



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

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

20-01 Work Program Administration

Staff worked on the two April monthly invoices as it was sent to DelDOT within 5 working days after the end of April and 1 was processed by DelDOT within 5 working days and the second within 10 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

May 4th MPO Council meeting was cancelled. However, staff is preparing for virtual PAC and TAC meetings for June as well as preparing for the potential MPO Council virtual meeting in July.

20-01.03 (Continue 3 C Process)

Primary FHWA contact was a May 27th coordination virtual meeting. Staff also contacted DelDOT several times regarding crash data and several previously sent but unanswered e-mails requesting MTP information. Staff also sent Innovation 2045 MTP project list to WILMAPCO and Salisbury / Wicomico MPO for coordination purposes.

20-02 Unified Planning Work Program

Staff continued working with DelDOT to prepare the FY21 UPWP funding into their finance systems ready for July 1.

20-03 Public Outreach Process

Staff continued to develop MPO videos. Staff conducted Facebook party for the MTP. Staff continued working videos for the 2021 MTP actions.

Staff monitored and updated all social media outlets and websites as well as updating our MPO Forum Site. Staff completed the May 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 crash/accident, LOS, MTP, Population, TAZ, and project Interactive Mapping systems.

20-07 Metropolitan Transportation Plan- Staff completed drafting Chapters I, II, III, and IV and uploaded on Innovation2045.com web site to allow public review. DelDOT is assisting with Air Conformity plans through WRA for the July time frame.

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.

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.

There were no additional miscellaneous transportation studies worked in the month of May.

**Dover Kent County MPO
MAY 2020 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		
20-01 Administration	6,136.43	2,950.86	5,304.28	14,391.57	9,066.69	2,446.57	11,513.26	2,014.82	13,528.08
20-02 UPWP	22.22	36.79	0.00	59.01	37.18	10.03	47.21	8.26	55.47
20-03 Public Outreach	3,184.12	627.48	228.07	4,039.67	2,544.98	686.75	3,231.73	565.56	3,797.29
20-04 TIP	41.01	39.89	0.00	80.90	50.97	13.75	64.72	11.33	76.05
20-05 Data Management	2,954.37	364.42	0.00	3,318.79	2,090.84	564.19	2,655.03	464.63	3,119.66
20-06 Training	1,493.42	234.64	0.00	1,728.06	1,088.68	293.77	1,382.45	241.93	1,624.38
20-07 Update MTP	4,907.18	508.13	0.28	5,415.59	3,411.82	920.65	4,332.47	758.18	5,090.65
20-08 Transp Studies	95.69	620.09	0.00	715.78	450.94	121.68	572.62	100.21	672.83
20-08.05 Other Plan Studies	617.86	77.60	0.00	695.46	438.14	118.23	556.37	97.36	653.73
Total FY 20 Monthly Exps	19,452.30	5,459.90	5,532.63	30,444.83	19,180.24	5,175.62	24,355.86	4,262.28	28,618.14

Non-Personnel Exps:

Accounting	997.65
Bank Fees	0.00
Cleaning Service	125.00
Computers	423.81
Computer Hardware	0.00
Computer Software	0.00
Conferences	0.00
Comm/Council Mtgs	0.00
Day Trip Mileage	51.85
Dues	0.00
Educational Assistance	0.00
Electric Service	200.00
Equipment Lease - Copier	585.77
Equipment Lease - Postage	0.00
Insurance - Liability	642.00
Insurance - WC	0.00
Internet Access	233.58
Mtg Sup - Comm/Council	0.00
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/Eng Consultants	0.00
Postage	0.00
Printing - In house	7.30
Public Outreach	225.67
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:	5,532.63
Personnel Expenses:	24,912.20
TOTAL EXPENSES:	30,444.83

Project	6% Local Cash Match			TOTAL PROJECTS
	Kent County 3%	Harrington 2.5%	Dover .5%	
20-01 Prog Mgmt & Dev	431.75	359.79	71.95	863.49
20-02 UPWP	1.77	1.48	0.29	3.54
20-03 Public Outreach	121.19	100.99	20.20	242.38
20-04 TIP	2.43	2.02	0.40	4.85
20-05 Data Management	99.56	82.97	16.60	199.13
20-06 Training	51.84	43.20	8.64	103.68
20-07 Update MTP	162.47	135.39	27.08	324.94
20-08 Transp Studies	21.47	17.89	3.59	42.95
20-08.05 Other Studies	20.86	17.39	3.48	41.73
Total FY 20 Match Exps	913.34	761.12	152.23	1,826.69

Personnel Expenses:

Salaries	19,452.30
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	3,038.98
Ins - (Disability, Life Etc)	258.72
Medicare Tax	282.03
Social Security Tax	1,206.04
Educational Assistance	0.00
Personnel Expenses:	24,912.20

Dover Kent County MPO
MAY 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		Fed/State Funds/Toll Credits
20-08.05.a1	Dover Bike & Ped Plan				0.00					0.00	0.00
20-08.05.c1	Dover / Air Cargo	2,815.29	2,027.01	225.22	2,252.23	281.53	253.38	28.15	563.06	2,815.29	2,815.29
20-08.05.f1	KC East-West Corridor	2,293.88	1,651.59	183.51	1,835.10	229.38	206.45	22.95	458.78	2,293.88	2,293.88
20-08.05.f2	Harrington Intermodal	5,991.50	4,313.88	479.33	4,793.21	599.15	539.23	59.91	1,198.29	5,991.50	5,991.50
20-08.05.h1	Magnolia Traffic Study	1,013.17	729.48	81.05	810.53	101.32	91.19	10.13	202.64	1,013.17	1,013.17
Total FY 20 Monthly Exps		12,113.84	8,721.96	969.11	9,691.07	1,211.38	1,090.25	121.14	2,422.77	12,113.84	12,113.84

FY18 Roll Over Funding	FHWA	FTA	Total Federal	State Cash	FHWA Toll Credits	FTA Toll Credits	Total Match	Total Projects
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
May 20 Expenses	-8,721.96	-969.11	-9,691.07	-1,211.38	-1,090.25	-121.14	-2,422.77	-12,113.84
Total Remaining Funds	240,773.56	23,179.70	255,231.30	31,903.97	29,006.39	2,897.47	63,807.83	319,039.13

JUNE THROUGH JUNE 11, 2020

Dover Kent County MPO
JUNE 1 - 11 FY 2020 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 Administration	3,428.01	1,504.35	4,852.10	9,784.46	6,164.21	1,663.36	7,827.57	1,369.82	9,197.39
20-02 UPWVP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-03 Public Outreach	1,753.06	221.77	0.00	1,974.83	1,244.14	335.72	1,579.86	276.48	1,856.34
20-04 TIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-05 Data Management	1,520.31	138.41	0.00	1,658.72	1,044.99	281.98	1,326.97	232.22	1,559.19
20-06 Training	41.01	5.15	0.00	46.16	29.08	7.85	36.93	6.46	43.39
20-07 Update MTP	2,720.28	277.78	0.00	2,998.06	509.67	2,398.45	2,398.45	419.73	2,818.18
20-08 Transp Studies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-08.05 Other Plan Studies	187.73	23.57	0.00	211.30	35.92	169.04	169.04	29.58	198.62
Total FY 20 Monthly Exps	9,650.40	2,171.03	4,852.10	16,673.53	10,504.32	2,834.50	13,338.82	2,334.29	15,673.11

Project	6% Local Cash Match				TOTAL PROJECTS
	Kent County 3%	Harrington 2.5%	Dover .5%	Total Match	
20-01 Prog Mgmt & Dev	293.54	244.61	48.92	587.07	9,784.46
20-02 UPWVP	0.00	0.00	0.00	0.00	0.00
20-03 Public Outreach	59.25	49.37	9.87	118.49	1,974.83
20-04 TIP	0.00	0.00	0.00	0.00	0.00
20-05 Data Management	49.76	41.48	8.29	99.53	1,658.72
20-06 Training	1.38	1.15	0.24	2.77	46.16
20-07 Update MTP	89.94	74.95	14.99	179.88	2,998.06
20-08 Transp Studies	0.00	0.00	0.00	0.00	0.00
20-08.05 Other Studies	6.34	5.28	1.06	12.68	211.30
Total FY 20 Match Exps	500.21	416.84	83.37	1,000.42	16,673.53

Non-Personnel Exps:

Accounting	893.20
Bank Fees	0.00
Cleaning Service	100.00
Computers	333.85
Computer Hardware	0.00
Computer Software	0.00
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	0.00
Equipment Lease - Postage	190.56
Insurance - Liability	0.00
Insurance - WC	1,035.00
Internet Access	0.00
Mtg Sup - Comm/Council	0.00
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/Eng Consultants	0.00
Postage	59.49
Printing - In house	0.00
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	0.00
Telephone	180.00
	0.00
	0.00

Personnel Expenses:

Salaries	9,650.40
457 Contributions	214.34
Insurance Deductible	0.00
Dental	0.00
Vision	0.00
Insurance LT	0.00
Insurance S/T	0.00
Health Insurance	1,218.45
Ins - (Disability, Life Etc)	0.00
Medicare Tax	139.92
Social Security Tax	598.32
Educational Assistance	0.00
Personnel Expenses:	11,821.43
TOTAL EXPENSES:	16,673.53

Dover Kent County MPO
 JUNE 1-11, 2020 FY 20
 Planning / Consultant Expenses / Allocations

Record of Expenditures	Project	80% Federal Funds			20% DeIDOT & Toll Credit Match			TOTAL		
		Total Planning / Consultant Expenses	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					0.00				0.00	0.00
20-08.05.c1 Dover / Air Cargo		106.91	76.98	8.55	85.53	10.69	9.62	1.07	21.38	106.91
20-08.05.f1 KC East-West Corridor		5,087.48	3,662.99	407.00	4,069.99	508.75	457.87	50.87	1,017.49	5,087.48
20-08.05.f2 Harrington Intermodal		10,827.43	7,795.74	866.20	8,661.94	1,082.74	974.47	108.28	2,165.49	10,827.43
20-08.05.h1 Magnolia Traffic Study					0.00				0.00	0.00
Total FY 20 Monthly Exps		16,021.82	11,535.71	1,281.75	12,817.46	1,602.18	1,441.96	160.22	3,204.36	16,021.82

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
February 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
March 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
April 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
May 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
June 1 - 11 Expenses	-8,721.96	-969.11	-9,691.07	-1,211.38	-1,090.25	-121.14	-2,422.77	-12,113.84
	-11,535.71	-1,281.75	-12,817.46	-1,602.18	-1,441.96	-160.22	-3,204.36	-16,021.82
Total Remaining Funds	240,773.56	21,897.95	242,413.84	30,301.79	27,564.43	2,737.25	60,603.47	303,017.31

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	\$12,113.84	\$319,039.08	62.1%
June A	\$16,021.82	\$303,017.26	62.1%
June B			

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	\$30,444.83	\$207,949.54	36.2%
June A	\$16,673.53	\$191,276.01	36.2%
June B		\$191,276.01	36.2%