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

20-01 Work Program Administration

Staff worked on the December monthly invoice as it was sent to DelDOT within 5 working days after the end of December and processed by DelDOT 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

There was no Council meeting in January. Staff continued to prepare for February PAC and TAC meeting.

20-01.03 (Continue 3 C Process)

Staff continued to work with FHWA, and DelDOT on the MPO boundary issue raised by FHWA. Staff continued to coordinate with DelDOT and DART for MTP data information. Staff continued to work directly with DelDOT and Governor Carney's attorney (Danielle Gibbs) regarding the MPO Supplemental Agreement #5 (Boundary Issue). Staff received Supplemental Agreement signatures from City of Dover Mayor Christiansen and Kent County Levy Court President Banta. Packet submitted to Governor Carney for his signature.

20-02 Unified Planning Work Program

Staff continued working on the FY21 UPWP draft to include two DelDOT FY21 Transportation Planning Studies which will be a part of our local 10% contribution requirement.

20-03 Public Outreach Process

Staff continued to develop MTP videos. Staff developed a public outreach webinar for the general public and MPO committee members. Staff continued working videos for the 2021 MTP actions.

Staff monitored and updated all social media outlets and website as well as updating our MPO Forum Site. Staff completed the January Journeys Newsletter.

20-04.01 Develop the 2020 TIP- Staff continued to track the projects 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. Still waiting on final approval from FHWA on the air report.

20-05.01 Operate and maintain GIS –Staff's main emphasis in December was beginning the MTP maps. Staff developed the first prototype of MTP Interactive Mapping systems for the December Joint Meeting.

20-08.02 Comprehensive Plan Assistance to MPO Members – Staff continued reviewing most recently "certified" Comp Plans for transportation initiatives which could be included in the upcoming MTP Update 2045.

20-08.05.a.1 Bicycle/Pedestrian Feasibility Studies Staff continued monitoring the City of Dover Bike and Pedestrian Plan Update with the consultant (WRA). Staff participated in the January 7th subcommittee meeting at City of Dover.

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 continued monitoring contractor work for the Magnolia Traffic Study contract.

Dover Kent County MPO
 JANUARY 2020 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	5,076.25	3,654.90	406.10	4,061.00	507.63	456.86	50.76	1,015.25	5,076.25
20-08.05.c1	Dover / Air Cargo	41,160.17	29,635.33	3,292.81	32,928.14	4,116.02	3,704.41	411.60	8,232.03	41,160.17
20-08.05.f1	KC East-West Corridor	6,191.64	4,457.98	495.33	4,953.31	619.16	557.25	61.92	1,238.33	6,191.64
20-08.05.f2	Harrington Intermodal									
20-08.05.h1	Magnolia Traffic Study	5,165.63	3,719.25	413.25	4,132.50	516.56	464.91	51.66	1,033.13	5,165.63
Total FY 20 Monthly Exps		57,593.69	41,467.46	4,607.49	46,074.95	5,759.37	5,183.43	575.94	11,518.74	57,593.69

FY18 Roll Over Funding	FHWA	FTA	Total Federal	State Cash	FHWA Toll Credits	FTA Toll Credits	Total Match	Total Projects
August 19 Expenses	372,226.45	38,754.66	410,981.11	51,372.70	46,528.26	4,844.33	102,745.29	513,726.40
September 19 Expenses	-4,041.84	-449.09	-4,490.93	-561.37	-505.23	-56.13	-1,122.73	-5,613.66
October 19 Expenses	-6,620.42	-735.60	-7,356.02	-919.51	-827.55	-91.95	-1,839.01	-9,195.03
November 19 Expenses	-3,873.61	-430.40	-4,304.01	-538.00	-484.20	-53.80	-1,076.00	-5,380.01
December 19 Expenses	-9,166.11	-1,018.45	-10,184.56	-1,273.06	-1,145.77	-127.31	-2,546.14	-12,730.70
January 20 Expenses	-14,465.33	-1,607.26	-16,072.59	-2,009.07	-1,808.17	-200.91	-4,018.15	-20,090.74
	-41,467.46	-4,607.49	-46,074.95	-5,759.37	-5,183.43	-575.94	-11,518.74	-57,593.69
Total Remaining Funds	348,524.47	29,906.37	322,498.05	40,312.32	36,573.91	3,738.29	80,624.52	403,122.57

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	\$5,380.01	\$493,537.65	96.1%
November	\$12,730.70	\$480,806.95	93.6%
December	\$20,090.74	\$460,716.21	89.7%
January	\$57,593.69	\$403,122.52	78.5%
February		\$403,122.52	78.5%
March		\$403,122.52	78.5%
April		\$403,122.52	78.5%
May		\$403,122.52	78.5%
June		\$403,122.52	78.5%

**Dover Kent County MPO
JANUARY 2020 FY 20
Expenses / Allocations**

Project	Record of Expenditures					80% Federal Funds			14% State State Cash 14%	TOTAL Fed/State Funds
	Salaries	Taxes & Benefits	Other Expenses	Total Cash Expenditures	20 FHWA 63%	20 FTA 17%	TOTAL FEDERAL			
00-02 UPWP	12,085.60	3,367.84	4,574.22	20,027.66	12,617.43	3,404.70	16,022.13	2,803.87	18,826.00	
00-03 Public Outreach	965.82	137.57	0.00	1,103.39	695.14	187.58	882.72	154.47	1,037.19	
00-04 TIP	5,256.99	811.08	101.11	6,169.18	3,886.58	1,048.76	4,935.34	863.69	5,799.03	
00-05 Data Management	382.76	110.88	0.00	493.64	310.99	83.92	394.91	69.11	464.02	
00-06 Training	5,102.72	720.88	0.06	5,823.66	3,668.91	990.02	4,658.93	815.31	5,474.24	
00-07 Update MTP	1,224.46	275.62	0.00	1,500.08	945.05	255.01	1,200.06	210.02	1,410.08	
00-08 Transp Studies	1,854.13	218.06	11.34	2,083.53	1,312.62	354.20	1,666.82	291.70	1,958.52	
00-08.05 Other Plan Studies	529.74	1,159.58	0.00	1,689.32	1,064.27	287.19	1,351.46	236.50	1,587.96	
Total FY 20 Monthly Exps	28,284.60	6,900.51	4,686.73	39,871.84	25,119.26	6,778.21	31,897.47	5,582.06	37,479.53	

Non-Personnel Exps:

Accounting	873.75
Bank Fees	0.00
Cleaning Service	100.00
Computers	303.85
Computer Hardware	0.00
Computer Software	35.79
Conferences	0.00
Comm/Council Mtgs	0.00
Day Trip Mileage	0.00
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	233.71
Office Equip/Furniture	0.00
Office Supplies - General	0.00
Office Supplies - Computer	0.00
Other Mtgs (Chamber, etc)	0.00
PAC Workshop	0.00
Plan/Erg Consultants	0.00
Postage	0.00
Printing - In house	58.08
Public Outreach	111.34
Registered Agent	0.00
Rent	1,860.00
Repairs - Computer	42.50
Repairs - Non computer	0.00
Subscriptions	101.94
Teleconferences	0.00
Telephone	180.00
	0.00
	0.00
	0.00
Non-Personnel Exps:	4,686.73
Personnel Expenses:	35,185.11
TOTAL EXPENSES:	39,871.84

Project	6% Local Cash Match				TOTAL PROJECTS
	Kent County 3%	Harrington 2.5%	Dover .5%	Total Match	
00-01 Prog Mgmt & Dev	600.83	500.69	100.14	1,201.66	20,027.66
00-02 UPWP	33.10	27.58	5.52	66.20	1,103.39
00-03 Public Outreach	185.08	154.24	30.83	370.15	6,169.18
00-04 TIP	14.81	12.34	2.47	29.62	493.64
00-05 Data Management	174.71	145.59	29.12	349.42	5,823.66
00-06 Training	45.00	37.50	7.50	90.00	1,500.08
00-07 Update MTP	62.51	52.10	10.40	125.01	2,083.53
00-08 Transp Studies	50.68	42.23	8.45	101.36	1,689.32
00-08.05 Other Studies	29.44	24.53	4.92	58.89	981.38
Total FY 20 Match Exps	1,196.16	996.80	199.35	2,392.31	39,871.84

Personnel Expenses:

Salaries	28,284.60
457 Contributions	376.50
Insurance Deductible	0.00
Dental	196.19
Vision	49.26
Insurance L/T	0.00
Insurance S/T	0.00
Health Insurance	3,726.74
Ins - (Disability, Life Etc)	388.08
Medicare Tax	410.09
Social Security Tax	1,753.65
Educational Assistance	0.00
Personnel Expenses:	35,185.11

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	\$34,930.08	\$538,882.22	93.9%
August	\$31,561.89	\$507,320.33	88.4%
September	\$35,294.54	\$472,025.79	82.3%
October	\$29,117.39	\$442,908.40	77.2%
November	\$31,790.84	\$411,117.56	71.6%
December	\$35,974.54	\$375,143.02	65.4%
January	\$39,871.84	\$335,271.18	58.4%
February		\$335,271.18	58.4%
March		\$335,271.18	58.4%
April		\$335,271.18	58.4%
May		\$335,271.18	58.4%
June		\$335,271.18	58.4%