

**DOVER/KENT COUNTY MPO  
FY2022 INVOICE SUMMARY**

starting  
balance        \$844,844.68

<u>Month</u>	<u>Invoice</u>	<u>Amount Remaining</u>	<u>% Budget Remaining</u>
July	\$57,610.99	\$787,233.69	93.2%
August	\$63,546.27	\$723,687.42	85.7%
September	\$44,972.85	\$678,714.57	80.3%
October	\$57,731.52	\$620,983.05	73.5%
November	\$55,368.66	\$565,614.39	66.9%
December	\$70,339.09	\$495,275.30	58.6%
January	\$38,322.98	\$456,952.32	54.1%
February	\$52,128.23	\$404,824.09	47.9%
March	\$56,815.61	\$348,008.48	41.2%
April		\$348,008.48	41.2%
May		\$348,008.48	41.2%
June A		\$348,008.48	41.2%
June B		\$348,008.48	41.2%

\*The FY22 starting amount of \$844,844.68 is the FY22 funds shown by DelDOT as having been obligated to DKMPO.

**Dover Kent County MPO FY2022 March 2022  
Expenses / Allocations**

Projects	Record of Expenditures			Total Cash Expenditures	80% Federal Funds		20% State Match		TOTAL STATE	TOTAL	
	Salaries	Taxes & Benefits	Other Expenses		FHWA 65%	FTA 15%	FHWA 16.25%	FTA 3.75%			
22-01 Administration	\$6,794.61	\$3,631.23	\$1,297.52	\$11,723.36	\$7,620.18	\$1,758.50	\$9,378.69	\$1,905.05	\$439.63	\$2,344.67	\$11,723.36
22-02 UPWP	\$1,381.20	\$494.83	\$277.80	\$2,153.83	\$1,399.99	\$323.07	\$1,723.06	\$350.00	\$80.77	\$430.77	\$2,153.83
22-03 Public Outreach	\$4,091.98	\$1,401.97	\$2,176.53	\$7,670.48	\$4,985.81	\$1,150.57	\$6,136.38	\$1,246.45	\$287.64	\$1,534.10	\$7,670.48
22-04 TIP	\$169.02	\$329.87	\$185.20	\$684.09	\$444.66	\$102.61	\$547.27	\$111.16	\$25.65	\$136.82	\$684.09
22-05 Data Management	\$829.91	\$824.68	\$1,963.01	\$3,617.60	\$2,351.44	\$542.64	\$2,894.08	\$587.86	\$135.66	\$723.52	\$3,617.60
22-06 Training	\$2,741.96	\$329.87	\$185.20	\$3,257.03	\$2,117.07	\$488.55	\$2,605.62	\$529.27	\$122.14	\$651.41	\$3,257.03
22-07 Update MTP		\$494.83	\$277.80	\$772.63	\$502.21	\$115.89	\$618.10	\$125.55	\$28.97	\$154.53	\$772.63
22-08 Transp Studies	\$514.50	\$164.91	\$92.60	\$772.01	\$501.81	\$115.80	\$617.61	\$125.45	\$28.95	\$154.40	\$772.01
22-08.05 Other Plan Studies	\$6,225.19	\$2,144.16	\$17,795.23	\$26,164.58	\$17,006.98	\$3,924.69	\$20,931.66	\$4,251.74	\$981.17	\$5,232.92	\$26,164.58
<b>Total FY 22 Monthly Exps</b>	<b>\$22,748.37</b>	<b>\$9,816.35</b>	<b>\$24,250.89</b>	<b>\$56,815.61</b>	<b>\$36,930.15</b>	<b>\$8,522.34</b>	<b>\$45,452.49</b>	<b>\$9,232.54</b>	<b>\$2,130.59</b>	<b>\$11,363.12</b>	<b>\$56,815.61</b>

TRUE TRUE

	20% State Match			
	FHWA Subtract from State match	FTA Subtract from State Match	FHWA 16.25 % Remaining Balance	FTA 3.75% Remaining Balance
<b>Beginning Balance</b>				
June 2021				
July 2021			\$15,176.39	\$3,502.24
August 2021 *A	\$ 3,168.75	\$ 731.25	\$7,157.52	\$1,651.74
September 10, 2021 State			\$61,454.00	\$23,422.43
September 2021			\$7,308.09	\$1,686.48
October 2021			\$9,381.37	\$2,164.93
November 2021			\$8,997.41	\$2,076.32
December 2021			\$11,461.34	\$2,644.92
January 2022			\$6,227.48	\$1,437.11
February 2022			\$8,470.84	\$1,954.81
March 2022 *B	\$ 3,737.50	\$ 862.50	\$5,495.04	\$1,268.09
April 2022				
May 2022				
June 2022 (A)				
June 2022 (B)				
<b>Projects</b>				
22-01 Administration			\$ 1,905.05	\$ 439.63
22-02 UPWP			\$ 350.00	\$ 80.77
22-03 Public Outreach			\$ 1,246.45	\$ 287.64
22-04 TIP			\$ 111.16	\$ 25.65
22-05 Data Management			\$ 587.86	\$ 135.66
22-06 Training			\$ 529.27	\$ 122.14
22-07 Update MTP			\$ 125.55	\$ 28.97
22-08 Transp Studies			\$ 125.45	\$ 28.95
22-08.05 Other Plan Studies			\$ 4,251.74	\$ 981.17
<b>LOCAL MATCH</b>			\$ (3,737.50)	\$ (862.50)
<b>Totals</b>			\$ 5,495.04	\$ 1,268.09

\*A Kent Economic Partnership  
\*B Bowers Beach

**Personnel Expenses:**

Salaries	\$22,748.37	Plan/Eng Consultants	\$16,591.47
Basic Life	\$444.29	Postage	\$190.56
Insurance Reimbursement	\$752.14	Printing	\$38.14
457 Employer Contribution	\$1,218.18	Professional Services - Generic	\$60.45
Hiring & Moving Expenses		Public Outreach General	\$1,069.00
Dental	\$143.16	Public Workshops	
Vision	\$35.80	Recruitment	
Health Insurance	\$4,929.00	Registered Agent/Corp Tax	
Insurance-AFLAC	\$158.70	Rent	\$1,860.00
Ins L/T	\$185.44	Subscriptions	\$1,671.54
Ins S/T	\$184.89	Telephone	\$180.00
Voluntary Ins -Life	\$6.25	Travel	
Voluntary Ins - AD&D	-\$2.06	<b>Non-Personnel Exps:</b>	<b>\$24,250.89</b>
Medicare Tax	\$333.68		
Social Security Tax	\$1,426.88	<b>Personnel Expenses:</b>	<b>\$32,564.72</b>
Educational Assistance			

**Personnel Expenses: \$32,564.72 TOTAL EXPENSES: \$56,815.61**



## March Progress Report Fiscal Year 2022 Unified Planning Work Program

### ***22-01.01 Manage/Maintain MPO Office***

Submitted the February invoice to DelDOT within five working days. Continue to process invoices for billing and tracking purposes; submitted payroll documents; tracking time and leave accrual. All timesheets and summaries were reviewed and incorporated into the monthly MPO summary. Continue file clean-up and archiving. Post office, newspaper, email, etc. Work with phone vendor for software update and resolving technical issues. Operationalize Microsoft Team for all staff.

### ***22-01.02 Support Council and Committees***

Prep for, conducting and follow-up for PAC and TAC meetings minutes. Prepare proposed PAC bylaws amendments.

### ***22-01.03 Continue the 3C Planning Process***

Met with DelDOT Resilience and Sustainability team. DelDOT planning meetings.

### ***22-01.04 Program Support and Administration***

Prepared purchase orders and check processing, reviewed timesheets and work reports. Continued work on internal policies and procedures for various finance and HR functions. Month-end reports. Continued work with auditors. Accounts payable and receivable. QuickBooks journal entries. Staff meetings.

### ***22-02 Prepare FY23 UPWP***

Internal staff preparation. Review and prioritization of potential proposals received from consultants. Meetings with DelDOT. Cleaning up prior years. Prepare draft FY23 UPWP and PL#1.

### ***22-03 Public Outreach***

Posts to website and all social media channels, including focus on Women's History Month. Updated mailing lists and social media calendars. Produced

monthly DMV video. Produced and distributed monthly newsletter. MPO 101 presentations to municipalities. Attended several CDCC events. Press and social media for Parklet Pilot Project How-to Guide and Mini Grant program. Interview with Delaware State News. Participated in AMPO meetings. Working on Title VI compliance and VPI report. AQP meeting and presentation.

### ***22-04 TIP***

Preparing FY23-27 TIP. Placed points on map and populated information from existing documents.

### ***22-05 Operate and Maintain GIS***

Learning how to create and edit annotation layers as well as graphic layers. Cartography training sessions, and various ArcGIS Pro videos.

### ***22-06.01 Planner Training***

New planner training webinars and videos. Census product webinar. APA training. IPA Land Use Administration webinar. Electric vehicles webinar. CTPP training. Chesapeake Bay water hazard mitigation webinar.

### ***22-08.01 Provide Technical Assistance to MPO Members***

Meetings with KEP and provided requested information. NSF grant webinar. City of Dover Downtown Master Plan meeting.

### ***22-08.05 Other Planning Studies***

Port Mahon living shoreline meetings. Garrison Oak / Dover Air Cargo implementation.

### ***22-08.05.a1 Bowers Beach Bike & Ped Improvements Study***

Project team meeting and follow-up. Developing content for report sections. Reviewing and updating maps. Developing recommendations.



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**March Progress Report  
Fiscal Year 2022  
Unified Planning Work Program**

***22-08.05.d1 Transportation Improvement District  
Support***

Attended Chewold TID meeting. Reviewing land use forecasts.

***22-08.05.f1 East-West Freight Route Feasibility  
Analysis***

Review survey results. Developing content.  
Consultation with project sponsor.

***22-08.05.f2 Rail Corridor Industrial Land Use***

Developing content for narrative. Reviewing and updating maps. Discussion with project sponsor.  
Developing Appendix content. Editing and revising final draft.

***22-08.05.f3 Delmarva Freight Plan Update***

Attended monthly Working Group meetings. Content review of next chapters of draft plan documents, providing Kent County specific content and feedback.

**Dover Kent County MPO FY2022 February 2022  
Expenses / Allocations**

Record of Expenditures					80% Federal Funds			20% State Match	TOTAL
Projects	Salaries	Taxes & Benefits	Other Expenses	Total Cash Expenditures	FHWA 65%	FTA 15%	TOTAL FEDERAL		Total Fed Funds
22-01 Administration	\$6,623.46	\$3,260.91	\$2,233.11	\$12,117.48	\$7,876.36	\$1,817.62	\$9,693.98	\$2,423.50	\$12,117.48
22-02 UPWP	\$1,985.62	\$438.43	\$507.72	\$2,931.77	\$1,905.65	\$439.77	\$2,345.42	\$586.35	\$2,931.77
22-03 Public Outreach	\$3,596.17	\$1,242.15	\$3,720.18	\$8,558.50	\$5,563.03	\$1,283.78	\$6,846.80	\$1,711.70	\$8,558.50
22-04 TIP	\$19.96	\$292.26	\$338.47	\$650.69	\$422.95	\$97.60	\$520.55	\$130.14	\$650.69
22-05 Data Management	\$347.55	\$730.69	\$946.20	\$2,024.44	\$1,315.89	\$303.67	\$1,619.55	\$404.89	\$2,024.44
22-06 Training	\$3,766.00	\$292.26	\$378.47	\$4,436.73	\$2,883.87	\$665.51	\$3,549.38	\$887.35	\$4,436.73
22-07 Update MTP		\$438.43	\$507.72	\$946.15	\$615.00	\$141.92	\$756.92	\$189.23	\$946.15
22-08 Transp Studies	\$95.88	\$146.14	\$169.24	\$411.26	\$267.32	\$61.69	\$329.01	\$82.25	\$411.26
22-08.05 Other Plan Studies	\$4,740.76	\$1,899.78	\$13,410.67	\$20,051.21	\$13,033.29	\$3,007.68	\$16,040.97	\$4,010.24	\$20,051.21
<b>Total FY 22 Monthly Exps</b>	<b>\$21,175.40</b>	<b>\$8,741.05</b>	<b>\$22,211.78</b>	<b>\$52,128.23</b>	<b>\$33,883.35</b>	<b>\$7,819.23</b>	<b>\$41,702.58</b>	<b>\$10,425.65</b>	<b>\$52,128.23</b>

<b>Non-Personnel Exps:</b>		
Accounting		
Auditing Services		\$3,900.00
Bank Fees		
IT Services		\$897.35
Cleaning Service		\$100.00
Computer Hardware		
Computer Software		
Conferences, Meetings & Training		\$(70.00)
Dues		\$1,750.00
Electric Service		\$200.00
Equip Lease - Copier		\$153.65
Exhibition Fees		
Insurance - Liability & WC		
Internet		\$167.86
Mileage Reimbursement		
MPO Committee Meetings		
Office Supplies - Furniture		
Office Supplies - General		\$550.63
PAC Workshop		
Plan/Eng Consultants		\$11,210.62
Postage		
Printing		\$22.20
Professional Services - Generic		\$467.64
Public Outreach General		\$250.00
Public Workshops		
Recruitment		\$45.00
Registered Agent/Corp Tax		
Rent		\$1,860.00
Subscriptions		\$526.83
Telephone		\$180.00
Travel		
<b>Non-Personnel Exps:</b>		<b>\$22,211.78</b>
<b>Personnel Expenses:</b>		<b>\$29,916.45</b>
<b>TOTAL EXPENSES:</b>		<b>\$52,128.23</b>

Projects	Local Match Ext of 22-08.05f2 10% match	State Match Reimbursement 20% (minus Local)	Remaining Balance	Total Fed Funds & State & Local Match
Beginning Balance			\$38,533.17	
June 2021			\$27,095.92	
July 2021		\$(18,678.63)	\$8,417.29	
August 2021	\$ 3,900.00	\$(8,417.29)		
September 10, 2021 Stae Advance			\$84,484.47	
September 2021		\$(8,994.57)	\$75,489.90	
October 2021		\$(11,546.30)	\$63,943.60	
November 2021		\$(11,073.73)	\$52,869.87	
December 2021		\$(14,106.26)	\$38,763.61	
January 2022		\$(7,664.60)	\$31,099.01	
February 2022		\$(10,425.65)	\$20,673.36	
22-01 Administration				\$2,423.50
22-02 UPWP				\$586.35
22-03 Public Outreach				\$1,711.70
22-04 TIP				\$130.14
22-05 Data Management				\$404.89
22-06 Training				\$887.35
22-07 Update MTP				\$189.23
22-08 Transp Studies				\$82.25
22-08.05 Other Plan Studies				\$4,010.24
<b>Totals</b>				<b>\$10,425.65</b>

<b>Personnel</b>		
Salaries	\$21,175.40	
Basic Life	\$585.97	
Insurance Reimbursement	752.14	
457 Employer Contribution	\$1,755.59	
Hiring & Moving Expenses		
Dental	\$118.77	
Vision	\$28.97	
Health Insurance	\$3,251.17	
Insurance-AFLAC	\$133.86	
Ins L/T	\$242.94	
Ins S/T	\$242.23	
Voluntary Ins -Life	\$6.25	
Voluntary Ins - AD&D	-\$2.06	
Medicare Tax	\$308.03	
Social Security Tax	\$1,317.19	
Educational Assistance		
<b>Expenses:</b>	<b>\$29,916.45</b>	



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## **February Progress Report Fiscal Year 2022 Unified Planning Work Program**

### ***22-01.01 Manage/Maintain MPO Office***

Submitted the January invoice to DelDOT within five working days. Continue to process invoices for billing and tracking purposes; submitted payroll documents; tracking time and leave accrual. All timesheets and summaries were reviewed and incorporated into the monthly MPO summary. Continue file clean-up and archiving. Post office, newspaper, email, etc. Work with phone vendor for software update and resolving technical issues. Operationalize Microsoft Team for all staff.

### ***22-01.02 Support Council and Committees***

Prep for, conducting and follow-up for PAC and TAC meetings minutes. Prep for Council meeting.

### ***22-01.03 Continue the 3C Planning Process***

Met with DelDOT Resilience and Sustainability team. DelDOT planning meetings. Met with local FHWA leadership. Attended League of Local Government monthly meeting. Participated in DelDOT CoT meeting.

### ***22-01.04 Program Support and Administration***

Prepared purchase orders and check processing, reviewed timesheets and work reports. Met with auditors regarding final audit report. Drafted audit management correction letter. Continued work on internal policies and procedures for various finance and HR functions. Onboarding of new planner. Month-end reports. Continued work with auditors. Accounts payable and receivable. QuickBooks journal entries. Working with insurance carriers regarding next enrollment period. Staff meetings.

### ***22-02 Prepare FY23 UPWP***

Developed new project tasks. Internal staff preparation, outline, process, setting deadlines, gathering ideas, etc. Review and prioritization of potential projects received from sponsors. Meetings with DelDOT. Cleaning up

prior years. Process amendments and administrative modifications.

### ***22-03 Public Outreach***

Posts to website and all social media channels, including focus on Black History Month. Updated mailing lists and social media calendars. Produced monthly DMV video. Produced and distributed monthly newsletter. Finalizing Parklet Pilot Project How-to Guide and Mini Grant program. Attended various community meetings. Participated in AMPO membership meeting. Working on Title VI compliance and VPI report. AQP meeting and presentation.

### ***22-05 Operate and Maintain GIS***

Increased Esri/ArcGIS Pro licenses.

### ***22-06.01 Planner Training***

Attended LCD programs. New planner onboarding and various training webinars and videos. White House affordable housing forum. IJJA/BIL webinar. Participated in IPA Land Use Administration webinar.

### ***22-08.01 Provide Technical Assistance to MPO Members***

Meetings with KEP and provided requested information. Meeting with Kent County Levy Court Commission regarding Clayton-Easton rail trail.

### ***22-08.05 Other Planning Studies***

Port Mahon living shoreline meetings.

### ***22-08.05.a.1 Bowers Beach Bike & Ped Improvements Study***

Project team meeting and follow-up. Developing content for report sections. Schedule meetings and workshops with steering committee, Town Council, community open house. Reviewing and updating maps.



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**February Progress Report  
Fiscal Year 2022  
Unified Planning Work Program**

***22-08.05.c.1 McKee Road/Saulsbury Road Corridor***

Finalized scope of work. Initial scoping meeting with consultant.

***22-08.05.d.1 Transportation Improvement District Support***

Cheswold project meeting. Little Heaven & South Frederica project meeting.

***22-08.05.f1 East-West Freight Route Feasibility Analysis***

MPO assuming in-house responsibility to complete the project. MPO with DMTA for assistance with data gathering. Develop survey. Table of contents for final report. Developing content. Project team meeting and follow-up. Discussion regarding next steps, timeline, etc. Consultation with project sponsor.

***22-08.05.f2 Rail Corridor Industrial Land Use***

Developing content for narrative. Reviewing and updating maps. Adding utility information. Working with partners to obtain additional information. Discussion with project sponsor. Aligning rail lines in Sussex and New Castle Counties for a future study, relative to both.

***22-08.05.f3 Delmarva Freight Plan Update***

Attended monthly Working Group meetings. Final review of first section of draft plan documents, provided Kent County specific content and feedback.

**Dover Kent County MPO FY2022 January 2022  
Expenses / Allocations**

Record of Expenditures					80% Federal Funds			20% State	TOTAL
Projects	Salaries	Taxes & Benefits	Other Expenses	Total Cash Expenditures	FHWA 65%	FTA 15%	TOTAL FEDERAL		Total Fed Funds
22-01 Administration	\$8,479.65	\$2,899.74	\$1,318.60	\$12,697.99	\$ 8,253.69	\$1,904.70	\$10,158.39	\$2,539.60	\$12,697.99
22-02 UPWP	\$351.79	\$385.82	\$247.38	\$984.99	\$ 640.24	\$147.75	\$787.99	\$197.00	\$984.99
22-03 Public Outreach	\$3,285.24	\$1,093.13	\$963.22	\$5,341.59	\$ 3,472.03	\$801.24	\$4,273.27	\$1,068.32	\$5,341.59
22-04 TIP		\$257.20	\$164.92	\$422.12	\$ 274.38	\$63.32	\$337.70	\$84.42	\$422.12
22-05 Data Management	\$695.38	\$643.03	\$412.32	\$1,750.73	\$ 1,137.97	\$262.61	\$1,400.58	\$350.15	\$1,750.73
22-06 Training	\$883.73	\$257.20	\$308.52	\$1,449.45	\$ 942.14	\$217.42	\$1,159.56	\$289.89	\$1,449.45
22-07 Update MTP	\$84.51	\$385.81	\$247.39	\$717.71	\$ 466.51	\$107.66	\$574.17	\$143.54	\$717.71
22-08 Transp Studies	\$439.90	\$128.60	\$87.51	\$656.01	\$ 426.41	\$98.40	\$524.81	\$131.20	\$656.01
22-08.05 Other Plan Studies	\$5,038.20	\$1,671.85	\$7,592.34	\$14,302.39	\$ 9,296.55	\$2,145.36	\$11,441.91	\$2,860.48	\$14,302.39
<b>Total FY 22 Monthly Exps</b>	<b>\$ 19,258.40</b>	<b>\$ 7,722.38</b>	<b>\$ 11,342.20</b>	<b>\$ 38,322.98</b>	<b>\$ 24,909.94</b>	<b>\$ 5,748.45</b>	<b>\$ 30,658.38</b>	<b>\$ 7,664.60</b>	<b>\$ 38,322.98</b>

<b>Non-Personnel Exps:</b>	
Accounting	
Auditing Services	
Bank Fees	
IT Services	\$392.35
Cleaning Service	\$125.00
Computer Hardware	
Computer Software	
Conferences, Meetings & Training	\$130.00
Dues	\$100.00
Electric Service	\$200.00
Equip Lease - Copier	\$153.65
Exhibition Fees	
Insurance - Liability & WC	
Internet	\$167.86
Mileage Reimbursement	\$236.32
MPO Committee Meetings	
Office Supplies - Furniture	
Office Supplies - General	\$177.45
PAC Workshop	
Plan/Eng Consultants	\$6,474.44
Postage	
Printing	\$384.25
Professional Services - Generic	\$175.32
Public Outreach General	
Public Workshops	
Recruitment	\$225.00
Registered Agent/Corp Tax	\$60.00
Rent	\$1,860.00
Subscriptions	\$300.56
Telephone	\$180.00
Travel	
<b>Non-Personnel Exps:</b>	<b>\$11,342.20</b>
<b>Personnel Expenses:</b>	<b>\$26,980.78</b>
<b>TOTAL EXPENSES:</b>	<b>\$38,322.98</b>

Projects	Local Match Ext of 22-08.05f2 10% match	State Match Reimbursement 20% (minus Local)	Remaining Balance	Total Fed Funds & State & Local Match
Beginning Balance			\$38,533.17	
June 2021			\$27,095.92	
July 2021		\$(18,678.63)	\$8,417.29	
August 2021	\$ 3,900.00	\$(8,417.29)		
September 10, 2021 Stae Advance			\$84,484.47	
September 2021		\$(8,994.57)	\$75,489.90	
October 2021		\$(11,546.30)	\$63,943.60	
November 2021		\$(11,073.73)	\$52,869.87	
December 2021		\$(14,106.26)	\$38,763.61	
January 2022		\$(7,664.60)	\$31,099.01	
22-01 Administration				\$2,539.60
22-02 UPWP				\$197.00
22-03 Public Outreach				\$1,068.32
22-04 TIP				\$84.42
22-05 Data Management				\$350.15
22-06 Training				\$289.89
22-07 Update MTP				\$143.54
22-08 Transp Studies				\$131.20
22-08.05 Other Plan Studies				\$2,860.48
<b>Totals</b>				<b>\$7,664.60</b>

<b>Personnel</b>	
Salaries	\$19,258.40
Basic Life	\$399.41
Insurance Reimbursement	736.46
457 Employer Contribution	\$1,144.33
Hiring & Moving Expenses	
Dental	\$129.55
Vision	\$80.63
Health Insurance	\$3,251.17
Insurance-AFLAC	\$133.86
Ins L/T	\$180.00
Ins S/T	\$179.56
Voluntary Ins -Life	\$6.25
Voluntary Ins - AD&D	-\$2.06
Medicare Tax	\$281.12
Social Security Tax	\$1,202.10
Educational Assistance	
<b>Expenses:</b>	<b>\$26,980.78</b>





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## **January Progress Report Fiscal Year 2022 Unified Planning Work Program**

### ***22-01.01 Manage/Maintain MPO Office***

Submitted the December invoice to DelDOT within five working days. Continue to process invoices for billing and tracking purposes; submitted payroll documents; tracking time and leave accrual. All timesheets and summaries were reviewed and incorporated into the monthly MPO summary. Continue file clean-up and archiving. Post office, newspaper, email, etc. Researching options for better work-at-home VPN technology. Resolving issues with insurance carrier.

### ***22-01.02 Support Council and Committees***

Council meeting – prepare and edit minutes, meeting agenda and notices. PAC and TAC meeting minutes. Setting up 2022 files.

### ***22-01.03 Continue the 3C Planning Process***

Met with DelDOT Resilience and Sustainability team. Correspondence with FHWA regarding Title VI review. FHWA quarterly meeting.

### ***22-01.04 Program Support and Administration***

Prepared purchase orders and check processing, reviewed timesheets and work reports. Staff annual performance evaluations. Continued work on internal policies and procedures for various finance and HR functions. Continued Planner II recruitment, interviews, follow-up. Month-end reports. Continued work with auditors. Accounts payable and receivable. QuickBooks journal entries. ADP payroll updates. 1099, 1096 and W2 distribution.

### ***22-02 Prepare FY23 UPWP***

Reviewing other UPWPs as to project task delineation. Internal staff preparation, outline, process, setting deadlines, gathering ideas, etc. Outreach to potential project sponsors.

### ***22-03 Public Outreach***

Posts to website and all social media channels. Updated mailing lists and social media calendars. Produced monthly DMV video. Produced and distributed monthly newsletter. Parklet Pilot Project How-to Guide and Mini Grant program. Resolved a technical issue with Innovation.com website.

### ***22-05 Operate and Maintain GIS***

Tutorials on creating a map series with index. More on Topology, reshaping and align edge utilizing the topology aspect of Arcgis Pro. CTPP-sponsored webinar that included a segment on Urban Area definition. Census for Transportation Planning Subcommittee meeting.

### ***22-06.01 Planner Training***

Attended LCD programs. IJJA webinar. Developing new planner onboarding and training video. Communication with the DE APA Executive Committee on format of upcoming annual meeting and scheduling.

### ***22-08.01 Provide Technical Assistance to MPO Members***

Meeting with Health Communities DE.

### ***22-08.03 Delaware Population Consortium Projections***

DE Census Affiliates meeting.

### ***22-08.05 Other Planning Studies***

Working on coordination of previously completed studies. DAFB Compatible Use Study committee meeting.

### ***22-08.05.a.1 Bowers Beach Bike & Ped Improvements Study***

Project team meeting and follow-up. Reviewing and



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**January Progress Report  
Fiscal Year 2022  
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updating maps. Project update with community advisory group.

***22-08.05.f1 East-West Freight Route Feasibility Analysis***

Project team meeting and follow-up. Discussion regarding next steps, timeline, etc. Consultation with project sponsor.

***22-08.05.f2 Rail Corridor Industrial Land Use***

Developing content for narrative. Reviewing maps. Discussion with project sponsor. Meeting with Office of State Planning. Building Map series, Index, exporting, dynamic text, dynamic tables. Creating layout for the appendix of the document. Determined how to create an extent map locator utilizing grid system. Updating rail lines in Sussex and New Castle Counties for a future study, relative to both.

***22-08.05.f3 Delmarva Freight Plan Update***

Attended monthly Working Group meeting. Reviewed first section of draft plan documents, provided content and feedback.