

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

December 6, 2021



FY2020 - 2021 Unified Planning Work Program As of September 30, 2021

Total FY 2021 Budget	\$ 4,349,237
Expended through 09/30/2021*	\$ 1,935,646

**Expenses verses Budget variance was caused by delays in contracting through CDOT during the year; reduced activities, such as in-person outreach/meetings due to COVID; and vacancies among staff. Additionally, Operations activities for the VanGo™ program were significantly limited due to remote work cause by COVID resulting in reduced fleet expenses.*

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 FY2020. The NFRMPO's *2019 Public Involvement Plan (PIP)* was approved by Planning Council on March 7, 2019. The NFRMPO did not receive any Title VI complaints during FY2021.

1.0 MONITORING

Budget: \$115,502

October 1-September 30 Expenses: \$134,575

1.1 DATA COLLECTION AND ANALYSIS

- NFRMPO Staff replaced the counter batteries and returned them to Town of Timnath Staff for deployment along the Poudre River Trail.
- 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. Timnath currently has the counters for deployment along the Poudre River Trail. Priority locations for temporary counts within the next two years are identified in the *Regional Active Transportation Plan (ATP)*.
- NFRMPO staff analyzed continuous bicycle and pedestrian count data to assist with local agency grant applications and worked with Larimer County and Greeley staff to troubleshoot counters and discuss data trends.
- NFRMPO staff collected updated bicycle and pedestrian facility information from local agencies for the ATP.
- NFRMPO staff completed geocoding of traffic crashes for 2019. Analysis for these years is in progress and will continue in support of the ATP and Vision Zero discussions.

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 ten development reviews for the Town of Timnath, eight for the Town of Severance, and one each for Larimer County, the Town of Mead, and City of Fort Collins. Comments were provided on how proposed development could impact Regionally Significant Corridors (RSCs), Regional Active Transportation Corridors (RATCs), Safe Routes to School (SRTS), and overall mobility for all modes.

1.4 CONGESTION MANAGEMENT PROCESS (CMP)

- NFRMPO staff continued collecting congestion data.
- The CMP periodic report was postponed to FY2022.
- The process to update Regionally Significant Corridors (RSCs) for the 2050 RTP was postponed to FY2022.

1.5 PERFORMANCE MEASUREMENT AND REPORT

- The revised Pavement Conditions Performance Measures, supporting the State's revised targets, were set, and adopted by Planning Council on December 3, 2020.
- The five Safety Performance Targets for 2017-2021, supporting the State's targets, were set, and adopted by Planning Council on January 7, 2021.
- The NFRMPO Staff reviewed the Public Transportation Agency Safety Plans (PTASP) adopted by the three transit agencies. The NFRMPO will set targets for the Transit Safety Performance Measures by supporting the targets set by the individual transit agencies with anticipated adoption on April 1, 2021.

2.0 PLAN DEVELOPMENT

Budget: \$ 1,118,100
October 1-September 30 Expenses: \$ 548,543

2.1 REGIONAL TRANSPORTATION PLAN (RTP) MANAGEMENT

- The Safety Targets for 2017-2021 were adopted by Planning Council on January 7, 2021.
- NFRMPO staff began the process to update the NFRMPO's 10-Year Pipeline of Projects to ensure the list continues to reflect the region's priorities and remains a living document. Discussions were held with TAC and Planning Council in early 2021 and will continue through the fiscal year.
- NFRMPO staff continue internal conversations related to the schedule and tasks for the 2050 RTP.
- Staff presented to the Community Advisory Committee, Technical Advisory Committee, and has scheduled additional presentation to transportation boards in Loveland and Greeley related to the RTP.
- Staff created a 2050 RTP website and created fact sheets for the 2050 RTP. These fact sheets will serve as templates for future fact sheets in the 2050 RTP.
- Staff created a 2050 RTP Outreach Strategy, including goals, strategies, and deliverables.

2.2 LAND USE MODEL MANAGEMENT

- NFRMPO staff used the Land Use Allocation Model (LUAM) to complete data requests for member agencies.
- NFRMPO staff participated in the Socioeconomic Modeling Peer MPO webinar series to learn more about land use modeling.
- NFRMPO staff worked with UrbanSim to transition the LUAM to V2 of the platform and tested out potential scenarios.

2.3 TRANSPORTATION MODEL MANAGEMENT

- NFRMPO staff used the Regional Travel Demand Model (RTDM) to complete data requests for member agencies.
- In August 2021, the NFRMPO issued an RFP for a model consultant to update the RTDM. A consultant was selected, and the contract was signed in the 1st quarter of FY2022.

2.4 REGIONAL NON-MOTORIZED PLAN (NMP)

- The *ATP* was adopted by the NFRMPO Planning Council on July 1, 2021.
- NFRMPO Staff met with CSU and Bike Fort Collins staff to discuss development of a regional Near Miss Reporting Tool.
- NFRMPO Staff packaged various shapefiles and other resources from the *ATP* and made them available to planning partners via a Dropbox link.
- NFRMPO met with local agency staff from all but three NFRMPO member communities on updating visions for the Regional Active Transportation Corridors (RATCs) adopted as part of the *2013 Regional Bike Plan* and *2016 Non-Motorized Plan*.
- The NFRMPO staff continued collecting project information for the Bicycle and Pedestrian 10-Year Pipeline of Projects from local agency staff.
- Feedback was collected from attendees at four stakeholder or advisory committee meetings.

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.
- 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, like 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.
- 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 *FY2022-2023 Unified Planning Work Program (UPWP)*, which was approved by Planning Council at their May 6, 2021 meeting.
- Staff developed and Planning Council approved three 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 completed the draft *EJ Plan* and presented to the TAC and Planning Council between February and March (for April 1, 2021 adoption).
- Public comment was accepted between February 3, 2021 and March 4, 2021. Five comments were received and incorporated.
- The NFRMPO Executive Committee approved a one-year pilot period for a Community Advisory Committee (CAC), Recommendation #6 in the *EJ Plan*. NFRMPO Staff solicited applications for the CAC between March 1, 2021 and April 5, 2021, with 24 applications received.
- The EJ Plan was adopted by the NFRMPO Planning Council on April 1, 2021
- The CAC met four times prior to October 2021 and created subcommittees related to Long Range Planning, Outreach/Inclusion, and the Call for Projects.

2.8 2020 HOUSEHOLD SURVEY

- While originally anticipated to be started in FY2020, this Task will be a Q3 2021 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 was completed by Severance staff in FY2020.

3.0 PLANNING SERVICES

Budget: \$ 236,193
October 1-September 30 Expenses: \$ 245,159

3.1 SPECIAL PARTICIPATION

- Staff participated in Air Quality Interagency Coordination Group (ICG) meetings.
- Staff participated on the AMPO Policy Committee.
- Staff participated in CDOT's Freight Advisory Council meetings.
- Staff participated in CDOT's GHG Advisory Group meetings.
- Staff participated in the monthly CDOT Region 4 meetings.
- Staff participated on the Connect Loveland Steering Committee.
- Staff participated on the Evans Master Plan Stakeholder Committee.
- Staff participated on the Greeley on the Go Transportation Plan Update Committee.
- Staff participated in the Larimer County Built Environment Leadership Team meetings.
- Staff participated in the RAQC's Control Strategy Committee, Employer-Based Trip Reduction (ETRP) Work Group, ETRP Rule Subgroup, and ETRP Outreach meetings.
- Staff participated on the Southwest Chief & Front Range Passenger Rail Commission.
- Staff participated in Statewide Transportation Advisory Committee (STAC) meetings.
- Staff participated in Statewide MPO (SWMPO) meetings.
- Staff participated in US34 PEL Executive Committee meetings.
- Staff attended the AMPO Public Involvement Working Group meetings.
- Staff attended the AMPO Active Transportation Working Group meetings.
- Staff attended the APA Colorado Healthy Communities Committee.
- Staff attended Air Quality Control Commission (AQCC) meetings.
- Staff attended Colorado MPO GIS meetings (led by DRCOG).
- Staff attended CDOT's Colorado Model User Group (COMUG) meetings.
- Staff attended the Data Consortium Group meetings (led by DRCOG).
- Staff attended Engage Fort Collins (EnFoCo) meetings.
- Staff attended the FHWA Talking Freight webinars.
- Staff attended the Larimer County Data Working group.
- Staff attended North Area Transit Alliance (NATA) meetings.
- Staff attended North I-25 Coalition meetings.
- Staff attended the Peer MPO Socioeconomic Modeling Webinar series.
- Staff attended Regional Air Quality Council (RAQC) meetings.
- Staff attended the Rocky Mountain Association for Commuter Transportation (ACT) meetings.
- Staff attended Transportation Environmental Resource Council (TERC) meetings

- Staff attended US34 Coalition meetings.
- Staff supported Northern Colorado (NoCo) Bicycle & Pedestrian Collaborative meetings.

3.2 OUTREACH/COMMUNICATIONS

- The agency continued to develop 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 boosted 11 Facebook posts between October 1, 2020 and September 30, 2021 to help improve the number of people reached by NFRMPO social media posts. The NFRMPO also published 37 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: \$ 807,635

October 1-September 30 Expenses: \$ 381,482

4.1 PROJECT ASSISTANCE

- Staff provides support for the Northern Colorado (NoCo) Bicycle & Pedestrian Collaborative, which is implementing the 2021 *Active Transportation Plan*.
- Staff also participated in the Interagency Consultation Group (ICG) meetings.

4.2 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

- The NFRMPO staff processed five Amendments and 15 Modifications to the FY2020-2023 TIP.
- The [Annual List of Federally Obligated Projects](#) was completed and posted on the NFRMPO website in December 2020.
- The NFRMPO began updating the narrative and TIP project tables for the [FY2022-2025 TIP](#) and the TIP was adopted by Planning Council on May 6, 2021 and went into effect on July 1, 2021.
- The NFRMPO staff processed one Amendment and three Modifications to the FY2022-2025 TIP.

4.3 FEDERAL FUNDS MANAGEMENT

- The FY2020 TIP Project Delay Review found four project or project components with first time delays, and two projects with second delays. TAC provided one-year extensions to the four projects with first delays. Planning Council provided second one-year extensions to the two projects with second delays.
- The FY20 TIP Project Delay Review was initiated in the 3rd Quarter of 2021 and found one project with a first-time delay and three projects with second delays. The TAC and Planning Council actions for these delayed projects will occur during 4th Quarter of 2021.
- The NFRMPO Staff worked with Planning Council, TAC, and the NoCo Bike and Ped Collaborative to refine the policies within the Guidebook for the 2021 Call for Projects which will be held in late 2021.
- In January 2021, the NFRMPO was allocated approximately \$4.3M stimulus funding for highway infrastructure programs through the Consolidated Appropriations act of 2021. The Planning Council agreed to swap the stimulus funds for STBG and TA funded projects programmed in FY2021.
- The March 2021 Reconciliation identified \$4.4M unprogrammed STBG funding in and \$116K unprogrammed TA funding in FY2021. In July, the Planning Council approved

utilizing the unprogrammed FY2021 funds cover the overprogrammed FY2022 STBG pool, additional funding required to complete FY2022 UPWP work tasks, awarding funding to one partially funded and one waitlisted project that were selected in the 2018 Call for Projects, and rolling the remaining funding into the upcoming 2021 Call for Projects.

4.4 MOBILITY MANAGEMENT

- The *Online Resource Guide* was updated to ensure all services are shown properly. There were approximately 210 visitors the website between October 2020 and March 2021. The *Online Resource Guide* was replaced by the dedicated *RideNoCo* website in September 2021, which received 154 visitors in its first month.
- *Rider's Guides* were distributed upon request. NFRMPO staff created a large text option based on a request. 919 *Rider's Guides* were distributed between October 2020 and September 2021.
- The Mobility and Access Priority Group (MAPG), formerly the Senior Transportation Coalition, has been working with the City of Fort Collins, Larimer County Office on Aging, Larimer County Department of Health and Environment, and Partnership for Age Friendly Communities on an AARP grant application to incorporate travel training and bicycle education into the September 2021 Open Streets event. The Open Streets event was ultimately canceled due to the ongoing pandemic.
- The Larimer County Mobility Committee (LCMC) met five times between October 2020 and September 2021, with an average of 15 attendees. At the March 2021 LCMC, two co-chairs were elected to lead meetings and represent Larimer County on the Regional Mobility Executive Committee.
- The Weld County Mobility Committee (WCMC) met five times between October 2020 and September 2021, with an average of 12 attendees. At the April 2021 WCMC, two co-chairs were elected to lead meetings and represent Weld County on the Regional Mobility Executive Committee.
- The Larimer County and Weld County Mobility Committees met jointly in a hybrid meeting in August 2021 to discuss the NFRMPO's update to the Coordinated Public Transit/Human Services Transportation Plan and to learn more about the launch of RideNoCo. 35 people attended the meeting either virtually or in-person and the NFRMPO plans to make Joint Mobility Meetings a routine part of the calendar.
- A CDOT year-end report was completed in January 2021 and the quarterly report was completed in October. Quarterly newsletters were published in October 2020, January 2021, and July 2021.
- The NFRMPO continues to partner with the 60+ Ride Volunteer Driver Program in Weld County. Between October 2020 and September 2021, the program provided approximately 2,883 rides to older adults.

- The NFRMPO continues to partner with the Greeley Center for Independence (Adeo) in Weld County. Between October 2020 and September 2021, the program provided approximately 141 rides to clients in their NFRMPO-assisted van.
- NFRMPO staff assisted Envision with the purchase of an ADA-accessible van through CDOT's Consolidated Capital Call for Projects after 60+ Ride decided not to proceed with procurement of the vehicle. This included phone calls and discussions with the distributor and CDOT consultant. The van was delivered in January 2021. From January through September 2021, the vehicle provided 272 rides to clients.
- The NFRMPO partnered with Via Mobility Services in August 2021 to launch a pilot public transportation service in rural southwestern Weld County and southeastern Larimer County. In August and September 2021, the service registered 36 riders and provided 95 trips. The pilot will continue through the end of 2021 with the goal of making the service permanent. The service received the CASTA Outstanding Coordination Initiative of the Year award at the association's Fall 2021 Conference.
- The NFRMPO partnered with the North 40 Mountain Alliance on an application to CDOT's Revitalizing Main Streets program to support the creation of a transportation service between the rural mountainous Red Feather Lakes community and Fort Collins. While the project did not receive funding, the two groups will continue to work together to acquire funding to launch the needed service.
- NFRMPO staff applied for and received funding through the Consolidated Capital Call for Projects for the trip discovery software. The RFP for the trip discovery software was published in September 2021 with an anticipated closing date of October 2021.

4.5 LARIMER COUNTY SENIOR TRANSPORTATION IMPLEMENTATION PLAN

- The NFRMPO hired a Mobility Manager in October 2020 and began in December 2020. The NFRMPO also hired a Mobility Coordinator who began in May 2021. In accordance with the Larimer County Senior Transportation Implementation Plan, the Mobility Program has been branded *RideNoCo* and a phase one website has been completed. Subsequent phases will build trip discovery and trip dispatching tools into the program.
- Following the framework laid out in the Larimer County Senior Transportation Implementation Plan, the NFRMPO activated key components of the One Call/One Click Center to assist the public in accessing COVID vaccinations in Larimer and Weld County. A centralized request system has resulted in 35 requests for transportation and at least 26 people connected to their vaccine appointments. The average age of the patient has been 56.
- The RideNoCo Call Center and website officially launched in August and September 2021, respectively and has received 63 calls or emails since soft launching in February 2021.

5.0 PLAN ADMINISTRATION

Budget: \$ 30,210
October 1-September 30 Expenses: \$ 129,325

5.1 PROGRAM MANAGEMENT

- Q4 2020 and Q1 and 2 2021 Unaudited Financial Statements have been presented and accepted by council. Q3 2021 Financial are in the process of being prepared.
- 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 FFY2022 CPG contract was executed in September 2021. All contracts with CDOT are in place.
- An indirect cost allocation plan was approved for FFY2022 by CDOT in August 2021.
- The 2020 Audited Financials were accepted by the council at the June meeting and filed with the appropriate agencies.

5.2 GRANT REPORTING AND MANAGEMENT

- All monthly NTD reports have been filed. Annual NTD reporting was submitted in April 2021 and accepted in June 2021.

5.3 HUMAN RESOURCES/IT

Advertisements:

- After repeated turnover due to a variety of reasons, the Accounting Manager position was stabilized in January 2021.
- The Mobility Manager for the newly created One Call/One Click Center (now *Ride NoCo*) was hired in December 2020.
- The MPO hired a new Accounting Clerk III at the end of March 2021.
- The Mobility Coordinator was hired in June 2021 to assist with the newly created One Call/One Click Center (now *Ride NoCo*) and to meet federal mobility management requirements.
- The MPO hired a new Office Administrator that combined the Accounting Clerk I and the Administrative Director.
- A Planner I position is currently vacant.

Benefits Education and Management:

- Open enrollment was completed for all eligible employees.
- Updated Personnel Policies were reviewed by Employers Council and were revised,

signed, and filed for all employees in May 2021.

- A Telework Policy was written and will be signed by employees as appropriate.
- 2021 Conflict of Interest forms were signed and filed for all employees.
- 2021 Conflict of Interest forms were disseminated to new Council members and/or their alternates as they came into the Council.

CIRSA Audit Paperwork:

- Trainings on Personal Injury in the Workplace, Cybersecurity Threats to Public Entities, Anti-Harassment in the Workplace, and Developing Effective Communication Skills 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 and/or are documented on the CIRSA Group Report for All NFRMPO Staff.

IT:

- RFP for an IT consultant was executed before December 31, 2020. The firm that was currently under contract was retained.
- Security features were upgraded for all computers.
- New computers were purchased to meet the rotation schedule established within the organization.
- Upgraded new computer monitors as needed

6.0 OPERATIONS

Budget: \$ 2,041,597

October 1-September 30 Expenses: \$ 496,562

6.1 VANPOOL SERVICES

- 15 new riders joined VanGo™ in the period of 4/1/2021-09/30/2021.

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 - Twitter
- Customer recruitment and retention tools included:
 - \$50.00 gift card rider incentives for recruitment of new riders and
 - Recurring payment method.
 - COVID-19 Policy Exceptions
- 32 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

- 6 vehicles were purchased by VanGo™
- 6 vehicles were sold at auction
- One vehicle was totaled by Insurance (CIRSA)

6.4 VANGO™ GRANT MANAGEMENT

- No grants were utilized by VanGo™.

6.5 VANGO™ GRANT REPORTING

- Monthly NTD data for October 2020 through March 2021 (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.