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

21-01.01 Work Program Administration

Worked on the February monthly invoice as it was sent to DeIDOT within five working days. DeIDOT responded within ten 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. Continue to work on file sorting and archiving. Prepared for retirement of Executive Assistant. Executive Director continues to meet with partners, stakeholders and vendors. All MPO staff have received the first dose of COVID-19 vaccine. Some staff continue to work remotely, but most are working in the office on a regular basis.

21-01.02 Support Council and Committees

Staff prepared for upcoming PAC and TAC meetings.

21-01.03 Continue the 3C Planning Process

Executive director participated in ongoing dialogue with FHWA, DeIDOT and Wilmapco regarding amendments to the MOU.

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. Executive director facilitating a change in insurance carriers for some benefits, completed the enrollment process and related activities. Staff continues to work on internal policies and procedures for various finance and HR functions.

21-02.01 Prepare FY22 UPWP

Preparing draft FY22 UPWP, operating budget, and narrative.

21-03 Public Outreach

Updated website and social media. Updated PAC and

TAC materials. Working on media campaign for MAPITT app. Participated in AMPO meetings.

21-05 Operate and maintain GIS

Continued research, development and support for MAPITT app. Working on forecasting for growth and urbanization in Kent and Sussex Counties. Census / FWHA webinar regarding 2020 Census data. Learning ARC Pro interface.

21-06.01 Planner Training

Participated in APA and AMPO meetings and forums.

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

Received final draft of the City of Dover Bike and Pedestrian Plan Update from the consultant (WRA). Posted on MPO website. Prepared for discussion at upcoming PAC and TAC meetings.

21-08.05.c Transportation Corridor Study

Ongoing conversation and correspondence regarding current projects.

21-08.05.d Transportation Improvement District Studies

Ongoing conversation and correspondence regarding current projects.

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
March 2021 FY 21
Expenses / Allocations

Record of Expenditures					80% Federal Funds			20% State	TOTAL
Projects	Salaries	Taxes & Benefits	Other Expenses	Total Cash Expenditures	21 FHWA 65%	21 FTA 15%	TOTAL FEDERAL		Total Fed Funds
21-01 Administration	9,416.92	6,702.33	5,419.51	21,538.76	14,000.19	3,230.81	17,231.00		17,231.00
21-02 UPWP	1,959.90	393.53	4.46	2,357.89	1,532.63	353.68	1,886.31		1,886.31
21-03 Public Outreach	3,631.18	1,053.25	383.29	5,067.72	3,294.02	760.16	4,054.18		4,054.18
21-04 TIP	239.43	124.26	0.08	363.77	236.45	54.57	291.02		291.02
21-05 Data Management	2,569.23	498.70	0.00	3,067.93	1,994.15	460.19	2,454.34		2,454.34
21-06 Training	709.51	286.36	0.00	995.87	647.32	149.38	796.70		796.70
21-07 Update MTP	0.00	93.37	0.00	93.37	60.69	14.01	74.70		74.70
21-08 Transp Studies	766.92	1,729.75	2.49	2,499.16	1,624.45	374.87	1,999.32		1,999.32
21-08.05 Other Plan Studies	1,625.31	209.38	19,060.02	20,894.71	13,581.56	3,134.21	16,715.77		16,715.77
Total FY 21 Monthly Exps	20,918.40	11,090.93	24,869.85	56,879.18	36,971.46	8,531.88	45,503.34	0.00	45,503.34

Non-Personnel Exps:

Accounting	841.15
Bank Fees	0.00
Cleaning Service	100.00
Computers	1,255.54
Computer Hardware	0.00
Computer Software	0.00
Conferences	0.00
Comm/Council Mtgs	0.00
Day Trip Mileage	45.92
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	149.09
Mtg Sup - Comm/Council	0.00
Office Equip/Furniture	0.00
Office Supplies - General	156.43
Office Supplies - Computer	0.00
Other Mtgs (Chamber, etc)	12.00
PAC Workshop	0.00
Plan/Eng Consultants	19,060.02
Postage	0.00
Printing - In house	43.04
Public Outreach	250.00
Registered Agent/Corp Tax	0.00
Rent	1,860.00
Repairs - Computer	0.00
Repairs - Non computer	0.00
Subscriptions	130.89
Teleconferences	0.00
Telephone	180.00

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	
February 2021	400.00	9,730.91	32,639.05	
21-01 Administration		4,307.76		21,538.76
21-02 UPWP		471.58		2,357.89
21-03 Public Outreach		1,013.54		5,067.72
21-04 TIP		72.75		363.77
21-05 Data Management		613.59		3,067.93
21-06 Training		199.17		995.87
21-07 Update MTP		18.67		93.37
21-08 Transp Studies		499.84		2,499.16
21-08.05 Other Plan Studies		4,178.94		20,894.71
Totals		11,375.84	21,263.21	56,879.18

Personnel Expenses:

Salaries	20,918.40
457 Contributions	982.52
Insurance Deductible	0.00
Hiring & Moving Exps	3,839.90
Dental	203.53
Vision	29.50
Insurance L/T	0.00
Insurance S/T	0.00
Health Insurance	4,159.93
Ins - (Disability, Life Etc)	275.28
Medicare Tax	303.33
Social Security Tax	1,296.94
Educational Assistance	0.00

Personnel Expenses:

32,009.33

Non-Personnel Exps:

24,869.85

Personnel Expenses:

32,009.33

TOTAL EXPENSES:

56,879.18

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

starting balance	\$662,635.46				amended balance
		<u>Rollover</u>	<u>Amount</u>	<u>% Budget</u>	
Month	Invoice	<u>Received*</u>	<u>Remaining</u>	<u>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	\$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	\$56,879.18		\$512,679.15	54.6%	
April			\$512,679.15	54.6%	
May			\$512,679.15	54.6%	
June A			\$512,679.15	54.6%	
June B			\$512,679.15	54.6%	

*The FY21 starting amount of \$662,635.46 is the FY21 funds shown by DeIDOT 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 DeIDOT that those funds were obligated. The amended FY1 total \$939,544.45 is reflected in this report.