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

***21-01.01 Work Program Administration***

Worked on the January monthly invoice as it was sent to DelDOT within 5 working days. DelDOT responded within 10 days of receipt. Continue to process invoices for billing and tracking purposes; submitted payroll documents; and bi-weekly time reports. All timesheets and summaries were reviewed and incorporated into the monthly MPO summary. Continues to work on file sorting and archiving. Executive Director continues to meet with partners, stakeholders and vendors. Organization continues to comply with Governor Carney's Emergency Action on COVID-19, by working remotely as well as in the office.

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

Staff supported PAC and TAC meetings, prepared for upcoming Council meeting.

***21-01.04 Program Support and Administration***

Prepared purchase orders and coordinated check processing. Executive Director continues to meet with State and Federal partners regarding funding, billing and reporting processes.

***21-02.01 Prepare FY22 UPWP***

Participated in project scoping meetings. Received from consultants and reviewed FY22 transportation project scopes of work and cost estimates. Prioritized via Decision Lens. Prepared cost estimates for in-house studies. Preparing FY22 operating budget, and FY22 UPWP narrative.

***21-03 Public Outreach***

Updated website and social media. Updated PAC and TAC materials. Worked to make the MAPITT app available on Google Play and iTunes app stores. Participated in AMPO meetings. Worked to archive outreach materials. Provided assistance to partners. Responded to citizen inquiry. Produced and distributed the February Journeys Newsletter.

***21-05 Operate and maintain GIS***

Worked on research, development and support for MAPITT app. Working to purge old and duplicate GIS files, update and replace files and web applications. Reviewing updates to Story Map application. Creating files to correspond with FY22 UPWP projects.

***21-06.01 Planner Training***

Participated in APA meetings and forums. Participated in DelDOT Winter Workshop #1.

***21-08.01 Technical Assistance to MPO Members***

Ongoing conversation and correspondence regarding current projects.

***21-08.05 Other Planning Studies***

Ongoing conversation and correspondence regarding current and potential projects.

***21-08.05.a.1 Bicycle/Pedestrian Feasibility Studies***

Continued monitoring of the City of Dover Bike and Pedestrian Plan Update with the consultant (WRA).

***21-08.05.d Transportation Improvement District Studies***

Ongoing conversation and correspondence regarding Cheswold TID.

***21-08.05.f.1 Freight Planning***

Continued work on the Dover Freight Management/Air Cargo Ramp Study.

***21-08.05.f.2 Freight Planning***

Continued work on the Harrington Intermodal Freight Terminal Feasibility Study.

***21-08.05.f.3 Freight Planning***

Continued work on the East/West Freight Route Feasibility Study.

**Dover Kent County MPO  
February 2021 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	8,393.45	6,255.34	5,234.54	19,883.33	12,924.16	2,982.50	15,906.66		15,906.66
21-02 UPWP	2,466.24	541.11	0.30	3,007.65	1,954.97	451.15	2,406.12		2,406.12
21-03 Public Outreach	3,940.67	1,427.98	210.85	5,579.50	3,626.68	836.92	4,463.60		4,463.60
21-04 TIP	0.00	143.73	0.00	143.73	93.42	21.56	114.98		114.98
21-05 Data Management	2,708.67	656.50	0.00	3,365.17	2,187.36	504.78	2,692.14		2,692.14
21-06 Training	830.47	391.37	0.00	1,221.84	794.20	183.27	977.47		977.47
21-07 Update MTP	0.00	143.73	0.00	143.73	93.42	21.56	114.98		114.98
21-08 Transp Studies	897.96	2,633.30	0.00	3,531.26	2,295.32	529.69	2,825.01		2,825.01
21-08.05 Other Plan Studies	1,500.94	192.39	12,084.99	13,778.32	8,955.91	2,066.75	11,022.66		11,022.66
<b>Total FY 21 Monthly Exps</b>	<b>20,738.40</b>	<b>12,385.45</b>	<b>17,530.68</b>	<b>50,654.53</b>	<b>32,925.44</b>	<b>7,598.18</b>	<b>40,523.62</b>	<b>0.00</b>	<b>40,523.62</b>

**Non-Personnel Exps:**

Accounting	1,052.50
Bank Fees	0.00
Cleaning Service	100.00
Computers	366.85
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	585.77
Equipment Lease - Postage	190.56
Insurance - Liability	0.00
Insurance - WC	0.00
Internet Access	232.26
Mtg Sup - Comm/Council	0.00
Office Equip/Furniture	124.19
Office Supplies - General	53.31
Office Supplies - Computer	246.65
Other Mtgs (Chamber, etc)	0.00
PAC Workshop	0.00
Plan/Eng Consultants	12,084.99
Postage	0.00
Printing - In house	32.04
Public Outreach	0.00
Registered Agent/Corp Tax	25.00
Rent	1,860.00
Repairs - Computer	0.00
Repairs - Non computer	0.00
Subscriptions	196.56
Teleconferences	0.00
Telephone	180.00
	0.00
	0.00
<b>Non-Personnel Exps:</b>	<b>17,530.68</b>
<b>Personnel Expenses:</b>	<b>33,123.85</b>
<b>TOTAL EXPENSES:</b>	<b>50,654.53</b>

Projects	Local Match Ext of 21-08.05a 10% match (4000.00)	State Match Reimbursement 20% (minus Local match)	Remaining Balance	Total Fed Funds & State & Local Match
Beginning Balance	400.00		66,236.55	
October 2020		4,001.79	62,234.76	
December 2020		10,677.18	51,557.58	
January 2021		9,187.62	42,369.96	
21-01 Administration		3,976.67		19,883.33
21-02 UPWP		601.53		3,007.65
21-03 Public Outreach		1,115.90		5,579.50
21-04 TIP		28.75		143.73
21-05 Data Management		673.03		3,365.17
21-06 Training		244.37		1,221.84
21-07 Update MTP		28.75		143.73
21-08 Transp Studies		706.25		3,531.26
21-08.05 Other Plan Studies	400.00	2,355.66		13,778.32
<b>Totals</b>	<b>400.00</b>	<b>9,730.91</b>	<b>32,639.05</b>	<b>50,654.53</b>

**Personnel Expenses:**

Salaries	20,738.40
457 Contributions	982.52
Insurance Deductible	0.00
Dental	325.71
Vision	47.21
Insurance L/T	0.00
Insurance S/T	0.00
Health Insurance	9,164.23
Ins - (Disability, Life Etc)	279.28
Medicare Tax	300.72
Social Security Tax	1,285.78
Educational Assistance	0.00
<b>Personnel Expenses:</b>	<b>33,123.85</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>Month</b>	<b>Invoice</b>	<b>Received*</b>	<b>Remaining</b>	<b>Remaining</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	\$45,938.08		\$620,212.86	66.0%	
February	\$50,654.53		\$569,558.33	60.6%	
March			\$569,558.33	60.6%	
April			\$569,558.33	60.6%	
May			\$569,558.33	60.6%	
June A			\$569,558.33	60.6%	
June B			\$569,558.33	60.6%	

\*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.