



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

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

20-01 Work Program Administration

Staff worked on the two March monthly invoices as it was sent to DelDOT within 5 working days after the end of March and was processed by DelDOT within 5 working days of receipt. 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 the monthly MPO summary. Staff continues to comply with Governor Carney's Emergency action on Covid-19, by working remotely with daily electronic mail message contacts and weekly virtual staff meetings. Critical payroll and vendor payment continues as well as limited staff manning of the D/KC MPO office.

20-01.02 Support Council and Committees

April PAC and TAC meetings were cancelled as well as the May 4th MPO Council meetings. However, staff is preparing for virtual PAC and TAC meetings in June as well as preparing for the PAC workshop in June.

20-01.03 (Continue 3 C Process)

Primary FHWA contact in April was to inquire about the status of FY21 UPWP approval. FHWA sent e-mail on April 29th with informal approval. Staff also contacted DelDOT several times regarding population and LOS data for the MTP. Staff also worked with WILMAPCO (Dan Blevins) regarding crash data and maps for MTP.

20-02 Unified Planning Work Program

Staff continued working the FY21 UPWP which was approved by MPO Council on March 4th and sent to FHWA on March 6th. FHWA sent an approval e-mail on April 29th and indicated a formal approval letter to follow.

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 April Journeys Newsletter.

20-04.01 Develop the 2020 TIP- Staff continued to track the projects on the FY2020 TIP and previous TIP projects for the MTP Update. .

20-05.01 Operate and maintain GIS –Staff continues to emphasize the MTP maps. Staff continued to build accident, LOS, MTP Interactive Mapping systems.

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).

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. Harrington's new planner (Karen Brittingham) met with staff and WRA for a path forward for this project.

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 received the final Magnolia Traffic Study draft from WRA.

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 | \$12,934.76 | \$390,187.76 | 76.0% |
| March | \$29,053.97 | \$361,133.79 | 70.3% |
| April | \$29,980.87 | \$331,152.92 | 64.5% |
| May | | \$331,152.92 | 64.5% |
| June | | \$331,152.92 | 64.5% |

Dover Kent County MPO
 APRIL 2020 FY 20
 Planning / Consultant Expenses / Allocations

| Record of Expenditures | Project | Total Planning / Consultant Expenses | 80% Federal Funds | | | | 20% DelDOT & Toll Credit Match | | | | TOTAL |
|------------------------------------|---------|--------------------------------------|-------------------|-----------------|------------------|-----------------|--------------------------------|---------------------|---------------------------------|------------------------------|-------|
| | | | 20 FHWA 72% | 20 FTA 8% | TOTAL FEDERAL | State Cash 10% | FHWA Toll Credits 9% | FTA Toll Credits 1% | TOTAL DelDOT & FED TOLL CREDITS | Fed/State Funds/Toll Credits | |
| 20-08.05.a1 Dover Bike & Ped Plan | | 6,048.90 | 4,355.21 | 483.91 | 4,839.12 | 604.89 | 544.40 | 60.49 | 1,209.78 | 6,048.90 | |
| 20-08.05.c1 Dover / Air Cargo | | 2,209.46 | 1,590.81 | 176.76 | 1,767.57 | 220.95 | 198.85 | 22.09 | 441.89 | 2,209.46 | |
| 20-08.05.f1 KC East-West Corridor | | 12,309.05 | 8,862.52 | 984.72 | 9,847.24 | 1,230.91 | 1,107.81 | 123.09 | 2,461.81 | 12,309.05 | |
| 20-08.05.f2 Harrington Intermodal | | 7,345.23 | 5,288.57 | 587.62 | 5,876.19 | 734.52 | 661.07 | 73.45 | 1,469.04 | 7,345.23 | |
| 20-08.05.h1 Magnolia Traffic Study | | 2,068.23 | 1,489.12 | 165.46 | 1,654.58 | 206.82 | 186.15 | 20.68 | 413.65 | 2,068.23 | |
| Total FY 20 Monthly Exps | | 29,980.87 | 21,586.23 | 2,398.47 | 23,984.70 | 2,998.09 | 2,698.28 | 299.80 | 5,996.17 | 29,980.87 | |

| FY18 Roll Over Funding | FHWA | FTA | Total Federal | State Cash | FHWA Toll Credits | FTA Toll Credits | Total Match | Total Projects | Total Remaining Funds |
|--------------------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|------------------|-------------------|-----------------------|
| | | | | | | | | | |
| Rollover Funding \$\$\$ | 372,226.45 | 38,754.66 | 410,981.11 | 51,372.70 | 46,528.26 | 4,844.33 | 102,745.29 | 513,726.40 | |
| August 19 Expenses | -4,041.84 | -449.09 | -4,490.93 | -561.37 | -505.23 | -56.13 | -1,122.73 | -5,613.66 | |
| September 19 Expenses | -6,620.42 | -735.60 | -7,356.02 | -919.51 | -827.55 | -91.95 | -1,839.01 | -9,195.03 | |
| October 19 Expenses | -3,873.61 | -430.40 | -4,304.01 | -538.00 | -484.20 | -53.80 | -1,076.00 | -5,380.01 | |
| November 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 | |
| December 19 Expenses | -14,465.33 | -1,607.26 | -16,072.59 | -2,009.07 | -1,808.17 | -200.91 | -4,018.15 | -20,090.74 | |
| January 20 Expenses | -41,467.46 | -4,607.49 | -46,074.95 | -5,759.37 | -5,183.43 | -575.94 | -11,518.74 | -57,593.69 | |
| February 20 Expenses | -9,313.03 | -1,034.78 | -10,347.81 | -1,293.48 | -1,164.13 | -129.34 | -2,586.95 | -12,934.76 | |
| March 20 Expenses | -20,918.86 | -2,324.31 | -23,243.17 | -2,905.40 | -2,614.86 | -290.54 | -5,810.80 | -29,053.97 | |
| April 20 Expenses | -21,586.23 | -2,398.47 | -23,984.70 | -2,998.09 | -2,698.28 | -299.80 | -5,996.17 | -29,980.87 | |
| Total Remaining Funds | 240,773.56 | 24,148.81 | 264,922.37 | 33,115.35 | 30,096.64 | 3,018.61 | 66,230.60 | 331,152.97 | |

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 | \$31,944.07 | \$303,327.11 | 52.9% |
| March | \$33,846.12 | \$269,480.99 | 47.0% |
| April | \$31,086.62 | \$238,394.37 | 41.5% |
| May | | \$238,394.37 | 41.5% |
| June | | \$238,394.37 | 41.5% |
| July fy19 | | \$238,394.37 | 41.5% |

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

| Project | Record of Expenditures | | | | 80% Federal Funds | | | 14% State State Cash 14% | TOTAL |
|---------------------------------|------------------------|------------------|-----------------|-------------------------|-------------------|-----------------|------------------|--------------------------------|------------------|
| | Salaries | Taxes & Benefits | Other Expenses | Total Cash Expenditures | 20 FHWA 63% | 20 FTA 17% | TOTAL FEDERAL | | |
| 20-01 Administration | 6,795.41 | 2,569.59 | 5,307.10 | 14,672.10 | 9,243.42 | 2,494.26 | 11,737.68 | 2,054.09 | 13,791.77 |
| 20-02 UPWP | 280.92 | 56.74 | 0.00 | 337.66 | 212.73 | 57.40 | 270.13 | 47.27 | 317.40 |
| 20-03 Public Outreach | 3,173.72 | 626.95 | 769.40 | 4,570.07 | 2,879.14 | 776.91 | 3,656.05 | 639.81 | 4,295.86 |
| 20-04 TIP | 0.00 | 34.75 | 0.00 | 34.75 | 21.89 | 5.91 | 27.80 | 4.87 | 32.67 |
| 20-05 Data Management | 2,943.54 | 354.23 | 400.00 | 3,697.77 | 2,329.60 | 628.61 | 2,958.21 | 517.69 | 3,475.90 |
| 20-06 Training | 1,210.75 | 191.26 | 0.00 | 1,402.01 | 883.27 | 238.34 | 1,121.61 | 196.28 | 1,317.89 |
| 20-07 Update MTP | 4,517.14 | 517.38 | 0.38 | 5,034.90 | 3,171.99 | 855.93 | 4,027.92 | 704.89 | 4,732.81 |
| 20-08 Transp Studies | 0.00 | 608.07 | 0.00 | 608.07 | 383.08 | 103.38 | 486.46 | 85.13 | 571.59 |
| 20-08.05 Other Plan Studies | 652.82 | 76.47 | 0.00 | 729.29 | 459.45 | 123.98 | 583.43 | 102.10 | 685.53 |
| Total FY 20 Monthly Exps | 19,574.30 | 5,035.44 | 6,476.88 | 31,086.62 | 19,584.57 | 5,284.72 | 24,869.29 | 4,352.13 | 29,221.42 |

Non-Personnel Exps:

| | |
|----------------------------|------------------|
| Accounting | 1,022.65 |
| Bank Fees | 0.00 |
| Cleaning Service | 100.00 |
| Computers | 1,040.79 |
| Computer Hardware | 0.00 |
| Computer Software | 400.00 |
| Conferences | 0.00 |
| Comm/Council Mtgs | 0.00 |
| Day Trip Mileage | 49.23 |
| 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 | 233.58 |
| Mtg Sup - Comm/Council | 0.00 |
| Office Equip/Furniture | 0.00 |
| Office Supplies - General | 21.98 |
| Office Supplies - Computer | 0.00 |
| Other Mtgs (Chamber, etc) | 0.00 |
| PAC Workshop | 0.00 |
| Plan/Eng Consultants | 0.00 |
| Postage | 0.00 |
| Printing - In house | 15.88 |
| Public Outreach | 767.00 |
| Registered Agent | 0.00 |
| Rent | 1,860.00 |
| Repairs - Computer | 0.00 |
| Repairs - Non computer | 0.00 |
| Subscriptions | 0.00 |
| Teleconferences | 0.00 |
| Telephone | 180.00 |
| | 0.00 |
| | 0.00 |
| Non-Personnel Exps: | 6,476.88 |
| Personnel Expenses: | 24,609.74 |
| TOTAL EXPENSES: | 31,086.62 |

| Project | 6% Local Cash Match | | | | TOTAL PROJECTS |
|-------------------------------|---------------------|--------------------|---------------|-----------------|------------------|
| | Kent County 3% | Harrington 2.5% | Dover .5% | Total Match | |
| 20-01 Prog Mgmt & Dev | 440.16 | 366.81 | 73.36 | 880.33 | 14,672.10 |
| 20-02 UPWP | 10.13 | 8.44 | 1.69 | 20.26 | 337.66 |
| 20-03 Public Outreach | 137.10 | 114.26 | 22.85 | 274.21 | 4,570.07 |
| 20-04 TIP | 1.04 | 0.87 | 0.17 | 2.08 | 34.75 |
| 20-05 Data Management | 110.94 | 92.44 | 18.49 | 221.87 | 3,697.77 |
| 20-06 Training | 42.06 | 35.05 | 7.01 | 84.12 | 1,402.01 |
| 20-07 Update MTP | 151.05 | 125.87 | 25.17 | 302.09 | 5,034.90 |
| 20-08 Transp Studies | 18.24 | 15.20 | 3.04 | 36.48 | 608.07 |
| 20-08.05 Other Studies | 21.88 | 18.23 | 3.65 | 43.76 | 729.29 |
| Total FY 20 Match Exps | 932.60 | 777.17 | 155.43 | 1,865.20 | 31,086.62 |

Personnel Expenses:

| | |
|------------------------------|------------------|
| Salaries | 19,574.30 |
| 457 Contributions | 428.68 |
| Insurance Deductible | 0.00 |
| Dental | 196.19 |
| Vision | 49.26 |
| Insurance L/T | 0.00 |
| Insurance S/T | 0.00 |
| Health Insurance | 2,605.18 |
| Ins - (Disability, Life Etc) | 258.72 |
| Medicare Tax | 283.80 |
| Social Security Tax | 1,213.61 |
| Educational Assistance | 0.00 |
| Personnel Expenses: | 24,609.74 |