



**UNIFIED PLANNING WORK PROGRAM**

for the

**DOVER/KENT COUNTY  
METROPOLITAN PLANNING ORGANIZATION**

FISCAL YEAR 2014

July 1, 2013 through June 30, 2014

**Adopted May 8, 2013**

**Amended September 4, 2013**

Prepared at the Direction of the

**Dover/Kent County Metropolitan Planning Organization Council**

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## **INTRODUCTION**

The Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21), passed in 2012, requires the Metropolitan Planning Organization (MPO), in cooperation with the State and operators of publicly owned transit services, to develop a Unified Planning Work Program (UPWP). The purpose of the UPWP is to present the planning priorities facing the metropolitan planning area and describe all metropolitan transportation and transportation-related air quality planning activities anticipated therein during the next fiscal year, regardless of funding sources or agencies conducting activities. The discussion should be provided in sufficient detail to indicate who will perform the work, the schedule for completing it, and the products that will be produced.

Every effort has been made to include all of the member agencies of the Dover/Kent County MPO (MPO) as well as representatives of the Technical and Public Advisory Committees in the compilation of this work program.

## **MISSION**

The MPO serves as a cooperative regional forum for the development of transportation system plans and programs and for the resolution of transportation planning-related issues. The MPO's mission is to ensure the implementation of the most efficient multi-modal transportation plans and programs which meet the requirements of the Federal Clean Air Act Amendments (CAAA) of 1990 and MAP-21.

The MPO uses the Comprehensive, Continuing and Cooperative (3-C) metropolitan transportation system planning process. This process is also utilized by the member agencies of the MPO Council.

## **Strategic Goals**

The MPO has established three goals to support the mission:

- Coordinate transportation planning and programming in the region.
- Foster cooperative relationships between State, Municipal and County governments.
- Improve the public's understanding of the metropolitan transportation planning process and its relationship to other planning activities in the MPO region.

To accomplish these goals, the MPO's activities are divided into three categories, administration of the metropolitan planning process, public education and outreach, and transportation planning.

## **MPO ACTIVITIES**

### ***Administration of the Metropolitan Planning Process***

Projects 14-01 through 14-05 represent the assignments that must be completed to satisfy the requirements of Federal regulations and ensure that State, County and municipal governments engage in a cooperative process to determine the priority of the region's transportation needs. They support the MPO's efforts to reach out to all member governments as well as the public, to develop a consensus of support for transportation plans and programs that support the region's land use and transportation goals, and to facilitate the flow of information relating to transportation and land use between the member governments and the public.

### ***Public Education and Outreach***

In addition to the outreach that must be conducted as a component of the metropolitan planning process, the MPO believes it can enhance the ability of the public, elected officials, citizen planners and MPO members to participate in all planning processes by implementing a public education program. Consequently, the work program also includes activities to help communicate how the planning process works as well as current trends and best planning practices.

### ***Amend the Metropolitan Transportation Plan***

The Metropolitan Transportation Plan (MTP) provides the basis for transportation decision-making in the MPO region. The plan was updated in January 2013, and is valid through 2016. With the recent update, the planning horizon was extended to 2040. The MTP may be amended during FY 2014 to incorporate any new transportation projects that arise in the region.

### ***Support Regional Projects***

Project 14-08 is intended to support regional transportation planning either financially or through staff participation. This project brings together the transportation and land-use planning processes. Through the TAC, agencies in the MPO region involved in planning activities share information about their projects to ensure efforts are not being duplicated. Upon request, member governments provide the MPO with a list of transportation planning projects not being pursued through the MPO or using metropolitan planning funds. They also provide progress reports and present recommendations to the Council and committees when appropriate.

## **REGIONAL PRIORITIES**

Kent County has a diverse economy and population. The City of Dover is a strong metropolitan hub situated in the center of the county as well as in a growth corridor that extends between Smyrna to the north and Milford to the south.

The MPO's Metropolitan Transportation Plan, which has a 20-year planning horizon, assesses the region's short-term improvement needs, projects future needs, and identifies goals and objectives to meet those needs. The MTP must be financially reasonable and result in a positive impact on the region's air quality. The planning process is coordinated with DelDOT's statewide planning process, Kent County's Comprehensive Plan Update, and Dover's Comprehensive Plan Update. Efforts are also made to coordinate planning efforts with the other 19 municipalities in the MPO region.

The MTP provides a framework to guide all future transportation planning and programming activities. The following goals are identified for Kent County:

**Strengthen the local economy** to keep it diverse and relatively stable.

**Maintain the current quality of life**, including the agricultural economy, the abundant natural resources and open space, and the accessibility of political leaders

**Manage growth effectively to reduce sprawl and provide adequate infrastructure for new developments**, by locating new development in and around existing communities and infrastructure.

**Preserve and improve the mobility of people and goods** by offering multiple travel alternatives and better managing the existing system.

**Improve the safety of the transportation system.**

A hierarchy of fundamental strategies supports these goals and further guides transportation planning and programming decisions:

- **Preserve and maintain the existing transportation system**
- **Improve management of the existing transportation system**
- **Develop and expand multiple transportation modes**
- **Provide additional roadway system capacity**
- **Focus transportation investments in appropriate investment areas**

This UPWP includes projects that support these goals and strategies, strive to keep Kent County a great place to live and work, keep Dover a strong metropolitan center, and to support Milford and Smyrna in the growth corridor.

## **ORGANIZATION**

### **MPO COUNCIL**

The policy making body of the MPO is its Council, which consists of six voting members representing each of the following:

1. The Governor of the State of Delaware
2. Mayor of the City of Dover
3. President of the Levy Court of Kent County
4. The Delaware Department of Transportation
5. The Delaware Transit Corporation
6. Representative of Kent County Municipalities

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) sit on the MPO Council as non-voting members.

The current representatives to the Dover/Kent MPO Council are listed below:

1. Carleton Carey, Mayor, City of Dover
2. Bradley Eaby, for Brooks Banta, President, Levy Court of Kent County
3. Terry Pepper, for Jack Markell, Governor of Delaware
4. Drew Boyce, for Shailen Bhatt, Secretary, Delaware Department of Transportation
5. Ken Potts, for Lauren Skiver, Executive Director, Delaware Transit Corporation
6. Don Tinari, Town of Cheswold, Representative of Kent County Municipalities

### **TECHNICAL ADVISORY COMMITTEE (TAC)**

The TAC consists of technical staff from all MPO participating agencies. It performs analyses and makes recommendations concerning transportation and land use issues to the Council for its approval. The actual technical work is performed jointly by the MPO staff and the TAC member organizations. The TAC elects its own chairperson annually from among its members to serve for a one-year period. The current membership of the TAC, and its representatives, are:

1. Philip Wheeler, Delaware Department of Natural Resources and Environmental Control
2. Mike Kirkpatrick, Delaware Department of Transportation
3. Catherine Smith, Delaware Transit Corporation
4. Mary Ellen Gray, Kent County Planning Department
5. Ann Marie Townshend, City of Dover Inspections and Planning Department
6. Joe Zilcosky, Delaware Economic Development Office
7. Milton Melendez, Delaware Department of Agriculture

8. Tim Riley, Kent Soil Conservation District
9. Sharon Duca, City of Dover Public Services Manager
10. Tricia Faust, Dover Air Force Base
11. David Edgell, Delaware Office of Statewide Planning Coordination, representing the Governor
12. Gary Norris, City of Milford
13. David Hugg III, Town of Smyrna

Norfolk Southern, the Delaware Motor Transport Association, the FHWA, and the FTA are non-voting members of the TAC.

### **PUBLIC ADVISORY COMMITTEE (PAC)**

The Public Advisory Committee (PAC) is a group of local citizens appointed by the MPO Council. Each member of the PAC serves for a period of two years. The PAC elects its own chairperson annually from among its members for a term of one year. They represent business and civic groups from Kent County. The PAC provides advice and comments on current and future issues concerning the citizens' perspectives on the impact of the transportation plans and programs in the MPO area. The PAC also provides a forum for the public to express their concerns about all transportation and land-use related activities.

#### **City Appointees**

Prameela Kaza  
James Webster  
Dr. Carlton Cannon, Jr.

#### **State Appointees**

Dr. Daniel Houghtaling  
Michael Gumrot  
Phyllis Collins

#### **County Appointees**

Dwight S. Meyer  
Earle Dempsey  
Jayce Lesniewski  
Edmund Maron  
Jeremy Tucker  
Kevin Yingling (alternate)

### **MPO STAFF**

The MPO staff performs the day-to-day operations of the agency, with technical expertise in administration, planning and public affairs. The staff, in conjunction with the MPO's member agencies, collects, analyzes, and evaluates demographic, land use, and transportation-related data to understand the transportation system requirements of the region. The staff also prepares materials for use at TAC, PAC, and Council meetings. The professional staff members participate in all MPO meetings and provide technical support. In addition, they represent the agency at meetings of importance to planning activities within the region. In Fiscal Year 2014 the following staff positions are authorized:

Executive Director, Rich Vetter  
Principal Planner, James Galvin  
Public Liaison, Kate Layton  
Planner I, Chris Kirby  
Executive Secretary, Catherine Samardza

## **MPO DESIGNATED REGION**

The MPO planning area boundary is delineated as Kent County, Delaware, plus those areas of Smyrna and Milford situated in neighboring counties. Dover, as the center of the urbanized area, is a primary focus of the MPO's planning efforts.

## **FUNDING**

This UPWP is funded predominantly by FHWA Section 114 (PL) and the FTA Section 5303 funds. All federal transportation funds are administered by DelDOT and made available to the MPO on a reimbursement basis. These funds cannot constitute more than 80 percent of the total MPO work program, so state, county and local governments must provide a 20 percent match. This match can be composed of in-kind services or cash provided by member governments.

In 2014, DelDOT is contributing cash toward the required match. The majority of these funds are being used for Work Program Administration and Transportation Studies.

As a small agency it is difficult for the Dover/Kent County MPO staff to complete all of the tasks needed to accomplish the UPWP. Consequently, member agencies and governments contribute in-kind services that are calculated as match against the federal funds. The following table shows the agencies/jurisdictions involved in providing in-kind services.

| <b><u>State Agencies</u></b>                              | <b><u>Local/County Governments</u></b> |
|---|--|
| Department of Natural Resources and Environmental Control | Dover                                  |
| Office of State Planning Coordination                     | Kent County                            |
| Department of Homeland Security                           | Milford                                |
| Department of Agriculture                                 | Smyrna                                 |
| Economic Development Office                               | Camden                                 |
| Department of State                                       | Cheswold                               |

Tasks that these agencies and jurisdictions include, but are not limited to:

- Gathering, analyzing and evaluating and sharing demographic and land use data
- Serving on committees and task forces
- Reviewing studies, reports and agreements
- Preparing presentations and materials for meetings
- Making presentations
- Distributing materials
- Facilitating communication with elected and other officials
- Supporting the MPO web site
- Advertising MPO events

## Project 14-01 Work Program Administration

As part of this task, the MPO will annually implement the Unified Planning Work Program, negotiate project funding, prepare and submit required applications and contract documents, and monitor program progress. In addition, the MPO will provide input to the Council and its committees and receive output (products) from all projects. This task also covers program administration and interagency coordination.

**14-01.01 Manage/Maintain the MPO Office:** This project includes all of the activities that need to be performed to keep the MPO office operational including:

- Manage the daily operations of the MPO office
- Purchase and maintain equipment and facilities
- Investigate strategies to improving the efficiency of office operations
- Administer all contracts between the MPO and other entities
- Process accounts payable and receivable
- Prepare monthly reimbursement requests and all progress reports
- Recruit/retain/evaluate personnel and maintain personnel records
- Monitor the progress of the Unified Planning Work Program
- Attend training, conferences and seminars to ensure that MPO staff involved in these activities are knowledgeable about the federal and state regulations that the MPO must follow

**Completion Date: Ongoing**

**14-01.02 Support the MPO Council and Committees:** The MPO staff provides technical support to the MPO Council and committees so that they can make informed decisions about the region's transportation priorities. The staff works to ensure that these bodies function effectively, that they receive meeting materials in a timely fashion to help them make informed decisions and that their regular meeting schedule is maintained. Activities to support the MPO Council and committees include:

- Coordinate and schedule all business to be transacted by the MPO Council, the TAC, and the PAC
- Prepare meeting notices, agendas and minutes
- Compile and synthesize technical information for presentation to the MPO Council and committees
- Coordinate planning discussions and activities between different levels of government in the region
- Continuously reach out to state, county, and local elected officials to ascertain the needs of their constituents and share that information with MPO members
- Meet with community and business leaders to ascertain their transportation concerns
- Expand the consultation process to include all interested parties identified in MAP-21
- Coordinate discussions dealing with air quality and its impact on the transportation program, particularly with regard to conformity analyses and determinations.
- Participate in planning activities and discussions concerning freight movement through the region.
- Attend meetings of local, regional and national associations/organizations that are pertinent to the business of the MPO, including:
  - Central Delaware Chamber of Commerce
  - Air Quality Interagency Process Work Group
  - Hazard Elimination Program Committee
  - Working groups/advisory committees for transportation projects in the MPO region
  - Dover Safety Advisory and Transportation Committee
  - Downtown Dover Partnership
  - Delaware HEAL
  - DE Chapter of the American Planning Association

**Completion Date: As needed**

**Products:**

- 1) Successful implementation of the Unified Planning Work Program
- 2) Progress reports, Annual Report, and other transportation-related documents and information
- 3) Properly executed contracts, agreements, and grant applications
- 4) An accurate public record of all MPO Council, TAC, and PAC meetings

**Responsible Agencies:** MPO staff and member agencies – DeIDOT, DTC, City of Dover, Kent County, DNREC, DEDO, State Planning, City of Milford, Town of Smyrna, Town of Cheswold

**Staff Support:** Rich Vetter, Executive Director  
Kate Layton, Public Liaison  
Catherine Samardza, Executive Secretary

| <b>Project Funding Summary - 14-01 Work Program Administration</b> |                       |                 |                  |
|--|-----------------------|-----------------|------------------|
| Resource Allocation  | Dover/Kent County MPO |                 | \$163,200        |
|  | In-kind Services      |                 | \$24,496         |
|  | Consultant            |                 | \$0              |
|  | <b>Total</b>          |                 | <b>\$187,696</b> |
|  | <b>Cash</b>           | <b>In-Kind</b>  | <b>Total</b>     |
| FHWA   | \$126,091             | \$0             | \$126,091        |
| FTA  | \$24,053              | \$0             | \$24,503         |
| DeIDOT   | \$13,056              | \$0             | \$13,056         |
| Other State/Local  | \$0                   | \$24,496        | \$24,496         |
| <b>Total</b>   | <b>\$163,200</b>      | <b>\$24,496</b> | <b>\$187,696</b> |

**Project 14-02 Unified Planning Work Program (UPWP)**

**14-02.01 Prepare the FY 2015 UPWP:** The MPO staff works with the member governments to develop a unified planning work program which describes the transportation-related planning activities anticipated in the Dover metropolitan area during the next one- to two- year period including all planning work to be performed regardless of funding source or the agencies conducting the activities, which meets the requirements of 23 CFR Part 420, sub-part A. The UPWP also indicates who will perform the work, the schedule for completing it, and the products that will be produced. This task involves the following activities:

- Identify planning priorities with Council and Committees
- Identify funding sources and amounts
- Request information about projects being completed by other agencies
- Draft a proposed program and solicit public comments
- Review and adoption by MPO Council and committees
- Prepare and execute the funding agreement with DeIDOT

**Completion Date: May 2014**

**14-02.02 Administer/modify the UPWP:** During the course of the year, changes may need to be made to the existing UPWP as a result of new or changed planning priorities identified through interagency consultation or because of budget issues. Additional activities associated with the UPWP include:

- Identify modifications that need to be made to the UPWP
- Estimate costs and justifications
- Prepare UPWP amendments and present to the MPO Council and committees
- Prepare and execute amended funding agreements

**Completion Date: As needed**

**Products:**

- 1) An annual UPWP which describes all planning activities to be performed in the MPO region.

**Responsible Agencies:** MPO staff and member agencies – DeIDOT, DTC, City of Dover, Kent County, DNREC, DEDO, State Planning, City of Milford, Town of Smyrna, Town of Cheswold

**Staff Support:** Rich Vetter, Executive Director

| <b>Project Funding Summary - 14-02 Unified Planning Work Program</b> |                       |                |                 |
|--|-----------------------|----------------|-----------------|
| Resource Allocation  | Dover/Kent County MPO |                | \$9,996         |
|  | In-kind Services      |                | \$1,592         |
|  | Consultant            |                | \$0             |
|  | <b>Total</b>          |                | <b>\$11,588</b> |
|  | <b>Cash</b>           | <b>In-Kind</b> | <b>Total</b>    |
| FHWA   | \$7,784               | \$0            | \$7,784         |
| FTA  | \$1,489               | \$0            | \$1,489         |
| DeIDOT   | \$723                 | \$0            | \$723           |
| Other State/Local  | \$0                   | \$1,592        | \$1,592         |
| <b>Total</b>   | <b>\$9,996</b>        | <b>\$1,592</b> | <b>\$11,588</b> |

## Project 14-03 Public Participation

One of the key components of the metropolitan planning process is a public outreach program that invites anyone with an interest in the transportation system to become involved. That outreach takes many forms, includes many audiences and is monitored by the PAC. The activities in this project support the PAC and public outreach program.

**14-03.01 Conduct Outreach to Support Recurring MPO Activities:** On a regular basis, the MPO advertises its meetings, responds to inquiries, coordinates public outreach efforts with its member governments and monitors its public outreach process. Activities carried out under this project include:

- Prepare media releases and announcements advertising MPO meetings and special events
- Retain a record of items distributed and information disseminated by publications/media outlets
- Arrange logistics for public meetings held away from the MPO office
- Investigate opportunities for coordinating the MPO's public participation process with member governments' and other MPOs' public participation processes
- Participate in public fairs or events where information about MPO plans, programs and activities can be disseminated
- With the members of the PAC, identify and develop general public affairs/public information materials or initiatives that will enhance the public's understanding of the MPO
- With the members of the PAC, review all lists of stakeholders, including identifying low income and minority citizens that may not have easy access to the metropolitan planning process, and update accordingly
- Coordinate outreach activities with other groups, such as the Air Quality Partnership

**Completion Date: Ongoing**

**14-03.02 Prepare the Quarterly Newsletter, *Journeys*:** The agency's newsletter is scheduled to be published quarterly. The publication's length will average eight pages, although the length may vary depending on MPO activities that need to be publicized. Activities to publish the newsletter include:

- Compile information, write articles, select photos and/or artwork, and develop lay-out
- Solicit articles to include from member governments or associated agencies
- Distribute the newsletter to all interested parties

**Completion Date: January, April, July, October**

**14-03.03 Maintain the MPO Website:** The MPO continually strives to keep the web site current. Activities to increase the value of the MPO's web site include:

- Work with the DE GIC office to keep the site organization and structure current
- Implement the changes to the web site
- Post information on the web site about the MPO's activities

**Completion Date: Ongoing**

**14-03.04 Conduct the Annual PAC Workshop:** Organize and hold a workshop to provide orientation to the metropolitan planning process for new members, engage all PAC members in discussing their roles in the planning process and creating ideas for outreach activities. Activities to accomplish this workshop include:

- ◆ Arrange a time and place to hold the workshop
- ◆ Schedule speakers, if appropriate
- ◆ Conduct the workshop

**Completion Date: June 2013**

**Responsible Agencies:** MPO staff and member agencies – DeIDOT, DTC, City of Dover, Kent County, DNREC, DEDO, State Planning, City of Milford, Town of Smyrna, Town of Cheswold,

**Staff Support:** Kate Layton, Project Manager

| <b>Project Funding Summary - 14-03 Public Participation</b> |                       |                |                 |
|---|-----------------------|----------------|-----------------|
| Resource Allocation   | Dover/Kent County MPO |                | \$25,798        |
|   | In-kind Services      |                | \$3,594         |
|   | Consultant            |                | \$0             |
|   | <b>Total</b>          |                | <b>\$29,392</b> |
|   | <b>Cash</b>           | <b>In-Kind</b> | <b>Total</b>    |
| FHWA  | \$19,715              | \$0            | \$19,715        |
| FTA   | \$3,761               | \$0            | \$3,761         |
| DeIDOT  | \$2,322               | \$0            | \$2,322         |
| Other State/Local   | \$0                   | \$3,594        | \$3,594         |
| <b>Total</b>  | <b>\$25,798</b>       | <b>\$3,594</b> | <b>\$29,392</b> |

## **Project 14-04 Transportation Improvement Program**

The MPO is charged with compiling the region's Transportation Improvement Program (TIP), which identifies those projects for which federal funding may be requested over a four-year period. DeIDOT selects the projects to be included in the TIPs based on the priorities developed through the metropolitan planning process. The TIP must contain a financial plan that enumerates the funding sources for the projects in the TIP and proves that the TIP is fiscally constrained. An air quality conformity determination must be made to demonstrate that the transportation system that is created as a result of the projects in the TIP will not worsen the region's air quality. Finally, the public must have an opportunity to review and comment on the TIP projects before they are approved by the MPO.

**14-04.01 Develop the TIP:** During FY 2014, the MPO will prepare the FY 2015-2018 TIP. Activities to complete this project include:

- Solicit project submittals from MPO members.
- Prioritize projects submitted to the TIP
- Submit a list of candidate projects for the FY 2015-2018 TIP to DeIDOT for evaluation and funding consideration.
- Solicit public comments on the proposed TIP in conjunction with DeIDOT and the COT
- Prepare a video tour of proposed TIP project locations
- Determine if a new air quality conformity analysis is needed
- Draft support document for project list including financial constraint, annual listing of projects, and air quality conformity determination
- Subject the draft document to a 30-day public comment period
- Approve the FY 2015-2018 TIP and distribute and post on the MPO web site.

**Completion Date: May 2014**

**14-04.02 TIP Amendments:** During FY 2014, the MPO may amend the TIP to reflect significant changes in funding or project scope. Activities related to this project include:

- Review the adopted Bond Bill and other proposed changes to the TIP with DeIDOT and determine if an amendment is needed.
- Prepare a draft amendment document, including financial constraint, annual listing of projects, and air quality conformity determination
- Subject the draft document to a 30-day public comment period
- Approve amendments to the TIP

**Completion Date: As needed**

**14-04.03 Project Prioritization Process:** The MPO will be working with DeIDOT, Kent County, and local municipalities to modify the existing transportation project prioritization process. This task will include continuing the working group process with the member agencies, participating in prioritization software demonstrations, and developing and presenting the updated project prioritization process.

**Completion Date: June 2014**

**Products:**

- 1) A published TIP document that meets federal requirements.
- 2) A revised TIP prioritization process

**Responsible Agencies:** MPO staff and member agencies – DelDOT, DTC, City of Dover, Kent County, DNREC, DEDO, State Planning, City of Milford, Town of Smyrna, Town of Cheswold

**Staff Support:** James Galvin, Project Manager

| <b>Project Funding Summary - 14-04 Prepare/Amend the TIP</b> |                       |                |                 |
|--|-----------------------|----------------|-----------------|
| Resource Allocation  | Dover/Kent County MPO |                | \$13,262        |
|  | In-kind Services      |                | \$1,764         |
|  | Consultant            |                | \$0             |
|  | <b>Total</b>          |                | <b>\$15,026</b> |
|  | <b>Cash</b>           | <b>In-Kind</b> | <b>Total</b>    |
| FHWA   | \$10,135              | \$0            | \$10,135        |
| FTA  | \$1,933               | \$0            | \$1,933         |
| DelDOT   | \$1,194               | \$0            | \$1,194         |
| Other State/Local  | \$0                   | \$1,764        | \$1,764         |
| <b>Total</b>   | <b>\$13,262</b>       | <b>\$1,764</b> | <b>\$15,026</b> |

## Project 14-05 Data Management

In order for the MPO Council and committees to make informed decisions, they need to have access to data about the transportation system and the people who use it. The MPO maintains a GIS system for organizing and presenting data that has been gleaned from other sources and occasionally helps to fund the collection and analysis of new data. The maps and displays developed through GIS are also an important element of the public participation process.

**14-05.01 Operate and Maintain the Geographic Information System:** This project will maintain and update the MPO's existing GIS by improving communication and data sharing with other agencies and adding new data as it becomes available from other reliable sources. The activities to complete this project include:

- Work with member governments to identify sources for data that the MPO will need during the year and the process for accessing the data - Continuous
- Update GIS data from federal, state and local sources - Continuous
- Refine/maintain a database that identifies locations of minority, low income and other under-served populations that may be adversely impacted by the construction of or lack of transportation improvement projects - Continuous
- Integrate survey data from the Center for Applied Demographic Research - As available
- Partner with MPO member agencies and other organizations to build data sets and collect data. – As needed
- Integrate visualization techniques into the GIS - Continuous
- Create maps and displays for MPO meetings and projects as requested
- Participate in regional, statewide and national committees and organizations pertinent to operating and maintaining a top notch GIS system for the MPO including:
  - Population Consortium
  - Delaware Geographic Data Committee

**Completion Date: Ongoing**

**14-05.02 Support the Data and Demographics Sub-committee:** In FY 2011, the MPO created the Data and Demographics sub-committee for the purpose of developing small area population and employment projections and revising traffic analysis zone (TAZ) boundaries. The committee meets to evaluate county-level projections developed by the Population Consortium and disaggregate them to the TAZ level and to discuss other data of concern to the MPO.

In addition, the MPO continually re-examines and redefines analysis zone boundaries based on changes in demographics and the highway system. This project will continue that process and evaluate TAZ boundaries in relation to the 2010 Census, as needed.

**Completion Date: Ongoing**

**14-05.03 Roadway Functional Reclassifications:** After the decennial US Census is released, FHWA requires a re-evaluation of the functional classifications of all roads beyond residential streets. Staff will continue to be part of a working group with representatives of WILMAPCO and DelDOT to review the existing Functional Classifications (Interstate, freeway, arterial, collector, or local road) of major roads in the state. Staff will coordinate with the Data and Demographic Subcommittee (of the Technical Advisory Committee) to complete the promoted ‘smoothing’ of the Urbanized Area, suggest nominations for changes of road type and an examination of the ultimate classification scheme. It is anticipated the map will be brought to the Committees and Council for concurrence by the end of 2013.

**Completion Date: December 2013**

**Products:**

- 1) An updated GIS database that includes all available Census and survey data.
- 2) Maps and other visual materials in support of MPO reports and presentations.
- 3) Traffic analysis zones that cover the most useful geographic areas for aggregating data.
- 4) Better data upon which decisions can be made.
- 5) TAZ-level population and employment projections that will be used to update the MTP.

**Responsible Agencies:** MPO staff and member agencies – DelDOT, DTC, City of Dover, Kent County, DNREC, DEDO, State Planning, City of Milford, Town of Smyrna, Town of Cheswold

**Staff Support:** James Galvin, Project Manager

| <b>Project Funding Summary - 14-05 Data Management</b> |                       |                |                 |
|--|-----------------------|----------------|-----------------|
| Resource Allocation                                    | Dover/Kent County MPO |                | \$33,529        |
|  | In-kind Services      |                | \$5,034         |
|  | Consultant            |                | \$0             |
|  | <b>Total</b>          |                | <b>\$38,563</b> |
|  | <b>Cash</b>           | <b>In-Kind</b> | <b>Total</b>    |
| FHWA   | \$25,905              | \$0            | \$25,905        |
| FTA  | \$4,942               | \$0            | \$4,942         |
| DelDOT   | \$2,682               | \$0            | \$2,682         |
| Other State/Local                                      | \$0                   | \$5,034        | \$5,034         |
| <b>Total</b>   | <b>\$33,529</b>       | <b>\$5,034</b> | <b>\$38,563</b> |

## Project 14-06 Public Education and Outreach

The metropolitan planning process brings together a variety of people and organizations involved in shaping the built environment. The consequences of their decisions are far-reaching and long-lasting. Their ability to make sound decisions is sometimes hampered by a lack of understanding of the interrelationships between transportation, the built environment and their daily lives. This project will provide opportunities for people involved in the MPO process to learn about best practices in transportation and land use planning by conducting workshops, seminars and forums on a variety of topics. Activities to accomplish this project include:

**14-06.01 Planner Training:** The MPO will continue developing partnerships with member governments, the Technology Transfer (T<sup>2</sup>) Center and the Institute for Public Administration at the University of Delaware, WILMAPCO and the DE APA to identify the areas of interest and need. As part of this task, the MPO will also sponsor training sessions such as the charrette training provided in 2012 by the National Charrette Institute.

**Completion Date:** As needed

**14-06.02 Air Quality Outreach:** The MPO will continue its participation on WILMAPCO's Air Quality Subcommittee, the Air Quality Partnership, and the Nemours Healthy Kids initiative, to provide these groups with the Kent County region's perspective related to air quality improvement efforts.

**Completion Date:** As needed

**14-06.03 Bicycle Education and Safety:** The MPO will continue its partnership on the annual Delaware Bike Summit planning committee. In addition, the MPO will assist DelDOT and other member agencies in planning bicycle education and safety events throughout Kent County. The MPO may also hold Walkable Community workshops with towns, to help them identify bicycle and pedestrian needs and potential solutions.

**Completion Date:** As needed

**Products:**

- 1) A better informed public regarding the interrelationships between planning and transportation.

**Responsible Agencies:** MPO staff and member agencies – DelDOT, DTC, City of Dover, Kent County, DNREC, DEDO, State Planning, City of Milford, Town of Smyrna, Town of Cheswold

**Staff Support:** Kate Layton, Project Manager

| Project Funding Summary - 14-06 Public Education and Outreach |                       |                |                 |
|---|-----------------------|----------------|-----------------|
| Resource Allocation   | Dover/Kent County MPO |                | \$27,084        |
|   | In-kind Services      |                | \$4,006         |
|   | Consultant            |                | \$0             |
|   | <b>Total</b>          |                | <b>\$31,090</b> |
|   | <b>Cash</b>           | <b>In-Kind</b> | <b>Total</b>    |
| FHWA  | \$20,925              | \$0            | \$20,925        |
| FTA   | \$3,992               | \$0            | \$3,992         |
| DelDOT  | \$2,167               | \$0            | \$2,167         |
| Other State/Local   | \$0                   | \$4,006        | \$4,006         |
| <b>Total</b>  | <b>\$27,084</b>       | <b>\$4,006</b> | <b>\$31,090</b> |

**Project 14-07 Amend the Metropolitan Transportation Plan**

The Metropolitan Transportation Plan (MTP) provides a blueprint for how the transportation system in the region should evolve over a 20-year period. It describes how all of the region’s plans fit together to ensure managed growth in the region. The latest update to the MTP was approved by the MPO Council in January 2013. The plan is valid for 4 years, so it will not need to be updated again until 2017. During FY 2014, the plan may be amended as necessary to add any new projects that may arise over the course of the fiscal year.

**Products:**

1. An amended 2040 Metropolitan Transportation Plan

**Responsible Agencies:** MPO staff and member agencies – DeIDOT, DTC, City of Dover, Kent County, DNREC, DEDO, State Planning, City of Milford, Town of Smyrna, Town of Cheswold

Staff Support: Rich Vetter, Executive Director  
James Galvin, Project Manager

| <b>Project Funding Summary - 14-07 Amend the Metropolitan Transportation Plan</b> |                       |                |                |
|---|-----------------------|----------------|----------------|
| Resource Allocation   | Dover/Kent County MPO |                | \$3,283        |
|   | In-kind Services      |                | \$445          |
|   | Consultant            |                | \$0            |
|   | <b>Total</b>          |                | <b>\$3,728</b> |
|   | <b>Cash</b>           | <b>In-Kind</b> | <b>Total</b>   |
| FHWA  | \$2,482               | \$0            | \$2,482        |
| FTA   | \$473                 | \$0            | \$473          |
| DeIDOT  | \$328                 | \$0            | \$328          |
| Other State/Local   | \$0                   | \$445          | \$445          |
| <b>Total</b>  | <b>\$3,283</b>        | <b>\$445</b>   | <b>\$3,728</b> |

## **Project 14-08 Transportation Planning Projects**

**14-08.01 Bicycle and Pedestrian Studies:** The MPO will continue to work with member agencies to develop conceptual plans and cost estimates for bicycle and pedestrian projects that are identified in the MPO's Regional Bicycle Plan, the First State Trails and Pathways Initiative, or other local transportation plans. These could potentially include the following projects:

- Trail connection between Route 10 and Kent County's Hunn Property
- Trail connection between the Town of Smyrna and Big Oak Park
- Trail extension along West Street in Dover

The MPO will manage the public involvement effort for these studies, as well as develop the final recommendation packages as applicable, to hand off to DelDOT for prioritization and funding. It is anticipated that this task will be completed in-house by MPO staff.

**Completion date: Ongoing**

**14-08.02 Provide Technical Assistance to MPO Members:** With certified planners on staff, the MPO has the ability to provide services to the MPO's members, particularly local municipalities. Activities to accomplish the effort include:

- Assist local municipalities with identifying and prioritizing transportation needs
- Develop workshops and presentations on various planning concepts such as Transit Oriented Development, Form-based codes, traffic calming, and others
- Participate in the DAC and PLUS processes to provide the MPO perspective about proposed projects
- Provide assistance in developing the transportation chapter of a town's comprehensive plan
- Develop small transportation concepts, such as access management plans, intersection studies, etc.

**Completion date: Ongoing**

**14-08.03 Assist with Transportation Improvement District Plans:** The MPO's Regional Transportation Plan, adopted in 2013, incorporated Transportation Improvement Districts (TID) from Kent County's Comprehensive Plan. A sub-area plan needs to be done for each TID which outlines land use, transportation and other infrastructure improvements that will be needed to support future development. The MPO will assist in the development of these TID sub-area plans, in conjunction with DelDOT and Kent County Planning. In FY 2014, it is anticipated that one TID study will be completed, once the initial TID is determined by DelDOT.

**Completion date: June 2014**

**14-08.04 U.S. Route 13 Pedestrian Counts:** In February 2013, DelDOT completed a study of the pedestrian needs at Delaware State University. The study analyzed the pedestrian network along U.S. 13 and College Road, quantified the number of pedestrians crossing these roadways, and developed short-term and long-term recommendations to address the identified needs. As part of this task, the MPO will provide annual counts of pedestrians crossing U.S. 13 and College Road in the vicinity of the university, and will prepare a summary report. The report will analyze the effectiveness of the short-term implementation solutions. It is anticipated that a consultant will assist in this project. Fifteen thousand dollars (\$15,000) has been budgeted for consultant services.

**Completion date: October 2013**

**14-08.05 Municipal Comprehensive Plan Assistance:** As part of its role in coordinating transportation planning efforts throughout Kent County, the MPO will provide direct assistance to municipalities that are preparing or updating their Comprehensive Plans. The assistance could come in the form of staff time (writing the Transportation Chapter of the Comprehensive Plan) or financial grants. The financial grants will be directly proportional to the percentage of the Comprehensive Plan that is devoted to transportation. Five thousand dollars (\$5,000) has been budgeted for financial assistance.

**Completion date: As needed**

**14-08.06 Airport Road Planning Study:** At the request of the City of Milford, the MPO will conduct a planning study of Airport Road between U.S. 113 and Delaware Route 15. The study will include an assessment of the existing and projected land use and transportation conditions in the area, an identification of project needs, development of alternatives, public involvement, and development of a final recommendation report. The report will detail the results of the data collection and public involvement efforts, and present the conceptual plans and cost estimates for the recommended alternative. It is anticipated that a consultant will assist in this project. Forty-nine thousand dollars (\$49,000) has been budgeted for consultant services.

**Completion date: June 2014**

**14-08.07 Central Kent County Planning Study:** Through correspondence with the MPO, Kent County Planning has identified a list of potential road improvement locations within the central portion of the County. These potential improvement locations were identified as follows:

- South State Street (Sorghum Mill Road to Magnolia)
- Canterbury Road (U.S. 14 to Andrews Lake Road)
- Walnut Shade Road (Peachtree Run to the Town of Woodside)
- Irish Hill Road (U.S. 14 to South State Street)
- Irish Hill Road/Woodleytown Road intersection

In FY 2014, the MPO will initiate a planning study of these roadways, to determine existing conditions, future land use and transportation conditions, and the need and scope of future transportation improvements in this area. The MPO will be responsible for data collection, data analysis, conceptual plan development, public involvement, cost estimates, and final recommendations. In addition, a prioritized list of recommended improvements will be prepared. It is anticipated that a consultant will assist in this project. Forty-nine thousand dollars (\$49,000) has been budgeted for consultant services.

**Completion date: June 2014**

**14-08.08 West Street Traffic Analysis:** At the request of the City of Dover, the MPO will undertake a feasibility analysis of converting West Street into a one-way street in the southbound direction. The study limits include West Street from North Street to Queen Street. The analysis will evaluate the advantages and disadvantages of this proposal from the standpoint of traffic operations, transit circulation, and business access. It is anticipated that a consultant will assist in this project. Twenty-six thousand dollars (\$26,000) has been budgeted for consultant services.

**Completion date: Summer 2013**

**14-08.09 Fixed Transit Route Enhancements:** At the request of the Delaware Transit Corporation, the MPO will undertake a study to evaluate the potential to enhance and/or modify each of the existing fixed transit routes that serve Kent County. A primary focus of the study will be to determine if the routes are currently configured to provide the optimum levels of service for transit riders, in terms of areas served, bus stop locations, schedules, etc. The study will include an assessment of the existing bus routes, a determination of recommended needs, a prioritized list of recommended improvements, and cost estimates. It is anticipated that a consultant will assist in this project. Fourteen thousand dollars (\$14,000) has been budgeted for consultant services.

**Completion date: May 2014**

**14-08.10 U.S. 13 Corridor Study – Town of Smyrna:** In FY 2013, the U.S. 13 Corridor Plan was adopted as an amendment to the Town of Smyrna’s Comprehensive Plan. The Corridor Plan had specific recommendations to provide transportation improvements consistent with the anticipated future land use along the corridor. Examples of these recommendations include developing a conceptual sidewalk plan, evaluating bike and pedestrian connections between different land use types, and developing an access management plan for the Northern section of the corridor. In FY 2014, the MPO will continue to work with the Town of Smyrna, DelDOT, and the Office of State Planning to further develop more specific transportation plans for U.S. 13.

**Completion date: Ongoing**

**Responsible Agencies:** MPO staff, member agencies – DelDOT, DTC, City of Dover, Kent County, DNREC, DEDO, State Planning, City of Milford, Town of Smyrna, Town of Cheswold

**Staff Support:** Rich Vetter, Executive Director  
 James Galvin, Project Manager  
 Chris Kirby, Transportation Planner

| <b>Project Funding Summary - 14-08 Transportation Studies</b> |                       |                 |                  |
|---|-----------------------|-----------------|------------------|
| Resource Allocation   | Dover/Kent County MPO |                 | \$131,696        |
|   | In-kind Services      |                 | \$36,230         |
|   | Consultant            |                 | \$158,000        |
|   | <b>Total</b>          |                 | <b>\$325,926</b> |
|   | <b>Cash</b>           | <b>In-Kind</b>  | <b>Total</b>     |
| FHWA  | \$218,958             | \$0             | \$218,958        |
| FTA   | \$41,768              | \$0             | \$41,768         |
| DelDOT  | \$28,970              | \$0             | \$28,970         |
| Other State/Local   | \$0                   | \$36,230        | \$36,230         |
| <b>Total</b>  | <b>\$289,696</b>      | <b>\$36,230</b> | <b>\$325,926</b> |

**FY 2014 UPWP Operating Expenses**

| <b>Expense</b>                          | <b>Total Amount</b> | <b>14-01 Admin</b> | <b>14-02 Prepare UPWP</b> | <b>14-03 Public Participation</b> | <b>14-04 Prepare TIP</b> | <b>14-05 Data Management</b> | <b>14-06 Public Education</b> | <b>14-07 Amend the MTP</b> | <b>14-08 Transp. Studies</b> |
|---|---------------------|--------------------|---------------------------|-----------------------------------|--------------------------|------------------------------|-------------------------------|----------------------------|------------------------------|
| <b>Advertising and Public Relations</b> | \$6,000             | \$500              | \$50                      | \$2,850                           | \$200                    | \$0                          | \$2,150                       | \$50                       | \$200                        |
| <b>Communication</b>                    | \$5,755             | \$4,505            | \$0                       | \$750                             | \$100                    | \$0                          | \$100                         | \$0                        | \$300                        |
| <b>Compensation for personnel</b>       | \$321,272           | \$99,676           | \$9,546                   | \$18,998                          | \$12,712                 | \$31,829                     | \$17,783                      | \$3,182                    | \$127,546                    |
| <b>Equipment/Capital Expenses</b>       | \$5,000             | \$5,000            | \$0                       | \$0                               | \$0                      | \$0                          | \$0                           | \$0                        | \$0                          |
| <b>Insurance and Indemnification</b>    | \$1,950             | \$1,950            | \$0                       | \$0                               | \$0                      | \$0                          | \$0                           | \$0                        | \$0                          |
| <b>Maintenance/Repairs</b>              | \$4,300             | \$4,300            | \$0                       | \$0                               | \$0                      | \$0                          | \$0                           | \$0                        | \$0                          |
| <b>Materials, Supplies</b>              | \$5,000             | \$2,500            | \$0                       | \$1,000                           | \$0                      | \$500                        | \$500                         | \$0                        | \$500                        |
| <b>Meetings and Conferences</b>         | \$6,600             | \$550              | \$0                       | \$1,050                           | \$0                      | \$0                          | \$5,000                       | \$0                        | \$0                          |
| <b>Professional Activities/Dues</b>     | \$1,950             | \$1,950            | \$0                       | \$0                               | \$0                      | \$0                          | \$0                           | \$0                        | \$0                          |
| <b>Professional Services</b>            | \$165,430           | \$7,430            | \$0                       | \$0                               | \$0                      | \$0                          | \$0                           | \$0                        | \$158,000                    |
| <b>Publication and Printing</b>         | \$5,172             | \$2,090            | \$400                     | \$500                             | \$200                    | \$600                        | \$250                         | \$52                       | \$1,080                      |
| <b>Rental Costs</b>                     | \$32,419            | \$32,419           | \$0                       | \$0                               | \$0                      | \$0                          | \$0                           | \$0                        | \$0                          |
| <b>Training Costs</b>                   | \$2,000             | \$0                | \$0                       | \$500                             | \$0                      | \$500                        | \$1,000                       | \$0                        | \$0                          |
| <b>Travel Costs</b>                     | \$3,000             | \$330              | \$0                       | \$150                             | \$50                     | \$100                        | \$300                         | \$0                        | \$2,070                      |
| <b>Total</b>                            | <b>\$565,848</b>    | <b>\$163,200</b>   | <b>\$9,996</b>            | <b>\$25,798</b>                   | <b>\$13,262</b>          | <b>\$33,529</b>              | <b>\$27,083</b>               | <b>\$3,284</b>             | <b>\$289,696</b>             |

## FY 2014 UPWP Cost Allocation by Funding Source

| Cash Allocation                                  | FHWA             | FTA             | DelDOT          | Total            |
|--|------------------|-----------------|-----------------|------------------|
| 14-01 Work Program Administration                | \$126,091        | \$24,053        | \$13,056        | \$163,200        |
| 14-02 Prepare the UPWP                           | \$7,784          | \$1,489         | \$723           | \$9,996          |
| 14-03 Public Participation                       | \$19,715         | \$3,761         | \$2,322         | \$25,798         |
| 14-04 Prepare the TIP                            | \$10,135         | \$1,933         | \$1,194         | \$13,262         |
| 14-05 Data Management                            | \$25,905         | \$4,942         | \$2,682         | \$33,529         |
| 14-06 Public Education and Outreach              | \$20,925         | \$3,992         | \$2,167         | \$27,084         |
| 14-07 Amend the Metropolitan Transportation Plan | \$2,482          | \$473           | \$328           | \$3,283          |
| 14-08 Transportation Planning Projects           | \$218,958        | \$41,768        | \$28,970        | \$289,696        |
| <b>Total</b>                                     | <b>\$431,995</b> | <b>\$82,412</b> | <b>\$51,441</b> | <b>\$565,848</b> |

| In-Kind Allocation                               | City of Dover  | Kent County    | Other State     | Other Local     | Total           |
|--|----------------|----------------|-----------------|-----------------|-----------------|
| 14-01 Work Program Administration                | \$2,450        | \$2,450        | \$12,248        | \$7,348         | \$24,496        |
| 14-02 Prepare the UPWP                           | \$159          | \$159          | \$796           | \$478           | \$1,592         |
| 14-03 Public Participation                       | \$359          | \$359          | \$1,797         | \$1,079         | \$3,594         |
| 14-04 Prepare the TIP                            | \$176          | \$176          | \$882           | \$530           | \$1,764         |
| 14-05 Data Management                            | \$503          | \$503          | \$2,517         | \$1,511         | \$5,034         |
| 14-06 Public Education and Outreach              | \$400          | \$400          | \$2,003         | \$1,203         | \$4,006         |
| 14-07 Amend the Metropolitan Transportation Plan | \$45           | \$45           | \$222           | \$133           | \$445           |
| 14-08 Transportation Planning Projects           | \$3,623        | \$3,623        | \$18,115        | \$10,869        | \$36,230        |
| <b>Total</b>                                     | <b>\$7,715</b> | <b>\$7,715</b> | <b>\$38,580</b> | <b>\$23,151</b> | <b>\$77,161</b> |

| Programmed Funding            | FHWA             | FTA             | State           | Total            |
|-------------------------------|------------------|-----------------|-----------------|------------------|
| Federal FY 2014 Allocation    | \$371,995        | \$82,412        | \$0             | \$454,407        |
| Carryover from previous UPWP  | \$60,000         | \$0             | \$0             | \$60,000         |
| Requested Cash Matching Funds | \$0              | \$0             | \$51,441        | \$51,441         |
| <b>Total Available Funds</b>  | <b>\$431,995</b> | <b>\$82,412</b> | <b>\$51,441</b> | <b>\$565,848</b> |

| <b>FY 2014 UPWP Cost Allocation by Project</b> |                   |                 |                  |  |                 |                  |                 |                 |                  |                  |
|--|-------------------|-----------------|------------------|--|-----------------|------------------|-----------------|-----------------|------------------|------------------|
|  | <b>Cash Funds</b> |                 |                  | <b>Matching Funds and In-Kind Services</b> |                 |                  |                 |                 |                  |                  |
| Project  | FHWA              | FTA             | Total Federal    | DelDOT (cash)                              | Dover (in-kind) | County (in-kind) | State (in-kind) | Local (in-kind) | Total Match      | Total Project    |
| 14-01 Work Program Administration              | \$126,091         | \$24,053        | \$150,144        | \$13,056                                   | \$2,450         | \$2,450          | \$12,248        | \$7,348         | \$37,552         | \$187,696        |
| 14-02 Prepare the UPWP                         | \$7,784           | \$1,489         | \$9,273          | \$723                                      | \$159           | \$159            | \$796           | \$478           | \$2,315          | \$11,588         |
| 14-03 Public Participation                     | \$19,715          | \$3,761         | \$23,476         | \$2,322                                    | \$359           | \$359            | \$1,797         | \$1,079         | \$5,916          | \$29,392         |
| 14-04 Prepare the TIP                          | \$10,135          | \$1,933         | \$12,068         | \$1,194                                    | \$176           | \$176            | \$882           | \$530           | \$2,958          | \$15,026         |
| 14-05 Data Management                          | \$25,905          | \$4,942         | \$30,847         | \$2,682                                    | \$503           | \$503            | \$2,517         | \$1,511         | \$7,716          | \$38,563         |
| 14-06 Public Education and Outreach            | \$20,925          | \$3,992         | \$24,917         | \$2,167                                    | \$400           | \$400            | \$2,003         | \$1,203         | \$6,173          | \$31,090         |
| 14-07 Amend the MTP                            | \$2,482           | \$473           | \$2,955          | \$328                                      | \$45            | \$45             | \$222           | \$133           | \$773            | \$3,728          |
| 14-08 Transportation Planning Projects         | \$218,958         | \$41,768        | \$260,726        | \$28,970                                   | \$3,623         | \$3,623          | \$18,115        | \$10,869        | \$65,200         | \$325,926        |
| <b>Grand Total</b>                             | <b>\$431,995</b>  | <b>\$82,412</b> | <b>\$514,407</b> | <b>\$51,441</b>                            | <b>\$7,715</b>  | <b>\$7,715</b>   | <b>\$38,580</b> | <b>\$23,151</b> | <b>\$128,602</b> | <b>\$643,009</b> |

| <b>Calculation of Required Match</b> |                  |
|--------------------------------------|------------------|
| Federal Funds Programmed             | \$514,407        |
| Minimum Match Required (20%)         | \$128,602        |
| <b>Total Match Programmed</b>        | <b>\$128,602</b> |

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