

**North Front Range Transportation & Air Quality Planning Council  
Year-End Review Report**

**December 30, 2020**



**FY2020 - 2021 Unified Planning Work Program**

<b>Total FY 2020-2021 Budget</b>	<b>\$ 2,270,883</b>
<b>Expended through 09/30/20</b>	<b>\$ 1,933,558</b>

## **Title VI Compliance**

The North Front Range Metropolitan Planning Organization (NFRMPO) Planning Council approved the updated *Title VI Plan* on May 2, 2019. The NFRMPO has two program areas: Transportation and VanGo™. The NFRMPO did not receive any Title VI complaints during FY2019. The NFRMPO's *2019 Public Involvement Plan (PIP)* was approved by Planning Council on March 7, 2019. The NFRMPO did not received any Title VI complaints during FY2020.

### **1.0 MONITORING**

Budget: \$153,208

Oct 1-September 30 Expenses: \$153,876

#### **1.1 DATA COLLECTION AND ANALYSIS**

- The NFRMPO mobile bicycle and pedestrian counters are available for check out by member communities to complete short duration counts to enhance the travel collection capabilities of the region. In FY2020, Loveland, Windsor, and Timnath took taken advantage of the counter program. NFRMPO staff discussed CY2020 priority count locations with the Northern Colorado (NoCo) Bicycle & Pedestrian Collaborative.
- NFRMPO staff analyzed continuous bicycle and pedestrian count data to assess the impacts of COVID-19 on active transportation and recreation, assisted with local agency grant applications and worked with Larimer County, Loveland, and Greeley staff to troubleshoot counters and discuss data trends.
- NFRMPO staff collected updated bicycle and pedestrian facility information from local agencies for the upcoming *Regional Active Transportation Plan*
- The NFRMPO Intern continued to support the bicycle and pedestrian counter program
- The NFRMPO purchased and transferred ownership of a permanent counter to the Great Western Trail Authority, which was installed near the Eaton Recreation Center in October 2020. The data will be used to better understand bicycle and pedestrian trends in a part of the region with no other counters
- NFRMPO staff completed geocoding of traffic crashes for 2016-2018. Analysis for these years is in progress and will continue into FY2021 in support of the *Environmental Justice Plan* and *Non-Motorized Plan*.
- Performed analysis of crash data and safety planning processes for the development of the NFRMPO Safety Vision: Towards Zero Deaths.

#### **1.2 SAFETY AND SECURITY**

- NFRMPO staff participated in the CDOT-organized North I-25 TIMP and US85 TIMP meetings.
- A construction location map was developed and is hosted on the NFRMPO website at <https://nfrmpo.org/newsletter/construction/>.

### **1.3 LOCAL PLAN REVIEWS**

- Staff completed 12 development reviews for the Town of Timnath and three for the Town of Severance. Comments were provided on how proposed development could impact Regionally Significant Corridors (RSCs), Regional Non-Motorized Corridors (RNMCS), Regional Transit Corridors (RTCs), Safe Routes to School (SRTS), and other related plans, recommendations, and best practices.

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

- NFRMPO staff assisted local agencies in submitting two functional classification change requests to CDOT to meet revised criteria for the updated Regionally Significant Corridors (RSCs) included in the *2019 CMP* and adopted by the NFRMPO Planning Council as part of the *2045 RTP* on September 5, 2019. The requests for WCR27 and WCR13/Colorado Boulevard were submitted to CDOT in April 2020.

### **1.5 PERFORMANCE MEASUREMENT AND REPORT**

- The five Safety Performance Targets for 2016-2020 were set and adopted by Planning Council on February 6, 2020.
- NFRMPO staff began discussions with TAC on updating Pavement Condition Targets following CDOT's Midpoint Performance Review.

## 2.0 PLAN DEVELOPMENT

Budget: \$ 696,686  
Oct 1-September 30 Expenses: \$ 496,902

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

- The Safety Targets for 2016-2020 were adopted by Planning Council on February 6, 2020.
- As part of CDOT's process to develop a 10-Year Strategic Pipeline of Projects to create a list of the State's top transportation priorities and provide a living list of projects to incorporate into CDOT's Statewide Transportation Improvement Program (STIP) as the four active fiscal years change, the NFRMPO convened a workshop on January 16, 2020. The workshop brought together Planning Council members and TAC members from each member community to prioritize a list of 56 projects to develop a list of the region's top priorities. The resulting list of 16 projects (10 roadway, two transit, and four non-motorized) was submitted to CDOT Region 4 staff on January 20, 2020.

### **2.2 LAND USE MODEL MANAGEMENT**

- NFRMPO staff used the Land Use Allocation Model (LUAM) to complete data requests for member agencies.
- The documentation for the 2010 LUAM was completed in March 2020.
- NFRMPO staff attended an UrbanSim training in November 2019.
- NFRMPO staff worked with UrbanSim staff in June 2020 on improvements for the V2 release of UrbanSim.

### **2.3 TRANSPORTATION MODEL MANAGEMENT**

- NFRMPO staff used the Regional Travel Demand Model (RTDM) to complete data requests for member agencies.
- NFRMPO staff continued to troubleshoot and refine the new Regional Travel Demand Model (RTDM).
- Due to the COVID-19 pandemic, the 2050 Model Update RFP was not released in FY2020. Instead, this will occur in fall 2021.
- Due to the COVID-19 pandemic, updated traffic counts were not collected in FY2020. Instead, this will occur in early 2022.

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

- NFRMPO staff began discussions with local agency staff on updating visions for the Regional Non-Motorized Corridors (RNMCS) adopted as part of the *2013 Regional Bike Plan* and *2016 Non-Motorized Plan*.

- The NFRMPO staff collected updated project information for a Non-Motorized 10-Year Pipeline of Projects from local agency staff.
- In March 2020, staff changed the name of the plan from the *Regional Non-Motorized Plan* to the *Active Transportation Plan (ATP)* to better reflect the intent of the plan.
- NFRMPO staff held an initial ATP Steering Committee meeting, attended two public events, and presented at 12 committee/board/stakeholder meetings to discuss ATP priorities.
- NFRMPO solicited online feedback on the ATP and received 75 comments via the Community Remarks webpage and 55 survey responses from the NoCo Active Transportation Challenge.

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

### Council –

- Packets, minutes, supporting documentation, calendars, and rosters were produced, revised, sent to the Planning Council and/or the Council Packet Distribution List, and posted to the NFRMPO website for each meeting.
- Meeting announcements were produced, sent to the *Coloradoan*, *Greeley Tribune*, and the *Loveland Reporter-Herald* and posted to the NFRMPO website for each meeting.
- Due to COVID-19, Planning Council meetings were held virtually from April through September 2020.
- NFRMPO staff posted Planning Council meeting minutes on the website following approval by Planning Council members.
- NFRMPO staff began producing an Executive Summary of each meeting, similar to the TAC Executive Summary, for inclusion in that month's TAC Agenda Packet.
- Resolutions were approved, signed, scanned, distributed as needed, and stored both as hard copy and electronically.
- Correspondence was disseminated, as needed.

### TAC –

- Packets were produced and sent electronically to TAC members and the TAC Packet Distribution list a week prior to each scheduled TAC meeting.
- Due to COVID-19, TAC meetings were held virtually from April through September 2020.
- Rosters and calendars were produced, revised, and distributed to TAC members, as needed.
- NFRMPO staff prepared an Executive Summary of each meeting, which was added to the next month's Planning Council Agenda Packet.
- NFRMPO staff posted TAC meeting minutes on the website following approval by TAC

members.

- Correspondence was disseminated, as needed.

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

- The NFRMPO developed the Tasks and Budget for the *FY2020-2021 Unified Planning Work Program (UPWP)*, was approved by Planning Council at their June 4, 2020 meeting.
- Staff implemented the UPWP Amendments and Modifications process.
- Staff developed and Planning Council approved two Amendments to the *FY2020-2021 UPWP*
- NFRMPO staff continued to work on the recommendations from the quadrennial MPO Federal Certification Review, conducted in Spring 2018, and created a spreadsheet to track progress.

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

- NFRMPO staff drafted the Existing Conditions Report for the *EJ Plan* and are identifying recommendations, strategies, and best practices.
- NFRMPO staff discussed the *EJ Plan* with the Larimer County Mobility Committee (LCMC), Larimer County Built Environment Team, City of Fort Collins staff, City of Evans staff, Weld County staff, the Weld County Mobility Committee (WCMC), the Family Center, Greeley-Evans School District 6, United Way of Larimer County, Immigrant and Refugee Center of Northern Colorado, and Diverse Fort Collins.
- NFRMPO staff presented the EJ Plan to TAC at their July 15, 2020 meeting and to Planning Council at their August 6, 2020 meeting.
- Feedback was collected from attendees of the Larimer County Built Environment Learning Series event on January 24, 2020 and the Fort Collins Transportation Fair on February 27, 2020. A survey was distributed in English and Spanish to different community partners and social media outlets and eight surveys have been returned. A Colorado State University (CSU) student asked to volunteer to help distribute the survey.
- NFRMPO staff created an Environmental Justice page on the [nfrmpo.org](http://nfrmpo.org) website.

## **2.8 2020 HOUSEHOLD SURVEY**

- While originally anticipated to be started in FY2020, this Task will be a FY2021 Task into FY2022 Task in coordination with CDOT Modeling Staff and the Statewide Household Survey Oversight Team.

## **2.9 LOCAL TRANSPORTATION PLAN**

- The Local Transportation Plan is in the early stages of development, with work to be

completed by Severance staff in FY2020. This project will be rolled into the *FY2020-2021 UPWP*.

- Monthly coordination meetings between the communities along the corridor.

## 3.0 PLANNING SERVICES

Budget: \$ 272,155

Oct 1-September 30 Expenses: \$ 324,120

### 3.1 SPECIAL PARTICIPATION

- Staff participated in US34 PEL Executive Committee meetings.
- Staff participated on the US34 PEL TAC and provided technical assistance to CDOT.
- Staff participated on the Windsor Area Network (now the CO257 and CO392 Network Feasibility Study) TAC meetings.
- Staff attended CDOT's Colorado Model User Group (COMUG) meetings.
- Staff attended Statewide MPO (SWMPO) meetings.
- Staff attended State Transportation Advisory Committee (STAC) meetings.
- Staff attended North Area Transit Alliance (NATA) meetings.
- Staff attended Transportation Environmental Resource Council (TERC) meetings.
- Staff attended Air Quality Interagency Coordination Group (ICG) meetings.
- Staff attended Regional Air Quality Council (RAQC) meetings.
- Staff attended the RAQC's Transportation and Land Use Subcommittee meetings.
- Staff attended Engage Fort Collins (EnFoCo) meetings.
- Staff attended a Freedom Parkway Coalition meeting and reviewed the draft Access Control Plan (ACP).
- Staff participated in CDOT's Freight Advisory Council meetings.
- Staff participated on the Connect Loveland Steering Committee.
- Staff attended North I-25 Coalition meetings.
- Staff supported four North I-25 Funding Committee meetings.
- Staff participated on the Southwest Chief & Front Range Passenger Rail Commission.
- Staff supported Northern Colorado (NoCo) Bicycle & Pedestrian Collaborative meetings.

### 3.2 OUTREACH/COMMUNICATIONS

- The agency continued to enhance the NFRMPO blog and linked it to Twitter, Facebook, and LinkedIn to automatically tweet or post when a new blog post is made.
- NFRMPO staff distributed information regarding training sessions, webinars, reports, and other important non-motorized information to TAC members and Northern Colorado Bicycle & Pedestrian Collaborative.
- The NFRMPO updated the agency website as needed. The NFRMPO website (<https://nfrmpo.org>) provides additional information not available on the NFRMPO Blog or Twitter sites, such as current and archived projects, information about MPO staff, TAC and Planning Council members, and meeting materials and a calendar for



upcoming meetings.

- Four *On the Move* newsletters were drafted and published. The newsletters cover transportation news, construction updates, planning news, study updates, NFRMPO departments, spotlight on NFRMPO communities, and upcoming events and community calendar.
- NFRMPO staff purchased 20 sponsored Facebook ads during FY2020 to help promote existing planning initiatives, partnerships, and other relevant events and updates. The NFRMPO also created 67 blog posts, which were distributed across several NFRMPO social media platforms, and promoted various relevant posts from local agencies and other planning partners.
- The [@nfrmpo](#) Instagram was used to show NFRMPO activities and to spread awareness of different events happening in the region.
- To adapt to the change in expected outreach opportunities, NFRMPO staff created a transportation scavenger hunt and multiple coloring pages with transportation related items. The coloring pages were uploaded to the NFRMPO website (<https://nfrmpo.org/public-involvement/>) and posted to social media. Completed pages were posted after being submitted by members of the public.

## 4.0 PLAN IMPLEMENTATION

Budget:	\$ 301,317
Oct 1-September 30 Expenses:	\$ 126,785

### **4.1 PROJECT ASSISTANCE**

- Staff provides support for the Northern Colorado (NoCo) Bicycle & Pedestrian Collaborative, which is implementing the 2016 *Non-Motorized Plan*.
- Staff also participated in the Interagency Consultation Group (ICG) meetings.

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

- The NFRMPO staff processed three Amendments and six Modifications to the FY2019-2022 TIP and 29 Amendments and 85 Modifications to the FY2020-2023 TIP.
- The [Annual List of Federally Obligated Projects](#) was completed and posted on the NFRMPO website in December 2019.
- The NFRMPO opened the Call for Projects for the SB18-001 Multimodal Options Fund (MMOF) on December 6, 2019. The Call for Projects closed on January 31, 2020 and 14 applications were received. Planning Council approved two MMOF set asides, one on January 9, 2020 and one on February 6, 2020, and awarded funding to 13 projects on April 2, 2020.
- Due to the delay in approval for the adopted FY2020-2024 TIP and the lack of substantial need for adopting a new TIP, the NFRMPO decided to not develop or adopt a FY2021 – 2024 TIP. Instead, the FY2020-2024 TIP will remain the effective TIP through most of FY2021. The next TIP will be the FY2022-2025 TIP which will be developed in FY2021.

### **4.3 FEDERAL FUNDS MANAGEMENT**

- The FY19 TIP Project Delay Review found three project or project components with first time delays, three with second delays, and one with a third delay. Subsequently, one project went to ad and was reclassified as not delayed and another two project components were removed from the review in advance of the sponsor's return of funds. TAC provided one-year extensions to the two projects with first delays. Planning Council provided second and third one-year extensions to the two projects with second or third delays.
- The FY20 TIP Project Delay Review was initiated in the 4<sup>th</sup> Quarter of 2020 and found four projects with first time delays and two projects with second delays. The TAC and Planning Council actions for these delayed projects will occur during FY2021.
- A Call for Projects to award CMAQ, STBG, and TA funds for FY2024 and FY2025 was not held in FY2020. In September the TAC had a preliminary discussion on how to

change the process for the next Call for Projects process and agreed to hold the Call in mid- to late-2021 to shorten the time between the Call and the date funding becomes available to enable sponsors to submit better applications and allow more time for improvements to the Call process.

- The March 2020 CDOT reconciliation identified \$1.4M unprogrammed FY2020 STBG funding. In May, the Planning Council approved awarding the funding to two projects selected in the 2016 Call for Projects that were not fully funded.
- The July 2020 CDOT reconciliation identified \$3.3M unprogrammed FY2019-FY2021 CMAQ and \$2.0M unprogrammed FY2021 STBG. In September, the Planning Council approved awarding the funding to seven projects that were selected in previous Calls for Projects that were not fully funded and advancing funding for one project.
- Due to the economic impacts of COVID-19, NFRMPO staff notified local agencies of options available to reduce or postpone local match payments for previously selected projects. In addition, the TAC approved the use of existing procedures for processing requests for local match assistance. In September, the Planning Council approved requests for toll credits to reduce local match for two projects.

#### **4.4 MOBILITY MANAGEMENT**

- The *Online Resource Guide* was updated to ensure all services are shown properly. Approximately 2,551 people accessed the website between October 2019 and September 2020.
- *Rider's Guides* were distributed at local meetings and upon request. NFRMPO staff created a large text option based on a request. Approximately 400 have been distributed between October 2019 and September 2020.
- The Mobility and Access Priority Group (MAPG), formerly the Senior Transportation Coalition, worked on its five-year strategic plan and is planning trainings for the post-COVID world.
- LCMC met six times between October 2019 and September 2020, with an average of 15 attendees. The *Larimer County Senior Transportation Implementation Plan* was adopted by the Larimer County Board of County Commissioners in November 2019 and was approved by the NFRMPO Planning Council in January 2020.
- The Weld County Mobility Committee (WCMC) met six times between October 2019 and September 2020, with an average of eight to 10 attendees.
- A CDOT year-end report was completed in January 2020 and the quarterly report was completed in October, April, and July. Quarterly newsletters were published in October 2019, January 2020, April 2020, and July 2020. The October 2020 edition was drafted and included in the October 2020 Planning Council meeting packet.
- The NFRMPO continues to partner with the 60+ Ride Volunteer Driver Program in Weld County. Between October 2019 and September 2020, the program provided approximately 5,500 rides to seniors.

- NFRMPO staff assisted Greeley Center for Independence with the purchase of an ADA-accessible van through CDOT's Consolidated Capital Call for Projects. This included phone calls and discussions with the distributor and CDOT consultant. The van was delivered in February 2020. NFRMPO staff provided initial consultation with 60+ Ride to help the organization apply for an ADA-accessible van through CDOT's Consolidated Capital Call for Projects. The application was submitted in Q4 2019. 60+ Ride was not able to accept the vehicle, so the NFRMPO is partnering with Envision for the vehicle.
- NFRMPO staff applied for funding through the Consolidated Capital Call for Projects for the trip discovery software and was awarded the funding. NFRMPO staff is waiting for the contract.
- NFRMPO staff applied for rural 5310 funding which will begin in Calendar Year 2021. This grant will help expand the Mobility Program work to more of Larimer and Weld counties outside of the NFRMPO boundary. It is expected to hear about this grant in October or November 2020.

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

- The NFRMPO attended a conference in Washington, D.C. in October 2019 on behalf of the NADTC grant, sharing the outcomes of the grant.
- The NFRMPO presented the final Implementation Plan to the Larimer County Board of County Commissioners in November 2019. The Board adopted the plan at that meeting.
- The NFRMPO presented the Expansion of the Mobility Program project, the recommendation from the Implementation Plan, to the NFRMPO Planning Council in December 2020 and January 2020. The Planning Council approved setting aside Multimodal Options Funds (MMOF) for the project at the January 9, 2020 meeting.
- The NFRMPO contracted with CDOT for the MMOF to hire a Mobility Manager who will start in December 2020. The projects were amended into the FY2020-2021 UPWP and the FY2020-2023 TIP by Planning Council at their February 6, 2020 meeting.

## 5.0 PLAN ADMINISTRATION

Budget: \$ 33,106  
Oct 1-Sept 30 Expenses: \$ 156,447

### 5.1 PROGRAM MANAGEMENT

- Q2 unaudited Financial Statements were created and presented to Council in August 2020. Q3 2020 Financial Statements are in the process of being prepared.
- All grants are current regarding monthly billing. The August 2020 bill was the last submitted and September is underway.
- All quarterly and annual payroll tax reports were filed on time.
- Required oversight of employee payroll and pension benefits and accounts payable and expenses is ongoing
- The FY2021 CPG contract was approved prior to October 30, 2020.
- All contracts with CDOT are in place.
- The NFRMPO submitted an indirect cost allocation plan, meeting the June 30, 2020 deadline, to CDOT and it was approved for FY2021.

### 5.2 GRANT REPORTING AND MANAGEMENT

- Annual NTD reporting was completed in April 2020.

### 5.3 HUMAN RESOURCES/IT

#### Advertisements

- The Accounting Manager that was hired in January 2020 left the MPO in July 2020. A new Manager was hired in September.
- NFRMPO Council approved funding to initiate the One Call One Click Center through the NFRMPO organization. The contract with CDOT was approved in September and the search for a Mobility Manager to run the program is underway.

#### Benefits education and management-

- Open enrollment was completed for all eligible employees.
- Updated Personnel Policies were implemented.
- A Wireless Communication Policy was implemented.
- A Promotion Process Policy was implemented.
- A Phone Reimbursement Policy was implemented.
- 2020 Conflict of Interest forms were signed and filed for all employees.
- 2020 Conflict of Interest forms were disseminated to new Council members and/or their alternates as they came into the Council. Following the April 2020 elections, Conflict of Interest forms will be collected for all members and alternates and filed

electronically.

- Updated Data Security & Data Breach Policies were reviewed by the MPO Attorney and will be revised, signed, and filed for all employees in April 2020.

#### CIRSA Audit Paperwork-

- On March 27, 2020, the MPO received a score of 103% (3 bonus points) for Workers Compensation (WC) and 105% (5 bonus points) for Property/Casualty (PC). A score of 80% is required for eligibility to receive Loss Control Credits.
- Trainings on Workplace Ergonomics, Workplace Stress Resiliency, Back Injuries, Violence in the Workplace, Workplace Bullying, and Sexual Harassment in the Workplace were provided to all staff members in compliance with the CIRSA audit process.
- Two new employees were provided all New Employee trainings in compliance with CIRSA.
- All trainings were logged on the MPO Training Log or are documented on the CIRSA Group Report for All NFRMPO Staff

#### IT

- The current IT vendor's 5-year contract expires at the end of October 2020 and an RFQ was released to contract with an IT company for support for the next 5 years.
- K-e-commerce, the payment software for VanGO™, no longer supports their software and we are installing a new vendor in October. This software is integrated with the Great Plains financial software.

## 6.0 OPERATIONS

Budget: \$ 814,411

Oct 1-September 30 Expenses: \$ 675,428

### **6.1 VANPOOL SERVICES**

- Produced and distributed newsletter in December 2019 and September 2020.
- 29 new riders joined VanGo™ in the period of 10/1/2019-9/30/2020.

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

- Coordination with Transportation Management Associations included:
  - Way to GO (DRCOG);
  - 36 Commuting Solutions;
  - Boulder Transportation Connection/GO Boulder;
  - Transportation Solutions; and
  - Smart Commute Metro North.
- Promotion activities include:
  - Social media - Facebook and Twitter
  - Partial Vinyl Wrap Fleet with a more eye-catching design.
- Customer recruitment and retention tools included:
  - \$50.00 gift card rider incentives for recruitment of new riders and
  - Recurring payment method.
- 39 VanGo™ vanpools in operation.
- Updates of the VanGo™ Dashboard were published quarterly on and NFRMPO website and shared with TAC and Planning Council quarterly.

### **6.3 VEHICLE ACQUISITION AND MANAGEMENT**

- One 2019 Toyota Rav4 Hybrid purchased.

### **6.4 VANGO™ GRANT MANAGEMENT**

- No grants were utilized by VanGo™.

### **6.5 VANGO™ GRANT REPORTING**

- Monthly NTD data for October 2019 through March 2020 (revenue vehicle miles, revenue vehicle hours, passenger miles travelled, unlinked passenger trips, safety & security reports) was compiled and reported prior to the required deadline by the end of each month. The data is reported one month in arrears of receipt of the VanGo™ mileage logs.