



North Front Range  
Metropolitan  
Planning  
Organization

# FY2024— 2025

## Unified Planning Work Program (UPWP)



Adopted May 2023



North Front Range  
**Metropolitan  
Planning  
Organization**

**FY2024-2025**

**UNIFIED PLANNING WORK PROGRAM**

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**with assistance from**

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Adopted May 2023

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# Prospectus

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## 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 North Front Range Transportation & Air Quality Planning Council (NFRT & AQPC, dba. NFRMPO) as a Transportation Management Agency (TMA) based on the 2000 Census data when the population exceeded 200,000. 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. As of the 2020 Census, the TMA population was 326,332. 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) 2024 and 2025 (October 1, 2023 – September 30, 2025). 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 2023 Memorandum of Agreement (MOA) with CDOT and the transit operators in the Cities of Fort Collins, Greeley, and Loveland.

Responsibility for carrying out the Continuing, 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 2023 MOA between the five agencies. The "3C" 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**.

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



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

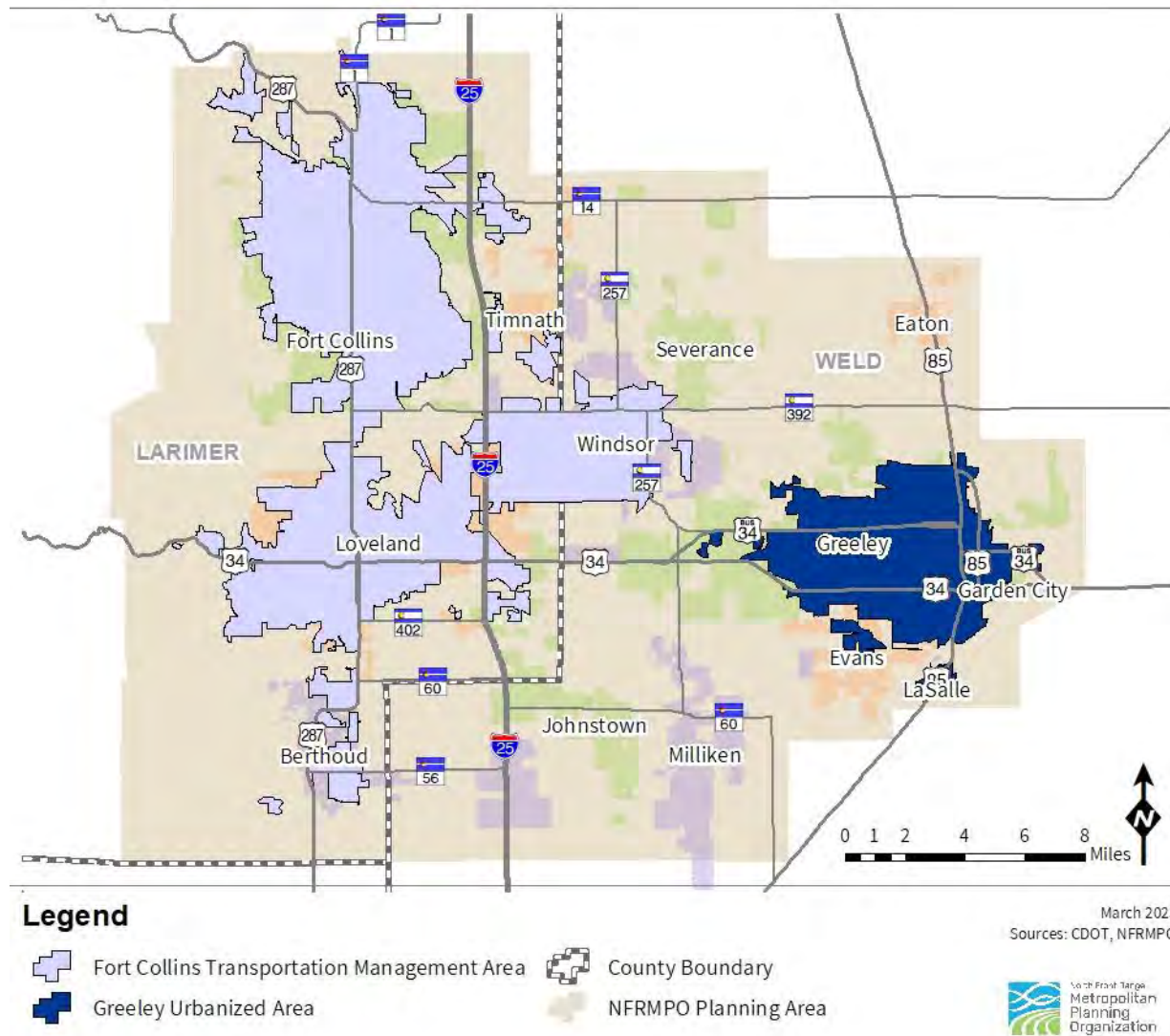
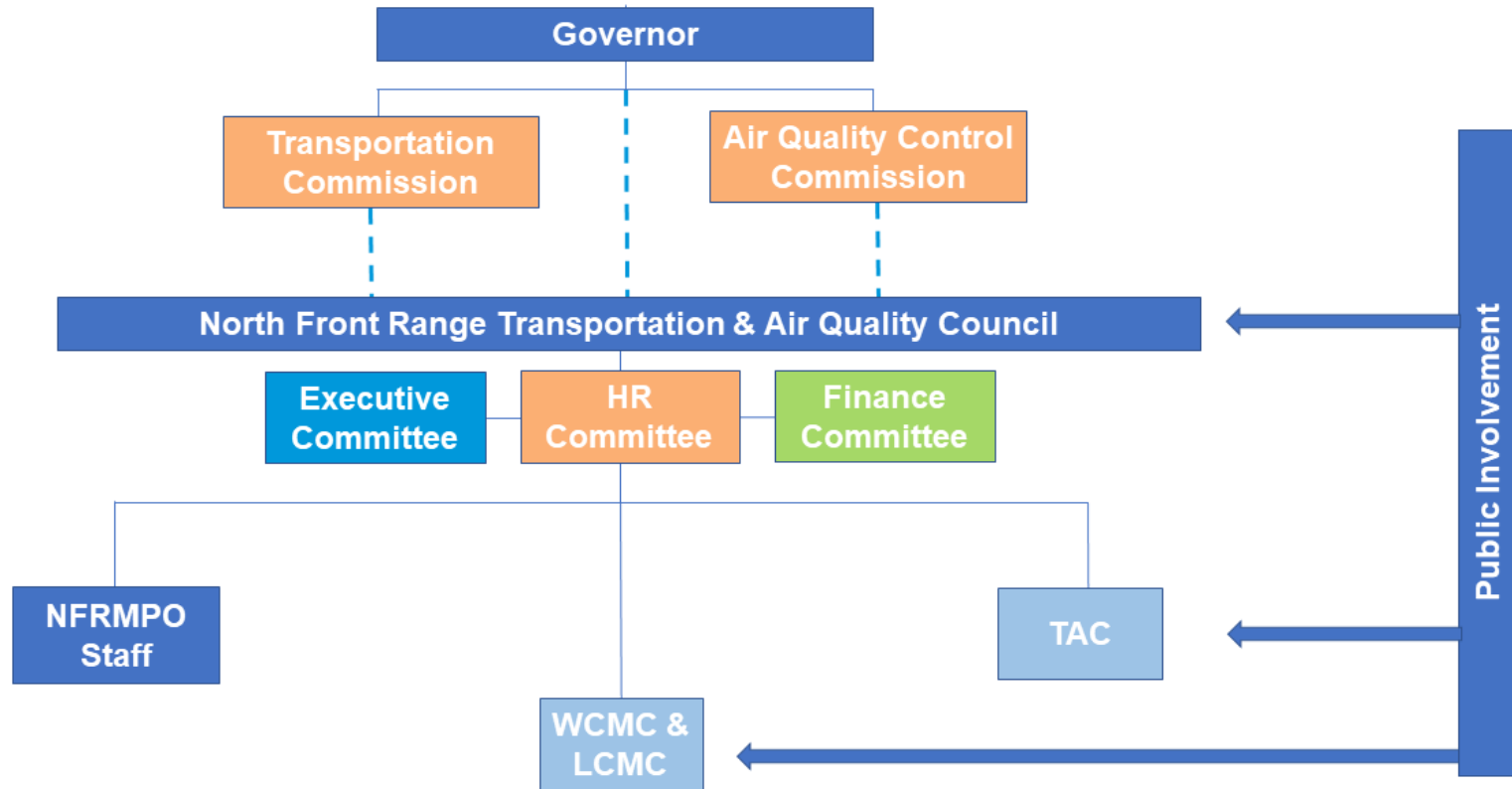


Figure 2: NFRMPO Planning Relationships



## Federal and State

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### Infrastructure Investment and Jobs Act (IIJA)

On November 15, 2021, President Biden signed the Infrastructure Investment and Jobs Act (IIJA) (Pub. L. 117-58), also known as the Bipartisan Infrastructure Law (BIL), into law. The IIJA authorizes \$350.8 billion for highway programs over five fiscal years (FY) 2022 through FY2026. Over a dozen new highway programs were created through the IIJA, a mix of both formula and discretionary funds. The IIJA's programs put a focus on safety, bridges, climate change, resilience, and project delivery as well as expanding opportunities for local governments and those entities that have not traditionally had access to federal funding to be eligible.

The IIJA has refocused the course for the nation's transportation system with changes and reforms to many Federal transportation programs including:

- Organizational changes that will continue to provide an opportunity for important structural improvements with the potential to accelerate the delivery of innovative finance projects.
- Advances public transportation through four key priorities:
  - Safety;
  - Modernization;
  - Climate; and
  - Equity.
- Establishes both formula and discretionary grant programs to fund critical transportation projects.
- Establishes nine categories of Highway Infrastructure Programs (HIP) Funding with \$47.3 B in funding.
- Establishes eight categories (two of which are new) of apportioned Highway Programs Funding
- Creates population categories for sub-allocation split into smaller ranges for the Surface Transportation Block Grant (STBG) Program and added several new types of eligible projects, including EV charging infrastructure, features to enhance resilience, and wildlife crossing projects.
- Increases the funding set-aside for Transportation Alternatives (TA) to 10 percent of total STBG funds in each FY.
- Establishes the Safe Streets and Roads for All, Wildlife Crossing Pilot Program, Charging and Fueling Infrastructure, Congestion Relief Program, Reconnecting Communities Pilot Program, Rural Surface Transportation Grants discretionary programs.
- Establishes the Carbon Reduction and Promoting, Resilient Operations for Transformative, Efficient, and Cost-saving Transportation (PROTECT) formula programs as well as a PROTECT discretionary grant program.
- Establishes the National Electric Vehicle Formula program (both formula and discretionary).
- Establishes a new Bridge Formula Program and Bridge Investment discretionary program.
- Establishes the National Infrastructure Project Assistance Program or Mega-Projects discretionary program.
- Establishes the Local and Regional Project Assistance discretionary program.
- Updated the INFRA Discretionary Grant Program to add additional eligibilities for projects on the National Multimodal Freight Network, Marine Highway network, wildlife crossings, and surface transportation projects in border areas.

- Establishes the Prioritization Process Pilot Program, Transportation Access Pilot Program
- Changes to the Metropolitan Planning Program:
  - MPO Representation
  - Consistency of planning data
  - Public participation
  - Travel Demand data and Modeling
  - Safe and accessible transportation options

The IIJA/BIL also included the requirement for MPOs to put at least 2.5 percent of their Metropolitan Planning (PL) funds towards Complete Streets implementation unless a Complete Streets Plan/Program was already in place.

### **Federal Planning Factors**

The IIJA also carried forward the planning factors modified in the 2015 FAST ACT, which increased 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;<sup>1</sup>
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 FY2024-2025 as shown in **Table 1**. The NFRMPO also incorporated these planning factors into the Regional Transportation Plan (RTP).

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<sup>1</sup> The new requirement for MPOs in IIJA/BIL to include the consideration of Housing as a planning factor in the metropolitan transportation planning process has been determined to be a clarification of Planning Factor 5 and will be reflected in the NFRMPO's work as such.

**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 Active Transportation Plan (ATP) Management	x			x	x	x		x		x
2.5 Statewide Household Survey				x	x					
2.6 LinkNoCo	x			x	x	x	x		x	x
2.7 Complete Streets	x	x	x	x	x	x	x	x	x	x
2.8 Planning Council and Transportation Advisory Committee (TAC) Support	x	x	x	x	x	x	x	x	x	x
2.9 Unified Planning Work Program (UPWP)	x	x	x	x	x	x	x	x	x	x
3.1 Special Participation	x	x	x	x	x	x	x	x	x	x
3.2 Outreach/Communications	x	x	x	x	x	x	x	x	x	x
3.3 Air Quality Planning and Conformity	x	x	x	x	x		x	x		
3.4 Development of Regional Safe Routes to School Program	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
5.1 Mobility Management				x		x	x			
5.2 One Call/One Click Center		x		x		x	x			x
5.3 Transportation Demand Management (TDM)	x	x	x	x	x	x	x		x	x
6.1 Program Management	x						x			
6.2 Grant Reporting and Management	x	x	x	x	x	x	x	x	x	x
6.3 Human Resources/IT	x						x			

### Federal Planning Emphasis Areas

On December 30, 2021, the FHWA and FTA Offices of Planning jointly issued updated [Planning Emphasis Areas \(PEAs\)](#) to be incorporated into MPO planning documents as they are updated. The PEAs include:

1. Tackling the Climate Crisis—Transition to a Clean Energy, Resilient Future;
2. Equity and Justice<sup>40</sup> in Transportation Planning;
3. Complete Streets;
4. Public Involvement;
5. Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination;
6. Federal Land Management Agency (FLMA) Coordination;
7. Planning and Environmental Linkages (PEL); and
8. Data in Transportation Planning;

The Planning Emphasis Areas are addressed in the NFRMPO's UPWP by work program tasks in FY2024-2025 as shown in **Table 2**. The NFRMPO will also be incorporated these planning factors into the upcoming Regional Transportation Plan (RTP).

**Table 2: NFRMPO Planning Emphasis Areas**

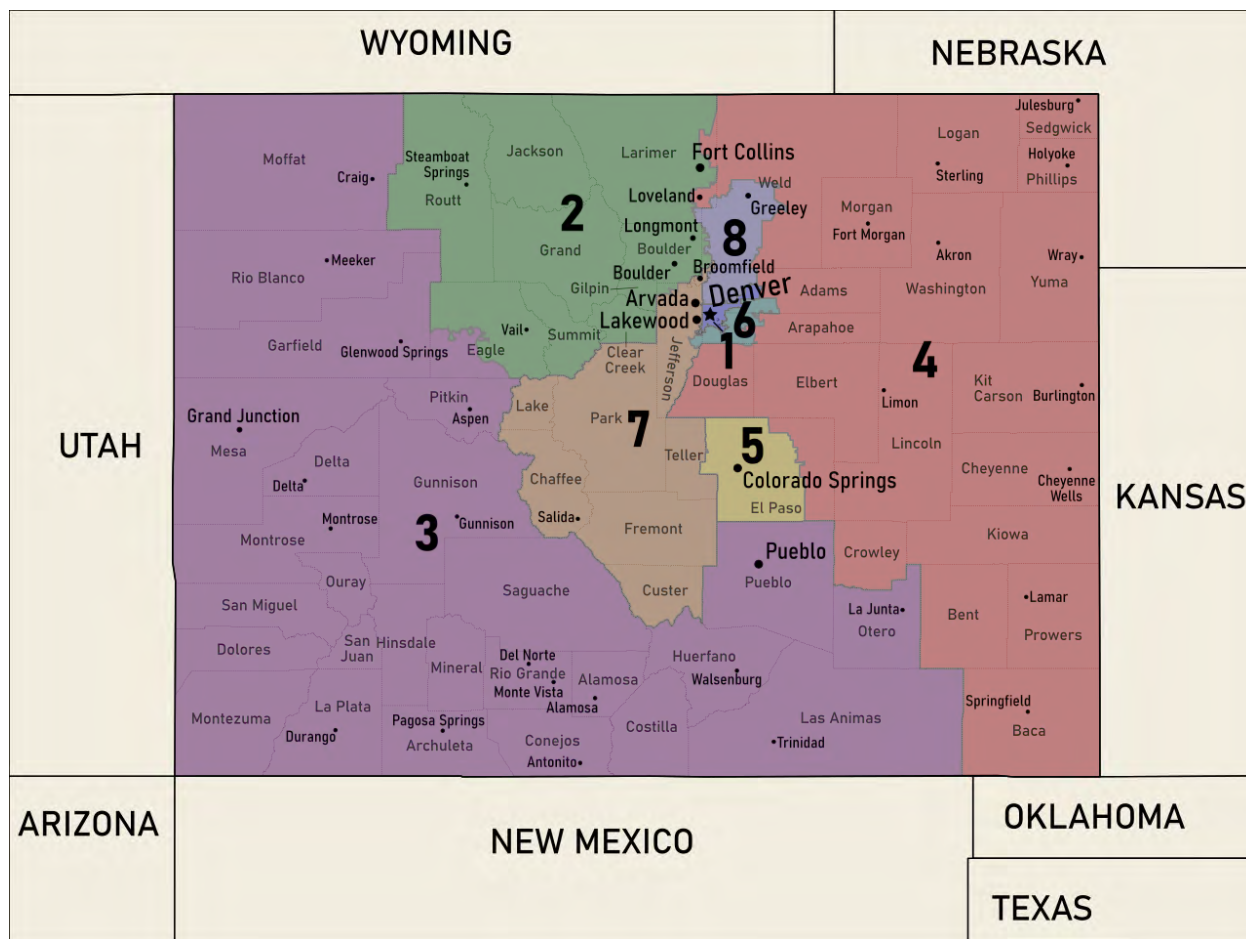
UPWP Tasks	1	2	3	4	5	6	7	8
1.1 Data Collection and Analysis	x	x	x	x	x	x		x
1.2 Safety and Security	x	x	x	x	x			x
1.3 Local Plan Reviews	x	x	x	x	x	x		x
1.4 Congestion Management Process (CMP)	x	x	x	x	x	x		x
1.5 Performance Measurement and Report	x	x	x	x	x	x		x
2.1 Regional Transportation Plan (RTP) Management	x	x	x	x	x	x		x
2.2 Land Use Model Management	x	x	x	x	x	x		x
2.3 Transportation Model Management	x	x	x	x	x	x		x
2.4 Regional Active Transportation Plan (ATP) Management	x	x	x	x				x
2.5 Statewide Household Survey		x		x	x			x
2.6 LinkNoCo	x	x	x	x		x		x
2.7 Complete Streets	x	x	x	x			x	x
2.8 Planning Council and Transportation Advisory Committee (TAC) Support		x		x				x
2.9 Unified Planning Work Program (UPWP)		x		x				x
3.1 Special Participation	x	x	x	x		x	x	
3.2 Outreach/Communications	x	x		x				
3.3 Air Quality Planning and Conformity	x	x		x				x
3.4 Development of Regional Safe Routes to School Program	x	x		x				x
4.1 Project Assistance		x		x				x
4.2 Transportation Improvement Program (TIP)	x	x	x	x				x
4.3 Federal Funds Management	x	x	x					
5.1 Mobility Management		x		x				
5.2 One Call/One Click Center		x		x				
5.3 Transportation Demand Management (TDM)	x	x	x	x				
6.1 Program Management								
6.2 Grant Reporting and Management				x				
6.3 Human Resources/IT								

## U.S. Congressional District

Effective January 1, 2023, the State of Colorado adopted new U.S. Congressional Districts. The NFRMPO region has three districts. District 2 (Representative Joe Neguse) encompasses portions of Larimer County, including Fort Collins 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, including a large portion of Weld County and Loveland. The newly formed District 8 (Representative Yadira Caraveo) covers the middle of the NFRMPO region, including Greeley. **Figure 3** shows the Colorado Congressional Districts.



Figure 3: Colorado Congressional Districts



Source: [Wikipedia Commons](#)

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 [2045 Statewide Transportation Plan](#) in May 2020 along with associated updated Statewide Plans:

- [CDOT's 10-Year Vision Plan](#) (Adopted May 2020, Updated January 2022)
- [Statewide Transit Plan](#) (June 2020)
- [Strategic Highway Safety Plan](#) (April 2020)
- [Colorado State Highway Freight Plan](#) (2019)
- [Colorado State Freight and Passenger Rail Plan](#) (2018)
- [Statewide Bicycle and Pedestrian Plan](#) (October 2012, Amended June 2015)
- [Colorado Aviation System Plan Update](#) (2020)
- [Colorado's Risk Based Asset Management Plan](#) (2019)



## Planning Issues

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### **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 Nonattainment Areas. Both areas achieved compliance with the federal CO standard and developed limited maintenance plans. The Greeley Nonattainment Area completed its second 10-year maintenance period in May 2019, while the Fort Collins Nonattainment Area will complete its second 10-year maintenance period in September 2023. Upon the conclusion of the second 10-year maintenance period, conformity requirements no longer apply.

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 all of Weld and most of Larimer counties in the North Front Range. In 2013, the Governor designated the Regional Air Quality Council (RAQC) as the LPA 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 process. 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 in effect. The region is designated by the EPA as a Serious Nonattainment Area for the 2008 8-hour ozone standard of 75 parts per billion (ppb) and as a Marginal Nonattainment Area for the more stringent 2015 8-hour ozone standard of 70 ppb. In 2022, it is likely the EPA will downgrade the region's classification to Severe for the 2008 standard and to Moderate for the 2015 standard due to a failure to reduce ozone levels by the deadlines set in the Clean Air Act (CAA). The reclassifications would require a new SIP and increased regulations. Efforts to control ozone continue as the region works toward attaining the 75 ppb standard as well as the 70 ppb standard, such as the work of several committees formed by the RAQC to assess various control strategies.

It should be noted that since 2008 there have been significant improvements made in reducing ozone; however, the region has not achieved compliance with the standard due to continued reduction in the standards.

Additionally, the State of Colorado through the Transportation Commission has adopted Greenhouse Gas (GHG) rules that modify the planning process for MPOs and the State. The GHG rule requires all MPOs and CDOT to achieve specified GHG reduction levels within their respective transportation plans. NFRMPO's initial GHG analysis was completed and approved by the Transportation Commission in September 2022, revising the 2045 RTP.

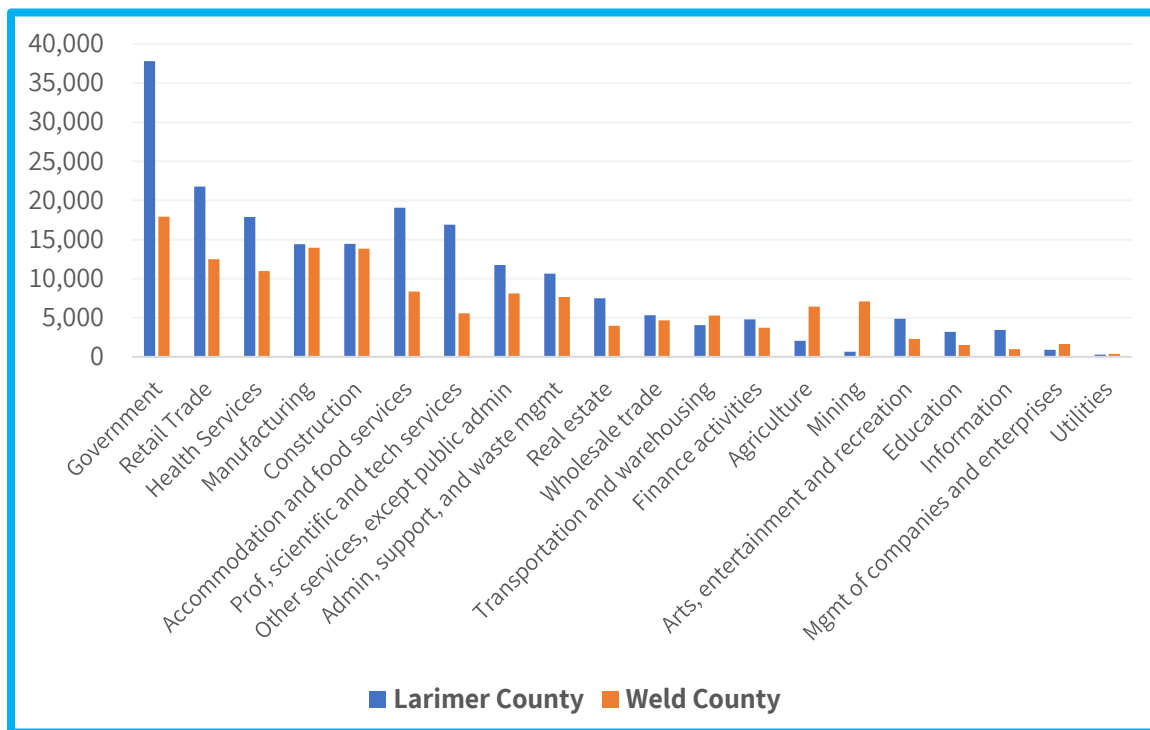
### **Economic Development**

In early 2020, the U.S. and world economy were heavily impacted by the COVID 19 pandemic that closed businesses and restricted many others in addition to losing employees due to illness. The U.S. unemployment rate went from 3.4 to 6.5 and in Colorado from 2.4 to 8.8, according to the U.S. Bureau of Labor Statistics. However, as of December 2022 the unemployment rate is 3.3 percent or we are back to pre-pandemic levels according to the Bureau of Labor Statistics but many sectors are struggling to find employees. The economy continues to suffer, as inflation has escalated rapidly from 1.4 percent in 2020

to 7 percent in 2021 and at the beginning of 2023 it is 6.4 percent across all sectors according to the consumer price index. Many items are more expensive and scarcer. The economy has been substantially supported through federal stimulus funds for both businesses and citizens which stopped on January 1, 2023. The economic future for the U.S., Colorado and the North Front Range area remains uncertain.

**Figure 5** shows the top 15 sectors of employment for Weld and Larimer counties. Both counties are dominated by the government sector, though the retail, health services, manufacturing, construction, and accommodation and food services sectors make up a large portion of remaining jobs between the two counties. While the counties share several similarities, there are many economic differences. Larimer County has a large portion of professional, scientific, and technical services, while some of Weld County's top sectors include mining and agriculture. Even some of the counties' shared sectors, such as manufacturing break down into much different subsectors. While most manufacturing jobs in Larimer County are computers and electrical equipment, most manufacturing jobs in Weld County are related to food and beverage products.

**Figure 5: Top 15 Employment Sectors by County in 2017**



Source: DOLA State Demography Office Data Page, Jobs by Sector

### **Veterans, Older Adults, and Individuals with Disabilities**

Transportation for individuals with disabilities, veterans, and older adults, particularly those who live in the rural portions of the region, are extremely limited. With limited coverage areas for public paratransit services and limited (and costly) private services, the mobility of individuals who use wheelchairs and other mobility aids are especially constrained when it comes to accessible transportation options. In addition to limited coverage zones, paratransit is also only available with limited service hours in some areas of the region, thus further limiting mobility. Taxi service covers a wider geographic area and

expanded timeframe but can be cost prohibitive for all but a few individuals. Seeking employment and securing jobs, access to medical care and social opportunities, often hinges on transportation or the lack thereof.

In both Larimer and Weld counties, veterans have a higher unemployment rate than the general population. Veterans make up 5.0 percent of Weld County residents and 5.8 percent of Larimer County residents. Solutions needed to improve mobility for veterans include incorporating veterans and their families into outreach efforts for the One Call/One Click Center, identifying additional funding opportunities for transportation, as well as developing deeper relationships and enhanced coordination with VA Medical Centers in better coordination with VA Medical Centers in Aurora and Cheyenne, Wyoming.

The older adult population will be the fastest growing age group in the State with the over-65 population projected to increase by 84.9 percent and 146.9 percent from 2018 to 2045 in Larimer and Weld counties, respectively. The NFRMPO region's challenge is the large percentage of seniors who reside outside of urban areas, where few if any transportation alternatives to a personal vehicle exist.

In December 2020, the MPO hired a Mobility Manager to oversee the current mobility program and to develop a One Call/One Click Center. The development of this service has advanced rapidly and has been well supported by local governments and human service transportation providers. This effort has been branded as RideNoCo and covers the entirety of Larimer and Weld Counties. Efforts to date have included the launch of a dedicated transportation information and assistance call center and website, <https://rideno.co> available to help individuals find information about the best transportation options to meet their needs through both a provider directory and the newly completed Trip Discovery Tool. Additionally, subsequent phases of the roll out of RideNoCo are currently in progress, including the implementation of trip scheduling software on behalf of human service, volunteer transportation, and smaller transit providers utilizing the Transactional Data Specification (TDS). The trip discovery tool is uniquely well positioned to meet the mobility needs of older adults and individuals with disabilities by being the first trip planning tool of its kind in the State to incorporate volunteer transportation providers in addition to traditional fixed route public transit services.

The percentage of people under the age of 65 with disabilities in the region as identified in the US Census Population Estimates Program (PEP) estimates ranges from 3.3 percent in Severance to 8.6 percent in Milliken. In Larimer County, 6.4 percent of individuals under age 65 self-identify as having a disability compared to 7.1 percent in Weld County.

As economic and population growth occur in tandem and continue to push development beyond the confines of Northern Colorado's traditional urban boundaries, working to improve mobility options in both the urban and rural portions of the region is essential to not only meeting the mobility needs of the general population but also vulnerable groups such as older adults, individuals with disabilities, and veterans. Another byproduct of this growth is the further dispersal of affordable housing options from the historic population and economic centers where services and transportation options traditionally lie. It is critical to ensure that affordable housing is considered in context with the level of services and transportation options accessible to individuals, especially older adults, veterans, and individuals with disabilities.

## **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 much 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 is still expected to have a strong growth rate, which will almost double the population by 2045 with over a million people.

## **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 Better Utilizing Investments to Leverage Development (BUILD) (formerly Transportation Investment Generating Economic Recovery (TIGER)) or Fostering Advancements in Shipping and Transportation for the Long-Term Achievement of National Efficiencies (FASTLANE, formerly Infrastructure for Rebuilding America (INFRA)). Neither 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 the summer of 2021 SB 21-260 was passed that increased fees to provide needed transportation funds. These fees included a fee on fuel, a fee on delivery services and rideshare operators, increasing the electric vehicle fee and general fund transfers.



## FY2022-2023 Activities

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### Planning Activities

In addition to ongoing planning Work Tasks, special planning activities undertaken included:

#### Congestion Management Process (CMP)

The NFRMPO initiated the 2023 Congestion Management Process in January 2023. This CMP is an update of the 2019 Congestion Management Process (CMP). The updated CMP will be adopted by the NFRMPO Planning Council in August 2023.

#### Regional Travel Demand Model

The NFRMPO initiated the update to the Regional Travel Demand Model in October 2021. This update including changing the base year of the model from 2015 to 2019, incorporating updated traffic count and Land Use Allocation Model data, as well as improvements related to the State's Greenhouse Gas Reporting requirements.

#### Regional Transportation Plan (RTP)

The NFRMPO kicked off the 2050 RTP in 2022, with adoption anticipated in September 2023. The Federal Performance Measures (PM 1: 2019-2023 NFRMPO Targets for Safety Performance Measures, PM2: Pavement and Bridge Condition, and PM3: System Performance) were adopted in February 2023.

#### North Front Range Premium Transit Analysis—Link NoCo

An NFRMPO selected consultant completed the Link NoCo Study in September 2022 and identified corridors, and determined the benefits, costs, and impacts of implementing transit improvements along these corridors. As part of the corridor identification, the consultant identified potential rights-of-way, which mode is most effective, and a financial and governance plan to implement and prioritize projects.

#### RideNoCo

The RideNoCo Call Center and website officially launched in 2021. A Trip Scheduling Steering Committee was convened in March 2022 to guide the implementation of Phase 3 of the roll out of *RideNoCo*. This group comprised of small and large transportation providers, human services agencies, and other stakeholders that met to identify the trip scheduling software options and coordination approaches that make the most sense for each provider, riders, *RideNoCo*, and the broader Northern Colorado region. Steering Committee members made the decision that adopting Transactional Data Specifications (TDS) within existing scheduling software platforms currently in use by human service providers was the best way to meet the program's and region's coordination goals.

#### VanGo™ Program

The VanGo™ program has transitioned to a post-COVID world, and while some routes and participants were lost to telework our flexibility and policy changes kept the program alive and strong.

#### VanGo™ Vehicle Replacement

Two Hybrid vans were purchased in 2022 to update the fleet and ten (10) more are on order for 2023.

#### VanGo™ Fare Pricing

There was no fare increase for 2021 or 2022; however, a policy change increased reduced-schedule participation from eight to 10 days and a ¼ time option, any five days was added.

### Front Range Vanpool Rider Survey

The 2022 Customer Satisfaction Survey was conducted as usual. Ninety-five (95) percent strongly or generally agree that VanGo™ provides timely and helpful assistance.

### Annual VanGo™ Safety Meetings

The VanGo™ safety meeting was held virtually, via newsletter format. This has increased the actual attendance of the meetings and has been able to disseminate information to a larger audience. This will remain the standard meeting format.

### **Implementation Activities**

- The City of Fort Collins celebrated the 8th anniversary of the MAX BRT service in May 2022. Prior to the pandemic, the MAX averaged 1,318 daily passengers in 2022.
- The Poudre Express Route, operated by Greeley-Evans Transit (GET) between Greeley, Windsor, and Fort Collins, averaged 1,524 daily passengers in 2022.
- In Q4 2022, CDOT's Bustang North service had an average daily ridership of 131 and is continuing to recover to pre-pandemic ridership.
- The NFRMPO prepared a 10-Year Strategic List of Projects in 2020 and has updated the list annually, reflecting the region's transportation planning priorities and submitted the list to CDOT for incorporation into the Statewide list.

### **Implementation of the North I-25 EIS**

The North I-25 Environmental Impact Statement (EIS) was completed in October 2008 and the first ROD was awarded in December 2011. The EIS extends from 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.

There are two segments under construction within the North Front Range and one currently out to bid for a contractor. The first two segments reconstruct all structures to accommodate a 4-lane cross section and add a third managed lane. The construction is from SH 14 in north Fort Collins to SH 56 in Berthoud, covering approximately 20 miles. The third section is from SH 56 south to SH 66 in north Longmont with approximately half of that segment in the NFRMPO and the other half in DRCOG.

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 120th 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 which now meets as needed to identify funding options for N 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 the Prospect bridge over I-25 with an additional \$6.5M from Fort Collins for urban design elements. The City of Loveland, Town of Johnstown, and Larimer and Weld counties contributed \$16M for the SH402 interchange reconstruction. Local communities committed nearly \$60M to the Interstate expansion. 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 began in late 2019.

The most current information on the project can be found on the project website: <https://www.codot.gov/projects/northi25>.

### **US 34 Planning and Environmental Linkages (PEL)**

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 Larimer and Weld counties as well as being of importance to the Towns of 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 US 402/LCR 18/WCR 54/37th Street in Evans, known as Freedom Parkway (approximately from I-25 east to US 85) working with all the communities and citizens on this corridor.

Additional information on this study can be found here: <https://www.codot.gov/projects/studies/us-34-planning-and-environmental-linkages-pel-study>.

## Unified Planning Activities

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### 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 fiscal year, and proposed expenditures by work element. The UPWP seeks to reflect NFRMPO Planning 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. **Mobility:** Incorporating and implementing the NFRMPO's Mobility programs and projects, including RideNoCo and Transportation Demand Management (TDM) work and responsibilities.
6. **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.

Following the Budget Summary, the individual Work Tasks for FY2022 and FY2023 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 need for staff and the estimated budget and NFRMPO funding distribution.

Table 2: NFRMPO FY2024 Budget

	CPG	CPG Match	STBG	STBG Match	CDPHE	MMOF	MMOF Match	5310 TMA Exchange	5310 TMA Exchange Match	FTA 5310 Urban	FTA 5310 Urban Match	FTA 5310 Rural	FTA 5310 Rural Match	TOTAL
TASK 1.0 PLAN MONITORING	\$154,552	\$32,128	-	-	-	-	-	-	-	-	-	-	-	\$186,680
TASK 2.0 PLAN DEVELOPMENT	\$276,085	\$57,391	\$140,743	\$29,257	-	\$125,000	\$125,000	-	-	-	-	-	-	\$753,476
TASK 3.0 PLANNING SERVICES	\$252,797	\$52,550	-	-	\$35,000	-	-	-	-	-	-	-	-	\$340,347
TASK 4.0 PLAN IMPLEMENTATION	-	-	113,785	\$23,653	-	-	-	-	-	-	-	-	-	\$137,438
TASK 5.0 MOBILITY	-	-	-	-	-	\$253,304**	\$253,304	\$16,000	\$4,000	\$184,400*	\$46,200	\$63,200	\$15,800	\$836,208
TOTAL	\$683,434	\$142,069	\$254,528	\$52,910	\$35,000	\$378,304	\$378,304	\$16,000	\$4,000	\$184,400	\$46,200	\$63,200	\$15,800	\$2,281,149

\* \$105,500 in passthrough funds to 60+ Ride and Vehicle purchase

\*\* \$155,107 in passthrough funds for TMO startup

Task 6.0 is covered under Indirect Costs

## I. Monitoring

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### 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, Active Transportation Plan (ATP), 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 2020-2021 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's Regional Travel Demand Model (RTDM).

#### FY2024 and FY2025 Products:

1. Expanded and updated data files (*On-going*)
2. Vehicle travel time collector and bicycle and pedestrian counter data (*Reported Quarterly*)
3. Summary of On the Move Quarterly Newsletter articles (*Reported Annually in Annual Report*)
4. Staff memos and working papers (*On-going*)
5. Assist member communities with Safe Routes to School (SRTS) grant applications (*As requested*)



## 1.2 Safety

### Objective:

This Work Task collaborates with CDOT in the development of the Colorado Strategic Transportation Safety Plan (STSP). The STSP guides all Colorado agencies and other stakeholders in taking action on improving transportation safety - specifically in areas of leadership, safety culture, driver behavior, and infrastructure. The plan incorporates a Zero Deaths philosophy and has identified 15 key strategies to target Colorado's high and critical priority safety issues.

### Method:

CDOT is the lead agency in the development, implementation, and monitoring of the STSP. The NFRMPO conducts analysis and research for ways to integrate safety planning into the RTP, TIP, CMP, Call for Projects, and performance measure monitoring and target setting. The NFRMPO assists partner agencies in the implementation of Vision Zero/Towards Zero Deaths goals by participating in events and working groups and collaborates in supplying data and analysis as needed. The NFRMPO participates in incident management related committees and events.

### 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. The Vision of the STSP states “The future of Colorado is zero deaths and serious injuries so all people using any transportation mode arrive at their destination safely” and the NFRMPO has committed to prioritizing safety in the transportation planning process.

### FY2024 and FY2025 Products:

1. Meeting attendance/coordination (*As requested*)
2. Crash Data Geocoding for 2021-2023 (*On-going*)
3. Construction location maps in the 2nd Quarter *On the Move* Newsletter (2nd Quarter 2024 and 2025)
4. Bike and Ped Safety Reporter Tool data collection and Improvements (*On-going*)

### 1.3 Local Plan Reviews

#### Objective:

This Work Task provides NFRMPO staff time to review local government annexation, plat and 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 annexation, plat, and development proposals particularly as it relates to the Regional Transportation Plan (RTP), Regional Transit Element (RTE), Congestion Management Process (CMP), and Regional Active Transportation Plan (ATP). Specific attention will be paid to impacts on implementation of the Regionally Significant Corridor (RSC), Regional Active Transportation Corridors (RATC), and Regional Transit Corridor (RTC) networks.

#### 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 decisions with the likely impacts on the transportation system.

#### FY2024 and FY2025 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*)

## 1.4 Congestion Management Process (CMP)

### Objective:

This CMP Work Task defines congested corridors in the region, develops strategies to mitigate the congestion, and monitors the effectiveness of the identified strategies. Federal requirements state regions with a population greater than 200,000, known as Transportation Management Areas (TMAs), must maintain a Congestion Management Process (CMP) 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.” 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 Regionally Significant Corridors (RSC) as defined in the Regional Transportation Plan (RTP) and Congestion Management Process (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 periodic performance reports.

### Overall Impact/Intent:

This report documents system-wide performance measures related to congestion. The NFRMPO Planning Council adopted an updated CMP in 2023. The CMP emphasizes data collection to measure and monitor the transportation system’s performance and provide a mechanism to inform transportation investment decisions.

### FY2024 Products:

1. Data collection and analysis (*On-going*)

### FY2025 Products:

1. Data collection and analysis (*On-going*)
2. Periodic performance report for the 2023 CMP (*4<sup>th</sup> Quarter 2025*)

## 1.5 Performance Measurement and Reporting

### 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.

### FY2024 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 (*4th Quarter 2024*)

### FY2025 Products:

1. Analysis of performance measure data and coordination with CDOT (*Annually*)
2. Transit Asset Management regional performance targets for transit providers (*Annually*)
3. Review regional system performance and reevaluate Targets (*3rd Quarter 2025*)
4. Annual System Performance Report Updates (*4th Quarter 2025*)

## II. Plan Development

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### 2.1 Regional Transportation Plan (RTP) Management

#### Objective:

This Work Task allows for monitoring and revising the NFRMPO 2045 RTP and the development of the 2050 RTP. The 2050 RTP will incorporate updated performance measure targets as part of each component including the 2023 CMP, 2021 ATP, 2022 Public Involvement Plan (PIP), and project selection through the 2023 Call for Projects.

#### Method:

The NFRMPO Planning Council adopted the 2045 RTP in September 2019. This Work Task includes the necessary staff effort to complete administrative modifications and amendments to the RTP as necessary. Modifications are completed for minor corrections or clarifications, while Amendments are completed for major changes such as adding or deleting regionally significant projects or advancing or delaying project completion dates to a different conformity band. The 2050 RTP development includes goal setting, transportation system analysis, required fiscal constraint, public involvement, conformity determination, RSCs, project prioritization, and the incorporation of the 10 planning factors from federal regulation. The NFRMPO will incorporate a larger transit section into the RTP in lieu of a standalone RTE. The NFRMPO, Denver Regional Council of Governments (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 revises the 2045 RTP as necessary and develops the 2050 RTP. It will monitor the implementation and completion of any Modifications or 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.

#### FY2024 and FY2025 Products:

1. 2050 RTP Modifications and Amendments (*As needed*)
2. Air Quality Conformity (*As needed*)

## 2.2 Land Use Model Management

### Objective:

This Work Task manages the 2019 Base Year (BY) Land Use Allocation Model (LUAM) for the NFRMPO region and the adjacent air quality area. The 2019 BY LUAM forecasts population and employment by Census Block out to 2050.

### Method:

This Work Task maintains and updates the LUAM. The LUAM uses the control totals for households, population, and employment developed by the State Demography Office (SDO) combined with development, zoning constraint, future land use constraint, and adjustment data from local communities. The Census-block level model outputs are input into the Regional Travel Demand Model (RTDM) where they are aggregated into traffic analysis zones (TAZs) and inform forecasts of travel patterns. The 2019 BY LUAM was developed in 2023 to inform the 2050 RTP.

NFRMPO staff gather the required input data, run the LUAM, review outputs for reasonableness, and adjust model inputs as needed. The NFRMPO will use consultant assistance from UrbanSim, 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 near-term and long-range local planning efforts.

### FY2024 Products

1. 2019 BY LUAM documentation (*1st Quarter 2024*)
2. Data sign off by communities (*1st Quarter 2024*)
3. Data Collection, Scenario Analysis, and LUAM updates (*As needed*)

### FY2025 Products

1. Data Collection, Scenario Analysis, and LUAM updates (*As needed*)



## 2.3 Transportation Model Management

### Objective:

This Work Task manages and updates the 2019 Base Year (BY) Regional Travel Demand Model (RTDM) for the NFRMPO region and the adjacent air quality nonattainment area.

### 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, CMP, GHG Transportation Report, 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 and will enhance the model to improve the representation of induced demand, VMT mitigation strategies, and work from home.

NFRMPO staff provide data and analysis, such as network and traffic counts, and run the RTDM. Consultant assistance is used to build and/or update the RTDM and for support on an as needed basis following the building of the new 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 near-term and long-range local planning efforts.

### FY2024 and FY2025 Products:

1. Data Collection, Scenario Analysis, and RTDM updates (*As needed*)
2. Data Requests (*As needed*)

## **2.4 Regional Active Transportation Plan (ATP) Management**

### Objective:

This Work Task implements the Regional Active Transportation Plan (ATP) and monitors progress.

### Method:

NFRMPO staff will begin implementation of short-term recommendations from the ATP. As needed, the NFRMPO will coordinate and/or seek assistance from the appropriate local agencies and other planning partners.

### Overall Impact/Intent:

This Work Task improves local and regional active transportation planning efforts through the implementation of recommendations and action steps identified in the ATP. The ATP updates and expands the 2013 Regional Bicycle Plan and 2016 Non-Motorized Plan.

### FY2024 Products:

1. *ATP Steering Committee and outreach group meeting minutes (Quarterly throughout 2024)*
2. *ATP Outreach efforts, including survey results (4th Quarter 2024)*
3. *Draft ATP (4th Quarter 2024)*

### FY2025 Products:

1. *Updated and completed ATP (2nd Quarter 2025)*
2. *ATP document on NFRMPO website and updated ATP webpage (2nd Quarter 2025)*
3. *ATP Public Brochure (3rd Quarter 2025)*

## 2.5 Statewide Household Survey

### Objective:

This Work Task allows for the development and completion of the Statewide Household Survey for incorporation into the NFRMPO's Regional Travel Demand Model (RTDM) and the Statewide model.

### Method:

NFRMPO staff will work with CDOT, DRCOG, PPACG, PACOG, and GVMPO along with CDOT's survey consultant on the development and completion of the 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.

### FY2024 Products:

1. Statewide Household Survey Steering Committee meetings (*Monthly*)
2. Survey Instrument deployed by consultant team (*1st Quarter 2024*)
3. Statewide Household Survey Data Collection and Analysis (*1st Quarter 2024*)

### FY2025 Products:

1. Statewide Household Survey Steering Committee meetings (*Monthly*)
2. Statewide Household Survey ends (*1st Quarter 2025*)
3. NFRMPO portion of Statewide Household Survey Data Set complete (*4th Quarter 2025*)

## 2.6 LinkNoCo

### Objective:

This Work Task continues the work of the North Front Range Premium Transit Analysis (LinkNoCo) study that Planning Council adopted in November 2022. This second phase of the project will complete further premium transit analysis on US34, one of the recommended corridors. Planning Council identified transit on US34 as priority in the 10-Year Plan. The North Front Range region is growing quickly with new jobs and households, and transit can help address commuter and mobility needs on this prioritized regional corridor.

### Method:

The NFRMPO will hire a consultant to work with local governments, stakeholders, and other interested parties to evaluate operational and capital needs for the US34 corridor. As part of this analysis, the consultant will identify scenarios considering different routing options, frequencies, and station locations. As part of the analysis, the consultant will identify potential rights-of-way, phased options, and funding questions.

### 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.

### FY2024 Products:

1. Contracting with consultant (*1st Quarter 2024*)
2. Steering Committee Meetings (*On-going*)
3. Outreach (*On-going*)
4. Consultant check-ins (*On-going*)

## 2.7 Complete Streets

### Objective:

This Work Task ensures the NFRMPO meets the new requirement in the Bipartisan Infrastructure Law (BIL) that requires each MPO to use at least 2.5 percent of its PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities, also known as Complete Streets.

### Method:

The NFRMPO staff will conduct activities that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.

### Overall Impact/Intent:

This Work Task ensures that the NFRMPO continues to conduct activities that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.

### FY2024 Products:

1. Development of a Complete Streets Work Plan (*1st Quarter 2024*)
2. Develop NFRMPO Complete Streets Policy (*2nd Quarter 2024*)
3. Incorporation of Complete Streets Policy into NFRMPO Planning Process (*On-going*)
4. Outreach (*On-going*)

### FY2025 Products:

1. Outreach (*On-going*)

## **2.8 Planning Council and Technical Advisory Committee (TAC) Support**

### Objective:

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

### Method:

The NFRMPO staff schedules and posts the required public notices for all Planning Council and TAC 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.

### FY2024 and FY2025 Products:

1. Planning Council and TAC Agenda Packets and Meeting Minutes (*On-going*)
2. Planning Council Resolutions (*On-going*)
3. Planning Council Meeting Calendar (*1st Quarter 2024 and 2025*)
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. Relevant Legislative updates during State Session (*1st and 2nd Quarters 2024 and 2025*)
9. Miscellaneous NFRMPO correspondence (*As needed*)

## **2.9 Unified Planning Work Program (UPWP)**

### Objective:

This Work Task develops the NFRMPO's UPWP for FY2024 and FY2025, monitors and amends the FY2024 and FY2025 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. NFRMPO staff will complete the TMA certification process according to the schedule to be developed by FHWA and FTA.

### 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.

### FY2024 Products:

1. FY2023 Year-End Report (*1st Quarter 2024*)
2. FY2024 Mid-Year Review Report and Meeting (*2nd Quarter 2024*)
3. FY2024 UPWP Task and Budget Amendments (*As necessary*)
4. FY2024 Budget Amendments (*As necessary*)

### FY2025 Products:

1. FY2024 Year-End Report (*1st Quarter 2025*)
2. FY2025 Mid-Year Review Report and Meeting (*2nd Quarter 2025*)
3. FY2025 UPWP Task and Budget Amendments (*As necessary*)
4. FY2026-FY2027 UPWP (*3rd Quarter 2025*)



## 2.10 Freight Plan

### Objective

This Work Task allows for an update of the NFRMPO regional freight plan, Freight Northern Colorado (FNC). FNC will collect data on freight movements, freight modes, and freight commodities as available.

### Method

NFRMPO staff will collect data on freight movements, freight corridors/truck routes, and movements on the freight railroads, as available. Staff will also identify freight stakeholders and coordinate with CDOT, DRCOG, the Pike Peak Area Council of Governments (PPACG), and Pueblo Area Council of Governments (PACOG) on Freight movements along the I-25 corridor.

### Overall Impact/Intent

This Work Task develops FNC which may be used for future applications and requests for freight improvements by CDOT using allocated funding. It will identify potential freight projects to move into implementation in the TIP and sets the freight funding priorities for the region.

### FY2024 Products

1. Transportation Freight system analysis (*1st Quarter 2024*)
2. Freight Data collection (*1st Quarter 2024*)
3. Freight Stakeholders Identification (*2nd Quarter 2024*)
4. Commodity Data collection (*3rd Quarter 2024*)
5. Freight Priorities identification (*4th Quarter 2024*)

### FY2025 Products

1. Draft Freight Northern Colorado (FNC) Plan (*3rd Quarter 2025*)
2. Public Comment (*3rd Quarter 2025*)
3. Final Freight Northern Colorado (FNC) Plan (*4th Quarter 2025*)
4. Post FNC on NFRMPO Website (*4th Quarter 2025*)

## III. Planning Services

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### 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, US 85 and US 34 Coalitions, 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.

#### FY2024 and FY2025 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*)
6. Attend local, state, and federal meetings (*As necessary*)

## 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 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 social media 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 ArcGIS online webpages provide interactive tools 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 and the website educate and improve communication and cooperation between local citizens, elected officials, and local agencies related to transportation issues.

### FY2024 and FY2025 Products:

1. Updated NFRMPO Website (*As necessary*)
2. Four (4) newsletters (*Quarterly*)
3. Website, Twitter, Facebook, and Instagram updates (*As necessary*)
4. ArcGIS Online updates (*As necessary*)
5. Air Quality outreach, including marketing purchases (*2nd Quarter 2024 and 2025*)
6. Annual Outreach Evaluation (*1st Quarter 2024 and 2025*)
7. Bike to Work Week events (*3rd/4th Quarter 2024 and 2025*)

### 3.3 Air Quality Planning, Conformity, and GHG Emission Analysis

#### Objective:

This Work Task allows for collaborating with partner agencies on transportation-related air quality initiatives, programs, and requirements and the completion of transportation conformity determinations. Conformity is determined for the RTP and TIP as well as for portions of the Upper Front Range Transportation Plan and Statewide Transportation Improvement Program (STIP) within the Northern Subarea of the Ozone Nonattainment area. Conformity is redetermined for air quality significant Amendments to the RTP and/or TIP.

In December 2021, the Colorado Transportation Commission approved the Greenhouse Gas Planning Standard that set GHG reduction levels for the NFRMPO to achieve through its TIP and RTP.

#### Method:

NFRMPO staff complete this Work Task by engaging in stakeholder processes for transportation-related air quality initiatives, completing analysis and reporting to meet any state and federal requirements related to air quality, consulting with the Interagency Consultation Group (ICG), preparing model results for air quality analysis, contributing to the development of the State Implementation Plan (SIP), completing documentation of transportation conformity, and soliciting public feedback on conformity determinations and GHG Transportation Reports.

#### Overall Impact/Intent:

The purpose of this task is to ensure the NFRMPO's plans and programs conform to the SIP and meet federal and state requirements related to air quality, including ozone and GHG.

#### FY2024 Products:

1. Participate in ICG (*Monthly*)
2. Participate in State Interagency Consultation Team and Modeling Work Group (*As determined*)
3. Participate in the development of the Severe Ozone SIP (*As needed*)
4. Monitor relevant federal and state legislation and regulations (*As needed*)
5. Conformity redeterminations (*As needed*)
6. GHG Transportation Reports (*As needed*)

#### FY2025 Products:

1. Participate in ICG (*Monthly*)
2. Participate in State Interagency Consultation Team and Modeling Work Group (*As determined*)
3. Monitor relevant federal and state legislation and regulations (*As needed*)
4. Conformity redeterminations (*As needed*)
5. GHG Transportation Reports (*As needed*)

### **3.4 Development of Regional Safe Routes to School Program**

#### Objective:

This Work Task provides NFRMPO staff time to create a regional Safe Routes to School program for K-12 schools within the NFRMPO. The objective is to educate K-12 students on safe methods for traveling to and from school via active transportation.

#### Method:

NFRMPO staff will convene a Safe Routes to School committee to guide the regional program. The program will work with non-profits with established education programs to expand programming to other communities in the region.

#### Overall Impact/Intent:

This Work Task expands safety training to K-12 schools outside of Fort Collins/PSD.

#### FY2024 Products:

1. Create the Regional Safe Routes to School Committee (*1st Quarter 2024*)
2. Grant Applications (*As needed*)
3. Assist in Safe Routes programming (*As needed*)
4. Documentation on number of schools and students impacted/educated (*On-going*)

#### FY2025 Products:

1. Participate in the Regional Safe Routes to School Committee (*On-going*)
2. Grant Applications (*As needed*)
3. Assist in Safe Routes programming (*As needed*)
4. Documentation on number of schools and students impacted/educated (*On-going*)

## IV. Plan Implementation

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### 4.1 Project Assistance

#### Objective:

This Work Task aids 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, CDOT's 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.

#### FY2024 and FY2025 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*)

## 4.2 Transportation Improvement Program (TIP)

### Objective:

This Work Task prepares, amends, and documents a four-year TIP which conforms to the IIJA/BIL 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 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 IIJA/BIL, 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.

### FY2024 Products:

1. FY2024 – 2027 TIP Amendments (*Bi-Monthly*)
2. Public Involvement documentation (*Bi-Monthly*)
3. EJ Analysis and documentation (*As necessary*)
4. FY2023 Annual Listing of Federally Obligated Projects (ALOP) by December 31, 2023
5. Development of the FY2025 – 2028 TIP (*2nd Quarter 2024*)

### FY2025 Products:

1. FY2025 – 2028 TIP Amendments (*Bi-Monthly*)
2. Public Involvement documentation (*Bi-Monthly*)
3. EJ Analysis and documentation (*As necessary*)
4. FY2024 Annual Listing of Federally Obligated Projects (ALOP) by December 31, 2024
5. Development of the FY2026-2029 TIP (*2nd Quarter 2025*)



### 4.3 Federal and State Funds Management

#### Objective:

This Work Task develops and manages federal funds including the Surface Transportation Block Grant (STBG), Congestion Mitigation and Air Quality (CMAQ) funds, Carbon Reduction Program (CRP), and the Transportation Alternatives (TA) funds. And, to manage the MMOF State 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.

#### FY2024 Products:

1. FY2026-2027 Call for Projects (*1st Quarter 2024*)
2. Incorporation of FY2026 and 2027 projects into the TIP (*2nd Quarter 2024*)
3. Annual review of projects (*4th Quarter 2024*)
4. Amend list of federally funded projects (*As needed*)
5. Updated funding allocations (*As needed*)

#### FY2025 Products:

1. Annual review of projects (*4th Quarter 2025*)
2. Amend list of federally funded projects (*As needed*)
3. Updated funding allocations (*As needed*)

## V. Mobility

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### 5.1 Mobility Management

#### Objective:

This Work 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). This program will work in tandem with and support the One Call/One Click Center project.

#### Method:

Staff implements the approved Coordinated Plan's projects and programs through the Larimer County and Weld County Mobility Committees (LCMC and WCMC). 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 2021. Staff conducts outreach in each County through presentations and individual meetings with the goal of providing information regarding Coordinated Plan programs, RideNoCo, and public transit and other transportation services in Larimer and Weld counties, including the North Front Range area. This includes the implementation of RideNoCo 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 Action Coalition (CMAC), CASTA conferences, Partnership for Age-Friendly Communities, 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 older adults, people with disabilities, veterans, and low-income individuals. This task also helps to coordinate with and provide technical assistance to human service-related transportation programs and services to enhance service and maximize available resources.

#### FY2024 Products

1. Implementation of the 2021 Coordinated Public Transit/Human Services Transportation Plan (*On-going*)
2. Larimer County, Weld County and combined Northern Colorado Mobility Committees (*Monthly*)
3. Quarterly and Annual Reports to CDOT (*Quarterly*)
4. Outreach materials, including Rider's Guides and other materials (*On-going*)
5. Quarterly Mobility Newsletter (*Quarterly*)
6. Public Outreach Events (*On-going*)
7. Passthrough purchased transit support to subrecipients (*On-going*)
8. Local and regional transit Travel Trainings (*On-going*)
9. Education and Information through RideNoCo social media accounts (*On-going*)
10. Subrecipient Van Administrative Support (*On-going*)
11. Travel Training Program with local agency partners (*On-going*)

12. Public Outreach Events (*On-going*)
13. Maintenance of RideNoCo website containing transportation resources (*As necessary*)

FY2025 Products:

1. Creation of 2025 Coordinated Public Transit/Human Services Transportation Plan (*On-going*)
2. Larimer County, Weld County and combined Northern Colorado Mobility Committees (*Monthly*)
3. Quarterly and Annual Reports to CDOT (*Quarterly*)
4. Outreach materials, including Rider's Guides and other materials(*On-going*)
5. Quarterly Mobility Newsletter (*Quarterly*)
6. Public Outreach Events (*On-going*)
7. Passthrough purchased transit support to subrecipients (*On-going*)
8. Local and regional transit Travel Trainings (*On-going*)
9. Education and Information through RideNoCo social media accounts (*On-going*)
10. Subrecipient Van Administrative Support (*On-going*)
11. Travel Training Program with local agency partners (*On-going*)
12. Public Outreach Events (*On-going*)
13. Maintenance of RideNoCo website containing transportation resources (*As necessary*)

## 5.2 One Call/One Click Center (RideNoCo)

### Objective:

This Work Task supports the implementation of the One Call/One Click Center project and related Transportation Demand Management (TDM) activities, coordinating rides for human service, volunteer, and transit agencies in Larimer and Weld counties. This project was initially identified in the 2017 Coordinated Public Transit/Human Services Transportation Plan (Coordinated Plan).

### Method:

Mobility Director and staff implement the One Call/One Click Center project first identified in the 2017 Coordinated Plan through the management of a Call Center and website containing information on available transportation options in Larimer and Weld counties. The capabilities of the website and center will increase through the purchase of software and the hiring of staff to support the One Call/One Click Center and Mobility Program. The Mobility Director and other staff meets with stakeholders, including riders, providers, and local government officials; manages the purchase and implementation of new software; leads projects to market the program; and aid individuals in need of transportation. The NFRMPO will complete implementation of trip scheduling and coordination technology and implement a staff training program to use this new technology. The MPO's TDM Program builds upon the work of RideNoCo by adding a business/employee component to the project.

### Overall Impact/Intent:

The intent of the One Call/One Click Program is to coordinate transportation services within the North Front Range planning area as well the entirety of Larimer and Weld counties for medical, employment, and other destinations particularly for older adults, people with disabilities, veterans, and low-income individuals in addition to the general population. This service will connect individuals in need of a ride with the most appropriate and affordable options to meet their unique needs.

### FY2024 Products:

1. Install Trip Coordination Software (*1<sup>st</sup> Quarter 2024*)
2. Maintenance of Trip Coordination Software (*On-going*)
3. Update or Expand Trip Discovery Software (*On-going as needed*)
4. Finance Committee Reports (*Quarterly*)

### FY2025 Products:

1. Update or Expand Trip Discovery Software (*On-going as needed*)
2. Maintenance of Trip Coordination Software (*On-going*)
3. Finance Committee Reports (*Quarterly*)

### 5.3 Transportation Demand Management (TDM)

#### Objective:

This Work Task supports the development, implementation, and support of a Transportation Demand Management (TDM) program in the MPO region. The 2022 TDM Action Plan will be implemented by working with stakeholders identified in the Plan. The TDM Program will develop and expand regional resources, strategies, and partnerships to reduce single-occupancy vehicle trips and address air quality issues, greenhouse gas, and ozone emissions reductions.

#### Method:

The NFRMPO developed a TDM Action Plan through the work of the TDM Work Group in FFY2022 and FY2023, which identifies goals and vision to develop the regional TDM Program. The Work Group will continue to guide the implementation of the program. The NFRMPO's TDM Program builds upon the work of RideNoCo by adding a business/employee component to the project and act as an educational resource for businesses. In addition, the NFRMPO will support the development of a Transportation Management Association/Organization (TMA/O) through staff support, salary for a TDM Manager position housed within the TMO, and indirect/program costs.

#### Overall Impact/Intent:

The intent of the TDM Program is to develop strategies to reduce single-occupancy vehicle trips, address air quality issues through greenhouse gas emissions reductions, ozone emission reductions and provide additional transportation opportunities for residents and visitors in the region. This program will be a partnership of the NFRMPO and other stakeholders throughout the region.

#### FY2024 Products:

1. Implement TDM Action Plan (*On-going*)
2. TDM Work Group meetings (*On-going*)
3. Develop TDM content for RideNoCo and NFRMPO websites (*On-going*)
4. Contract with new TMO (*1<sup>st</sup> Quarter 2024*)
5. Staff support for TMO (*On-going*)
6. Community outreach (*On-going*)

## VI. Administration

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### 6.1 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 Planning Council adopted procedures and approved accounting standards. NFRMPO prepares quarterly financial statements for Finance Committee recommendation for Planning 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 (DOLA) - 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.

FY2024 and FY2025 Products:

1. Monthly financial records and quarterly and year-end financial statements
2. Annual audit and quarterly and annual tax filings (*Audit 1st and 2nd Quarters 2022 and 2023*)
3. Quarterly and annual petty cash oversight
4. CIRSA annual application, CIRSA insurance reporting (*1st Quarter 2022 and 2023*)
5. Required oversight of employee payroll and pension benefits (*On-going*)
6. Required oversight and review of accounts payable and expenses (*On-going*)
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 (*3rd Quarter 2022 and 2023*)

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



## 6.2 Grant Reporting and Management

### Objective:

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

### 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 progress reports for appropriate agencies. Follows federal and state requirements including 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 the grant reporting and grant management tasks required to remain compliant for CDOT, FHWA, and FTA.

### FY2024 and FY2025 Products:

1. Mid-year Review Report and Budget update (*2nd Quarter 2024 and 2025*)
2. Year-End Budget Report (*1st Quarter 2024 and 2025*)
3. Grant Review including monthly billing (*Monthly*)
4. Title VI Reporting (*As required*)

## 6.3 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.

### FY2024 and FY2025 Products:

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

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

## Appendix A: VanGo™ Work Tasks

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### 1) Vanpool Services

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, 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.

The program currently serves commuters to the Denver Metropolitan area 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.

### 2) VanGo™ Billing/Grant Reporting

The NFRMPO staff bill customers monthly for either a full or part time fare on the 20th of each month – due on the 1st. Any invoice not paid by the 5th 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.

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.

FTA grant reporting ensures that the NFRMPO is in compliance and able to receive 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.

### 3) Outreach

The NFRMPO region is 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.

#### **4) Vehicle Acquisition and Management**

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.

## Appendix B: Local Agency Work Tasks

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### Greeley Vision Zero Safety Action Plan

#### Objective:

This Work Task will create a Vision Zero (VZ) Plan for the City of Greeley. This Plan will include a holistic well-defined process to eliminate severe crashes and reduce other types of traffic crashes. Additionally, this Plan will include goal setting, planning structure, safety analysis, engagement and collaboration, equity considerations, policy and process changes, strategy and project solutions, and progress and transparency. The City has committed to building upon previous safety activities and addressing the top three priorities of the developed Vision Zero Plan by 2025.

#### Method:

This Work Task will be managed by City of Greeley staff through a Federal Safe Streets and Roads for All (SS4A) grant received in FY2023. A comprehensive high-level approach to develop a high-quality, action-oriented plan that will include public participation, analysis of trends, development of goals and objectives, and implementation methods. This approach will also focus on the perception of travel safety and comfort with the goal that no one should be discouraged from traveling by any mode because of safety fears.

#### Overall Impact/Intent:

The Vision Zero Plan will develop a comprehensive action item list to make all streets within the city safe while including accountability, a timeframe for completion, and specific performance measures to gauge effectiveness.

## **Larimer County Comprehensive Safety Action Plan**

### Objective:

This Work Task will create a Comprehensive Safety Action Plan for the unincorporated areas of Larimer County.

### Method:

This Task will be managed by Larimer County staff through a Federal Safe Streets and Roads for All (SS4A) grant received in FY2023. The Comprehensive Safety Action Plan will be developed and used to apply for future Implementation Grants that will support a significant reduction or elimination of roadway fatalities and serious injuries involving various road users, including pedestrians, bicyclists, public transportation users, personal conveyance and micromobility users, motorists, children, older individuals, individuals with disabilities, motorists, and freight vehicles.

### Overall Impact/Intent:

The Comprehensive Safety Action Plan will include an assessment of current policies, plans, guidelines and/or standards to identify opportunities to improve how processes improve transportation safety. The plan will describe specific projects and strategies and include a form of evaluation and transparency that will describe how progress will be measured over time after the Action Plan is developed.

## Appendix C: CDOT Work Tasks

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### Division of Transportation Development (DTD) and Division of Transit and Rail (DTR) FY2024 Work Program Highlights

#### DTD: MULTIMODAL PLANNING BRANCH

##### *Statewide and Regional Planning*

##### *2050 Long-Range Plan*

- Start work on the program distribution component of the long-range plan process in summer 2023. This will allow CDOT to start work on the next long-range plan and 10-Year Plan update in 2024. The next long-range plan and transit plan will be completed in tandem with each other, consistent with CDOT's approach for the 2045 long-range plan. Per federal regulations, the state has until August 2025 to adopt the 2050 long-range plan.

##### *MPO and Regional Planning*

##### *Safe Routes to School Strategic Plan*

- Implement a new five-year Safe Routes to School Strategic Plan. The purpose of this strategic plan is to guide CDOT's efforts in increasing the number of children walking and bicycling to and from school safely.

##### *Complete Streets*

- Update Colorado's complete streets guide, "Colorado Downtown Streets" to showcase recent achievements with the Revitalizing Main Streets grant program as well as meet the new federal complete streets requirements in the IIJA.

##### *Statewide Bicycle and Pedestrian Plan*

- Update CDOT's Statewide Bicycle and Pedestrian Plan and integrate the plan with CDOT's 10-Year Plan. Related to this effort, CDOT will be looking at ways to grow the state's non-motorized monitoring program capacity.

##### *Colorado Freight Plan*

- Update the Colorado Freight Plan to cover all regulatory items as well as unique information in Colorado.

##### *Mountain Rules Truck Safety Video Series*

- Continue this video series, which represents an effort to reduce incidents and improve commercial motor vehicle safety in Colorado. In addition to getting safety messages out in-state, these videos also allow us to get the safety messages out beyond our borders. This is extremely important because 90% of runaway truck incidents in Colorado occur with out of state CDL drivers with limited or no mountain driving experience.



### *Asset Management Plan*

- Update, refine, and develop additional content for CDOT's Transportation Asset Management Plan (TAMP) and ensure the plan continues to meet federal requirements. Assist CDOT in advancing its asset management program including refinements to asset management websites and expanded risk and resilience analyses.

### DIVISION OF TRANSIT & RAIL UPDATES:

#### **Interregional Bus Services:**

- <https://www.codot.gov/projects/intercityregionalbusnetworkstudy/busstudyoverview.html>
- 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.
- Continued participation in the Poudre Express bus service between Greeley, Windsor, and Fort Collins.
- Expansion of Rural Regional bus services between Sterling, Fort Morgan, and Greeley.
- Expansion of Interregional Bus services between Greeley and Denver.
- Consideration of other expanded seasonal Interregional and Rural Regional bus services.

#### **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:**

- <https://www.transit.dot.gov/TAM>
- 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.

#### **Statewide Transit Plan:**

- <https://www.codot.gov/programs/your-transportation-priorities/statewide-transit-plan>
- The plans identify 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.

#### **State Freight and Passenger Rail Plan:**

- <https://www.codot.gov/programs/transitandrail/plans-studies-reports/colorado-freight-and-passenger-rail-plan>

- This Plan will update the 2018 Plan and will fulfill Colorado’s requirements to FRA. Northern Colorado contains several major and short line railroads and will likely be consulted in the development of the Plan.

**Front Range Passenger Rail:**

- <https://www.frontrangepassengerrail.com/>
- <https://www.codot.gov/about/southwest-chief-commission-front-range-passenger-rail>
- Efforts of the Southwest Chief and Front Range Passenger Rail Commission—which is separate from but supported by CDOT—continue, and have direct impact to Northern Colorado.

## Appendix D: Budget Amendments

Table 3: FY2024 Budget Amendments

Funding Source	As Adopted	Amendment 1	Amendment 2	Amendment 3	Cumulative
CPG					
STP					
SPR					
FTA 5310					
CDPHE					
FC MM					
MMOF					
Local					
MPO Total					

Funding Source	As Adopted	Amendment 1	Amendment 2	Amendment 3	Cumulative
MMOF					
Local					
Transit Total					

Budget amendments are made as needed. The NFRMPO does not anticipate more than three amendments during FY2024.

## Appendix E: USDOT Approval

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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 29, 2023

Shoshana Lew

Executive Director

Colorado Department of Transportation

2829 W. Howard Place

Denver, CO 80204

Attn: Darius Pakbaz,

Director

Division of Transportation Development

**Subject: FY 2024 Unified Planning Work Program (UPWP) Approvals**

Dear Ms. Lew:

The Colorado Department of Transportation (CDOT) has requested the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) approve the funding and eligibility of work activities in the FY 2024 program year of the FY 2024-25 UPWPs for the five Metropolitan Planning Organizations (MPOs) listed below:

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

The FHWA and FTA have reviewed the five MPO's FY 2024 UPWPs and hereby determine that they substantially meet the requirements of 23 Code of Federal Regulations (CFR450.308) and FTA Circular 8100.1D (as applicable). The effective date is Oct. 1, 2023, and is active until Sept. 30, 2024.

The work program activities must be eligible under 23 USC 134 and 135 and administered in accordance with the provisions of 23 CFR sections 420 and 450, and 2 CFR 200. Amendments to

the FY 2024-25 UPWPs are subject to the approval provisions of 2 CFR 200.308. MPO FY 2023 UPWP Annual Reports are due by December 31, 2023.

FHWA and FTA have provided an appendix following this approval letter which includes:

- 1) Required Modifications that each MPO must address when undergoing either a FY24 UPWP Amendment and/or the FY25 UPWP Approval
- 2) Areas of Concern
- 3) General Reminders and Process Improvement Recommendations.

CDOT is responsible for requesting FTA 5305(d) funds be transferred to FHWA to be administered as part of the Consolidated Planning Grant (CPG). CDOT must obtain grant approval from FHWA prior to drawing down FY 2024 CPG funds. In-kind donations are permissible as local match for CPG funds and must adhere to the procedures detailed within CDOT/FHWA In-Kind Guidance Manual for Non-Infrastructure Projects. The use of third-party in-kind contributions for FHWA funded projects must be approved in advance by CDOT and the FHWA Colorado Division.

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  
Federal Transit Administration, Region VIII

John M. Cater, PE  
Division Administrator  
FHWA Colorado Division

## **Required Modifications for any 2024 UPWP Amendment and/or the FY2025 UPWP**

1. UPWPs must reflect the requirements of the Increasing Safe and Accessible Transportation Options (Complete Streets) 2.5% set-aside. Here are the specifics of the program that must be met:
  - The 2.5% set-aside was given a waiver from a non-Federal match. The official memo is here: [https://www.fhwa.dot.gov/planning/spr-pl\\_match\\_waiver\\_memo.pdf](https://www.fhwa.dot.gov/planning/spr-pl_match_waiver_memo.pdf)
  - Implementation Guidance was released and forwarded to MPO and DOT contacts in April 2023 for the Increasing Safe and Accessible Transportation Options under Sec. 11206 of BIL. The document is found here: [https://www.fhwa.dot.gov/planning/iija-bil\\_sect11206\\_imp\\_guidance.pdf](https://www.fhwa.dot.gov/planning/iija-bil_sect11206_imp_guidance.pdf)
  - The 2.5% set-aside is set up in our financial management system as a different program code than PL funds. The reflection of this specific amount in the UPWP is necessary for the accurate accounting and reporting of the funds. The clear identification of activities and tasks which are funded with this money is required to determine their eligibility.
  - The opt-out process is an annual event that requires the fulfillment of requested documentation each year for FHWA HQ approval. The expectation is that progress towards completing the Prioritization Plan is made and documented.
2. FHWA and FTA request improved planning and awareness of the timelines needed to develop and allow for public review of these official documents. Please provide FHWA and FTA the opportunity to review draft documents and ensure that UPWP's are finalized no later than early September to allow for appropriate review and approval by FHWA and FTA.

## **Areas of Concern**

1. Projects selected or utilized by MPOs using federal funds (CMAQ, STBG, HSIP, Transportation Alternatives and Metro Planning) continue to maintain large unobligated balances and the funds are subject to lapsing. We will engage CDOT and the MPOs to identify ways to get funds obligated sooner and to develop a plan to work with project sponsors who are unable to advance a project.
2. The UPWP needs to contain signed certifications for Title VI Assurance (49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation) and a Restrictions on Lobbying statement (31 USC 1352 - Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions). Self-Certifications are part of the TIP Development and Approval process, not the UPWP Approval process (23 CFR 450.336 (a)).
3. MPOs are encouraged to review and understand the Planning Finding that was issued with the approval of the FY24-27 STIP.
4. 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, MPOs, and project sponsors to address the inactive projects in Colorado.

### **General Reminders and Process Improvement Recommendations**

1. All activities funded through the CPG shall be administered in accordance with the provisions of 2 CFR 200 and 23 CFR 420. The 2 CFR 200 task-based performance beginning and end dates provision and the CDOT led risk assessment process must be met. Any necessary amendments to the FY 2024 UPWP must adhere to the requirements of 2 CFR 200.308 and are subject to the provisions described in the *CDOT MPO Operating Manual*. Work program activities must be eligible under 23 USC 134 and 23 CFR 450.
2. FHWA Colorado Division has updated the memo titled “Use of Federal Funds for Reimbursement of Meals and Refreshments at Meetings”. This memo outlines the appropriate use of federal dollars for food and drink by non-federal entities. The memo was emailed to MPOs and CDOT on August 1, 2023.
3. With the release of funding directly to local agencies, MPOs can play a pivotal role in supporting and assisting them through the federal process. FHWA encourages the monitoring of the implementation of upcoming discretionary grants and determining where extra collaboration is necessary.
4. Per 23 CFR 450.316(a), the MPO shall develop and use a documented participation plan that defines a process for providing partners and the public with reasonable opportunities to be involved in the metropolitan transportation planning process. Future UPWPs should make the UPWP available for public comment in a transparent manner.
5. Future UPWPs should make the UPWP available for public comment in a more transparent. Each MPO must include a description of how UPWP project progression is tracked and where information is documented. Typically, MPOs provide progress reports in the Mid-year and End of Year Reports. There is no reason these documents should not be available to the public.
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. We expect the MPOs to monitor the TPM (23 CFR 490) requirements, address TPM in project selection and report on progress meeting TPM targets, as well as adjust any tasks or activities in the UPWPs to meet TPM requirements.
9. FHWA/FTA expect to see activities and tasks related to Certification Review or other MPO review findings in the UPWP, to the maximum extent practicable, to promote timely implementation of the findings. Implementation status of findings is expected to



be summarized and discussed regularly at MPO coordination meetings.

10. MPOs are required to adhere to all contractual agreements and submit reimbursement requests monthly.
11. MPOs are required to be consistent with State of Colorado Travel Guidelines.

## Appendix F: NFRMPO Resolutions and Certifications

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**RESOLUTION NO. 2023-09**  
**OF THE NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY PLANNING COUNCIL**  
**APPROVING THE FY2024-2025 UNIFIED PLANNING WORK PROGRAM (UPWP) TASKS AND FY2024**  
**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 FY2024 and FY2025 UPWP with a FY2024 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 FY2024-2025 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 FY2024 Budget has a local match component which is provided by NFRMPO member communities and adoption of this Resolution signifies agreement from each member to provide their portion of the Local Match; and

**WHEREAS**, the NFRMPO has budgeted a federal fund total of \$2,707,955, which includes STBG (\$307,438); CPG (\$1,389,393); MMOF (\$607,749); FC Exchange MMOF Match (\$125,000) Fort Collins Mobility Management (\$33,626); FTA \$5310 Urban (\$117,300); FTA \$5310 Rural (\$28,968); FC Exchange funds TMA Mobility Match (\$19,937); and CDPHE (\$35,000). The required match for each funding source is also identified by each funding source.

**WHEREAS**, the NFRMPO has budgeted \$1963,210 for VanGo™ operation including \$185,000 in fares; \$327,512 in Fort Collins sales tax funds (exchanged for FTA \$5307); \$60,000 in van sales.

**NOW, THEREFORE, BE IT RESOLVED** the North Front Range Transportation & Air Quality Planning Council hereby approves the FY2024-2025 Unified Planning Work Program (UPWP) Tasks and FY2024 Budget and requisite match funds.

Passed and approved at the regular meeting of the North Front Range Transportation & Air Quality Planning Council held this 4<sup>th</sup> day of May 2023.

*Scott K. James*

Scott K. James (May 8, 2023 08:00 MDT)

Scott James, Chair

ATTEST:

*Suzette Mallette*

Suzette Mallette (May 8, 2023 10:00 MDT)

Suzette Mallette, Executive Director




# 2023-09 FY2024-2025 UPWP and FY2024 Budget Resolution

Final Audit Report

2023-05-08

Created:	2023-05-05
By:	NFR MPO (staff@nfrmpo.org)
Status:	Signed
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## "2023-09 FY2024-2025 UPWP and FY2024 Budget Resolution" History

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2023-05-05 - 2:50:36 PM GMT
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2023-05-06 - 6:33:00 AM GMT- IP address: 104.28.48.216
-  Signer sjames@weldgov.com entered name at signing as Scott K. James  
2023-05-08 - 2:00:30 PM GMT- IP address: 204.133.39.9
-  Document e-signed by Scott K. James (sjames@weldgov.com)  
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2023-05-08 - 4:00:37 PM GMT- IP address: 98.245.252.247
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Signature Date: 2023-05-08 - 4:00:39 PM GMT - Time Source: server- IP address: 98.245.252.247
-  Agreement completed.  
2023-05-08 - 4:00:39 PM GMT

## **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. §12112, 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 12<sup>th</sup> day of May 2023.

By

Suzette Mallette

Suzette Mallette (May 12, 2023 09:34 MDT)

Suzette Mallette, Executive Director  
NFRT & AQPC

ATTEST:

Rebekah Karasko

Rebekah Karasko (May 12, 2023 09:35 MDT)

Rebekah Karasko, Transportation Planning Director  
NFRT & AQPC

**NORTH FRONT RANGE TRANSPORTATION  
& AIR QUALITY PLANNING COUNCIL  
(NFRT & AQPC)  
ANNUAL TITLE VI ASSURANCES  
FISCAL YEAR 2022**

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 fiscal year, October 1, 2021 through September 30, 2022.
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, 2021 through September 30, 2022.
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: May 12, 2023

North Front Range Transportation & Air Quality Planning Council

Suzette Mallette

Suzette Mallette (May 12, 2023 09:34 MDT)

Suzette Mallette, Executive Director  
NFRT & AQPC

ATTEST:

Rebekah Karasko

Rebekah Karasko (May 12, 2023 09:35 MDT)

Rebekah Karasko, Transportation Planning Director  
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 12<sup>th</sup> day of May 2023,

By

Suzette Mallette

Suzette Mallette (May 12, 2023 09:34 MDT)

Suzette Mallette, Executive Director  
NFRT & AQPC

ATTEST:

Rebekah Karasko

Rebekah Karasko (May 12, 2023 09:35 MDT)

Rebekah Karasko, Transportation Planning Director  
NFRT & AQPC



# FY24-25 UPWP Certs & Assurances\_05.12.2023











## 3

Final Audit Report

2023-05-12

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2023-05-12 - 3:35:13 PM GMT- IP address: 198.99.81.44
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Signature Date: 2023-05-12 - 3:35:15 PM GMT - Time Source: server- IP address: 198.99.81.44
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2023-05-12 - 3:35:15 PM GMT