

**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	\$38,691.79	\$806,152.89	95.4%
August	\$58,218.77	\$747,934.12	88.5%
September	\$44,472.85	\$703,461.27	83.3%
October	\$57,731.52	\$645,729.75	76.4%
November	\$55,368.66	\$590,361.09	69.9%
December	\$70,339.09	\$520,022.00	61.6%
January	\$38,322.98	\$481,699.02	57.0%
February	\$52,128.23	\$429,570.79	50.8%
March	\$56,815.61	\$372,755.18	44.1%
April	\$44,047.87	\$328,707.31	38.9%
May	\$64,929.78	\$263,777.53	31.2%
June A	\$34,587.14	\$229,190.39	27.1%
June B	\$87,602.10	\$141,588.29	16.8%

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

EXPENSES:	22-01 Prog Mgmt	22-02 UPWP	22-03 Outreach	22-04 TIP	22-05 Data Mgmt	22-06 Training	22-07 Update MTP	22-08 Studies	22-08.05 Other Studies	TOTALS
Accounting										\$ -
Auditing Services	\$ 46.88	\$ 11.25	\$ 31.88	\$ 7.50	\$ 18.75	\$ 7.50	\$ 11.25	\$ 3.75	\$ 48.74	\$ 187.50
Bank Fees										\$ -
IT Services	\$ 98.09	\$ 23.54	\$ 66.70	\$ 15.69	\$ 39.24	\$ 15.69	\$ 23.54	\$ 7.85	\$ 102.01	\$ 392.35
Cleaning Service	\$ 35.00	\$ 8.40	\$ 23.80	\$ 5.60	\$ 14.00	\$ 5.60	\$ 8.40	\$ 2.80	\$ 36.40	\$ 140.00
Computer Hardware										\$ -
Computer Software										\$ -
Conferences, Meetings & Training	\$ 83.14		\$ 94.82							\$ 177.96
Dues	\$ 57.25	\$ 13.74	\$ 38.93	\$ 9.16	\$ 22.90	\$ 9.16	\$ 13.74	\$ 4.58	\$ 59.54	\$ 229.00
Electric Service	\$ 50.00	\$ 12.00	\$ 34.00	\$ 8.00	\$ 20.00	\$ 8.00	\$ 12.00	\$ 4.00	\$ 52.00	\$ 200.00
Equip Lease - Copier	\$ 38.41	\$ 9.22	\$ 26.12	\$ 6.15	\$ 15.37	\$ 6.15	\$ 9.22	\$ 3.07	\$ 39.94	\$ 153.65
Exhibition Fees										\$ -
Insurance - Liability & WC										\$ -
Internet	\$ 41.96	\$ 10.07	\$ 28.53	\$ 6.71	\$ 16.78	\$ 6.71	\$ 10.07	\$ 3.36	\$ 43.63	\$ 167.82
Mileage Reimbursement	\$ 23.42		\$ 222.11	\$ 14.63		\$ 44.47			\$ 38.62	\$ 343.25
MPO Committee Meetings										\$ -
Office Supplies - Furniture										\$ -
Office Supplies - General										\$ -
PAC Workshop										\$ -
Plan/Eng Consultants									\$ 28,916.39	\$ 28,916.39
Postage	\$ 27.25	\$ 6.54	\$ 18.53	\$ 4.36	\$ 10.90	\$ 4.36	\$ 6.54	\$ 2.18	\$ 28.33	\$ 108.99
Printing	\$ 19.18	\$ 4.60	\$ 13.04	\$ 3.07	\$ 7.67	\$ 3.07	\$ 4.60	\$ 1.53	\$ 19.97	\$ 76.73
Professional Services - Generic	\$ 60.45									\$ 60.45
Public Outreach General										\$ -
Public Workshops										\$ -
Recruitment										\$ -
Registered Agent/Corp Tax										\$ -
Rent	\$ 465.00	\$ 111.60	\$ 316.20	\$ 74.40	\$ 186.00	\$ 74.40	\$ 111.60	\$ 37.20	\$ 483.60	\$ 1,860.00
Subscriptions	\$ 25.48	\$ 6.12	\$ 316.22	\$ 4.08	\$ 10.19	\$ 4.08	\$ 6.12	\$ 2.04	\$ 26.50	\$ 400.83
Telephone	\$ 45.00	\$ 10.80	\$ 30.60	\$ 7.20	\$ 18.00	\$ 7.20	\$ 10.80	\$ 3.60	\$ 46.80	\$ 180.00
Travel			\$ 127.29							\$ 127.29
Basic Life	\$ 111.07	\$ 26.66	\$ 75.53	\$ 17.77	\$ 44.43	\$ 17.77	\$ 26.66	\$ 8.88	\$ 115.52	\$ 444.29
Insurance Reimbursement	\$ 188.03	\$ 45.13	\$ 127.86	\$ 30.09	\$ 75.21	\$ 30.09	\$ 45.13	\$ 15.04	\$ 195.56	\$ 752.14
457 Employer Contribution	\$ 456.81	\$ 109.65	\$ 310.65	\$ 73.08	\$ 182.73	\$ 73.08	\$ 109.65	\$ 36.54	\$ 457.08	\$ 1,809.27
Hiring & Moving Exps										\$ -
Dental	\$ 32.31	\$ 8.87	\$ 25.13	\$ 5.91	\$ 14.78	\$ 5.91	\$ 8.87	\$ 2.95	\$ 38.43	\$ 143.16
Vision	\$ 8.29	\$ 2.20	\$ 6.24	\$ 1.47	\$ 3.67	\$ 1.47	\$ 2.20	\$ 0.72	\$ 9.54	\$ 35.80
Health Insurance	\$ 983.44	\$ 236.02	\$ 668.73	\$ 157.35	\$ 393.37	\$ 157.35	\$ 236.02	\$ 78.67	\$ 1,022.77	\$ 3,933.72
Insurance-AFLAC	\$ (47.76)	\$ 16.52	\$ 46.80	\$ 11.01	\$ 27.53	\$ 11.01	\$ 16.52	\$ 5.51	\$ 71.56	\$ 158.70
Ins L/T	\$ 46.36	\$ 11.13	\$ 31.52	\$ 7.42	\$ 18.54	\$ 7.42	\$ 11.13	\$ 3.71	\$ 48.21	\$ 185.44
Ins S/T	\$ 46.22	\$ 11.09	\$ 31.43	\$ 7.40	\$ 18.49	\$ 7.40	\$ 11.09	\$ 3.70	\$ 48.07	\$ 184.89
Voluntary Ins -AD&D	\$ (2.06)									\$ (2.06)
Voluntary Ins - Life	\$ (48.58)	\$ 4.39	\$ 12.43	\$ 2.92	\$ 7.31	\$ 2.92	\$ 4.39	\$ 1.46	\$ 19.01	\$ 6.25
Medicare Tax	\$ 333.68									\$ 333.68
Social Security Tax	\$ 1,426.88									\$ 1,426.88
Salary - M. Jacob	\$ 58.97				\$ 23.59	\$ 2,229.26			\$ 1,226.68	\$ 3,538.50
Salary - M. Smith	\$ 2,798.14	\$ 98.88	\$ 197.75			\$ 781.12		\$ 919.54	\$ 1,097.52	\$ 5,892.95
Salary - M. Vinson	\$ 2,185.62								\$ 39.92	\$ 2,225.54
Salary -M. Ward	\$ 246.33				\$ 107.10				\$ 2,131.29	\$ 2,484.72
Salary - H. Wiles	\$ 1,153.34		\$ 2,255.46						\$ 230.66	\$ 3,639.46
Salary - J. Galvin	\$ 366.22			\$ 84.50		\$ 394.39		\$ 605.66	\$ 2,563.47	\$ 4,014.24
<b>Totals</b>	<b>\$ 11,459.82</b>	<b>\$ 798.42</b>	<b>\$ 5,178.30</b>	<b>\$ 565.47</b>	<b>\$ 1,296.55</b>	<b>\$ 3,915.58</b>	<b>\$ 699.54</b>	<b>\$ 1,758.34</b>	<b>\$ 39,257.76</b>	<b>\$ 64,929.78</b>

2022 Expenses by Project (FY 22)

\$ 64,929.78

Salaries Total	\$ 21,795.41
Other Payroll Total	\$ 9,412.16
	\$ 31,207.57
Non Personnel Exp	\$ 33,722.21
	\$ 64,929.78

Salaries	\$ 6,808.62	\$ 98.88	\$ 2,453.21	\$ 84.50	\$ 130.69	\$ 3,404.77	\$ -	\$ 1,525.20	\$ 7,289.54	\$ 21,795.41
Taxes & Benefits	\$ 3,534.69	\$ 471.66	\$ 1,336.32	\$ 314.42	\$ 786.06	\$ 314.42	\$ 471.66	\$ 157.18	\$ 2,025.75	\$ 9,412.16
Other Expenses	\$ 1,116.51	\$ 227.88	\$ 1,388.77	\$ 166.55	\$ 379.80	\$ 196.39	\$ 227.88	\$ 75.96	\$ 29,942.47	\$ 33,722.21

**Dover Kent County MPO FY22 May 2022  
Expenses / Allocations**

Projects	Record of Expenditures				80% Federal Funds			20% State Match			TOTAL
	Salaries	Taxes & Benefits	Other Expenses	Total Cash Expenditures	FHWA 65%	FTA 15%	TOTAL FEDERAL	FHWA 16.25%	FTA 3.75%	TOTAL STATE	Total Reimbursement
22-01 Administration	\$ 6,808.62	\$ 3,534.69	\$ 1,116.51	\$ 11,459.82	\$ 7,448.88	\$ 1,718.97	\$ 9,167.86	\$ 1,862.22	\$ 429.74	\$ 2,291.96	\$ 11,459.82
22-02 UPWP	\$ 98.88	\$ 471.66	\$ 227.88	\$ 798.42	\$ 518.97	\$ 119.76	\$ 638.74	\$ 129.74	\$ 29.94	\$ 159.68	\$ 798.42
22-03 Public Outreach	\$ 2,453.21	\$ 1,336.32	\$ 1,388.77	\$ 5,178.30	\$ 3,365.90	\$ 776.75	\$ 4,142.64	\$ 841.47	\$ 194.19	\$ 1,035.66	\$ 5,178.30
22-04 TIP	\$ 84.50	\$ 314.42	\$ 166.55	\$ 565.47	\$ 367.56	\$ 84.82	\$ 452.38	\$ 91.89	\$ 21.21	\$ 113.09	\$ 565.47
22-05 Data Management	\$ 130.69	\$ 786.06	\$ 379.80	\$ 1,296.55	\$ 842.76	\$ 194.48	\$ 1,037.24	\$ 210.69	\$ 48.62	\$ 259.31	\$ 1,296.55
22-06 Training	\$ 3,404.77	\$ 314.42	\$ 196.39	\$ 3,915.58	\$ 2,545.13	\$ 587.34	\$ 3,132.46	\$ 636.28	\$ 146.83	\$ 783.12	\$ 3,915.58
22-07 Update MTP		\$ 471.66	\$ 227.88	\$ 699.54	\$ 454.70	\$ 104.93	\$ 559.63	\$ 113.68	\$ 26.23	\$ 139.91	\$ 699.54
22-08 Transp Studies	\$ 1,525.20	\$ 157.18	\$ 75.96	\$ 1,758.34	\$ 1,142.92	\$ 263.75	\$ 1,406.67	\$ 285.73	\$ 65.94	\$ 351.67	\$ 1,758.34
22-08.05 Other Plan Studies	\$ 7,289.54	\$ 2,025.75	\$ 29,942.47	\$ 39,257.76	\$ 25,517.54	\$ 5,888.66	\$ 31,406.21	\$ 6,379.39	\$ 1,472.17	\$ 7,851.55	\$ 39,257.76
<b>Total FY 22 Monthly Exps</b>	<b>\$ 21,795.41</b>	<b>\$ 9,412.16</b>	<b>\$ 33,722.21</b>	<b>\$ 64,929.78</b>	<b>\$ 42,204.35</b>	<b>\$ 9,739.47</b>	<b>\$ 51,943.82</b>	<b>\$ 10,551.09</b>	<b>\$ 2,434.87</b>	<b>\$ 12,985.96</b>	<b>\$ 64,929.78</b>

<b>Non-Personnel Exps:</b>	
Accounting	
Auditing Services	\$ 187.50
Bank Fees	
IT Services	\$ 392.35
Cleaning Service	\$ 140.00
Computer Hardware	
Computer Software	
Conferences, Meetings & Training	\$ 177.96
Dues	\$ 229.00
Electric Service	\$ 200.00
Equip Lease - Copier	\$ 153.65
Exhibition Fees	
Insurance - Liability & WC	
Internet	\$ 167.82
Mileage Reimbursement	\$ 343.25
MPO Committee Meetings	
Office Supplies - Furniture	
Office Supplies - General	
PAC Workshop	
Plan/Eng Consultants	\$ 28,916.39
Postage	\$ 108.99
Printing	\$ 76.73
Professional Services - Generic	\$ 60.45
Public Outreach General	
Public Workshops	
Recruitment	
Registered Agent/Corp Tax	
Rent	\$ 1,860.00
Subscriptions	\$ 400.83
Telephone	\$ 180.00
Travel	\$ 127.29
<b>Non-Personnel Exps:</b>	<b>\$ 33,722.21</b>
<b>Personnel Expenses:</b>	<b>\$ 31,207.57</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 64,929.78</b>

20% State Match						
	FHWA	FTA	FHWA 16.25 %	Remaining Balance	FTA 3.75%	Remaining Balance
	Subtract from State match	Subtract from State Match				
<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 Advance			\$ 61,454.00		\$ 23,422.43	
September 2021			\$ 7,308.09	\$ 54,145.91	\$ 1,686.48	\$ 21,735.95
October 2021			\$ 9,381.37	\$ 44,764.54	\$ 2,164.93	\$ 19,571.02
November 2021			\$ 8,997.41	\$ 35,767.13	\$ 2,076.32	\$ 17,494.70
December 2021			\$ 11,461.34	\$ 24,305.79	\$ 2,644.92	\$ 14,849.78
January 2022			\$ 6,227.48	\$ 18,078.31	\$ 1,437.11	\$ 13,412.67
February 2022			\$ 8,470.84	\$ 9,607.47	\$ 1,954.81	\$ 11,457.86
March 2022 *B	\$ 3,493.75	\$ 806.25	\$ -	\$ 9,607.47	\$ -	\$ 11,457.86
April 2022						
May 2022						
June 2022 (A)						
June 2022 (B)						
<b>Projects</b>						<b>Total 20% State Match to Federal Funds</b>
22-01 Administration			\$ 1,862.22		\$ 429.74	\$ 2,291.96
22-02 UPWP			\$ 129.74		\$ 29.94	\$ 159.68
22-03 Public Outreach			\$ 841.47		\$ 194.19	\$ 1,035.66
22-04 TIP			\$ 91.89		\$ 21.21	\$ 113.09
22-05 Data Management			\$ 210.69		\$ 48.62	\$ 259.31
22-06 Training			\$ 636.28		\$ 146.83	\$ 783.12
22-07 Update MTP			\$ 113.68		\$ 26.23	\$ 139.91
22-08 Transp Studies			\$ 285.73		\$ 65.94	\$ 351.67
22-08.05 Other Plan Studies			\$ 6,379.39		\$ 1,472.17	\$ 7,851.55
<b>Totals</b>			\$ 10,551.09		\$ 2,434.87	\$ 12,985.96

\*A Kent Economic Partnership  
\*B Bowers Beach

<b>Personnel Expenses:</b>	
Salaries	\$21,795.41
Basic Life	\$444.29
Insurance Reimbursement	\$752.14
457 Employer Contribution	\$1,809.27
Hiring & Moving Expenses	
Dental	\$143.16
Vision	\$35.80
Health Insurance	\$3,933.72
Insurance-AFLAC	\$158.70
Ins L/T	\$185.44
Ins S/T	\$184.89
Voluntary Ins -Life	\$6.25
Voluntary Ins - AD&D	-\$2.06
Medicare Tax	\$333.68
Social Security Tax	\$1,426.88
Educational Assistance	
<b>Personnel Expenses:</b>	<b>\$ 31,207.57</b>



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

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

Prepared and submitted the April invoice to DelDOT. 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. Supply and equipment ordering. Equipment set-up. Post office, newspaper, email, etc. Work with phone vendor for software update and resolving technical issues. Resolving an insurance coverage issue for a staff member.

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

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

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

Met with DelDOT Resilience and Sustainability team. DelDOT Finance team follow-up. DelDOT planning meetings. FHWA Title VI audit meeting follow-up.

### ***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. Staff performance evaluations.

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

Prepare draft FY23 UPWP and PL#1. Presented to Council for approval. Forwarded to DelDOT and FHWA.

### ***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. MPO 101 presentations to municipalities. Attended several CDCC events. Reviewed Parklet Pilot Project Mini Grant applications. Participated in AMPO meetings.

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

Presented draft FY23-27 TIP to Council. Prepared TIP resolution.

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

Research for ArcGIS online as to how to accomplish different aspects of the widgets for use in ongoing studies, and a work around for bookmarks within the online map. Searching for traffic signal GIS file on Delaware FirstMap and DelDOT.

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

New planner training webinars and videos. IPA Recover DE roundtable. AMPO Technical conference. Safe Street for All webinar.

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

DART grant application letter or support Downtown Dover master plan. Meeting with KEP and provided requested information. League of Local Governments consultation.

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

DAFB Compatible Use study meeting. Smyrna TAP meeting. Travel Plaza research.

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

Project team meeting and follow-up. Finalizing content for report sections. Reviewing and updating maps. Developing recommendations. Meeting with steering committee and Town Council. Met with local landowner. Attended Buccaneer Bash, gathered public feedback.



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

***22-08.05.c1 McKee Road/Saulsbury Road Corridor***

Coordinate with consultant.

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

Attended Cheswold 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***

Finalizing content for narrative. Reviewing and updating maps. Discussion with project sponsor.  
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.

EXPENSES:	22-01 Prog Mgmt	22-02 UPWP	22-03 Outreach	22-04 TIP	22-05 Data Mgmt	22-06 Training	22-07 Update MTP	22-08 Studies	22-08.05 Other Studies	TOTALS
Accounting										\$ -
Auditing Services										\$ -
Bank Fees										\$ -
IT Services	\$ 98.09	\$ 23.54	\$ 66.70	\$ 15.69	\$ 39.24	\$ 15.69	\$ 23.54	\$ 7.85	\$ 102.01	\$ 392.35
Cleaning Service	\$ 43.75	\$ 10.50	\$ 29.75	\$ 7.00	\$ 17.50	\$ 7.00	\$ 10.50	\$ 3.50	\$ 45.50	\$ 175.00
Computer Hardware	\$ 623.14	\$ 149.55	\$ 423.74	\$ 99.70	\$ 249.26	\$ 99.70	\$ 149.55	\$ 49.85	\$ 648.07	\$ 2,492.56
Computer Software						\$ 515.89				\$ 515.89
Conferences, Meetings & Training	\$ 62.50	\$ 15.00	\$ 42.50	\$ 10.00	\$ 25.00	\$ 10.00	\$ 15.00	\$ 5.00	\$ 65.00	\$ 250.00
Dues										\$ -
Electric Service	\$ 50.00	\$ 12.00	\$ 34.00	\$ 8.00	\$ 20.00	\$ 8.00	\$ 12.00	\$ 4.00	\$ 52.00	\$ 200.00
Equip Lease - Copier	\$ 38.41	\$ 9.22	\$ 26.12	\$ 6.15	\$ 15.37	\$ 6.15	\$ 9.22	\$ 3.07	\$ 39.94	\$ 153.65
Equip Lease Postage	\$ 47.64	\$ 11.43	\$ 32.40	\$ 7.62	\$ 19.06	\$ 7.62	\$ 11.43	\$ 3.81	\$ 49.55	\$ 190.56
Exhibition Fees										\$ -
Insurance - Liability & WC	\$ 421.50	\$ 101.16	\$ 286.62	\$ 67.44	\$ 168.60	\$ 67.44	\$ 101.16	\$ 33.72	\$ 438.36	\$ 1,686.00
Internet	\$ 41.96	\$ 10.07	\$ 28.53	\$ 6.71	\$ 16.78	\$ 6.71	\$ 10.07	\$ 3.36	\$ 43.63	\$ 167.82
Mileage Reimbursement										\$ -
MPO Committee Meetings										\$ -
Office Supplies - Furniture										\$ -
Office Supplies - General	\$ 68.22	\$ 16.37	\$ 59.38	\$ 10.92	\$ 27.29	\$ 10.92	\$ 16.37	\$ 5.46	\$ 70.94	\$ 285.87
PAC Workshop										\$ -
Plan/Eng Consultants									\$ 5,794.11	\$ 5,794.11
Postage	\$ 7.08	\$ 1.70	\$ 4.81	\$ 1.13	\$ 2.83	\$ 1.13	\$ 1.70	\$ 0.57	\$ 7.35	\$ 28.30
Printing										\$ -
Professional Services - Generic	\$ 60.45									\$ 60.45
Public Outreach General										\$ -
Public Workshops										\$ -
Recruitment										\$ -
Registered Agent/Corp Tax										\$ -
Rent	\$ 465.00	\$ 111.60	\$ 316.20	\$ 74.40	\$ 186.00	\$ 74.40	\$ 111.60	\$ 37.20	\$ 483.60	\$ 1,860.00
Subscriptions	\$ 25.48	\$ 6.12	\$ 86.93	\$ 4.08	\$ 10.19	\$ 4.08	\$ 6.12	\$ 2.04	\$ 26.50	\$ 171.54
Telephone	\$ 45.00	\$ 10.80	\$ 30.60	\$ 7.20	\$ 18.00	\$ 7.20	\$ 10.80	\$ 3.60	\$ 46.80	\$ 180.00
Travel			\$ 539.01			\$ 546.51				\$ 1,085.52
Basic Life	\$ 111.07	\$ 26.66	\$ 75.53	\$ 17.77	\$ 44.43	\$ 17.77	\$ 26.66	\$ 8.88	\$ 115.52	\$ 444.29
Insurance Reimbursement	\$ 188.03	\$ 45.13	\$ 127.86	\$ 30.09	\$ 75.21	\$ 30.09	\$ 45.13	\$ 15.04	\$ 195.56	\$ 752.14
457 Employer Contribution	\$ 152.27	\$ 36.55	\$ 103.55	\$ 24.36	\$ 60.91	\$ 24.36	\$ 36.55	\$ 12.18	\$ 158.36	\$ 609.09
Hiring & Moving Exps										\$ -
Dental	\$ 34.63	\$ 8.87	\$ 25.13	\$ 5.91	\$ 14.78	\$ 5.91	\$ 8.87	\$ 2.95	\$ 38.43	\$ 145.48
Vision	\$ 8.73	\$ 2.20	\$ 6.24	\$ 1.47	\$ 3.67	\$ 1.47	\$ 2.20	\$ 0.72	\$ 9.54	\$ 36.24
Health Insurance	\$ 983.44	\$ 236.02	\$ 668.73	\$ 157.35	\$ 393.37	\$ 157.35	\$ 236.02	\$ 78.67	\$ 1,022.77	\$ 3,933.72
Insurance-AFLAC	\$ 10.53	\$ 16.52	\$ 46.80	\$ 11.01	\$ 27.53	\$ 11.01	\$ 16.52	\$ 5.51	\$ 71.56	\$ 216.99
Ins L/T	\$ 46.36	\$ 11.13	\$ 31.52	\$ 7.42	\$ 18.54	\$ 7.42	\$ 11.13	\$ 3.71	\$ 48.21	\$ 185.44
Ins S/T	\$ 46.22	\$ 11.09	\$ 31.43	\$ 7.40	\$ 18.49	\$ 7.40	\$ 11.09	\$ 3.70	\$ 48.07	\$ 184.89
Voluntary Ins -AD&D	\$ (1.03)									\$ (1.03)
Voluntary Ins - Life	\$ (15.15)	\$ 4.39	\$ 12.43	\$ 2.92	\$ 7.31	\$ 2.92	\$ 4.39	\$ 1.46	\$ 19.01	\$ 39.68
Medicare Tax	\$ 166.84									\$ 166.84
Social Security Tax	\$ 713.44									\$ 713.44
Salary - M. Jacob	\$ (47.18)					\$ 1,427.20			\$ 389.23	\$ 1,769.25
Salary - M. Smith	\$ 1,394.14	\$ 49.44	\$ 88.98			\$ 177.98		\$ 336.18	\$ 879.98	\$ 2,926.70
Salary - M. Vinson	\$ 1,497.00									\$ 1,497.00
Salary -M. Ward	\$ 42.84				\$ 171.36				\$ 1,028.16	\$ 1,242.36
Salary - H. Wiles	\$ (38.45)		\$ 1,755.66						\$ 205.04	\$ 1,922.25
Salary - J. Galvin	\$ 126.75		\$ 56.34		\$ 42.25	\$ 183.11		\$ 98.59	\$ 1,605.71	\$ 2,112.75
<b>Totals</b>	<b>\$ 7,518.70</b>	<b>\$ 937.06</b>	<b>\$ 5,037.49</b>	<b>\$ 591.74</b>	<b>\$ 1,692.97</b>	<b>\$ 3,442.43</b>	<b>\$ 887.62</b>	<b>\$ 730.62</b>	<b>\$ 13,748.51</b>	<b>\$ 34,587.14</b>

2022 Expenses by Project (FY 22)

Salaries	\$ 2,975.10	\$ 49.44	\$ 1,900.98	\$ -	\$ 213.61	\$ 1,788.29	\$ -	\$ 434.77	\$ 4,108.12	\$ 11,470.31
Taxes & Benefits	\$ 2,445.38	\$ 398.56	\$ 1,129.22	\$ 265.70	\$ 664.24	\$ 265.70	\$ 398.56	\$ 132.82	\$ 1,727.03	\$ 7,427.21
Other Expenses	\$ 2,098.22	\$ 489.06	\$ 2,007.29	\$ 326.04	\$ 815.12	\$ 1,388.44	\$ 489.06	\$ 163.03	\$ 7,913.36	\$ 15,689.62

\$ 34,587.14

Salaries Total	\$ 11,470.31
Other Payroll Total	\$ 7,427.21
	\$ 18,897.52
Non Personnel Exp	\$ 15,689.62
	\$ 34,587.14

**Dover Kent County MPO FY22 June A 2022**  
**Expenses / Allocations**

Projects	Record of Expenditures				80% Federal Funds			20% State Match			TOTAL
	Salaries	Taxes & Benefits	Other Expenses	Total Cash Expenditures	FHWA 65%	FTA 15%	TOTAL FEDERAL	FHWA 16.25%	FTA 3.75%	TOTAL STATE	Total Reimbursement
22-01 Administration	\$ 2,975.10	\$ 2,445.38	\$ 2,098.22	\$ 7,518.70	\$ 4,887.16	\$ 1,127.81	\$ 6,014.96	\$ 1,221.79	\$ 281.95	\$ 1,503.74	\$ 7,518.70
22-02 UPWP	\$ 49.44	\$ 398.56	\$ 489.06	\$ 937.06	\$ 609.09	\$ 140.56	\$ 749.65	\$ 152.27	\$ 35.14	\$ 187.41	\$ 937.06
22-03 Public Outreach	\$ 1,900.98	\$ 1,129.22	\$ 2,007.29	\$ 5,037.49	\$ 3,274.37	\$ 755.62	\$ 4,029.99	\$ 818.59	\$ 188.91	\$ 1,007.50	\$ 5,037.49
22-04 TIP		\$ 265.70	\$ 326.04	\$ 591.74	\$ 384.63	\$ 88.76	\$ 473.39	\$ 96.16	\$ 22.19	\$ 118.35	\$ 591.74
22-05 Data Management	\$ 213.61	\$ 664.24	\$ 815.12	\$ 1,692.97	\$ 1,100.43	\$ 253.95	\$ 1,354.38	\$ 275.11	\$ 63.49	\$ 338.59	\$ 1,692.97
22-06 Training	\$ 1,788.29	\$ 265.70	\$ 1,388.44	\$ 3,442.43	\$ 2,237.58	\$ 516.36	\$ 2,753.94	\$ 559.39	\$ 129.09	\$ 688.49	\$ 3,442.43
22-07 Update MTP		\$ 398.56	\$ 489.06	\$ 887.62	\$ 576.95	\$ 133.14	\$ 710.10	\$ 144.24	\$ 33.29	\$ 177.52	\$ 887.62
22-08 Transp Studies	\$ 434.77	\$ 132.82	\$ 163.03	\$ 730.62	\$ 474.90	\$ 109.59	\$ 584.50	\$ 118.73	\$ 27.40	\$ 146.12	\$ 730.62
22-08.05 Other Plan Studies	\$ 4,108.12	\$ 1,727.03	\$ 7,913.36	\$ 13,748.51	\$ 8,936.53	\$ 2,062.28	\$ 10,998.81	\$ 2,234.13	\$ 515.57	\$ 2,749.70	\$ 13,748.51
<b>Total FY 22 Monthly Exps</b>	<b>\$ 11,470.31</b>	<b>\$ 7,427.21</b>	<b>\$ 15,689.62</b>	<b>\$ 34,587.14</b>	<b>\$ 22,481.64</b>	<b>\$ 5,188.07</b>	<b>\$ 27,669.71</b>	<b>\$ 5,620.41</b>	<b>\$ 1,297.02</b>	<b>\$ 6,917.43</b>	<b>\$ 34,587.14</b>

<b>Non-Personnel Exps:</b>	
Equip Lease- Postage	\$ 190.56
Auditing Services	
Bank Fees	
IT Services	\$ 392.35
Cleaning Service	\$ 175.00
Computer Hardware	\$ 2,492.56
Computer Software	\$ 515.89
Conferences, Meetings & Training	\$ 250.00
Dues	
Electric Service	\$ 200.00
Equip Lease - Copier	\$ 153.65
Exhibition Fees	
Insurance - Liability & WC	\$ 1,686.00
Internet	\$ 167.82
Mileage Reimbursement	
MPO Committee Meetings	
Office Supplies - Furniture	
Office Supplies - General	\$ 285.87
PAC Workshop	
Plan/Eng Consultants	\$ 5,794.11
Postage	\$ 28.30
Printing	
Professional Services - Generic	\$ 60.45
Public Outreach General	
Public Workshops	
Recruitment	
Registered Agent/Corp Tax	
Rent	\$ 1,860.00
Subscriptions	\$ 171.54
Telephone	\$ 180.00
Travel	\$ 1,085.52
<b>Non-Personnel Exps:</b>	<b>\$ 15,689.62</b>

20% State Match

	FHWA	FTA	FHWA 16.25 %		FTA 3.75%	
	Subtract from State match	Subtract from State Match	Remaining Balance	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 Advance			\$ 61,454.00		\$ 23,422.43	
September 2021			\$ 7,308.09	\$ 54,145.91	\$ 1,686.48	\$ 21,735.95
October 2021			\$ 9,381.37	\$ 44,764.54	\$ 2,164.93	\$ 19,571.02
November 2021			\$ 8,997.41	\$ 35,767.13	\$ 2,076.32	\$ 17,494.70
December 2021			\$ 11,461.34	\$ 24,305.79	\$ 2,644.92	\$ 14,849.78
January 2022			\$ 6,227.48	\$ 18,078.31	\$ 1,437.11	\$ 13,412.67
February 2022			\$ 8,470.84	\$ 9,607.47	\$ 1,954.81	\$ 11,457.86
March 2022 *B	\$ 3,493.75	\$ 806.25	\$ -	\$ 9,607.47	\$ -	\$ 11,457.86
April 2022						
May 2022						
June 2022 (A)						
June 2022 (B)						
<b>Projects</b>						<b>Total 20% State Match to Federal Funds</b>
22-01 Administration			\$ 1,221.79		\$ 281.95	\$ 1,503.74
22-02 UPWP			\$ 152.27		\$ 35.14	\$ 187.41
22-03 Public Outreach			\$ 818.59		\$ 188.91	\$ 1,007.50
22-04 TIP			\$ 96.16		\$ 22.19	\$ 118.35
22-05 Data Management			\$ 275.11		\$ 63.49	\$ 338.59
22-06 Training			\$ 559.39		\$ 129.09	\$ 688.49
22-07 Update MTP			\$ 144.24		\$ 33.29	\$ 177.52
22-08 Transp Studies			\$ 118.73		\$ 27.40	\$ 146.12
22-08.05 Other Plan Studies			\$ 2,234.13		\$ 515.57	\$ 2,749.70
<b>Totals</b>			\$ 5,620.41		\$ 1,297.02	\$ 6,917.43

\*A Kent Economic Partnership  
\*B Bowers Beach

**Personnel Expenses:**

Salaries	\$11,470.31	
Basic Life	\$444.29	
Insurance Reimbursement	\$752.14	
457 Employer Contribution	\$609.09	\$ 60.45
Hiring & Moving Expenses		
Dental	\$145.48	
Vision	\$36.24	
Health Insurance	\$3,933.72	
Insurance-AFLAC	\$216.99	
Ins L/T	\$185.44	
Ins S/T	\$184.89	
Voluntary Ins -Life	\$39.68	
Voluntary Ins - AD&D	-\$1.03	
Medicare Tax	\$166.84	
Social Security Tax	\$713.44	
Educational Assistance		
<b>Personnel Expenses:</b>	<b>\$18,897.52</b>	<b>\$ 18,897.52</b>
<b>Personnel Expenses:</b>	<b>\$18,897.52</b>	<b>\$ 34,587.14</b>





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## **June A Progress Report Fiscal Year 2022 Unified Planning Work Program**

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

Prepared and submitted the May invoice to DeIDOT. 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. Supply and equipment ordering. Post office, newspaper, email, etc. Prepare June A invoice for submission prior to DeIDOT annual shutdown.

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

Prep for, attended and follow-up for PAC meeting. Prep for TAC meeting.

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

Met with DeIDOT TAP Program team.

### ***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. Accounts payable and receivable. QuickBooks journal entries. Prep for staff meetings. Staff performance evaluations.

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

Follow-up with DeIDOT and FHWA. Systems set-up for start of FY23 UPWP implementation.

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

Website operating system updates. Posts to website and all social media channels. Updated mailing lists and social media calendars. Follow-up for Parklet Pilot Project Mini Grant applications.

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

Follow-up on approved FY23-27 TIP.

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

Learning blending modes to initiate for future use in mapping projects.

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

New planner training webinars and videos. Attended LCD programs.

### ***22-07.01 Update to MTP***

Gathering information in preparation for MTP amendment.

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

Ongoing dialogue with constituent regarding a project in Smyrna.

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

Summarize survey results. Finalizing content for report sections. Reviewing and updating maps. Developing recommendations. Prep for and presentation to PAC. Prep for presentation to TAC.

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

Attended Cheswold TID meeting. Coordinate with consultant, DeIDOT and municipality.

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

Developing route alternatives. Mapping and report content.

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

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

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

Attended monthly Working Group meetings. Content review of for Freight Summit presentation. Attended annual Freight Summit.



EXPENSES:	22-01 Prog Mgmt	22-02 UPWP	22-03 Outreach	22-04 TIP	22-05 Data Mgmt	22-06 Training	22-07 Update MTP	22-08 Studies	22-08.05 Other Studies	TOTALS
Accounting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auditing Services	\$ 37.50	\$ 9.00	\$ 25.50	\$ 6.00	\$ 15.00	\$ 6.00	\$ 9.00	\$ 3.00	\$ 38.99	\$ 149.99
Bank Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
IT Services	\$ 37.50	\$ 9.00	\$ 25.50	\$ 6.00	\$ 15.00	\$ 6.00	\$ 9.00	\$ 3.00	\$ 38.99	\$ 149.99
Cleaning Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Hardware	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conferences, Meetings & Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equip Lease - Copier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equip Lease - Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Exhibition Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance - Liability & WC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mileage Reimbursement	\$ 47.98	\$ -	\$ 114.10	\$ -	\$ -	\$ 66.12	\$ -	\$ 27.50	\$ 51.49	\$ 307.19
MPO Committee Meetings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies - Furniture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies - General	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PAC Workshop	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plan/Eng Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,473.92	\$ 53,473.92
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing	\$ 9.40	\$ 2.25	\$ 6.39	\$ 1.50	\$ 3.76	\$ 1.50	\$ 2.25	\$ 0.75	\$ 9.78	\$ 37.58
Professional Services - Generic	\$ 120.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120.90
Public Outreach General	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Workshops	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recruitment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Registered Agent/Corp Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Basic Life	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
457 Employer Contribution	\$ 152.99	\$ 36.72	\$ 104.03	\$ 24.48	\$ 61.20	\$ 24.48	\$ 36.72	\$ 12.24	\$ 159.11	\$ 611.97
Hiring & Moving Exps	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dental	\$ (4.64)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (4.64)
Vision	\$ (0.88)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0.88)
Health Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance-AFLAC	\$ (82.17)	\$ 8.25	\$ 23.40	\$ 5.51	\$ 13.76	\$ 5.51	\$ 8.25	\$ 2.75	\$ 35.80	\$ 21.06
Ins L/T	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ins S/T	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Voluntary Ins AD&D	\$ (2.06)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2.06)
Voluntary Ins - Life	\$ (66.86)	\$ -	\$ -	\$ -	\$ 0.01	\$ -	\$ -	\$ -	\$ -	\$ (66.85)
Medicare Tax	\$ 378.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 378.02
Social Security Tax	\$ 1,616.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,616.46
Salary - M. Jacob	\$ 396.28	\$ 30.00	\$ 85.00	\$ 20.00	\$ 50.00	\$ 2,547.17	\$ 30.00	\$ 10.00	\$ 1,591.85	\$ 4,760.30
Salary - M. Smith	\$ 3,903.00	\$ 391.88	\$ 680.83	\$ 20.00	\$ 89.55	\$ 1,117.91	\$ 30.00	\$ 209.34	\$ 1,140.50	\$ 7,583.01
Salary - M. Vinson	\$ 3,659.34	\$ 30.00	\$ 115.54	\$ 20.00	\$ 50.00	\$ 20.00	\$ 30.00	\$ 49.92	\$ 130.00	\$ 4,104.80
Salary - M. Ward	\$ 442.31	\$ 30.00	\$ 85.00	\$ 20.00	\$ 472.05	\$ 20.00	\$ 30.00	\$ 10.00	\$ 2,398.72	\$ 3,508.08
Salary H. Wiles	\$ 599.15	\$ 30.00	\$ 4,299.80	\$ 20.00	\$ 50.00	\$ 20.00	\$ 30.00	\$ 10.00	\$ 206.89	\$ 5,265.84
Salary - J. Galvin	\$ 1,137.70	\$ 30.00	\$ 99.09	\$ 104.51	\$ 50.00	\$ 345.93	\$ 30.00	\$ 208.02	\$ 3,582.17	\$ 5,587.42
<b>Totals</b>	<b>\$ 12,381.92</b>	<b>\$ 607.10</b>	<b>\$ 5,664.18</b>	<b>\$ 248.00</b>	<b>\$ 870.33</b>	<b>\$ 4,180.62</b>	<b>\$ 245.22</b>	<b>\$ 546.52</b>	<b>\$ 62,858.21</b>	<b>\$ 87,602.10</b>

2022 Expenses by Project (FY 22)

Salaries	\$ 10,137.78	\$ 541.88	\$ 5,365.26	\$ 204.51	\$ 761.60	\$ 4,071.01	\$ 180.00	\$ 497.28	\$ 9,050.13	\$ 30,809.45
Taxes & Benefits	\$ 1,990.86	\$ 44.97	\$ 127.43	\$ 29.99	\$ 74.97	\$ 29.99	\$ 44.97	\$ 14.99	\$ 194.91	\$ 2,553.08
Other Expenses	\$ 253.28	\$ 20.25	\$ 171.49	\$ 13.50	\$ 33.76	\$ 79.62	\$ 20.25	\$ 34.25	\$ 53,613.17	\$ 54,239.57

Salaries Total	\$ 30,809.45
Other Payroll Total	\$ 2,553.08
<b>\$ 87,602.10</b>	<b>\$ 33,362.53</b>
Non Personnel Exp	\$ 54,239.57
	<b>\$ 87,602.10</b>

**Dover Kent County MPO FY22 June 2022  
Expenses / Allocations**

Projects	Record of Expenditures				80% Federal Funds			20% State Match			TOTAL
	Salaries	Taxes & Benefits	Other Expenses	Total Cash Expenditures	FHWA 65%	FTA 15%	TOTAL FEDERAL	FHWA 16.25%	FTA 3.75%	TOTAL STATE	Total Reimbursement
22-01 Administration	\$ 10,137.78	\$ 1,990.86	\$ 253.28	\$ 12,381.92	\$ 8,048.25	\$ 1,857.29	\$ 9,905.54	\$ 2,012.06	\$ 464.32	\$ 2,476.38	\$ 12,381.92
22-02 UPWP	\$ 541.88	\$ 44.97	\$ 20.25	\$ 607.10	\$ 394.62	\$ 91.07	\$ 485.68	\$ 98.65	\$ 22.77	\$ 121.42	\$ 607.10
22-03 Public Outreach	\$ 5,365.26	\$ 127.43	\$ 171.49	\$ 5,664.18	\$ 3,681.72	\$ 849.63	\$ 4,531.34	\$ 920.43	\$ 212.41	\$ 1,132.84	\$ 5,664.18
22-04 TIP	\$ 204.51	\$ 29.99	\$ 13.50	\$ 248.00	\$ 161.20	\$ 37.20	\$ 198.40	\$ 40.30	\$ 9.30	\$ 49.60	\$ 248.00
22-05 Data Management	\$ 761.60	\$ 74.97	\$ 33.76	\$ 870.33	\$ 565.71	\$ 130.55	\$ 696.26	\$ 141.43	\$ 32.64	\$ 174.07	\$ 870.33
22-06 Training	\$ 4,071.01	\$ 29.99	\$ 79.62	\$ 4,180.62	\$ 2,717.40	\$ 627.09	\$ 3,344.50	\$ 679.35	\$ 156.77	\$ 836.12	\$ 4,180.62
22-07 Update MTP	\$ 180.00	\$ 44.97	\$ 20.25	\$ 245.22	\$ 159.39	\$ 36.78	\$ 196.18	\$ 39.85	\$ 9.20	\$ 49.04	\$ 245.22
22-08 Transp Studies	\$ 497.28	\$ 14.99	\$ 34.25	\$ 546.52	\$ 355.24	\$ 81.98	\$ 437.22	\$ 88.81	\$ 20.49	\$ 109.30	\$ 546.52
22-08.05 Other Plan Studies	\$ 9,050.13	\$ 194.91	\$ 53,613.17	\$ 62,858.21	\$ 40,857.84	\$ 9,428.73	\$ 50,286.57	\$ 10,214.46	\$ 2,357.18	\$ 12,571.64	\$ 62,858.21
<b>Total FY 22 Monthly Exps</b>	<b>\$ 30,809.45</b>	<b>\$ 2,553.08</b>	<b>\$ 54,239.57</b>	<b>\$ 87,602.10</b>	<b>\$ 56,941.36</b>	<b>\$ 13,140.32</b>	<b>\$ 70,081.68</b>	<b>\$ 14,235.34</b>	<b>\$ 3,285.08</b>	<b>\$ 17,520.42</b>	<b>\$ 87,602.10</b>

<b>Non-Personnel Exps:</b>	
Accounting	\$ 149.99
Auditing Services	
Bank Fees	
IT Services	\$ 149.99

	20% State Match					
	FHWA	FTA	FHWA 16.25 %		FTA 3.75%	
	Subtract from State match	Subtract from State Match	Remaining Balance	Remaining Balance		
<b>Beginning Balance</b>			\$ 61,454.00	\$ 23,422.43		
July 2021 FY22			\$ 6,287.42	\$ 55,166.58	\$ 1,450.94	\$ 21,971.49
August 2021 FY22	\$ 3,168.75	\$ 731.25	\$ 6,291.80	\$ 48,874.78	\$ 1,954.81	\$ 20,016.68
September 2021 FY22			\$ 7,226.84	\$ 41,647.94	\$ 1,667.73	\$ 18,348.95
October 2021 FY22			\$ 9,381.37	\$ 32,266.57	\$ 2,164.93	\$ 16,184.02
November 2021 FY22			\$ 8,997.41	\$ 23,269.16	\$ 2,076.32	\$ 14,107.70
December 2021 FY22			\$ 11,461.34	\$ 11,807.82	\$ 2,644.92	\$ 11,462.78
January 2022 FY22			\$ 6,227.48	\$ 5,580.34	\$ 1,437.11	\$ 10,025.67
February 2022 FY22			\$ 8,470.84	\$ (2,890.50)	\$ 1,954.81	\$ 8,070.86
March 2022 FY22	\$ 3,493.75	\$ 806.25	\$ (2,890.50)	\$ (2,890.50)	\$ 1,954.81	\$ 8,070.86
April 2022			\$ (2,890.50)	\$ (2,890.50)		\$ 8,070.86
May 2022			\$ (2,890.50)	\$ (2,890.50)		\$ 8,070.86
June 2022 (A)			\$ (2,890.50)	\$ (2,890.50)		\$ 8,070.86
June 2022 (B)			\$ (2,890.50)	\$ (2,890.50)	\$ 3,285.08	\$ 4,785.78
<b>Projects</b>						
22-01 Administration			\$ 2,012.06		\$ 464.32	\$ 2,476.38
22-02 UPWP			\$ 98.65		\$ 22.77	\$ 121.42
22-03 Public Outreach			\$ 920.43		\$ 212.41	\$ 1,132.84
22-04 TIP			\$ 40.30		\$ 9.30	\$ 49.60
22-05 Data Management			\$ 141.43		\$ 32.64	\$ 174.07
22-06 Training			\$ 679.35		\$ 156.77	\$ 836.12
22-07 Update MTP			\$ 39.85		\$ 9.20	\$ 49.04
22-08 Transp Studies			\$ 88.81		\$ 20.49	\$ 109.30
22-08.05 Other Plan Studies			\$ 10,214.46		\$ 2,357.18	\$ 12,571.64
<b>Totals</b>			\$ 14,235.34		\$ 3,285.08	\$ 17,520.42

\*A Kent Economic Partnership  
\*B Bowers Beach

<b>Personnel Expenses:</b>	
Salaries	\$30,809.45
Basic Life	
Insurance Reimbursement	
457 Employer Contribution	\$611.97
Hiring & Moving Expenses	
Dental	-\$4.64
Vision	-\$0.88
Health Insurance	
Insurance-AFLAC	\$21.06
Ins L/T	
Ins S/T	
Voluntary Ins -Life	-\$66.85
Voluntary Ins - AD&D	-\$2.06
Medicare Tax	\$378.02
Social Security Tax	\$1,616.46
Educational Assistance	
<b>Personnel Expenses:</b>	<b>\$33,362.53</b>

  

Plan/Eng Consultants	\$ 53,473.92
Postage	
Printing	
Professional Services - Generic	\$ 37.58
Public Outreach General	\$ 120.90
Public Workshops	
Recruitment	
Registered Agent/Corp Tax	
Rent	
Subscriptions	
Telephone	
Travel	
<b>Non-Personnel Exps:</b>	<b>\$ 54,239.57</b>
<b>Personnel Expenses:</b>	<b>\$ 33,362.53</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 87,602.10</b>



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## **June B Progress Report Fiscal Year 2022 Unified Planning Work Program**

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

Prepared and submitted the June A invoice to DelDOT. 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. Supply and equipment ordering. Post office, newspaper, email, etc.

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

Prep for, attended and follow-up for TAC meeting. Prep for Council meeting.

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

Met with DelDOT TAP Program team, Resiliency & Sustainability team, EV Plan Development team.

### ***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. Accounts payable and receivable. QuickBooks journal entries. Prep for staff meetings. Staff performance evaluations.

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

Follow-up with DelDOT and FHWA. Systems set-up for start of FY23 UPWP implementation.

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

Posts to website and all social media channels. Updated mailing lists and social media calendars. Follow-up for Parklet Pilot Project Mini Grant applications. Dover Youth Committee meeting. Developing "Think Like a Planner" presentation. Attended CDCC events.

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

Follow-up on approved FY23-27 TIP.

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

Consultation regarding updating software, adding extensions, etc.

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

New planner training webinars and videos. Attended LCD programs.

### ***22-07.01 Update to MTP***

Gathering information in preparation for MTP amendment.

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

DAFB Transportation Study committee meeting.

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

Attended committee meeting.

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

Developing sample boilerplate scopes of work and sample consultant agreements. Ongoing consultation regarding a project in Smyrna.

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

Summarize survey results. Finalizing content for report sections. Reviewing and updating maps. Developing recommendations. Prep for and presentation to TAC. Prep for presentation to Council.

### ***22-08.05.c1 McKee Road / Saulsbury Road Corridor Study***

Working with consultant on traffic analysis.

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

Attended Cheswold TID meeting. Coordinate with consultant, DelDOT and municipality.



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

Developing route alternatives. Mapping and report content.

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

Met with project sponsor, provided training on the interactive maps and the map tiles. Editing and revising final draft. Prep for and presentation to TAC. Prep for presentation to Council.

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

Attended Working Group meetings. Review content.

***22-08.05.h Miscellaneous Transportation Study***

Finalize outstanding documentation and accounting for completed projects.