
Title VI Report for the Federal Transit Administration

March 2016

Revised February 2017





TITLE VI REPORT FOR THE FEDERAL TRANSIT ADMINISTRATION

EFFECTIVE DATE: MAY 2016

Prepared by:

NFRMPO

419 Canyon Ave, Suite 300

Fort Collins, CO 80521

Preparation of this document has been financed in part through grants from the Federal Highway Administration, the Federal Transit Administration, and the local member communities of the North Front Range MPO.



**RESOLUTION NO. 2017-07
OF THE NORTH FRONT RANGE TRANSPORTATION
AND AIR QUALITY PLANNING COUNCIL
ADOPTING THE UPDATED TITLE VI REPORT**


WHEREAS, the North Front Range Transportation and Air Quality Planning Council (dba NFRMPO), is the Metropolitan Planning Organization for the North Front Range of Colorado and receives both Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) in the work programs of the agency, and

WHEREAS, Title VI of the Civil Rights Act of 1964 Prohibits discrimination on the basis of color, race, national origin, or sex in programs and activities receiving federal financial assistance; and

WHEREAS, the NFRMPO commits to assure that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL100.259), be excluded from participation in, denied benefits of, or be otherwise subjected to discrimination under any NFRMPO program or activity regardless of the funding source; and

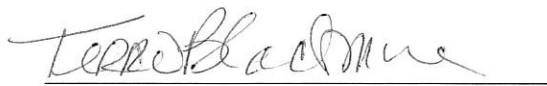
NOW, THEREFORE, BE IT RESOLVED the North Front Range Transportation & Air Quality Planning Council approves the Updated Title VI Report that satisfies Title VI and attendant federal requirements. The Regional Transportation Planning Director will serve as the Title VI Coordinator.

Passed and adopted at the regular meeting of the North Front Range Transportation & Air Quality Planning Council held this 2nd day of March 2017.



Kevin Ross, Chair

ATTEST:



Terri Blackmore, Executive Director



**RESOLUTION NO. 2016-07
OF THE NORTH FRONT RANGE TRANSPORTATION
AND AIR QUALITY PLANNING COUNCIL
ADOPTING THE UPDATED 2016 TITLE VI PLAN**

WHEREAS, the North Front Range Transportation and Air Quality Planning Council (dba NFRMPO), is the Metropolitan Planning Organization for the North Front Range of Colorado and receives both Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) in the work programs of the agency, and

WHEREAS, Title VI of the Civil Rights Act of 1964 Prohibits discrimination on the basis of color, race, national origin, or sex in programs and activities receiving federal financial assistance; and

WHEREAS, the North Front Range Metropolitan Planning Organization commits to assure that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL100.259), be excluded from participation in, denied benefits of, or be otherwise subjected to discrimination under any NFRMPO program or activity regardless of the funding source; and


NOW, THEREFORE, BE IT RESOLVED the North Front Range Transportation & Air Quality Planning Council approves the Title VI Plan that satisfies Title VI and attendant federal requirements. The VanGo Customer Service and Billing Specialist will serve as the Title VI Coordinator.

Passed and adopted at the regular meeting of the North Front Range Transportation & Air Quality Planning Council held this 5th day of May 2016.



Gerry Horak, Chair

ATTEST:



Terri Blackmore, Executive Director

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I. INTRODUCTION

Environmental Justice Activity

Title VI of the Civil Rights Act of 1964 requires outreach to underserved groups and “no person in the United States shall, on the ground 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.” A further 1994 Presidential directive dictates that “Each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”

Environmental Justice Activity is addressed in the North Front Range MPO’s Regional Transportation Plan (RTP); the full 2040 RTP is available online at <http://nfrmpo.org/rtp/> and *Chapter 3: Socio-economic Profile* (Appendix D) provides environmental justice information such as demographic, public outreach, and benefits and burdens analyses.

Executive Order 12898

Groups impacted: low-income and minority populations, which may include sub-groups of elderly and disabled.

The North Front Range Metropolitan Planning Organization (NFRMPO) will consider environmental justice through planning activity according to Federal legislation noted above. Furthermore, in order to involve and assist the under-represented and underserved, the NFRMPO will adhere to the Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), and subsequent guidance from Moving Ahead for Progress in the 21st Century Act (MAP-21) and Fixing America’s Surface Transit Act (FAST Act), as it is developed within the transportation planning process. A revised Public Involvement Plan was adopted by the NFRMPO Planning Council on November 5, 2015, and a copy of this document is attached as Appendix B.

The NFRMPO will make every effort to hold public meetings in facilities that are Americans with Disabilities Act (ADA) compliant, and arrange for reasonable accessibility and accommodation to person with disabilities. Further, to provide equally effective communication, upon request the NFRMPO will make due preparation, when appropriate, for a person or persons requiring assistance, such as the hearing or visually impaired.

The NFRMPO will assist persons with limited English proficiency to participate in the transportation planning process. Upon request, staff will make every effort to provide translators and document translation where feasible. The NFRMPO employs the interpretation and translation services of Paez Translations, located in Fort Collins, Colorado, as needed to best serve the Spanish-speaking community. Elderly person or non-vehicle households who are unable to attend meetings may request information from the NFRMPO office and have the requested materials delivered to their residence. NFRMPO staff, coordinating availability, is willing to speak with groups in an effort to eliminate participation barriers and involve citizens in the transportation planning process.

II. ASSURANCES

General Assurance

The North Front Range Transportation and Air Quality Planning Council (doing business as the North Front Range Metropolitan Planning Organization) HEREBY AGREES THAT, as a condition to receiving Federal financial assistance it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252 42 U.S.C. 2000d-42 U.S.C. 200d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1954 (hereinafter referred to as the Regulations) and other pertinent directives, that no person in the United States shall, on the grounds of race, color, national origin, gender, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by the subsection 21.7 (a) (1) of the Regulations, a copy of which is attached in Appendix A.

Specific Assurances

Federal-aid Highway Program Assurance

More specifically and without limiting the above general assurance, the North Front Range Metropolitan Planning Organization hereby gives the following specific assurances with its Federal-aid Highway Program.

1. That agrees that each “program” and each “facility” as defined in subsection 21.23(e) and 21.23(b) of the Regulations will be (with regard to a “program”) conducted, or will be (with regard to a “facility”) operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. The North Front Range Metropolitan Planning Organization requires that all contractors sign and agree to a professional services contract (see Appendix E) which explicitly outlines Title VI requirements and regulations.
3. That where the North Front Range Metropolitan Planning Organization receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection within.
4. That where the North Front Range Metropolitan Planning Organization receives Federal financial assistance in form or for the acquisition of real property or an interest in real property, the assurance shall extend to right to space on, over, or under such property.
5. That this assurance obligates the North Front Range Metropolitan Planning Organization for the period during which Federal financial assistance is extended to the program, except where the federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the North Front Range Metropolitan Planning Organization or any transferee for the longer of the following periods:
 - (a) The period during which the property is used for a purpose for which the Federal financial assistance is extended, or for the another purpose involving the provision of similar services or benefits; or
 - (b) The period during which the North Front Range Metropolitan Planning retains ownership or possession of the property.

6. The North Front Range Metropolitan Planning shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he or she delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.

7. North Front Range Metropolitan Planning agrees that the United States has right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

Federal Transit Administration Assurance

The North Front Range Transportation and Air Quality Planning Council (doing business as the North Front Range Metropolitan Planning Organization) HEREBY CERTIFIES THAT, as a condition of receiving Federal financial assistance under the Federal Transit Act of 1964, as amended, it will ensure that:

1. No person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.
2. The North Front Range Metropolitan Planning Organization will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1A and in compliance with the Department of Transportation Title VI regulation, 49 CFR Part 21.9.
3. The North Front Range Metropolitan Planning Organization will make it known to the public that those person or person alleging discrimination on the basis of race, color , or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.

Certification

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the North Front Range Metropolitan Planning Organization by the Department of Transportation under the Federal-aid Highway Program/Federal Transit grant Program and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in the interest and other participants in these same Federal-aid programs. The person whose signature appears below is authorized to sign this assurance on behalf of the North Front Range Metropolitan Planning Organization.

DATED 4-20-16

North Front Range Metropolitan Planning Organization

By



Terri Blackmore
NFRMPO Executive Director

III. NON-DISCRIMINATION POLICY STATEMENT

It is the NFRMPO's policy that no person shall on the grounds of race, color, national origin, sexual orientation, sex, disability, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of the NFRMPO.

- A. Examples of prohibited types of discrimination based on race, color, national origin, sexual orientation, sex, disability, or age include:
 - (1) Denial to an individual any service or benefit;
 - (2) Distinctions in the quality, quantity, or manner in which a benefit is provided;
 - (3) Segregation or separate treatment;
 - (4) Restriction in the enjoyment of any advantages, privileges, or other benefits provided;
 - (5) Discrimination in employment. The NFRMPO is an equal opportunity employer. It is the NFRMPO's policy to give all persons equal consideration in all aspects of its employment decisions without regard to sex, disability, race, national origin, veteran status, religion, age, sexual orientation, genetic information or any other legally protected status.
- B. Prohibited discrimination may be intentional or unintentional. Seemingly neutral acts that have disparate impacts on individuals of a protected group and lack a substantial legitimate justification are a form of prohibited discrimination. Instances where seemingly neutral acts may result in discrimination include:
 - (1) Using criteria or methods of administration that have the effect of subjecting persons to discrimination or have the purpose or effect of substantially reducing the likelihood that persons can benefit from the objectives of a program or activity with respect to persons;
 - (2) Using different standards or requirements for determining whether a person satisfies any admissions, enrollment, quota, eligibility, membership, or other requirement for any service or benefit; and
- C. Harassment and retaliation may also constitute discrimination. It is the NFRMPO's policy that all employees are entitled to work in an environment free of prohibited harassment as defined below. Prohibited harassment will not be tolerated.
 - (1) **Definitions.** The following definitions shall be governed by applicable law, which may change.
 - a. "Age harassment" means harassment because an individual is 40 years of age or older.
 - b. "Disability harassment" means harassment because of an individual's physical or mental impairment that substantially limits one or more of the individual's major life activities, because the individual has a record of such impairment, or because the individual is regarded as having such impairment. "Disability" does not include current use of illegal drugs, or impairment on the job due to alcohol or legal drugs.
 - c. "Gender harassment" means harassment because of an individual's male or female gender.

- d. "Marital or family status harassment" means harassment because an individual is a parent or non-parent, married, single, divorced, separated, or widowed.
- e. "National origin harassment" means harassment because of an individual's ancestor's place of origin; or because an individual has the physical, cultural, or linguistic characteristics (such as language, accent, or manner of speaking) of a national origin group. Examples of "national origin groups" include without limitation Hispanic (*i.e.*, persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin), Pacific Islander, Asian, Middle Eastern, and Southern European origin.
- f. "Prohibited harassment" means unwelcome conduct, including physical, verbal, or written conduct, that constitutes race/color harassment, national origin harassment, gender harassment, sexual harassment, sexual orientation harassment, religious harassment, disability harassment, age harassment, or marital/family status harassment, or that constitutes harassment based on other status under the equal employment opportunity laws, including without limitation protection against retaliation for activities such as opposing a practice made unlawful by an equal employment opportunity law or participation in an investigation or other proceeding under the equal employment opportunity laws, or association with a protected individual; and includes without limitation: slurs, jokes, degrading comments, degrading pictures, degrading symbols, or other written, verbal, or physical conduct, based on race/color, national origin, gender, sex, sexual orientation, religion, disability, age, or marital/family status, which has the purpose or effect of unreasonably interfering with an individual's work performance, creates an intimidating, hostile or offensive work environment, results in a tangible employment action, or is sufficiently severe or pervasive to alter the conditions of employment.
- g. "Race/color harassment" means harassment because of an individual's race or skin color. Examples of race include without limitation African American/Black, Caucasian/White, Asian/Pacific Islander, Hispanic, Latino, and Native American.
- h. "Religious harassment" means harassment because of an individual's traditional religious views or moral or ethical beliefs as to what is right and wrong, which beliefs are sincerely held with the strength of traditional religious views.
- i. "Sexual harassment" includes without limitation, requests for sexual favors, or other physical, verbal, or written conduct of a sexual nature, when submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment, submission to or rejection of the conduct by an individual is used as the basis for employment decisions affecting that individual, or submission to or rejection of the conduct by an individual otherwise results in a tangible employment action.
- j. "Sexual orientation harassment" means harassment because of an individual's sexual orientation.

(2) **Procedures for reporting prohibited harassment.**

- a. Any employee who believes that he or she is being subjected to prohibited harassment should inform the person responsible for the conduct that such conduct is unwelcome and plainly request that it stop immediately.

- b. The employee shall inform the NFRMPO of prohibited harassment by notifying his/her immediate supervisor, the Administrative Director or the Executive Director, as the employee chooses. The notification may be in the form chosen by the employee; the employee is encouraged to put the notification in writing. An employee may report directly to a member of the NFRMPO Executive Committee if the incident involves a harassment issue with the Executive Director.
 - c. No employee shall be subjected to reprisal or retaliation for making a notification of prohibited harassment. The employee should report immediately any incidents of reprisal, retaliation, or harassment which occurs as a result of making such a notification.
 - d. Upon notification, an investigation will be undertaken promptly. Disciplinary and/or corrective action will be taken by the appropriate supervisor when determined to be warranted pursuant to the investigation. The complaining employee will be notified of the results of the investigation.
 - e. To the extent possible, complaints and investigations will be handled in a confidential manner.
 - f. If it is determined that any employee's conduct constitutes prohibited harassment, the employee shall be subject to corrective and/or disciplinary action by the appropriate supervisor. That action may include verbal or written reprimand, suspension, or discharge as appropriate based on the findings of the investigation.
 - g. No employee shall make a false report of prohibited harassment.
- D. As part of this Policy Statement, the NFRMPO adheres to the following objectives, which shall not be interpreted in any way to limit the general policy stated previously:
- (1) ADA Accommodation - The NFRMPO will make reasonable accommodation under the Americans with Disabilities Act (ADA) for qualified individuals with disabilities, unless doing so would result in an undue hardship to the NFRMPO. This applies to all aspects of employment, including selection, job assignment, compensation, discipline, separation, and access to benefits and training.
 - (2) Access for Persons with Limited English Proficiency- Individuals who have a limited ability to read, write, speak, or understand English are considered limited English proficient ("LEP"). Language for LEP individuals can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by the NFRMPO. Ignoring LEP populations may constitute discrimination on the basis of national origin. The NFRMPO shall seek to communicate with LEP populations and provide LEP individuals meaningful access to NFRMPO programs and activities.
 - (3) Principles of Environmental Justice (EJ) - NFRMPO will meaningfully engage all sectors of the public, including low-income and minority populations, potentially affected by NFRMPO policies and programs. To help ensure the fair distribution of the benefits and burdens associated with NFRMPO programs and activities, NFRMPO will be guided by the following EJ principles:
 - a. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority and low-income populations;

- b. To ensure the full and fair participation by all potentially affected communities in the NFRMPO's decision-making process; and
 - c. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.
- (4) Fair Competition for Federally-Funded Contracts -A Disadvantaged Business Enterprise ("DBE") is a business that is owned and controlled by a socially and economically disadvantaged individual or individuals. The NFRMPO is covered under the Colorado Department of Transportation (CDOT) DBE program. In accordance with CDOT's DBE program, it is the NFRMPO's policy:
- a. To ensure nondiscrimination in the award and administration of DOT assisted contracts;
 - b. To create a level playing field on which DBEs can compete fairly for DOT assisted contracts;
 - c. To ensure that the DBE program is narrowly tailored in accordance with applicable law;
 - d. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
 - e. To help remove barriers to the participation of DBEs in DOT assisted contracts; and
 - f. To assist the development of firms that can compete successfully in the marketplace outside the DBE program.

DATED 3-2-17

North Front Range Metropolitan Planning Organization

By

Terri Blackmore

Terri Blackmore

NFRMPO Executive Director

IV. MPO ORGANIZATIONAL & PROGRAM ADMINISTRATION

a. General Organization

The NFRMPO was established in 1988 with responsibility for transportation planning within the regional area generally encompassing Fort Collins, Loveland, Greeley, and the urbanized portions of Larimer and Weld Counties. Federal regulations require that an MPO be designated to carry out a comprehensive, continuing, and coordinated transportation planning process for urbanized areas with a population of 50,000 or more.

The North Font Range Metropolitan Planning Organization is a federally designated transportation planning organization and state-designated air quality planning agency. Federal transportation funding to a region's governments requires the organization of a metropolitan planning organization when an urbanizing area reaches a population of 50,000 or more residents. The NFRMPO is comprised of 15 member governments (Larimer County, Weld County, Fort Collins, Greeley,

Berthoud, Loveland, Windsor, Evans, Johnstown, Milliken, Eaton, Severance, LaSalle, Garden City and Timnath) covering 675 square miles working on behalf of approximately 400,000 northern Colorado residents.

The NFRMPO's objective is to provide the information, tools and public input needed for improving the regional transportation system's performance. The NFRMPO engages in cooperative decision-making through working relationship and financial partnerships among the member governments, the Colorado Transportation Commission, Colorado Department of Transportation (CDOT), Federal Highway Administration, Federal Transit Administration and the Colorado Air Quality Control Commission.

VanGo™ Vanpool Services

The VanGo™ program, created by the City of Fort Collins in 1994, provides alternative commuter transportation to address the rapid population growth and the resulting burden on the region's transportation systems. The goal of the VanGo™ program is to serve the North Front Range area through the provision of quality and competitively priced vanpool services as an alternative to single occupant vehicle commuting for the purpose of reducing traffic congestion and air pollution, supporting the growth of new transit and enhancing labor access for businesses.

The VanGo™ program currently operates 60 routes with over 300 participants. The primary commuter-shed is the I-25 corridor between Fort Collins and Denver, with additional routes traveling the US 85 and US 287 corridors, respectively.

The VanGo™ program commuter service is open to the public; however participants must be 18 or older per CIRSA insurance requirements for commuter vans. In addition, participants must be 25 years or older, with a clean driving record, in order to become an approved driver.

Coordinated Public Transit/Human Services Transportation Plan

Federal transportation legislation in 2005 mandated that "a plan be developed through a process that includes public and private sector representation along with nonprofit transportation and human services providers" to improve coordination of transportation services. The NFRMPO developed a plan for both Larimer and Weld counties to ensure a consistent and integrated approach across the region. The planning process included setting goals, identifying outcomes, developing strategies and building a family of transportation services. The two plans, which outline the goals and strategies of the mobility coordination program, are combined in one document.

The NFRMPO Coordinated Transit /Human Services Transportation Plan can be found by following the link to mobility coordination at <http://nfrmpo.org/mobility/>.

Mobility Coordination in Northern Colorado

The North Front Range MPO Riders Guide was created in collaboration with the Larimer and Weld Mobility Committees. The Committees represent transit and human service agencies working toward the goal of ensuring that people who need transportation have access to the service they need for self-sufficiency and to live independently. To request a hard copy of the guide please call 970-416-2023 or download a copy at [2016 Rider's Guide](#) or [2016 Rider's Guide Española](#). For more Mobility Coordination resources, click here: [North Front Range Mobility Initiatives](#).

The information in this guide is intended to provide an overview of available public transportation services in the North Front Range area. For additional details of the services listed directly contact the provider using the listed phone numbers and website addresses.

b. NFRMPO Title VI Coordination and Administration

Title VI compliance is ongoing and falls under the duties of NFRMPO staff, which includes, but is not limited to, activity such as reporting, data collection, and providing technical assistance to sub-recipients by supplying information (posters, guidelines, compliance requirements) and direct access to the MPO's Title VI coordinator.

Strategies to engage and include underserved populations (including individuals with Limited English Proficiency) in the transportation planning and grant awards processes are outlined in the NFRMPO's Public Involvement Plan which is included as Appendix B of this document.

V. NFRMPO MEMBERSHIP

a. List of Member Communities

The NFRMPO Planning Council is the forum for cooperative decision-making on transportation related matters. This 17 member council is comprised of principal elected officials from local member governments and representatives from the State Air Quality Control Division as well as the Colorado Department of Transportation (CDOT) – Transportation Commission. As of January 2013 the NFRMPO Planning Council is comprised of four females (25%) and twelve males (75%).

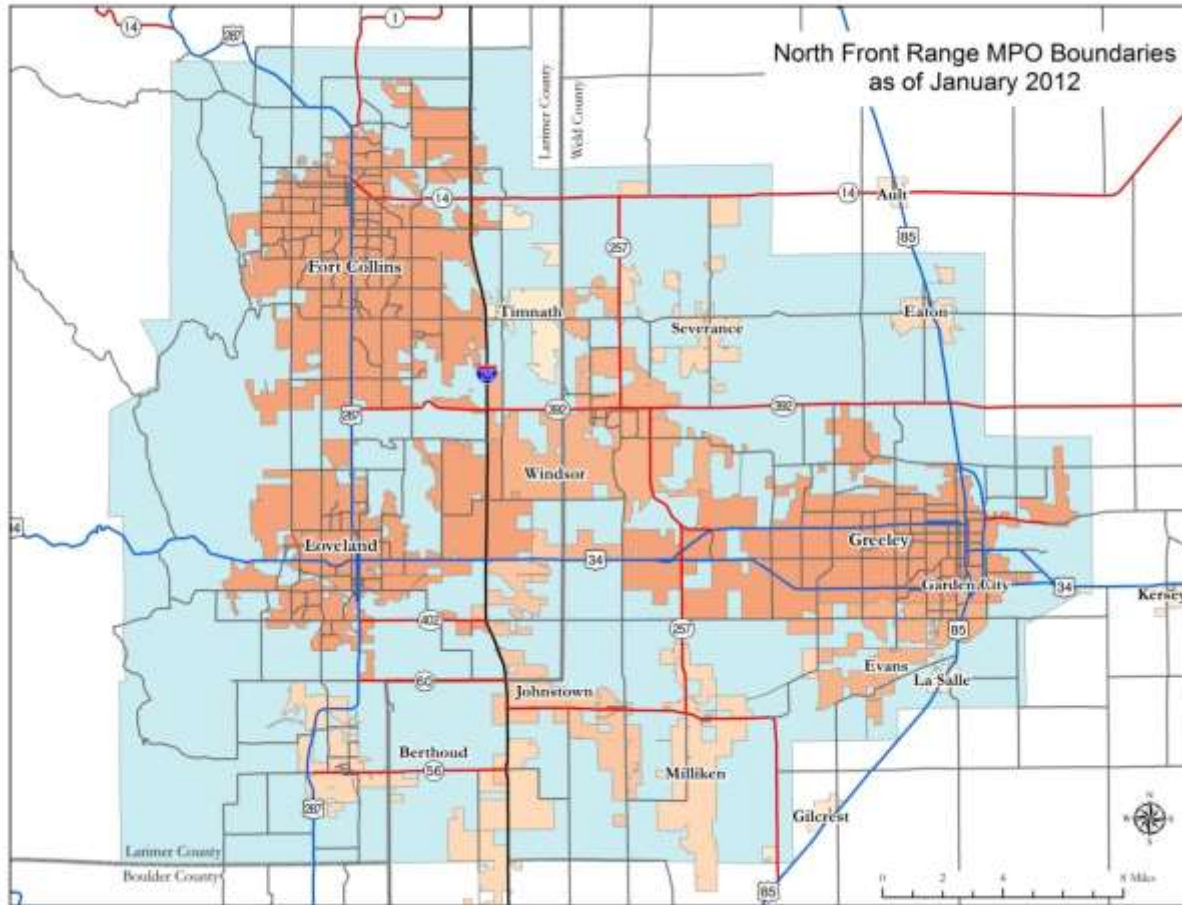
NFRMPO Planning Council Representation

- | | |
|-------------------------------|---|
| 1. Town of Berthoud | 10. City of Loveland |
| 2. Town of Eaton | 11. Town of Milliken |
| 3. City of Evans | 12. Town of Severance |
| 4. City of Fort Collins | 13. Town of Timnath |
| 5. City of Greeley | 14. Weld County |
| 6. Town of Garden City (none) | 15. Town of Windsor |
| 7. Town of Johnstown | 16. Air Quality Control Division |
| 8. Larimer County | 17. Colorado Department of Transportation – |
| 9. Town of LaSalle | Transportation Commission |

The NFRMPO Planning Council provides policy guidance and direction for the metropolitan transportation planning process.

The Technical Advisory Committee (TAC) is an advisory committee to the Planning Council. The TAC is comprised of Transportation and Public Works staff from the member governments, as well as representatives from the Colorado Department of Transportation Region 4 Engineering Office and Transportation Planning Division and the Division of Transportation Development.

**Figure 1:
North Front Range Metropolitan Planning Organization Boundary and Reference Map**



VI. NFRMPO NOTICE TO THE PUBLIC OF PROTECTION UNDER TITLE VI

NOTICE TO BENEFICIARIES OF PROTECTION UNDER TITLE VI

This notice is provided in compliance with 49 CFR Section 21.9 (d).

Non-discrimination Notice

The North Front Range Metropolitan Planning Organization (MPO) provides services and operates programs without regard to race, color, and national origin in compliance with Title VI. Members of the public may request additional information regarding the MPO's non-discrimination obligations by requesting a copy of the MPO's Title VI program.

Complaint Process

Any person who believes that he or she has been subjected to discrimination under Title VI on the basis of race, color or national origin may file a Title VI complaint with the MPO within 180 days from the date of the alleged discrimination. Complaints may be filed in writing and should be addressed to:

North Front Range Metropolitan Planning Organization
Becky Karasko, Title VI Program Coordinator
419 Canyon Avenue, Suite 300
Fort Collins, CO 80521

The complaint should include the following information:

- Your name and address, and a telephone number where you may be reached during business hours;
- A general description of the person(s) or class of persons injured by the alleged discriminatory act(s);
- A description of the alleged discriminatory act(s) in sufficient detail to enable Human Resources to understand what occurred, when it occurred, and the basis of the alleged discrimination complaint (race, color, or national origin);
- The letter must be signed and dated by the person filing the complaint or by someone authorized to do so on his or her behalf.

The North Front Range Metropolitan Planning Organization will use its best efforts to respond to a Title VI complaint within ninety (90) calendar days of its receipt provided that all the relevant information is received at the time of the complaint. In instances where additional information is needed, the Title VI Program Coordinator will contact the complainant in writing. Failure of the complainant to provide the requested information by a certain date may result in a delay in resolution or closure of the complaint.

For additional information on the MPO's nondiscrimination obligations, please call the Title VI Coordinator at 970-416-2257

The Title VI Notice to Beneficiaries poster (Appendix F) is located in the MPO's front lobby and lunch room, and is also posted at nfrmipo.org and www.VanGoVanpools.org. The posters are highly visible and the front lobby and lunch room are fully accessible by the public. A similar notice is located in the front lobby and common areas of Elderhaus (a New Freedoms grant sub-recipient) located at 605 S. Shields Fort Collins, CO 80521 and 4825 S. Lemay Ave. Fort Collins, CO 80525.

VII. COMPLAINT PROCESS

If an individual believes that they have received discriminatory treatment by the NFRMPO on the basis of race, color or national origin, they have the right to file a complaint with the NFRMPO Title VI Coordinator. The complaint must be filed no later than 180 calendar days of the alleged discriminatory incident.

The preferred method is for an individual to file the complaint in writing using the Title VI Complaint Form (Appendix G) and by mail or drop off in person to the address below. Complaints can also be filed via email to Becky Karasko, Title VI Coordinator, at bkarasko@nfrmipo.org.

Title VI Coordinator
North Front Range Metropolitan Planning Organization
419 Canyon Ave., Suite 300. Fort Collins, Co 80521

Verbal complaints are accepted and transcribed by the Title VI Coordinator. To make a verbal complaint, an individual can call (970) 416-2257 and ask for the Title VI Coordinator.

Individuals also have the right to file a complaint with an external entity such as the Colorado Department of Transportation (DOT), a federal or state agency, or a federal or state court.

Should a complaint be filed with the NFRMPO and an external entity simultaneously, the external complaint shall supersede the NFRMPO complaint and the NFRMPO's complaint procedures will be suspended pending the external entity's findings.

Investigations

Within ten (10) calendar days of receipt of the formal complaint, the Title VI Coordinator will notify the complainant and begin an investigation (unless the complaint is filed with an external entity first or simultaneously). The investigation will address complaints against any NFRMPO department(s) and/or persons.

The investigation may include discussion(s) of the complaint with all affected parties to determine the problem. The complainant may be represented by an attorney or other representative of his/her own choosing and may bring witnesses and present testimony and evidence in the course of the investigation.

The investigation will be conducted and completed within sixty (60) calendar days of the receipt of the formal complaint.

Based upon all the information received, an investigation report will be written by the Title VI Coordinator for submittal to the Executive Director.

The complainant will receive a letter stating the final decision of the Executive Director by the end of the sixty (60) day time limit.

The complainant shall be notified of his/her right to appeal the decision. Appeals may be made to the Department of Transportation, the Justice Department or to the agency responsible for Title VI and ADA complaints.

Record Keeping

Records of all Title VI related complaints and investigations will be kept for forty eight (48) months. Records will include the date that the complaint or investigation was filed, a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the NFRMPO or sub-recipient in response to the investigation, lawsuit, or complaint.

VI. AVISO DEL NFRMPO AL PÚBLICO DE LA PROTECCIÓN BAJO EL TÍTULO VI

AVISO A BENEFICIARIOS DE LA PROTECCIÓN BAJO EL TÍTULO VI

Este aviso se provee en cumplimiento con el 49 CFR Sección 21.9 (d).

Aviso Antidiscriminatorio

El North Front Range Metropolitan Planning Organization (NFRMPO) provee servicios y opera programas sin considerar raza, color y nacionalidad de origen en cumplimiento con el Título VI. Los miembros del público pueden obtener información adicional sobre las obligaciones antidiscriminatorias del NFRMPO solicitando una copia del programa del Título VI del NFRMPO.

Proceso para Presentar Quejas

Cualquier persona que sienta que ha sido sujeto de discriminación bajo el Título VI en base a su raza, color o nacionalidad de origen puede presentar una queja bajo el Título VI con el NFRMPO dentro de ciento ochenta (180) días calendario a partir de la fecha de la presunta discriminación. Las quejas pueden presentarse por escrito y deberán ser enviadas a:

North Front Range Metropolitan Planning Organization
Title VI Program Coordinator
419 Canyon Avenue, Suite 300
Fort Collins, CO 80521

La queja deberá incluir la siguiente información:

- Su nombre y dirección y un número telefónico donde usted puede ser localizado durante horas laborales;
- Una descripción general de la(s) persona(s) o clase de personas perjudicadas por el presunto acto o actos discriminatorios;
- Una descripción del presunto acto o actos discriminatorios en suficiente detalle para permitir que el personal de Recursos Humanos entienda lo que ocurrió, cuando ocurrió y la base de la presunta queja de discriminación (raza, color o nacionalidad de origen);
- La carta deberá presentar firma y fecha en puño y letra de la persona que presenta la queja o de alguien con autorización para hacerlo en su nombre.

El North Front Range Metropolitan Planning Organization hará el mayor esfuerzo para responder a una queja de Título VI dentro de noventa (90) días calendario de haberla recibido, siempre y cuando toda la información relevante haya sido recibida en el momento en que se presentó la queja. En casos donde se requiere información adicional, el Coordinador del Programa del Título VI notificará por escrito a la persona que presentó la queja. Si la persona que presenta la queja no provee la información requerida antes de la fecha límite, esto podrá ocasionar la demora de la resolución de la queja.

Para más información sobre las obligaciones antidiscriminatorias del NFRMPO, por favor llame al Coordinador del Título VI al tel. 970-416-2257 ó envíe su correo electrónico a bkarasko@nfrmpo.org

VII. PROCESO PARA PRESENTAR QUEJAS

Si usted siente que ha recibido trato discriminatorio del NFRMPO en base a su raza, color o nacionalidad de origen, tiene el derecho de presentar una queja con el Coordinador del Título VI del NFRMPO. La queja deberá ser presentada a no más de 180 días calendario del presunto incidente discriminatorio.

El método preferido es que la queja se presente por escrito usando la Forma para Presentar Quejas de Título VI (Apéndice G) y ésta sea enviada por correo o entregada en persona en la dirección que se provee a continuación. También pueden presentarse quejas por correo electrónico enviándolas a Becky Karasko, Coordinador del Título VI, bkarasko@nfrmpo.org

Title VI Coordinator
North Front Range Metropolitan Planning Organization
419 Canyon Ave., Suite 300. Fort Collins, Co 80521

También tiene derecho a presentar una queja ante una entidad externa como el Departamento de Transporte de Colorado (CDOT), una agencia federal o estatal, o una corte federal o estatal.

Si se presenta una queja simultáneamente ante el NFRMPO y una entidad externa, la queja externa tendrá prioridad sobre la queja del NFRMPO y se suspenderá el proceso de quejas del NFRMPO en espera de los resultados de la investigación de la entidad externa.

Investigaciones

Dentro de diez (10) días calendario de haber recibido la queja oficial, el Coordinador del Título VI notificará al demandante e iniciará una investigación (a menos que la queja haya sido presentada ante una entidad externa de manera simultánea). La investigación atenderá las quejas contra cualquier departamento y/o persona(s) del NFRMPO.

La investigación puede incluir discusiones de la queja con todas las partes afectadas para determinar el problema. El demandante puede ser representado por un abogado o cualquier otro representante que éste elija y puede traer testigos y presentar testimonio y evidencia durante el transcurso de la investigación.

La investigación se llevará a cabo y será completada dentro de sesenta (60) días calendario desde que fue recibida la queja oficial.

Basándose en toda la información recibida, el Coordinador del Título VI escribirá un reporte de la investigación y éste será entregado al Director Ejecutivo.

El demandante recibirá una carta anunciando la decisión final del Director Ejecutivo al fin del límite de los sesenta (60) días.

Se notificará al demandante de su derecho de apelar la decisión. Las apelaciones pueden presentarse ante el Departamento de Transporte de Colorado (CDOT), el Departamento de Justicia o la agencia responsable de las quejas de Título VI y ADA.

Archivos

Los archivos de todas las quejas e investigaciones relacionadas al Título VI se mantendrán durante cuarenta y ocho (48) meses. Estos archivos incluirán la fecha en que se presentó la queja o la investigación, un resumen de las alegaciones; el estatus de la investigación, demanda, o queja; y las acciones tomadas por el NFRMPO o el sub-beneficiario en respuesta a la investigación, demanda o queja.

VIII. PROGRAM AREAS

The NFRMPO has two primary program areas: Transportation Planning and VanGo™. Transportation Planning is partially funded with FHWA funding and is involved with the allocation of FHWA funds, while VanGo™ does not currently receive any federal funds. The Transportation Planning Team develops and maintains the Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), Public Involvement Plan (PIP), and the Coordinated Public Transit/Human Service Transportation Plan (C-Plan). The Transportation Planning Team also facilitates the North Front Range Transportation & Air Quality Planning Council's (NFRT&AQPC) selection of projects to receive FHWA funds through CDOT from the Transportation Alternatives (TA) Program, Surface Transportation Block Grant (STBG) Program, and the Congestion Mitigation and Air Quality Improvement (CMAQ) Program. Non-discrimination in Transportation Planning is ensured through the following strategies:

- Include low-income and minority populations in the planning process by providing a mix of public comment opportunities including public meetings, online tools, and face-to-face interaction at a variety of community events throughout the region.

- Ensure transportation investments do not disproportionately deny benefits or burden lower socio-economic populations by reviewing impacts of each project proposed for funding.
- Train staff on non-discrimination and civil rights via the following online courses offered by the Colorado Intergovernmental Risk Sharing Agency (CIRSA):
 - Preventing Discrimination
 - Uncovering Implicit Bias
 - Civil Rights Training Webinar

Potential discrimination in the selection of projects to receive FHWA funding is identified through an Environmental Justice (EJ) analysis, which examines adverse effects (burdens) and benefits for project beneficiaries, and ensures disproportionately high and adverse human health or environmental effects on minority populations and/or low-income populations are addressed. Potential discrimination is also identified through the complaint process.

As part of the transportation planning process, the NFRMPO collects and analyzes demographic maps including HUD low income areas, Hispanic/Latino Minority Populations, and Minority Populations at the U.S. Census Tract level.

The VanGo™ program does not currently receive any federal funds. Non-discrimination is ensured through annual staff training on non-discrimination and civil rights via online CIRSA courses including Preventing Discrimination, Uncovering Implicit Bias, and Civil Rights Training Webinar.

IX. LAWSUITS ALLEGING DISCRIMINATION

As of February 16, 2017, no lawsuits or complaints have been filed with the NFRMPO, and there are no Title VI investigations being conducted by the FTA or any other entities.

X. PENDING APPLICATIONS FOR THE NFRMPO:

The MPO receives annual transportation planning allocations from FTA and FHWA.

With the federal transportation bill MAP-21, FTA Sections 5316 and 5317 were consolidated to Section 5310, the Enhanced Mobility of Seniors and Individuals with Disabilities. The grantee is the subrecipient of FTA 5310 funds. The City of Fort Collins is the direct recipient of FTA 5307 funds for the Fort Collins TMA.

APPENDICES

APPENDIX A:

COPY OF SIGNED

TITLE VI ASSURANCES

**NORTH FRONT RANGE TRANSPORTATION
& AIR QUALITY PLANNING COUNCIL
(NFRT &AQPC)
ANNUAL TITLE VI ASSURANCES
FISCAL YEAR 2016**

1. There have been no lawsuits or complaints alleging discrimination on the basis of race, color, or national origin filed against the North Front Range Transportation & Air Quality Planning Council within the last year, October 1, 2013 through September 30, 2014.
2. There are no pending applications to any federal agency by the North Front Range Transportation & Air Quality Planning Council other than to the FTA.
3. There are 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, 2013 through September 30, 2014.
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: July 27, 2015

North Front Range Transportation & Air Quality Planning Council



Terri Blackmore, Executive Director

ATTEST



Crystal Hedberg, Finance Manager

APPENDIX B:

NORTH FRONT RANGE MPO

2015 PUBLIC INVOLVEMENT PLAN

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

Website: www.nfrmpo.org

Forms are included in the appendices.



**RESOLUTION NO. 2015-14
OF THE NORTH FRONT RANGE TRANSPORTATION
AND AIR QUALITY PLANNING COUNCIL (NFRMPO)
ADOPTING THE NFRMPO PUBLIC INVOLVEMENT PLAN (PIP) UPDATE**

WHEREAS, the North Front Range Transportation & Air Quality Planning Council (NFRMPO) is designated as the Metropolitan Planning Organization (MPO) in cooperation with local elected officials and is authorized to carry out the continuing, cooperative, and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and supports community development and social goals; and

WHEREAS, the Moving Ahead for Progress in the 21st Century (MAP-21) requires that MPOs adopt a Public Involvement Plan (PIP); and

WHEREAS, public input is critical to the NFRMPO transportation planning process including the Long Range Transportation Plan, the Transportation Improvement Program and the Unified Planning Work Program and is required by federal regulations (MAP-21) and state guidelines; and, in accordance with MAP-21, the NFRMPO has submitted the updated Public Involvement Plan under the applicable provisions of Federal law; and

WHEREAS, the PIP was first adopted in 2003 and was updated in 2005, 2008, and 2011;

WHEREAS, the Public Involvement Program defines NFRMPO's public involvement policies, tools and evaluation measures for determining the effectiveness of the program; and

WHEREAS, the Planning Council approves the 2015 PIP and submits copies for informational purposes to the Governor, Colorado Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration;

NOW, THEREFORE, BE IT RESOLVED THAT the North Front Range Transportation & Air Quality Planning Council adopts the 2015 PIP to guide public outreach efforts at the NFRMPO.

Passed and adopted at the regular meeting of the North Front Range Transportation & Air Quality Planning Council held this 5th day of November, 2015.


Sean Conway, Chair

ATTEST:



Terri Blackmore, Executive Director

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Glossary

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 21st 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.

RIP – 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.

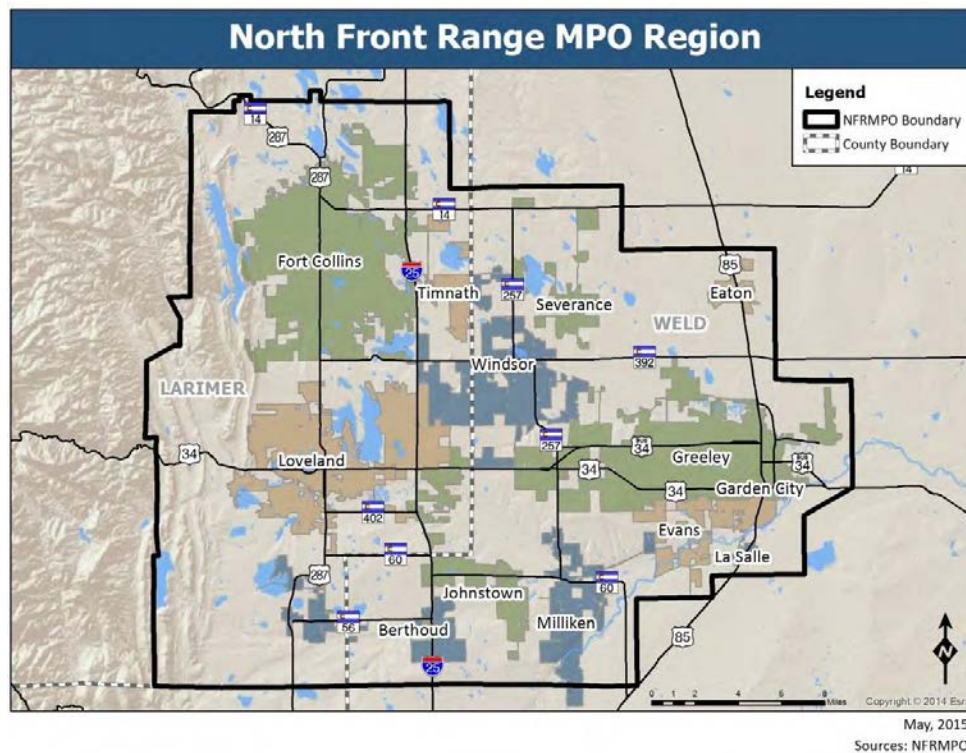
TPR – Transportation Planning Region: An organized area from CDOT to help develop regionally-specific transportation plans based on their unique needs and characteristics.

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 463,500¹.

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.

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

Introduction

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

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).

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), and a website (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

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

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 21st 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.²
- 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.³
- 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.⁴

² (FHWA website)

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

⁴ 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.⁵
- 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.⁶

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.”⁷
- 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.”

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

⁶ <http://www.foia.gov/faq.html>

⁷ <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	_____		



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 _____	



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 Becky Karasko, bkarasko@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

DIRECCIÓN

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

DIRECCIÓN

CIUDAD	ESTADO	CÓDIGO POSTAL

TELÉFONO DE LA CASA	TELÉFONO DE TRABAJO	FAX

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

Nombre de la agencia y departamento o programa que discrimina:

NOMBRE _____

DIRECCIÓN _____

CIUDAD	ESTADO	CÓDIGO POSTAL
--------	--------	---------------

TELÉFONO	FAX
----------	-----

Fecha(s) de la supuesta discriminación:

DISCRIMINACIÓN FECHA DE INICIO	ÚLTIMA FECHA O LA MÁS RECIENTE DISCRIMINACIÓN
--------------------------------	---

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.)

SIGNATURE	DATE
-----------	------

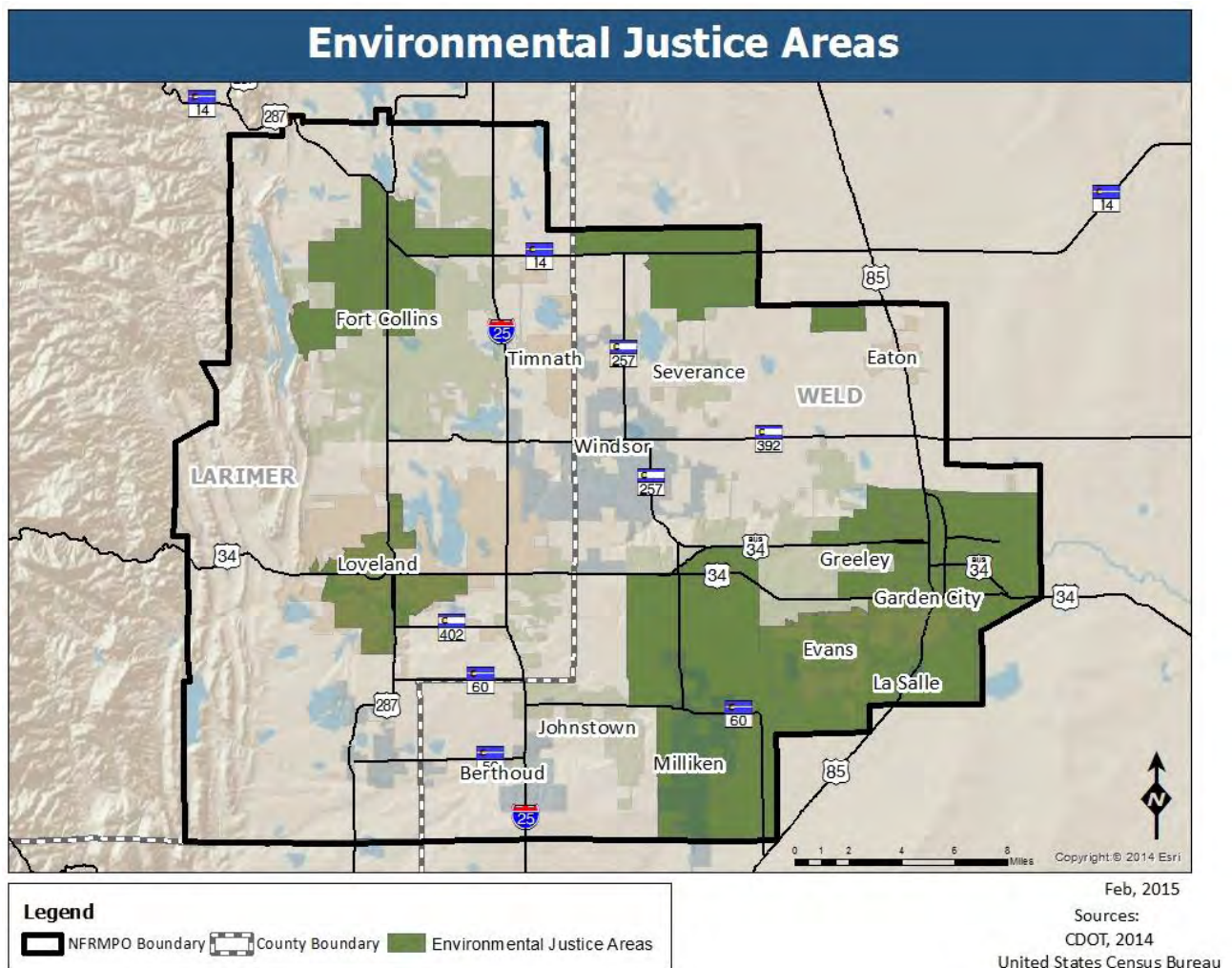
Nota: Las leyes puestas por este departamento prohíben las represalias o intimidación en contra de nadie, porque esa persona ha actuado bien o participado en acciones para garantizar los derechos protegidos por estas leyes. Si usted experimenta represalia o intimidación aparte de la discriminación alegada 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

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



APPENDIX C:

LIMITED ENGLISH PROFICIENCY (LEP) FOUR FACTOR ANALYSIS

Limited English Proficiency

Four-Factor Analysis



The following provides a four-factor analysis of Limited English Proficiency for the VanGo Vanpool program; a commuter service provided by the North Front Range Metropolitan Planning Organization.

1. INTRODUCTION

The North Front Range Metropolitan Planning Organization (NFRMPO) is an association of fifteen (15) local governments working together to improve regional transportation and air quality. The NFRMPO provides long-range and short-range planning and prioritizes which projects in those plans will receive state and federal funding. The NFRMPO is a non-profit public organization funded through federal and state grants as well as local funds. The primary goal of the NFRMPO is to enhance air quality and mobility among Northern Colorado communities.

Additionally, the NFRMPO works to enhance air quality and mobility between the North Front Range and the Denver Metro area by developing cooperative working relationships and financial partnerships among our member governments, the Colorado Department of Transportation (**CDOT**), Federal Highway Administration (**FHWA**), the Federal Transit Administration (**FTA**), and the private sector.

VANGO VANPOOL PROGRAM

VanGo™ Vanpool Services Mission Statement

To serve the North Front Range community through the provision of quality and competitively priced vanpool services as an alternative to single occupant vehicle commuting for the purpose of reducing traffic congestion and air pollution, supporting the growth of new transit and enhancing labor access for businesses.”

The City of Fort Collins and Transfort initiated the VanGo™ program in 1994. As a component of a regional Transportation Demand Management (TDM) program, VanGo™ Vanpool Services was incorporated by the North Front Range Transportation & Air Quality Planning Council (NFRT&AQPC) within the SmartTrips program in 1996. Together, both VanGo™ Vanpool Services and the SmartTrips program and website (www.smarttrips.org) are key elements of the overall goal of a ten percent SOV trip reduction by 2015 across the North Front Range.

In 2011, the VanGo™ program had over 470 daily commute participants and 85 vanpool routes in operation. 72% of routes are deemed long-distance routes that typically travel 120 to 150 roundtrip miles daily, and the remaining 28% travel shorter distances between 40 and 110 roundtrip miles daily. The majority of VanGo™ participants travel within the North Front Range to Denver commuter shed.

2. PURPOSE

The purpose of this limited English proficiency policy guidance is to clarify the responsibilities of recipients of federal financial assistance from the U.S. Department of Transportation (DOT) and assist them in fulfilling their responsibilities to limited English proficient (LEP) persons, according to Title VI of the Civil Rights Act of 1964 and implementing regulations. It was prepared in accordance with Title VI of the Civil Rights

act of 1964, 42 U.S.C. 2000d, et seq., and its implementing regulations provide that no person shall be subject to discrimination on the basis of race, color, or national origin under any program or activity that receives federal financial assistance.

2.1 EXECUTIVE ORDER 13166

Executive Order 13166 "Improving Access to Services for Persons With Limited English Proficiency," reprinted at 65 FR 50121 (August 16, 2000), directs each Federal agency that is subject to the requirements of Title VI to publish guidance for its respective recipients clarifying that obligation. Executive Order 13166 further directs that all such guidance documents be consistent with the compliance standards and framework detailed in the Department of Justice's (DOJ's) Policy Guidance entitled "Enforcement of Title VI of the Civil Rights Act of 1964--National Origin Discrimination Against Persons With Limited English Proficiency." (See 65 FR 50123, August 16, 2000 DOJ's General LEP Guidance). Different treatment based upon a person's inability to speak, read, write, or understand English may be a type of national origin discrimination.

Executive Order 13166 applies to all federal agencies and all programs and operations of entities that receive funding from the federal government, including state agencies, local agencies such as the North Front Range Metropolitan Planning Organization and its sub-recipients and contractors (City of Loveland Transit (COLT), Elderhaus, Transfort).

3. FOUR FACTOR ANALYSIS

3.1 THE NUMBER OR PROPORTION OF LEP PERSONS SERVED OR ENCOUNTERED IN THE ELIGIBLE SERVICE POPULATION

The American Community Survey 2005-2009 was used as the primary base data for this analysis (Table 1). According to the ACS 5.2% of residents within the North Front Range MPO boundary (Appendix A) indicated that they speak English less than very well; equating to approximately 20,211 residents. Additionally, approximately 26% of the residents speak a language other than English, speak English very well, and/or speak English less than very well.

TABLE 1 – LIMITED ENGLISH PROFICIENCY IN THE NORTH FRONT RANGE MPO BOUNDARY

Language	Larimer County	Weld County	Total
Total	263,312	153,196	389,508
English Only	215,070	123,252	338,322
Other language	21,242	29,944	51,186
Speak English very well	13,975	17,000	30,975
Speak English less than very well	7,267	12,944	20,211
<i>Speak English less than very well (%)</i>	3.1%	8.4%	5.2%

Source: American Community Survey 2005-2009, Table Number B16001. Geography: Census Tract

TABLE 1.2- ETHNIC/RACIAL GROUPS IN THE NORTH FRONT RANGE MPO BOUNDARY

Language	Number Reported	Percentage of Population
Hispanic	79,872	18.45%
White	377,382	87.16%
Black	4,256	.98%
American Indian	3,690	.85%
Hawaiian	3,52	.08%
Other	47,272	10.92%

Source: 2010 decennial census summary file, P8

TABLE 1.3 – POVERTY INDICATORS IN THE NORTH FRONT RANGE MPO BOUNDARY

Poverty Indicator	Larimer County	Weld County	Total Population
Total Population	244,437	162,698	407,135
Below Poverty	35,505	26,011	61,516
<i>Below Poverty (%)</i>	14.5%	16.0%	15.1%

Source: American Community Survey 2005-2009, Table Number B17001. Geography: Census Tract

3.2 FREQUENCY WITH WHICH LEP INDIVIDUALS COME IN CONTACT WITH THE VANGO™ PROGRAM

The VanGo™ program does not have a formal process to document the frequency of contact by LEP persons; however the VanGo™ program manager and customer service representatives noted that no calls or inquiries have been received from or on behalf of LEP persons in over ten years. To ensure that calls and/or inquiries from LEP persons are readily documented, the VanGo™ program recently created an in-house administrative tracking spreadsheet.

Each year the VanGo™ program conducts a survey of its participants, and demographic metrics include gender, occupation, annual salary, level of education, race/ethnicity group, and age. The question of denoting one’s native language or language proficiency has not been included; however the VanGo™ program is open to recommendations and advisory actions from FTA.

The 2011 VanGo™ Vanpool survey provided the following participant information with regard to the race/ethnicity of the program’s ridership: Hispanic/Spanish/Latino – 8.1%; Black/African American – 1.5%; Asian/Pacific Islander – 1.5%; American Indian, Eskimo or Aleut – 1.2%; White/Caucasian – 87.7%; and other – 2.7%.

3.3 THE NATURE AND IMPORTANCE OF THE PROGRAM, ACTIVITY, OR SERVICE PROVIDED BY THE PROGRAM

The VanGo™ Vanpool Services program, which is considered a demand-response and commuter service, differs in nature from that of a public transit system; however, the

VanGo™ program is open and available to any and all members of the public who want to use the service. The VanGo™ program readily complies with the Title VI Civil Rights Act of 1964, as amended.

3.4 RESOURCES AVAILABLE TO THE RECIPIENT AND COSTS

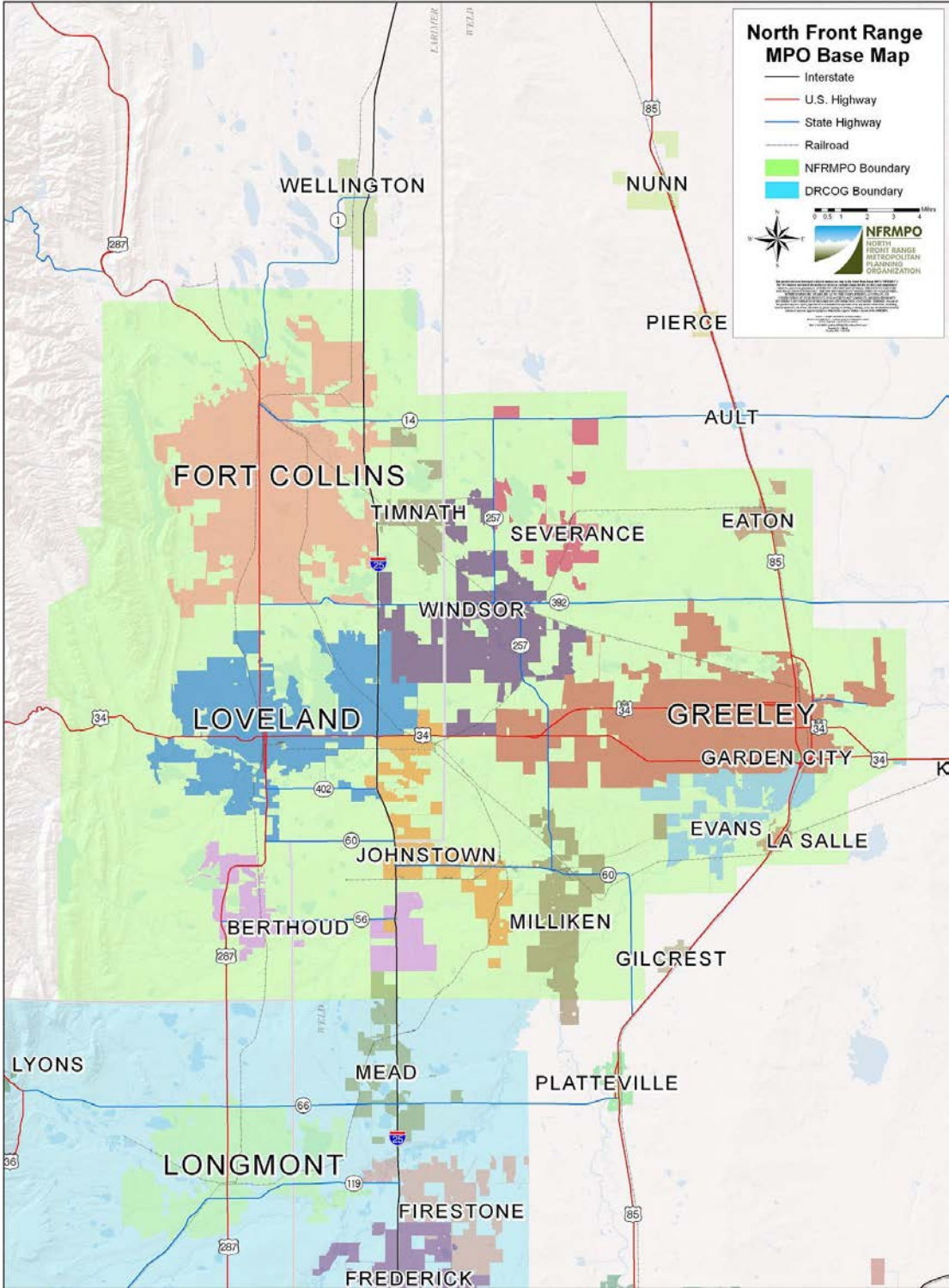
The VanGo™ program and the North Front Range MPO provide the following bilingual (English/Spanish) products:

- Bilingual (English/Spanish) VanGo™ user guide, participation agreement, driver agreement, and coordinator agreement.

In addition, the VanGo™ vanpool program has an ADA accessible van (lift equipped) included within its active fleet.

APPENDIX A

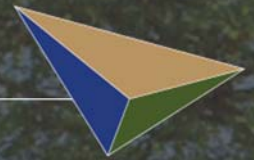
North Front Range MPO Boundary Map



APPENDIX D:
NFRMPO REGIONAL TRANSPORTATION
PLAN CHAPTER 3:
SOCIO-ECONOMIC PROFILE

Chapter 3

Socio-Economic Profile



Old Town Fort Collins. Image Credit: City of Fort Collins

Chapter 3: Socio-Economic Profile

I. Socio-Economic Data

In 2013, the North Front Range Metropolitan Planning Organization (NFRMPO) updated the Land Use Allocation Model for the North Front Range region. This model uses a base year of 2012 to generate socio-economic data forecasts to the horizon year 2040. The resulting forecasts provide input to the NFRMPO Regional Travel Demand Model (RTDM) to project future travel volumes on roadways and potential transit ridership. The household and employment data are estimated for the area within the North Front Range Modeling Boundary, which is larger than the NFRMPO boundary.

Overall Forecast

In 2013, the NFRMPO contracted with Steven B. Fisher, Ph.D., Phyllis Resnick, Ph.D., and Logan Simpson Design to prepare a demographic forecast for the North Front Range portion of Larimer and Weld counties making up the North Front Range Modeling Boundary, **Figure 3-1**. The socio-economic forecasts are divided into seven subregions, **Figure 3-2**. The NFRMPO municipalities and counties in each subregion are described in **Table 3-1** and shown in **Figure 3-3**. The team worked closely with the State Demographer’s office and a stakeholders’ group to develop North Front Range specific information. The report, *2040 Economic and Demographic Forecast*,²³ describes the forecasting process and resulting anticipated growth in population, households, and employment from 2010 to 2040, in five year increments. **Tables 3-2 through 3-4** summarize the results from the report.

Subregion	NFRMPO Municipalities and Counties
1 – Surrounding Area	Eaton, LaSalle, Severance, Larimer County, Weld County
2 – Greeley/Evans	Evans, Garden City, Greeley, Milliken, Severance, Weld County, Windsor
3 – Fort Collins	Fort Collins, Larimer County
4 – Loveland/Berthoud	Berthoud, Johnstown, Loveland, Larimer County, Weld County
5 – Extended Larimer County	Larimer County
6 – Extended Weld County	Weld County
7 – Central I-25	Johnstown, Milliken, Timnath, Windsor, Larimer County, Weld County

Source: NFRMPO 2012-2040 Land Use Allocation Model

²³ Steve Fisher, Phyllis Resnick. *2040 Economic and Demographic Forecast*, North Front Range Metropolitan Planning Organization. 2012-2013.

Figure 3-1: North Front Range Modeling Boundary

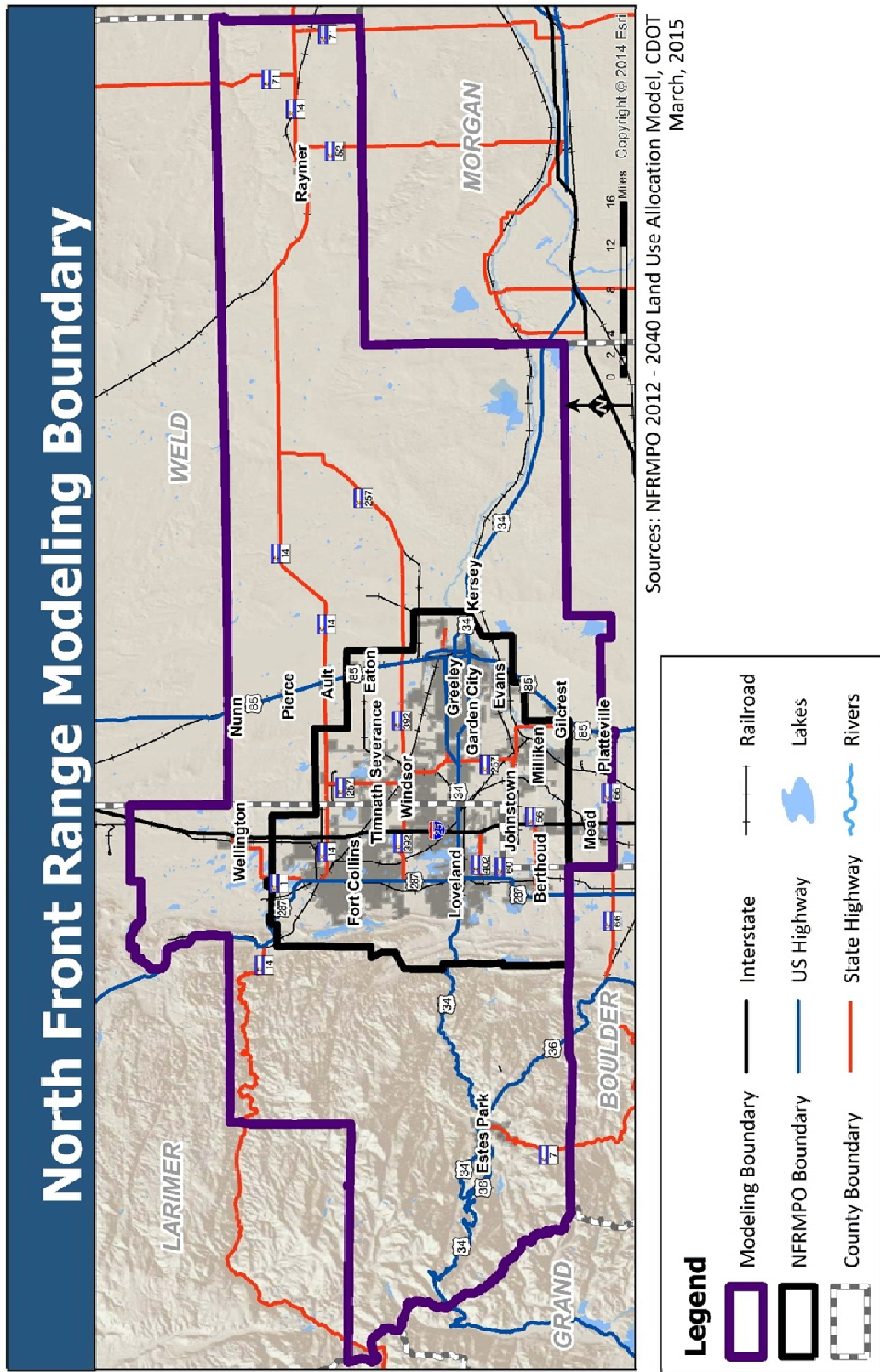


Figure 3-2: North Front Range Subregions

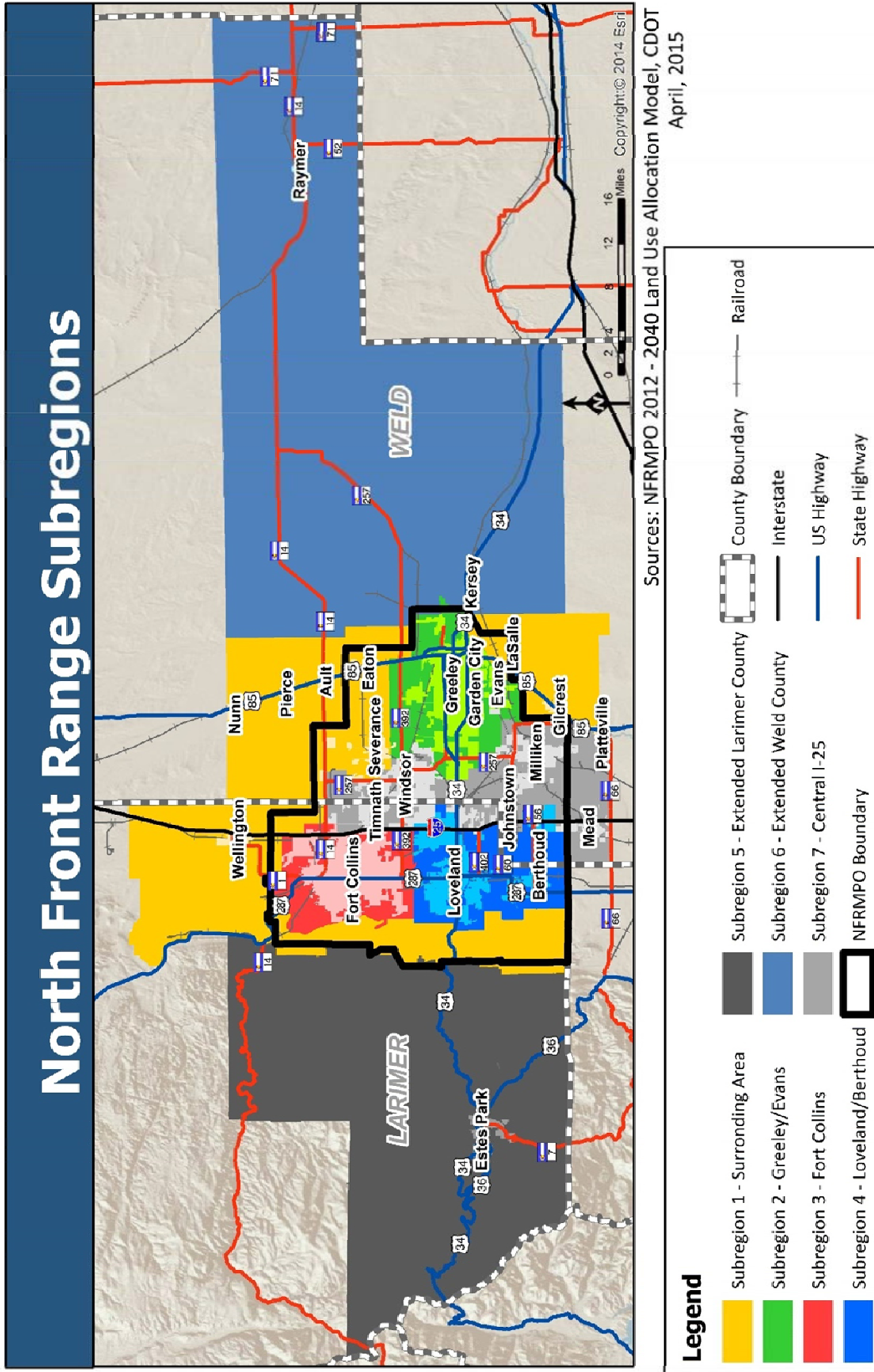
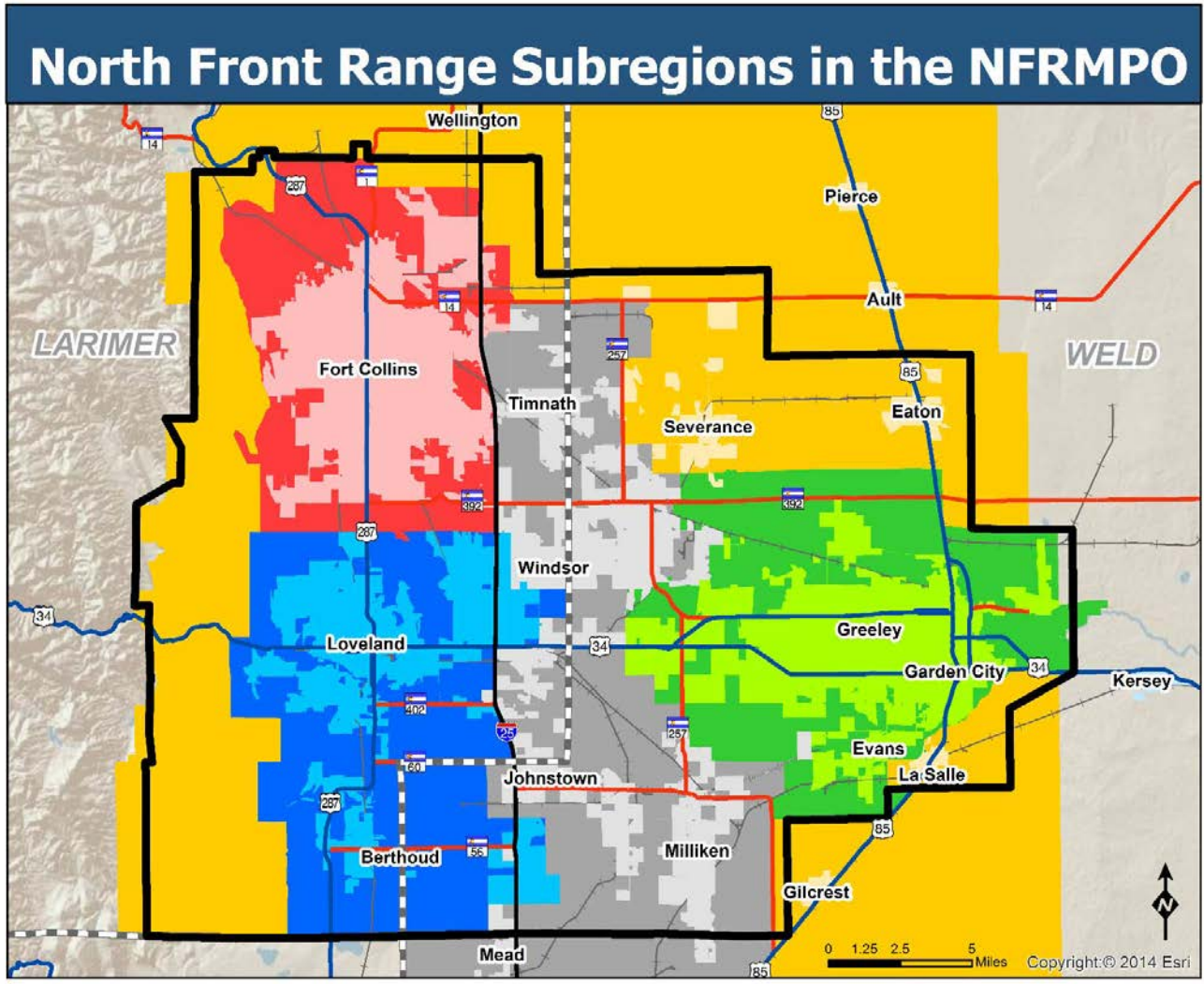


Figure 3-3: North Front Range Subregions in the NFRMPO



Sources: NFRMPO 2012 - 2040 Land Use Allocation Model, CDOT July, 2015

Legend

 Subregion 1 - Surrounding Area	 Subregion 4 - Loveland/Berthoud	 County Boundary	 State Highway
 Subregion 2 - Greeley/Evans	 Subregion 7 - Central I-25	 Interstate	 Railroad
 Subregion 3 - Fort Collins	 NFRMPO Boundary	 US Highway	

Table 3-2: Population Projections			
Subregion	2010	2040	Percent Growth (%)
1	50,867	89,651	76.25%
2	115,974	223,091	92.36%
3	171,417	259,078	51.14%
4	78,733	149,932	90.43%
5	21,373	39,863	86.51%
6	7,746	14,532	87.61%
7	42,404	120,043	183.09%
Total	488,514	896,190	83.45%

Source: 2040 Economic and Demographic Forecast

Table 3-3: Household Projections			
Subregion	2010	2040	Percent Growth (%)
1	19,900	35,728	79.54%
2	43,633	86,680	98.66%
3	64,526	99,959	54.91%
4	30,563	59,451	94.52%
5	8,218	15,703	91.08%
6	3,033	5,795	91.06%
7	16,585	47,861	188.58%
Total	186,459	351,176	88.34%

Source: 2040 Economic and Demographic Forecast

Table 3-4: Employment Projections			
Subregion	2010	2040	Percent Growth (%)
1	11,288	20,007	77.24%
2	58,263	115,059	97.48%
3	101,158	146,456	44.78%
4	40,763	78,267	92.01%
5	5,397	9,572	77.36%
6	2,173	3,860	77.63%
7	18,574	55,374	198.13%
Total	237,615	428,599	80.38%

Source: 2040 Economic and Demographic Forecast

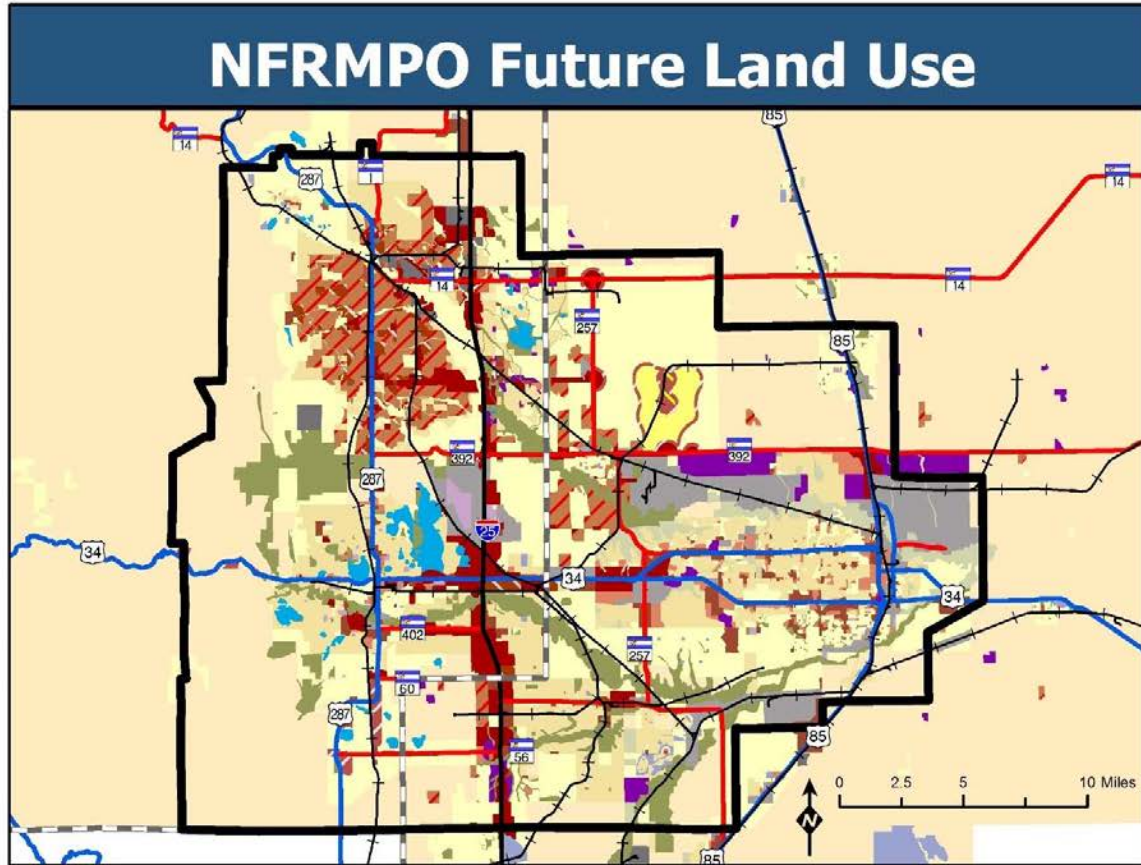
Land Use Allocation Model

The Land Use Allocation Model (LUAM) is a parcel/land use based growth model. The LUAM distributes household and employment projections set in the *2040 Economic and Demographic Forecast* report. The model allocates households and employment based on consolidated future land uses from local jurisdictions in the region, shown in **Figure 3-3**. These projections serve as control totals for the LUAM, meaning the population totals limit the allocation of households and employment. The North Front Range modeling area consists of seven sub-regions: Central I-25, Fort Collins, Greeley, Loveland, Extended Larimer County, Extended Weld County, and Surrounding Area. The Upper Front Range (UFR) portion within the ozone nonattainment area (see **Figure 4-1** in **Chapter 4**) is included for ozone conformity determinations. **Table 3-2** highlights which municipalities and counties are contained in each subregion. Each subregion has individual control totals set for 2012, 2015, 2025, 2035, and 2040 for households and employment. **Tables 3-5 and 3-6** summarize the results of the land use allocation by subregion. **Figures 3-4 through 3-8** display the results of the land use allocation model by traffic analysis zone (TAZ).

Table 3-5: Adjusted Household Data			
Subregion	2012	2040	Percent Growth (%)
1	15,404	35,730	131.95%
2	44,793	86,679	93.51%
3	68,862	99,893	45.06%
4	35,780	59,523	66.36%
5	6,936	15,703	126.40%
6	2,937	5,796	97.34%
7	18,074	47,861	164.81%
Total	192,786	351,185	82.16%
<i>Source: NFRMPO 2012-2040 Land Use Allocation Model</i>			

Table 3-6: Adjusted Employment Data			
Subregion	2012	2040	Percent Growth (%)
1	9,124	20,008	119.29%
2	71,050	115,064	61.95%
3	101,729	146,460	43.97%
4	51,365	78,276	52.39%
5	5,859	9,573	63.39%
6	2,359	3,856	63.46%
7	24,859	55,374	122.75%
Total	266,345	428,611	60.92%
<i>Source: NFRMPO 2012-2040 Land Use Allocation Model</i>			

Figure 3-4: NFRMPO Future Land Use



Sources: NFRMPO 2012 - 2040 Land Use Allocation Model, CDOT March, 2015

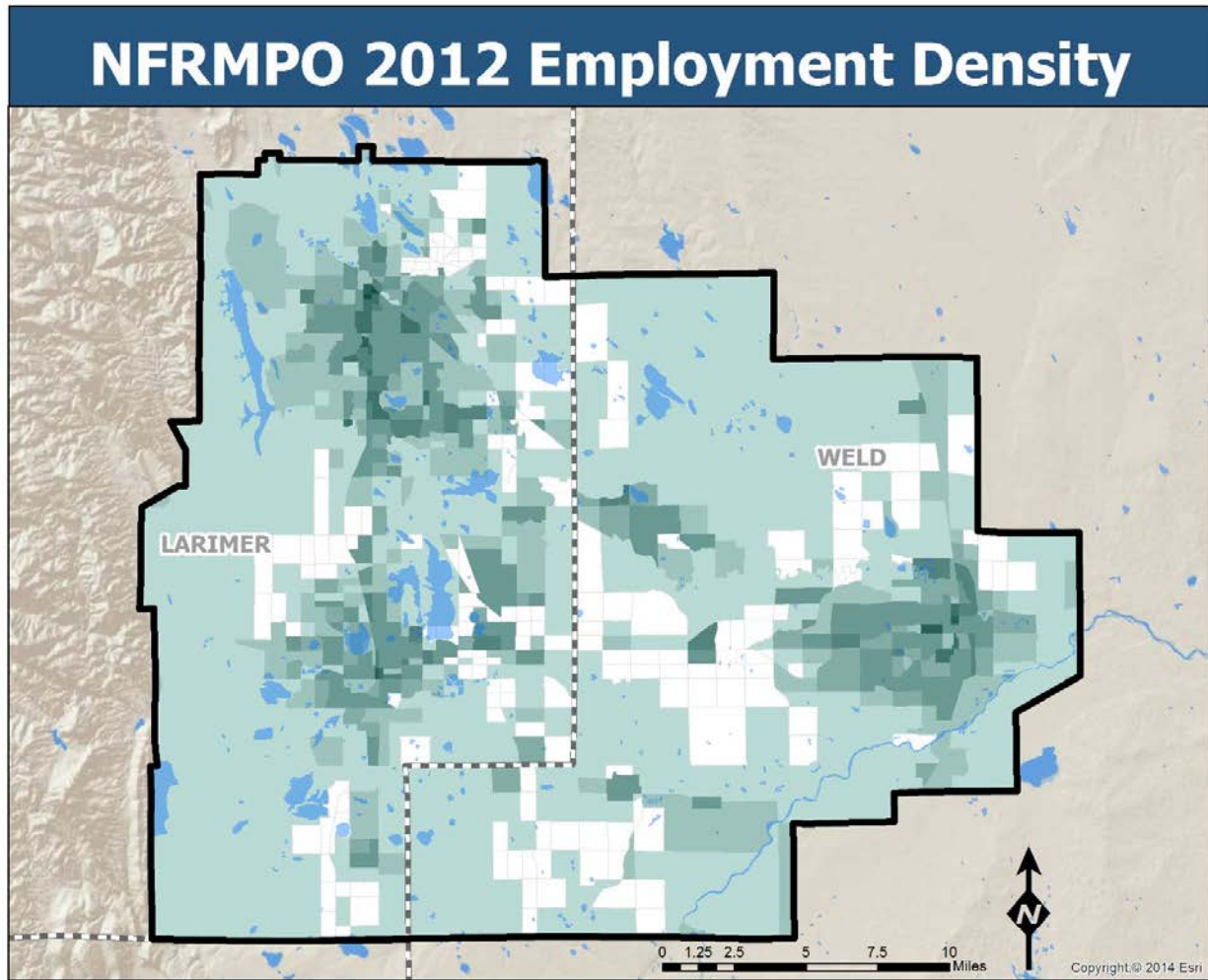
Legend

Land Use Categories

- Commercial-Retail High (>2 emp/acre)
- Commercial-Retail Low (<2 emp/acre)
- Industrial High (>.2 emp/acre)
- Industrial Low (<.2 emp/acre)
- Office
- Mixed Use Commercial High
- Mixed Use Commercial Low
- Mixed Use Commercial Medium
- Mixed Use PUD Residential/Commercial Retail
- Mixed Use Residential High
- Mixed Use Residential Low
- Mixed Use Residential Medium
- Conservation
- Open Space, Parks

- Water
- Government Employment
- Recreation Sports fields, etc.; Campus K-12
- Multi-Family Residential (12-35 du/acre)
- Single Family Residential-Low (.3 - 2 du/acre)
- Single Family Residential-Medium (2-5 du/acre)
- Single Family Residential-High (5-12 du/acre)
- Single Family Residential-Ultra Low (<.3 du/acre)
- Agriculture / Residential
- NFRMPO Boundary
- Country Boundary
- Interstate
- U.S. Highway
- State Highway
- Railroad

Figure 3-5: NFRMPO 2012 Employment



Source: NFRMPO 2012 - 2040 Land Use Allocation Model
May, 2015

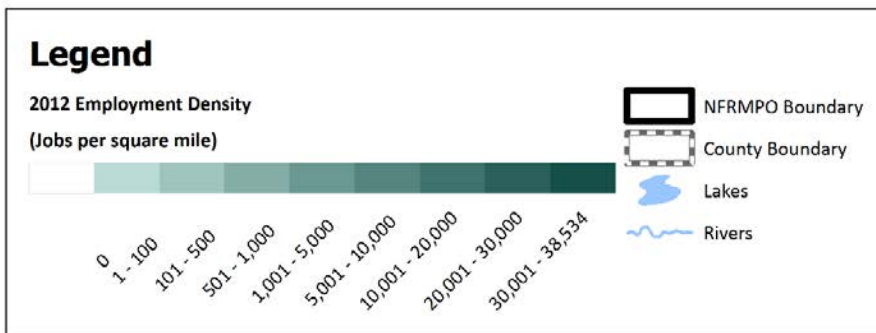
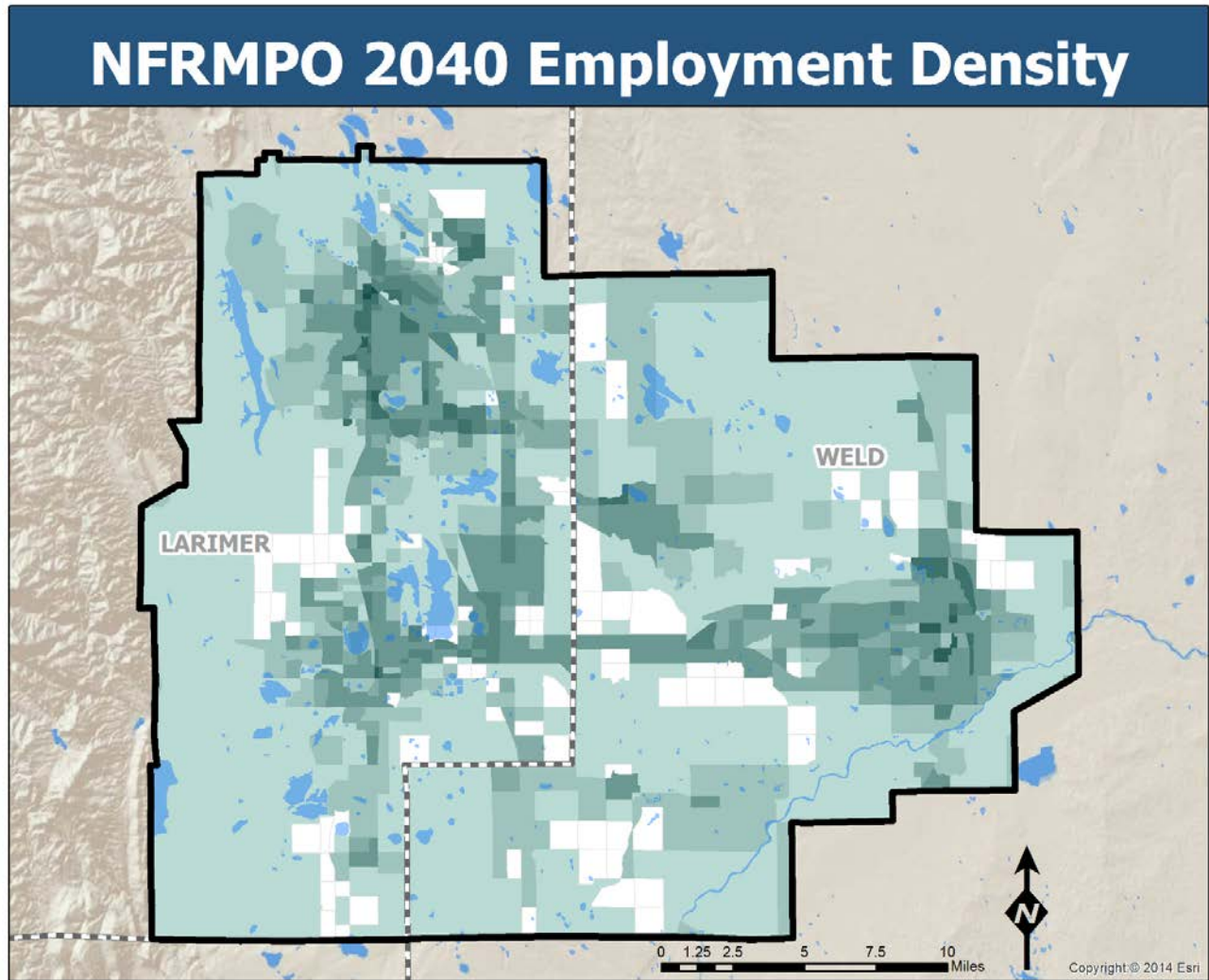


Figure 3-6: NFRMPO 2040 Employment



Source: NFRMPO 2012 - 2040 Land Use Allocation Model
May, 2015

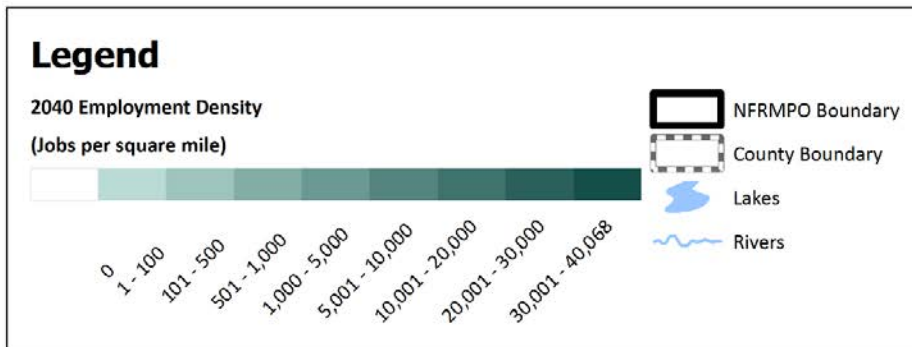
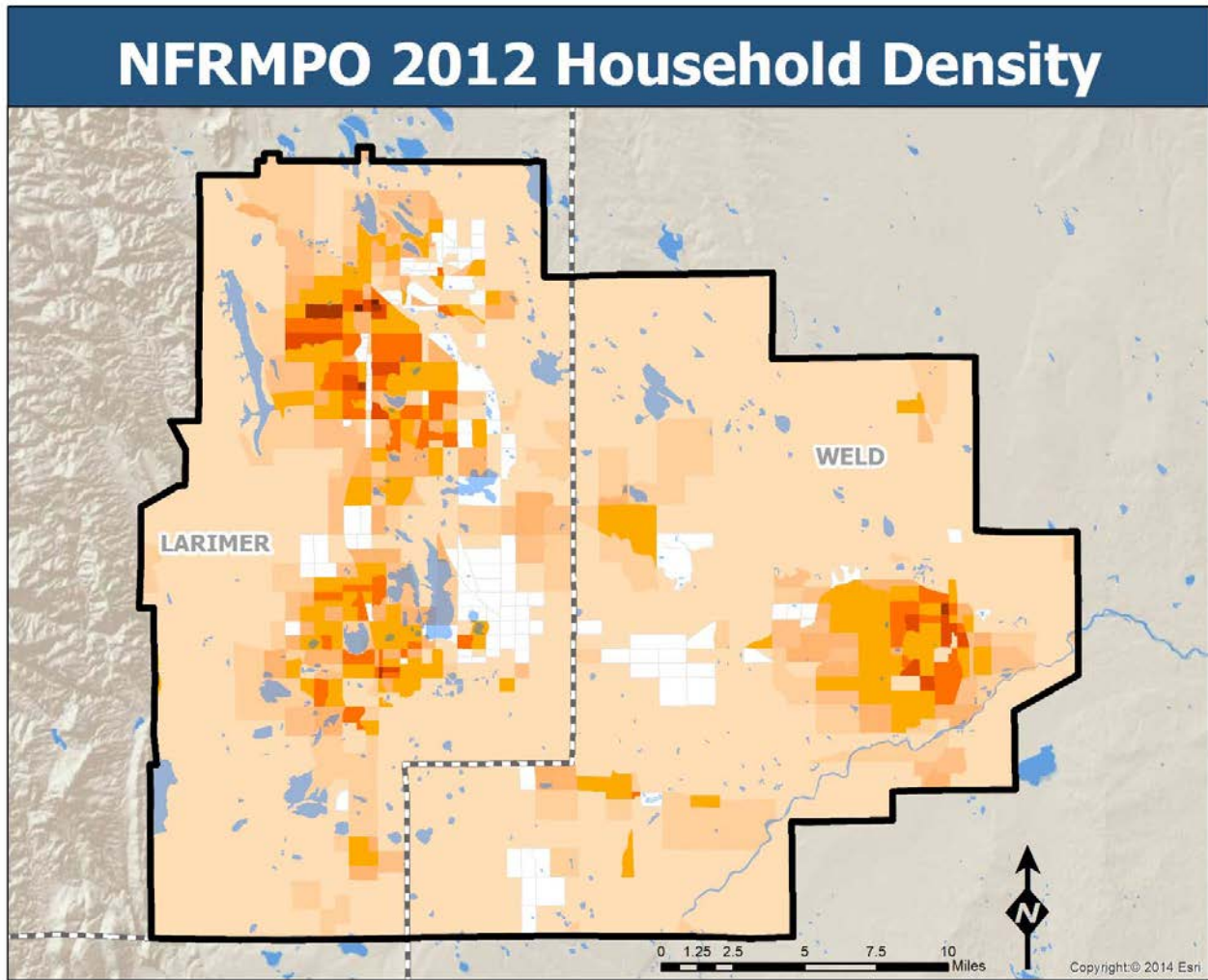


Figure 3-7: NFRMPO 2012 Households



Source: NFRMPO 2012 - 2040 Land Use Allocation Model
May, 2015

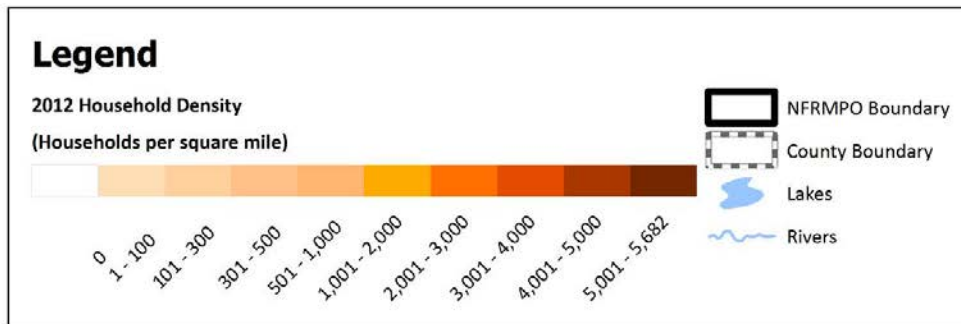
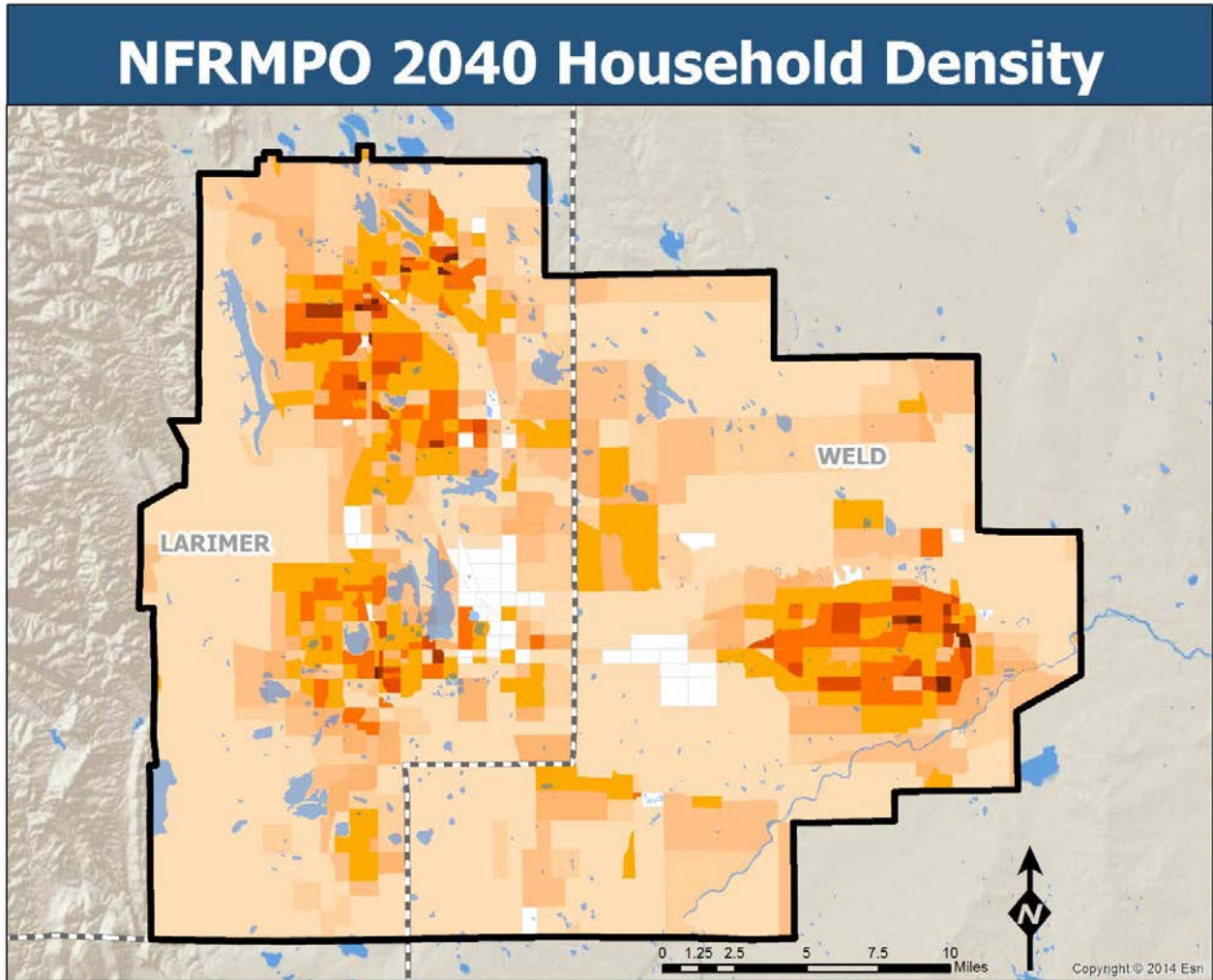
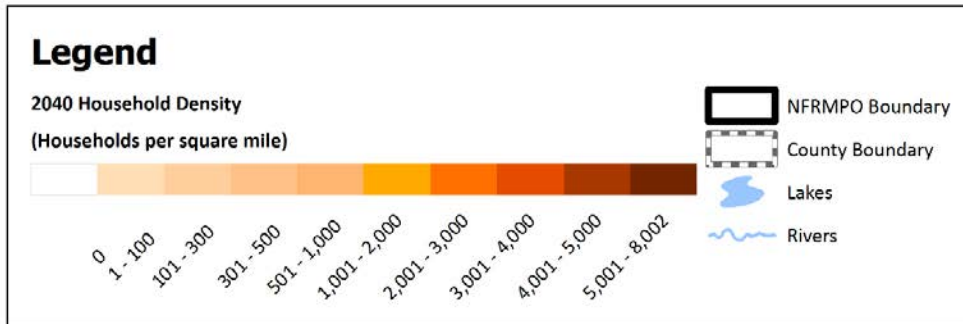


Figure 3-8: NFRMPO 2040 Household Forecasts



Source: NFRMPO 2012 - 2040 Land Use Allocation Model
May, 2015



Regional Travel Demand Model

Households

The *2040 Economic and Demographic Forecast*,²⁴ projects households in the North Front Range will increase 0.2 percent annually between 2010 and 2040. For input into the travel model, household projections were classified by five household sizes, or the number of people occupying the household, and three income levels, illustrated in **Table 3-7** for the 2012 base year and **Table 3-8** for the 2040 projections. These classifications increase the sensitivity of the RTDM in response to household characteristics.

Household Income (2010 dollars)	1-person HH	2-person HH	3-person HH	4-person HH	5+ person HH	Total HH	Percent
Less than \$20,000 (Low Income)	17,186	1,936	33,401	8,798	11,759	73,080	38%
\$20,000 - \$74,999 (Medium Income)	8,322	1,257	13,403	17,072	11,499	51,553	27%
\$75,000 and higher (High Income)	3,333	22,672	9,095	24,864	8,189	68,153	35%
Total	28,841	25,865	55,899	50,734	31,448	192,786	100%
Percent	15%	14%	29%	26%	16%	100%	

Source: NFRMPO 2012-2040 Regional Travel Demand Model

Household Income (2010 dollars)	1-person HH	2-person HH	3-person HH	4-person HH	5+ person HH	Total HH	Percent
Less than \$20,000 (Low Income)	31,306	3,526	60,845	16,027	21,421	133,125	38%
\$20,000 - \$74,999 (Medium Income)	15,160	2,290	24,416	31,098	20,947	93,910	27%
\$75,000 and higher (High Income)	6,071	41,600	16,567	45,294	14,918	124,150	35%
Total	52,537	47,116	101,827	92,419	57,286	351,185	100%
Percent	15%	14%	29%	26%	16%	100%	

Source: NFRMPO 2012-2040 Regional Travel Demand Model

²⁴ Steve Fisher, Phyllis Resnick. *2040 Economic and Demographic Forecast*, North Front Range Metropolitan Planning Organization. 2012-2013.

Employment

Overall, employment is projected to grow at approximately two percent per year for the entire region, with Weld County projected to grow at a slightly higher rate than Larimer County.

The location of employment for 2012 was determined by geocoding Quarterly Census of Employment and Wages (QCEW) data from the Bureau of Labor Statistics (BLS) to the street centerline map for the North Front Range. The results show each employer and the number of employees for each mapped location. These results were then aggregated to the TAZ level. **Figure 3-9** shows major employers, those with more than 100 employees, across the North Front Range. In 2012, major employers were predominately within cities, as in previous years. These major employers were viewed as major activity centers due to their sizable contributions to transportation network use.

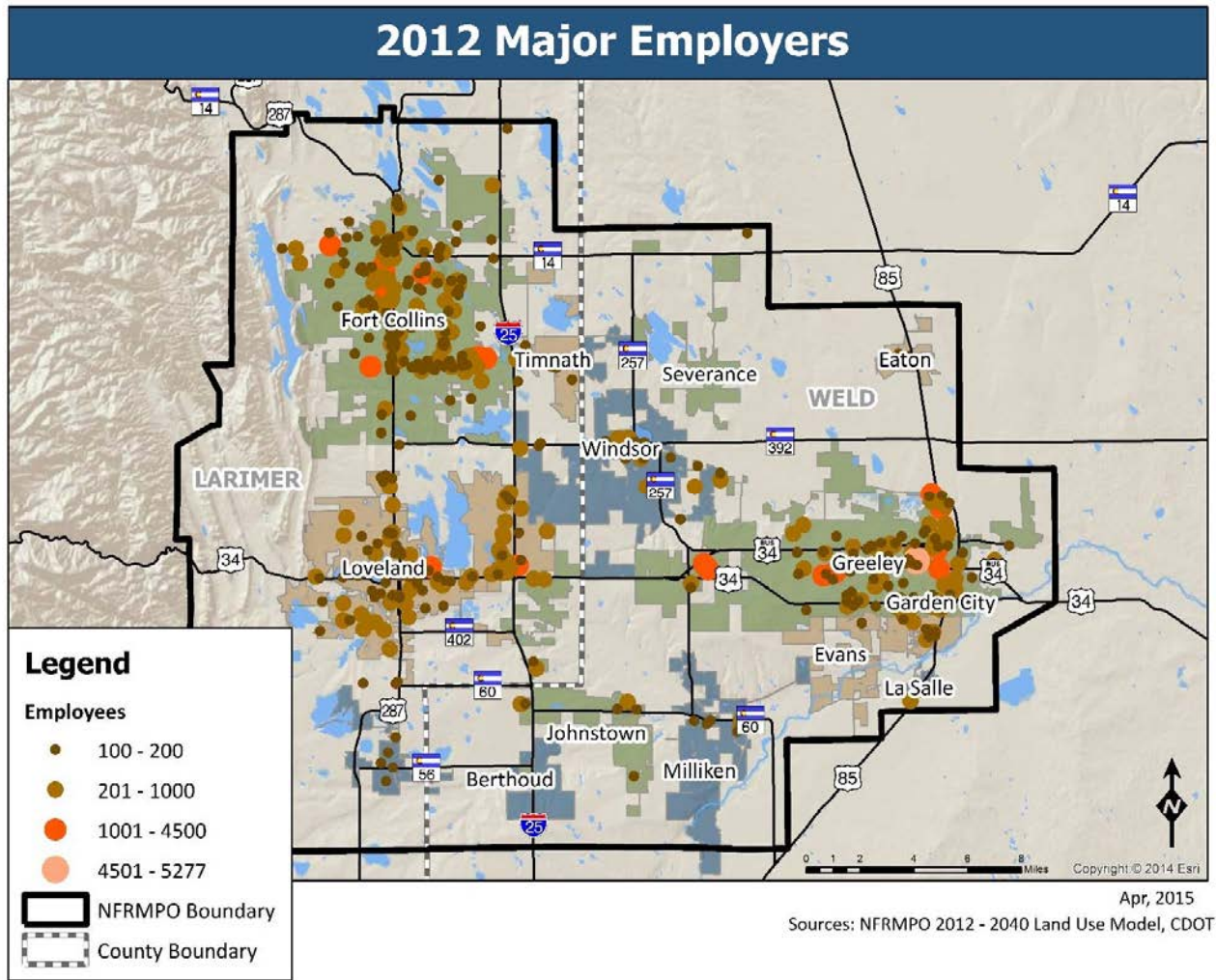
For input into the RDTM, employment was divided into four categories defined by the National Industrial Classification System (NAICS): Basic, Medical, Retail, and Service.

- ▶ **Basic jobs**, also known as production-distribution, are those based on outside dollars flowing into the local economy and include industries that manufacture and/or produce goods locally for export outside the region. Basic jobs include manufacturing, mining, utilities, transportation, and warehousing among others.
- ▶ **Medical jobs** include health care and social assistance.
- ▶ **Retail jobs** include retail trade, post offices, and food service.
- ▶ **Service jobs** include finance, insurance, real estate, and public administration.

The Basic, Medical, Retail, and Service employment estimates for 2012 and forecasts for 2040 are shown in **Table 3-9**. The disaggregated total employment in the travel model does not account for people working from home.

Table 3-9: Classification of Employment					
Classification	2012		2040		Percent Growth (%)
	Employees	Percentage (%)	Employees	Percentage (%)	
Basic	47,155	17.7%	72,293	16.9%	53.3%
Medical	30,101	11.3%	39,233	9.1%	30.3%
Retail	40,692	15.3%	61,132	14.3%	50.2%
Service	148,397	55.7%	255,953	59.7%	72.5%
Total	266,345	100%	387,443	100%	45.5%
<i>Source: NFRMPO 2012-2040 Regional Travel Demand Model</i>					

Figure 3-9: 2012 Major Employers



Aging Population

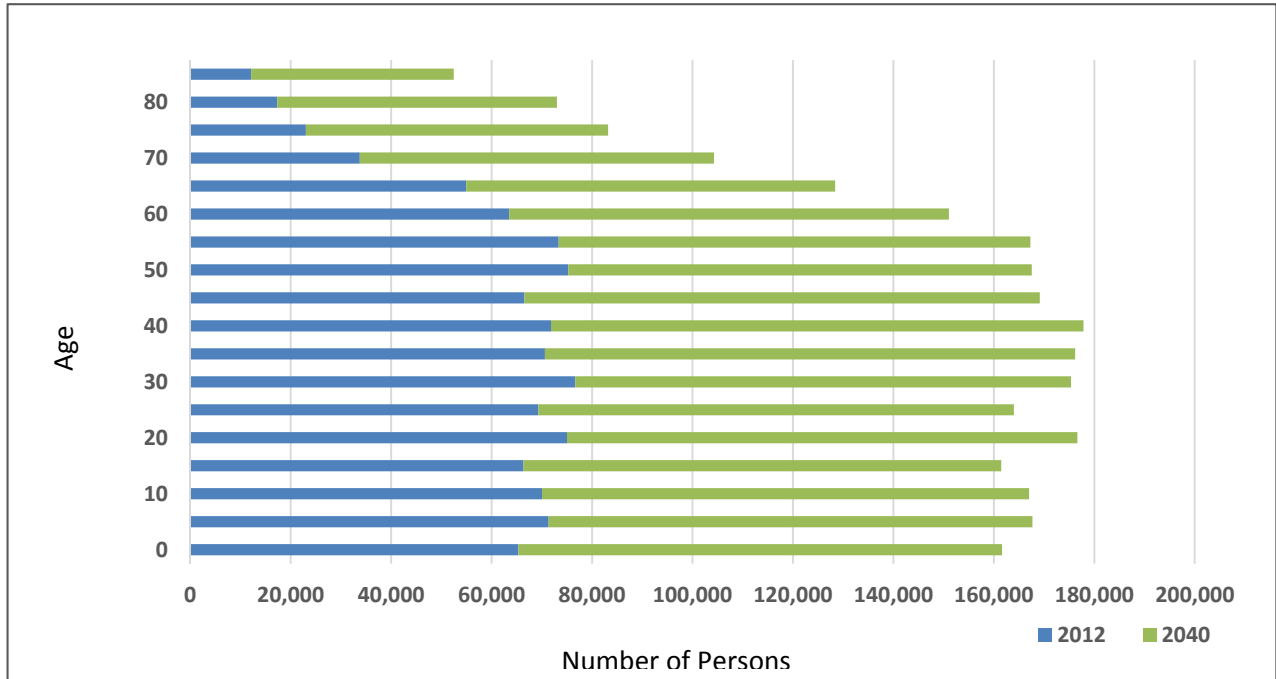
According to the 2010 Census, the baby boomers population (those born between mid-1946 and mid-1964)²⁵ grew by more than 30 percent between 2000 and 2010 in Colorado. **Figure 3-10** shows the significant increase in the 65+ population by 2040, compared to 2012. The likely impacts of new and pending retirees will impact the regional transportation system through:

- ▶ The increased demand for housing units as the in-migration of new workers assume the jobs of the recently retired.
- ▶ The location and availability of amenities, health care, and entertainment for the senior population.
- ▶ The shift in the type of housing necessary to accommodate the growing senior population.
- ▶ The level of service and availability of transit for the senior population.

²⁵ US Census, *The Baby Boom Cohort in the United States: 2012 to 2060*, <http://www.census.gov/prod/2014pubs/p25-1141.pdf>.

American Community Survey (ACS) data (2009 - 2013) was used to identify the percentage of those aged 65 years and older by city in the NFRMPO region, **Figure 3-11**. The cities range from six percent (Timnath) to 16 percent (Garden City).

Figure 3-10: Colorado Population by Age in 2012 and 2040



Source: Colorado Department of Local Affairs

Larimer County is expected to have a larger percentage of its population over the age of 65, while a large portion of Weld County population growth is expected to be in the younger age brackets. The difference in general terms would be an increase in the percentage of retirees in Larimer County and an increase in the percentage of younger families with children in Weld County. **Figures 3-12 and 3-13**, depict this trend.

Figure 3-11: Percentage of Population 65 Years and Older by City

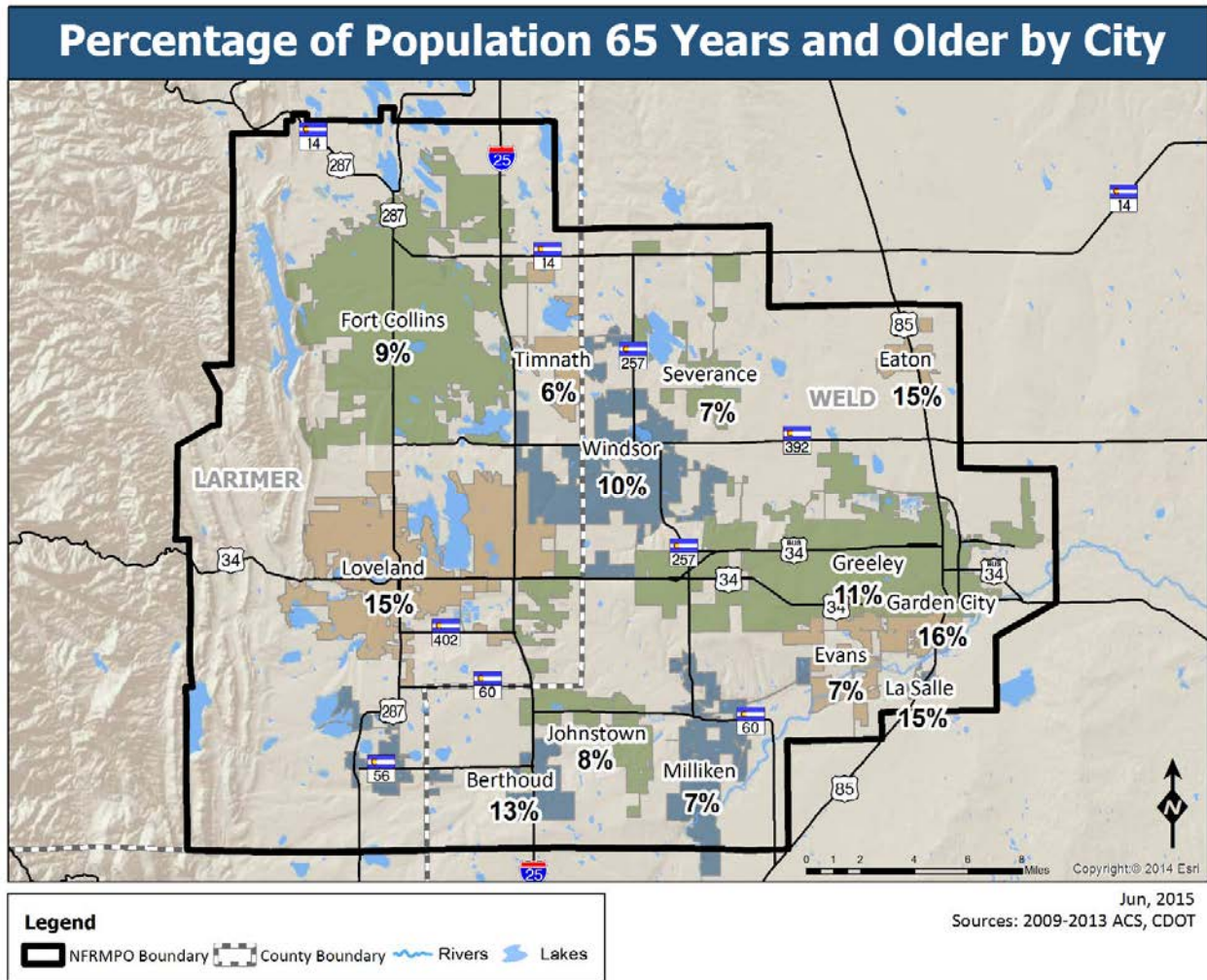
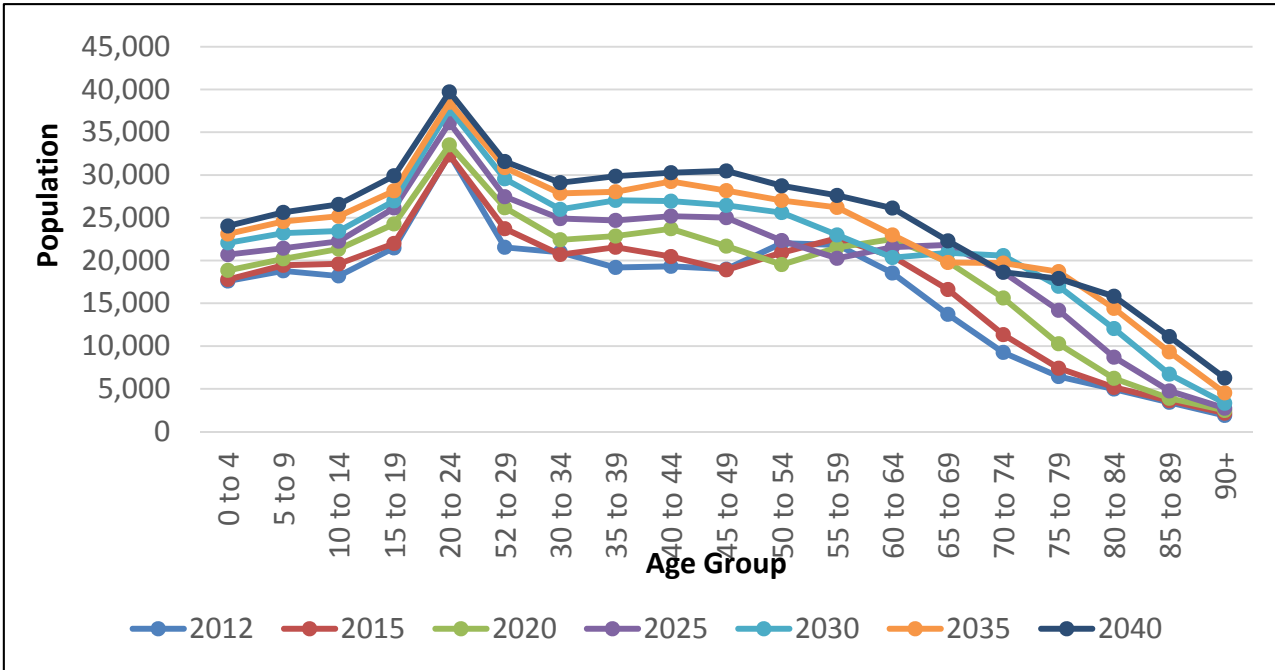
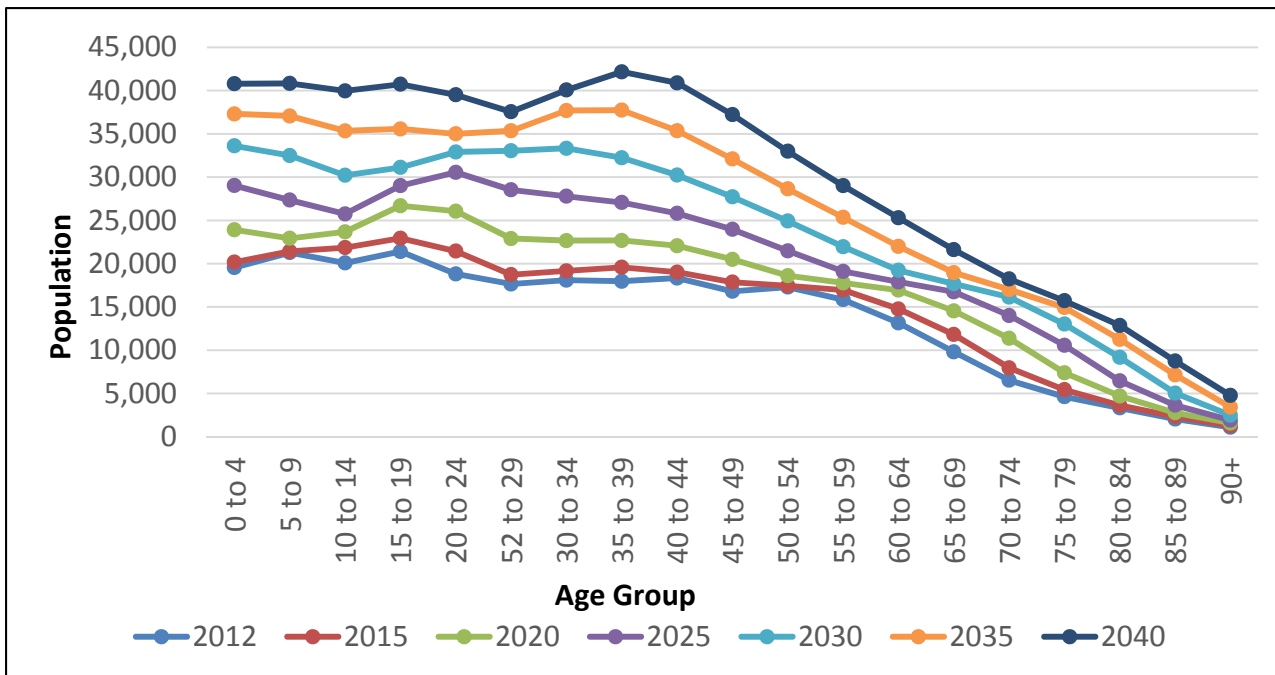


Figure 3-12: Larimer County Age Distribution



Source: State Department of Local Affairs, Demography Division, 2014

Figure 3-13: Weld County Age Distribution



Source: State Department of Local Affairs, Demography Division, 2014

Vehicles by Household

The number of vehicles available in households is slightly different between Larimer and Weld counties, with the overwhelming majority of households having two or more vehicles available, shown in **Table 3-10**.

Table 3-10: Number of Vehicles Available in Households by County		
Number of Vehicles	Larimer County	Weld County
None	4.2%	4.3%
1	28.0%	25.3%
2	43.1%	42.0%
3 or more	24.7%	28.3%
<i>Source: US Census Bureau, Decennial Census, 2010</i>		

The vehicle availability per household is in line with commute patterns across the region. The *NFRMPO 2010 Household Survey* provides information about how residents in the region commute to work. The vast majority of people who commute to work do so in automobiles, **Table 3-11**. Most commuters who use bicycles or walk to work live in Fort Collins or Greeley/Evans.

Table 3-11: Commute to Work by Mode	
Travel Mode	Commuter Trips (%)
Auto/van/truck driver or passenger	89.3%
Bike	6.2%
Walk	3.4%
Transit (local bus or express bus)	0.5%
Other (don't know or refused)	0.6%
Total	100%
<i>Source: NFRMPO Household Survey, 2010</i>	

J. Environmental Justice

Background

Executive Order 12898, *Federal Actions to Address Environmental Justice (EJ) in Minority Populations and Low-Income Populations (1994)*, was enacted to reinforce Title VI of the Civil Rights Act of 1964. The Civil Rights Act states, “no person in the United States shall, on 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 also states, “each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”

In May 2012, the US Department of Transportation (USDOT) issued an update to Order 5610.2(a), *Actions to Address Environmental Justice in Minority and Low-Income Populations*. The DOT order updates the original EJ order, which was published on April 15, 1997. The DOT order continues to be a key component in the promotion of EJ principles in all DOT programs, policies, and activities. The NFRMPO's EJ process follows three guiding principles outlined in the DOT Order:

1. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority and low-income populations in relation to transportation improvements.
2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Under USDOT Order 5610.2(a),²⁶ an adverse effect is defined as:

- ▶ Bodily impairment, infirmity, illness, or death;
- ▶ Air, noise, and water pollution and soil contamination;
- ▶ Destruction or disruption of man-made or natural resources;
- ▶ Destruction or disruption of aesthetic values;
- ▶ Destruction or disruption of community cohesion or a community's economic vitality;
- ▶ Destruction or disruption of the availability of public and private facilities and services;
- ▶ Vibration;
- ▶ Displacement of persons, businesses, farms, or non-profit organizations;
- ▶ Increased traffic congestion, isolation, exclusion, or separation of individuals within a given community or from a broader community; or
- ▶ Denial of, reduction in, or significant delay in the receipt of benefits of DOT programs, policies, or activities.

The NFRMPO EJ process also includes a determination of whether a construction-related activity on the existing transportation system will result in a "disproportionately high and adverse effect on human health or the environment," which is defined by Order 5610.2(a) as:

- ▶ Being predominantly borne by a minority and/or low-income population or
- ▶ Suffered by the minority and/or low-income population and is appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority and/or non-low-income populations.

It is important to identify where significant numbers of minority and low-income households are located within the region to comply with the requirements of Executive Order 12898, *Federal Actions to Address Environmental Justice in Minority and Low-Income Populations*, and DOT Order 5610.2(a). These orders were enacted to ensure

²⁶ http://www.fhwa.dot.gov/environment/environmental_justice/ej_at_dot/orders/order_56102a/

the full and fair participation of potentially affected communities in transportation decisions. The intent of EJ is to avoid, minimize, or mitigate disproportionately high and adverse impacts on minority populations and low-income populations.

The NFRMPO uses CDOT’s Environmental Justice in Colorado’s Statewide and Regional Planning Process Guidebook, as the framework for addressing EJ in the region. This section discusses minority and low-income populations and the specific efforts in public outreach, mapping, and measuring the benefits and burdens.

Low Income Populations

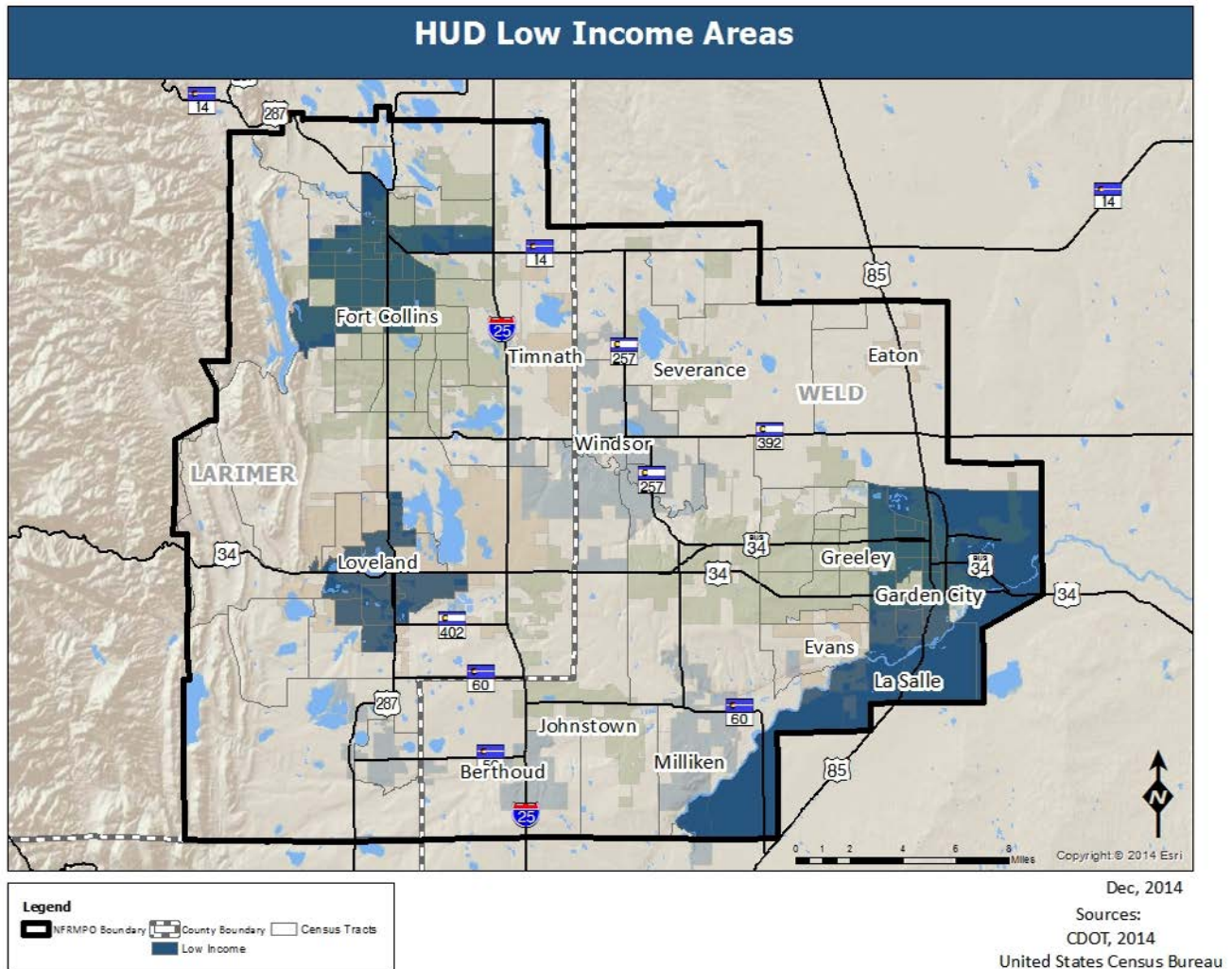
Low-income thresholds are determined by the Department of Housing and Urban Development (HUD) for the 64 counties in Colorado for use by the Department of Local Affairs (DOLA), which allocates Community Development Block Grants (CDBG). The methodology for determining low income follows the CDOT Environmental Justice Guidebook. **Tables 3-12 and 3-13** show low income thresholds for Larimer and Weld counties as determined by HUD for FY 2012.

Table 3-12: Larimer County HUD FY2012 Low Income Limits								
Income Limit	Persons per Household							
	1	2	3	4	5	6	7	8
Low Income Limit	\$43,550	\$49,750	\$55,950	\$62,150	\$67,150	\$72,100	\$77,100	\$82,050
Very Low Income Limit	\$27,200	\$31,300	\$35,000	\$38,850	\$42,000	\$45,100	\$48,200	\$51,300
Extremely Low Income Limit	\$16,350	\$18,650	\$21,000	\$23,300	\$25,200	\$27,050	\$28,900	\$30,800

Table 3-13: Weld County HUD FY2012 Low Income Limits								
Income Limit	Persons per Household							
	1	2	3	4	5	6	7	8
Low Income Limit	\$38,300	\$43,800	\$49,250	\$54,700	\$59,100	\$63,500	\$67,850	\$72,050
Very Low Income Limits	\$23,950	\$27,400	\$30,800	\$34,200	\$36,950	\$39,700	\$42,450	\$45,150
Extremely Low Income Limits	\$14,350	\$16,400	\$18,450	\$20,500	\$22,150	\$23,800	\$25,450	\$27,100

Households have been mapped using Census Tracts with ACS estimates from 2008-2012. The dark blue areas in **Figure 3-14** show Census tracts considered low income based on Median Household Income and Average Household Size.

Figure 3-14: HUD Low Income Areas



Minority Populations

Executive Order 12898 defines the term minority as anyone who is:

- ▶ **American Indian and Alaskan Native** – a person having origins in any of the original people of North America and who maintains cultural identifications through tribal affiliation or community recognition.
- ▶ **Asian or Pacific Islander (including Native Hawaiian)** – a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.
- ▶ **Black/African American** – a person having origins in any of the black racial groups of Africa.
- ▶ **Hispanic/Latino** – a person who is Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

ACS estimates from 2008-2012 show the largest minority population in the region is the Hispanic/Latino segment. The highest concentration, by percentage, of Hispanic/Latino residents is in Garden City at 66 percent,

Evans at 47 percent, LaSalle at 37 percent, and Greeley at 36 percent. By comparison, Fort Collins and Loveland have 10 percent and 12 percent, respectively.

Census tracts show the largest concentrations of Hispanic/Latino residents in **Figure 3-15** reside along the US 85 Corridor in Weld County and smaller pockets in northeast Fort Collins and southeast Loveland.

Figure 3-15: Hispanic/Latino Minority Populations

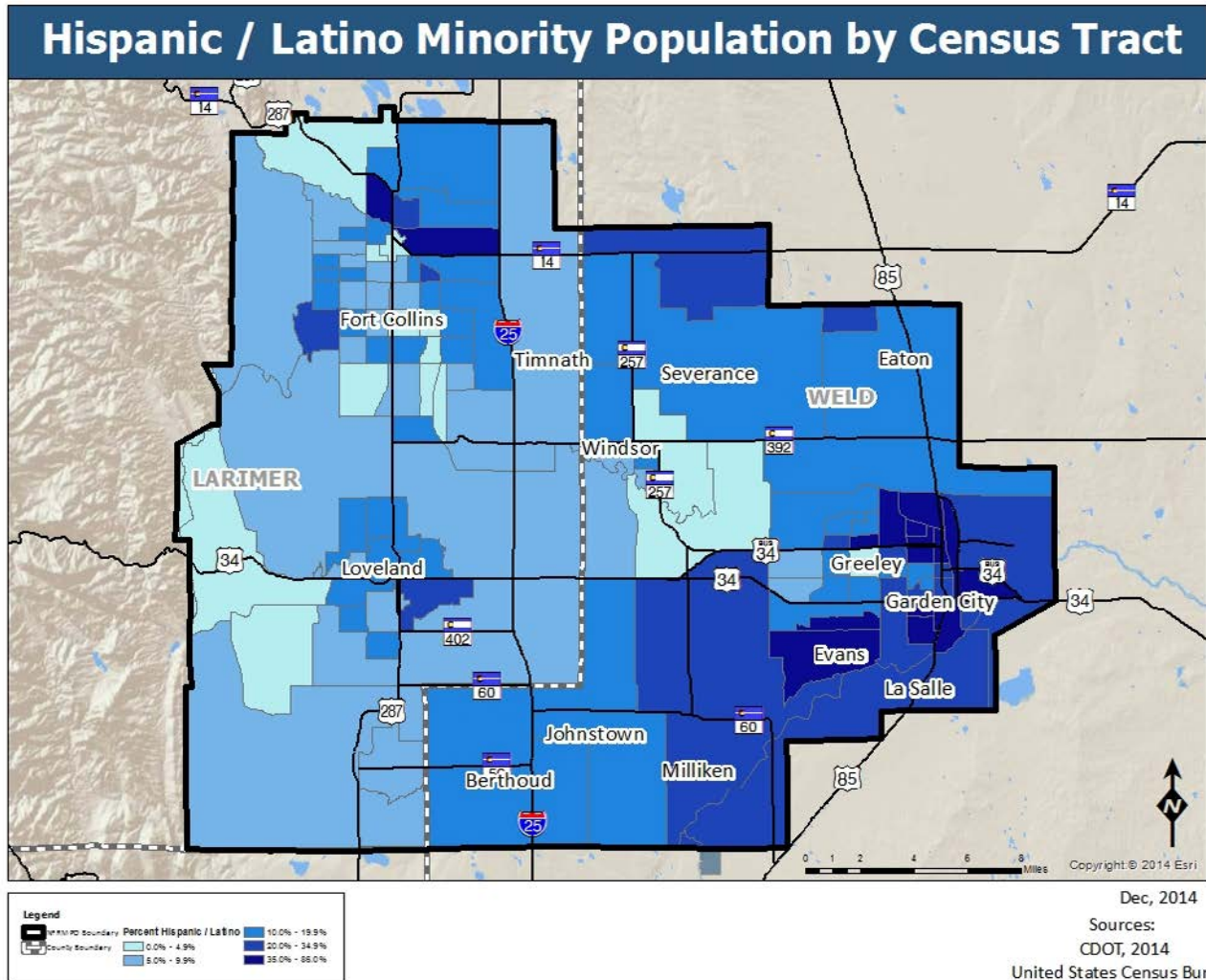
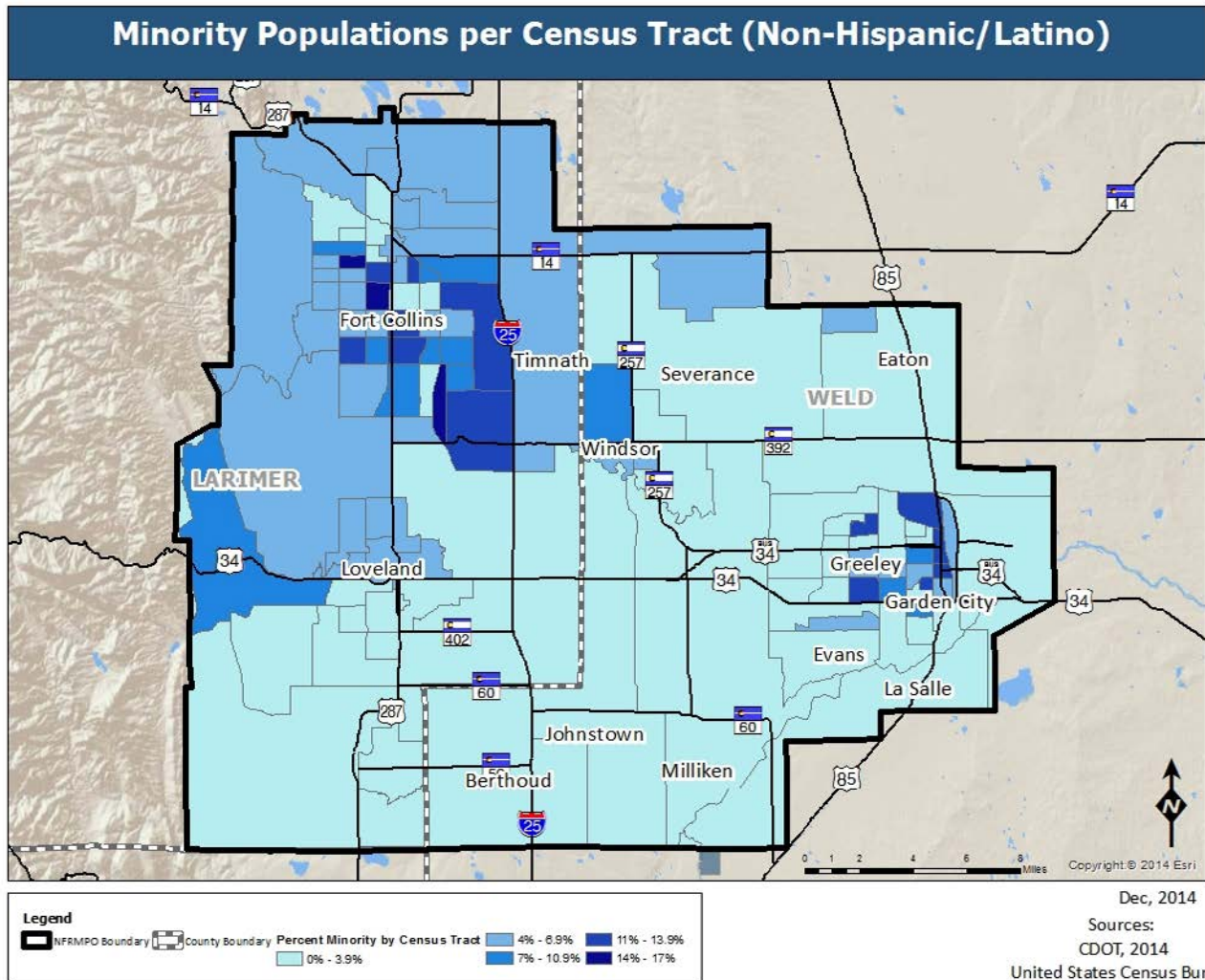


Figure 3-16 combines all remaining minority populations from 2008-2012 ACS estimates. This analysis shows the predominance of the Hispanic/Latino minority and lack of diversity outside of Fort Collins and Greeley. The block groups in Fort Collins and Greeley are likely due to the presence of major universities and the influx of refugee populations over the past decade

Figure 3-16: Minority Populations



Other Environmental Justice Populations

Limited English Proficiency

Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency (LEP) (2000)*, requires recipients of federal funds to examine the services they provide and identify any need for services to LEP populations. Census tracts with a moderate to high percentage of residents who are proficient in another language, but speak English “less than very well,” are considered to be EJ populations. These languages include Spanish, Asian Languages, African Languages, Arabic, and other languages. **Table 3-14** shows the top five LEP populations in the region. The NFRMPO is required to undertake special outreach for LEP populations. The NFRMPO maintains relationships with local translators who are available for public meetings and document translation for the region’s LEP population and can be requested as needed.

Language	Total	Percent of Population
Spanish	16,960	3.57%
Asian Languages *	1,393	0.29%
Other Indo-European Languages **	624	0.13%
African Languages ***	253	0.05%
Arabic	180	0.03%

*Asian Languages include, but are not limited to Chinese, Japanese, Korean, Thai, and Vietnamese.

**Other Indo-European Languages include, but are not limited to German, Greek, and Russian.

***African Languages include, but are not limited to Afro-asiatic, Nilo-Saharan, and Niger-Congo.

65 Years of Age and Older

The NFRMPO also considers the Senior Population (age 65 and older) in the EJ process. Census tracts with a moderate to high percentage of senior residents are considered to be EJ areas. Seniors face different transportation and mobility challenges which may increase the need for safety improvements in the roadway and pedestrian system, and increased transit, paratransit, demand-response transportation systems, and increased transportation and transit connections throughout the region. Mapping the senior population in the region helps to show where to focus on those needs. **Figure 3-11** in the *Socio-Economic Data Section* shows the highest concentrations of residents age 65 and older by municipality.

Disabled Populations

Census tracts with a moderate to high percentage of residents who are disabled are considered to be EJ populations within the region. ACS-designated disabilities include:

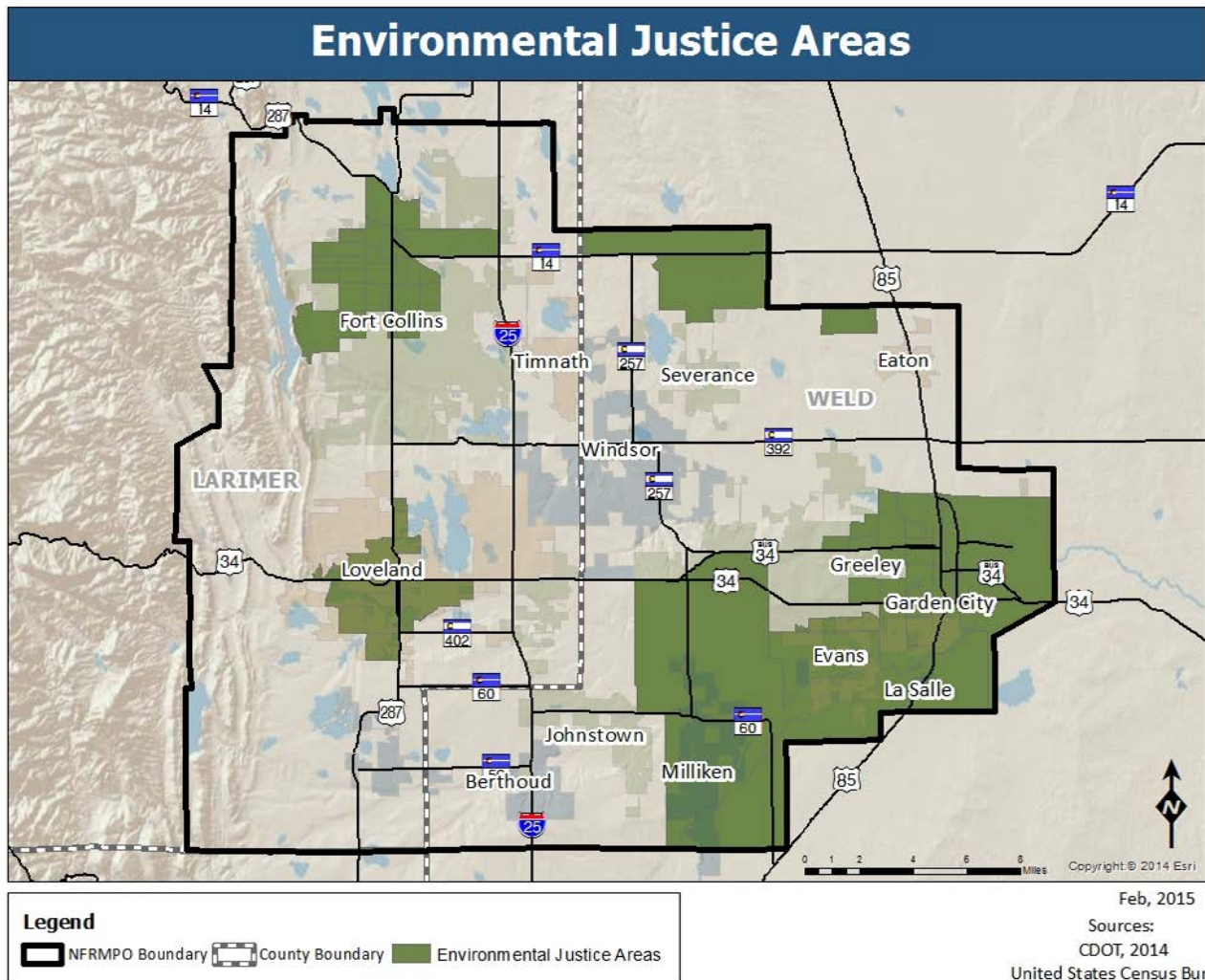
- ▶ **Sensory Disabilities** – conditions including blindness, deafness, or a severe vision or hearing impairment
- ▶ **Physical Disabilities** – conditions which substantially limit one or more basic physical activity.
- ▶ **Mental Disabilities** – physical, mental, or emotional condition lasting more than six months and impair a person’s ability to learn, remember, or concentrate.
- ▶ **Self-Care Disabilities** – physical, mental, or emotional condition lasting more than six months which impair a person’s ability to dress, bathe, or get around inside the home.
- ▶ **Go-outside-home Disabilities** – physical, mental, or emotional condition lasting more than six months and impair a person’s ability to go outside of the home to shop or visit a doctor’s office.
- ▶ **Employment Disabilities** – physical, mental, or emotional condition lasting more than six months which impair a person’s ability to work at a job or business.

Disabled populations face different transportation and mobility challenges which may increase the need for safety improvements in the roadway and pedestrian system, increased transit, paratransit, and demand-response transportation systems, and a higher need for mobility coordination efforts throughout the region. Additional information about existing and potential future transportation services are discussed in the *2040 Regional Transit Element (RTE)*.

NFRMPO Environmental Justice Analysis Areas

Figure 3-17 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 within these areas.

Figure 3-17: Environmental Justice Areas



NFRMPO Environmental Justice Process and Analysis

An EJ analysis must be completed on all projects included in the Transportation Improvement Program (TIP). If a project included in the TIP, or subsequent TIP amendments, lies within ¼-mile of or adjacent to an EJ population, an EJ analysis must be completed on the project individually. If it does not, the project is considered Non-EJ. The benefits and burdens of each project must be examined individually on all EJ and Non-EJ projects. An overall analysis on projects in the TIP determines if it meets EJ requirements. The analysis process follows the three guiding principles outlined in DOT order 5610.2(a) listed in the *EJ Background* section. **Chapter 12** includes an overall EJ analysis of regionally significant projects included in the FY2016-2019 TIP and 2040 RTP.

An EJ analysis also includes a determination of whether the transportation related activity will result in a “disproportionately high and adverse effect on human health and the environment” as defined in DOT order 5610.2(a). All EJ procedures are completed by NFRMPO staff. **Table 3-15** lists the benefits and burdens of an EJ or Non-EJ project.

Benefit	Burden
Decrease in travel time	Air and water pollution
Improved air quality	Soil contamination
Expanded employment opportunities	Destruction or disruption of man-made or natural resources
Better access to transit options and alternative modes of transportation (walking and bicycling)	Adverse impacts on community cohesion or economic vitality
Improved quality of transit	Noise and vibration
Increased property values	Decrease in property values

APPENDIX E:

NFRMPO PROFESSIONAL SERVICES CONTRACT

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of _____, 20xx, by and between THE NORTH FRONT RANGE TRANSPORTATION AND AIR QUALITY PLANNING COUNCIL (the "MPO") and _____ ("Professional").

In consideration of the mutual covenants and obligations herein expressed, it is agreed by and between the parties hereto as follows:

1. Scope of Services. The scope of services to be performed pursuant to this Agreement shall be performed in accordance with the Work Schedule stated on each Work Order, a sample of which is attached hereto as **Exhibit A** and incorporated herein by this reference.

2. Time. The services to be performed pursuant to this Agreement shall be initiated as specified on each Work Order. Time is of the essence. Any extensions of any time limit must be agreed upon in writing by the parties hereto.

3. Term. This Agreement shall commence on _____, and shall continue in full force and effect until _____, unless terminated sooner as herein provided. In addition, at the option of the MPO, the Agreement may be extended for additional one year periods not to exceed four (4) additional one year periods with fees and costs not to exceed those set forth in **Exhibit B, incorporated herein by this reference.** Written notice of renewal shall be provided to Professional and mailed no later than ninety (90) days prior to contract end.

4. Default. Each and every term and condition hereof shall be deemed to be a material element of this Agreement. In the event either party should fail or refuse to perform according to the terms of this agreement, such party may be declared in default, and this Agreement may be terminated.

5. Early Termination by MPO. Notwithstanding the time periods contained herein, the MPO may terminate this Agreement at any time for the MPO's convenience or because of the failure of Professional to fulfill the contract obligations. The MPO shall terminate by providing at least fifteen (15) days prior written notice of termination by delivering to Professional a notice of termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, Professional shall immediately discontinue all services affected (unless the notice directs otherwise) and deliver to the MPO all data, drawings, specifications, reports, estimates, summaries, and other information and materials accumulated in performing this contract, whether completed or in process. If the termination is for convenience, the MPO shall make an equitable adjustment in the contract price but shall allow no anticipated profit on unperformed services. If the termination is for failure of Professional to fulfill the contract obligations, the MPO may complete the work and Professional shall be liable for any additional cost incurred by the MPO. If, after termination for failure to fulfill contract obligations, it is determined that Professional was not in default, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the MPO.

6. Opportunity to Cure. In the case of a breach or default, the MPO may, in its sole discretion, allow Professional a period of time in which to cure the defect. In such case, the notice of termination shall state the time period in which cure is permitted and other appropriate conditions. If Professional fails to remedy to the MPO's satisfaction the breach or default or any of the terms, covenants, or conditions of this Agreement within ten (10) days after receipt by Professional of written notice from the MPO setting forth the nature of said breach or default, the MPO may terminate the Agreement without any further obligation to Professional and seek damages, may treat the Agreement as continuing and require specific performance, or may avail itself of any other remedy at law or equity. If the MPO commences legal or equitable actions against Professional, Professional shall be liable to the MPO for the MPO's reasonable attorney fees and costs incurred because of the default. Any such termination for default shall not in any way operate to preclude the MPO from also pursuing all available remedies against Professional and its sureties for said breach or default.

7. Waiver of Remedies for any Breach. If the MPO elects to waive its remedies for any breach by Professional of any covenant, term or condition of this Agreement, such waiver by the MPO shall not limit the MPO's remedies for any succeeding breach of that or of any other term, covenant, or condition of this Agreement.

8. Responsibility. Professional shall be responsible for the professional quality, technical accuracy, timely completion and the coordination of all services rendered by the Professional, including but not limited to designs, plans, reports, specifications, and drawings and shall, without additional compensation, promptly remedy and correct any errors, omissions, or other deficiencies.

9. Indemnification. Professional shall indemnify, hold harmless and defend the MPO and its representatives, officers, employees, agents, and contractors from and against all liabilities, penalties, costs, losses, damages, expenses, causes of action, claims, demands, or judgments, including, without limitation, reasonable attorney fees, arising from or in any way connected with injury to or the death of any person or physical damage to any property resulting from any act, omission, condition, or other matter related to this Agreement.

10. Insurance. Professional shall maintain commercial general liability insurance in the amount of \$500,000 combined single limits, and errors and omissions insurance in the amount of \$1,000,000.

11. Compensation. In consideration of the services to be performed pursuant to this Agreement, the MPO agrees to pay Professional on a time and reimbursable direct cost basis according to the following schedule:

See fee schedule included in **Exhibit B**, and incorporated herein by this reference,

With maximum compensation (for both the Professional's time and reimbursable direct costs) not to exceed _____ for the 2013 audit. Monthly partial payments based upon the Professional's billings and itemized statements are permissible. The amount of all such partial payments shall be based upon the Professional's MPO-verified progress in completing the services

to be performed pursuant to the Scope of Services and upon approval of the Professional' direct reimbursable expenses. Final payment shall be made following acceptance of the work by the MPO.

12. Records and Reports. The MPO and Professional shall maintain all books, records, and other documentation pertaining to the Scope of Services and necessary to completely substantiate all costs incurred and billed to the MPO during the term of this Agreement for a period of three (3) years from the date of final payment under the terms of this Agreement. These records shall be made available for inspection and audit to any state or federal authority authorized to inspect such records and copies thereof shall be furnished at the expense of Professional, if so requested.

13. Ownership of Work Product. Upon final payment, all designs, plans, reports, specifications, drawings, and other services rendered by Professional shall become the sole property of the MPO, which shall have the royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use and authorize others to use all such materials for authorized government purposes. Other entities that may reproduce, publish, or otherwise use the designs, plans, reports, specifications, drawings, and other services rendered by Professional include but are not limited to the Colorado Department of Transportation ("CDOT"), the Federal Transportation Administration ("FTA"), and the Federal Highway Administration ("FHWA").

14. MPO Representative. The MPO shall designate, prior to commencement of work, its project representative who shall make, within the scope of his or her authority, all necessary and proper decisions with reference to the project. All requests for contract interpretations, change orders, and other clarification or instruction shall be directed to the MPO Representative.

15. Monthly Report. Commencing at the end of the calendar month following the date of execution of this Agreement and every calendar month end thereafter, Professional shall provide the MPO with a written report of the status of the work. Failure to provide any required monthly report may, at the option of the MPO, suspend the processing of any partial payment request.

16. Independent Contractor. The services to be performed by Professional are those of an independent contractor and not of an employee of the MPO. The MPO shall not be responsible for withholding any portion of Professional's compensation hereunder for the payment of FICA, Workers' Compensation, other taxes or benefits or for any other purpose.

17. Personal Services. It is understood that the MPO enters into this Agreement based on the special abilities of Professional and that this Agreement shall be considered as an agreement for personal services. Accordingly, Professional shall neither assign any responsibilities nor delegate any duties, nor create any subcontracts arising under this Agreement without the prior written consent of the MPO.

18. Conflict of Interests and Prohibited Interests. The MPO and Professional represent that neither has any interests and shall not acquire any interests, directly or indirectly, that would conflict in any manner or degree with the performance and services required to be performed under this Agreement. The MPO and Professional further represent that no member or delegate to the Congress of the United States shall be admitted to any share or part of this

Agreement or to any benefit arising therefrom. In addition no employee, officer, or agent of the MPO shall participate in selection or in the award or administration of this Agreement if a conflict of interest, real or apparent, would be involved. Such conflict would arise when the employee, officer or agent; any member of his immediate family; his or her partner; or an organization which employs, or is about to employ any of the foregoing, has a financial or other interest in the firm selected for award. The MPO's officers, employees, or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties of sub-agreements.

20. No Waiver. The MPO's approval of drawings, designs, plans, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Professional of responsibility for the quality or technical accuracy of the work. The MPO's approval or acceptance of, or payment for, any of the services shall not be construed to operate as a waiver of any rights or benefits provided to the MPO under this Agreement.

21. No Government Obligation to Third Parties. The MPO and Professional acknowledge and agree that, notwithstanding any concurrence by the federal government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the federal government, the federal government is not a party to this Agreement and shall not be subject to any obligations or liabilities to the MPO, Professional, or any other party (whether or not a party to this Agreement) pertaining to any matter resulting from this Agreement.

22. Notices. All notices provided under this Agreement shall be effective when mailed, postage prepaid and sent to the following addresses:

Professional: Professional. Attn: Address Address	MPO: THE NFRT & AQPC Attn: 419 Canyon Ave, Ste 300 Fort Collins, CO 80521
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23. Incorporation of DOT Terms. This Agreement includes certain Standard Terms and Conditions required by the federal Department of Transportation ("DOT") and other federal and state authorities, whether or not expressly set forth in this Agreement. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1D, dated April 15, 1996, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. Professional shall not perform any act, fail to perform any act, or refuse to comply with any the MPO requests which would cause the MPO to be in violation of the FTA terms and conditions.

24. Grant Assurances and Federal Requirements. This Agreement involves the expenditure of federal funds, which requires the MPO and Professional at all times during the execution of this Agreement to adhere to and comply with all applicable federal laws and

regulations, as they currently exist and may hereafter be amended, which are incorporated herein by this reference as terms and conditions of this Agreement. A non-exhaustive list of federal laws and regulations that may be applicable is included below. By signing this Agreement, Professional avers that it is his or her responsibility to be aware of the requirements that may be imposed by the following federal laws and regulations, and others not listed, that he or she is aware of any such requirements, and that he or she will comply with all applicable laws and regulations.

a. Laws and regulations prohibiting false claims and statements from being made to the federal government, 31 U.S.C.A. § 3801, *et seq.*, 49 C.F.R. Part 31, and 18 U.S.C.A. § 1001;

b. Federal privacy law, 5 U.S.C.A. § 552;

c. Nondiscrimination and equal employment opportunity laws in accordance with Title VI of the Civil Rights Act, 42 U.S.C.A. § 2000d; § 303 of the Age Discrimination Act of 1975, 42 U.S.C.A. § 6102; § 202 of the Americans with Disabilities Act of 1990, 42 U.S.C.A. § 12132 ("ADA"); and Federal transit law, 49 U.S.C.A. § 5332;

d. Mandatory standards and policies relating to energy efficiency that are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act, 42 U.S.C.A. § 6201.

25. Binding Effect. This Agreement, together with the exhibits hereto, constitutes the entire agreement between the parties and shall be binding upon said parties, their officers, employees, agents and assigns and shall inure to the benefit of the respective survivors, heirs, personal representatives, successors and assigns of said parties.

26. Governing Law. The laws of the State of Colorado shall govern the construction, interpretation, execution and enforcement of this Agreement.

27. Severability. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

28. Prohibition Against Employing Illegal Aliens. This paragraph shall apply to all Contractors whose performance of work under this Agreement does not involve the delivery of a specific end product other than reports that are merely incidental to the performance of said work. Pursuant to Section 8-17.5-101, C.R.S., *et. seq.*, Contractor represents and agrees that:

a. As of the date of this Agreement:

1. Contractor does not knowingly employ or contract with an illegal alien; and

2. Contractor has participated or attempted to participate in the basic pilot employment verification program created in Public Law 208, 104th Congress, as amended, and expanded in Public Law 156, 108th Congress, as amended, administered by the United States Department of Homeland Security (the "Basic Pilot Program") in order to confirm the employment eligibility of all newly hired employees.

b. Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement or knowingly enter into a contract with a subcontractor that knowingly employs or contracts with an illegal alien to perform work under this Agreement.

c. Contractor shall continue to apply to participate in the Basic Pilot Program and shall in writing verify same every three (3) calendar months thereafter, until Contractor is accepted or the public contract for services has been completed, whichever is earlier. The requirements of this section shall not be required or effective if the Basic Pilot Program is discontinued.

d. Contractor is prohibited from using Basic Pilot Program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

e. If Contractor obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, Contractor shall:

1. Notify such subcontractor and the City within three days that Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and

2. Terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to this section the subcontractor does not cease employing or contracting with the illegal alien; except that Contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

f. Contractor shall comply with any reasonable request by the Colorado Department of Labor and Employment (the "Department") made in the course of an investigation that the Department undertakes or is undertaking pursuant to the authority established in Subsection 8-17.5-102 (5), C.R.S.

g. If Contractor violates any provision of this Agreement pertaining to the duties imposed by Subsection 8-17.5-102, C.R.S. the City may terminate this Agreement. If this Agreement is so terminated, Contractor shall be liable for actual and consequential damages to the City arising out of Contractor's violation of Subsection 8-17.5-102, C.R.S.

h. The City will notify the Office of the Secretary of State if Contractor violates this provision of this Agreement and the City terminates the Agreement for such breach.

29. Special Provisions. Special provisions or conditions relating to federal patent law and rights in data that are applicable to this Agreement are set forth in **Exhibit C**, attached hereto and incorporated herein by this reference.

THE NORTH FRONT RANGE TRANSPORTATION
AND AIR QUALITY PLANNING COUNCIL (MPO)

Terri Blackmore, Executive Director

PROFESSIONAL:

By: _____

Title: _____

STATE OF COLORADO)
) ss.
COUNTY OF)

The foregoing instrument was subscribed, sworn to and acknowledged before me this
day of , 200 , by _____ [as _____ of _____.]

My commission expires: _____

(S E A L)

Notary Public

APPENDIX F:

TITLE VI NOTICE TO BENEFICIARIES



NOTICE TO BENEFICIARIES OF PROTECTION UNDER TITLE VI

Non-Discrimination Notice

The North Front Range Metropolitan Planning Organization (MPO) provides services and operates programs without regard to race, color, and national origin in compliance with Title VI. Members of the public may obtain additional information regarding the MPO's non-discrimination obligations by requesting a copy of the MPO's Title VI program.

**North Front Range Metropolitan Planning Organization
Title VI Program Coordinator
419 Canyon Avenue, Suite 300
Fort Collins, CO 80521**

For additional information on the MPO's nondiscrimination obligations or to file a complaint, please call 970-416-2257 or 800-332-0950.



This notice is provided in compliance with 49 CFR Section 21.9 (d) and is posted in a conspicuous and accessible location.



AVISO A BENEFICIARIOS DE LA PROTECCIÓN DEL TÍTULO VI

Aviso Antidiscriminatorio

El North Front Range Metropolitan Planning Organization (NFRMPO) provee servicios y opera programas sin considerar raza, color y nacionalidad de origen, en cumplimiento con el Título VI. Los miembros del público pueden obtener información adicional sobre las obligaciones antidiscriminatorias del NFRMPO solicitando una copia del programa del Título VI del NFRMPO.

**North Front Range Metropolitan Planning Organization
Title VI Program Coordinator
419 Canyon Avenue, Suite 300
Fort Collins, CO 80521**

Para más información sobre las obligaciones antidiscriminatorias del NFRMPO o para presentar una queja, por favor llame a los tels. 970-416-2257 ó 800-332-0950.



Este aviso se provee en cumplimiento con el 49 CFR Sección 21.9 (d) y? está publicado en un lugar visible y accesible.

APPENDIX G:

TITLE VI COMPLAINT FORM

TITULO VI FORMULARIO DE QUEJA



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) 416-2257 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.)

SIGNATURE	DATE
-----------	------

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:*

Becky Karasko, Title VI Coordinator
North Front Range Metropolitan Planning Organization
419 Canyon Avenue, Ste 300 Fort Collins, CO 80521
Telephone: (970) 416-2257
Fax number: (970) 416-2406
E-mail: bkarasko@nfrmpo.org



TITULO VI – FORMULARIO DE QUEJA

Página 1 de 3

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 Becky Karasko, Coordinador del Título VI, bkarasko@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		
DIRECCIÓN		
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		
DIRECCIÓN		
CIUDAD	ESTADO	CÓDIGO POSTAL
TELÉFONO DE LA CASA	TELÉFONO DE TRABAJO	FAX

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

Nombre de la agencia y departamento o programa que discrimina:

NOMBRE

DIRECCIÓN

CIUDAD

ESTADO

CÓDIGO POSTAL

TELÉFONO

FAX

Fecha(s) de la supuesta discriminación:

DISCRIMINACIÓN FECHA DE INICIO

ÚLTIMA FECHA O LA MÁS RECIENTE DISCRIMINACIÓN

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.)

SIGNATURE	DATE
-----------	------

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:

Becky Karasko, Título VI Coordinador
North Front Range Metropolitan Planning Organization
419 Canyon Avenue, Ste 300
Fort Collins, CO 80521
Número de teléfono (970) 416-2257
Número de fax: (970) 416-2406
E-mail: bkarasko@nfrmpo.org

APPENDIX H:

BILINGUAL PUBLIC NOTICE

(SAMPLE)



1300 Riverside
 Fort Collins CO 80524
 (970) 224-4000

Order Confirmation For Ad #0034195479

Customer # 340040
NORTH FRONT RANGE/MPO
 419 CANYON AVE STE 300
 FORT COLLINS CO 80521-2672 USA
Customer Phone: 970-416-2252
Customer EMail: rmunroe@nfrmpo.org
Tear Sheets **Proofs** **Affidavits @ \$10.00** **Blind Box**
 0 0 1

Net Amount \$45.75
Tax Amount \$0.00
Total Amount \$45.75
Payment Amount \$0.00
Amount Due \$45.75
Ad Size 2.0 X 63 Li

PO Number:
Ordered By: Renae Steffen
Customer Fax:
Special Pricing: None
Sales Rep: atroncoso
Order Taker: atroncoso
Order Source:

Product Information	Placement/Classification	Start Date	# Inserts	
Coloradoan::	Legal	3940-Legals	12/1/2012	1

Ad Content



MONTHLY MEETING NOTICE

The North Front Range Transportation & Air Quality Planning Council is scheduled to meet on Thursday, December 6, 2012 at Brookside Gardens, 619 E State Hwy 56, Berthoud, CO at 6:00 p.m. The public is welcome.

- Council Agenda will include:
1. TIP Amendment FTA 5316 & 5317 Project Selection
 2. TIP Amendment I-25 North Corridor
 3. Finance Committee Revisions
 4. VanGo Fare Increase
 5. Adaptive Signal Timing
 6. The Council agenda will include an executive session to hold a conference with the MPO's attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b), and to determine positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators, pursuant to C.R.S. § 24-6-402(4)(e), all regarding candidates for the Executive Director position.

For more information, please contact Renae Steffen at (970) 416-2315. Accommodations are available upon request to persons with disabilities who require alternately formatted materials or auxiliary aids or services to ensure effective communication and access to public meetings provided by the North Front Range MPO. Please allow at least 10 business days to arrange for accommodations. All requests should be sent to: rsteffen@nfrmpo.org

Según se soliciten, hay disponibilidad de modificaciones o adaptaciones las para personas con discapacidades que requieren materiales en un formato alterno o ayuda o servicios auxiliares para asegurar buena comunicación y acceso a las reuniones públicas que provee el North Front Range MPO. Por favor permítanos por lo menos 10 días laborales para coordinar estas modificaciones. Envíe su solicitud a: rsteffen@nfrmpo.org

34195479
 Ft Collins Coloradoan
 December 1, 2012