

# Public Involvement Plan

North Front Range Metropolitan Planning Organization

Adopted November 5, 2015



**NFRMPO**  
NORTH  
FRONT RANGE  
METROPOLITAN  
PLANNING  
ORGANIZATION

# North Front Range MPO Public Involvement Plan



## **How to make a public comment:**

*Mail to:* North Front Range Metropolitan Planning Organization  
419 Canyon Ave, Suite 300  
Fort Collins, CO 80521

*Phone:* (970) 221-6243

*Email:* [staff@nfrmpo.org](mailto:staff@nfrmpo.org)

*Website:* [www.nfrmpo.org](http://www.nfrmpo.org)

Forms are included in the appendices.

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## Glossary

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Many organizations, laws and policies are shortened to acronyms and are commonly used in MPO documents and presentations. Below is a list of the most common acronyms used within the outreach process along with a short definition.

**ADA – Americans with Disabilities Act:** A federal law that prohibits discrimination against individuals with disabilities in employment, transportation, public accommodation, communications, and governmental activities. (*Department of Labor website*)

**AQCC – Colorado Air Quality Control Commission:** A division of the Colorado Department of Public Health and Environment (CDPHE) that develops the air pollution control policy, regulates pollution sources and conducts hearings involving violations of the state’s air pollution laws.

**CDOT - Colorado Department of Transportation** The state-wide agency tasked with planning, funding and constructing transportation projects within the State of Colorado on the state owned system.

**EJ – Environmental Justice :** The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. (*EPA*)

**EPA – Environmental Protection Agency:** A federal agency tasked with mitigating environmental risks, improving environmental and health related risks, and ensuring accurate information for making decisions related to the environment and health. (*EPA website*)

**FHWA – Federal Highway Administration:** A division of the US Department of Transportation (USDOT) that supports State and local governments in the design, construction, and maintenance of the Nation’s highway system (Federal Aid Highway Program) and various federally and tribally owned lands (Federal Lands Highway Program) and adjacent improvements such as sidewalks.

**FTA – Federal Transit Administration:** A division of the USDOT tasked with technical and funding assistance to local public transit systems. (*FTA website*)

**LEP – Limited English Proficiency Individuals:** Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. (*LEP.gov website*)

**MAP-21 – Moving Ahead for Progress in the 21<sup>st</sup> Century:** The current federal transportation authorization package signed into law in July 2012, providing funding and policy for transportation projects around the country.

**MPO – Metropolitan Planning Organization:** Each urbanized area with a population of more than 50,000 must designate a MPO to carry out the metropolitan transportation planning process, as a condition of receiving federal aid.

**PIP – Public Involvement Plan:** Document that presents the procedural plans of an organization to inform and gather information from project beneficiaries and the general public.

**OML – State of Colorado Open Meetings Law:** The law states all meetings of two or more members of any state public body where any public business is discussed must be open to the public.

**TIP – Transportation Improvement Program:** Document which shows a specific set of projects and activities to be funded in a transportation planning region over a three to five year period. Projects in the TIP must come from an approved RTP and emerge from the Congestion Management Process identified therein.

**RTP – Regional Transportation Plan:** The official plan for the NFRMPO updated every four years which describes the current transportation system and the projected growth based on a 25-year planning horizon.

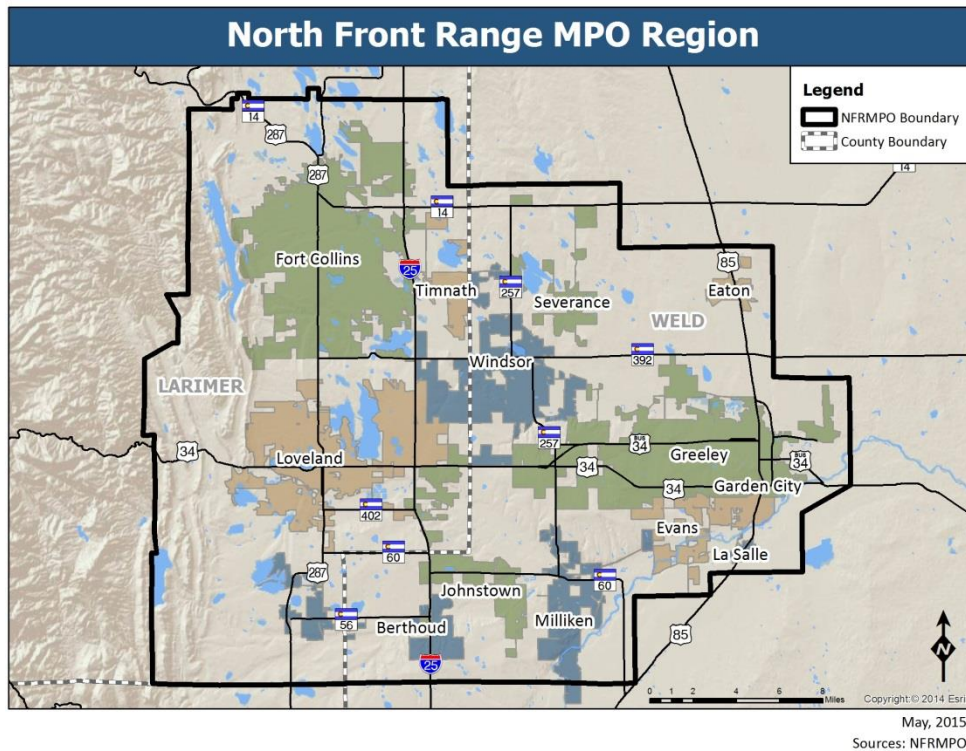
**TPR – Transportation Planning Region:** An organized area from CDOT to help develop regionally-specific transportation plans based on their unique needs and characteristics.

**Underserved population:** Any individual or group for whom it is important to make a special effort to reach out to due to particular needs/interests or a lack of previous involvement. This category includes minorities, low income residents, physically and mentally challenged residents, and those who do not drive.

# The North Front Range Metropolitan Planning Organization

Established in 1988, the North Front Range Transportation and Air Quality Planning Council is a regional agency whose responsibilities include transportation planning and air quality. The North Front Range Metropolitan Planning Organization (NFRMPO) is the federally-designated metropolitan planning organization (MPO) for the Fort Collins and Greeley urbanized areas. The NFRMPO works at the regional level to identify, plan for, and integrate the needs and goals of its member communities to fulfill its mission of transportation planning for federally-funded transportation projects. Federal law requires regions with populations of 50,000 or more to form such an organization and complete federal requirements to be eligible for federal transportation funds. Additionally, the NFRMPO is the designated lead air quality planning organization for carbon monoxide in the North Front Range. The NFRMPO works alongside the Regional Air Quality Council (RAQC) in Denver, which is the lead air quality planning organization for ozone for both Denver and the North Front Range.

Figure 1: North Front Range MPO Region



The NFRMPO serves a diverse region in Northern Colorado and is centered on the Interstate 25 (I-25) corridor. NFRMPO has 15 member governments, including: Berthoud, Eaton, Evans, Fort Collins, Garden City, Greeley, Johnstown, LaSalle, Loveland, Milliken, Severance, Timnath, Windsor, and

portions of both Larimer and Weld counties. The combined area is over 600 square miles, with a 2013 population of more than 463,500<sup>1</sup>.

The NFRMPO operates under the guidance of two committees, one for technical input and the other for policy input. The Technical Advisory Committee (TAC) consists of staff from each member community who work together to provide technical assistance to the Planning Council. The TAC meets monthly on the third Wednesday of the month at the Windsor Recreation Center. The 17-member Planning Council is made up of one elected official from each member community, as appointed by that community, as well as a representative from the Colorado Department of Public Health and Environment's (CDPHE) Air Pollution Control Commission (APCC) and the State Transportation Commission. The Council meets on the first Thursday of the month at various locations throughout the region, which are posted on the NFRMPO website and in local newspapers. The Planning Council's purpose is to provide local governments with the opportunity to direct regional planning efforts and allocate federal funding to regional transportation priorities.

The NFRMPO is tasked with two vital responsibilities for the long-term health and economic vitality of the region:

- Providing transportation planning on a region-wide basis, and
- Working to improve the air quality of the region alongside the State Air Pollution Control Division (APCD) and the Environmental Protection Agency (EPA), by aiming to bring emissions in line with federal requirements.

Major projects for MPO staff include:

- **Regional Transportation Plan (RTP):** The RTP is a fiscally constrained plan for transportation projects and planning in the North Front Range region. The plan is updated every four years.
- **Transportation Improvement Program (TIP):** The TIP is a list of transportation projects programmed for funding within the next four years.
- **Unified Planning Work Program (UPWP):** The UPWP identifies specific planning tasks, projects, and studies MPO staff will undertake in the next one-to-two years.

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<sup>1</sup> Steve Fisher, Phyllis Resnick. *2040 Economic and Demographic Forecast*, North Front Range Metropolitan Planning Organization. 2012-2013.

## Introduction

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Public involvement is crucial to the core principles of the NFRMPO and the overall planning process. Effective public involvement allows for an open exchange between the public and transportation decision makers. Understanding the importance of public involvement and participation in the planning process improves the quality and accuracy of regional plans and funding decisions. With public input, stakeholder approval, and an open, transparent process, public plans have a better chance for buy in and implementation. The public should be involved early and often throughout the planning process. Public involvement should be, and in many cases is required to be, used in the NFRMPO's planning activities and processes. Any process that leads to a change in policy, an update to an existing plan, or allocates State or federal funds requires the public have the opportunity to provide input. Examples include the RTP and its updates and amendments, vision plans, TIP approval and amendments, public meetings, and the monthly Council and TAC meetings.

The NFRMPO adopted its first Public Involvement Plan (PIP) in 2003, and amended it in 2005, 2008, and 2011. To complete the PIP, the NFRMPO works with its members and the public to create a draft plan. Once the draft plan is complete, the PIP undergoes a series of revisions before the final version is released. These steps include input from the public, TAC, Council, stakeholders, and a 45-day public comment period for the final draft. After receiving the comments and making changes, the Planning Council adopts the PIP and uses it to guide future public involvement for all MPO planning efforts.

### Mandates

As a public organization and one receiving federal funding, the NFRMPO is guided by federal and state legislation. A range of legislation has increased the involvement of underserved and underrepresented populations. The Mandates are included in [Appendix B](#) with links to the corresponding websites.



## Strategy

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Public involvement can and should include a variety of techniques and methods to reach as broad a cross-section of the regional population as possible. Informing the public early in the planning process allows the NFRMPO to take advantage of diverse viewpoints and values. Incorporating the needs and priorities of the public into the decision-making process improves the quality of plans. Guiding the NFRMPO's interaction with the public are regional goals and desired outcomes. Further, the NFRMPO works to ensure the public's expectations are considered and if possible, met.

### Goals and Desired Outcomes

#### NFRMPO Public Participation Goals:

- a. Inform and educate the public about transportation planning, studies, and funding opportunities for transportation improvements.
- b. Identify and document the public's regional transportation concerns and priorities.
- c. Provide a public forum for regional transportation comments and input.
- d. Use social media, online, and traditional methods of communication to create, build, and maintain communication with impacted members of the public, including underserved populations.

#### NFRMPO's Desired Public Participation Outcomes:

- a. Plans, studies, and other NFRMPO actions reflect the concerns, needs, and vision of the public.
- b. A cross-section of the population is represented, including protected and underserved populations.
- c. The NFRMPO maintains an open dialogue with residents throughout the public participation process.
- d. The NFRMPO works with key stakeholders, members of the public, and member jurisdictions to coordinate participation during the planning process.

#### The public has a right to expect from the NFRMPO:

- a. Open, accessible, and transparent information as part of the planning process. The NFRMPO provides multiple opportunities and uses a variety of techniques for the public to provide input, expertise, and advice. The NFRMPO provides a mix of public meetings, online tools, and face-to-face interaction at a variety of community events to offer opportunities to provide feedback.
- b. Their opinions, values, and needs are important to the planning process; however, this does not guarantee the plan will incorporate everything identified. Issues with funding, rights-of-way and/or other conflicts can hinder implementation.

## Activities

A diverse population requires a diverse set of outreach techniques. The NFRMPO provides a variety of methods for reaching out to the public for comments, considering the range of availabilities, needs, and concerns.

The NFRMPO tailors its public participation process for each situation. In addition to the techniques described in the following sections, NFRMPO staff will speak to the public using language, concepts, and images that are widely understandable. Making sure these concepts are understood by the public is important to the public outreach process.

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

### Public Comment Periods

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

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

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

### Internet and Media

The NFRMPO maintains an online and print presence. Currently, the NFRMPO maintains a Twitter account (@NFRMPO), a blog ([nfrmpo.blogspot.com](http://nfrmpo.blogspot.com)), and a website ([www.nfrmpo.org](http://www.nfrmpo.org)). The website is updated by staff with plans and studies, as well as the meeting packets and minutes for TAC and Council meetings. Staff updates the blog with interesting and relevant transportation items, including public meetings, local events, and air quality reports. Twitter is used to update followers on new blog posts, air quality updates, upcoming meetings, and important links. Internal policies guide staff on what information is provided and how it is presented. Important updates such as meeting information, meeting minutes, air quality reports, and important transportation news items are updated frequently on these media platforms.

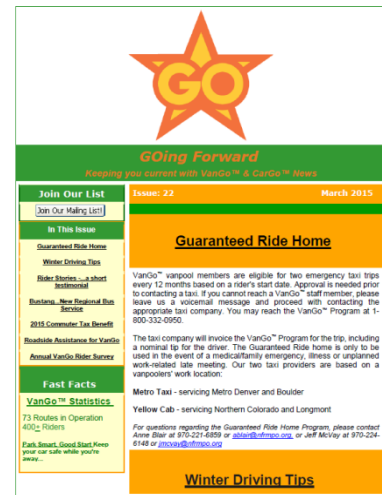
The NFRMPO produces three newsletters each quarter:

Figure 2: January 2015 *On the Move* Newsletter



- *On the Move* is available on the NFRMPO’s website and via email. Information on how to sign up for the newsletter is available on the website. The newsletters contain articles about upcoming MPO events, partner agency information, and other transportation-related information, while also providing updates about construction projects and important meeting dates.
- VanGo publishes the *GOing Forward* newsletter quarterly. Available through the SmartTrips website and via email, the newsletter provides updates about safety, upcoming events, driving tips, and other useful information for current and potential users of VanGo.
- Mobility Coordination produces a quarterly newsletter, which includes information about mobility in the region. It includes information about the two counties’ Mobility Councils.

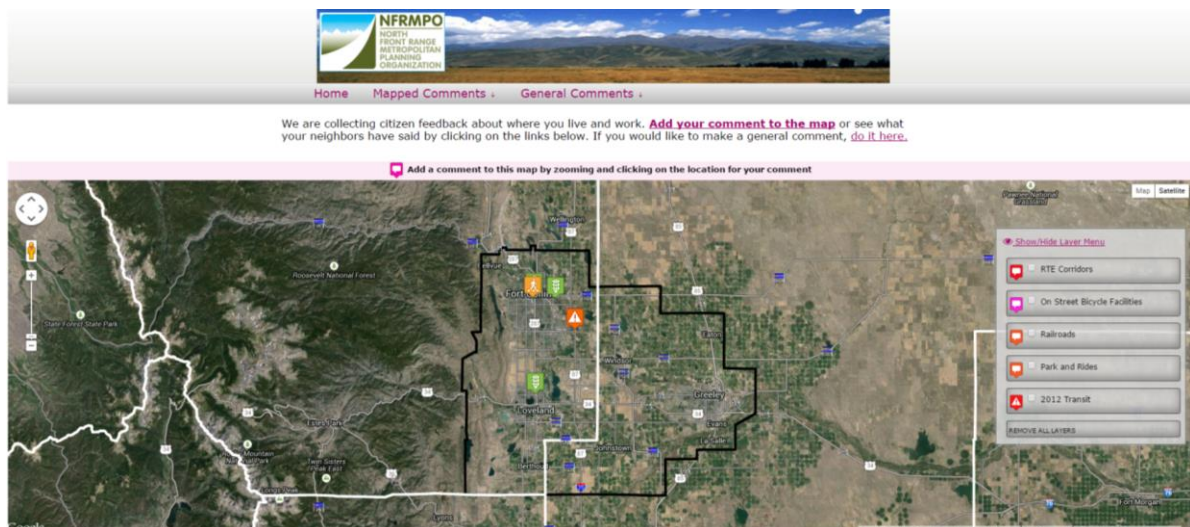
Figure 3: March 2015 *GOing Forward* Newsletter



The NFRMPO also uses newspaper and other relevant print media to advertise public meetings. Mobility Coordination, VanGo, and the Transportation team maintain a list of local media outlets for public notices. The lists are meant to reach impacted populations while broadcasting to as large an audience as possible.

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

Figure 4: NFRMPO *Community Remarks* website



## **Outreach**

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

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

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

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

## **Partnerships**

The planning process involves more than just the NFRMPO and community members, and requires the NFRMPO to work with other public agencies to tackle major regional issues. For example, while working on the Statewide Transit Plan, the Colorado Department of Transportation (CDOT) initiated a transit survey to Older Adults and Adults with Disabilities. Once completed, CDOT provided the results to the NFRMPO. The NFRMPO expects to maintain and expand these relationships for future opportunities.

The NFRMPO should continue working with local governments when a member agency is doing outreach. This provides the NFRMPO with an understanding of what is happening at the local level and provides the public additional opportunities to understand what the NFRMPO is doing. The NFRMPO can provide the local agency with supplementary outreach tools and spread awareness of such events. For example, the NFRMPO provided a table at the 2015 Transportation Summit hosted by Weld County and at the Fort Collins Department of Planning, Development, and Transportation Open Houses.

Further, local communities consistently provide input to the MPO. Elected officials and municipal staff participate in their own public involvement processes and bring the results to the attention of the NFRMPO. One tool the NFRMPO uses are the region's Transportation Boards, which provide

transportation input to the various City Councils. Receiving this input from municipal staff and elected officials allows staff to incorporate it into plans, ensuring the local municipalities provide valuable insight, and guarantee a continued conversation.

### Future Techniques

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

- Services like **Textizen** take advantage of how connected the world can be. NFRMPO staff could post a question on a poster and receive a response from anyone with a cellphone capable of sending a text message. Posting these posters in universities, on transit, in community centers, and libraries means a large portion of the community can be reached. These types of services may work better for those who cannot attend meetings or who do not wish to comment in public.
- **Telephone Town Halls** offer members of the public who cannot attend meetings in person to listen, comment and ask questions. NFRMPO staff worked with CDOT on one Telephone Town Hall in May 2014, with a large turnout. NFRMPO staff should consider this option for larger projects.
- Web Developers have come up with a range of interactive games that the public can play. One such game, **Community PlanIt**, allows the player to compete in timed missions, earn awards, collect coins, and pledge them to real-life causes. These causes can be a specific project like intersection safety improvements or additional transit. This interactive game provides a fun way to understand the public's needs.
- A number of services take advantage of crowdsourcing information, similar to Wikipedia. The community pages allow people to post issues, comment on other's suggestions, and to have a direct conversation about issues in their neighborhood, city, and/or region. Municipalities have used these services to find out about traffic problems, potholes, snow removal, and other issues important to the public.

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

## Review

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The PIP and the NFRMPO's public outreach process are not static. The NFRMPO will review its public involvement processes regularly to ensure reliability, inclusion, and validity. During these reviews, the NFRMPO will evaluate its outreach, studies, and plans for effectiveness. Periodically, staff will consider recent actions, shifts in demographics or populations, and the types of outreach techniques related to planning.

The process for evaluation will include five steps:

- **Staff assesses the number of activities held, the number of notices sent, and the number of people who participated.** Were enough activities held to attract the highest number of participants? Were they the right type of activities? Were they held where the underrepresented populations live or gather? Did online activities engage more than participants meetings? Which events were most cost effective?
- **Staff obtains feedback from the public to understand if the public felt heard and represented.** Did attendees feel the meeting was a success from their perspective?
- **Staff should review the effectiveness of the public input in plans and studies.** Staff should ensure public input is considered and incorporated, as applicable and appropriate, into final plans, studies, and documents.
- **Staff should review why and how certain techniques worked and why certain events or techniques had more participants.** Effectiveness is easier to understand when critiquing the methods used.
- **The MPO should evaluate its trust and respect within the community.** Knowing not everybody can participate and not every comment can be incorporated, does the MPO do a good job of being fair and open with the public at all times?

The NFRMPO will continue to maintain relationships with community members, stakeholders, and other members of the public to ensure the process is inclusive, diverse, and effective. Ensuring and maintaining strong community partnerships can help to improve feedback to NFRMPO staff, allowing staff to benefit from existing relationships.

## Appendix

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Additional resources are included in the Appendices:

- **Appendix A** contains important federal, state, and organizational regulations that govern the NFRMPO and its public outreach.
- **Appendix B** contains the form needed to request information from the NFRMPO. The full document can be found in the NFRMPO's *Public Records Policy* both online and at the NFRMPO office.
- **Appendix C** contains the form to file a Title VI complaint in English.
- **Appendix D** contains the form to file a Title VI complaint in Spanish.
- **Appendix E** provides maps showing the Environmental Justice populations within the region based on 2010 Census data. NFRMPO staff consults these maps when scheduling events and meetings to ensure these populations are engaged.

## Appendix A

Federal requirements are documented in:

- Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) – 2012
  - Current transportation funding and authorization bill promotes public involvement as a hallmark of the planning process.
- Safe Accountable Flexible Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU) - 2005
  - Federal transportation authorization bill which, for the first time, required MPOs to develop participation plans and required public meetings to be conducted at convenient and accessible locations and times; employ visualization techniques to describe plans; and make public information available in an electronically accessible format, such as on agency websites. Pushed for representation of underserved populations.<sup>2</sup>
- Civil Rights Act of 1964, Title VI
  - The Act states “no person in the United States, shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”
- Executive Order 12898: Federal Actions To Address Environmental Justice in Minority Populations and Low-Income Populations – 1994
  - The Order directs federal agencies to identify and address the disproportionately high and adverse human health or environmental effects of their actions on minority and low-income populations, to the greatest extent practicable and permitted by law. The Order also directs each agency to develop a strategy for implementing environmental justice and is also intended to promote nondiscrimination in federal programs which affect human health and the environment, and provide minority and low-income communities’ access to public information and public participation.<sup>3</sup>
- USDOT Order 5610.2(a): Actions to Address EJ in Minority Populations and Low-Income Populations –2012
  - The order clarifies the definition of “minority” populations to be in compliance with the Office of Management and Budget’s (OMB) Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity of October 30, 1997. The order clarifies aspects of the NEPA review process and emphasizes the need to consider EJ principles within the planning process.<sup>4</sup>

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<sup>2</sup> (FHWA website)

<sup>3</sup> (<http://www2.epa.gov/laws-regulations/summary-executive-order-12898-federal-actions-address-environmental-justice> )

<sup>4</sup> [http://www.fhwa.dot.gov/environment/environmental\\_justice/ej\\_at\\_dot/orders/order\\_56102a/](http://www.fhwa.dot.gov/environment/environmental_justice/ej_at_dot/orders/order_56102a/)



- Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency – 2000
  - The Order provided verification of Title VI, stating recipients of federal funds “ensure that the programs and activities they normally provide in English are accessible to LEP persons and thus do not discriminate on the basis of national origin.” The Order also requires federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them.<sup>5</sup>
- Americans with Disabilities Act (ADA) – 1990
  - The Act states "except as otherwise provided in §35.150, no qualified individual with a disability shall, because a public entity's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity."
- Rehabilitation Act of 1973, Section 504
  - The Act states "no otherwise qualified individual with a disability in the United States, as defined in section 7(20) shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service."
- Freedom of Information Act – 1967
  - Federal agencies are required to disclose any information requested under the FOIA unless it falls under one of nine exemptions which protect interests such as personal privacy, national security, and law enforcement.<sup>6</sup>

State requirements include:

- Colorado Sunshine Laws - 1991
  - The Law states “all meetings of a quorum or three or more members of a body, whichever is fewer, at which any public business is discussed or at which any formal action may be taken must be open to the public unless an exception applies.”<sup>7</sup>
- Colorado Open Records Act – 1969
  - The Act states “all public records shall be open for inspection by any person at reasonable times, except as provided in part 2 or as otherwise specifically provided by law.”

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<sup>5</sup> <http://www.lep.gov/13166/eo13166.html>

<sup>6</sup> <http://www.foia.gov/faq.html>

<sup>7</sup> <http://www.colorado.gov/cs/Satellite?blobcol=urldata&blobheadername1=Content-Disposition&blobheadername2=Content-Type&blobheadervalue1=inline;+filename%3D%22Open+Meetings+Requirements.pdf%22&blobheadervalue2=application/pdf&blobkey=id&blobtable=MungoBlobs&blobwhere=1251731982734&ssbinary=true>

The NFRMPO also maintains its own internal guiding principles. These policies are influenced by the federal and state regulations. The NFRMPO ensures a policy of transparency with the public. To ensure the organization is complying with federal and state regulations, the MPO produces reports including:

- Title VI Report for the Federal Transit Administration
  - The report assures compliance with Title VI of the Civil Rights Act of 1964 as a condition of receiving Federal financial assistance.
- Public Records Policy
  - The NFRMPO policy or the decision-making process is a matter of public business and may not be conducted in secret. All public records shall be open for inspection by any person at reasonable times, except as otherwise provided by law. The MPO expects to implement a policy that will serve the public's right to access public records, while identifying to employees the inherent difficulties in ensuring privacy in the use of the NFRMPO's computer system for personal use.

Appendix B

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

Appendix C – English



## TITLE VI COMPLAINT FORM

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

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

NAME

---

STREET ADDRESS

---

CITY

STATE

ZIP CODE

HOME TELEPHONE

WORK TELEPHONE

FAX

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

NAME

---

STREET ADDRESS

---

CITY

STATE

ZIP CODE

HOME TELEPHONE

WORK TELEPHONE

FAX

PLEASE EXPLAIN YOUR RELATIONSHIP TO THE INDIVIDUAL(S) INDICATED ABOVE

---

**Name of Agency and department or program that discriminated:**

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY	STATE	ZIP CODE
------	-------	----------

TELEPHONE NO.	FAX
---------------	-----

**Date(s) of alleged discrimination:**

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

**Alleged discrimination:**

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

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

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

Race _____	Disability _____
Color _____	
National origin _____	

**Explain:**

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

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

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



## TITULO VI – FORMULARIO DE QUEJA

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

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

NOMBRE

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DIRECCIÓN

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

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

NOMBRE

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DIRECCIÓN

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

POR FAVOR EXPLIQUE SU RELACIÓN CON EL INDIVIDUO(S) INDICADOS ANTERIORMENTE

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**Nombre de la agencia y departamento o programa que discrimina:**

NOMBRE \_\_\_\_\_

DIRECCIÓN \_\_\_\_\_

CIUDAD	ESTADO	CÓDIGO POSTAL
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TELÉFONO	FAX
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**Fecha(s) de la supuesta discriminación:**

DISCRIMINACIÓN FECHA DE INICIO	ÚLTIMA FECHA O LA MÁS RECIENTE DISCRIMINACIÓN
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**Supuesta discriminación:**

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

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

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

Raza _____	Discapacidad _____
Color _____	
País de origen _____	



**Explica:**

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

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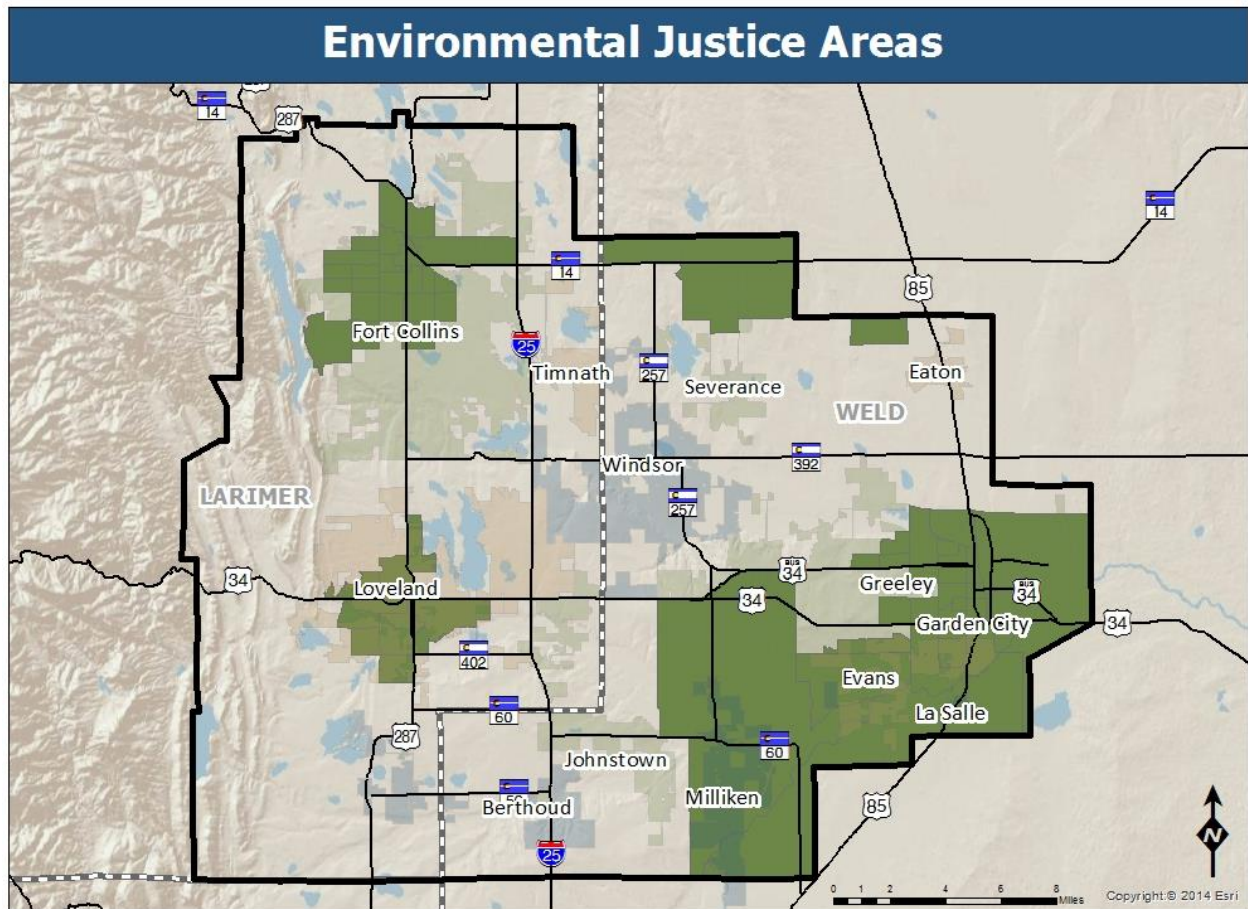
*Nota: Las leyes puestas por este departamento prohíben las represalias o intimidación en contra de nadie, porque esa persona ha actuado bien o participado en acciones para garantizar los derechos protegidos por estas leyes. Si usted experimenta represalia o intimidación aparte de la discriminación alegada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

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

## Appendix E

**Figure 5** shows Census tracts with minority populations greater than the regional average of 21.82 percent and tracts considered low income based on Median Household Income and Average Household Size. Census designated minority populations include Hispanic/Latino, Black (Non-Hispanic), Native American (Non-Hispanic), Asian (Non-Hispanic), Hawaiian Pacific Islander (Non-Hispanic), and Other (Non-Hispanic). When implementing transportation projects within the region, an EJ Analysis must be performed on projects that fall within these areas.

**Figure 5: Environmental Justice Areas**



**Legend**  
NFRMPO Boundary County Boundary Environmental Justice Areas

Feb, 2015  
Sources:  
CDOT, 2014  
United States Census Bureau