

DOVER/KENT COUNTY MPO

METROPOLITAN PLANNING ORGANIZATION



UNIFIED PLANNING WORK PROGRAM

for the

***DOVER/KENT COUNTY
METROPOLITAN PLANNING ORGANIZATION***

FISCAL YEAR 2023

July 1, 2022 through June 30, 2023

Adoption on _____

Prepared at the Direction of the
Dover/Kent County Metropolitan Planning Organization Council

DRAFT

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The Dover Kent MPO is committed to Title VI compliance. Title VI states “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

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INTRODUCTION

The Dover/Kent County MPO (Dover Kent MPO) is the metropolitan planning organization (MPO) for the whole of Kent County, Delaware. In order to qualify for any federal transportation funding, every metropolitan area in the United States with a population of over 50,000 must have a designated “Metropolitan Planning Organization” (MPO) for transportation. The purpose of each MPO is to provide a forum for state and local officials, and the public, to discuss transportation issues and reach a consensus on transportation plans and specific programs and projects. The U.S. Department of Transportation relies on each MPO to make sure transportation projects that use federal funds are the products of a continuing, comprehensive, and cooperative planning process, and meet the priorities of the metropolitan area. To emphasize the importance of the MPO process, the USDOT will not approve the federal funding of transportation projects unless they are on the MPO’s transportation improvement plan.

Dover Kent MPO was established in 1992 with a primary focus on the City of Dover, Delaware. However, the Urbanized Area (UA) boundary has continued to grow after each decennial Census. In January 2020, the Dover Kent MPO planning area boundary was clarified as being the “whole” of Kent County, Delaware. Two Kent County municipalities which have annexed properties into neighboring counties, will require additional coordination with adjacent transportation planning agencies. The Town of Smyrna, which has annexed properties in New Castle County, Delaware will coordinate with the Wilmington Area Planning Council (WILMAPCO) and the City of Milford annexed properties in Sussex County, will coordinate with DelDOT. The MPO is a major contributor and coordinator to transportation policies and plans impacting citizens in Kent County and the 20 municipalities with Kent County, Delaware.

The Fixing America's Surface Transportation Act (FAST), passed in 2015, requires the Metropolitan Planning Organization (MPO), in cooperation with the State and operators of publicly owned transit services, to develop a Unified Planning Work Program (UPWP). The purpose of the UPWP is to present the planning priorities facing the metropolitan planning area and describe all metropolitan transportation and transportation-related air quality planning activities anticipated therein during the next fiscal year, regardless of funding sources or agencies conducting activities. The discussion should be provided in sufficient detail to indicate who will perform the work, the schedule for completing it, and the products that will be produced.

The Bipartisan Infrastructure Law was signed by President Biden in November 2021. It contains historically the largest investments ever in broadband, rail and transit, clean energy, and water, among others. The MPO will work closely with federal, state and local partners to plan for the investment of these funds.

Every effort has been made to include all of the member agencies of Dover Kent MPO as well as representatives of the Technical and Public Advisory Committees in the compilation of this work program.

MISSION

The MPO serves as a cooperative regional forum for the development of transportation system plans and programs and for the resolution of transportation planning-related issues in the MPO's designated region. Dover Kent MPO's mission is to ensure the implementation of the most efficient multi-modal transportation plans and programs which meet the requirements of the Federal Clean Air Act Amendments (CAAA) of 1990 and FAST.

Dover Kent MPO uses the Comprehensive, Continuing and Cooperative (3-C) metropolitan transportation system planning process. This process is also utilized by the member agencies of the MPO Council.

STRATEGIC GOALS

Dover Kent MPO has established three goals to support the mission:

- Coordinate transportation planning and programming in the region
- Foster cooperative relationships between State, Municipal and County governments
- Improve the public's understanding of the metropolitan transportation planning process and its relationship to other planning activities in the Dover Kent MPO region

To accomplish these goals, Dover Kent MPO's activities are divided into three categories: administration of the metropolitan planning process; public education and outreach; and transportation planning.

PLANNING EMPHASIS AREAS

The FAST Act has continued to focus on transportation planning as was outlined in preceding federal transportation legislation. In accordance with that focus, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) released Planning Emphasis Areas (PEAs) in December 2021. PEAs are planning topical areas that the Federal agencies wish to place emphasis on as the MPOs develop their planning work programs. The current PEAs are described below.

Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future

Federal Highway Administration (FHWA) divisions and Federal Transit Administration (FTA) regional offices should work with State departments of transportation (State DOT), metropolitan planning organizations (MPO), and providers of public transportation to ensure that our

transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and MPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles plan for a sustainable infrastructure system that works for all users, and undertake actions to prepare for and adapt to the impacts of climate change. Appropriate Unified Planning Work Program work tasks could include identifying the barriers to and opportunities for deployment of fueling and charging infrastructure; evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, shift to lower emission modes of transportation; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions. We encourage you to visit FHWA's [Sustainable Transportation](#) or FTA's [Transit and Sustainability](#) webpages for more information.

(See [EO 14008](#) on "Tackling the Climate Crisis at Home and Abroad," [EO 13990](#) on "Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis." [EO 14030](#) on "Climate-Related Financial Risk," See also [FHWA Order 5520](#) "Transportation System Preparedness and Resilience to Extreme Weather Events," FTA's "[Hazard Mitigation Cost Effectiveness Tool](#)," FTA's "[Emergency Relief Manual](#)," and "[TCRP Document 70: Improving the Resilience of Transit Systems Threatened by Natural Disasters](#)")

Equity and Justice⁴⁰ in Transportation Planning

FHWA Division and FTA regional office should work with State DOTs, MPOs, and providers of public transportation to advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas. We encourage the use of strategies that: (1) improve infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities; (2) plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advance speed management; (3) reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors; (4) offer reduced public transportation fares as appropriate; (5) target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and (6) consider equitable and sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of environmental justice populations.

[Executive Order 13985](#) (*Advancing Racial Equity and Support for Underserved Communities*) defines the term "equity" as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities;

persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.” In addition, [Executive Order 14008](#) and [M-21-28](#) provides a whole-of-government approach to advancing environmental justice by stating that 40 percent of Federal investments flow to disadvantaged communities. FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to review current and new metropolitan transportation plans to advance Federal investments to disadvantaged communities.

To accomplish both initiatives, our joint planning processes should support State and MPO goals for economic opportunity in disadvantaged communities that have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, recreation, and health care.

Complete Streets

FHWA Division and FTA regional offices should work with State DOTs, MPOs and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.

A complete street is safe, and feels safe, for everyone using the street. FHWA and FTA seek to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution – each complete street is unique and developed to best serve its community context and its primary role in the network.

Per the National Highway Traffic Safety Administration’s 2019 data, 62 percent of the motor vehicle crashes that resulted in pedestrian fatalities took place on arterials. Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack convenient and safe crossing opportunities. They can function as barriers to a safe travel network for road users outside of vehicles.

To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor.

Jurisdictions will be encouraged to prioritize safety improvements and speed management on arterials that are essential to creating complete travel networks for those without access to single-occupancy vehicles.

Public Involvement

Early, effective, and continuous public involvement brings diverse viewpoints into the decision-making process. FHWA Division and FTA regional offices should encourage MPOs, State DOTs, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decision-making processes. Many virtual tools also provide information in visual and interactive formats that enhance public and stakeholder understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs. More information on VPI is available [here](#).

Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The [64,200-mile STRAHNET system](#) consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than 200 military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform (PPP) [studies](#). These can be a useful resource in the State and MPO areas covered by these route analyses.

Federal Land Management Agency (FLMA) Coordination

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMAs, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and MPO long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands Highway's developed transportation plans and programs. Agencies should explore opportunities to leverage transportation funding to support access and transportation needs of FLMAs before transportation projects are programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Each State must consider the concerns of FLMAs that have jurisdiction over land within the boundaries of the State (23 CFR 450.208(a)(3)). MPOs must appropriately involve FLMAs in the development of the metropolitan transportation plan and the TIP (23 CFR 450.316(d)). Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 201(c) (23 CFR 450.218(e)).

Planning and Environmental Linkages (PEL)

FHWA Division and FTA regional offices should encourage State DOTs, MPOs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources. More information on PEL is available [here](#).

Data in Transportation Planning

To address the emerging topic areas of data sharing, needs, and analytics, FHWA Division and FTA regional offices should encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time

reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decision-making at the State, MPO, regional, and local levels for all parties.

REGIONAL PRIORITIES

During FY 2020-2021, Dover Kent MPO updated its Metropolitan Transportation Plan (MTP). The 2020 MTP, titled “Innovation 2045,” identifies transportation needs, provides strategies to address those needs, guides transportation investment, and provides measurable goals and performance measures for Kent County’s transportation system over the next 25 years. Innovation 2045 will also help shape local, regional, and State strategies for addressing economic growth, safety, congestion, air quality, and public mobility. Through a process of intergovernmental cooperation and coordination at the State, Federal and Local level, as well as citizen involvement, the primary goal of our Innovation 2045 plan is to bring all affected parties to the table to acknowledge the unique transportation needs of each locality and region, while providing a forum to address the overall transportation infrastructure growth and development for Kent County, Delaware. Lastly, Innovation 2045 identifies transportation projects in Kent County which are eligible for Federal funding. Innovation 2045 was adopted by the D/K MPO Council on January 6, 2021.

The Innovation 2045 MTP goals and objectives generally describe what Dover Kent MPO is striving to accomplish. Goals depict the general programmatic outcomes, while objectives provide more specific outcomes. Goals and objectives mutually support our Federal, State, Regional, and Local MPO partners transportation goals but more importantly, reflect the desired vision of our region. The MTP makes every effort to be financially reasonable and result in a positive impact on the region's air quality. The planning process is coordinated with DeIDOT's Statewide planning process, Kent County's Comprehensive Plan, and the City of Dover's Comprehensive Plan. Efforts are also made to coordinate planning efforts with the other 19 municipalities in the Dover Kent MPO region.

The Innovation 2045 MTP provides a framework to guide all future transportation planning and programming activities. The following goals are identified for Kent County:

- Safely move people and commodities efficiently on connected and reliable transportation networks
- Integrate multi-modal transportation with local land use decisions for healthier, stronger, and economically viable communities
- Support transportation system preservation through enhanced system operations, management, and sound environmental practices

ORGANIZATION

MPO COUNCIL

The policy making body of Dover Kent MPO is its Council, which consists of six voting members representing each of the following:

1. The Governor of the State of Delaware
2. Mayor of the City of Dover
3. President of the Levy Court of Kent County
4. The Secretary of the Delaware Department of Transportation
5. The Director of the Delaware Transit Corporation
6. Representative of Kent County Municipalities

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) sit on the MPO Council as non-voting members.

The current members/representatives to Dover Kent MPO Council are listed below:

1. Robin R. Christiansen, Mayor, City of Dover
2. Joanne Masten, for Terry Pepper, President, Kent County Levy Court
3. Kimberly Chesser, for John Carney, Governor of Delaware
4. Pamela Steinebach, for Nicole Majeski, Secretary, Delaware Department of Transportation
5. John Sisson, Chief Executive Officer, Delaware Transit Corporation
6. James Frazier, Mayor, Town of Magnolia, Representative of Kent County Municipalities

TECHNICAL ADVISORY COMMITTEE (TAC)

The TAC consists of technical staff from all Dover Kent MPO member agencies. It performs analyses and makes recommendations concerning transportation and land use issues to the Council for its approval. The actual technical work is performed jointly by Dover Kent MPO staff and the TAC member-organizations. The TAC elects its own chairperson and vice-chairperson annually from among its members to serve for a one-year period. The current membership of the TAC:

1. Marvinna Cephas, Delaware Department of Natural Resources and Environmental Control
2. Josh Thomas, Delaware Office of Statewide Planning Coordination
3. David Hugg, Director, City of Dover Department of Planning and Inspections
4. Humaira Nabeela, Delaware Department of Transportation
5. Milton Melendez, Delaware Department of Agriculture
6. Patty Cannon, Delaware Division of Small Business
7. Kris Connelly, Kent County Planning Department

8. Catherine Smith, Delaware Transit Corporation
9. Jason Lyon, City of Dover Public Works
10. Tim Riley, Kent Conservation District
11. Matthew Jordan, Dover Air Force Base
12. Jason Stewart, Representative of Kent County Municipalities
13. Jeremy Rothwell, Town of Smyrna
14. Rob Pierce, City of Milford

Delmarva Central Railroad (formerly Norfolk Southern), Delaware Motor Transport Association, the Federal Highway Administration and the Federal Transit Administration are non-voting members of the TAC.

PUBLIC ADVISORY COMMITTEE (PAC)

The Public Advisory Committee (PAC) is a group of local citizens appointed by Dover Kent MPO Council members. Each member of the PAC serves for a period of two years. The PAC elects its own chairperson annually from among its members for a term of one year. They represent a variety of business, civic, and interested citizen groups from Kent County. The PAC provides advice and comments on current and future issues concerning the citizens' perspectives on the impact of the transportation plans and programs in the Dover Kent MPO region. The PAC also provides a forum for the public to express their concerns about all transportation and land-use related activities.

City of Dover Appointees

1. Jonathan Contant
2. Karen E. McGloughlin
3. Dr. Shanita A. Powell
4. Albert W. Holmes – alternate-at-large

State Appointees (DelDOT, DTC, Governor's Office)

1. Dr. Phyllis Brooks Collins
2. Gary Dodge
3. Ian Peters
4. (*vacant*)

Kent County Levy Court Appointees

1. Chris Asay
2. Dr. Carolyn Cohee
3. Jayce Lesniewski
4. Kent Robinson
5. Bruce Snow
6. Brittany Wagner

Municipal Appointee
(*vacant*)

Dover Kent MPO STAFF

Dover Kent MPO staff performs the day-to-day operations of the agency, with technical expertise in administration, planning and public affairs. The staff, in conjunction with Dover Kent MPO's member agencies, collects, analyzes, and evaluates demographic, land use, and transportation-related data to understand the transportation system requirements of the region. The staff also prepares materials for use at TAC, PAC, and Council meetings. The professional staff members participate in all D/KC MPO meetings and provide technical support. In addition, they represent the agency at meetings of importance to planning activities within the region. In Fiscal Year 2023 the following staff positions are authorized:

Executive Assistant: Michelle Vinson
Executive Director: Marilyn J. Smith
GIS/Mapping (part time): Mike Ward
Outreach Manager: Helen Wiles
Principal Planner: James Galvin
Transportation Planner: Malcolm Jacob

FUNDING

This UPWP is funded predominantly by FHWA Metropolitan Planning (PL) funds, as described in Title 23 of the United States Code (Section 104) and FTA Section 5303 funds. All federal transportation funds are administered by DelDOT and made available to the D/KC MPO on a reimbursement basis. These funds cannot constitute more than 80% of the total D/KC MPO work program; therefore State, County and local governments must provide a 20% match. In FY23, this match will be comprised of cash provided by DelDOT. DelDOT is initially providing all of the 20% state/local match. Local cash contribution or in-kind match hours will be pursued in FY23. Should this local match be realized, the DelDOT match will be adjusted accordingly.

As a small agency, it is vital for Dover Kent MPO to partner with other agencies and organizations to accomplish all the tasks outlined in the UPWP. As such, Delaware state agencies and departments, county and municipal governments, quasigovernmental organizations, community nonprofit organizations, private sector partners, etc., may contribute services that could, if necessary, be used as in-kind match hours.

Tasks that these partners may provide include, but are not limited to:

- Gathering, analyzing and evaluating and sharing demographic and land use data
- Serving on committees and task forces

- Reviewing studies, reports and agreements
- Preparing presentations and materials for meetings
- Making presentations
- Distributing materials
- Facilitating communication with elected and other officials
- Supporting the Dover Kent MPO website
- Advertising Dover Kent MPO events

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FISCAL YEAR 2023 FUNDING

The Dover Kent MPO Fiscal Year runs from July 1 of the current calendar year to June 30 of the next calendar year. The proposed FY23 UPWP budget includes the FY22 allotment as well as unspent apportionment funds from prior fiscal years for a total of \$1,258,927.46 available for programming.

Source	FY22 apportionment	Prior year apportionment	Total
FHWA	507,752.71	272,579.77	780,332.48
FTA	101,047.18	125,762.32	226,809.50
State	152,199.97	99,585.52	251,785.49
	760,999.86	384,727.54	1,258,927.47

Cost Allocation by Project and Funding Source

Draft FY23 Funding (as of 1 April 2022)											
A	B	C	D	E	F	G	H	I	J	K	
		80% Federal Funds			20% Match						
FY22 UPWP Budget											
	% of Staff Effort	FHWA	FTA	Total Federal	DelDOT / FHWA	DelDOT / FTA	Local Cash Contribution	Local In-Kind Match-hours	Total Match	UPWP Project task % of total Budget	
FY23 Project Tasks		0.65	0.15	0.80	0.1625	0.0375					
		65%	15%	80%	20%		10%		20%		
23-01 Program Support & Administration	0.09	\$66,810.51	\$15,417.81	\$82,228.32	\$14,051.52	\$3,191.67			\$17,243.19	\$99,471.51	
23-02 Unified Planning Work Program (UPWP)	0.04	\$29,693.56	\$6,852.36	\$36,545.92	\$6,245.12	\$1,418.52			\$7,663.64	\$44,209.56	
23-03 Public Outreach & Education	0.14	\$103,927.46	\$23,983.26	\$127,910.72	\$21,857.91	\$4,964.83			\$26,822.74	\$154,733.46	
23-04 Transportation Improvement Program (TIP)	0.03	\$22,270.17	\$5,139.27	\$27,409.44	\$4,683.84	\$1,063.89			\$5,747.73	\$33,157.17	
23-05 Data Collection, Management & Distribution	0.10	\$74,233.90	\$17,130.90	\$91,364.80	\$15,612.80	\$3,546.31			\$19,159.10	\$110,523.90	
23-06 Planning Compliance & Technical Assistance	0.03	\$22,270.17	\$5,139.27	\$27,409.44	\$4,683.84	\$1,063.89			\$5,747.73	\$33,157.17	
23-07 Air Quality Analysis, Coordination & Outreach	0.03	\$22,270.17	\$5,139.27	\$27,409.44	\$4,683.84	\$1,063.89			\$5,747.73	\$33,157.17	
23-08 Metropolitan Transportation Plan (MTP)	0.03	\$22,270.17	\$5,139.27	\$27,409.44	\$4,683.84	\$1,063.89			\$5,747.73	\$33,157.17	
23-09 Support 3C Planning Process, Regional Project Implementation	0.07	\$51,963.73	\$11,991.63	\$63,955.36	\$10,928.96	\$2,482.41			\$13,411.37	\$77,366.73	
23-10 Transportation Planning Studies & Projects	0.37	\$274,665.43	\$63,384.33	\$338,049.76	\$28,310.54	\$5,757.13	\$36,821.00		\$70,888.67	\$445,759.43	
23-11 Continuing Projects	0.07	\$51,963.73	\$11,991.63	\$63,955.36	\$10,928.96	\$2,482.41			\$13,411.37	\$77,366.73	
Total FY23 Apportionment	100.0%	\$742,339.00	\$171,309.00	\$913,648.00	\$156,127.95	\$35,463.05	\$36,821.00		\$191,591.00	\$1,142,060.00	

FY2023 UPWP Operating Expenses

FY23 Operating Expense (as of 1 April 2022)		Percent budget allocation per task										Total Amount	Total
		9%	4%	14%	3%	10%	3%	3%	3%	7%	37%	7%	100%
Task 23-01	Task 23-02	Task 23-03	Task 23-04	Task 23-05	Task 23-06	Task 23-07	Task 23-08	Task 23-09	Task 23-10	Task 23-11	Total	Total	Total
Program Support & Administration	Unified Program Work (UPWP)	Public Outreach & Education	Transportation Program (TP)	Data Collection, Management & Distribution	Planning, Compliance & Technical Assistance	Quality Analysis, Coordination & Outreach	Metropolitan Transportation Plan (MTP)	Support 3C Planning Studies & Regional Project Implementation	Transportation Planning Studies & Projects	Continuing Projects			
Employer Compensation	457	Retention - Employer Contribution	1,773.00	1,977.30	593.19	593.19	593.19	1,384.11	7,316.01	1,384.11	19,773.00	1,384.11	19,773.00
Dental Insurance	2,988.00	4.42%	2,768.22	2,988.80	89.64	89.64	89.64	89.64	1,105.56	209.16	2,988.00	209.16	2,988.00
Health Insurance	15,000.00	0.67%	4,183.32	1,500.00	450.00	450.00	450.00	1,050.00	5,550.00	1,050.00	15,000.00	1,050.00	15,000.00
Health Insurance - Life, AD&D	56,784.00	3.35%	1,110.56	5,678.40	1,703.52	1,703.52	1,703.52	3,974.88	21,010.08	3,974.88	56,784.00	3,974.88	56,784.00
Hiring & Moving Expenses	200.00	12.69%	8.00	200.00	6.00	6.00	6.00	14.00	74.00	14.00	200.00	14.00	200.00
Insurance - AFLAC	3,744.00	0.04%	149.76	3,744.00	112.32	112.32	112.32	262.08	1,385.28	262.08	3,744.00	262.08	3,744.00
Insurance - LT Disability	2,046.00	0.84%	184.14	2,046.00	61.38	61.38	61.38	143.22	757.02	143.22	2,046.00	143.22	2,046.00
Insurance - Life, AD&D	4,766.00	0.46%	428.94	4,766.00	142.98	142.98	142.98	333.62	1,763.42	333.62	4,766.00	333.62	4,766.00
Insurance - ST Disability	2,040.00	1.06%	183.60	2,040.00	61.20	61.20	61.20	142.80	754.80	142.80	2,040.00	142.80	2,040.00
Medicare Tax	4,559.00	0.46%	410.31	4,559.00	136.77	136.77	136.77	319.13	1,686.83	319.13	4,559.00	319.13	4,559.00
Mileage Reimbursement	1,000.00	1.02%	90.00	1,000.00	30.00	30.00	30.00	70.00	370.00	70.00	1,000.00	70.00	1,000.00
Salaries and Wages	314,427.00	0.22%	28,298.43	314,427.00	9,432.81	9,432.81	9,432.81	22,009.89	116,337.99	22,009.89	314,427.00	22,009.89	314,427.00
Social Security Tax	19,494.00	70.24%	1,754.46	19,494.00	584.82	584.82	584.82	1,364.58	7,212.78	1,364.58	19,494.00	1,364.58	19,494.00
Vision Insurance	802.00	4.36%	72.18	802.00	24.06	24.06	24.06	56.14	296.74	56.14	802.00	56.14	802.00
Sub Total Employee Compensation	447,623.00	0.18%	40,286.07	447,623.00	13,428.69	13,428.69	13,428.69	31,333.61	165,620.51	31,333.61	447,623.00	31,333.61	447,623.00
Equipment	10,000.00	100.00%	400.00	10,000.00	30.00	30.00	30.00	70.00	370.00	70.00	10,000.00	70.00	10,000.00
Computer - Hardware	2,600.00	61.35%	234.00	2,600.00	78.00	78.00	78.00	182.00	962.00	182.00	2,600.00	182.00	2,600.00
Computer - Software	2,200.00	15.95%	198.00	2,200.00	66.00	66.00	66.00	154.00	784.00	154.00	2,200.00	154.00	2,200.00
Equipment Lease - Copier	1,500.00	13.50%	135.00	1,500.00	45.00	45.00	45.00	105.00	555.00	105.00	1,500.00	105.00	1,500.00
Furniture	16,300.00	9.20%	1,467.00	16,300.00	489.00	489.00	489.00	1,141.00	6,031.00	1,141.00	16,300.00	1,141.00	16,300.00
Materials and Supplies	4,000.00	100.00%	360.00	4,000.00	120.00	120.00	120.00	280.00	1,480.00	280.00	4,000.00	280.00	4,000.00
Office Supplies - General	750.00	69.57%	67.50	750.00	22.50	22.50	22.50	52.50	277.50	52.50	750.00	52.50	750.00
Postage	1,000.00	13.04%	90.00	1,000.00	30.00	30.00	30.00	70.00	370.00	70.00	1,000.00	70.00	1,000.00
Printing	5,750.00	17.39%	517.50	5,750.00	172.50	172.50	172.50	402.50	2,127.50	402.50	5,750.00	402.50	5,750.00
Sub Total Materials and Supplies	5,750.00	100.00%	517.50	5,750.00	172.50	172.50	172.50	402.50	2,127.50	402.50	5,750.00	402.50	5,750.00
Professional Development	5,000.00	42.45%	450.00	5,000.00	150.00	150.00	150.00	350.00	1,850.00	350.00	5,000.00	350.00	5,000.00
Conferences, Meetings & Training	1,750.00	14.89%	157.50	1,750.00	52.50	52.50	52.50	122.50	647.50	122.50	1,750.00	122.50	1,750.00
Dues	2,000.00	17.02%	180.00	2,000.00	60.00	60.00	60.00	140.00	740.00	140.00	2,000.00	140.00	2,000.00
Subscriptions	3,000.00	25.53%	270.00	3,000.00	90.00	90.00	90.00	210.00	1,110.00	210.00	3,000.00	210.00	3,000.00
Travel	11,750.00	100.00%	1,057.50	11,750.00	352.50	352.50	352.50	822.50	4,347.50	822.50	11,750.00	822.50	11,750.00
Sub Total Professional Development	11,750.00	100.00%	1,057.50	11,750.00	352.50	352.50	352.50	822.50	4,347.50	822.50	11,750.00	822.50	11,750.00
Professional Services	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounting	18,000.00	2.93%	1,620.00	18,000.00	540.00	540.00	540.00	1,260.00	6,660.00	1,260.00	18,000.00	1,260.00	18,000.00
Auditing Services	200.00	0.03%	18.00	200.00	6.00	6.00	6.00	14.00	74.00	14.00	200.00	14.00	200.00
Bank Fees	4,800.00	0.78%	432.00	4,800.00	144.00	144.00	144.00	336.00	1,776.00	336.00	4,800.00	336.00	4,800.00
IT Services	591,115.00	96.22%	53,200.35	591,115.00	17,733.45	17,733.45	17,733.45	41,378.05	218,712.55	41,378.05	591,115.00	41,378.05	591,115.00
Planning/Engineering Consultants	200.00	0.03%	18.00	200.00	6.00	6.00	6.00	14.00	74.00	14.00	200.00	14.00	200.00
Registered Agent/Corporation Fees	614,315.00	100.00%	55,288.35	614,315.00	18,429.45	18,429.45	18,429.45	43,002.05	227,296.55	43,002.05	614,315.00	43,002.05	614,315.00
Sub Total Professional Services	614,315.00	100.00%	55,288.35	614,315.00	18,429.45	18,429.45	18,429.45	43,002.05	227,296.55	43,002.05	614,315.00	43,002.05	614,315.00
Public Outreach	500.00	10.87%	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	500.00
Exhibition Fees	1,250.00	27.17%	0.00	1,250.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250.00	0.00	1,250.00
Materials and Advertising	500.00	10.87%	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	500.00
MPO Committee Meetings	750.00	16.30%	0.00	750.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00	750.00
PAC Workshop	1,400.00	30.43%	0.00	1,400.00	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00	0.00	1,400.00
Public Workshops	200.00	4.35%	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	200.00
Recruitment	4,600.00	100.00%	0.00	4,600.00	0.00	0.00	0.00	0.00	0.00	0.00	4,600.00	0.00	4,600.00
Sub Total Public Outreach	4,600.00	100.00%	0.00	4,600.00	0.00	0.00	0.00	0.00	0.00	0.00	4,600.00	0.00	4,600.00
Rent, Utilities and Insurance	1,820.00	4.36%	163.80	1,820.00	182.00	182.00	182.00	546.00	2,742.00	182.00	1,820.00	182.00	1,820.00
Cleaning Service	2,400.00	5.75%	216.00	2,400.00	72.00	72.00	72.00	216.00	1,080.00	216.00	2,400.00	216.00	2,400.00
Electric Service	1,000.00	2.40%	90.00	1,000.00	30.00	30.00	30.00	90.00	450.00	90.00	1,000.00	90.00	1,000.00
Insurance - Liability	8,180.00	19.61%	736.20	8,180.00	245.40	245.40	245.40	736.20	3,681.00	736.20	8,180.00	736.20	8,180.00
Insurance - Unemployment	1,742.00	4.18%	156.78	1,742.00	174.20	174.20	174.20	522.60	2,613.00	174.20	1,742.00	174.20	1,742.00
Insurance - Workers Compensation	2,100.00	5.03%	189.00	2,100.00	63.00	63.00	63.00	189.00	945.00	63.00	2,100.00	63.00	2,100.00
Internet	22,320.00	53.50%	2,008.80	22,320.00	669.60	669.60	669.60	1,998.00	9,990.00	669.60	22,320.00	669.60	22,320.00
Rent	2,160.00	5.18%	194.40	2,160.00	64.80	64.80	64.80	194.40	972.00	64.80	2,160.00	64.80	2,160.00
Telephone	41,222.00	100.00%	3,754.98	41,222.00	1,668.88	1,668.88	1,668.88	4,005.36	20,026.64	1,668.88	41,222.00	1,668.88	41,222.00
Sub Total Rent, Utilities and Insurance	41,222.00	100.00%	3,754.98	41,222.00	1,668.88	1,668.88	1,668.88	4,005.36	20,026.64	1,668.88	41,222.00	1,668.88	41,222.00
Total	1,142,066.00		102,371.40	1,142,066.00	34,123.80	34,123.80	34,123.80	80,622.20	420,860.20	80,622.20	1,142,066.00	80,622.20	1,142,066.00

FY23 UPWP PROJECT TASKS

Project 23-01 Program Support & Administration

This task contains activities required to manage the transportation planning process and work products on a continual basis.

23-01.01 General Administration

All office management functions including purchasing supplies, office equipment and computer equipment, maintaining equipment and facilities, and developing the most cost-effective and efficient methods of providing the necessary support for staff, members agencies and the public.

23-01.02 Financial Administration

All financial and accounting functions including preparation of monthly financial reports and monthly billings. This task also provides for annual audits, annual budget development and monitoring, and coordination with state and federal fund administrators.

23-01.03 Personnel Administration

All personnel functions including recruiting, hiring and retention of personnel, maintaining personnel records, coordinating employee evaluations, administering employee benefits, and performing payroll functions including preparation of all tax returns, W-2s and 1099s.

23-01.04 Support for Council and Committees

Technical support to the MPO Council, PAC and TAC so they can make informed decisions. Staff effort ensure the Council and committees function effectively, that materials and information are developed on a timely basis to support decisions, and that public meetings are held regularly. This task includes time and expenses for staff preparation and attendance at all Council and committee meetings including development of materials.

23-01.05 Staff Training

Ongoing attendance at meetings and conferences, seminars and training sessions, including routine staff meetings. Employee training needs are also identified, and appropriate classes and/or training programs are made available to employees to enhance their skills.

OUTCOME AND FINAL PRODUCT: Efficient operation of Dover Kent MPO, accurate financial and budget information, efficient personnel administration, well-staffed Council and committees provided with all necessary information to perform their functions, effective staff communications, and knowledgeable and well-trained staff.

TASK TYPE: Recurring

PUBLIC PARTICIPATION: Council and committee meetings are open to the public and databases are maintained to ensure as many people as possible are kept informed of activities. Financial reports are made available to the public at Council and committee meetings or by request.

BENEFIT: Optimal utilization of planning funds by ensuring that Dover Kent MPO is run efficiently, cost effectively and within budget, with well-trained and educated staff, and informed committees.

RESPONSIBLE AGENCIES: Dover Kent MPO staff and member governments – DelDOT, DTC, City of Dover, Kent County, DNREC, Delaware Division of Small Business, Office of State Planning, City of Milford, Town of Smyrna, Town of Camden, City of Harrington.

STAFF SUPPORT: Marilyn J. Smith, Executive Director
Michelle Vinson, Executive Assistant
James Galvin, Principal Planner
Mike Ward, GIS Planner
Malcolm Jacob, Transportation Planner
Helen Wiles, Outreach Manager

Project 23-02 Unified Planning Work Program (UPWP)

This task contains activities required to prepare and administer the annual UPWP.

23-02.01 Prepare FY24 UPWP

Work with member governments to develop the next Unified Planning Work Program which describes the transportation-related planning activities anticipated in the Dover metropolitan area during the next one-to two-year period, including all planning work to be performed regardless of funding source or the agencies conducting the activities, which meets the requirements of 23 CFR Part 420, sub-part A. The UPWP also indicates the outcome and deliverables that will be produced, the schedule for completing the work, anticipated public participation, task benefits and who will perform the work.

23-02.02 FY23 UPWP Implementation

Administration of the UPWP throughout the fiscal year including distribution of the document, preparation of funding agreements, contract administration, preparation of proposed amendments, and updating the documents as required.

OUTCOME AND FINAL PRODUCT: The FY23 Unified Planning Work Program will contain documentation of all transportation planning activities in the Dover Kent MPO region

TASK TYPE: Recurring

PUBLIC PARTICIPATION: The public is invited to attend all PAC, TAC and Council meetings during the development of the UPWP. The final draft will be available for public review from April through final adoption by the Council in May. The public review period will be advertised in local newspapers and via social media.

BENEFIT: A document that guides planning activities in the Dover/Kent County region.

RESPONSIBLE AGENCIES: Dover Kent MPO staff and member governments – DelDOT, DTC, City of Dover, Kent County, DNREC, Delaware Division of Small Business, Office of State Planning, City of Milford, Town of Smyrna, Town of Camden, City of Harrington.

STAFF SUPPORT: Marilyn J. Smith, Executive Director
Michelle Vinson, Executive Assistant
James Galvin, Principal Planner
Mike Ward, GIS Planner
Malcolm Jacob, Transportation Planner
Helen Wiles, Outreach Manager

Project 23-03 Public Outreach & Education

This task provides public education and participation in transportation planning decision in the Dover/Kent County region. Federal and State transportation planning laws and regulation require public involvement in the process. These requirements reflect the fact that transportation decisions are more likely to be effective, add value to surrounding communities, and be implemented in a timely manner when the public is involved in the process.

This task provides for staff time for general public involvement in the transportation planning process. In addition to the specific sub-tasks described, this task also provides for staff time to make presentations and brief interested groups and elected officials, participate in public meetings and workshops, and general staff liaison and coordination work with other agencies and groups.

23-03.01 Public Meetings & General Outreach

Identify organizations and individuals representing a broad spectrum of community interests and encourage their participation in the transportation planning process, as detailed in the approved MPO Public Participation Plan.

23-03.02 Development of Public Information Materials

Material will be developed to promote general MPO efforts as well as to support individual tasks and projects. Supplemental materials may also be developed to provide more detailed information regarding specific topics. Transportation planning information will be conveyed in language and context that is easily understandable to the lay citizen. Real examples and success stories will be used to demonstrate how public ideas have influences planning outcomes.

23-03.03 Newsletter & E-news, Multimedia & Video Presentations, Website & Social Media

A monthly electronic newsletter that includes current meeting information and brief stories of interest will be distributed to the current listserv. Effort will be made to include examples where the public has impacted the transportation planning process and outcomes. Various presentations and videos will be developed to educate the public and other stakeholders on the importance of their involvement in the transportation planning process.

Maintain, update and continue to improve the MPO webpage, which provides meeting information and materials, plans and studies, access to the UPWP, TIP, MTP, PPP and other planning documents, as well as planning data and maps. MPO will maintain an active presence on various social media platforms.

23-03.06 Coordination with Other Agencies

Coordinate public involvement activities with other jurisdictions and agencies, particularly those focused on transportation. This includes participation in local events, conducting seminars and workshops that educate target audiences on design, development and technological advance furthering the MPO mission and goals. Staff will work to facilitate sharing information with community agencies and groups, including legislative briefings for elected officials.

23-03.07 Transportation Justice Outreach

When working with traditionally underserved, underrepresented and/or disadvantaged communities, additional outreach measures will be employed. Communities of particular concern include ethnic and racial minorities, low income, those with disabilities, female-headed households with children, and those with limited English proficiency. When working in these communities, additional strategies may include investing in relationship building, encouraging local leadership in studies, acknowledging any past harm done by transportation and land use planning, striving for equitable participation, and aiming for community empowerment.

23-03.08 Annual PAC Training

Organization and conduct a workshop to provide orientation for new PAC members, engage all PAC members in discussing their roles in the transportation planning process and creating ideas for outreach activities. Outreach Manager will serve as MPO liaison to the PAC.

23-03.09 Planning Techniques Training

Provide partner communities, elected officials, management teams, decision-makers, etc., training on planning techniques that influence transportation systems and participation in the MPO.

OUTCOME AND FINAL PRODUCT: A process and products that educate the public on transportation plans and processes in the region and encourages citizen initiative, engagements, involvement and comment. Educational programs and events designed to educate citizens on transportation planning and programming and opportunities for participation.

TASK TYPE: Recurring

PUBLIC PARTICIPATION: The public is invited to attend all PAC, TAC and Council meetings during the development of the work products described above. Individual public meetings and workshops will be advertised in local newspapers and will be publicized through press releases and social media. Events will be published in the monthly MPO newsletter.

BENEFIT: A better-informed and engaged public who will be more equipped to make intelligent and responsible transportation decisions, and a transportation system that better serves the needs of the public.

STAFF SUPPORT: Helen Wiles, Outreach Manager
Marilyn J. Smith, Executive Director
James Galvin, Principal Planner
Mike Ward, GIS Planner
Malcolm Jacob, Transportation Planner
Michelle Vinson, Executive Assistant

Project 23-04 Transportation Improvement Program (TIP)

This task provides for the amendment of the FY 2023-2026 TIP and development of the FY 2026-2029 TIP. The TIP is the agreed upon list of priority projects for Dover Kent MPO region and signifies a consensus of what is expected to be built or carried out with estimated costs and schedules. It is based on available funding and works toward achieving regional goals. The TIP is developed according to federal requirements of Fixing America's Surface Transportation Act

of “FAST Act” and 49 U.S.C.(j), in cooperation with DelDOT. The process also includes creating a public friendly TIP summary document to provide ease of understanding of the larger TIP document.

Developing the Transportation Improvement Program – Process and Schedule Summary

Update project prioritization process to align with the 2045 MTP and other planning documents.

2023

- | | |
|-----------|---|
| April-May | <ul style="list-style-type: none"> • Staff develops technical score based upon adopted prioritization criteria • TAC proposed project prioritization • Air Quality Subcommittee reviews project list • Council reviews community and committee comments and votes on proposed ranking |
| August | <ul style="list-style-type: none"> • Ranked project listing submitted to DelDOT • Joint public workshop with DelDOT |

2024

- | | |
|---------------|--|
| January-March | <ul style="list-style-type: none"> • TIP and Air Quality Conformity released for public comment • TIP Public Workshop • Revise TIP based on public comments • PAC and TAC recommendation for adoption • Council adoption of TIP |
|---------------|--|

Amending the TIP – Summary

The TIP is amended each year following the approval of matching funds through the Bond Bill, as well as when needed throughout the year due to project changes. Many amendments may necessitate additional public outreach.

- | | |
|-----------------|--|
| July-September | <ul style="list-style-type: none"> • TIP and Air Quality Conformity released for public comment • TIP Public Meeting • Revies TIP based on public comments • PAC and TAC recommendation for adoption • Council adoption of TIP as amended |
| Amend as needed | <ul style="list-style-type: none"> • Public comment period extending at least 30 days will be schedule with amendments as needed |

OUTCOME AND FINAL PRODUCT: Implementation of projects in the MTP via the TIP. A TIP that is consistent with the 2045 MTP and reflects the transportation needs of the D/KC MPO region.

TASK TYPE: Recurring

PUBLIC PARTICIPATION: Dover Kent MPO will hold at least two public meetings at different stages of the TIP development: (1) to present a candidate list of new projects, and (2) to present a final draft TIP. MPO will also advise a 30-day public notice for the draft TIP and air quality conformity analysis.

BENEFIT: A document that provides the program for implementation of the MTP.

STAFF SUPPORT: James Galvin, Principal Planner
Malcolm Jacob, Transportation Planner
Helen Wiles, Outreach Manager
Marilyn J. Smith, Executive Director
Michelle Vinson, Executive Assistant

Project 23-05 Data Collection, Management & Distribution

This task provides for the development, research and analysis of data that assist member agencies and the public with understanding the demographic, economic and transportation planning issues confronting the Dover Kent MPO region. This task will allow for effective presentation of maps and displays as well as result informed decision-making.

23-05.01 Operate & Maintain GIS

Maintain and update the Dover Kent MPO GIS by improving communication and data sharing with other agencies and adding new data as it becomes available from other reliable sources. Mapping of spatially related data will allow creation of mapping products that will be much easier to explain and comprehend.

23-05.02 Data Collection, Acquisition, Analysis, Updating, Management

Identify sources of data and the process for accessing that data. Partner with organizations to build data sets and collect data. Participate in regional, statewide and national committees and organizations pertinent to operating and maintaining a robust GIS system. Integrate visualization techniques into GIS. Create maps and displays for Dover Kent MPO meetings and projects as requested. Refine/maintain a database that identifies locations or minority, low income and other under-served populations that may be adversely impacted by the construction or lack of transportation improvement projects.

23-05.03 Data Distribution & Local Planning Support

Provide technical data to local municipalities, partners and other entities. Support planning exercises for local municipalities and civic groups through the provision of specialized planning information and data products. Accommodate individual requests from the public as appropriate, providing data in a variety of formats.

23-05.04 Public Feedback Analysis

Track opinions of residents over time, to identify trends and provide direction for most effective methods to improve the transportation system; how land use, growth and development should be controlled; and the most favored public outreach methods. Results are then used in conjunction with other outreach efforts, to set policies for future planning efforts.

OUTCOME AND FINAL PRODUCT: A process and products that include findings resulting from the project and an evaluation of project results, data limitations, problems

and methods needed to resolve. Comprehensive GIS database containing maps and spreadsheets to be made available as requested.

TASK TYPE: Recurring

PUBLIC PARTICIPATION: The public is invited to attend all PAC, TAC and Council meetings during the development of the work products described above. Individual public meetings and workshops will be advertised in local newspapers and will be publicized through press releases and social media. Events will be published in the monthly MPO newsletter.

BENEFIT: Knowledgeable partners, stakeholders and residents better able to contribute to the planning process, and increased use of sophisticated data in the planning process.

STAFF SUPPORT: Mike Ward, GIS Planner
James Galvin, Principal Planner
Malcolm Jacob, Transportation Planner
Marilyn J. Smith, Executive Director
Helen Wiles, Outreach Manager

Project 23-06 Planning Compliance & Technical Assistance

This task provides for the development, research and analysis of data that assist partners, stakeholders and the public with understanding meeting the transportation needs of traditionally underserved and/or disadvantaged population. This task will allow for effective presentation of information as well as result informed decision-making.

23-06.01 Title VI and Transportation Justice

Measures will be continually developed to better assess the mobility and public participation constraints of the region's low income and minority communities, in step with the MPO's obligations under the federal Environmental Justice initiative, Title VI mandate and other directive and initiatives. Staff will seek to understand mobility challenges of populations constrained by the transportation system.

23-06.02 Justice40 Analysis

Measures will be continually developed to deliver 40 percent of the overall benefits of federal climate, clean energy, affordable and sustainable housing, clean water, and other investments to disadvantaged communities that have been historically marginalized, underserved, and overburdened by pollution.

23-06.03 Performance Measure Development & Implementation

Establish performance measures for UPWP tasks. As part of the federal-aid highway program, provide a means to the most efficient investment of federal transportation funds

by focusing on national transportation goals, increasing accountability and transparency, and improving project decision-making. Ensure Dover Kent MPO adopted targets are included in transportation plans and projects.

23-06.04 Toward Zero Deaths

The Strategic Communication Plan for the National Strategy on Highway Safety provides a detailed framework for implementing the national Toward Zero Deaths (TZD) strategy at the national, state, and local level. The plan identifies target audiences (potential partners) and key messages (global talking points) that can be used to educate these potential partners about the impact of traffic crashes and the critical importance of a zero-fatalities. Dover Kent MPO will work with partners, educate the public on road safety, and use the tools supplied by the National Highway Safety and Federal Highways Administration to assist with our state and local partners on this Federal initiative.

OUTCOME AND FINAL PRODUCT: Track trends of how key indicators of how the transportation system is performing to improve the ability to address short- and long-term decisions based on system performance. Provide support for decisions about transportation budgeting and appropriations, provide triggers for in-depth examination of performance problems and possible corrections. Focus on identifying and using the most credible performance measures that are reliable, relevant, regionally applicable and easy to understand by a wide audience.

TASK TYPE: Recurring

PUBLIC PARTICIPATION: The public is invited to attend all PAC, TAC and Council meetings during the development of the work products described above. Individual public meetings and workshops will be advertised in local newspapers and will be publicized through press releases and social media. Events will be published in the monthly MPO newsletter.

BENEFIT: Knowledgeable partners, stakeholders and residents better able to contribute to the planning process, and increased use of sophisticated data in the planning process.

STAFF SUPPORT: James Galvin, Principal Planner
Helen Wiles, Outreach Manager
Mike Ward, GIS Planner
Malcolm Jacob, Transportation Planner
Marilyn J. Smith, Executive Director

Project 23-07 Air Quality Analysis, Coordination & Outreach

This task involves coordination with DeIDOT, DNREC, Wilmapco, on technical issues related to air quality conformity determinations. Coordination issues include but are not limited to:

- Reviewing TIP, CPT and major amendments to TIP and CPT for adherence to federal guidelines and for conformity determination triggers;
- Reviewing any federal regulations or guidance for applicability to the Dover Kent MPO region;
- Developing and/or reviewing any public outreach activities or materials related to air quality;
- Participating in Wilmapco Air Quality Subcommittee, and other regional air quality committees as appropriate.

OUTCOME AND FINAL PRODUCT: Coordination on air quality issues, federal guidance and regulations, and public outreach activities. Consultation with local or regional offices of EPA, FHWA and FTA as needed.

TASK TYPE: Recurring

PUBLIC PARTICIPATION: The public is invited to attend all PAC, TAC and Council meetings during the development of the work products described above. Individual public meetings and workshops will be advertised in local newspapers and will be publicized through press releases and social media. Events will be published in the monthly MPO newsletter.

BENEFIT: Coordination on air quality issues and transportation planning documents that conform to federal clean air standards.

STAFF SUPPORT: James Galvin, Principal Planner
Mike Ward, GIS Planner
Malcolm Jacob, Transportation Planner
Helen Wiles, Outreach Manager
Marilyn J. Smith, Executive Director

Project 23-08 Metropolitan Transportation Plan (MTP)

The Metropolitan Transportation Plan (MTP) provides a guide for how the region's transportation system should evolve over a 20-year period. It describes how all of the region's plans fit together to ensure managed growth in the region. The latest update of the MTO "Innovation 2045," was approved by the Dover Kent MPO Council in January 2021. This plan, in consultation with DeIDOT, 20 local municipalities and Kent County, reflects the region's proposed transportation priorities over the next 20+ years.

This task provides for continuous monitoring for the MTP as well as developing projects for the next MTP. Should a new project be proposed that is not in the current MTP, the document would need to be amended to include the proposed projects to ensure federal funds can be expended on that particular project. This task covers any potential amendments to the current MTP, as may be required.

OUTCOME AND FINAL PRODUCT: The MTP will contain documentation of all transportation planning activities in the Dover Kent MPO region for a 20+ year period.

TASK TYPE: Recurring

PUBLIC PARTICIPATION: The public is invited to attend all PAC, TAC and Council meeting when amendments to the MTP are presented. The public review period will be advertised in local newspapers and via social media.

BENEFIT: A document that guides planning activities in the Dover/Kent County region for a 20+ year period.

STAFF SUPPORT: Marilyn J. Smith, Executive Director
Michelle Vinson, Executive Assistant
James Galvin, Principal Planner
Helen Wiles, Outreach Manager

Project 23-09 Support 3C Planning Process, Regional Project Implementation

This task provides for promotion and coordination of government and agency planning and programming activities, and addresses issues that are important to the efficient operation of the transportation system in the region. Dover Kent MPO can serve as a facilitator for forums and discussion, policy development, and coordination on key issues that might not otherwise occur. Regular coordination promotes awareness and education on regional transportation system and growth issues, and encourages the development of sound policies and solutions that are required to address significant regional issues.

23-09.01 Inter-Regional Coordination (add a description)

Coordination of transportation and land use planning activities by working with state and local governments and community groups within Kent County as well as outside Kent County, including but not limited to partnerships with WILMAPCO, Salisbury/Wicomico MPO, DelDOT, DNREC.

23-09.02 Coordination with Kent County (add a description)

Assist and support Kent County Levy Court and its departments with transportation and land use planning activities. Participate in committees and activities as appropriate.

23-09.03 Coordination with municipalities (add a description)
Assist and support municipalities in Kent County with transportation and land use planning activities. Participate in committees and activities as appropriate.

23-09.04 Coordination with DeIDOT/DTC (add a description)
Assist and support with transportation and land use planning activities. Participate in committees and activities as appropriate.

23-09.01 Coordination with other agencies (add a description)
Assist and support with transportation and land use planning activities. Participate in committees and activities as appropriate.

OUTCOME AND FINAL PRODUCT: Support, collaboration and cooperation to facilitate a variety of ongoing efforts important to the transportation system in the region.

TASK TYPE: Recurring

PUBLIC PARTICIPATION: The public is invited to attend all PAC, TAC and Council meetings, as well as project specific working groups.

BENEFIT: Coordinated transportation and land use plans and activities, linking these activities to quality of life, strong communities and improved intergovernmental relations.

STAFF SUPPORT: Marilyn J. Smith, Executive Director
Michelle Vinson, Executive Assistant
James Galvin, Principal Planner
Mike Ward, GIS Planner
Malcolm Jacob, Transportation Planner
Helen Wiles, Outreach Manager

Project 23-10 Transportation Planning Studies & Projects

Annually, Dover Kent MPO will undertake transportation planning studies as funding is available and as requested by state agencies, municipalities and stakeholders. Approximately \$1,258,927.00 is available for FY23 UPWP projects, if required.

Transportation studies and project suggestions were solicited in January 2022. Dover Kent MPO received 32 requests. The list was reviewed by Dover Kent MPO staff and prioritized using the “Decision Lens” software. All projects must support the most recent Dover Kent MPO MTP.

As deemed necessary, input was sought from consultants with regard to scope of work and estimated cost. Dover Kent MPO will utilize the existing strategic planning contract mechanism for any projects requiring outside consultant work.

23-10.01 N. Walnut Street at 10th Street and Washington Street (Milford)
Intersection Improvements

The intersection is southwest of the Milford School District property which contains the high school and central academy. The school campus is disconnected from the residential portion of the town from a pedestrian and cyclist standpoint due to several problematic intersections. This area includes several City and State maintained roads that converge in the general area. The City would like to work with DelDOT and the MPO to evaluate intersection improvements and/or road reconfigurations that would make it easier for pedestrians, cyclists and motorists to navigate this area.

23-10.02 Smyrna-Clayton Blvd. at Wheatley's Pond Road Intersection

The Town has concerns regarding the dangerous and nonconforming intersection of Smyrna-Clayton Blvd. and Wheatley's Pond Road. The intersection angle is extreme, especially for those vehicles, and especially truck traffic, turning right onto Wheatley's Pond Road. The Town would like DelDOT to consider extending Carter Road to Smyrna-Clayton Road, to allow for a safer right turn off the latter and directly onto the former. The vacant triangular parcel at said intersection is owned by DelDOT and is bordered by a parcel owned by the Town of Smyrna. Given the significant increase in vehicular and truck traffic associated with the new development in the area, the Town would like to address this intersection.

23-10.03 Airport Road at Canterbury Road (Milford) Intersection Improvements

The City has received concerns from residents regarding the safety of this intersection. DelDOT has recently placed a four-way stop condition at the intersection of Church Hill and Canterbury Road for similar issues. The City would like to investigate alternatives including a three-way stop condition, signalized intersection or traffic circle.

23-10.04 SR1 / Trap Shooters Interchange

DelDOT is proposing a study of the present intersection of Trap Shooters Road and SR1 (pp. 59 of 2017 MTP). With continued development in the Magnolia area, this Grade Separated Intersection has become an increasing cause of congestion as vehicles enter SR 1 northbound from a full stop. This study should evaluate moving the Trap Shooters Road northbound on and off ramp south in order to create deceleration and merge lanes which can safely manage the current volume of traffic at this GSI in advance of the bridge over the St. Jones River. This study should look at a type of scenario that minimizes additional right of way acquisition due to the sensitive nature of environmental resources in this area. If the project is selected, DelDOT will help further define the scope and participate on the project management team.

23-10.05 US13 Sidewalk Construction Gap Identification

Construction of multi-use paths and sidewalks continues to be a priority for City of Dover. Construction of sidewalks is required when properties are developed or redeveloped but significant section of the sidewalk system are either missing or in poor condition. Gaps need to be identified for prioritization through the State's sidewalk safety improvement program.

23-10.06 Sidewalks in the Walk Zone of Dover HS

Critical gaps in the sidewalk system near Dover High School remain, including along Mifflin Road and Route 8 on the south side of the roadway traveling west. This project incorporates recommendations from the Capital Gateway Study and Senator Bikeway Plan. The city of Dover is very concerned about public safety in this area.

23-10.07 Bay Road Pedestrian Path & Bay Road Walking Trail Connections

Chesapeake Utilities has existing walking trails around the retention pond at its Energy Lane (Dover) facility. Chesapeake is seeking a connector path between 1) Energy Lane and DelDOT's Greenway Trail, and 2) along Bay Road from Energy Lane to the Kent County Office Bldg.

23-10.08 US13 North Kent Corridor Plan

KEP is seeking an inventory and assessment of parcels along US13 North corridor which could be designated for economic development based on accessibility.

23-10.09 Farmington Bike Route Plan

The Town is looking for a walking and bicycling route that can address safety issues as well as traffic calming.

23-10.10 Kent County Airports Assessment

KEP is seeking an inventory of small airports/airstrips in Kent County that could have potential for growth in the aviation industrial sector, based on adjacent land use and accessibility.

23-10.11 Truck Parking Amenities Study

KEP proposed a study to determine what amenities would be most desirable to enhance and improve truck parking in Kent County. The study would build upon the recently completed Delaware Statewide Truck Parking Study.

OUTCOME AND FINAL PRODUCT: Recommendations for implementation, possible TIP and MTP amendments, next steps, etc.

TASK TYPE: Non-Recurring

PUBLIC PARTICIPATION: The study process requires extensive public involvement. The role of individual members of the public, particularly those most affected by study recommendations, cannot be overstated. Steering committees and working groups will be organized for each study. The public is invited to attend all PAC, TAC and Council meetings where studies will be presented.

BENEFIT: Coordinated transportation and land use plans for communities in the region. In particular, these studies and projects will link land use and transportation, and seek to improve quality of life, inform decisions and impact the regional transportation system.

STAFF SUPPORT: James Galvin, Principal Planner
Mike Ward, GIS Planner
Malcolm Jacob, Transportation Planner
Helen Wiles, Outreach Manager
Marilyn J. Smith, Executive Director
Michelle Vinson, Executive Assistant

Project 23-11 Continuing Projects

This task involves the completion of projects and studies that may not be completed during the fiscal year in which they began.

23-11.01 McKee/Saulsbury Corridor Study

This scope of work consists of analyzing the McKee/Saulsbury Road Corridor between North Street and US13 at the SR1 North Dover Interchange. This corridor connects the POW/MIA Parkway to US13 and the SR1 North Dover Interchange. McKee/Saulsbury Road is a minor arterial that serves as the major north/south roadway within the core of west Dover. This section of roadway currently operates one travel lane in each direction with a two-way center left turn lane for most of the corridor. The current shoulder width varies from 10' to 13'. The roadway has an 8' to 10' wide multi use path on one side of the road throughout the project limits. The southern section of the corridor is primarily an urban setting with a mix of commercial and residential development on both sides of the roadway. North of College Road the corridor has limited development on the northbound side; however, the southbound side of the road is almost fully developed. The urban nature of this corridor fosters continued growth, and with it, increased traffic. This study will evaluate impacts from the POW/MIA Parkway and future development on this corridor while evaluating all aspects of the corridor including existing and future capacity needs, transit connections and bicycle and pedestrian facilities. The study will yield recommendations for reducing traffic congestion and improving safety conditions.

23-11.02 TID Support

It is the priority of Kent County and several communities and employment centers to establish transportation improvement districts, as stated in their respective comprehensive

plans. Therefore, DelDOT is requesting continued contracted support to help specifically with conducting traffic counts, developing concept plans for infrastructure projects, and cost estimating required infrastructure improvements in TID Areas (Cheswold, Little Heaven, South Frederica, Magnolia). This project has been previously authorized in the FY21 and FY22 UPWP.

23-11.03 Delaware Freight Plan Update

The Delaware Freight Plan is a compilation of statewide transportation planning insights that focus on improving Delaware's multimodal freight transportation systems to enhance economic opportunities within the state and the surrounding regions, while also upholding federal requirements for the development of state freight plans. The 2022 update is being completed by the Delaware Department of Transportation (DelDOT) in collaboration with WILMAPCO and Dover Kent MPO, as well as the University of Delaware's Institute for Public Administration (IPA).

23-11.04 Project Close-out

Presentations, editing and finalizing reports and other documentation, report distribution, financial reconciliation, etc., for projects and studies that may have been completed in the prior fiscal year.

OUTCOME AND FINAL PRODUCT: Recommendations for implementation, possible TIP and MTP amendments, next steps, etc.

TASK TYPE: Non-Recurring

PUBLIC PARTICIPATION: The study process requires extensive public involvement. The role of individual members of the public, particularly those most affected by study recommendations, cannot be understated. Steering committees and working groups will be organized for each study. The public is invited to attend all PAC, TAC and Council meetings where studies will be presented.

BENEFIT: Coordinated transportation and land use plans for communities in the region. In particular, these studies and projects will link land use and transportation, and seek to improve quality of life, inform decisions and impact the regional transportation system.

STAFF SUPPORT: James Galvin, Principal Planner
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Michelle Vinson, Executive Assistant

Dover/Kent MPO FY23 Transportation Planning Projects (as of 1 April 2022)

Dover/Kent MPO FY23 Transportation Planning Projects (as of 1 April 2022)							
Project Name	MPO Partner	SOW completed and estimate received - due 3/18/22	Study Cost Estimate	Primary, Secondary, or Tertiary Classification	Decision Lens Score	Contractor	Notes
DE Freight Plan Update	DeIDOT	continuing project	\$20,000.00		n/a	WRA	12/31/22 anticipated completion
McKee Road / Saulsbury Road Corridor	DeIDOT	continuing project	\$84,000.00	Primary	n/a	Century	6/30/22 anticipated completion
Transportation Improvement District (TID) Program Support	DeIDOT	on-call, continuing project	\$30,000.00	Primary	n/a	WRA & Century	ongoing - Little Heaven, South Frederica, Magnolia
Milford Intersection Improvements: N. Walnut St. @ 10th St. and Washington St.	Milford	yes	\$129,900.00		0.72	Century	
Smyrna-Clayton Blvd. @ Wheatley's Pond Road Intersection	Smyrna	yes	\$115,415.00		0.69	Century	
Milford Intersection Improvements: Airport Road @ Canterbury Road	Milford	yes	\$77,100.00		0.58	AECOM	
DeIDOT SR1/Trap Shooters Road Interchange	DeIDOT	yes	\$134,700.00		0.55	Century	
US13 Sidewalk Construction Gap Identification	Dover		\$15,000.00		0.72	in-house	technical report
Sidewalks in the Walk Zone of Dover HS	Dover		\$18,600.00		0.7	in-house	
Bay Road Pedestrian Path & Bay Road Walking Trail Connections	Chesapeake Utilities		\$18,600.00		0.47	in-house	
US13 North Kent Corridor Plan	KEP		\$15,000.00		0.47	in-house	technical report
Farmington Bike Route Plan	Farmington		\$15,000.00		0.36	in-house	
Kent County Airports Assessment	KEP		\$15,000.00		0.35	in-house	technical report
Truck parking Amenities Study	KEP		\$18,600.00		0.33	in-house	
		Total	\$706,915.00				

SELF-CERTIFICATION OF THE MPO PLANNING PROCESS

In accordance with 23 CFR 450.334, the Delaware Department of Transportation and the Dover/Kent County Metropolitan Planning Organization for the Dover, DE urbanized area hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all application requirements of:

- (1) 23 USC 134, 49 U.S.C. Section 5303, and 23 CFR Part 450.
- (2) In nonattainment and maintenance areas, Sections 174 and 176(c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506(c) and (d)) and CFR Part 93.
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR Part 21.
- (4) 40 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex or age in employment or business opportunity.
- (5) Section 1101(b) of the Moving Ahead for Progress in the 21st Century Act (MAP-21) (Pub. L. 109-59) and 49 CFR Part 26 regarding the involvement of Disadvantaged Business Enterprises in USDOT funded planning projects.
- (6) 23 CFR Part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts.
- (7) the provisions of the American with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR Parts 27, 37, and 38.
- (8) Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.
- (9) Section 324 of CFR 23, regarding prohibition of discrimination based on gender.
- (10) Section 504 of the Rehabilitation Act of 1973 and 49 CFR Part 27 regarding discrimination against individuals with disabilities.