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

20-01 Work Program Administration

Staff worked on the two May monthly invoices as it was sent to DelDOT within 5 working days after the end of May 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

Staff conducted virtual meeting training for the PAC and TAC on June 3rd and 9th. Staff prepared and conducted PAC meeting on June 10th and TAC meeting on June 16th. Staff also began preparing for Special PAC and TAC meeting for July 6th and 7th and MPO Council meeting for July 8th.

20-01.03 (Continue 3 C Process) Staff contacted DelDOT several times regarding end of FY20 transportation study fund roll over to keep contracts moving. FY21 UPWP Amendment #1 and PL 2 Agreement will be processed in July after MPO Council meeting.

20-02 Unified Planning Work Program

Staff continued working with DelDOT to prepare the FY21 UPWP Amendment #1.

20-03 Public Outreach Process

Staff continued to develop MPO videos. Staff continued working videos for the 2021 MTP Innovation 2045 MTP chapters. Staff monitored and updated all social media outlets and websites as well as updating

our MPO Forum Site. Staff completed the June 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 edited MTP Chapters I, II, III, and IV using Grammarly as recommended by PAC members.

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
JUNE 12 - 30 2020 FY 20
Expenses / Allocations

Project	Record of Expenditures				Total Cash Expenditures	80% Federal Funds				TOTAL
	Salaries	Taxes & Benefits	Other Expenses	20 FHWA 63%		20 FTA 17%	TOTAL FEDERAL	14% State	Fed/State Funds	
20-01 Administration	3,830.08	1,108.72	1,455.75	6,394.55	4,028.57	1,087.07	5,115.64	895.24	6,010.88	
20-02 UPWP	0.00	34.75	0.00	34.75	21.89	5.91	27.80	4.87	32.67	
20-03 Public Outreach	1,741.22	446.11	87.04	2,274.37	1,432.86	386.64	1,819.50	318.40	2,137.90	
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	1,348.73	220.15	0.00	1,568.88	988.39	266.71	1,255.10	219.64	1,474.74	
20-06 Training	94.47	77.39	0.00	171.86	108.27	29.22	137.49	24.06	161.55	
20-07 Update MTP	1,673.16	192.22	1.55	1,866.93	1,176.17	317.38	1,493.55	261.37	1,754.92	
20-08 Transp Studies	410.10	659.55	0.00	1,069.65	673.88	181.84	855.72	149.75	1,005.47	
20-08.05 Other Plan Studies	623.34	78.27	0.00	701.61	442.01	119.27	561.28	98.23	659.51	
Total FY 20 Monthly Exps	9,721.10	2,851.91	1,544.34	14,117.35	8,893.93	2,399.95	11,293.88	1,976.43	13,270.31	

Non-Personnel Exps:

Accounting	108.90
Bank Fees	0.00
Cleaning Service	0.00
Computers	415.89
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	0.00
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	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	31.20
Public Outreach	84.00
Registered Agent	0.00
Rent	0.00
Repairs - Computer	85.00
Repairs - Non computer	0.00
Subscriptions	0.00
Teleconferences	0.00
Telephone	0.00

Project	6% Local Cash Match			TOTAL PROJECTS
	Kent County 3%	Harrington 2.5%	Dover .5%	
20-01 Prog Mgmt & Dev	191.84	159.86	31.97	383.67
20-02 UPWP	1.04	0.87	0.17	2.08
20-03 Public Outreach	68.23	56.86	11.38	136.47
20-04 TIP	1.04	0.87	0.17	2.08
20-05 Data Management	47.07	39.22	7.85	94.14
20-06 Training	5.15	4.30	0.86	10.31
20-07 Update MTP	56.01	46.67	9.33	112.01
20-08 Transp Studies	32.09	26.74	5.35	64.18
20-08.05 Other Studies	21.05	17.54	3.51	42.10
Total FY 20 Match Exps	423.52	352.93	70.59	847.04

Personnel Expenses:

Salaries	9,721.10
457 Contributions	214.34
Insurance Deductible	0.00
Dental	81.46
Vision	11.80
Insurance LT	0.00
Insurance S/T	0.00
Health Insurance	1,541.94
Ins - (Disability, Life Etc)	258.72
Medicare Tax	140.94
Social Security Tax	602.71
Educational Assistance	0.00
Personnel Expenses:	12,573.01
TOTAL EXPENSES:	14,117.35

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	\$13,270.31	\$178,005.70	

Dover Kent County MPO
JUNE 12 - 30, 2020 FY 20

Planning / Consultant Expenses / Allocations

Record of Expenditures	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	6,343.31	4,567.19	507.46	5,074.65	634.33	570.90	63.43	1,268.66	6,343.31
20-08.05.f1 KC East-West Corridor	8,787.05	6,326.68	702.96	7,029.64	878.71	790.83	87.87	1,757.41	8,787.05
20-08.05.f2 Harrington Intermodal	10,710.10	7,711.27	856.81	8,568.08	1,071.01	963.91	107.10	2,142.02	10,710.10
20-08.05.h1 Magnolia Traffic Study	267.84	192.84	21.43	214.27	26.78	24.11	2.68	53.57	267.84
Total FY 20 Monthly Exps	26,108.30	18,797.98	2,088.66	20,886.64	2,610.83	2,349.75	261.08	5,221.66	26,108.30

FY18 Roll Over Funding	Total Federal				Total Projects			
	FHWA	FTA	State Cash	FHWA Toll Credits	FTA Toll Credits	Total Match	Total Projects	Total Projects
Rollover Funding \$\$								
August 19 Expenses	372,226.45	38,754.66	51,372.70	46,528.26	4,844.33	102,745.29	513,726.40	513,726.40
September 19 Expenses	-4,041.84	-449.09	-561.37	-505.23	-56.13	-1,122.73	-5,613.66	-5,613.66
October 19 Expenses	-6,620.42	-735.60	-919.51	-827.55	-91.95	-1,839.01	-9,195.03	-9,195.03
November 19 Expenses	-3,873.61	-430.40	-538.00	-484.20	-53.80	-1,076.00	-5,380.01	-5,380.01
December 19 Expenses	-9,166.11	-1,018.45	-1,273.06	-1,145.77	-127.31	-2,546.14	-12,730.70	-12,730.70
January 20 Expenses	-14,465.33	-1,607.26	-2,009.07	-1,808.17	-200.91	-4,018.15	-20,090.74	-20,090.74
February 20 Expenses	-41,467.46	-4,607.49	-5,759.37	-5,183.43	-575.94	-11,518.74	-57,593.69	-57,593.69
March 20 Expenses	-9,313.03	-1,034.78	-1,293.48	-1,164.13	-129.34	-2,586.95	-12,934.76	-12,934.76
April 20 Expenses	-20,918.86	-2,324.31	-2,905.40	-2,614.86	-290.54	-5,810.80	-29,053.97	-29,053.97
May 20 Expenses	-21,586.23	-2,398.47	-2,998.09	-2,698.28	-299.80	-5,996.17	-29,980.87	-29,980.87
June 1 - 11, 20 Expenses	-8,721.96	-969.11	-1,211.38	-1,090.25	-121.14	-2,422.77	-12,113.84	-12,113.84
June 12 - 30, 20 Expenses	-11,535.71	-1,281.75	-1,602.18	-1,441.96	-160.22	-3,204.36	-16,021.82	-16,021.82
Total Remaining Funds	201,717.91	19,809.29	27,690.96	25,214.68	2,476.17	55,381.81	276,909.01	276,909.01

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	\$26,108.30	\$276,176.80	