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**September Progress Report  
Fiscal Year 2021  
Unified Planning Work Program**

***21-01 Work Program Administration***

Staff worked on the two August monthly invoices as they were sent to DelDOT within 5 working days. DelDOT responded to one within 20 days of receipt and the other was 25 days of receipt despite. 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. Staff advertised the Executive Director position in several venues (paper, Indeed, web-sites, etc...) and received 20 applicants for the position. Applications being reviewed for candidates deemed qualified during the first week of October. Qualified candidates will advance to an interview panel later in October.

***21-01.02 Support Council and Committees***

Staff prepared for and conducted virtual meeting for the September 9th Council meeting. Staff prepared for the October 8th PAC and October 13th TAC meetings.

***21-01.03 (Continue 3 C Process)*** Staff continued to contact DelDOT several times regarding close out reporting for the end of FY20 UPWP Budget and the transportation study fund roll over to keep contracts moving. Staff submitted the FY20 End of Year report to DelDOT and FHWA.

***21-02 Unified Planning Work Program***

Staff continued working with DelDOT and closed out the FY20 UPWP.

***21-03 Public Outreach Process***

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 September Journeys Newsletter.

***21-04.01 Develop the 2021 TIP-*** Staff continued to track the projects on the FY2020-2023 TIP to align projects with DelDOT's FY2020-2024 CTP.

***21-05.01 Operate and maintain GIS*** –Staff continues to emphasize the MTP maps and enhance the interactive mapping system developed for the MTP public workshop.

***21-07 Metropolitan Transportation Plan-*** Staff completed the MTP and conducted the Virtual Workshop scheduled on September 8 - 11. The MTP 30 day public comment period began on September 24th.

***21-08.05.a.1 Bicycle/Pedestrian Feasibility Studies***  
Staff continued monitoring the City of Dover Bike and Pedestrian Plan Update with the consultant (WRA) as comments were received.

***21-08.05.f.1 – Freight Planning***

Work continued on the Dover Freight Management/Air Cargo Ramp Study.

***21-08.05.f.2 – Freight Planning***

Work continued on the Harrington Intermodal Freight Terminal Feasibility Study.

***21-08.05.f.3 – Freight Planning***

Work continued on the East/West Freight Route Feasibility Study.

***21-08.05.h.1 – Miscellaneous Transportation Studies.***

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

**Dover Kent County MPO  
September 2020 FY 21  
Expenses / Allocations**

Project	Record of Expenditures					80% Federal Funds			20% State State Cash 20%	TOTAL Fed/State Funds
	Salaries	Taxes & Benefits	Other Expenses	Total Cash Expenditures	21 FHWA 65%	21 FTA 15%	TOTAL FEDERAL			
21-01 Administration	6,798.73	3,893.63	10,901.77	21,594.13	14,036.18	3,239.12	17,275.30	4,318.83	21,594.13	
21-02 UPWP	114.27	116.73	0.00	231.00	150.15	34.65	184.80	46.20	231.00	
21-03 Public Outreach	3,715.55	1,164.64	82.49	4,962.68	3,225.74	744.40	3,970.14	992.54	4,962.68	
21-04 TIP	582.69	180.37	0.00	763.06	495.99	114.46	610.45	152.61	763.06	
21-05 Data Management	2,684.74	550.76	0.00	3,235.50	2,103.08	485.32	2,588.40	647.10	3,235.50	
21-06 Training	300.74	253.71	0.00	554.45	360.39	83.17	443.56	110.89	554.45	
21-07 Update MTP	4,593.17	575.26	0.06	5,168.49	3,359.52	775.27	4,134.79	1,033.70	5,168.49	
21-08 Transp Studies	13.67	1,891.37	0.00	1,905.04	1,238.28	285.76	1,524.04	381.00	1,905.04	
21-08.05 Other Plan Studies	300.74	37.75	11,181.13	11,519.62	7,487.75	1,727.95	9,215.70	2,303.92	11,519.62	
<b>Total FY 21 Monthly Exps</b>	<b>19,104.30</b>	<b>8,664.22</b>	<b>22,165.45</b>	<b>49,933.97</b>	<b>32,457.08</b>	<b>7,490.10</b>	<b>39,947.18</b>	<b>9,986.79</b>	<b>49,933.97</b>	

**Non-Personnel Exps:**

Accounting	1,064.60
Bank Fees	0.00
Cleaning Service	125.00
Computers	3,571.39
Computer Hardware	0.00
Computer Software	0.00
Conferences	0.00
Comm/Council Mtgs	0.00
Day Trip Mileage	0.00
Dues	71.25
Educational Assistance	0.00
Electric Service	200.00
Equipment Lease - Copier	585.77
Equipment Lease - Postage	1,168.00
Insurance - Liability	0.00
Insurance - WC	0.00
Internet Access	233.84
Mtg Sup - Comm/Council	0.00
Office Equip/Furniture	0.00
Office Supplies - General	18.99
Office Supplies - Computer	0.00
Other Mtgs (Chamber, etc)	0.00
PAC Workshop	0.00
Plan/Eng Consultants	11,181.13
Postage	520.99
Printing - In house	10.92
Public Outreach	1,373.57
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
<b>Non-Personnel Exps:</b>	<b>22,165.45</b>
<b>Personnel Expenses:</b>	<b>27,768.52</b>
<b>TOTAL EXPENSES:</b>	<b>49,933.97</b>

**Personnel Expenses:**

Salaries	19,104.30
457 Contributions	428.68
Insurance Deductible	0.00
Dental	81.46
Vision	11.80
Insurance L/T	1,980.82
Insurance S/T	924.90
Health Insurance	2,760.39
Ins - (Disability, Life Etc)	1,014.71
Medicare Tax	277.00
Social Security Tax	1,184.46
Educational Assistance	0.00
<b>Personnel Expenses:</b>	<b>27,768.52</b>

DOVER/KENT COUNTY MPO  
FY 2021 INVOICE SUMMARY

\$662,635.46

<u>Month</u>	<u>Invoice</u>	<u>Amount Remaining</u>	<u>% Budget Remaining</u>
July	\$30,315.96	\$632,319.50	95.4%
August	\$30,223.37	\$602,096.13	90.9%
September	\$49,933.97	\$552,162.16	83.3%
October		\$552,162.16	83.3%
November		\$552,162.16	83.3%
December		\$552,162.16	83.3%
January		\$552,162.16	83.3%
February		\$552,162.16	83.3%
March		\$552,162.16	83.3%
April		\$552,162.16	83.3%
May		\$552,162.16	83.3%
June A		\$552,162.16	83.3%
June B			

NOTE: This is the total funds available as of Jan 2020; it does not include the FY20 Transportation Studies monies (\$276,909.01) that were approved for rollover in July 2020, pending final approval/obligation by FHWA and DeIDOT.