

**DOVER/KENT COUNTY MPO  
FY2023 INVOICE SUMMARY**

starting  
balance            \$1,142,060.00

<u>Month</u>	<u>Invoice</u>	<u>Amount Remaining</u>	<u>% Budget Remaining</u>
July	\$33,367.21	\$1,108,692.79	97.1%
August	\$63,083.53	\$1,045,609.26	91.6%
September	\$44,480.61	\$1,001,128.65	87.7%
October	\$38,067.54	\$963,061.11	84.3%
November	\$55,876.44	\$907,184.67	79.4%
December	\$55,511.52	\$851,673.15	74.6%
January	\$107,503.95	\$744,169.20	65.2%
February	\$125,703.54	\$618,465.66	54.2%
March	\$81,637.33	\$536,828.33	47.0%
April	\$144,647.55	\$392,180.78	34.3%
May	\$120,249.73	\$271,931.05	23.8%
June A	\$30,730.25	\$241,200.80	21.1%
June B	\$130,378.39	\$110,822.41	9.7%

\*The FY23 starting amount of \$1,142,060.00 is the FY23 funds shown by DelDOT as having been obligated to DKMPO.

**Dover Kent County MPO FY23 June B 2023  
Expenses / Allocations**

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
23-01 Program Support & Administration	\$ 6,546.01	\$ 1,505.57	\$ 1,361.68	\$ 9,413.26	\$ 6,118.62	\$ 1,411.99	\$ 7,530.61	\$ 1,529.65	\$ 353.00	\$ 1,882.65	\$ 9,413.26
23-02 UPWP	\$ 1,628.87	\$ 68.58	\$ 533.67	\$ 2,231.12	\$ 1,450.23	\$ 334.67	\$ 1,784.90	\$ 362.56	\$ 83.67	\$ 446.22	\$ 2,231.12
23-03 Public Outreach & Education	\$ 2,981.70	\$ 240.02	\$ 1,797.56	\$ 5,019.28	\$ 3,262.53	\$ 752.89	\$ 4,015.42	\$ 815.63	\$ 188.22	\$ 1,003.86	\$ 5,019.28
23-04 TIP	\$ -	\$ 51.42	\$ 390.43	\$ 441.85	\$ 287.20	\$ 66.28	\$ 353.48	\$ 71.80	\$ 16.57	\$ 88.37	\$ 441.85
23-05 Data Collection, Management & Distribution	\$ 928.37	\$ 171.44	\$ 1,301.44	\$ 2,401.25	\$ 1,560.81	\$ 360.19	\$ 1,921.00	\$ 390.20	\$ 90.05	\$ 480.25	\$ 2,401.25
23-06 Planning & Technical Analysis	\$ 1,465.68	\$ 51.42	\$ 421.21	\$ 1,938.31	\$ 1,259.90	\$ 290.75	\$ 1,550.65	\$ 314.98	\$ 72.69	\$ 387.66	\$ 1,938.31
23-07 Air Quality Analysis, Coord., & Outreach	\$ 342.97	\$ 51.42	\$ 403.53	\$ 797.92	\$ 518.65	\$ 119.69	\$ 638.34	\$ 129.66	\$ 29.92	\$ 159.58	\$ 797.92
23-08 Amend MTP	\$ 45.71	\$ 51.42	\$ 390.43	\$ 487.56	\$ 316.91	\$ 73.13	\$ 390.05	\$ 79.23	\$ 18.28	\$ 97.51	\$ 487.56
23-09 3C Planning Process, Reg. Project Implemt.	\$ 2,451.99	\$ 120.02	\$ 991.57	\$ 3,563.58	\$ 2,316.33	\$ 534.54	\$ 2,850.86	\$ 579.08	\$ 133.63	\$ 712.72	\$ 3,563.58
23-10 Transportation Planning Studies & Projects	\$ 3,167.81	\$ 634.40	\$ 106,886.99	\$ 110,689.20	\$ 71,947.98	\$ 16,603.38	\$ 88,551.36	\$ 17,987.00	\$ 4,150.85	\$ 22,137.84	\$ 110,689.20
23-11 Continuing Projects	\$ -	\$ 120.02	\$ 2,202.97	\$ 2,322.99	\$ 1,509.94	\$ 348.45	\$ 1,858.39	\$ 377.49	\$ 87.11	\$ 464.60	\$ 2,322.99
<b>Total FY 22 Monthly Exps</b>	<b>\$ 19,559.11</b>	<b>\$ 3,065.73</b>	<b>\$ 116,681.48</b>	<b>\$ 139,306.32</b>	<b>\$ 90,549.11</b>	<b>\$ 20,895.95</b>	<b>\$ 111,445.06</b>	<b>\$ 22,637.28</b>	<b>\$ 5,223.99</b>	<b>\$ 27,861.26</b>	<b>\$ 139,306.32</b>

**Non-Personnel Exps:**

Auditing Services	\$ 2,000.00
Bank Fees	\$ -
Cleaning Service	\$ 325.00
Computer - Hardware	\$ 889.97
Computer - Software	\$ 4,750.00
Conf., Meetings & Training	\$ (255.00)
Mileage Reimbursement	\$ 553.49
Dues	\$ 1,450.00
Electric Service	\$ 200.00
Equip Lease - Copier	\$ -
Equip Lease - Postage Mach	\$ -
Exhibition Fees	\$ -
Insurance - Liability	\$ 1,067.00
Insurance - WC	\$ -
Internet Access	\$ -
IT Services	\$ 225.00
Materials and Advertising	\$ -
MPO Committee Meetings	\$ -
Office Supplies - General	\$ 67.37
Office Supplies - Furniture	\$ -
PAC Workshop	\$ -
Plan/Eng Consultants	\$ 103,240.49
Postage	\$ -
Printing	\$ -
Prof. Services - Generic	\$ 128.16
Public Outreach General	\$ -
Public Workshops	\$ -
Recruitment	\$ -
Registered Agent/Corp Tax	\$ -
Rent	\$ 1,860.00
Subscriptions	\$ -
Telephone	\$ 180.00
Travel	\$ -
<b>Non-Personnel Exps:</b>	<b>\$ 116,681.48</b>
<b>Personnel Expenses:</b>	<b>\$ 22,624.84</b>

	Local Match (when applicable)		20% State Match				Total 20% State Match to Federal Funds
	FHWA 81.25	FTA 18.75	FHWA 16.25 %	Remaining Balance	FTA 3.75%	Remaining Balance	
<b>Beginning Balance</b>				\$ 93,676.77		\$ 21,277.83	
July 2022				\$ 93,676.77		\$ 21,277.83	
August 2022			\$ 10,251.07	\$ 83,425.70	\$ 2,365.63	\$ 18,912.20	
September 2022			\$ 7,228.10	\$ 76,197.60	\$ 1,668.02	\$ 17,244.18	
October 2022			\$ 6,185.98	\$ 70,011.62	\$ 1,427.53	\$ 15,816.65	
November 2022			\$ 9,079.92	\$ 60,931.70	\$ 2,095.37	\$ 13,721.28	
December 2022			\$ 9,020.62	\$ 51,911.08	\$ 2,081.68	\$ 11,639.60	
January 2023			\$ 17,469.39	\$ 34,441.69	\$ 4,031.40	\$ 7,608.20	
February 2023 KEP	\$ 3,656.25	\$ 843.75					
February 2023 Milford	\$ 10,548.24	\$ 2,434.21					
February 2023 20% State Match	\$ 6,222.34	\$ 1,435.92					
March 2023			\$ 13,266.07	\$ 21,175.62	\$ 3,061.40	\$ 4,546.80	
City Of Dover	\$ 2,437.50	\$ 562.50					
April 2023							
May 2023 Town of Smyrna	\$ 9,377.48	\$ 2,164.03					
May 2023 Chesapeake Utilities	\$ 1,511.25	\$ 348.75					
May 2023	\$ 10,888.73	\$ 2,512.78	\$ 8,651.85	\$ 12,523.77	\$ 1,996.58	\$ 2,550.22	
June 2023 (A)			\$ 4,993.67	\$ 7,530.10	\$ 1,152.38	\$ 1,397.84	
June 2023 (B)			\$ 22,637.28	\$ (15,107.18)	\$ 5,223.99	\$ (3,826.15)	
<b>Projects</b>							
22-01 Administration			\$ 1,529.65		\$ 353.00	\$ 1,882.65	
22-02 UPWP			\$ 362.56		\$ 83.67	\$ 446.22	
22-03 Public Outreach			\$ 815.63		\$ 188.22	\$ 1,003.86	
22-04 TIP			\$ 71.80		\$ 16.57	\$ 88.37	
22-05 Data Management			\$ 390.20		\$ 90.05	\$ 480.25	
22-06 Planning & Technical Analysis			\$ 314.98		\$ 72.69	\$ 387.66	
22-07 Air Quality			\$ 129.66		\$ 29.92	\$ 159.58	
22-08 Amend MTP			\$ 79.23		\$ 18.28	\$ 97.51	
23-09 3 C Planning Process			\$ 579.08		\$ 133.63	\$ 712.72	
23-10 Transportation Planning Projects			\$ 17,987.00		\$ 4,150.85	\$ 22,137.84	
23-11 Continuing Projects			\$ 377.49		\$ 87.11	\$ 464.60	
<b>Totals</b>			\$ 22,637.28		\$ 986.03	\$ 27,861.26	

**Personnel Expenses:** \$22,624.84      **TOTAL EXPENSES:** \$ 139,306.32



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## June Progress Report Fiscal Year 2023 Unified Planning Work Program

### **23-01.01 General Administration**

Office cleaning, catching up on emails, correspondence, snail mail, desk reading, News you can use, filing, Post Office, internet issues, new Server, battery, router and server migration, Upgrade of Smart Search.

### **23-01.02 Financial Administration**

Bank reconciliation, QB Journal Entry, Timesheets, EOM Reports, Checks & PO's Bank rec, Mission Square, payroll, June A Invoice, expense forms, finalized FY24 forms and placed them on server. payroll, began setup FY24 reports in QB.

### **23-01.03 Personnel Administration**

Staff evaluations, retirement seminar, timesheets and journal entry, work summary, leave accrual, cancel Highmark for employee, PFML seminar, unemployment report.

### **23-01.04 Support for Council and Committees**

PAC meeting prep and attendance (minutes, agenda, mailings), Meeting with Mayor Christiansen, TAC meeting prep and attendance (minutes, agenda, mailings), PAC vacancies, Council meeting prep, (agenda, minutes and mailing).

### **23-01.05 Staff Training**

Gov Loop Training – using data effectively, MPO staff meetings, APA lunch & learn.

### **23-02.01 Prepare FY24 UPWP**

Preparing scopes of work, DDP/Kittelton meeting and coordination, create timesheets and templates for FY24, beginning to prepare FY24 scopes, scheduling meetings with project sponsors, Correct timesheets, and weekly summary for FY24, FY2024 scope writing, meeting with DelDOT regarding FY24 projects. meeting with Cheswold.

### **23-02.02 FY23 UPWP Implementation**

Reviewing budget and project close-outs.

### **23-03.01 Public Meetings & General Outreach**

Honorary Commander events, CDCC event, Interview with DETV, DE State Chamber of Commerce presentation, DE Division of Small Business meeting, WISE, Project planning with Public Outreach manager.

### **23-03.02 Development of Public Information Materials**

Materials for air quality, ads for state news, press release for studies, graduation video, assembling boards for Equity Roundtable. assembling boards and background info for Delmarva Freight Summit.

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

Newsletter, website, social media, mailing list.

### **23-03.07 Planning Techniques Training**

GIS & Zoning Webinar.

### **23-03.08 Parklet**

Discussion with potential applicants prior to end of funding availability, photo with mini-grant recipient, Parklet Consider DDP application, preparing for project close-out.

### **22.05.01 Operate & Maintain GIS**

Revisiting layouts for Poster boards for studies, utilizing existing projects to create new layouts, layouts will need to have area allocated for street scapes, which includes reflection of recommendations. Venturing into ArcGIS Map scenes to utilize as a posterboard which will allow different perspective in view as compared to just an overhead aerial photograph, Scenes will include 3D buildings and will give the audience the appearance of a fly over view; Bay Road project. Truck parking map for City of Dover. Compiling 3.0 acre plus parcels within the City Limits and additional 0.5 mile outside city limits. 721 parcels were found; over 400 were excluded. City of Dover owned parcels were also noted on the map.

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

Updating contracts to this year's process, Guardian LTD report, Census affiliates mtg

### **23-06.01 Title VI and Transportation Justice**

Equity Roundtable preparation, attendance, follow-up and next steps, Title VI map-making (demographics of Kent County).

### **23-06.02 Justice40 Analysis**

USDOT webinar.

### **23-06.04 Toward Zero Deaths**

SS4A Action Plan grant research and writing.

### **23-07.01 Air Quality Analysis, Coordination & Outreach**

Air quality emergency.

### **23-08.01 Amend MTP**

MPO webinar - Implementing MTP Strategies.



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## June Progress Report Fiscal Year 2023 Unified Planning Work Program

### ***23-09.01 Inter-Regional Coordination***

Delmarva Freight Summit preparation and attendance, White House press conference, DE State Chamber of Commerce preparation, send boards for freight summit, Freight Working Group meeting.

### ***23-09.03 Coordination with municipalities***

Safe Streets for All (SS4A) grant application development and submission, Dover City Council meeting follow-up, DE League of Local Governments meeting, Downtown Dover Partnership master plan consultation, Harrington Industrial Park follow-up, meeting with City of Dover regarding truck parking.

### ***23-09.04 Coordination with DelDOT/DTC***

CTP candidate submissions, CTP submissions follow-up DART Reimagined, Aglio (DelDOT) email request.

### ***23-09.05 Coordination with other agencies***

DAFB Compatible Use Study, IPA GAP drop-in, DE Public Health Partnership, Freight working group, APA housing instruction. DE APA notice, creating a project for City of Dover involving truck parking feasibility. Working on project for City of Milford: Rehoboth Blvd. and N. Walnut Street corridor.

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

Prep and PAC and TAC meeting presentation, new doc prep for Council and upload to web presentation and status, invoice.

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

Prep and PAC and TAC meeting presentation, new doc prep for Council and upload to web presentation and status, invoice, meeting with Smyrna/Clayton first responders.

### ***23-10.04 SR1 / Trap Shooters Interchange***

Prep and PAC and TAC meeting presentation, New doc prep for Council and upload to web presentation and status invoice.

### ***23-10.05 US13 Sidewalk Construction Gap Identification***

Preparing and assembled final report, US13 Sidewalks study completion, Streetmix designs.

### ***23-10.06 Sidewalks in the Walk Zone of Dover HS***

Prep and PAC and TAC meeting presentation, Dover HS study publishing of draft.

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

Proofreading, formatting, adding graphics, edits to map, Streetmix designs, reviewing draft document, forward to project sponsor for review, Insert road cross sections. COD application query

### ***23-10.11 Truck Parking Amenities Study***

DelDOT coordination, meeting with potential developer for Kent County project, KEP meeting with potential developer.



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## May Progress Report Fiscal Year 2023 Unified Planning Work Program

### **23-01.01 General Administration**

Office cleaning, catching up on emails, correspondence, snail mail, desk reading, News you can use, General Filing, Email Diamond about server, Post Office, researching equipment.

### **23-01.02 Financial Administration**

Quarterly Expenses, Budget Adjustments, Checks and POs, Dept of Labor wages report, Audit review, DelDOT invoice – Narrative, Timesheets, CE Invoices, Expenses, and Monthly Spreadsheet, Payroll Journal Entry, Invoice Chesapeake Utilities, Monthly UPWP reports, adjusting journal entries for Audit, Updated Reimbursement document for FY24, Email to finance regarding UPWP and planning regarding shutdown date, Worked on May Invoice for DelDOT.

### **23-01.03 Personnel Administration**

Timesheets and Work Summaries, Paid Family Leave training, Retirement Planning training, Payroll in ADP, Timesheets filed, Leave Accrual completed, Mission Square filed, Staff correspondence, Staff annual review prep.

### **22.01.04 Support for Council and Committees**

TAC meeting setup and teardown, Council mailing both snail and electronic, Remaining time assessment, Council Meeting setup and teardown – Changed reservation for meeting room for next council meeting, PAC meeting minutes, prep for upcoming meeting, PAC agenda, minutes, Email and snail mail, Updated PAC meeting info online, dropped off the plaque to be engraved.

### **23-01.05 Staff Training**

Staff Meeting, HR Training, U of D Board of Adjustments training, U of D Flood mitigation class, AMPO webinar.

### **23-02.01 Prepare FY24 UPWP**

DelDOT edits to PL agreement, Consultation with DelDOT Planning and Finance, Presentation to TAC & Council, Distribution to FHWA, FTA, DelDOT follow-up, Updating reports and Forms for FY2024.

### **23-03.01 Public Meetings & General Outreach**

Kent/Sussex Leadership Alliance meeting, Honorary Commander event, CenDel event, SCORP focus group, WISE, Bowers Museum reception, Bike to Work Day, Complete report for Century Engineering.

### **23-03.02 Development of Public Information Materials**

Operations manual, report on engagement, bookmarks for Dover Days, proposal for new STIC grant.

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

Boosted ads for public workshops, edit and produce newsletter, social media, website updates, Mailing list updates.

### **23-03.07 Planning Techniques Training**

Safe Streets Grant Guidance.

### **23-03.08 Parklet**

Dover Days parklet set-up and take-down, review mini-grant application, Downtown Dover – contacted to get big check presentation scheduled.

### **23.05.01 Operate & Maintain GIS**

Staff consultation, Creating files for each specific to the applicable study. Create accident file for fatalities, map breaking incident by year, for DLLG. Staff consultation, reviewing new map layouts for future use, Create files for CTP from list. Create an image to be attached to narrative. Complete attributes within said file. Discussion relative to adding street scapes to layouts of proposals, sample map layout for aforementioned layout.

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

DGDC meeting.

### **23-06.01 Title VI and Transportation Justice**

Equity Roundtable planning, Venues for Equity Roundtable, prepared menus.

### **23-06.04 Toward Zero Deaths**

Safe Streets and Roads for All webinar.

### **23-07.01 Air Quality Analysis, Coordination & Outreach**

AQS meeting schedule and cancellation, Old Dover Days, Tropo Video.

### **23-09.01 Inter-Regional Coordination**

Delmarva Freight meeting, Freight Summit coordination.

### **23-09.03 Coordination with municipalities**

Providing Dover with requested info., COD DAC, League of Local Governments, SS4A grant application preparation, Materials for SS4A presentation, proofreading of slides.

### **23-09.04 Coordination with DelDOT/DTC**

Community Freight Plans and Critique, DelDOT/FHWA monthly meeting, Proofreading DelDOT Complete Streets draft document, CTP project candidates' submission research and preparation.



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## May Progress Report Fiscal Year 2023 Unified Planning Work Program

### ***23-09.05 Coordination with other agencies***

DE APA, Freight Working Group, Joint MPO training idea, NASTO, FHWA-STIC project preparation and consideration.

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

Status meeting with consultant, Updating files and layout for this study, prep study for web and upload.

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

Status meeting with consultant, Invoice Review, W-9 for local match Invoice, prep Study for web and upload.

### ***23-10.04 SR1 / Trap Shooters Interchange***

Status meeting with consultant, Invoice Review, prep study for web and upload.

### ***23-10.05 US13 Sidewalk Construction Gap Identification***

TAC & Council presentation.

### ***23-10.06 Sidewalks in the Walk Zone of Dover HS***

Visit to Dover High School, Preparation for public workshop, attend workshop and follow-up, Created/Mounted boards for Public Workshop, Working on narrative for study (survey info, school feeder patterns, appendices, etc.) Current view of existing sidewalks and paths, trails, etc. Recommendation view reflecting current infrastructure and that which is recommended, input from work shop to edit areas that needed to be updated and one spelling error, add a couple more crosswalks, and note within open space for possible connection with adjacent developments, Review draft narrative and report layout, Create Survey, Finishing draft for PAC/TAC mtgs, Assemble into Draft PDF to post on web.

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

Bay Road study fieldwork and research, TAC and Council Presentation, Preparation for public workshop, attend workshop and follow-up, create layouts for workshop three in total, researching topics to include in narrative. Discussing outline of study, Overall view of the area and existing infrastructure of sidewalks, trails, paths and any multi modal paths. One to zoom into target area of the study; reflecting the current environment of paths and trails in the primary focus area, finally reflecting the existing paths and trails and the recommendations from study review, keep recommendations files bold that can be easily noticed and viewed, review draft narrative and report layout, create survey.

### ***23-11.01 McKee/Saulsbury Corridor Study***

Status meeting with consultant to finalize the report, Invoice Review, TAC and Council presentation.

### ***23.11.04 Project Close-out***

Print and Bind 10 Bowers study for Town of Bowers.

**Dover Kent County MPO FY23 May 2023  
Expenses / Allocations**

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
23-01 Program Support & Administration	\$ 11,368.22	\$ 3,466.88	\$ 647.16	\$ 15,482.26	\$ 10,063.47	\$ 2,322.34	\$ 12,385.81	\$ 2,515.87	\$ 580.58	\$ 3,096.45	\$ 15,482.26
23-02 UPWP	\$ 873.48	\$ 346.47	\$ 230.67	\$ 1,450.62	\$ 942.90	\$ 217.59	\$ 1,160.50	\$ 235.73	\$ 54.40	\$ 290.12	\$ 1,450.62
23-03 Public Outreach & Education	\$ 4,831.05	\$ 1,212.75	\$ 2,141.34	\$ 8,185.14	\$ 5,320.34	\$ 1,227.77	\$ 6,548.11	\$ 1,330.09	\$ 306.94	\$ 1,637.03	\$ 8,185.14
23-04 TIP	\$ 29.45	\$ 259.87	\$ 173.01	\$ 462.33	\$ 300.51	\$ 69.35	\$ 369.86	\$ 75.13	\$ 17.34	\$ 92.47	\$ 462.33
23-05 Data Collection, Management & Distribution	\$ 2,000.96	\$ 866.23	\$ 576.69	\$ 3,443.88	\$ 2,238.52	\$ 516.58	\$ 2,755.10	\$ 559.63	\$ 129.15	\$ 688.78	\$ 3,443.88
23-06 Planning & Technical Analysis	\$ 2,252.63	\$ 259.87	\$ 173.00	\$ 2,685.50	\$ 1,745.58	\$ 402.83	\$ 2,148.40	\$ 436.39	\$ 100.71	\$ 537.10	\$ 2,685.50
23-07 Air Quality Analysis, Coord., & Outreach	\$ 434.06	\$ 259.87	\$ 173.00	\$ 866.93	\$ 563.50	\$ 130.04	\$ 693.54	\$ 140.88	\$ 32.51	\$ 173.39	\$ 866.93
23-08 Amend MTP		\$ 259.87	\$ 173.00	\$ 432.87	\$ 281.37	\$ 64.93	\$ 346.30	\$ 70.34	\$ 16.23	\$ 86.57	\$ 432.87
23-09 3C Planning Process, Reg. Project Implemt.	\$ 4,576.34	\$ 606.37	\$ 403.66	\$ 5,586.37	\$ 3,631.14	\$ 837.96	\$ 4,469.10	\$ 907.79	\$ 209.49	\$ 1,117.27	\$ 5,586.37
23-10 Transportation Planning Studies & Projects	\$ 12,368.67	\$ 3,205.14	\$ 40,448.93	\$ 56,022.74	\$ 36,414.78	\$ 8,403.41	\$ 44,818.19	\$ 9,103.70	\$ 2,100.85	\$ 11,204.55	\$ 56,022.74
23-11 Continuing Projects	\$ 240.55	\$ 606.37	\$ 24,784.17	\$ 25,631.09	\$ 16,660.21	\$ 3,844.66	\$ 20,504.87	\$ 4,165.05	\$ 961.17	\$ 5,126.22	\$ 25,631.09
<b>Total FY 22 Monthly Exps</b>	<b>\$ 38,975.41</b>	<b>\$ 11,349.69</b>	<b>\$ 69,924.63</b>	<b>\$ 120,249.73</b>	<b>\$ 78,162.32</b>	<b>\$ 18,037.46</b>	<b>\$ 96,199.78</b>	<b>\$ 19,540.58</b>	<b>\$ 4,509.36</b>	<b>\$ 24,049.95</b>	<b>\$ 120,249.73</b>

**Non-Personnel Exps:**

Auditing Services	
Bank Fees	
Cleaning Service	\$ 260.00
Computer - Hardware	\$ 1,963.46
Computer - Software	\$ 383.93
Conf., Meetings & Training	\$ 110.00
Mileage Reimbursement	
Dues	
Electric Service	\$ 200.00
Equip Lease - Copier	\$ 153.65
Equip Lease - Postage Mach	
Exhibition Fees	\$ 75.00
Insurance - Liability	
Insurance - WC	
Internet Access	\$ 178.31
IT Services	\$ 442.35
Materials and Advertising	\$ 819.00
MPO Committee Meetings	
Office Supplies - General	\$ 213.85
Office Supplies - Furniture	
PAC Workshop	
Plan/Eng Consultants	\$ 62,695.70
Postage	
Printing	\$ 61.22
Prof. Services - Generic	\$ 128.16
Public Outreach General	
Public Workshops	\$ 200.00
Recruitment	
Registered Agent/Corp Tax	
Rent	\$ 1,860.00
Subscriptions	
Telephone	\$ 180.00
Travel	

**Personnel Expenses:**

Salaries	\$ 38,975.41
Basic Life	\$ 430.57
Insurance Reimbursement	\$ 813.37
457 Employer Contribution	\$ 2,197.86
Hiring & Moving Expenses	
Dental	\$ 153.56
Vision	\$ 36.70
Health Insurance	\$ 4,132.22
Insurance-AFLAC	\$ 238.05
Ins L/T	\$ 192.35
Ins S/T	\$ 191.74
Voluntary Ins -Life & Ad&D	\$ (35.47)
Medicare Tax	\$ 568.41
Social Security Tax	\$ 2,430.33
Educational Assistance	

Personnel Expenses: \$50,325.10

**Non-Personnel Exps: \$ 69,924.63**

**Personnel Expenses: \$ 50,325.10**

**TOTAL EXPENSES: \$ 120,249.73**

**Local Match (when applicable)      20% State Match**

	Local Match (when applicable)		20% State Match			
	FHWA 81.25	FTA 18.75	FHWA 16.25 %	Remaining Balance	FTA 3.75%	Remaining Balance
<b>Beginning Balance</b>				\$ 93,676.77		\$ 21,277.83
July 2022				\$ 93,676.77		\$ 21,277.83
August 2022			\$ 10,251.07	\$ 83,425.70	\$ 2,365.63	\$ 18,912.20
September 2022			\$ 7,228.10	\$ 76,197.60	\$ 1,668.02	\$ 17,244.18
October 2022			\$ 6,185.98	\$ 70,011.62	\$ 1,427.53	\$ 15,816.65
November 2022			\$ 9,079.92	\$ 60,931.70	\$ 2,095.37	\$ 13,721.28
December 2022			\$ 8,945.44	\$ 51,986.26	\$ 2,064.34	\$ 11,656.94
January 2023			\$ 17,469.39	\$ 34,516.87	\$ 4,031.40	\$ 7,625.54
February 2023 KEP	\$ 3,656.25	\$ 843.75				
February 2023 Milford	\$ 10,548.24	\$ 2,434.21				
February 2023 20% State Match	\$ 6,222.34	\$ 1,435.92				
March 2023			\$ 13,266.07	\$ 21,250.80	\$ 3,061.40	\$ 4,564.14
City Of Dover	\$ 2,437.50	\$ 562.50				
April 2023						
May 2023 Town of Smyrna	\$ 9,377.48	\$ 2,164.03				
May 2023 Chesapeake Utilities	\$ 1,511.25	\$ 348.75				
<b>TOTAL</b>	<b>\$ 10,888.73</b>	<b>\$ 2,512.78</b>	<b>\$ 8,651.85</b>	<b>\$ 12,598.95</b>	<b>\$ 1,996.58</b>	<b>\$ 2,567.56</b>

**Total 20% State Match to Federal Funds**

May 2023						
June 2023 (A)						
June 2023 (B)						
<b>Projects</b>						
22-01 Administration			\$ 2,515.87		\$ 580.58	\$ 3,096.45
22-02 UPWP			\$ 235.73		\$ 54.40	\$ 290.12
22-03 Public Outreach			\$ 1,330.09		\$ 306.94	\$ 1,637.03
22-04 TIP			\$ 75.13		\$ 17.34	\$ 92.47
22-05 Data Management			\$ 559.63		\$ 129.15	\$ 688.78
22-06 Planning & Technical Analysis			\$ 436.39		\$ 100.71	\$ 537.10
22-07 Air Quality			\$ 140.88		\$ 32.51	\$ 173.39
22-08 Amend MTP			\$ 70.34		\$ 16.23	\$ 86.57
23-09 3 C Planning Process			\$ 907.79		\$ 209.49	\$ 1,117.27
23-10 Transportation Planning Projects			\$ 9,103.70		\$ 2,100.85	\$ 11,204.55
23-11 Continuing Projects			\$ 4,165.05		\$ 961.17	\$ 5,126.22
<b>Totals</b>			<b>\$ 19,540.58</b>		<b>\$ 1,447.35</b>	<b>\$ 24,049.95</b>