



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

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

21-01 Work Program Administration

Staff worked on the October monthly invoice as it was sent to DelDOT within 5 working days. DelDOT responded to one 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 in the D/KC MPO office. Staff began transition actions with the incoming Executive Director, Marilyn Smith.

21-01.02 Support Council and Committees

Staff conducted the November 12th MPO Council and executive session meetings. Executive session meeting selected new D/KC MPO Executive Director. Staff prepared for the December 3, 2020 Joint PAC/TAC meeting.

21-01.03 (Continue 3 C Process) Staff continued to contact DelDOT several times regarding the obligation of FY21 UPWP Budget, multiple transportation studies, and the MTP. Staff also participated in the November 23rd FHWA meeting regarding DelDOT/MPO MOU on TIP Amendments.

21-02 Unified Planning Work Program

Staff continued working with DelDOT and closed out the FY20 UPWP and track tasks for FY21 UPWP.

21-03 Public Outreach Process

Staff continued uploading the updated Innovation 2045 MTP chapters on the web site. Staff monitored and updated all social media outlets and websites. Staff completed the November 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 update the MTP maps and interactive mapping system for the November 12th MPO Council meeting.

21-07 Metropolitan Transportation Plan- Where applicable, staff incorporated comments from the MTP 30 day public comment period in final MTP dated November 20, 2020 and prepared for joint PAC/TAC meeting on December 3rd to recommend approval of the Innovation 2045 MTP.

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 November.

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	\$29,023.92	\$523,138.24	78.9%
November	\$60,501.50	\$462,636.74	69.8%
December		\$462,636.74	69.8%
January		\$462,636.74	69.8%
February		\$462,636.74	69.8%
March		\$462,636.74	69.8%
April		\$462,636.74	69.8%
May		\$462,636.74	69.8%
June A		\$462,636.74	69.8%
June B			

The FY21 starting amount of **\$662,635.46** are the FY21 funds shown by DelDOT as having been **obligated**. In July 2021, **\$276,909.01** of FY20 transportation study funds were approved to be rolled over into the FY21 UPWP budget and a FY21 PL Agreement #2 was approved and signed on **July 11, 2021** with a new FY21 Total of **\$939,544.47**. However, despite monthly inquiries to DelDOT by D/KC MPO as to the **obligation status** of these new FY21 funds, DelDOT has not indicated to the D/KC MPO that the funds have been obligated and thus, the original FY21 Budget amount remains as shown (\$662,635.46).

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

Project	Record of Expenditures					80% Federal Funds			20% State	TOTAL
	Salaries	Taxes & Benefits	Other Expenses	Total Cash Expenditures	21 FHWA 65%	21 FTA 15%	TOTAL FEDERAL	State Cash 20%		
21-01 Administration	8,416.88	2,605.05	6,282.13	17,304.06	11,247.64	2,595.61	13,843.25	3,460.81	17,304.06	
21-02 UPWP	27.34	8.60	0.00	35.94	23.36	5.39	28.75	7.19	35.94	
21-03 Public Outreach	4,261.48	566.80	6.21	4,834.49	3,142.42	725.17	3,867.59	966.90	4,834.49	
21-04 TIP	150.37	24.05	0.00	174.42	113.37	26.17	139.54	34.88	174.42	
21-05 Data Management	3,363.98	335.84	0.12	3,699.94	2,404.96	554.99	2,959.95	739.99	3,699.94	
21-06 Training	820.20	113.29	0.00	933.49	606.77	140.02	746.79	186.70	933.49	
21-07 Update MTP	1,146.44	101.09	0.01	1,247.54	810.90	187.13	998.03	249.51	1,247.54	
21-08 Transp Studies	123.03	106.02	0.00	229.05	148.88	34.36	183.24	45.81	229.05	
21-08.05 Other Plan Studies	738.18	92.64	31,211.75	32,042.57	20,827.67	4,806.39	25,634.06	6,408.51	32,042.57	
Total FY 21 Monthly Exps	19,047.90	3,953.38	37,500.22	60,501.50	39,325.97	9,075.23	48,401.20	12,100.30	60,501.50	

Non-Personnel Exps:

Accounting	813.05
Bank Fees	0.00
Cleaning Service	100.00
Computers	468.79
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	585.77
Equipment Lease - Postage	0.00
Insurance - Liability	0.00
Insurance - WC	0.00
Internet Access	232.52
Mtg Sup - Comm/Council	6.44
Office Equip/Furniture	0.00
Office Supplies - General	68.51
Office Supplies - Computer	0.00
Other Mtgs (Chamber, etc)	0.00
PAC Workshop	0.00
Plan/Eng Consultants	31,211.75
Postage	0.00
Printing - In house	25.89
Public Outreach	1,747.50
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:	37,500.22
Personnel Expenses:	23,001.28
TOTAL EXPENSES:	60,501.50

Personnel Expenses:

Salaries	19,047.90
457 Contributions	428.68
Insurance Deductible	0.00
Dental	114.73
Vision	37.46
Insurance L/T	0.00
Insurance S/T	0.00
Health Insurance	1,656.63
Ins - (Disability, Life Etc)	258.72
Medicare Tax	276.19
Social Security Tax	1,180.97
Educational Assistance	0.00
Personnel Expenses:	23,001.28