City and LaSalle is also within the boundaries. The TMA includes Fort Collins, most of Loveland, and portions of Berthoud, Timnath, and Windsor, and was created with a population of 206,000. The over-200,000 population threshold resulted in the designation of a Fort Collins Transportation Management Area (TMA) and the North Front Range TMA. The agency's TMA designation requires completion of additional planning responsibilities, including development of a Congestion Management Process (CMP), and a Certification Review every four years by the FHWA, Federal Transit Administration (FTA), and Colorado Department of Transportation (CDOT), and more transit planning responsibilities in cooperation with the urbanized areas. A map of the NFRMPO boundary and the urbanized areas is provided in *Figure 1*.

## **PURPOSE AND PROCESS**

This Unified Planning Work Program (UPWP) provides a transportation planning work program for the NFRT & AQPC for Fiscal Years (FY) 2020 and 2021 (October 1, 2019 – September 30, 2021). This document contains work tasks that assign responsibilities for tasks to the Metropolitan Planning Organization (MPO), its member governments, and to CDOT. The document reflects the Planning Council's goals, the Regional Transportation Plan (RTP), and the 2018 Memorandum of Agreement (MOA) with CDOT and the transit operators in the cities of Fort Collins, Greeley, and Loveland.



**Figure 1: North Front Range MPO Area**



**Legend**

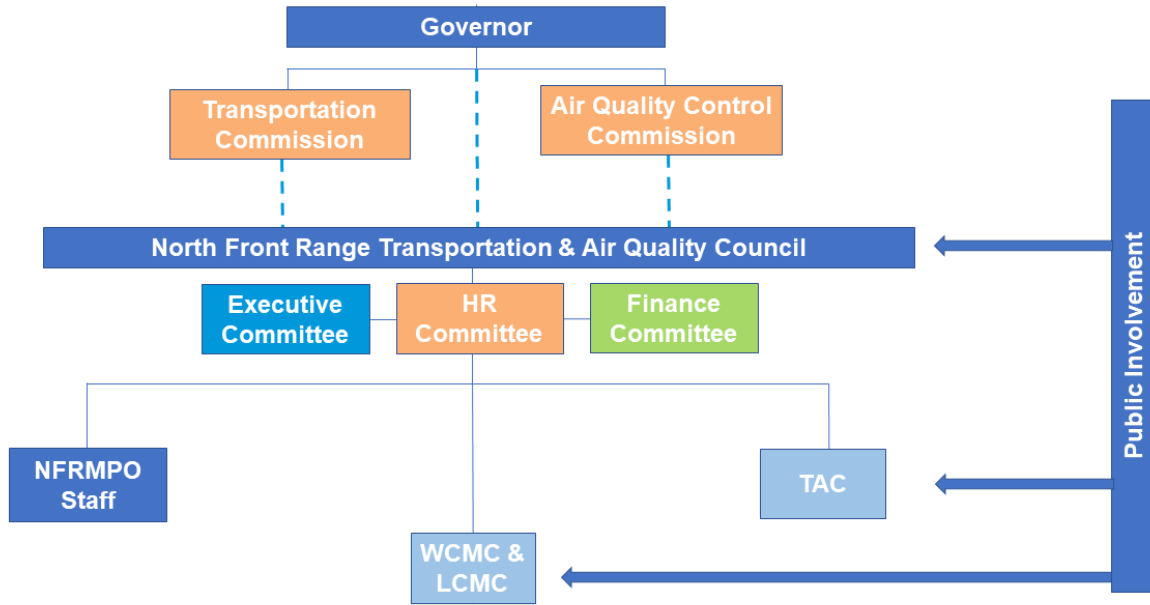
- Fort Collins Adjusted Urbanized Area
- Greeley Adjusted Urbanized Area
- NFRMPO Boundary
- County Boundary

December 2018  
Sources: CDOT, NFRMPO



Responsibility for carrying out the Continuous, Comprehensive, and Cooperative (3C) planning process rests equally with the NFRMPO, CDOT, and the cities of Fort Collins, Greeley, and Loveland transit, as described in the 2018 MOA between the five agencies. The 3C planning process in the NFRT & AQPC area is designed to provide for centralized administration, combined with maximum participation and direction from local governments. The planning relationships are detailed in **Figure 2**.

**Figure 2: NFRMPO Planning Relationships**



Development of the UPWP is guided by Federal and State regulations.

## FEDERAL AND STATE

### FIXING AMERICA'S SURFACE TRANSPORTATION (FAST) ACT

On December 4, 2015 President Obama signed into law the Fixing America's Surface Transportation (FAST) Act (Pub. L. No. 114-94) a five-year long-term authorization for federal transportation funding. The FAST Act authorizes \$305B over FY2016 through FY2020 for highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology, and statistics programs. The FAST Act maintains FHWA's focus on safety, keeps intact the established structure of the various highway-related programs they manage, continues efforts to streamline project delivery, and for the first time, provides a dedicated source of federal dollars for freight projects. With the enactment of the FAST Act, states and local governments are now moving forward with critical transportation projects with the confidence that they will have a federal partner over the long term.

The FAST Act sets the course for the nation's transportation system with changes and reforms to many Federal transportation programs including:

- Organizational changes that will provide an opportunity for important structural improvements with the potential to accelerate the delivery of innovative finance projects
- Improved project delivery using online systems to track projects and interagency coordination processes
- Establishes both formula and discretionary grant programs to fund critical transportation projects, which would benefit freight movements
- Reinstating the popular bus discretionary grant program and strengthening the Buy America requirements that promote domestic manufacturing through vehicle and track purchases
- Establishes a new National Surface Transportation and Innovative Finance Bureau within the USDOT to serve as a one-stop shop for state and local governments to receive federal funding, financing, or technical assistance
- Allocates additional formula funds to local decision-makers and provides planners with additional design flexibilities
- Converts the long-standing Surface Transportation Program into the Surface Transportation Block Grant (STBG) Program acknowledging this program has the most flexible eligibilities among all Federal-aid highway programs and aligning the program's name with how FHWA has historically administered it with the following set:

- Funding for Transportation Alternatives (TA)
  - Two percent for State Planning and Research (SPR)
  - Funding for bridges not on Federal-aid highways
- Continues the overarching requirement that Highway Safety Improvement Program (HSIP) funds be used for safety projects that are consistent with the State's Strategic Highway Safety Plan (SHSP) and correct or improve a hazardous road location or feature or address a highway safety problem and added the following activities as eligible:
    - Installation of vehicle-to-infrastructure communication equipment;
    - Pedestrian hybrid beacons;
    - Roadway improvements that provide separation between pedestrians and motor vehicles, including medians and pedestrian crossing islands; and
    - Other physical infrastructure projects not specifically enumerated in the list of eligible projects.

## FEDERAL PLANNING FACTORS

The FAST Act also modified the planning factors, increasing them from eight to 10. The planning factors include:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

The Planning Factors are addressed in the NFRMPO's UPWP by work program tasks in FY2020-2021, as shown in **Table 1**. The NFRMPO will also be incorporating these planning factors into future Regional Transportation Plans (RTP).

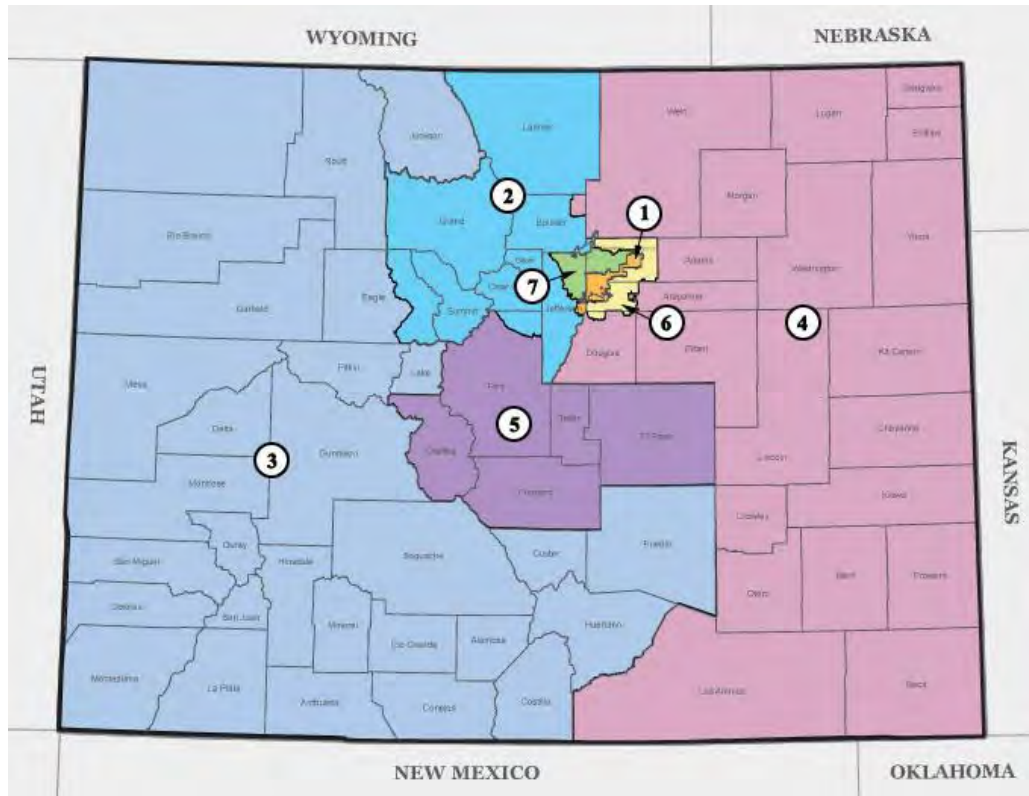
**Table 1: NFRMPO Planning Factors**

UPWP Tasks	1	2	3	4	5	6	7	8	9	10
1.1 Data Collection and Analysis	X	X	X	X	X	X	X	X		
1.2 Safety and Security		X	X						X	
1.3 Local Plan Reviews				X		X				
1.4 Congestion Management Process (CMP)		X		X	X	X	X	X	X	X
1.5 Performance Measurement and Report	X	X	X	X	X	X	X	X	X	X
2.1 Regional Transportation Plan (RTP) Management	X	X	X	X	X	X	X	X	X	X
2.2 Land Use Model Management				X	X					
2.3 Transportation Model Management				X	X					
2.4 Regional Non-Motorized Plan (NMP)	X			X	X	X		X		X
2.5 Planning Council and Transportation Advisory Committee (TAC) Support	X	X	X	X	X	X	X	X	X	X
2.6 Unified Planning Work Program (UPWP)	X	X	X	X	X	X	X	X	X	X
2.7 Environmental Justice (EJ) Plan	X	X	X	X		X	X		X	
2.8 2020 Household Survey				X	X					
3.1 Special Participation	X	X	X	X	X	X	X	X	X	X
3.3 Outreach/Communications	X	X	X	X	X	X	X	X	X	X
4.1 Project Assistance	X	X	X	X	X	X	X	X	X	X
4.2 Transportation Improvement Program (TIP)	X	X	X	X	X	X	X	X	X	X
4.3 Federal Funds Management	X	X	X	X	X	X	X	X	X	X
4.4 Mobility Management				X		X	X			
4.5 Larimer County Senior Transportation Implementation Plan		X		X		X	X			X
5.1 Program Management	X						X			
5.2 Grant Reporting and Management	X	X	X	X	X	X	X	X	X	X
5.3 Human Resources/IT	X						X			
6.1 Vanpool Services	X	X		X	X		X		X	
6.2 VanGo™ Billing and Outreach	X						X			
6.3 Vehicle Acquisition and Management	X						X			
6.4 VanGo™ Grant Management	X						X			
6.5 VanGo™ Grant Reporting	X	X		X	X		X			

**U.S. CONGRESSIONAL DISTRICT**

Effective January 1, 2013, the State of Colorado adopted new U.S. Congressional Districts. The NFRMPO region is entirely within two districts, split along the county line between Larimer and Weld counties. District 2 (Representative Joe Neguse) encompasses Larimer County in addition to Boulder County and various mountain communities. District 4 (Representative Ken Buck) covers the entire eastern portion of Colorado to the State border with Nebraska and Kansas, including all of Weld County. **Figure 3** shows the Colorado Congressional Districts.

**Figure 3: Colorado Congressional Districts**



Source: [Colorado Department of Education](#)

The NFRMPO engages the Congressional offices and invites them to NFRMPO meetings, mailings, and legislative actions.

## **COLORADO DEPARTMENT OF TRANSPORTATION**

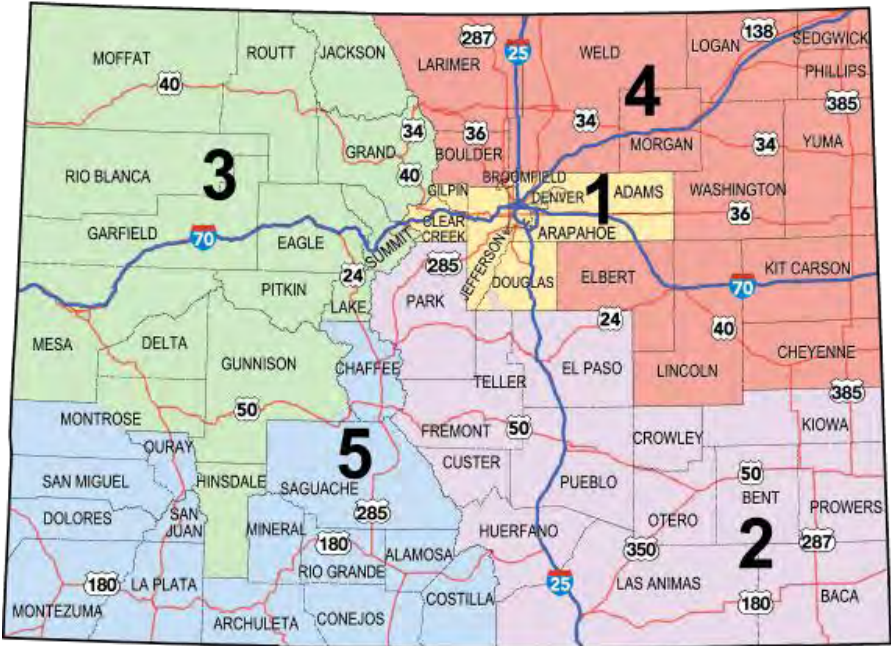
### **STATEWIDE PLANS**

CDOT adopted the *2040 Statewide Transportation Plan* in March 2015 along with associated updated Statewide Plans:

- Colorado State Highway Freight Plan (October 2018)
- Statewide Transit Plan (March 2015)
- Strategic Highway Safety Plan (October 2014)
- Colorado’s Risk Based Asset Management Plan (December 2013)
- Statewide Transportation System Management and Operations Plan (2013)
- Statewide Bicycle and Pedestrian Plan (October 2012)
- Colorado State Freight and Passenger Rail Plan (March 2012)
- Colorado Aviation System Plan Update (2011)

The Statewide Transportation Plan incorporates the Colorado Transportation Planning Region's (TPR) plans, including the five MPOs' Regional Transportation Plans (RTP). CDOT regions were updated in 2013 and the NFRMPO is located entirely within Region 4. The five CDOT regions are shown in **Figure 4**.

**Figure 4: CDOT Regions, 2013**



Source: [Colorado Department of Transportation](#)



## **PLANNING ISSUES**

### **LEAD AIR QUALITY PLANNING AGENCY DESIGNATION**

In 1993, the Governor designated the NFRMPO as the Lead Planning Agency (LPA) for Carbon Monoxide (CO) for the Fort Collins and Greeley CO Nonattainment Areas. Both areas are now in compliance and in their second 10-year limited maintenance plan time period.

The NFRMPO is also a part of a larger nonattainment area for ozone. The ozone area covers seven counties in the Denver Metro area and most of Weld and Larimer counties in the North Front Range. In 2013, the Governor designated the Regional Air Quality Council (RAQC) as the Lead Planning Agency for the entire ozone nonattainment area, as a single LPA for each pollutant is typical. As a result, representatives from the NFRMPO, Larimer County, and Weld County were appointed to serve on the RAQC Board to ensure North Front Range representation during the ozone planning and State Implementation Plan (SIP) processes. In addition, a representative from the RAQC has been appointed to the Technical Advisory Committee (TAC) as a non-voting member. The NFRMPO extends the marketing and outreach for the RAQC to the northern portion of the nonattainment area, providing unified education on the *Simple Steps, Better Air* program.

There are currently two ozone standards that apply to the ozone nonattainment area. The 2016 Moderate Area Ozone for the 2008 8-hour ozone standard (75 parts per billion (ppb)) and the 2015 70 ppb standard. It is likely that the nonattainment area will be classified as Serious because the region is not attaining reductions in ozone as shown on the monitors. A reclassification will require a new SIP and more stringent regulations. The RAQC has formed subcommittee to assess various control strategies and will meet throughout 2019.

### **ECONOMIC DEVELOPMENT**

The U.S. economic momentum is strong and the unemployment rate from 2010 and 2018 has been steadily declining. In 2010, the national unemployment rate was at a 10 percent, while Colorado's unemployment rate was just over eight percent. Colorado continued to have a lower unemployment rate in 2018 than the national average, at 3.1 percent versus 3.7 percent nationally. The U.S. Bureau of Labor Statistics shows Colorado had the third fastest employment growth rate in the nation at 24 percent between 2010 and 2018. Only Utah and Nevada were higher at 29 percent and 25 percent, respectively.

The distribution of jobs across the State has been concentrated along the Front Range, which includes Larimer and Weld counties, with more than a 15 percent increase in employment from 2010 to 2018. The State Demographers Office is forecasting continued job growth to 2050 for both Larimer and Weld counties.

The average home price in Larimer County is over \$375,000, with average rent at \$1,700 a month. The Weld County average home price is just over \$323,000, with average rent at \$1,800 a month. These prices are consistent with the largest cities in both counties, Fort Collins and Greeley respectively.

The 10 largest employers, by category in each County are as follows:

Category	Larimer County	Weld County	Total Jobs
Health	7,080	3,450	10,530
Food processing/Distribution/brewery	1,060	4,640	5,700
Technology	5,590	--	5,590
Energy	--	2,670	2,670
Manufacturing	580	1,980	2,560
Financial	--	2,410	2,410
<b>TOTALS</b>	<b>14,310</b>	<b>15,150</b>	<b>29,460</b>

Larimer and Weld counties have similarities in healthcare, food processing, and manufacturing, but diverge on technology and energy. A strong economy is generally good news, but can strain the ability of local communities to keep up with infrastructure demand and has driven up the cost and availability of housing

**VETERANS, SENIORS, AND PEOPLE WITH DISABILITIES**

Transportation options for individuals with disabilities, veterans, and older adults, particularly those who live in the rural portions of the region, are extremely limited. Individuals who use wheelchairs are especially constrained as paratransit services (where available) or private taxi (such as zTrip) are the only options available. Paratransit is only available with limited service hours in the urban areas. Taxi cab services cover a wider geographic area and expanded time-frame but can be cost-prohibitive for all but a few individuals. Seeking employment and securing jobs often hinges on access to transportation or the lack thereof.

In both Larimer and Weld counties, veterans have a higher unemployment rate than the general population. Veterans make up 5.3 percent of Weld County residents and 6.0 percent of Larimer County residents. Solutions needed to improve mobility for veterans include additional funding for transportation as well as outreach and education specific to veterans and their families regarding available options.

The older adult population will be the fastest growing age group in the State with the over-65 population projected to increase by 113 percent from 2015 to 2045, compared to the 35 percent increase for the 20-44 population. The NFRMPO region’s challenge is the large percentage of seniors

who reside outside urban areas, where few if any transportation alternatives to a personal vehicle exist. Efforts are being made through the region to address mobility for older adults in rural areas.

The percentage of people with disabilities in the region as identified in the 2013-2017 5-year American Community Survey (ACS) estimates ranges from 5.2 percent in Timnath to 20.4 percent in Garden City. In Larimer County, 6.6 percent of individuals under age 65 self-identify as having a disability compared to 7.0 percent in Weld County.

Working to bridge the gap between urban services that fall within a certain area in the four regional communities and the large rural area which offers more affordable housing is key to increasing service levels for veterans, seniors, and people with disabilities. It is also critical to ensure affordable housing is connected to services and jobs with transportation choices.

## **CHANGING DEMOGRAPHICS**

### **AGE DISTRIBUTION – LARIMER AND WELD COUNTIES**

The demographics of Weld and Larimer counties are projected to diverge based on the age and family makeup of the population. Weld County has available land for development and is more oriented to young families. This may push the median age in Weld County lower in the future.

Larimer County, by contrast, is expected to grow most significantly in the over 60 age bracket. This is consistent with the majority of the State. Larimer County has less available land for development due to the high proportion of State and Federal lands in the County; however, the North Front Range as a whole is still expected to have a strong growth rate, which will almost double the population by 2045 to over a million.

### **TRANSPORTATION FUNDING**

Federal funding for transportation has been declining for decades. Congress has not increased transportation user fees since 1993. Instead of an increase in formula funds, the federal government has issued calls for projects through competitive grant applications like Transportation Investment Generating Economic Recovery (TIGER), now Better Utilizing Investments to Leverage Development (BUILD), and Infrastructure for Rebuilding America (INFRA). None of these funding sources is ideal for comprehensive implementation of the region's needs and generally require significant State and local contributions.

Colorado last raised the State gas tax in 1991 creating an increasing funding gap at the State level as well. In 2018, two transportation funding proposals were on the statewide ballot, an increase in the state sales tax and a bonding package. Neither of the ballot initiatives passed. Less funding combined

with the increased vehicle fuel efficiency, alternative fuel vehicles, and people driving less, funding levels are not keeping pace with transportation needs.

The lack of a statewide funding solution will incentivize local and regional funding sources to develop, which will make cities and regions less likely to participate in a statewide initiative.

## **FY2018-2019 ACTIVITIES**

### **PLANNING ACTIVITIES**

In addition to ongoing planning work tasks, special planning activities undertaken included:

#### **REGIONAL TRANSPORTATION PLAN (RTP)**

The NFRMPO initiated the 2045 RTP Update in Spring 2018. The 2045 Goals, Objectives, Performance Measures, and Targets (GOPMT) was adopted in October 2018 and the Transit Asset Management (TAM) Targets were adopted in November. The 2040 RTP Amendment was approved in February 2017.

#### **NFRMPO RIDER'S GUIDE**

The Rider's Guide was updated in 2019 to include new contact information, changes to providers and types of services available, and a new format. The new format re-categorizes the information and added additional categories to make the guide more user-friendly. Staff has distributed 1,000 copies of the Rider's Guide in the NFRMPO area since its release in April 2016. In 2017, the Rider's Guide was translated into Spanish.

#### **TRANSPORTATION IMPROVEMENT PLAN (TIP)**

The NFRMPO transitioned to an annual TIP to align with the CDOT Statewide Transportation Improvement Program (STIP) and to provide flexibility to projects.

#### **FEDERAL AID PROGRAMS**

The NFRMPO completed a two-year (2022-2023) Call for Projects during 2018/2019 and allocated \$10.7M in CMAQ funding, \$7.4M in STBG Funding, and \$0.5M in TA funding for FY2022-2023.

#### **LARIMER COUNTY SENIOR IMPLEMENTATION PLAN**

The NFRMPO worked with the Larimer County Office on Aging, Larimer County Community Planning Infrastructure & Resources, Larimer County Department of Health and Environment, Rural Alternative for Transportation, and the Partnership for Age-Friendly Communities in Larimer County to successfully apply for three grants to improve transportation for older adults and individuals with disabilities. The grants paid for the Senior Transportation Implementation Plan, an Expert Panel, and piloting a One Call/One Click Center to improve human service transportation efficiency.

#### **VANGO™ VEHICLE REPLACEMENTS**

During 2018, VanGo™ issued one RFP, resulting in the purchase of 15 vans in 2019. During 2019, VanGo™ will issue an additional RFP to order and take delivery of 10 vans.

#### **FRONT RANGE VANPOOL RIDER SURVEY**

In fall 2018, the NFRMPO conducted the 12<sup>th</sup> annual Rider Satisfaction Survey in conjunction with DRCOG (RideArrangers), Colorado Springs (Metro Rides), and Boise, Idaho (Commute Ride). A total of

126 VanGo™ riders completed the survey (50 percent response rate). The results indicated overall positive customer satisfaction for all facets of the vanpool program. The same providers will repeat the survey in October 2019.

### **ANNUAL VANPOOL SAFETY MEETINGS**

The NFRMPO conducted one combined safety meeting (16<sup>th</sup> Annual) during the month of September 2018. The meeting was held at a central location near I-25 in Loveland to facilitate the ease of attendance for vanpoolers on their way home from work. Approximately 30 percent of the VanGo™ ridership attended the meeting. During the 2018 meeting, VanGo™ participants watched a video on safe driving distance and had the opportunity to discuss traffic and Park-n-Ride issues with CDOT staff.

### **IMPLEMENTATION ACTIVITIES**

- The City of Fort Collins celebrated the 5<sup>th</sup> anniversary of the MAX BRT service in May 2019. The service is averaging more than 4,000 riders per day in 2018 with 365 Service.
- In Q1 2018-2019, CDOT's Bustang North service had an average daily ridership of 285.
- The US34 Planning and Environmental Linkages (PEL) study was completed in late 2018. The NFRMPO committed funding to the US 34 Coalition to develop a PEL on US 34 from just west of Loveland to approximately Kersey on the east. This corridor is 34.6 miles in length and goes through many NFRMPO communities – Loveland, Johnstown, Greeley, and the Counties of Larimer and Weld as well as being of importance to Milliken and Windsor. The PEL opened the opportunity to create or update Access Control Plans (ACP) on this corridor. A new ACP was developed on this corridor in Larimer County and the existing ACP in Weld County/Greeley was updated. Additionally, Weld County developed an ACP on SH402/LCR 18/WCR 54/37<sup>th</sup> Street in Evans (approximately from I-25 east to US85) working with all of the communities and citizens on this corridor.
- CDOT completed reconstruction of the I-25/Crossroads Interchange, which was partially funded by the NFRMPO. The NFRMPO submitted a BUILD Grant application for Segment 6 (SH402 to SH56) in July 2018 and was awarded \$20M in December 2018. Construction on the project is anticipated to begin in late 2019.

### **IMPLEMENTATION OF THE NORTH I-25 EIS**

- The North I-25 Environmental Impact Statement (EIS) was completed in August 2011 and the first ROD was awarded in December 2011. The EIS extends from north Fort Collins to Denver Union Station and from US287 to US85. The preferred alternative includes three phases, with a portion included in the adopted NFRMPO 2040 RTP. The main north/south transit

improvements include regional express bus service on North I-25 between Fort Collins and Denver (initiated as Bustang in July 2015), commuter bus on US85 between Greeley and Denver, and passenger rail service on the US287 corridor from Fort Collins to Denver.

- Phase I, with implementation by 2035, calls for the construction of managed express lanes on I-25 from Weld County Road (WCR) 38 to SH56 and SH392 to the SH14 interchange. It also includes three interchange upgrades at SH56, SH14, and US34/Centerra Parkway.

In 2013, CDOT embarked on a one-time cash spend down program, Responsible Acceleration of Maintenance and Partnerships (RAMP), which fast tracked construction projects. CDOT is investing RAMP dollars into two (2) projects on I-25: extending managed lanes from 120<sup>th</sup> Ave in Denver north, as well as replacing bridges at Crossroads Boulevard in Loveland to meet future roadway profile needs. In addition, CDOT continues to invest in pre-construction activities (i.e. design, ROW, acquisition, utility relocations) for the entire I-25 corridor. The local communities in Northern Colorado formed an I-25 Coalition in the fall of 2013 and businesses formed the Fix N-25 Business Alliance. In January 2016, the I-25 Coalition established a Funding Committee that meets monthly to identify funding options for the I-25 improvements.

In April 2016, the NFRMPO and CDOT submitted FASTLANE and TIGER applications for two bridges, a managed lane from north of SH402 to SH14, and transit ramps. FHWA awarded CDOT a \$15M TIGER grant for Phase I improvements on I-25 between SH14 and SH402, which include a managed lane, widening of two bridges, and replacement of two bridges to accommodate the managed lane. The project will also construct a 200-space park-and-ride lot and extend Kendall Parkway under I-25, connecting to Centerra. The local communities in Northern Colorado committed \$25M to match the two grants. In addition, the City of Fort Collins and the Town of Timnath have committed an additional \$12M for the replacement of Prospect bridge with an additional \$6.5M from Fort Collins for urban design elements. Loveland, Johnstown, Larimer and Weld counties contributed \$16M for the SH402 interchange reconstruction. Local communities committed almost \$60M to the interstate expansion.

## UNIFIED PLANNING ACTIVITIES

### SUMMARY

The Unified Planning Work Program (UPWP) has been prepared to provide details of the NFRMPO planning process, work scheduled for the October 1 to September 30 federal fiscal year, and proposed expenditures by work element. The UPWP seeks to reflect NFRMPO Council and Technical Advisory Committee (TAC) goals, roles, responsibilities, and available resources. The UPWP will undergo reevaluation at mid-year and amendments will be made if necessary.

The NFRMPO UPWP presents work tasks in six elements that group the types of activities needed to maintain, update, report, implement, administer, and operate the NFRMPO transportation planning process. The six major elements and their general content are as follows:

- 1. Plan Monitoring:** These activities are concerned with the regular collection, maintenance, and analysis of area wide planning related data. Using established data files and accepted data collection procedures, land use, transportation, employment, demographic and environmental indicators NFRMPO monitors their influence on the area wide transportation planning process. NFRMPO structures the monitoring work tasks to facilitate their use in the development and periodic reappraisal of comprehensive plan elements and plan implementation activities. NFRMPO coordinates the tasks to avoid duplication of the monitoring efforts of local agencies.
- 2. Plan Development and Detailing:** Consistent with policy directives and monitoring activities, NFRMPO details and revises sub-elements of the NFRMPO RTP when deemed necessary by federal requirements or Council. Updated activities may focus on a specific geographic area, such as a particular transportation corridor, or may center on a specific aspect of the RTP such as public transit, non-motorized facilities or land use.
- 3. Special Planning Services:** NFRMPO intends these work tasks to ensure the broad understanding and consistent use of the planning program's findings by those responsible for public and private plan implementation activities. This section includes such tasks as governmental and private liaison, the publication and distribution of transportation planning related materials, participation in special projects or studies, and representation on regional and local committees under Council direction.
- 4. Plan Implementation:** Incorporating the NFRMPO's responsibilities into plan implementation activities is the principal focus of this element. Included are such tasks as: reviews and recommendations pertaining to short- and long-range implementation programs for the area's major transportation systems, development of a TIP, and allocations and management of federal funds.
- 5. Program Administration:** The purpose of this element is to develop and administer, within the requirements of the UPWP, responsible program, grants, and contract management activities.
- 6. Operations:** The VanGo™ Vanpool services are part of the NFRMPO programs that work to reduce congestion and emissions. They are not included in the NFRMPO Budget, rather it is presented separately since they are an Enterprise Fund and must be kept separate for auditing purposes. This element includes all aspects of the VanGo™ program from vehicle acquisitions and maintenance to billing and reporting of trips taken.



Following the Budget Summaries, the individual work tasks for FY2020 and FY2021 are detailed. The objectives of each task are included, with a description of the method used to conduct the task, the overall impact of the task, and the proposed products. Additionally, work tasks provide the estimated person weeks needed for staff and the estimated budget and NFRMPO funding distribution.

**Table 2: NFRMPO FY2020 Budget**

	FHWA STP Metro	Match STP Metro	FHWA/FTA CPG	Match CPG	FHWA SPR	FC MM	FC Match	FTA 5310	FTA 5310 Match	FTA 5304	FTA 5304 Match	CDPHE	CO MMOF	Local VanGo™ Reserve	TOTAL
<b>PLAN MONITORING</b>															
1.1 Data Collection and Analysis	--	--	91,499	19,020	--	--	--	--	--	--	--	--	--	--	\$ 110,519
1.2 Safety and Security	--	--	5,545	1,153	--	--	--	--	--	--	--	--	--	--	\$ 6,698
1.3 Local Plan Reviews	--	--	5,545	1,153	--	--	--	--	--	--	--	--	--	--	\$ 6,698
1.4 Congestion Management Annual Report	--	--	8,319	1,729	--	--	--	--	--	--	--	--	--	--	\$ 10,048
1.5 Performance Measurement and Report	--	--	15,933	3,312	--	--	--	--	--	--	--	--	--	--	\$ 19,245
<b>PLAN MONITORING SUBTOTAL</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ 126,841</b>	<b>\$ 26,367</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ 153,208</b>

<b>PLAN DEVELOPMENT</b>															
2.1 Regional Transportation Plan Management	--	--	14,857	3,088	--	--	--	--	--	--	--	--	--	--	\$17,945
2.2 Land Use Model Management	--	--	70,020	14,555	--	--	--	--	--	--	--	--	--	--	\$84,575
2.3 Transportation Model Management	--	--	101,038	21,003	9,625	--	--	--	--	--	--	--	--	--	\$131,666
2.4 Regional Non-Motorized Plan	--	--	74,619	15,511	--	--	--	--	--	--	--	--	--	--	\$90,130
2.5 Planning Council & TAC Support	--	--	79,533	16,533	--	--	--	--	--	--	--	--	--	--	\$96,066
2.6 UPWP Development and Amendments	--	--	27,727	5,764	--	--	--	--	--	--	--	--	--	--	\$33,491
2.7 Environmental Justice Plan	--	--	69,810	14,512	--	--	--	--	--	--	--	--	--	--	\$84,322
2.8 2020 Household Survey	--	--	129,559	26,932	77,000	--	--	--	--	--	--	--	--	--	\$233,491
2.9 Local Plan	--	--	20,698	4,302	--	--	--	--	--	--	--	--	--	--	\$25,000
2.10 North Front Range Premium Transit Analysis	--	--	--	--	--	--	--	--	--	--	--	--	125,000	125,000	\$125,000
<b>PLAN DEVELOPMENT SUBTOTAL</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ 567,163</b>	<b>\$ 117,898</b>	<b>\$ 86,625</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ 125,000</b>	<b>\$125,000</b>	<b>\$ 1,021,686</b>

Table 2: NFRMPO FY2020 Budget, Continued

	FHWA STP Metro	Match STP Metro	FHWA/FTA CPG	Match CPG	FHWA SPR	FC MM	FC Match	FTA 5310	FTA 5310 Match	FTA 5304	FTA 5304 Match	CDPHE	CO MMOF	Local VanGo™ Reserve	TOTAL
<b>PLANNING SERVICES</b>															
3.1 Special Participation	--	--	104,819	21,790	--	--	--	--	--	--	--	5,000	--	--	\$131,609
3.2 Electronic Communications	--	--	99,800	20,746	--	--	--	--	--	--	--	20,000	--	--	\$140,546
<b>PLANNING SERVICES SUBTOTAL</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ 204,619</b>	<b>\$ 42,536</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ 25,000</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$272,155</b>
<b>PLAN IMPLEMENTATION</b>															
4.1 Project Assistance	--	--	21,227	10,987	--	--	--	--	--	--	--	--	--	--	\$ 32,214
4.2 Transportation Improvement Program	59,334	12,335	--	--	--	--	--	--	--	--	--	--	--	--	\$ 71,669
4.3 Federal Funds Management	27,727	5,764	--	--	--	--	--	--	--	--	--	--	--	--	\$ 33,491
4.4 Mobility Management	--	--	--	--	--	28,154	7,039	27,000	6,750	--	--	--	81,000	81,000	\$ 68,943
4.5 LC Sr. Transportation Implementation Plan	--	--	--	--	--	--	--	--	--	11,200	2,800	--	--	--	\$ 14,000
<b>PLAN IMPLEMENTATION SUBTOTAL</b>	<b>\$ 87,061</b>	<b>\$ 18,099</b>	<b>\$ 21,227</b>	<b>\$ 10,987</b>	<b>\$ --</b>	<b>\$ 28,154</b>	<b>\$ 7,039</b>	<b>\$ 27,000</b>	<b>\$ 6,750</b>	<b>\$ 11,200</b>	<b>\$ 2,800</b>	<b>\$ --</b>	<b>\$ 81,000</b>	<b>\$ 81,000</b>	<b>\$ 382,317</b>
<b>PROGRAM ADMINISTRATION</b>															
5.0 Local only	--	--	--	2,964	--	--	--	--	--	--	--	--	--	--	\$ 2,964
5.1 Program Management	--	--	--	--	--	--	--	--	--	--	--	--	--	--	\$ -
5.2 Grant Reporting and Management	--	--	24,955	5,187	--	--	--	--	--	--	--	--	--	--	\$ 30,142
5.3 Human Resources/IT	--	--	--	--	--	--	--	--	--	--	--	--	--	--	\$ -
<b>PROGRAM ADMINISTRATION SUBTOTAL</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ 24,955</b>	<b>\$ 8,151</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ 33,106</b>
<b>NFRMPO ONLY TOTALS</b>	<b>\$ 87,061</b>	<b>\$ 18,099</b>	<b>\$ 944,805</b>	<b>\$ 205,939</b>	<b>\$ 86,625</b>	<b>\$ 28,154</b>	<b>\$ 7,039</b>	<b>\$ 27,000</b>	<b>\$ 6,750</b>	<b>\$ 11,200</b>	<b>\$ 2,800</b>	<b>\$ 25,000</b>	<b>\$206,000</b>	<b>\$206,000</b>	<b>\$ 1,862,472</b>

**Table 3: VANGO™ FY2020 Budget**

	<b>FC SALES TAX</b>	<b>VANGO™ FARES</b>	<b>VAN SALES</b>	<b>TOTAL</b>
<b>OPERATIONS</b>				
6.1 Vanpool Services	161,058	554,078	--	\$ 715,136
6.2 Vanpool Marketing	36,207	--	--	\$ 36,207
6.3 Vehicle Acquisition and management	270,460	--	60,000	\$ 330,460
6.4 Grant Management	7,672	--	--	\$ 7,672
6.5 Grant Reporting	34,935	--	--	\$ 34,935
<b>OPERATIONS SUBTOTAL</b>	<b>\$ 510,332</b>	<b>\$ 554,078</b>	<b>\$ 60,000</b>	<b>\$ 1,124,410</b>

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## I. MONITORING

### 1.1 DATA COLLECTION AND ANALYSIS

#### **OBJECTIVE:**

This Work Task continues and expands current data files the NFRMPO maintains on the region's transportation system and demographic characteristics. The NFRMPO analyzes short-range planning efforts and evaluates the Regional Transportation Plan (RTP) objectives, assumptions, and recommendations using these databases.

#### **METHOD:**

In cooperation with local communities, transportation agencies, and their planning staffs, the NFRMPO regularly obtains updated information on demographics, land use, and all aspects of the transportation system, including population, dwelling units, employment, Master Plans, and Zoning Plans. The highway data collected includes changes in roadway miles, roadway classification and characteristics, as well as automobile, truck, bike, and pedestrian traffic counts. The NFRMPO also collects transit data, including service hours, frequencies, routes, fixed-route stop locations, ridership, vehicles, and expenditures from the appropriate public and private agencies.

The NFRMPO monitors and analyzes travel characteristics at established screen lines to determine trip volumes, modal splits, and vehicle occupancy. Wherever possible, the NFRMPO will compare the data collected against information previously collected and the NFRMPO's RTP projections. The data collected for this Work Task will be incorporated into the RTP, the Non-Motorized Plan (NMP), Regional Transit Element (RTE), and other project-specific reports. These reports will provide a more focused perspective of transportation issues at the local and regional level. Additionally, staff will geocode traffic crashes within the region for 2018-2019 to ensure accuracy.

#### **OVERALL IMPACT/INTENT:**

This Work Task provides a historical basis for comparative analysis of the transportation system with previous years and identifies needed adjustments to the RTP projects and the selection of projects for federal funding. This Work Task also provides some of the necessary inputs to the NFRMPO Regional Travel Demand Model.

#### **FY2020 AND FY2021 PRODUCTS**

1. Expanded and updated data files (*on-going*)
2. Geocoded traffic crashes for 2018 (*4<sup>th</sup> Quarter 2020*)
3. Geocoded traffic crashes for 2019 (*4<sup>th</sup> Quarter 2021*)
4. Vehicle travel time collector and bicycle and pedestrian counter data (*Reported Quarterly*)
5. Summary of *On the Move* Quarterly Newsletter articles (*Reported Annually in Annual Report*)
6. Staff memos and working papers (*on-going*)
7. Assist member communities with Safe Routes to School (SRTS) grant applications, as requested

FY2020

PERSON/WEEKS: 33

2020 BUDGET:

Personnel	\$70,047
Other Direct	0
Indirect	<u>40,472</u>
<b>Total</b>	<b>\$110,519</b>

2020 DISTRIBUTION:

Federal	
CPG (82.79%)	\$91.499
CPG match (17.21%)	<u>19,020</u>
<b>Total</b>	<b>\$110,519</b>

2020 OTHER DIRECT:

Out of State Training	0
Consultant	0
Other	<u>0</u>
<b>Total</b>	

FY2021

25

2021 BUDGET:

Personnel	\$
Other Direct	
Indirect	
<b>Total</b>	<b>\$</b>

2021 DISTRIBUTION:

Federal	
CPG (82.79%)	\$
CPG match (17.21%)	
<b>Total</b>	<b>\$</b>

2021 OTHER DIRECT:

Out of State Training	0
Consultant	0
Other	
<b>Total</b>	<b>\$</b>

## **1.2 SAFETY AND SECURITY**

### **OBJECTIVE:**

This Work Task collaborates with CDOT in the development of the Colorado Integrated Safety Plan. The Plan is performance based and documents how well the State is performing in roadway traffic safety, safety education, and enforcement.

### **METHOD:**

CDOT is the lead agency in the development, implementation, and monitoring of this Plan. The NFRMPO collaborates in supplying data and analysis as needed. NFRMPO staff also participates in the I-25 Traffic Incident Management Plan (TIMP) Standing Program Management Team (SPMT) and the US85 TIMP Development meetings to address incidents along those corridors.

### **OVERALL IMPACT/INTENT:**

The mission of the CDOT Safety and Traffic Engineering Branch and the Office of Transportation Safety is to reduce the incidence and severity of motor vehicle crashes and the human and economic losses associated with them.

### **FY2020 AND FY2021 PRODUCTS**

1. Meeting attendance/coordination, as requested
2. Data files (*on-going*)
3. Construction location maps in the 3<sup>rd</sup> Quarter *On the Move* Newsletter



FY2020

FY2021

PERSON/WEEKS: 2

2

2020 BUDGET:

2021 BUDGET:

Personnel	\$4,245
Other Direct	0
Indirect	<u>2,453</u>
<b>Total</b>	<b>\$6,698</b>

Personnel	
Other Direct	
Indirect	
<b>Total</b>	

2020 DISTRIBUTION:

2021 DISTRIBUTION:

Federal	
CPG (82.79%)	\$5,545
CPG match (17.21%)	<u>1,153</u>
<b>Total</b>	<b>\$6,698</b>

Federal	
CPG (82.79%)	
CPG match (17.21%)	
<b>Total</b>	

2020 OTHER DIRECT:

2021 OTHER DIRECT:

Out of State Training	0
Consultant	0
Other	<u>0</u>
<b>Total</b>	<b>\$0</b>

Out of State Training	
Consultant	
Other	
<b>Total</b>	

### **1.3 LOCAL PLAN REVIEWS**

#### **OBJECTIVE:**

This Work Task provides NFRMPO staff time to review local government development proposals against Transportation and Comprehensive/Master Plans located within the NFRMPO boundary. The objective is to provide input from a regional perspective for local government consideration during the plan development process.

#### **METHOD:**

The NFRMPO staff will work with local governments during the review process and comment on Transportation and Comprehensive/Master Plans particularly as it relates to the *2013 Regional Bike Plan* and *2016 Non-Motorized Plan* implementation and Regionally Significant Corridor (RSC) impacts.

#### **OVERALL IMPACT/INTENT:**

This Work Task improves the local planning coordination through early and comprehensive reviews by the transportation planning and implementing agencies. This Task links land use development and the transportation impacts associated with those land use decisions.

#### **FY2020 AND FY2021 PRODUCTS**

1. Copies of Plans reviewed, as requested
2. List of Plans reviewed (*Reported Annually in Year-End Report*)
3. Transportation and Land Use comments, as requested

FY2020

FY2021

PERSON/WEEKS: 2

2

2020 BUDGET:

2021 BUDGET:

Personnel	\$4,245
Other Direct	0
Indirect	<u>2,453</u>
<b>Total</b>	<b>\$6,698</b>

Personnel	0
Other Direct	0
Indirect	<u>0</u>
<b>Total</b>	<b>0</b>

2020 DISTRIBUTION:

2021 DISTRIBUTION:

Federal	
CPG (82.79%)	\$5,545
CPG match (17.21%)	<u>1,153</u>
<b>Total</b>	<b>\$6,698</b>

Federal	
CPG (82.79%)	0
CPG match (17.21%)	<u>0</u>
<b>Total</b>	<b>0</b>

2020 OTHER DIRECT:

2021 OTHER DIRECT:

Out of State Training	0
Consultant	0
Other	<u>0</u>
<b>Total</b>	<b>\$0</b>

Out of State Training	0
Consultant	0
Other	<u>0</u>
<b>Total</b>	<b>\$0</b>

## **1.4 CONGESTION MANAGEMENT PROCESS (CMP)**

### **OBJECTIVE:**

Federal requirements state regions with a population greater than 200,000, known as Transportation Management Areas (TMAs), must maintain a Congestion Management Process (CMP) or a Congestion Management Plan and use it to make informed transportation planning decisions. The Federal Highway Administration (FHWA) defines a CMP as a “*systematic transparent process for managing congestion that provides information on transportation system performance and on alternative strategies for alleviating congestion and enhancing mobility.*” This CMP Work Task defines congested corridors in the region, develops strategies to mitigate the congestion, and monitors the effectiveness of the identified strategies. In line with the FAST Act, the Congestion Management assessment will use the performance measures identified as part of the CMP and RTP.

### **METHOD:**

The NFRMPO collects data on congested 2045 Regionally Significant Corridors (RSC) as defined in the 2045 RTP and 2019 CMP as well as region-wide when necessary. The NFRMPO obtains data regularly from CDOT, NFRMPO member communities, and regional transit providers. The NFRMPO will continue to collect travel time information on RSCs. The NFRMPO will also continue to collect and analyze data from the 12 NFRMPO-purchased vehicle travel time collectors located on various RSCs throughout the region. The data collected will be incorporated in the CMP, RTP, and annual reports.

### **OVERALL IMPACT/INTENT:**

This report documents system-wide performance measures related to congestion. The NFRMPO Planning Council adopted the region’s updated CMP in April 2019. The CMP emphasizes data collection to measure and monitor the transportation system’s performance and provide a mechanism to inform transportation investment decisions.

### **FY2020 AND FY2021 PRODUCTS**

1. Data collection and analysis (*on-going*)
2. A periodic report presenting current and historical data and trends (*2<sup>nd</sup> Quarter 2021*)
3. A brochure summarizing the report findings for distribution to the public (*3<sup>rd</sup> Quarter 2021*)
4. Process to update the RSCs for the 2050 RTP (*4<sup>th</sup> Quarter 2021*)

FY2020

FY2021

PERSON/WEEKS:

3

3

2020 BUDGET:

2021 BUDGET:

Personnel	\$6,368
Other Direct	0
Indirect	<u>3,680</u>
<b>Total</b>	<b>\$10,048</b>

Personnel	\$0
Other Direct	0
Indirect	<u>0</u>
<b>Total</b>	<b>\$0</b>

2020 DISTRIBUTION:

2021 DISTRIBUTION:

Federal	
CPG (82.79%)	\$8,319
CPG match (17.21%)	<u>1,729</u>
<b>Total</b>	<b>\$10,048</b>

Federal	
CPG (82.79%)	\$0
CPG match (17.21%)	<u>0</u>
<b>Total</b>	<b>\$0</b>

2020 OTHER DIRECT:

2021 OTHER DIRECT:

Out of State Training	0
Consultant	0
Other	<u>0</u>
<b>Total</b>	<b>\$0</b>

Out of State Training	0
Consultant	0
Other	<u>0</u>
<b>Total</b>	<b>0</b>

## **1.5 PERFORMANCE MEASUREMENT AND REPORT**

### **OBJECTIVE:**

This Work Task continues the NFRMPO reporting of the federally required performance measures and targets established in MAP-21 and continued in the FAST Act. These requirements state MPOs must develop transportation plans and Transportation Improvement Programs (TIP) through a performance-driven, outcome-based approach to planning.

### **METHOD:**

This Work Task evaluates the performance of different transportation system components against the targets adopted by the NFRMPO Planning Council in 2018 as part of the 2045 RTP's Goals, Objectives, Performance Measures, and Targets (GOPMT). The performance-based planning process establishes requirements for performance measures and targets for safety, infrastructure condition, system performance, freight, and air quality. The NFRMPO's 2045 RTP includes performance targets which address performance measures and standards and a System Performance Report for FHWA.

### **OVERALL IMPACT/INTENT:**

This Work Task will provide more detail to local communities on how the projects selected using federal funds have moved or not moved the region towards the adopted performance measure targets.

### **FY2020 AND FY2021 PRODUCTS**

1. Analysis of performance measure data and coordination with CDOT (*Annually*)
2. Transit Asset Management regional performance targets for transit providers (*Annually*)
3. Annual System Performance Report Updates (*4<sup>th</sup> Quarter 2020 and 2021*)
4. Review regional system performance and reevaluate Targets (*3<sup>rd</sup> Quarter 2020*)

FY2020

FY2021

PERSON/WEEKS: 5

5

2020 BUDGET:

2021 BUDGET:

Personnel	\$10,613
Other Direct	2,500
Indirect	<u>6,132</u>
<b>Total</b>	<b>\$19,245</b>

Personnel	\$
Other Direct	
Indirect	
<b>Total</b>	<b>\$</b>

2020 DISTRIBUTION:

2021 DISTRIBUTION:

Federal	
CPG (82.79%)	\$15,933
CPG match (17.21%)	<u>3,312</u>
<b>Total</b>	<b>\$19,245</b>

Federal	
CPG (82.79%)	\$0
CPG match (17.21%)	<u>0</u>
<b>Total</b>	<b>\$0</b>

2020 OTHER DIRECT:

2021 OTHER DIRECT:

Out of State Training	\$2,000
Consultant	0
Other	<u>2,500</u>
<b>Total</b>	<b>\$0</b>

Out of State Training	0
Consultant	0
Other	<u>0</u>
<b>Total</b>	<b>0</b>

## II. PLAN DEVELOPMENT

### **2.1 REGIONAL TRANSPORTATION PLAN (RTP) MANAGEMENT**

#### **OBJECTIVE:**

This Work Task allows for the monitoring and amendment of the NFRMPO 2045 RTP and aligning it with the FAST Act requirements. The 2045 RTP incorporates updated performance measures as part of each component including the 2045 RTE, 2019 CMP, 2016 Non-Motorized Plan, 2019 Public Involvement Plan (PIP), and project selection through the 2018 and 2020 Calls for Projects.

#### **METHOD:**

The NFRMPO Planning Council adopted the 2045 RTP in September 2019. This Work Task includes the necessary public meetings and staff effort to complete and updates and amendments to the RTP including policies, transportation system analysis, required fiscal constraint, public involvement, conformity determination, RSCs, Project Prioritization Process, and the incorporation of the 10 planning factors in federal regulation. As part of the development of the RTP and Air Quality Conformity, the NFRMPO coordinates with the Denver Regional Council of Governments (DRCOG), Regional Air Quality Council (RAQC) and the Colorado Department of Public Health Environment Air Quality Control Division. The NFRMPO, DRCOG, Grand Valley MPO (GVMPO), Pikes Peak Area Council of Governments (PPACG), and Pueblo Area Council of Governments (PACOG) regularly share best practices for planning and public involvement for the development of the RTPs. This Task also completes the Environmental Justice (EJ) and Environmental Mitigation (EM) analyses.

#### **OVERALL IMPACT/INTENT:**

This Work Task monitors and amends the *2045 RTP* which meets all of the federal and state requirements, as needed. It will monitor the implementation and completion of any Amendments to the *2045 RTP*. A long range, financially constrained, transportation plan allows projects to move into implementation in the TIP and sets the funding priorities for the region.

#### **FY2020 AND FY2021 PRODUCTS**

1. 2045 RTP Documents on NFRMPO website (*1<sup>st</sup> Quarter 2020*)
2. 2045 RTP Brochure (*2<sup>nd</sup> Quarter 2020*)
3. 2045 RTP Amendments, as needed
4. Air Quality Conformity, as needed



FY2020

PERSON/WEEKS: 5

2020 BUDGET:

Personnel	\$10,613
Other Direct	1,200
Indirect	<u>6,132</u>
<b>Total</b>	<b>\$17,945</b>

2020 DISTRIBUTION:

Federal	
CPG (82.79%)	\$14,857
CPG match (17.21%)	<u>3,088</u>
<b>Total</b>	<b>\$17,945</b>

2020 OTHER DIRECT:

Out of State Training	0
Consultant	0
Other	<u>\$1,200</u>
<b>Total</b>	<b>\$1,200</b>

FY2021

5

2019 BUDGET:

Personnel	0
Other Direct	0
Indirect	<u>0</u>
<b>Total</b>	<b><u>0</u></b>

2021 DISTRIBUTION:

Federal	
CPG (82.79%)	\$
CPG match (17.21%)	
<b>Total</b>	<b>\$</b>

2021 OTHER DIRECT:

Out of State Training	0
Consultant	0
Other	
<b>Total</b>	<b>\$</b>

## **2.2 LAND USE MODEL MANAGEMENT**

### **OBJECTIVE:**

This Work Task manages the 2045 Land Use Allocation Model (LUAM) for the NFRMPO region and the adjacent air quality area and allows for updates the inputs required for modeling air quality conformity.

### **METHOD:**

This Work Task maintains and updates the LUAM. The LUAM uses the control totals for households, population, and employment developed in the forecast work completed by staff using UrbanCanvas and Department of Local Affairs' (DOLA) population and employment estimates by traffic analysis zone (TAZ) within the Regional Travel Demand Model (RTDM) area.

NFRMPO staff provide data and analysis, such as network and traffic counts, and are capable of running LUAM. The NFRMPO will use consultant assistance as necessary.

### **OVERALL IMPACT/INTENT:**

Modeling capabilities are critical to the NFRMPO long range regional transportation planning efforts and transportation improvement implementation. These essential capabilities contribute to the success of the travel demand projections, future scenarios based on policy direction, conformity determinations, and support of local planning efforts both long range and immediate developments.

### **FY2020 PRODUCTS**

1. Data Collection for 2050 LUAM (*on-going*)
2. LUAM documentation (*on-going*)

### **FY2021 PRODUCTS**

1. Fully functioning updated 2050 land use allocation to the TAZ level (*4<sup>th</sup> Quarter 2021*)
2. Computer files of model attributes and documentation (*4<sup>th</sup> Quarter 2021*)

FY2020

FY2021

PERSON/WEEKS: 20

20

2020 BUDGET:

2021 BUDGET:

Personnel	\$42,454
Other Direct	17,592
Indirect	<u>24,529</u>
<b>Total</b>	<b>\$84,575</b>

Personnel	
Other Direct	
Indirect	
<b>Total</b>	

2020 DISTRIBUTION:

2021 DISTRIBUTION:

Federal	
CPG (82.79%)	\$70,020
CPG match (17.21%)	\$14,555
<b>Total</b>	<b>\$84,575</b>

Federal	
CPG (82.79%)	
CPG match (17.21%)	
<b>Total</b>	

2020 OTHER DIRECT:

2021 OTHER DIRECT:

Out of State Training	\$2,000
Consultant	2,000
Other	<u>13,592</u>
<b>Total</b>	<b>\$17,592</b>

Out of State Training	
Consultant	
Other	
<b>Total</b>	

## **2.3 TRANSPORTATION MODEL MANAGEMENT**

### **OBJECTIVE:**

This Work Task manages and updates the 2015 Regional Travel Demand Model (RTDM) for the NFRMPO region and the adjacent air quality nonattainment area and completes the required modeling for air quality conformity.

### **METHOD:**

This Work Task manages and updates the RTDM. The RTDM uses the Land Use Allocation Model (LUAM) output, network, and operational data to assign traffic to the roadway network. There is also a transit network for assigning trips to the transit systems. The models provide information used for the development of the RTP and conformity determinations for the RTP and TIP. The NFRMPO makes the RTDM available to local member governments for their own use. The NFRMPO will contract for traffic counts as needed to provide accurate data.

NFRMPO staff provide data and analysis, such as network and traffic counts, and are capable of running the RTDM.

### **OVERALL IMPACT/INTENT:**

Modeling capabilities are critical to the NFRMPO RTP efforts and the TIP. These essential capabilities contribute to the success of the travel demand projections, future scenarios based on policy direction, conformity determinations, and support of local planning efforts both long range and immediate developments.

### **FY2020 PRODUCTS**

1. Release of 2050 Model Update RFP and selection of a consultant (*3<sup>rd</sup> Quarter 2020*)
2. Updated Traffic counts (*4<sup>th</sup> Quarter 2020*)

### **FY2021 PRODUCTS**

1. Executed contract with Consultant (*1<sup>st</sup> Quarter 2021*)
2. Bimonthly Coordination meetings with model consultant (*Monthly*)
3. Task specific memos from Consultant, as completed

FY2020

FY2021

PERSON/WEEKS: 30

20

2020 BUDGET:

2021 BUDGET:

Personnel	\$63,681
Other Direct	31,192
Indirect	<u>36,793</u>
<b>Total</b>	<b>\$131,666</b>

Personnel	
Other Direct	
Indirect	
<b>Total</b>	

2020 DISTRIBUTION:

2021 DISTRIBUTION:

Federal	
CPG (82.79%)	\$101,038
CPG match (17.21%)	21,003
SPR	<u>9,625</u>
<b>Total</b>	<b>\$131,666</b>

Federal	
CPG (82.79%)	
CPG match (17.21%)	
SPR	
<b>Total</b>	

2020 OTHER DIRECT:

2021 OTHER DIRECT:

Out of State Training	\$0
Consultant	25,000
Other	<u>6,192</u>
<b>Total</b>	<b>\$31,192</b>

Out of State Training	
Consultant	
Other	
<b>Total</b>	

## **2.4 REGIONAL NON-MOTORIZED PLAN (NMP)**

### **OBJECTIVE:**

This Work Task updates the *2016 Non-Motorized Plan* (NMP).

### **METHOD:**

NFRMPO staff will convene an NMP Steering Committee to advise staff on needed content, data sources, public outreach opportunities, and to disseminate the final *2020 NMP* document. Staff will also coordinate with local communities and outreach groups.

### **OVERALL IMPACT/INTENT:**

This Work Task updates and expands the *2016 NMP* to include new and expanded pedestrian facilities and off-road trails.

### **FY2020 AND FY2021 PRODUCTS**

1. *2020 NMP* Steering Committee meeting minutes (*Quarterly throughout 2020*)
2. *2020 NMP* outreach efforts, including survey results (*1<sup>st</sup> Quarter 2021*)
3. Updated and completed *2020 NMP* (*2<sup>nd</sup> Quarter 2021*)
4. *2020 NMP* Document on NFRMPO webpage (*2<sup>nd</sup> Quarter 2021*)
5. *2020 NMP* Public Brochure (*3<sup>rd</sup> Quarter 2021*)

FY2020

FY2021

PERSON/WEEKS: 24

38

2020 BUDGET:

2021 BUDGET:

Personnel	\$50,945
Other Direct	9,750
Indirect	<u>29,435</u>
<b>Total</b>	<b>\$90,130</b>

Personnel	\$
Other Direct	
Indirect	
<b>Total</b>	<b>\$</b>

2020 DISTRIBUTION:

2021 DISTRIBUTION:

Federal	
CPG (82.79%)	\$74,619
CPG match (17.21%)	<u>15,511</u>
<b>Total</b>	<b>\$90,130</b>

Federal	
CPG (82.79%)	\$
CPG match (17.21%)	
<b>Total</b>	<b>\$</b>

2020 OTHER DIRECT:

2021 OTHER DIRECT:

Out of State Training	\$0
Consultant	0
Other	<u>9,750</u>
<b>Total</b>	<b>\$9,750</b>

Out of State Travel	0
Consultant	0
Other	
<b>Total</b>	<b>\$</b>

## **2.5 PLANNING COUNCIL AND TECHNICAL ADVISORY COMMITTEE (TAC) SUPPORT**

### **OBJECTIVE:**

This Work Task manages the NFRMPO Council functions and meetings according to Planning Council policies.

### **METHOD:**

The NFRMPO staff schedules and posts the required public notices for all Planning Council business meetings. NFRMPO staff also oversees, supports, and documents the elected official transportation funding decision making using Planning Council approved policies, Robert's Rules of Order, and Colorado Statutes for local governments. The NFRMPO also schedules and posts the meetings for Planning Council Subcommittees and the TAC.

### **OVERALL IMPACT/INTENT:**

This Work Task ensures that the Planning Council undertakes their activities according to Colorado law, the Articles of Association, and Planning Council policies. This Work Task ensures an open and transparent transportation planning process for the North Front Range communities and residents.

### **FY2020 AND FY2021 PRODUCTS**

1. Planning Council and TAC Agenda Packets and Meeting Minutes (*on-going*)
2. Planning Council Resolutions (*on-going*)
3. Planning Council Meeting Calendar (*1<sup>st</sup> Quarter 2020 and 2021*)
4. Planning Council and TAC Rosters (*on-going*)
5. Meeting announcements (*Monthly*)
6. Website postings (*on-going*)
7. Updated Articles of Association, as needed
8. Miscellaneous NFRMPO correspondence, as needed



FY2020

FY2021

PERSON/WEEKS:

25

25

2020 BUDGET:

Personnel	\$53,067
Other Direct	12,338
Indirect	<u>30,661</u>
<b>Total</b>	<b>\$96,066</b>

2021 BUDGET:

Personnel	\$
Other Direct	
Indirect	
<b>Total</b>	<b>\$</b>

2020 DISTRIBUTION:

Federal	
CPG (82.79%)	\$79,533
CPG match (17.21%)	16,533
<b>Total</b>	<b>\$96,066</b>

2021 DISTRIBUTION:

Federal	
CPG (82.79%)	\$
CPG match (17.21%)	
<b>Total</b>	<b>\$</b>

2020 OTHER DIRECT:

Out of State Travel	\$0
Consultant	0
Other	<u>12,338</u>
<b>Total</b>	<b>\$12,338</b>

2021 OTHER DIRECT:

Out of State Travel	0
Consultant	0
Other	
<b>Total</b>	<b>\$</b>

## **2.6 UNIFIED PLANNING WORK PROGRAM (UPWP)**

### **OBJECTIVE:**

This Work Task develops the NFRMPO's UPWP for FY2020 and FY2021, monitors and amends the FY2020 and FY2021 UPWP and budget as necessary.

### **METHOD:**

Meet with local, State, and Federal officials to review the status of the current UPWP and development of the future UPWP. Include special interest topics as identified by CDOT, EPA, FHWA, FTA, or HUD staff. Meet with local technical staff and committee members for input into the work program development.

### **OVERALL IMPACT/INTENT:**

The UPWP is the document which guides the work of NFRMPO staff and any consultants on work products and Tasks. The work program will address the local, State, and federal priorities for transportation planning.

### **FY2020 PRODUCTS**

1. Year-End Report (*1<sup>st</sup> Quarter 2020*)
2. Mid-Year Review (*2<sup>nd</sup> Quarter 2020*)
3. FY2020 and FY2021 UPWP Task Amendments, as necessary
4. FY2020 and FY2021 Budget Amendments, as necessary

### **FY2021 PRODUCTS**

1. Year-End Report (*1<sup>st</sup> Quarter 2021*)
2. Mid-Year Review (*2<sup>nd</sup> Quarter 2021*)
3. FY2021 UPWP Task Amendments, as necessary
4. FY2022-FY2023 UPWP (*3<sup>rd</sup> Quarter 2021*)

FY2020

FY2021

PERSON/WEEKS: 10

10

2020 BUDGET:

2021 BUDGET:

Personnel	\$21,227
Other Direct	0
Indirect	<u>12,264</u>
<b>Total</b>	<b>\$33,491</b>

Personnel	0
Other Direct	0
Indirect	<u>0</u>
<b>Total</b>	<b>0</b>

2020 DISTRIBUTION:

2021 DISTRIBUTION:

Federal	
CPG (82.79%)	\$27,727
CPG match (17.21%)	5,764
<b>Total</b>	<b>\$33,491</b>

Federal	
CPG (82.79%)	0
CPG match (17.21%)	<u>0</u>
<b>Total</b>	<b>0</b>

2020 OTHER DIRECT:

2021 OTHER DIRECT:

Out of State Travel	0
Consultant	0
Other	<u>0</u>
<b>Total</b>	<b>\$ 0</b>

Out of State Travel	0
Consultant	0
Other	<u>0</u>
<b>Total</b>	<b>0</b>

## **2.7 ENVIRONMENTAL JUSTICE (EJ) PLAN**

### **OBJECTIVE:**

This Work Task develops the Environmental Justice (EJ) Plan for the NFRMPO.

### **METHOD:**

NFRMPO staff will convene an *EJ Plan* Steering Committee to advise staff on needed content, data sources, public outreach opportunities, and to disseminate the final *EJ Plan* document. Staff will also coordinate with local communities and outreach groups.

### **OVERALL IMPACT/INTENT:**

This Work Task updates and expands the EJ Analysis method for project evaluation as well as to create the NFRMPO *EJ Plan*.

### **FY2020 PRODUCTS**

1. *EJ Plan* Steering Committee meeting minutes (*Quarterly throughout 2020*)
2. Evaluation of existing NFRMPO Plans and Processes (*2<sup>nd</sup> Quarter 2020*)
3. Updated shapefiles and maps for EJ Analysis (*3<sup>rd</sup> Quarter 2020*)
4. Updated EJ Analysis method for TIP Project Evaluation (*3<sup>rd</sup> Quarter 2020*)

### **FY2021 PRODUCTS**

1. Updated and completed *EJ Plan* (*3<sup>rd</sup> Quarter 2021*)
2. *EJ Plan* Document on NFRMPO webpage (*4<sup>th</sup> Quarter 2021*)
3. *EJ Plan* Public Brochure (*4<sup>th</sup> Quarter 2021*)

FY2020

FY2021

PERSON/WEEKS: 24

15

2020 BUDGET:

2021 BUDGET:

Personnel	\$50,945
Other Direct	3,942
Indirect	<u>29,435</u>
<b>Total</b>	<b>\$84,322</b>

Personnel	0
Other Direct	0
Indirect	<u>0</u>
<b>Total</b>	<b>0</b>

2020 DISTRIBUTION:

2021 DISTRIBUTION:

Federal	
CPG (82.79%)	\$69,810
CPG match (17.21%)	14,512
<b>Total</b>	<b>\$84,322</b>

Federal	
CPG (82.79%)	0
CPG match (17.21%)	<u>0</u>
<b>Total</b>	<b>0</b>

2020 OTHER DIRECT:

2021 OTHER DIRECT:

Out of State Travel	\$2,000
Consultant	0
Other	<u>1,942</u>
<b>Total</b>	<b>\$3,942</b>

Out of State Travel	0
Consultant	0
Other	<u>0</u>
<b>Total</b>	<b>0</b>

## **2.8 2020 HOUSEHOLD SURVEY**

### **OBJECTIVE:**

This Work Task allows for the development and completion of the 2020 Household Survey for the 2050 Regional Travel Demand Model (RTDM) and the Statewide model.

### **METHOD:**

NFRMPO staff will work with CDOT, DRCOG, PPACG, PACOG, and GVMPO on the development and completion of the 2020 Statewide Household Survey.

### **OVERALL IMPACT/INTENT:**

This Work Task updates the 2009 Household Survey and will provide new and more up-to-date information on travel patterns within the NFRMPO model area as well as the State as a whole.

### **FY2020 PRODUCTS**

1. Statewide Household Survey Steering Committee meeting minutes (*Quarterly throughout 2020*)
2. Completed Household Survey Questionnaire (*3<sup>rd</sup> Quarter 2020*)

### **FY2021 PRODUCTS**

1. Updated and completed 2020 Household Survey (*3<sup>rd</sup> Quarter 2021*)
2. NFRMPO-specific Household Survey data for incorporation into 2050 RTDM (*4<sup>th</sup> Quarter 2021*)

FY2020

FY2021

PERSON/WEEKS: 10

15

2020 BUDGET:

2021 BUDGET:

Personnel	21,227
Other Direct	200,000
Indirect	<u>12,264</u>
<b>Total</b>	<b>\$233,491</b>

Personnel	0
Other Direct	0
Indirect	<u>0</u>
<b>Total</b>	<b>0</b>

2020 DISTRIBUTION:

2021 DISTRIBUTION:

Federal	
CPG (82.79%)	\$129,559
CPG match (17.21%)	26,932
SPR	77,000
<b>Total</b>	<b>\$233,491</b>

Federal	
CPG (82.79%)	0
CPG match (17.21%)	<u>0</u>
<b>Total</b>	<b>0</b>

2020 OTHER DIRECT:

2021 OTHER DIRECT:

Out of State Travel	0
Consultant	\$200,000
Other	<u>0</u>
<b>Total</b>	<b>\$200,000</b>

Out of State Travel	0
Consultant	0
Other	<u>0</u>
<b>Total</b>	<b>0</b>

## **FY2020 UPWP AMENDMENT 1**

### **2.9 LOCAL TRANSPORTATION PLAN**

#### **OBJECTIVE**

This work task makes funds available to small local governments for development of transportation plans. Many small local governments within the NFRMPO have lacked resources to prepare transportation plans and this allows funding and NFRMPO staff support in the development of those plans.

#### **METHOD**

The NFRMPO acts as a pass through organization providing local government(s) funds to hire consultants to prepare local transportation plans. The local government desiring to use these funds is responsible for directing the content and issues to be addressed within the plan. NFRMPO staff provides assistance to the local government and acts as a resource during the expenditure of federal funds on the plan.

#### **OVERALL IMPACT/INTENT**

These plans are intended to assist small local governments in transportation planning at the local level making the members more engaged at the regional level.

#### **2020 PRODUCTS**

1. Attendance at Steering Committee meetings
2. Reviews of draft documents
3. Review of final document
4. Incorporation of plan in future NFRMPO planning process



FY 2020

PERSON/WEEKS: 0

2020 BUDGET:

Personnel	
Other Direct	\$25,000
Indirect	
<b>Total</b>	<b>\$25,000</b>

2020 DISTRIBUTION

Federal	
CPG (82.79%)	\$20,698
Local match (17.21%)	<u>4,302</u>
<b>Total</b>	<b>\$25,000</b>

OTHER DIRECT:

Out of State Travel	0
Consultant	\$25,000
Other	<u>0</u>
<b>Total</b>	<b>\$25,000</b>

## **FY2020 UPWP AMENDMENT 2**

### **2.10 NORTH FRONT RANGE PREMIUM TRANSIT ANALYSIS**

#### **OBJECTIVE:**

This Work Task makes funds available to the NFRMPO to develop an analysis of upgraded/premium transit connecting major origin and destinations in addition to corridors identified in the *2045 Regional Transit Element (RTE)*. The North Front Range region is growing quickly with new jobs and households, and transit can help address commuter and mobility needs. The three largest cities in the region have local transit, but there are limited options between communities and within smaller communities. In addition, the NFRMPO wants to be prepared to connect local communities to the investments in Bustang and other statewide transit initiatives.

#### **METHOD:**

The NFRMPO will hire a consultant to work with local governments, stakeholders, and other interested parties to analyze premium transit within the North Front Range region. As part of this analysis, the consultant will identify corridors, and determine, in detail, the benefits, costs, and impacts of implementing transit improvements along these corridors. As part of the corridor identification, the consultant will identify potential rights-of-way, which mode is most effective, and a financial and governance plan to implement and prioritize projects.

#### **OVERALL IMPACT/INTENT:**

The expected impact and intent of the project is to prepare the region to seek and/or make investments in transit corridors; increase transit ridership between growing communities; improve air quality within the Northern Subarea; and increase mobility for residents living in areas not currently served by transit services.

#### **2020 PRODUCTS**

5. Draft and issue RFP for consultant (*4<sup>th</sup> Quarter 2020*)
6. Create Steering Committee (*4<sup>th</sup> Quarter 2020*)

#### **2021 PRODUCTS**

1. Draft report (*3rd Quarter 2021*)
2. Final report (*4<sup>th</sup> Quarter 2021*)

FY 2020

PERSON/WEEKS: 0

2020 BUDGET:

Personnel	\$0
Other Direct (consultant)	\$250,000
Training	\$0
Indirect	<u>\$ 0</u>
<b>Total</b>	<b>\$250,000</b>

2020 DISTRIBUTION:

Federal	\$0
STATE MMOF	\$125,000
LOCAL (20.0%)	<u>\$125,000</u>
<b>Total</b>	<b>\$250,000</b>

2020 OTHER DIRECT:

Out of State Travel	0
Consultant	\$250,000
Other	<u>0</u>
<b>Total</b>	<b>\$250,000</b>

### **III. PLANNING SERVICES**

#### **3.1 SPECIAL PARTICIPATION**

##### **OBJECTIVE:**

This Work Task includes NFRMPO's participation in other federal, state, regional, or local transportation studies or activities not incorporated directly in the UPWP. This Work Task ensures transportation and regional perspectives are considered as part of these local studies.

##### **METHOD:**

Staff participates in committees, conferences, studies, and meetings relating to transportation and land use or sustainable development. These include: CDOT's Statewide MPO Committee, Statewide Transportation Advisory Committee (STAC), the Regional Air Quality Council (RAQC), Air Quality Control Commission (AQCC), North I-25 Coalition, North Area Transportation Alliance (NATA), and others. Staff also informs member agencies of training available to their staff as well as the Committee Members.

NFRMPO staff also consults with member governments and responds to information requests from interested organizations, agencies, and individuals regarding transportation data and program needs. NFRMPO publishes and distributes technical data, maps, and brochures to member governments, non-profit agencies, and the public as requested and required.

##### **OVERALL IMPACT/INTENT:**

This Work Task ensures transportation planning in the NFRMPO area is regional and coordinated. In addition to providing technical planning assistance, NFRMPO staff gain insight through participation in special studies, committees, conferences, board, and commission meetings.

##### **FY2020 AND FY2021 PRODUCTS**

1. Monthly reports to the NFRMPO Planning Council and TAC (*Monthly*)
2. Quarterly lists of training, important legislation, and upcoming meetings for both Technical and Policy Committees included in *On the Move (Quarterly)*
3. Written comments on other studies, as requested
4. Preparation and distribution of educational brochures, maps, program guidelines, and transportation materials, as necessary
5. Presentations to the public and member agencies, as requested

FY2020

FY2021

PERSON/WEEKS: 35

30

2020 BUDGET:

2021 BUDGET:

Personnel	\$74,294
Other Direct	14,388
Indirect	<u>42,927</u>
<b>Total</b>	<b>\$131,609</b>

Personnel	\$
Other Direct	
Indirect	
<b>Total</b>	<b>\$</b>

2020 DISTRIBUTION:

2021 DISTRIBUTION:

Federal	
CPG (82.79%)	\$104,819
CPG match (17.21%)	21,790
CDPHE	<u>5,000</u>
<b>Total</b>	<b>\$131,609</b>

Federal	
CPG (82.79%)	\$
CPG match (17.21%)	
<b>Total</b>	<b>\$9</b>

2020 OTHER DIRECT:

2021 OTHER DIRECT:

Out of State Travel	\$2,000
Consultant	0
Other	<u>12,388</u>
<b>Total</b>	<b>\$14,388</b>

Out of State Travel	0
Consultant	0
Other	
<b>Total</b>	<b>\$</b>

## **3.2 OUTREACH/COMMUNICATIONS**

### **OBJECTIVE:**

This Work Task provides information and public comment opportunities on NFRMPO transportation activities to interested citizens, elected officials, non-profits, other transportation planning agencies, and local agencies and communities.

### **METHOD:**

This Work Task includes the publication of NFRMPO reports, including the 2019 *Transportation Profile*, the quarterly newsletters, educational brochures, and the development and update of the NFRMPO website.

- The quarterly newsletter contains current information on transportation projects, studies, and NFRMPO, VanGo™, Mobility Coordination, and member agency activities.
- The website provides information about the NFRMPO, meeting information, transportation information as well as an information request function. NFRMPO staff provides summaries on the blog and links to recently published articles.
- The VanGo™ Facebook page provides information on vacant seats and posts notices on upcoming events. NFRMPO and VanGo™ also Tweet about upcoming meetings and events.
- The Community Remarks™ webpage provides an interactive tool for the public to comment on the transportation system and to comment on upcoming plans.
- NFRMPO staff attend 10-15 community events to share information on the plan(s) under development, VanGo™ services, and the RAQC's *Simple Steps, Better Air* ozone campaign.

### **OVERALL IMPACT/INTENT:**

These publications, Blog, and the website educate and improve communication and cooperation between local citizens, elected officials, and local agencies related to transportation issues.

### **FY2020 PRODUCTS**

1. Updated NFRMPO Website, as necessary
2. Four (4) newsletters (*Quarterly*)
3. Website, Blog, Twitter, and Facebook updates, as necessary
4. Community Remarks™ page updates, as necessary
5. Air Quality outreach, including marketing purchases (*2<sup>nd</sup> Quarter 2020*)
6. Annual Outreach Evaluation (*1<sup>st</sup> Quarter 2020*)

### **FY2021 PRODUCTS**

1. Updated NFRMPO Website, as necessary
2. Four (4) newsletters (*Quarterly*)
3. Website, Blog, Twitter, and Facebook updates, as necessary
4. Community Remarks™ page updates, as necessary
5. Air Quality outreach, including marketing purchases (*2<sup>nd</sup> Quarter 2021*)
6. Annual Outreach Evaluation (*1<sup>st</sup> Quarter 2021*)

FY2020

FY2021

PERSON/WEEKS:

40

37

2020 BUDGET:

Personnel	\$84,908
Other Direct	6,580
Indirect	<u>49,058</u>
<b>Total</b>	<b>\$140,546</b>

2021 BUDGET:

Personnel	\$
Other Direct	
Indirect	
<b>Total</b>	<b>\$</b>

2020 DISTRIBUTION:

Federal	
CPG (82.79%)	\$99,800
CPG match (17.21%)	20,746
CDPHE	20,000
<b>Total</b>	<b>\$140,546</b>

2021 DISTRIBUTION:

Federal	
CPG (82.79%)	\$
CPG match (17.21%)	
<b>Total</b>	<b>\$</b>

2020 OTHER DIRECT:

Out of State Travel	\$0
Consultant	0
Other	<u>6,580</u>
<b>Total</b>	<b>\$6,580</b>

2021 OTHER DIRECT:

Out of State Travel	0
Consultant	0
Other	
<b>Total</b>	<b>\$</b>

## **FY2020 UPWP AMENDMENT 2**

### **3.3 TRANSFORT – ONBOARD RIDERSHIP SURVEY**

#### **OBJECTIVE:**

Complete ridership survey of Transfort’s fixed-route and Dial-A-Ride (complementary paratransit) services.

#### **METHOD:**

The City of Fort Collins-Transfort/Parking Services will contract with a third-party to conduct statistically valid surveys in Summer/Fall 2020.

#### **OVERALL IMPACT/INTENT:**

The intent of the onboard fixed route ridership survey is to enable the City to identify Transfort’s strengths and weaknesses regarding fixed route service and to help develop strategies to enhance service and mobility within the service area. The survey will capture information about fixed route riders such as:

- Travel patterns and behavior, including where people are traveling to, where they come from, how they access transit services, how they travel to their final destination, how frequently they use transit services, trip purpose, trip length, and other travel modes they use.
- Rider demographics, including race, gender, ethnicity, English proficiency, income, vehicle availability, and other information, which will provide the City with an objective “snapshot” of who is using fixed route service.

The intent of the Dial A Ride client survey is to determine how the program is performing and where Dial A Ride staff can focus their efforts to maintain and improve the service. The survey will capture information about paratransit riders such as:

- Level of satisfaction among various Dial A Ride service characteristics;
- Customer travel patterns and behaviors;
- Dial A Taxi program including service satisfaction and ease of reservation process; and
- Rider demographics

#### **FY2020 PRODUCTS:**

1. Onboard Fixed-Route Ridership Survey
2. Dial-A-Ride Client Survey



FY 2020

PERSON/WEEKS: 9

2020 BUDGET:

Personnel	\$0
Other Direct (consultant)	\$50,000
Training	\$0
Indirect	<u>\$ 0</u>
<b>Total</b>	<b>\$50,000</b>

2020 DISTRIBUTION:

Federal	
5307 (80.0%)	\$40,000
LOCAL (20.0%)	<u>\$10,000</u>
<b>Total</b>	<b>\$50,000</b>

2020 OTHER DIRECT:

Out of State Travel	0
Consultant	\$50,000
Other	<u>0</u>
<b>Total</b>	<b>\$50,000</b>

## **IV. PLAN IMPLEMENTATION**

### **4.1 PROJECT ASSISTANCE**

#### **OBJECTIVE:**

This Work Task provides assistance to local agencies and units of government in completing planning studies and implementing transportation projects and programs in the NFRMPO region and/or the State. This assistance includes providing supporting data and analysis, serving on planning and project advisory committees, or managing contracts.

#### **METHOD:**

NFRMPO staff provides data, analysis, and staff resources to various planning studies and projects that include local governments and State level work. This includes, but is not limited to, serving on committees for plan or project development. Staff will continue to support local planning efforts underway. Some of these studies include but are not limited to the North I-25 Corridor Traffic Data Committee, statewide travel model, North I-25 Traffic Incident Management Plan (TIMP), and US85 TIMP.

#### **OVERALL IMPACT/INTENT:**

Providing information and data allows for efficiencies in planning work across the NFRMPO region and State. Participation on committees provides direct input of data and information as well as representing the NFRMPO.

#### **FY2020 AND FY2021 PRODUCTS**

1. Final documents include input and data from the NFRMPO participation, as requested
2. Attendance at meetings, as requested
3. Memos and other communications, as necessary
4. Data and analysis provided, as requested

FY2020

FY2021

PERSON/WEEKS: 10

10

2020 BUDGET:

2021 BUDGET:

Personnel	\$21,227
Other Direct	0
Indirect	<u>10,987</u>
<b>Total</b>	<b>\$32,214</b>

Personnel	\$
Other Direct	
Indirect	
<b>Total</b>	<b>\$</b>

2020 DISTRIBUTION:

2021 DISTRIBUTION:

Federal	
CPG (82.79%)	\$21,227
CPG match (17.21%)	<u>10,987</u>
<b>Total</b>	<b>\$32,214</b>

Federal	
CPG (82.79%)	\$
CPG match (17.21%)	
<b>Total</b>	<b>\$</b>

2020 OTHER DIRECT:

2021 OTHER DIRECT:

Out of State Travel	0
Consultant	0
Other	<u>0</u>
<b>Total</b>	<b>\$0</b>

Out of State Travel	0
Consultant	0
Other	
<b>Total</b>	<b>\$</b>

## **4.2 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

### **OBJECTIVE:**

This Work Task prepares, amends, and documents a four-year TIP which conforms to the FAST Act and the Clean Air Act Amendments (CAAA). The TIP documentation ensures compliance with federal, state, and regional requirements regarding financial feasibility, the planning process, and Title VI compliance and EJ Analysis.

### **METHOD:**

In cooperation with CDOT and local implementing agencies, the NFRMPO develops a comprehensive TIP for the NFRMPO region that includes transportation projects for all modes. The NFRMPO processes any needed TIP Amendments every other month and monthly Administrative Modifications to the adopted TIP monthly.

NFRMPO analyzes the TIP and any Amendments for compliance with Title VI and EJ requirements using GIS and the public involvement process. The NFRMPO processes TIP Amendments following the adopted policy procedures and posts them on the NFRMPO website and makes them available at the NFRMPO office during the 30-day review period. The NFRMPO posts notices of the development of the TIP on the NFRMPO website for the required 30-day public comment period. Each year, in compliance with FAST Act, the NFRMPO produces and posts the Annual List of Obligated Projects (ALOP) for the recently completed Fiscal Year by December 31.

### **OVERALL IMPACT/INTENT:**

This Work Task provides for implementation and the use of federal and state funding in compliance with federal and state requirements. This Work Task also fulfills federal requirements for urbanized areas and TMAs.

### **FY2020 PRODUCTS**

1. FY2020 – 2023 TIP Amendments (*Bi-Monthly*)
2. Public Involvement documentation (*Bi-Monthly*)
3. EJ Analysis and documentation, as necessary
4. FY2019 Annual Listing of Federally Obligated Projects (ALOP) by December 31, 2019
5. Development of the FY2021 – 2024 TIP (*2<sup>nd</sup> Quarter 2020*)

### **FY2021 PRODUCTS**

1. FY2021 – 2024 TIP Amendments (*Bi-Monthly*)
2. Public Involvement documentation (*Bi-Monthly*)
3. EJ Analysis and documentation, as necessary
4. FY2020 Annual Listing of Federally Obligated Projects (ALOP) by December 31, 2020
5. Development of the FY2022-2025 TIP (*2<sup>nd</sup> Quarter 2021*)

FY2020

PERSON/WEEKS: 20

2020 BUDGET:

Personnel	\$42,454
Other Direct	3,409
Indirect	<u>25,806</u>
<b>Total</b>	<b>\$71,669</b>

2020 DISTRIBUTION:

Federal	
STBG (82.79%)	\$59,334
STBG match (17.21%)	<u>12,335</u>
<b>Total</b>	<b>\$71,669</b>

2020 OTHER DIRECT:

Out of State Training	\$2,000
Consultant	0
Other	<u>1,409</u>
<b>Total</b>	<b>\$3,409</b>

FY2021

20

2021 BUDGET:

Personnel	\$
Other Direct	
Indirect	
<b>Total</b>	<b>\$</b>

2021 DISTRIBUTION:

Federal	
CPG (82.79%)	\$
CPG match (17.21%)	
<b>Total</b>	<b>\$</b>

2021 OTHER DIRECT:

Out of State Training	0
Consultant	0
Other	
<b>Total</b>	

### **4.3 FEDERAL FUNDS MANAGEMENT**

#### **OBJECTIVE:**

This task develops and manages federal funds including the Surface Transportation Block Grant (STBG), Congestion Mitigation and Air Quality (CMAQ) funds, and the Transportation Alternatives (TA) funds.

#### **METHOD:**

The NFRMPO issues a Call for Projects under this Work Task. The Call for Projects process is developed with full input from the NFRMPO Planning Council and TAC and meets all federal requirements for use of the funds.

Once the process is developed and deployed, the NFRMPO Planning Council approves the selected projects, which are then incorporated into the TIP for programming. The NFRMPO maintains the federal list of projects and adjusts as funding becomes available or changes following the initial assignment of funds.

#### **OVERALL IMPACT/INTENT:**

The intent of the Federal Funds Management Work Task is to facilitate a cooperative, coordinated, efficient, and timely use of the region's federal transportation resources.

#### **FY2020 PRODUCTS**

1. Incorporation of FY2024 and FY2025 Projects in TIP (*2<sup>nd</sup> Quarter 2020*)
2. Annual review of projects (*4<sup>th</sup> Quarter 2020*)
3. FY2024-2025 Call for Projects (*4<sup>th</sup> Quarter 2020*)
4. Amend list of federally funded projects, as needed
5. Updated funding allocations, as needed

#### **FY2021 PRODUCTS**

1. Annual review of projects (*4<sup>th</sup> Quarter 2021*)
2. Amend list of federally funded projects, as needed
3. Updated funding allocations, as needed

FY2020

FY2021

PERSON/WEEKS: 10

10

2020 BUDGET:

2021 BUDGET:

Personnel	\$21,227
Other Direct	0
Indirect	<u>12,264</u>
<b>Total</b>	<b>\$33,491</b>

Personnel	\$
Other Direct	
Indirect	
<b>Total</b>	<b>\$</b>

2020 DISTRIBUTION:

2021 DISTRIBUTION:

Federal	
STBG (82.79%)	\$27,727
STBG match (17.21%)	<u>5,764</u>
<b>Total</b>	<b>\$33,491</b>

Federal	
STP (82.79%)	\$
STP match (17.21%)	
<b>Total</b>	<b>\$</b>

2020 OTHER DIRECT:

2021 OTHER DIRECT:

Out of State Training	0
Consultant	0
Other	<u>0</u>
<b>Total</b>	<b>\$0</b>

Out of State Training	0
Consultant	0
Other	
<b>Total</b>	<b>\$</b>

## **FY2020 UPWP AMENDMENT 2**

### **4.4 MOBILITY MANAGEMENT**

#### **OBJECTIVE:**

This task ensures a consistent and integrated approach to regional mobility management programs, projects, and strategies outlined in the federally mandated NFRMPO Coordinated Public Transit/Human Services Transportation Plan (Coordinated Plan).

#### **METHOD:**

Staff implements the approved Coordinated Plan projects and programs through the Larimer County and Weld County Mobility Committees. The NFRMPO will seek opportunities for additional collaboration between the two committees to improve regional mobility. Staff developed the Coordinated Public Transit/Human Services Transportation Plan, adopted in December 2017 and amended in January 2020. Staff conducts outreach in each county through presentations and individual meetings with the goal of providing information regarding Coordinated Plan programs and transit services in the North Front Range area. This includes the implementation of a One Call/One Click Center in Larimer and Weld counties.

Staff participates in committees, conferences, studies, and meetings that relate to mobility management or regional and/or state transit issues. Examples include the Colorado Mobility and Action Coalition (CMAC), CASTA conferences, Larimer County Senior Transportation Coalition (STC), and others.

Staff also supports Mobility Committee member agencies through production and distribution of outreach materials and responds to information requests from member governments, other agencies and individuals regarding transit information.

#### **OVERALL IMPACT/INTENT:**

The intent of the Mobility Management Program is improvement of transportation services in the North Front Range region for medical, employment, and other destinations particularly for seniors, people with disabilities, veterans, and low-income individuals. This task also helps to coordinate human service-related transportation programs and services between agencies to enhance service and maximize available resources.

#### **FY2020 AND FY2021 PRODUCTS**

1. Online Resource Guide Maintenance, as necessary
2. Travel Training Program with local agency partners, as requested
3. Larimer County and Weld County Mobility Committees (*Bi-Monthly*)
4. Quarterly Milestone Reports to CDOT
5. Outreach materials, including Riders Guides and MM program brochure (*on-going*)
6. Quarterly Mobility Management Newsletter
7. Draft 2021 Coordinated Human Services Plan (*3<sup>rd</sup> Quarter 2021*)
8. Public Outreach Events (*on-going*)
9. 60+ Ride Volunteer Driver Program support (*on-going*)



- 10. Bustang Travel Trainings (3<sup>rd</sup> Quarter 2020 and 2021)
- 11. Trip Discovery Software and maintenance (4<sup>th</sup> Quarter 2020 and ongoing)
- 12. Trip Dispatch Software and maintenance (1<sup>st</sup> Quarter 2021 and ongoing)

FY2020

FY2021

PERSON/WEEKS:                    26

25

2020 BUDGET:

Personnel	\$78,346
Other Direct	74,049
Training	0
Indirect	<u>78,548</u>
<b>Total</b>	<b>\$230,943</b>

2021 BUDGET:

Personnel	
Other Direct	
Training	
Indirect	
<b>Total</b>	

2020 DISTRIBUTION:

Federal	
5310 (80.0%)	\$27,000
5310 match (20.0%)	6,750
FC MM (80.0%)	28,154
FC MM match (20.0%)	7,039
STATE MMOF (50.0%)	81,000
LOCAL (50.0%)	<u>81,000</u>
<b>Total</b>	<b>\$230,943</b>

2021 DISTRIBUTION:

Federal	
5310 (80.0%)	
5310 match (20.0%)	
FC MM (80.0%)	
FC MM match (20.0%)	
STATE MMOF (50.0%)	
LOCAL (50.0%)	
<b>Total</b>	

2020 OTHER DIRECT:

Out of State Travel	\$5,000
Consultant	0
Other	<u>69,409</u>
<b>Total</b>	<b>\$74,409</b>

2021 OTHER DIRECT:

Out of State Travel	
Consultant	
Other	
<b>Total</b>	

## **4.5 LARIMER COUNTY SENIOR IMPLEMENTATION PLAN**

### **OBJECTIVE:**

This task builds on work done by the Larimer County Office on Aging (LCOA) and Larimer County Engineering Department on the *Larimer County Senior Transportation Needs Assessment*. The *Implementation Plan* will craft an outreach program, draft a business and financial plan, and make recommendations about potential pilot projects based on the recommendations in the *Needs Assessment*.

### **METHOD:**

NFRMPO staff will work with staff from the Partnership for Age-Friendly Communities (PAFC), the Larimer County Department of Health and Environment, Rural Alternatives for Transportation (RAFT), Larimer County Office on Aging, and Larimer County Community Development. The group currently meets as the Larimer County Senior Transportation Work Group.

The NFRMPO issued a Request for Proposals and hired a consultant, Transit Plus, to carry out the Implementation Plan. The consultant reports to the Mobility Coordinator and the Larimer County Senior Transportation Work Group. The RFP was written to ensure a timeline and deliverables that match the Scope of Work developed with CDOT.

### **OVERALL IMPACT/INTENT:**

The intent of the Larimer County Senior Transportation Implementation Plan is to develop a business and financial plan improving transportation throughout Larimer County to medical, employment, and other destinations particularly for seniors, people with disabilities, veterans, and low-income individuals.

### **FY2020 PRODUCTS:**

1. Final Implementation Plan (*2<sup>nd</sup> Quarter 2020*)
2. Identify funding sources and begin grant applications (*3<sup>rd</sup> Quarter 2020*)
3. Continue Expert Panel (*Ongoing*)

FY 2020

FY 2021

PERSON/WEEKS: 6

2020 BUDGET:

Personnel	\$0
Other Direct	14,000
Indirect	<u>0</u>
<b>Total</b>	<b>\$14,000</b>

2021 BUDGET:

Personnel	
Other Direct	
Indirect	
<b>Total</b>	

2020 DISTRIBUTION:

Federal	
5304 (80.0%)	\$11,200
5304 match (20.0%)	<u>2,800</u>
<b>Total</b>	<b>\$14,000</b>

2021 DISTRIBUTION:

Federal	
5304	
5304 match (20.0%)	
<b>Total</b>	

2020 OTHER DIRECT:

Out of State Travel	\$0
Consultant	14,000
Other	<u>0</u>
<b>Total</b>	<b>\$14,000</b>

2021 OTHER DIRECT:

Out of State Travel	
Consultant	
Other	
<b>Total</b>	

## V. ADMINISTRATION

### 5.1 PROGRAM MANAGEMENT

#### **OBJECTIVE:**

This work task conducts those activities necessary for the efficient operation of NFRMPO and its Committees. This task provides the financial management and oversight of the NFRMPO expenditures and revenues as required by the Council and federal and state regulations. This task also documents work accomplished and funds expended to ensure such expenditures conform to the appropriate regulations.

#### **METHOD:**

The NFRMPO conducts this work task in accordance with the adopted Articles of Association, its Project Agreements with CDOT and with the Memorandum of Understanding Responsibilities between NFRMPO and CDOT; a Letter of Agreement between NFRMPO and the City of Fort Collins; grant agreement awards between NFRMPO and CDOT and FTA.

NFRMPO carries out financial transactions in accordance with Council adopted procedures and approved accounting standards. NFRMPO prepares quarterly financial statements for Finance Committee recommendation for Council approval. NFRMPO prepares and files quarterly and annual tax filings and reviews unemployment reports as required.

NFRMPO carries out grant and contracts management including policies, procedures, compliance and data and records management through the grant close-out process. NFRMPO ensures compliance with the general and special grant provisions and all applicable federal statutes, regulations and guidelines. NFRMPO develops and maintains proposals, invoices, expenditure approvals, and other documents related to grant and contract expenditures. NFRMPO prepares reimbursement requests and progress reports for appropriate agencies. Federal and state requirements followed include grant specific requirements, relevant federal regulations and Title 2, U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance.)

NFRMPO prepares and submits billings to CDOT, and Local Agencies. NFRMPO contracts with auditors to conduct annual audits to determine the fiscal integrity of financial transactions and compliance with laws, regulations, and administrative requirements. Staff provides copies of the audits to the Colorado State Auditor's Office, CDOT, Colorado Department of Local Affairs - Division of Local Governments, and Federal Agency Data Collection.

**OVERALL IMPACT/INTENT:**

This work task ensures the transportation planning process for the NFRMPO is comprehensive, coordinated, and continuing meeting all state and federal requirements. It also accounts for all activities and expenditures.

**FY2020 AND FY 2021 PRODUCTS**

1. Monthly financial records and quarterly and year-end financial statements
2. Annual audit and quarterly and annual tax filings (*Audit 1<sup>st</sup> and 2<sup>nd</sup> Quarter 2020 and 2021*)
3. Quarterly and annual petty cash oversight
4. CIRSA annual application, CIRSA insurance reporting (*1<sup>st</sup> Quarter 2020 and 2021*)
5. Required oversight of employee payroll and pension benefits (*Ongoing*)
6. Required oversight and review of accounts payable and expenses (*Ongoing*)
7. Quarterly investment and cash management reports
8. Contracts, vouchers, and procurement agreements, and requests for proposals, as needed
9. Annual indirect cost allocation plan (*3<sup>rd</sup> Quarter 2020 and 2021*)

	<u>FY 2020</u>	<u>FY 2021</u>
<u>PERSON/WEEKS:</u>	58	58

*This Work Task and Products are funded through Indirect Costs.*

## **5.2 GRANT REPORTING AND MANAGEMENT**

### **OBJECTIVE:**

This task completes the mid-year review financial and budget report. It also completes all of the necessary scope updates and final submissions of grants prior to receiving funding for FASTER grants as well as the follow up paperwork necessary prior to receiving the payment once a vehicle is received.

### **METHOD:**

NFRMPO carries out grant and contracts management including policies, procedures, compliance, and data and records management through the grant close-out process. NFRMPO ensures compliance with the general and special grant provisions and all applicable federal statutes, regulations and guidelines. NFRMPO develops and maintains proposals, invoices, expenditure approvals, and other documents related to grant and contract expenditures. NFRMPO prepares and progress reports for appropriate agencies. Federal and state requirements followed include grant specific requirements, relevant federal regulations and Title 2, U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance.); applicable statutory and administrative provisions.

Following CDOT, FTA and FHWA policies, the NFRMPO will submit the necessary reports and documents.

### **OVERALL IMPACT/INTENT:**

This work task completes all of the grant reporting and grant management tasks required to remain compliant for CDOT, FHWA, and FTA.

### **FY2020 AND FY2021 PRODUCTS**

1. Mid-year Review Report and Budget update (*2<sup>nd</sup> Quarter 2020 and 2021*)
2. Year-End Budget Report (*1<sup>st</sup> Quarter 2020 and 2021*)
3. Grant Review including monthly billing (*Monthly*)
4. Title VI Reporting, as required

FY 2020

FY 2021

PERSON/WEEKS:

9

9

2020 BUDGET:

Personnel	\$19,104
Other Direct	0
Indirect	<u>11,038</u>
<b>Total</b>	<b>\$30,142</b>

2021 BUDGET:

Personnel	
Other Direct	
Indirect	
<b>Total</b>	

2020 DISTRIBUTION:

Federal	
CPG (82.79%)	\$24,955
CPG match (17.21%)	<u>5,187</u>
<b>Total</b>	<b>\$30,142</b>

2021 DISTRIBUTION:

Federal	
CPG (82.79%)	
CPG match (17.21%)	
<b>Total</b>	

2020 OTHER DIRECT:

Out of State Travel	0
Consultant	0
Other	<u>0</u>
<b>Total</b>	<b>\$0</b>

2021 OTHER DIRECT:

Out of State Travel	
Consultant	
Other	
<b>Total</b>	

### **5.3 HUMAN RESOURCES/IT**

#### **OBJECTIVE:**

This task manages the NFRMPO human resources functions and implements employment policies for the NFRMPO staff. This task also provides for the creation, management, and confidentiality of the NFRMPO human resource records. This work task also oversees the IT consultant and completes IT inventory and replacement.

#### **METHOD:**

Using established and newly created policies and forms, the NFRMPO completes all federal, state, local and insurance forms required to hire, process, provide benefits including unemployment, or terminate an employee. The NFRMPO also completes the annual CIRSA audit to maintain the agency's eligibility for insurance coverage for all activities of the NFRMPO. This task also identifies and monitors necessary staff training.

NFRMPO staff completes research and equipment orders. Provides one source of contact with IT consultant to minimize the agency downtime.

#### **OVERALL IMPACT/INTENT:**

This work task provides for the essential human resources functions for the NFRMPO staff according to federal and Colorado state laws.

Maintained IT equipment is readily available and in good working order for staff use.

#### **FY2020 AND FY2021 PRODUCTS**

1. Job Postings, as needed
2. New hire paperwork, as needed
3. Separation paperwork, as needed
4. Benefits education and management (*Ongoing*)
5. CIRSA Training and Audit paperwork (*Quarterly*)
6. Miscellaneous NFRMPO correspondence, as needed
7. IT inventory and equipment replacements, as needed

	<u>FY 2020</u>	<u>FY 2021</u>
<u>PERSON/WEEKS:</u>	58	58

*This Work Task and Products are funded through Indirect Costs.*



## VI. VANGO WORK TASKS

### **6.1 VANPOOL SERVICES**

#### **OBJECTIVE:**

This Work Task provides the operation of the VanGo™ Vanpool Services program to regional commuters, a fare-based, rideshare option for groups of 5-8 passengers.

#### **METHOD:**

The VanGo™ program operates a fleet of 7-8 passenger minivans that connect Northern Colorado residents to jobs throughout the region and the Denver Metropolitan area. The NFRMPO maintains contractual relationships with the City of Fort Collins, the City of Greeley, the City of Loveland and various fleet-related businesses (auto dealers, car washes, and gas stations, auto-body shops) to provide a safe, cost-effective ridesharing option.

The passengers of the program pay a monthly fare based on their pick-up and drop-off locations. The fare is derived based on zones to cover the operating expenses of the program (fuel, insurance, maintenance). All volunteer drivers in the program are required to pass an online driver safety test and maintain a clean driving record; staff monitors records through periodic motor vehicle background checks. Each van has a coordinator that records the mileage and passengers and reports back to the NFRMPO monthly for NTD reporting to FTA that funds future vehicles purchases.

#### **OVERALL IMPACT/INTENT:**

The program currently serves commuters to the Denver Metropolitan area and Boulder. Bustang began July 2015, however, VanGo™ provides a flexible alternative ridesharing option for commuters in the North Front Range, Denver and Boulder. The FLEX Service to Boulder began January 2016 providing a single seat and fare service between Fort Collins and Boulder. The VanGo™ program is funded through monthly fares and federal-funding exchanged with the City of Fort Collins directly related to the number of miles saved (passenger miles) through this ridesharing program.

#### **FY2020 PRODUCTS**

1. 58 daily vanpools at 85 percent occupancy (*Ongoing*)
2. Contractual agreements, as needed
3. Annual survey of passengers (*1<sup>st</sup> Quarter 2020*)
4. Quarterly Newsletters (*Spring and Winter*)
5. Trip Matching (*Ongoing*)

**FY2021 PRODUCTS**

1. 60 daily vanpools at 80 percent occupancy (*Ongoing*)
2. Contractual agreements, as needed
3. Annual safety meeting with vanpoolers (*4<sup>th</sup> Quarter 2020*)
4. Annual survey of passengers (*1<sup>st</sup> Quarter 2021*)
5. Semi-annual Newsletters (*Spring and Winter*)
6. Trip-matching (*Ongoing*)

FY 2020

PERSON/WEEKS: 85

2020 BUDGET:

Personnel	\$112,924
Other Direct	497,757
Indirect	<u>104,455</u>
<b>Total</b>	<b>\$715,136</b>

2020 DISTRIBUTION:

FC Sales Tax	\$161,058
VanGo™ Fares	<u>554,078</u>
<b>Total</b>	<b>\$715,136</b>

2020 OTHER DIRECT:

Out of State Training	2,856
Consultant	581
Other	<u>494,320</u>
<b>Total</b>	<b>\$497,757</b>

FY 2021

XX

2021 BUDGET:

Personnel	0
Other Direct	0
Indirect	<u>0</u>
<b>Total</b>	<b>0</b>

2021 DISTRIBUTION:

Local Van Sales	0
FC Sales Tax	0
VanGo™ Fares	<u>0</u>
<b>Total</b>	<b>\$ 0</b>

2021 OTHER DIRECT:

Out of State Travel	0
Consultant	0
Other	<u>0</u>
<b>Total</b>	<b>0</b>

## **6.2 VANGO™ BILLING AND OUTREACH**

### **OBJECTIVE:**

This Work Task allows for the marketing of vanpooling and commuter trip reduction (telecommuting) programs to commuters and employers to reduce congestion and improve air quality in the region.

### **METHOD:**

The NFRMPO staff bill customers monthly for either a full or half fare on the 20<sup>th</sup> of each month – due on the 1<sup>st</sup>. Any invoice not paid by the 5<sup>th</sup> is charged a late fee. The NFRMPO discounts the fare for vanpool coordinators. The NFRMPO also manages subsidies provided by the City of Boulder, Boulder County and Colorado University.

### **OVERALL IMPACT/INTENT:**

This work task recognizes that in the absence of increased transportation infrastructure funding sources, metropolitan regions across the country are shifting resources to improve the efficiency and people-carrying capacity on our existing/available roadway infrastructure. VanGo™ program are federally-required programs for the NFRMPO region dedicated to improving transportation system efficiency while minimizing transportation-related fuel consumption and air pollution. For workers who are unable to drive, VanGo™ provides the essential commute trip in a safe, reliable, and economical manner.

### **FY2020 PRODUCTS**

1. Updates to Craig's List, Facebook, and Twitter (*Daily*)
2. Coordination with Transportation Management Associations outside of the NFRMPO area including Boulder, Estes Park, and Cheyenne, WY, as needed
3. Coordination with transit providers for marketing, as needed
4. Marketing materials for business outreach, as needed
5. Customer recruitment and retention tools, as needed
6. Document VanGo™ metrics (*Quarterly*)
7. Business-related accounting support: A/R, A/P, Collections (*Monthly*)

**FY2021 PRODUCTS**

1. Trip-matching *(Daily)*
2. Updates to Craig’s List, Facebook, and Twitter *(Daily)*
3. Coordination with Transportation Management Associations outside of the NFRMPO area including Boulder, Estes Park, and Cheyenne, WY, as needed
4. Coordination with transit providers for marketing, as needed
5. Marketing materials for business outreach, as needed
6. Customer recruitment and retention tools, as needed
7. Document VanGo™ metrics *(Quarterly)*
8. Business-related accounting support: A/R, A/P, Collections *(Monthly)*

FY 2020

FY 2021

PERSON/WEEKS: 4

XX

2020 BUDGET:

2021 BUDGET:

Personnel	\$5,745
Other Direct	25,547
Indirect	<u>4,915</u>
<b>Total</b>	<b>\$36,207</b>

Personnel	
Other Direct	
Indirect	
<b>Total</b>	

2020 DISTRIBUTION:

2021 DISTRIBUTION:

FC Sales Tax	36,207
VanGo™ Fares	<u>0</u>
<b>Total</b>	<b>\$36,207</b>

Local Van Sales	
FC Sales Tax	
VanGo™ Fares	
<b>Total</b>	

2020 OTHER DIRECT:

2021 OTHER DIRECT:

Out of State Travel	0
Consultant	0
Other	<u>25,547</u>
<b>Total</b>	<b>\$25,547</b>

Out of State Travel	
Consultant	
Other	
<b>Total</b>	

## **6.3 VEHICLE ACQUISITION AND MANAGEMENT**

### **OBJECTIVE:**

This task procures vehicles for ongoing operations and expansion of the VanGo™ Vanpool Program providing work travel between the North Front Range and the surrounding urban areas. This work task also inventories and tracks the capital assets of the VanGo™ program according to FTA guidelines.

### **METHOD:**

The NFRMPO develops a procurement spreadsheet that details the specifications for the vanpool vehicles and distributes it to eligible bidders as part of the request for bids. The NFRMPO receives the bids and then analyzes the safety ratings, fuel efficiency and lifetime operating costs to select the most cost-efficient passenger vehicle that can carry a minimum of seven passengers.

### **OVERALL IMPACT/INTENT:**

The VanGo™ vanpool program removes single occupant vehicles from congested facilities reducing air quality emissions. The program also provides North Front Range residents and employees with reliable, safe, and cost-effective transportation to work.

### **2020 PRODUCTS**

1. Procurement documentation, as needed
2. Purchase expansion vehicles, as needed

### **2021 PRODUCTS**

1. Procurement documentation, as needed
2. Purchase replacement vehicles, as needed
3. Purchase expansion vehicles, as needed

FY 2020

PERSON/WEEKS: 8

2020 BUDGET:

Personnel	\$10,628
Other Direct	310,000
Indirect	<u>9,832</u>
<b>Total</b>	<b>\$330,460</b>

FY 2021

XX

2021 BUDGET:

Personnel	
Other Direct	
Indirect	
<b>Total</b>	

2020 DISTRIBUTION:

Local Van Sales	\$60,000
FC Sales Tax	270,460
VanGo™ Fares	<u>0</u>
<b>Total</b>	<b>\$330,460</b>
FTA Van Sales	

2021 DISTRIBUTION:

Local Van Sales	
FC Sales Tax	
VanGo™ Fares	
<b>Total</b>	

2020 OTHER DIRECT:

Out of State Travel	\$0
Consultant	0
Other	<u>310,000</u>
<b>Total</b>	<b>\$310,000</b>

2021 OTHER DIRECT:

Out of State Travel	
Consultant	
Other	
<b>Total</b>	

## **6.4 VANGO™ GRANT MANAGEMENT**

### **OBJECTIVE:**

This work task ensures the requisite FTA and CDOT grant management. This task ensures the proper sales and tracking of the funds from the FTA and CDOT vans.

### **METHOD:**

NFRMPO staff manages the Colorado Department of Transportation grants via the COTRAMS website. Grant management includes budget revisions, submittal of new grants, required plans and documents, and vehicle inventory, and close-out procedures for completed grants.

When FTA vans are sold for more than \$5,000 the value must be returned to an FTA grant after proper accounting and used for the benefit of the VanGo™ program.

### **OVERALL IMPACT/INTENT:**

FTA and CDOT grant reporting ensure the NFRMPO is in compliance with receiving FTA and CDOT financial assistance, and that FTA/CDOT funds are used in accordance with specific rules and regulations.

### **2020 PRODUCTS**

1. Rolling Stock inventory with proper accounting for sale of FTA and CDOT Vehicles  
*(Ongoing)*

### **2021 PRODUCTS**

1. Rolling Stock inventory with proper accounting for sale of FTA and CDOT Vehicles  
*(Ongoing)*

FY 2020

FY 2021

PERSON/WEEKS: 3

2020 BUDGET:

Personnel	3,986
Other Direct	0
Indirect	<u>3,687</u>
<b>Total</b>	<b>\$7,673</b>

2021 BUDGET:

Personnel	
Other Direct	
Indirect	
<b>Total</b>	

2020 DISTRIBUTION:

FC Sales Tax	\$7,672
VanGo™ Fares	<u>0</u>
<b>Total</b>	<b>\$7,672</b>
FTA Van Sales	

2021 DISTRIBUTION:

Local Van Sales	
FC Sales Tax	
VanGo™ Fares	
<b>Total</b>	

2020 OTHER DIRECT:

Out of State Travel	0
Consultant	0
Other	<u>0</u>
<b>Total</b>	<b>\$0</b>

2021 OTHER DIRECT:

Out of State Travel	
Consultant	
Other	
<b>Total</b>	



## **6.5 VANGO™ GRANT REPORTING**

### **OBJECTIVE:**

This work task ensures the requisite FTA grant reporting and National Transit Database (NTD) monthly and annual reporting.

### **METHOD:**

VanGo™ mileage log and ridership activity data is collected and analyzed to provide monthly reports to NTD. Each report consists of Vehicle Miles Traveled (VMT), Passenger Miles Traveled (PMT), Unlinked Passenger Trips (UPT) and Revenue Vehicle Hours (RVH). A separate monthly safety report is also submitted.

The annual NTD report consists of the same data as noted above, and includes vehicle inventory, financial data, and energy (fuel) consumption, number of employees, maintenance performance, and Federal Funding Allocation demographic data.

### **OVERALL IMPACT/INTENT:**

FTA grant reporting ensures that the NFRMPO is in compliance with receiving FTA financial assistance, and that FTA funds are used in accordance with specific rules and regulations; and the NTD reporting provides the necessary federal capital funds to acquire vehicles to continue and expand the VanGo™ Program.

### **FY2020 AND FY2021 PRODUCTS**

1. Monthly NTD ridership, vehicular, and safety reports (*Monthly*)
2. The Annual NTD report (*2<sup>nd</sup> Quarter 2020 and 2021*)

FY 2020

FY 2021

PERSON/WEEKS: 13

2020 BUDGET:

Personnel	\$17,270
Other Direct	1,692
Indirect	<u>15,973</u>
<b>Total</b>	<b>\$34,935</b>

2021 BUDGET:

Personnel	0
Other Direct	0
Indirect	<u>0</u>
<b>Total</b>	<b>\$ 0</b>

2020 DISTRIBUTION:

FC Sales Tax	\$34,935
VanGo™ Fares	<u>0</u>
<b>Total</b>	<b>\$34,935</b>

2021 DISTRIBUTION:

Local Van Sales	0
FC Sales Tax	0
VanGo™ Fares	<u>0</u>
<b>Total</b>	<b>\$ 0</b>

2020 OTHER DIRECT:

Out of State Travel	1,692
Consultant	0
Other	<u>0</u>
<b>Total</b>	<b>\$1,692</b>

2021 OTHER DIRECT:

Out of State Travel	0
Consultant	0
Other	<u>0</u>
<b>Total</b>	<b>0</b>

## APPENDIX A—CDOT WORK TASKS

## **CDOT REGION 4 FY2020 WORK PROGRAM HIGHLIGHTS**

### **CO257 & CO392 Network Feasibility Study**

- Evaluates the impact of devolving portions of SH 392 and SH 257 in lieu of alternative routes with more regularly spaced access, fewer right-of-way constraints, fewer activity centers and less dense traffic movements. Seeks to enhance the safety, regional connectivity, and economic vitality for all roadway users.

## **DIVISION OF TRANSPORTATION DEVELOPMENT (DTD) AND DIVISION OF TRANSIT AND RAIL (DTR) FY2020 WORK PROGRAM HIGHLIGHTS**

### **DTD: MULTIMODAL PLANNING BRANCH**

#### **Statewide and Regional Planning**

2045 Statewide and Regional Transportation Plans:

- Develop data-driven 2045 Statewide and Regional Transportation Plans. Work activities include: Engagement with Transportation Commission Statewide Plan Committee; Conduct long-range revenue forecasting and program distribution; Conduct scenario planning activities; Utilize Statewide Travel Model; Adopt Statewide Transportation Plan in 2020.

Road X and Planning Coordination:

- Planning activities related to RoadX initiative and technology in transportation, including analysis of implications of technology on transportation system needs, development of policy, and processes for incorporation of new technologies into projects and processes.

Transportation Planning Education and Outreach:

- Education and outreach focused on improving coordination and communication with internal and external planning partners. Utilization of tools such as the CDOT Transportation Planning Manual and web-based Transportation Planning Toolkit.

#### **Freight Planning**

National Highway Freight Program

- Administer the National Highway Freight Program based on priorities identified in the Colorado Freight Plan and established processes.

Truck Parking

- Disseminate results from truck parking assessment develop process to identify best investment strategies to alleviate truck parking Issues. Identify early actions items in truck parking assessment to begin addressing truck staging and detention challenges in urban areas. Publish and publicize truck parking guide using appropriate media or tools.

#### **Bicycle and Pedestrian Planning**

- Create a new and separate Statewide Bicycle Plan that utilizes information from the bicycle facility inventory project and the high priority bicycle corridor project, to provide direction and strategies for improving bicycling in the state. Whereas the current Statewide Plan combines bicycling and walking, the new plan will separate the two modes into their own plans. The Bicycle Plan will be started in FY19 with anticipation of starting a separate Pedestrian Plan in FY20.

#### **DTR**

##### Interregional Bus Services:

- Continued participation in the FLEX services between/among Fort Collins, Loveland, Longmont, and Boulder. Continued delivery of Bustang between/among Fort Collins, Loveland, and Denver. Consideration of expanded or new Bustang service locations, including Kendall Parkway location as a replacement for the current US34 / I-25 park-and-ride, and including consideration of a stop near SH 119.

##### Transit Development Program:

- Development of a comprehensive inventory and priority program of transit and rail investment needs across the state, including capital and operational projects, based upon agency and stakeholder input through transportation planning processes.

##### Transit Asset Management - Performance Based Planning:

- Development and collection of a comprehensive statewide transit asset inventory and development of asset condition and planning analysis tools to support smart CDOT funding decisions and to assist transit agencies develop and implement sound asset management principles.

##### 2045 Statewide Transit Plan and Regional Transit Plans:

- Initiate development of 2045 Statewide Transit Plan and ten Coordinated Public Transit-Human Services Transportation Plans, also known as the Regional Transit Plans, for each of the rural Transit Planning Regions (TPRs). The plan identifies local, regional, intercity, and statewide transit needs and priorities primarily for the next ten years, with a snapshot

for the next 25 years. The Plan provides the foundation for CDOT to develop and implement policies and strategies for funding existing and enhanced transit services throughout the state. It is a guide for how the state and other transit-related organizations invest public dollars in transit services, fleet(s) and/or equipment, and facilities.

## APPENDIX B—BUDGET AMENDMENTS

**Table 4: FY2020 Budget Amendments**

Funding Source	As Adopted	Amendment 1 *	Amendment 2	Amendment 3	Cumulative
CPG	\$944,805	\$944,805	\$944,805		
STP	\$87,061	\$87,061	\$87,061		
SPR	\$86,625	\$86,625	\$86,625		
FTA 5310	\$27,000	\$27,000	\$27,000		
CDPHE	\$25,000	\$25,000	\$25,000		
FTA 5304	\$11,200	\$11,200	\$11,200		
FC MM	\$28,154	\$28,154	\$28,154		
State MMOF	\$0	\$0	\$206,000		
Local	\$240,627	\$240,627	\$446,627		
<b>MPO Total</b>	<b>\$1,450,472</b>	<b>\$1,450,472</b>	<b>\$1,862,472</b>		
FC Sales Tax	\$510,332	\$510,332	\$510,332		
VanGo™ Fares	\$554,078	\$554,078	\$554,078		
Van Sales	\$60,000	\$60,000	\$60,000		
<b>VanGo™ Total</b>	<b>\$1,124,410</b>	<b>\$1,124,410</b>	<b>\$1,124,410</b>		

Funding Source	As Adopted	Amendment 1 *	Amendment 2	Amendment 3	Cumulative
FTA 5307	\$4,000	\$4,000	\$44,000		
Local	\$126,000	\$126,000	\$136,000		
<b>Transit Total</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$180,000</b>		

Amendment #1 adds a Task to the UPWP but does not change the budget numbers.

Budget amendments are made as needed. The NFRMPO does not anticipate more than three amendments during FY2018.



## **APPENDIX C – USDOT APPROVAL**



U.S. Department  
of Transportation

**Federal Highway Administration**  
[Colorado Division](#)  
12300 W Dakota Ave, Suite 180  
Lakewood, CO 80228  
720.963.3000 – Phone  
720.963.3001 – Fax

**Federal Transit Administration**  
[Region 8](#)  
1961 Stout St, Ste 13301  
Denver, CO 80294-3007  
303.362.2400 – Phone  
303.362.2424 – Fax

September 30, 2019

Shoshana Lew  
Executive Director  
Colorado Department of Transportation  
2829 W. Howard Place  
Denver, CO 80204

Attn: Tim Kirby

**Subject: FY 2020 Unified Planning Work Program (UPWP) Approvals**

Dear Ms. Lew:

The Colorado Department of Transportation (COOT) has requested the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) approve the funding and work activities in the FY 2020 program year of the FY 2020-21 UPWPs for the five Metropolitan Planning Organizations (MPOs):

- Denver Regional Council of Governments (DRCOG)
- Pikes Peak Area Council of Governments (PPACG)
- North Front Range Metropolitan Planning Organization (NFRMPO)
- Pueblo Area Council of Governments (PACOG)
- Grand Valley Metropolitan Planning Organization (GVMPO)

We have reviewed the FY 2020-21 UPWPs for the five MPOs (DRCOG, PPACG, NFRMPO, PACOG, and GVMPO). The planning activities in these five UPWPs for FY 2020 are authorized to proceed through September 30, 2020. FTA will continue to transfer its planning funds to FHWA to be administered as part of the Consolidated Planning Grant (CPG). CDOT must submit a transfer request to FTA initiating a transfer of FTA planning funds to FHWA. CDOT must also obtain grant approval from FHWA prior to drawing down Federal FY 2020 CPG funds.

The funds shall be administered in accordance with the provisions of 23 CFR 420 and 2 CFR 200. In-kind donations are permissible as local match for CPG funds and must adhere to the procedures detailed within COOT/FHWA In-Kind Guidance Manual for Non-Infrastructure Projects. The work activities must be eligible under 23 USC 134 or 135, and the provisions of 23 CFR 420 and 23 CFR 450 must be fulfilled. Amendments to the FY 2020-21 UPWPs are subject to the provisions of 2 CFR 200.308. MPO UPWP Annual Reports are due by December 31 of each year. We note further considerations to address during FY 2020 in the attached Amended Comments on the FY 2020-21 UPWPs.

By way of this letter, FHWA hereby waives the requirement (23 CFR 420.117 (e)) that all reports prepared with FHWA planning funds receive approval prior to publication. However, these reports must contain appropriate credit references and disclaimer statements.

If you have any questions, please contact Bill Haas at (720) 963-3016 or Tracey MacDonald at (303) 362-2386.

Sincerely yours,

Cindy Terwilliger  
Regional Administrator

John M. Cater, PE  
Division Administrator

Encl.

cc: Marissa Gaughan, CDOT, DTD  
Leah Ware, CDOT, DTD  
Ron Papsdorf, DRCOG  
John Liosatos, PPACG  
Suzette Mallette, NFRMPO  
John Adams, PACOG  
Dana Brosig, GVMPO

## Amended Comments on FY 2020-21 UPWPs

1. Projects selected or utilized by MPOs using federal funds (CMAQ, STBG, Transportation Alternatives and Metro Planning) continue to maintain large unobligated balances as the funds are subject to lapsing. We will engage CDOT and the MPOs to identify ways to get funds obligated sooner.
2. Projects selected by MPOs continue to appear on FHWA's inactive projects list. An inactive project is defined in 23 CFR 630.106(a)(5), for which no expenditures have been charged against federal funds for the past twelve months. FHWA has the authority to de-obligate inactive projects. We will continue to engage CDOT, MPO's, and project sponsors to address the inactive projects in Colorado.
3. We will work with CDOT and the MPOs to minimize the amount of CPG Carryover contained in UPWPs.
4. FHWA/FTA request that MPOs coordinate with CDOT to develop a plan to work with project sponsors who are unable to advance a project.
5. Locally administered projects using federal funding continue to be a concern to FHWA. We expect MPOs to seek ways to assist local agencies to deliver these projects.
6. When projects are selected based on overmatch, CDOT often bills FHWA the pro-rata share eligible, not the share agreed to by the MPO, and this must not continue.
7. FHWA/FTA is aware that some project sponsors occasionally inflate overmatch to move specific projects higher on an MPO project selection priority list, but later recant on the overmatch amount, citing lack of funds.
8. All activities funded through the CPG shall be administered in accordance with the provisions of 2 CFR 200 and 23 CFR 420. Work program activities must be eligible under 23 USC 134 and 23 CFR 450. Any necessary amendments to the FY 2020 UPWP must adhere to the requirements of 2 CFR 200.308 and are subject to the provisions described in the *CDOT MPO Operating Manual*.
9. The FAST Act transportation performance management (TPM) rulemakings (23 CFR 490) are now active regulations. We expect the MPOs to monitor the TPM requirements, address TPM in project selection and report on progress meeting TMP targets, as well as adjust any tasks or activities in the UPWPs to meet TPM requirements.
10. FTA reminds MPOs of the requirement to have Public Transportation Agency Safety Plans in place by the end of 2020.
11. In the spirit of the FAST Act, we recommend that CDOT and the MPOs continue to seek ways to enhance the planning partnership and work on issues cooperatively.
12. FHWA/FTA expects timely inclusion of planning certification findings in the UPWP activities and tasks, to the maximum extent practicable, to promote timely implementation of these findings.

13. FHWA/FTA expects PACOG to devote sufficient resources to implement recommendations from the PACOG Planning Program Review.
14. MPOs are required to adhere to all contractual agreements and submit reimbursement requests monthly.
15. MPOs are required to be consistent with State of Colorado Travel Guidelines.
16. All provisions of 2 CFR 200 must be met including task-based performance beginning and end dates, and the CDOT led risk assessment process.
17. The use of third-party in-kind contributions for FHWA funded projects must be approved in advance by the FHWA Colorado Division.
18. At the time draft UPWPs, as well as any amendments, are made available for review and comment, CDOT/MPO will transmit electronic documents for FHWA/FTA review



U.S. Department  
of Transportation  
**Federal Highway  
Administration**

**Colorado Division**

12300 W. Dakota Ave., Suite 180  
Lakewood, Colorado 80228  
720-963-3000

December 30, 2019

Shoshana Lew  
Executive Director  
Colorado Department of Transportation  
2829 W. Howard Place  
Denver, CO 80204

Attn: Tim Kirby  
Manager, MPO and Regional Planning Section  
Division of Transportation Development

**Subject: NFRMPO FY2020 UPWP Amendment No. 1**

Dear Mr. Lewis,

The Colorado Department of Transportation (CDOT) has requested of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) the approval of an amendment to the North Front Range Metropolitan Planning Organization (NFRMPO) FY2020 Unified Planning Work Program (UPWP).

The FHWA and the FTA gave approval to the original FY2020 UPWP on Sept. 30, 2019.

Based on our review of the project description and Planning Council Resolution, the amendment is approved as proposed. The amendment adds one project, totaling \$25,000 including local match. This action is consistent with the Memorandum of Agreement between the FHWA Colorado Division Office and the FTA Region VIII office, and the Consolidated Planning Grant Memorandum of Understanding between FHWA, FTA, and CDOT.

The “Amended Comments on FY2020-21 UPWPs,” included as part of the joint FHWA/FTA FY2019 UPWP approval letter, must continue to be met. Furthermore, we want to reiterate that FHWA/FTA approval is based on the eligibility and allowableness of the tasks and activities identified within the UPWP or an amendment to use federal funds in accordance with 49 CFR 18, 23 CFR 420 and 2 CFR 200. We reserve the right to make eligibility and allowableness determinations after our initial UPWP approval or approval of any amendment, and take subsequent approval actions to document our determinations. Any appropriate changes to the Consolidated Planning Grant that is made necessary by this action will need to be separately requested by CDOT.

If there are any further questions, please contact Aaron Bustow at 720-963-3022 or [Aaron.Bustow@dot.gov](mailto:Aaron.Bustow@dot.gov).

Sincerely,

John M. Cater, P.E  
Division Administrator

By: William Haas  
Program Development Team Leader

CC: Ms. Suzette Mallette, NFRMPO  
Ms. Becky Karasko, NFRMPO  
Ms. Marissa Gaughan, CDOT DTD  
Ms. Karen Schneiders, CDOT Region 4  
Ms. Ranae Tunison, FTA Region 8



U.S. Department  
of Transportation  
**Federal Highway  
Administration**

**Colorado Division**

March 23, 2020

12300 W. Dakota Ave., Suite 180  
Lakewood, Colorado 80228  
720-963-3000

Shoshana Lew  
Executive Director  
Colorado Department of Transportation  
2829 W. Howard Place  
Denver, CO 80204

Attn: Tim Kirby  
Manager, MPO and Regional Planning Section  
Division of Transportation Development

**Subject: North Front Range Metropolitan Planning Organization (NFRMPO) FY2020  
Unified Planning Work Program (UPWP) Amendment 2**

Dear Ms. Lew,

The Colorado Department of Transportation (CDOT) has requested the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) approve Amendment 2 to the North Front Range Metropolitan Planning Organization (NFRMPO) FY2020 Unified Planning Work Program (UPWP).

The FHWA and the FTA gave approval to the original FY2020 UPWP on Sept. 30, 2019.

Based on our review of the project descriptions and Planning Council Resolution, Amendment 2 is approved as proposed. The amendment adds three projects, totaling \$462,000, consisting of Multimodal Options Funds, FTA 5304 funding, and local match. This action is consistent with the Memorandum of Agreement between the FHWA Colorado Division Office and the FTA Region VIII office, and the Consolidated Planning Grant Memorandum of Understanding between FHWA, FTA, and CDOT.

The “Amended Comments on FY2020-21 UPWPs,” included as part of the joint FHWA/FTA FY2019 UPWP approval letter, must continue to be met. Furthermore, we want to reiterate that FHWA/FTA approval is based on the eligibility and allowability of the tasks and activities identified within the UPWP or an amendment to use federal funds in accordance with 23 CFR 420 and 2 CFR 200. We reserve the right to make eligibility and allowability determinations after our initial UPWP approval or approval of any amendment, and take subsequent approval actions to document our determinations. Any appropriate changes to the Consolidated Planning Grant that is made necessary by this action will need to be separately requested by CDOT.



If there are any further questions, please contact Aaron Bustow at 720-963-3022 or [Aaron.Bustow@dot.gov](mailto:Aaron.Bustow@dot.gov).

Sincerely,

John M. Cater, P.E  
Division Administrator

CC: Suzette Mallette, NFRMPO  
Becky Karasko, NFRMPO  
Marissa Gaughan, CDOT DTD  
Karen Schneiders, CDOT Region 4  
Ranae Tunison, FTA Region 8

**APPENDIX D—NFRMPO RESOLUTIONS AND CERTIFICATIONS**

**RESOLUTION NO. 2019-14**  
**OF THE NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY PLANNING COUNCIL**  
**APPROVING THE FY2020-2021 UNIFIED PLANNING WORK PROGRAM (UPWP) TASKS AND BUDGET**

**WHEREAS**, the North Front Range Transportation & Air Quality Planning Council maintains a fiscally responsible budget in compliance with Federal regulations required and developed through the "3C" transportation planning process of a Unified Planning Work Program (UPWP) describing the transportation planning activities of the MPO region; and

**WHEREAS**, the North Front Range Transportation & Air Quality Planning Council has prepared a FY2020 and FY2021 UPWP with a FY2020 Budget that identifies the work elements, tasks, and direct expenses associated with the budget; and

**WHEREAS**, the budget includes funding for the VanGo™ vanpool program that is self-sufficient through fares and other funding sources; and

**WHEREAS**, the UPWP and budget have been constructed to allocate expenses as direct to a program where possible to reduce the indirect rate while more accurately reflecting true program costs; and

**WHEREAS**, the FY2020-2021 UPWP has continued the trend to reduce the use of Surface Transportation Block Grant Program (STBGP) funds for planning to allow for more construction funds; and

**WHEREAS**, the NFRMPO has budgeted a federal fund total of \$1,450,472 which includes STBG (\$87,061); CPG (\$944,805); SPR (\$86,625); Fort Collins Mobility Management (\$28,154); FTA 5310 (\$27k); FTA 5304 (\$11,200); and CDPHE (\$25k). The required match for each funding source is also identified by each funding source.

**WHEREAS**, the NFRMPO has budgeted \$1,124,410 for VanGo™ operation including \$554,078 in fares and \$510,332 in Fort Collins sales tax funds (exchanged for FTA 5307) and \$60k in van sales.

**NOW, THEREFORE, BE IT RESOLVED** the North Front Range Transportation & Air Quality Planning Council hereby approves the FY2020-2021 Unified Planning Work Program (UPWP) Tasks and FY2020 Budget and requisite match funds.

Passed and approved at the regular meeting of the North Front Range Transportation & Air Quality Planning Council held this 6<sup>th</sup> day of June 2019.

  
Kristie Melendez, Chair

ATTEST:

  
Suzette Mallette, Executive Director

**RESOLUTION NO. 2019-28**  
**OF THE NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY PLANNING COUNCIL**  
**APPROVING THE FIRST AMENDMENT TO THE FY2020 TASKS AND BUDGET OF THE FY2020-2021**  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**

**WHEREAS**, the North Front Range Transportation & Air Quality Planning Council maintains a fiscally responsible budget in compliance with Federal regulations required and developed through the “3C” transportation planning process of a Unified Planning Work Program (UPWP) describing the transportation planning activities of the MPO region; and

**WHEREAS**, the North Front Range Transportation & Air Quality Planning Council has prepared a FY2020 Budget that identifies the work elements, tasks, and direct expenses associated with the budget; and

**WHEREAS**, the NFRMPO is requesting an amendment of the FY2020-FY2021 UPWP to roll the *Local Transportation Plan* forward; and

**WHEREAS**, the FY2020 budget and FY2020 and FY2021 were approved by the North Front Range Transportation & Air Quality Planning Council on June 6, 2019 and this is the First Amendment of the FY2020 portion of the UPWP; and

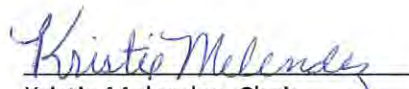
**WHEREAS**, the NFRMPO is amending the FY2020 UPWP tasks to roll the *Local Transportation Plan* funding amount of \$20,698 in Consolidated Planning Grant (CPG) funds and \$4,302 is Local Match from Severance, Eaton, and Weld County from FY2019 to FY2020; and

**WHEREAS**, the NFRMPO total budget remains unchanged at \$1,450,472; and

**WHEREAS**, the VanGo™ budget remains unchanged at \$1,124,410.

**NOW, THEREFORE, BE IT RESOLVED** the North Front Range Transportation & Air Quality Planning Council hereby approves the First Amendment to the FY2020 Tasks and Budget of the FY2020 Tasks of the FY2020-2021 Unified Planning Work Program (UPWP).

Passed and approved at the regular meeting of the North Front Range Transportation & Air Quality Planning Council held this 5<sup>th</sup> day of December 2019.

  
\_\_\_\_\_  
Kristie Melendez, Chair

ATTEST:

  
\_\_\_\_\_  
Suzette Mallette, Executive Director





**RESOLUTION NO. 2020-11**  
**OF THE NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY PLANNING COUNCIL**  
**APPROVING THE SECOND AMENDMENT TO THE FY2020 TASKS AND BUDGET OF THE FY2020-2021**  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**

**WHEREAS**, the North Front Range Transportation & Air Quality Planning Council maintains a fiscally responsible budget in compliance with Federal regulations required and developed through the “3C” transportation planning process of a Unified Planning Work Program (UPWP) describing the transportation planning activities of the MPO region; and

**WHEREAS**, the North Front Range Transportation & Air Quality Planning Council has prepared a FY2020 Budget that identifies the work elements, tasks, and direct expenses associated with the budget; and

**WHEREAS**, the NFRMPO is requesting an amendment of the FY2020-FY2021 UPWP to add two tasks: *Task 2.10 North Front Range Premium Transit Analysis* and *Task 3.3: Transport Onboard Ridership Survey*; and to update one task: *Task 4.4 Mobility Management*; and

**WHEREAS**, the FY2020 budget and FY2020 and FY2021 tasks were approved by the North Front Range Transportation & Air Quality Planning Council on June 6, 2019 and this is the Second Amendment of the FY2020 portion of the UPWP; and

**WHEREAS**, the NFRMPO is amending the FY2020 UPWP budget to include:

- \$125,000 in Multimodal Options Fund and \$125,000 in Local Match from VanGo™ Reserve Funds for *Task 2.10 North Front Range Premium Transit Analysis*;
- \$40,000 in FTA §5304 Funds and \$10,000 in Local Match from Fort Collins for *Task 3.3: Transport Onboard Ridership Survey*; and
- \$81,000 in Multimodal Options Fund and \$81,000 in Local Match from VanGo™ Reserve Funds for *Task 4.4 Mobility Management*;

**WHEREAS**, the NFRMPO total budget will increase to \$1,862,472; and

**WHEREAS**, the VanGo™ budget remains unchanged at \$1,124,410.

**NOW, THEREFORE, BE IT RESOLVED** the North Front Range Transportation & Air Quality Planning Council hereby approves the Second Amendment to the FY2020 Tasks and Budget of the FY2020 Tasks of the FY2020-2021 Unified Planning Work Program (UPWP).

Passed and approved at the regular meeting of the North Front Range Transportation & Air Quality Planning Council held this 5<sup>th</sup> day of March 2020.

  
\_\_\_\_\_  
Dave Clark, Chair

ATTEST:

  
\_\_\_\_\_  
Suzette Mallette, Executive Director

## **CIVIL RIGHTS REQUIREMENTS**

**29 u.s.c. § 623, 42 u.s.c. § 2000**

**42 u.s.c. § 6102, 42 u.s.c. § 12112**

**42 u.s.c. § 12132, 49 u.s.c. § 5332**

**29 CFR Part 1630, 41 CFR Parts 60 et seq.**

### **Civil Rights**

The following requirements apply to the underlying contract:

- (1) Nondiscrimination** - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. §2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. §6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. §12132, and Federal transit law at 49 U.S.C. §5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
- (2) Equal Employment Opportunity** - The following equal employment opportunity requirements apply to underlying contract:

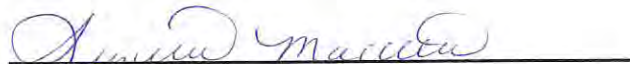
  - (a) Race, Color, Creed, National Origin, Sex** - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. §2000e, and Federal transit laws at 49 U.S.C. §5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq. (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. §2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
  - (b) Age** - In accordance with section 4 of the Age Discrimination in Employment
  - (c) U.S.C. §5332**, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(d) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. §121112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(3) The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary, to identify the affected parties.

Executed this 5<sup>th</sup> day of March 2020.

By

  
\_\_\_\_\_  
Suzette Mallette, Executive Director  
NFRT & AQPC

ATTEST:

  
\_\_\_\_\_  
Lisa Gagliardi, Accounting Manager  
NFRT & AQPC



## CERTIFICATION OF RESTRICTIONS ON LOBBYING

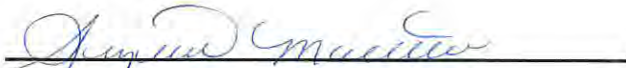
I, Suzette Mallette, Executive Director, hereby certify, on behalf of the North Front Range Transportation & Air Quality Planning Council, that:

1. No Federally appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying." In accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code.

Executed this 5<sup>th</sup> day of March 2020,

By



Suzette Mallette, Executive Director  
NFRT & AQPC

ATTEST:



Lisa Gagliardi, Accounting Manager  
NFRT & AQPC



**NORTH FRONT RANGE TRANSPORTATION  
& AIR QUALITY PLANNING COUNCIL  
(NFRT & AQPC)  
ANNUAL TITLE VI ASSURANCES  
FISCAL YEAR 2019**


1. There have been no lawsuits or complaints alleging discrimination on the basis of race, color, or national origin filed against the North Front Range Transportation & Air Quality Planning Council within the last year, October 1, 2018 through September 30, 2019.
2. There are no pending applications to any federal agency by the North Front Range Transportation & Air Quality Planning Council.
3. There were no civil rights compliance reviews performed on the North Front Range Transportation & Air Quality Planning Council by any local, state or federal agency during the period October 1, 2018 through September 30, 2019.
4. Title VI will be enforced by the North Front Range Transportation & Air Quality Planning Council for all contractors. All contracts with the North Front Range Transportation & Air Quality Planning Council include compliance measures that in effect, state that failure to comply with Title VI requirements will result in termination of the contract. A copy of the standard contract language regarding Title VI is on file at the MPO's office.

Date: March 5, 2020

North Front Range Transportation & Air Quality Planning Council

  
\_\_\_\_\_  
Suzette Mallette, Executive Director  
NFRT & AQPC

ATTEST:

  
\_\_\_\_\_  
Lisa Gagliardi, Accounting Manager  
NFRT & AQPC