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

**21-01 Work Program Administration**

Staff worked on the November 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 continue as well as limited staff manning in the D/KC MPO office. Staff continued transition actions with the incoming Executive Director Marilyn J. Smith, as well as prepared for the retirement of outgoing Executive Director Reed Macmillan. Incoming Executive Director Marilyn J. Smith began meeting with staff and MPO partners and completing onboarding tasks.

**21-01.02 Support Council and Committees**

Staff conducted the December 3, 2020 Joint PAC/TAC meeting.

**21-02.03 Continue 3C Process**

Staff continued to contact DelDOT several times regarding the obligation of FY21 UPWP Budget, multiple transportation studies and the MTP

**21-02 Unified Planning Work Program**

Staff sent out solicitation letters for FY22 transportation studies to all MPO partners and Kent County municipalities.

**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 December Journeys Newsletter.

**21-04.01 Transportation Improvement Program**

Staff continued to track the projects on the FY2020-2023 TIP to align with DelDOT's FY2020-2024 TIP.

**21-05.01 Operate and maintain GIS**

Staff continues to update the MTP maps and interactive mapping system for the January 6<sup>th</sup> MPO Council meeting.

**21-07 Metropolitan Transportation Plan**

Where applicable, staff incorporated comments from the MTP 30-day public comment period in the final MTP dated November 20, 2020. Staff conducted the Joint PAC/TAC meeting on December 3, which recommended 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 December.

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

Projects	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		
21-01 Administration	17,311.79	2,952.10	4,646.65	24,910.54	16,191.85	3,736.58	19,928.43	19,928.43	
21-02 UPWP	90.61	19.00	0.00	109.61	71.25	16.44	87.69	87.69	
21-03 Public Outreach	5,525.37	747.45	102.60	6,375.42	4,144.02	956.32	5,100.34	5,100.34	
21-04 TIP	238.52	37.86	0.00	276.38	179.65	41.45	221.10	221.10	
21-05 Data Management	5,121.61	512.25	0.12	5,633.98	3,662.08	845.10	4,507.18	4,507.18	
21-06 Training	1,591.46	217.22	0.00	1,808.68	1,175.64	271.30	1,446.94	1,446.94	
21-07 Update MTP	1,810.65	161.47	0.00	1,972.12	1,281.88	295.82	1,577.70	1,577.70	
21-08 Transp Studies	917.85	270.50	1.25	1,189.60	773.24	178.44	951.68	951.68	
21-08.05 Other Plan Studies	838.77	105.03	10,165.75	11,109.55	7,221.21	1,666.43	8,887.64	8,887.64	
<b>Total FY 21 Monthly Exps</b>	<b>33,446.63</b>	<b>5,022.88</b>	<b>14,916.37</b>	<b>53,385.88</b>	<b>34,700.82</b>	<b>8,007.88</b>	<b>42,708.70</b>	<b>42,708.70</b>	

**Non-Personnel Exps:**

Accounting	702.10
Bank Fees	0.00
Cleaning Service	25.00
Computers	575.04
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	0.00
Internet Access	148.72
Mtg Sup - Comm/Council	0.00
Office Equip/Furniture	0.00
Office Supplies - General	149.68
Office Supplies - Computer	0.00
Other Mtgs (Chamber, etc)	12.00
PAC Workshop	0.00
Plan/Eng Consultants	10,165.75
Postage	0.00
Printing - In house	607.52
Public Outreach	100.00
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
	0.00
<b>Non-Personnel Exps:</b>	<b>14,916.37</b>
<b>Personnel Expenses:</b>	<b>38,469.51</b>
<b>TOTAL EXPENSES:</b>	<b>53,385.88</b>

Projects	State Match Reimbursement 20%	Remaining Balance	Total Fed Funds & State Match
Beginning Balance		66,236.55	
October 2020	4,001.79	62,234.76	
21-01 Administration	4,982.11		24,910.54
21-02 UPWP	21.92		109.61
21-03 Public Outreach	1,275.08		6,375.42
21-04 TIP	55.28		276.38
21-05 Data Management	1,126.80		5,633.98
21-06 Training	361.74		1,808.68
21-07 Update MTP	394.42		1,972.12
21-08 Transp Studies	237.92		1,189.60
21-08.05 Other Plan Studies	2,221.91		11,109.55
<b>Totals</b>	<b>10,677.18</b>	<b>51,557.58</b>	<b>53,385.88</b>

**Personnel Expenses:**

Salaries	33,446.63
457 Contributions	643.02
Insurance Deductible	0.00
Dental	81.46
Vision	11.80
Insurance L/T	0.00
Insurance S/T	0.00
Health Insurance	1,377.12
Ins - (Disability, Life Etc)	350.82
Medicare Tax	484.97
Social Security Tax	2,073.69
Educational Assistance	0.00
<b>Personnel Expenses:</b>	<b>38,469.51</b>

Dover Kent County MPO  
 October 2020 FY 21  
 Expenses / Allocations

Projects	Record of Expenditures						Total Cash Expenditures	80% Federal Funds			20% State	TOTAL
	Salaries	Taxes & Benefits	Other Expenses	Prepaid Match Dollars Balance	State Match 20%	21 FHWA 65%		21 FTA 15%	TOTAL FEDERAL	Fed/State Funds		
21-01 Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21-02 UPWP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21-03 Public Outreach	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21-04 TIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21-05 Data Management	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21-06 Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21-07 Update MTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21-08 Transp Studies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21-08.05 Other Plan Studies	0.00	0.00	20,008.93	0.00	20,008.93	13,005.80	3,001.34	16,007.14	0.00	16,007.14	0.00	16,007.14
<b>Total FY 21 Monthly Exps</b>	<b>0.00</b>	<b>0.00</b>	<b>20,008.93</b>	<b>0.00</b>	<b>20,008.93</b>	<b>13,005.80</b>	<b>3,001.34</b>	<b>16,007.14</b>	<b>0.00</b>	<b>16,007.14</b>	<b>0.00</b>	<b>16,007.14</b>

Project:	State Match 20%	Prepaid Match Dollars Balance	Total Fed Funds & State Match
Other Transportation Studies		66,236.55	
21-08.05 October 2020	4,001.79	62,234.76	20,008.93

Non-Personnel Exps:

Accounting	0.00
Bank Fees	0.00
Cleaning Service	0.00
Computers	0.00
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	0.00
Equipment Lease - Postage	0.00
Insurance - Liability	0.00
Insurance - WC	0.00
Internet Access	0.00
Mig 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	20,008.93
Postage	0.00
Printing - In house	0.00
Public Outreach	0.00
Registered Agent	0.00
Rent	0.00
Repairs - Computer	0.00
Repairs - Non computer	0.00
Subscriptions	0.00
Teleconferences	0.00
Telephone	0.00
	0.00
<b>Non-Personnel Exps:</b>	<b>20,008.93</b>
<b>Personnel Expenses:</b>	<b>0.00</b>
<b>TOTAL EXPENSES:</b>	<b>20,008.93</b>

Personnel Expenses:

Salaries	0.00
457 Contributions	0.00
Insurance Deductible	0.00
Dental	0.00
Vision	0.00
Insurance L/T	0.00
Insurance S/T	0.00
Health Insurance	0.00
Ins - (Disability, Life Etc)	0.00
Medicare Tax	0.00
Social Security Tax	0.00
Educational Assistance	0.00
<b>Personnel Expenses:</b>	<b>0.00</b>

**DOVER/KENT COUNTY MPO  
FY2021 INVOICE SUMMARY**

starting balance	\$662,635.46				amended balance
		<u>Rollover</u>	<u>Amount</u>	<u>% Budget</u>	
<b><u>Month</u></b>	<b><u>Invoice</u></b>	<b><u>Received*</u></b>	<b><u>Remaining</u></b>	<b><u>Remaining</u></b>	
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	\$49,032.85		\$503,129.31	75.9%	
November	\$60,501.50		\$442,627.81	66.8%	
December	\$53,385.88		\$389,241.93	58.7%	
		\$276,909.01	\$666,150.94		\$939,544.47
January			\$666,150.94	70.9%	
February			\$666,150.94	70.9%	
March			\$666,150.94	70.9%	
April			\$666,150.94	70.9%	
May			\$666,150.94	70.9%	
June A			\$666,150.94	70.9%	
June B			\$666,150.94	70.9%	

\*The FY21 starting amount of \$662,635.46 is the FY21 funds shown by DelDOT as having been obligated to DKMPO. In July 2020, \$276,909.01 of FY20 transportation study funds were approved to be rolled over into the FY21 UPWP budget, for a new FY21 total of \$939,544.45. In January 2021, the MPO received documentation from DelDOT that those funds were obligated. The amended FY1 total \$939,544.45 is reflected in this report.