



POB 383 / Dover, DE 19903 / <http://www.doverkentmpo.org> / (302) 387-6030 FAX: (302) 387-6032

**September Progress Report  
Fiscal Year 2020  
Unified Planning Work Program**

***20-01 Work Program Administration***

Staff worked on the August monthly invoice as it was sent to DeIDOT within 6 working days after the end of August and processed by DeIDOT within 5 working days of receipt. No payroll issues. Staff continued processing multiple invoices for billing and tracking purposes; submitted payroll documents; and bi-weekly time reports. All time sheets and summaries were reviewed and incorporated into monthly MPO summary.

***20-01.02 Support Council and Committees***

Staff conducted the September Council meeting and started action items for the October PAC and TAC meetings. Staff coordinated with MPO Council Chair for signature of the updated 2016 MOU with Wilmapco.

***20-01.03 (Continue 3 C Process)***

Staff continued to work with FHWA, Wilmapco, and DeIDOT on the MPO boundary issue raised by FHWA. Staff drafted an update to the 2016 MOU with Wilmapco regarding their responsibility of air conformity and performance measures in the 2010 Dover, Delaware Urbanized Area within southern NCC. continued to coordinate with DeIDOT staff to receive approval on a FY20 Invoice template and expenditures spreadsheet.

***20-02 Unified Planning Work Program***

Staff continued to work on end of FY19 report and continued working FY20 UPWP funding plan. End of FY19 report was completed and sent to FHWA and FTA.

***20-03 Public Outreach Process***

Staff continued to develop MPO videos. Staff developed a public outreach webinar for the general public and MPO committee members. Staff received approval from MPO Council regarding the

Public Participation Plan (PPP). Staff monitored and updated all social media outlets and website as well as updating our MPO Forum Site. Staff completed the September Journeys Newsletter.

***20-04.01 Develop the 2020 TIP-*** Staff continued to work on the FY2020 TIP regarding the air conformity language to match FHWA and EPA comments on our Air Quality Analysis Report and MPO boundary issue. The TIP amendment is still available on our Web site for public review and was in front of the MPO Council in September. Council approved the FY20 TIP Amendment in September.

***20-05.01 Operate and maintain GIS*** –Staff continued incorporating comments from the new program called, “MAPIT”. The received public comments on transportation issues are being archived for the upcoming MTP update.

***20-08.02 Comprehensive Plan Assistance to MPO Members*** – Staff reviewed Dover Air Force Base Compatible Use Plan concept in preparation for their October 3<sup>rd</sup> meeting.

***20-08.05.a.1 Bicycle/Pedestrian Feasibility Studies***  
Staff met with City of Dover bike and ped subcommittee to discuss the Dover Bike and Pedestrian Plan Update with the consultant (WRA) and upcoming October public meeting.

***20-08.05.f.1 – Freight Planning***

Staff continued monitoring contractor work on the Dover Freight Management/Air Cargo Ramp Study.

***20-08.05.f.2 – Freight Planning***

Staff's continued monitoring contractor work on the Harrington Intermodal Freight Terminal Feasibility Study.

***20-08.05.f.3 – Freight Planning***

Staff continued monitoring contractor work on the East/West Freight Route Feasibility Study.

***20-08.05.h.1 – Miscellaneous Transportation Studies.***

Staff began monitoring contractor work for the Magnolia Traffic Study contract.



DOVER/KENT COUNTY MPO  
FY 2020 INVOICE SUMMARY

\$573,812.30

<u>Month</u>	<u>Invoice</u>	<u>Amount Remaining</u>	<u>% Budget Remaining</u>
July	\$32,834.29	\$540,978.01	94.3%
August	\$29,668.18	\$511,309.83	89.1%
September	\$33,176.87	\$478,132.96	83.3%
October		\$478,132.96	83.3%
November		\$478,132.96	83.3%
December		\$478,132.96	83.3%
January		\$478,132.96	83.3%
February		\$478,132.96	83.3%
March		\$478,132.96	83.3%
April		\$478,132.96	83.3%
May		\$478,132.96	83.3%
June		\$478,132.96	83.3%
July fy19		\$478,132.96	83.3%

**Dover Kent County MPO  
SEPTEMBER 2019 FY 20  
Expenses / Allocations**

Project	Record of Expenditures				80% Federal Funds				14% State	TOTAL
	Salaries	Taxes & Benefits	Other Expenses	Total Cash Expenditures	20 FHWA 63%	20 FTA 17%	TOTAL FEDERAL	State Cash 14%	Fed/State Funds	
20-01 Prog Mgmt & Dev	8,037.15	3,632.42	5,855.06	17,524.63	11,040.51	2,979.19	14,019.70	2,453.45	16,473.15	
20-02 UPWP	149.84	176.30	0.00	326.14	205.47	55.44	260.91	45.66	306.57	
20-03 Public Outreach	3,556.14	1,512.80	54.99	5,123.93	3,228.07	871.07	4,099.14	717.35	4,816.49	
20-04 TIP	82.02	175.14	2.56	259.72	163.63	44.15	207.78	36.36	244.14	
20-05 Data Management	3,608.63	843.58	9.53	4,461.74	2,810.90	758.50	3,569.40	624.64	4,194.04	
20-06 Training	1,364.98	497.08	525.00	2,387.06	1,503.85	405.80	1,909.65	334.19	2,243.84	
20-07 Update MTP	638.54	217.72	0.00	856.26	539.44	145.56	685.00	119.88	804.88	
20-08 Transp Studies	205.05	2,910.40	0.91	3,116.36	1,963.31	529.78	2,493.09	436.29	2,929.38	
20-08.05 Other Plan Studies	1,098.08	133.60	7.02	1,238.70	780.38	210.58	990.96	173.42	1,164.38	
<b>Total FY 20 Monthly Exps</b>	<b>18,740.43</b>	<b>10,099.04</b>	<b>6,455.07</b>	<b>35,294.54</b>	<b>22,235.56</b>	<b>6,000.07</b>	<b>28,235.63</b>	<b>4,941.24</b>	<b>33,176.87</b>	

**Non-Personnel Exps:**

Accounting	890.15
Bank Fees	0.00
Cleaning Service	125.00
Computers	500.00
Computer Hardware	669.58
Computer Software	387.44
Conferences	0.00
Comm/Council Mtgs	0.00
Day Trip Mileage	111.11
Dues	0.00
Educational Assistance	0.00
Electric Service	200.00
Equipment Lease - Copier	585.77
Equipment Lease - Postage	0.00
Insurance - Liability	0.00
Insurance - WC	0.00
Internet Access	232.80
Office Equip/Furniture	0.00
Office Supplies - General	102.06
Office Supplies - Computer	0.00
Other Mtgs (Chamber, etc)	47.93
PAC Workshop	0.00
Plan/Eng Consultants	0.00
Postage	0.00
Printing - In house	38.23
Public Outreach	0.00
Registered Agent	0.00
Rent	1,860.00
Repairs - Computer	0.00
Repairs - Non computer	0.00
Subscriptions	0.00
Teleconferences	525.00
Telephone	180.00
	0.00
	0.00
<b>Non-Personnel Exps:</b>	<b>6,455.07</b>
<b>Personnel Expenses:</b>	<b>28,839.47</b>
<b>TOTAL EXPENSES:</b>	<b>35,294.54</b>

Project	6% Local Cash Match			TOTAL PROJECTS
	Kent County 3%	Harrington 2.5%	Dover .5%	
20-01 Prog Mgmt & Dev	525.74	438.12	87.62	1,051.48
20-02 UPWP	9.80	8.14	1.63	19.57
20-03 Public Outreach	153.72	128.10	25.62	307.44
20-04 TIP	7.79	6.49	1.30	15.58
20-05 Data Management	133.85	111.54	22.31	267.70
20-06 Training	71.60	59.68	11.94	143.22
20-07 Update MTP	25.69	21.41	4.28	51.38
20-08 Transp Studies	93.49	77.91	15.58	186.98
20-08.05 Other Studies	37.16	30.97	6.19	74.32
<b>Total FY 20 Match Exps</b>	<b>1,058.84</b>	<b>882.36</b>	<b>176.47</b>	<b>2,117.67</b>

**Personnel Expenses:**

Salaries	18,740.43
457 Contributions	423.50
Insurance Deductible	0.00
Dental	81.46
Vision	11.80
Insurance L/T	3,068.70
Insurance S/T	1,449.91
Health Insurance	2,660.48
Ins - (Disability, Life Etc)	969.57
Medicare Tax	271.72
Social Security Tax	1,161.90
Educational Assistance	0.00
<b>Personnel Expenses:</b>	<b>28,839.47</b>

DOVER/KENT COUNTY MPO  
FY 2020 INVOICE SUMMARY

FY18 rollover \$ 513,726.35

<u>Month</u>	<u>Invoice</u>	<u>Amount Remaining</u>	<u>% Budget Remaining</u>
July		\$513,726.35	100.0%
August	\$5,613.66	\$508,112.69	98.9%
September	\$9,195.03	\$498,917.66	97.1%
October		\$498,917.66	97.1%
November		\$498,917.66	97.1%
December		\$498,917.66	97.1%
January		\$498,917.66	97.1%
February		\$498,917.66	97.1%
March		\$498,917.66	97.1%
April		\$498,917.66	97.1%
May		\$498,917.66	97.1%
June		\$498,917.66	97.1%
July fy19		\$498,917.66	97.1%



Dover Kent County MPO  
 SEPTEMBER 2019 FY 20  
 Planning/Consultant Expenses / Allocations

Record of Expenditures	Project	Total Planning / Consultant Expenses	80% Federal Funds			20% DeIDOT & Toll Credit Match			TOTAL	
			20 FHWA 72%	20 FTA 8%	TOTAL FEDERAL	State Cash 10%	FHWA Toll Credits 9%	FTA Toll Credits 1%		TOTAL DeIDOT & FED TOLL CREDITS
20-08.05.a1	Dover Bike & Ped Plan	4,759.50	3,426.84	380.76	3,807.60	475.94	428.36	47.60	951.90	4,759.50
20-08.05.c1	Dover / Air Cargo	267.27	192.43	21.38	213.81	26.74	24.05	2.67	53.46	267.27
20-08.05.f1	KC East-West Corridor	3,497.01	2,517.85	279.76	2,797.61	349.70	314.73	34.97	699.40	3,497.01
20-08.05.i2	Harrington Intermodal	671.25	483.30	53.70	537.00	67.13	60.41	6.71	134.25	671.25
<b>Total FY 20 Monthly Exps</b>		<b>9,195.03</b>	<b>6,620.42</b>	<b>735.60</b>	<b>7,356.02</b>	<b>919.51</b>	<b>827.55</b>	<b>91.95</b>	<b>1,839.01</b>	<b>9,195.03</b>

FY18 Roll Over Funding	FHWA	FTA	Total Federal	State Cash	FHWA Toll Credits	FTA Toll Credits	Total Match	Total Projects
August Expenses	-4,041.84	-449.09	-4,490.93	-561.37	-505.23	-56.13	-1,122.73	-5,613.66
September Expenses	-6,620.42	-735.60	-7,356.02	-919.51	-827.55	-91.95	-1,839.01	-9,195.03
<b>Total remaining funds</b>	<b>365,606.03</b>	<b>37,569.97</b>	<b>399,134.16</b>	<b>49,891.82</b>	<b>45,195.48</b>	<b>4,696.25</b>	<b>99,783.55</b>	<b>498,917.71</b>