

**DOVER/KENT COUNTY MPO  
FY2024 INVOICE SUMMARY**

Starting Balance    \$ 946,433.00

<u>Month</u>	<u>Invoice</u>	<u>Amount Remaining</u>	<u>% Budget Remaining</u>
July	\$ 31,797.67	\$ 914,635.33	96.6%
August	\$ 38,615.89	\$ 876,019.44	92.6%
September		\$ 876,019.44	92.6%
October		\$ 876,019.44	92.6%
November		\$ 876,019.44	92.6%
December		\$ 876,019.44	92.6%
January		\$ 876,019.44	92.6%
February		\$ 876,019.44	92.6%
March		\$ 876,019.44	92.6%
April		\$ 876,019.44	92.6%
May		\$ 876,019.44	92.6%
June A		\$ 876,019.44	92.6%
June B		\$ 876,019.44	92.6%
	<u>                                </u>		
	<b>\$70,413.56</b>		

<p>*The FY24 starting amount of \$946,433.00 is the FY24 funds shown by DelDOT as having been obligated to DKMPO.</p>
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**Dover Kent County MPO FY24 August 2023  
Expenses / Allocations**

Record of Expenditures	80% Federal Funds			20% State Match			TOTAL				
	Salaries	Taxes & Benefits	Other Expenses	Total Cash Expenditures	FHWA 64%	FTA 16%	TOTAL FEDERAL	FHWA 16%	FTA 4%	TOTAL STATE	Total Reimbursement
23-01 Program Support & Administration	\$ 11,291.36	\$ 1,321.52	\$ 506.91	\$ 13,119.79	\$ 8,396.67	\$ 2,099.17	\$ 10,495.83	\$ 2,099.17	\$ 524.79	\$ 2,623.96	\$ 13,119.79
23-02 UPWP	\$ 1,379.54	\$ 226.98	\$ 198.92	\$ 1,805.44	\$ 1,155.48	\$ 288.87	\$ 1,444.36	\$ 288.87	\$ 72.22	\$ 361.09	\$ 1,805.44
23-03 Public Outreach & Education	\$ 3,248.37	\$ 794.45	\$ 696.20	\$ 4,739.02	\$ 3,032.97	\$ 758.24	\$ 3,791.22	\$ 758.24	\$ 189.56	\$ 947.80	\$ 4,739.02
23-04 TIP	\$ 45.06	\$ 170.24	\$ 149.19	\$ 364.49	\$ 233.27	\$ 58.32	\$ 291.59	\$ 58.32	\$ 14.58	\$ 72.90	\$ 364.49
23-05 Data Collection, Management & Distribution	\$ 583.09	\$ 567.49	\$ 497.31	\$ 1,647.89	\$ 1,054.65	\$ 263.66	\$ 1,318.31	\$ 263.66	\$ 65.92	\$ 329.58	\$ 1,647.89
23-06 Planning & Technical Analysis	\$ 1,663.34	\$ 170.24	\$ 149.19	\$ 1,982.77	\$ 1,268.97	\$ 317.24	\$ 1,586.22	\$ 317.24	\$ 79.31	\$ 396.55	\$ 1,982.77
23-07 Air Quality Analysis, Coord., & Outreach	\$ 34.97	\$ 170.24	\$ 149.19	\$ 354.40	\$ 226.82	\$ 56.70	\$ 283.52	\$ 56.70	\$ 14.18	\$ 70.88	\$ 354.40
23-08 Amend MTP	\$ 472.33	\$ 283.72	\$ 248.64	\$ 1,004.69	\$ 643.00	\$ 160.75	\$ 803.75	\$ 160.75	\$ 40.19	\$ 200.94	\$ 1,004.69
23-09 3C Planning Process, Reg. Project Implemt.	\$ 1,199.98	\$ 397.24	\$ 348.11	\$ 1,945.33	\$ 1,245.01	\$ 311.25	\$ 1,556.26	\$ 311.25	\$ 77.81	\$ 389.07	\$ 1,945.33
23-10 Transportation Planning Studies & Projects	\$ 6,429.65	\$ 2,096.60	\$ 1,840.00	\$ 10,366.25	\$ 6,634.40	\$ 1,658.60	\$ 8,293.00	\$ 1,658.60	\$ 414.65	\$ 2,073.25	\$ 10,366.25
23-11 Continuing Projects	\$ 540.47	\$ 397.24	\$ 348.11	\$ 1,285.82	\$ 822.92	\$ 205.73	\$ 1,028.66	\$ 205.73	\$ 51.43	\$ 257.16	\$ 1,285.82
<b>Total FY 22 Monthly Exps</b>	<b>\$ 26,888.16</b>	<b>\$ 6,595.96</b>	<b>\$ 5,131.77</b>	<b>\$ 38,615.89</b>	<b>\$ 24,714.17</b>	<b>\$ 6,178.54</b>	<b>\$ 30,892.72</b>	<b>\$ 6,178.54</b>	<b>\$ 1,544.64</b>	<b>\$ 7,723.18</b>	<b>\$ 38,615.89</b>

Non-Personnel Exps:	
Auditing Services	\$ -
Bank Fees	\$ -
Cleaning Service	\$ 325.00
Computer - Hardware	\$ -
Computer - Software	\$ 192.94
Conf., Meetings & Training	\$ 504.90
Mileage Reimbursement	\$ -
Dues	\$ -
Electric Service	\$ 200.00
Equip Lease - Copier	\$ 153.65
Equip Lease - Postage Mach	\$ -
Exhibition Fees	\$ -
Insurance - Liability	\$ -
Insurance - WC	\$ -
Internet Access	\$ 209.16
IT Services	\$ 392.35
Materials and Advertising	\$ 600.00
MPO Committee Meetings	\$ -
Office Supplies - General	\$ 12.00
Office Supplies - Furniture	\$ -
PAC Workshop	\$ -
Plan/Eng Consultants	\$ -
Postage	\$ 213.24
Printing	\$ 57.97
ADP Fees	\$ 134.56
Public Outreach General	\$ -
Public Workshops	\$ -
Recruitment	\$ -
Registered Agent/Corp Tax	\$ -
Rent	\$ 1,860.00
Subscriptions	\$ 96.00
Telephone	\$ 180.00
Travel	\$ -
<b>Non-Personnel Exps:</b>	<b>\$ 5,131.77</b>
<b>Personnel Expenses:</b>	<b>\$ 33,484.12</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 38,615.89</b>

Local Match (when applicable)	20% State Match			
	FHWA Subtract from State match	FTA Subtract from State Match	FHWA 16% Remaining Balance	FTA 4% Remaining Balance
<b>Beginning Balance</b>			<b>\$ 89,941.88</b>	<b>\$ 22,442.73</b>
July 2023			\$ 5,087.62	\$ 1,271.91
August 2023			\$ 6,178.54	\$ 1,544.64
September 2023				
October 2023				
November 2023				
December 2023				
January 2024				
February 2024				
March 2024				
April 2024				
May 2024				
June 2024 (A)				
June 2024 (B)				
<b>Projects</b>				<b>Total 20% State Match to Federal Funds</b>
24-01 Administration			\$ 2,099.17	\$ 524.79
24-02 UPWP			\$ 288.87	\$ 72.22
24-03 Public Outreach			\$ 758.24	\$ 189.56
24-04 TIP			\$ 58.32	\$ 14.58
24-05 Data Management			\$ 263.66	\$ 65.92
24-06 Planning & Technical Analysis			\$ 317.24	\$ 79.31
24-07 Air Quality			\$ 56.70	\$ 14.18
24-08 Amend MTP			\$ 160.75	\$ 40.19
24-09 3 C Planning Process			\$ 311.25	\$ 77.81
24-10 Transportation Planning Projects			\$ 1,658.60	\$ 414.65
24-11 Continuing Projects			\$ 205.73	\$ 51.43
<b>Totals</b>			<b>\$ 6,178.54</b>	<b>\$ 1,544.64</b>



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## August Progress Report Fiscal Year 2024 Unified Planning Work Program

### ***24-01.01 General Administration***

Office cleaning, catching up on emails, correspondence, snail mail, desk reading, Dept of Labor unemployment report, News you can use, Dover Post office, room layout for Planner's Pod w/larger conference table.

### ***24-01.02 Financial and Personnel Administration***

Timesheets and work summaries, PO's and checks, Payroll, Journal Entry in QB, July Invoice for DelDOT, monthly reports for Budget and UPWP.

### ***24.01.03 Support for Council and Committees***

PAC and TAC prep, meeting attendance and follow-up, Mayor Christiansen mtg, Tent Cards update.

### ***24-02.02 FY24 UPWP Implementation***

DelDOT Admin Modifications, changed wording on in house documentation, budget and task review.

### ***24-03.01 Public Meetings & General Outreach***

Respond to constituent call, review Public Participation Plan, WISE, CenDel, Honorary Commander, consultation with Outreach Manager, PPP update and proof reading, retirement gift, researched/purchased software, MAPITT update, interview 47 news. VR Experience MOU review and edits.

### ***24-03.02 Newsletter/E-news/Multimedia/Video/Website Social Media***

Website review and updates, social media.

### ***24-03.03 Annual PAC Training***

Prep with staff, Conduct training at PAC meeting.

### ***24-05.02 Data Collection, Acquisition, Analysis, Updating, Management***

DE Population Consortium Meeting, practicing with US Census data, DGDC meeting.

### ***24-06.01 Staff Training***

Background research and education regarding county land use and parcel data, APA Delaware Lunch & Learn, Staff Training.

### ***24-06.02 Title VI and Transportation Justice, Justice40 Analysis and Outreach***

Equity Roundtable follow-up, report prep and review, EJ Roundtable Summary, EJ Report, DelDOT Equity Tool presentation at PAC and TAC.

### ***24-07.01 Air Quality Analysis, Coordination & Outreach***

Review and discussion of DelDOT carbon reduction plan outline.

### ***24-08.01 Amend MTP***

Decision Lens criteria review, Decision Lens criteria review discussion with PAC, TAC, staff.

### ***24-09.01 Inter-Regional Coordination***

Delaware PLUS meeting.

### ***24-09.03 Coordination with municipalities***

Dover truck and downtown parking.

### ***24-09.04 Coordination with DelDOT/DTC***

DelDOT truck parking mtg, DelDOT finance, DAFB study review, FY2024 project meeting with DelDOT, DelDOT Council on Transportation meeting.

### ***24-09.05 Coordination with other agencies, including federal***

FHWA/FTA/Census webinar, FHWA/DelDOT monthly meeting.

### ***24-10.01 Cheswold US13 Pedestrian Safety and Connectivity Study***

Creating shape files for paved travel ways and curbing; similar to what was prepared for Milford study. This will reflect medians, road markings etc., Cheswold study (background research, writing narrative, coordinating with GIS Planner). Consultation with staff, Cheswold study narrative and research.

### ***24-10.02 N. Rehoboth Blvd./N. Walnut Street Corridor***

Consultation with staff, Coordination with project sponsor, Milford Rehoboth/Walnut study (background research, writing narrative, coordinating with GIS Planner). Consultation with staff, Create Shape files and layout as discussions ensue. Lines, polygons and points with respective attributes, study narrative and research.

### ***24-10.03 Dover Corridor Improvements – SR 9 / SR 1***

Consultation with staff, Coordination with project sponsor, FY24 project meeting.

### ***24-10.04 Expanded Rail Corridor Land Use***

Consultation with staff, FY24 project meeting.

### ***24-10.05 Downtown Dover Pathways, Expanded Modes/Amenities***

Consultation with staff, Coordination with project sponsor and consultant, Downtown Dover project meeting, providing background info to Kittelson, FY24 project meeting.



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**August Progress Report  
Fiscal Year 2024  
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***24-10.06 North Milford Circulation and Connectivity***

Coordination with project sponsor, Consultation with staff.

***24-10.07 Harrington Corridor Improvements***

Coordination with project sponsor and consultant, Harrington corridor scope proofreading, Consultation with staff.

***24-10.08 East/West Freight Routes Phase 2***

Scoping meeting with consultant and project sponsor, East/West Phase II meeting.

***24-10.09 Milford & Dover Municipal Freight Plans***

Coordination with project sponsor and consultant, FY24 project meeting.

***24-10.10 Statewide Rail Plan Update***

Coordination with project sponsor, Consultation with staff, FY24 project meeting.

***24-10.11 Other Planning Studies***

MPO Studies scheduling.

***24-10.12 SS4A (Safe Streets For All)***

Coordination with partners.

***24-11.01 N. Walnut St at 10th St and Washington St (Milford) Intersection Improvements***

Creating 10' multi-purpose walkways along Rehoboth Blvd, both East and West sides. Research into shoulder lane markings for shared turn lanes. Appears markings were approved by Bike Delaware. Created shape files to reflect recommendations for Front Street and Rehoboth Blvd. intersection by a study completed by Century Engineering.

***23-11.04 Sidewalks in the Walk Zone of Dover HS***

Distribution of final report.

***23-11.05 Bay Road Pedestrian Path & Bay Road Walking Trail Connections***

Bay Road slides for final presentation to PAC, TAC & Council, Bay Road study wrap-up.

***23-11.06 Project Close-out***

Parklet close-out activities.

**Dover Kent County MPO FY24 July 2023  
Expenses / Allocations**

Record of Expenditures					80% Federal Funds			20% State Match			TOTAL
Projects	Salaries	Taxes & Benefits	Other Expenses	Total Cash Expenditures	FHWA 64%	FTA 16%	TOTAL FEDERAL	FHWA 16%	FTA 4%	TOTAL STATE	Total Reimbursement
	23-01 Program Support & Administration	\$ 7,608.35	\$ 1,763.02	\$ 566.45	\$ 9,937.82	\$ 6,360.20	\$ 1,590.05	\$ 7,950.26	\$ 1,590.05	\$ 397.51	\$ 1,987.56
23-02 UPWP	\$ 579.83	\$ 209.92	\$ 197.71	\$ 987.46	\$ 631.97	\$ 157.99	\$ 789.97	\$ 157.99	\$ 39.50	\$ 197.49	\$ 987.46
23-03 Public Outreach & Education	\$ 1,799.87	\$ 734.81	\$ 692.04	\$ 3,226.72	\$ 2,065.10	\$ 516.28	\$ 2,581.38	\$ 516.28	\$ 129.07	\$ 645.34	\$ 3,226.72
23-04 TIP	\$ 294.13	\$ 157.46	\$ 148.31	\$ 599.90	\$ 383.94	\$ 95.98	\$ 479.92	\$ 95.98	\$ 24.00	\$ 119.98	\$ 599.90
23-05 Data Collection, Management & Distribution	\$ 50.90	\$ 524.88	\$ 494.35	\$ 1,070.13	\$ 684.88	\$ 171.22	\$ 856.10	\$ 171.22	\$ 42.81	\$ 214.03	\$ 1,070.13
23-06 Planning & Technical Analysis	\$ 3,389.42	\$ 157.46	\$ 148.31	\$ 3,695.19	\$ 2,364.92	\$ 591.23	\$ 2,956.15	\$ 591.23	\$ 147.81	\$ 739.04	\$ 3,695.19
23-07 Air Quality Analysis, Coord., & Outreach	\$ 35.72	\$ 157.46	\$ 148.31	\$ 341.49	\$ 218.55	\$ 54.64	\$ 273.19	\$ 54.64	\$ 13.66	\$ 68.30	\$ 341.49
23-08 Amend MTP		\$ 241.56	\$ 247.14	\$ 488.70	\$ 312.77	\$ 78.19	\$ 390.96	\$ 78.19	\$ 19.55	\$ 97.74	\$ 488.70
23-09 3C Planning Process, Reg. Project Implemt.	\$ 2,511.26	\$ 367.42	\$ 346.03	\$ 3,224.71	\$ 2,063.81	\$ 515.95	\$ 2,579.77	\$ 515.95	\$ 128.99	\$ 644.94	\$ 3,224.71
23-10 Transportation Planning Studies & Projects	\$ 2,279.08	\$ 1,941.98	\$ 1,828.99	\$ 6,050.05	\$ 3,872.03	\$ 968.01	\$ 4,840.04	\$ 968.01	\$ 242.00	\$ 1,210.01	\$ 6,050.05
23-11 Continuing Projects	\$ 1,462.05	\$ 367.42	\$ 346.03	\$ 2,175.50	\$ 1,392.32	\$ 348.08	\$ 1,740.40	\$ 348.08	\$ 87.02	\$ 435.10	\$ 2,175.50
<b>Total FY 22 Monthly Exps</b>	<b>\$ 20,010.61</b>	<b>\$ 6,623.39</b>	<b>\$ 5,163.67</b>	<b>\$ 31,797.67</b>	<b>\$ 20,350.51</b>	<b>\$ 5,087.63</b>	<b>\$ 25,438.14</b>	<b>\$ 5,087.62</b>	<b>\$ 1,271.91</b>	<b>\$ 6,359.53</b>	<b>\$ 31,797.67</b>

Non-Personnel Exps:	
Auditing Services	
Bank Fees	\$ 35.00
Cleaning Service	\$ 260.00
Computer - Hardware	
Computer - Software	\$ 427.89
Conf., Meetings & Training	\$ 242.55
Mileage Reimbursement	
Dues	\$ 519.00
Electric Service	\$ 200.00
Equip Lease - Copier	\$ 153.65
Equip Lease - Postage Mach	
Exhibition Fees	
Insurance - Liability	
Insurance - WC	
Internet Access	\$ 198.96
IT Services	\$ 542.35
Materials and Advertising	
MPO Committee Meetings	
Office Supplies - General	\$ 85.86
Office Supplies - Furniture	
PAC Workshop	
Plan/Eng Consultants	
Postage	
Printing	\$ 67.36
ADP Fees	\$ 134.56
Public Outreach General	
Public Workshops	
Recruitment	\$ 36.49
Registered Agent/Corp Tax	\$ 220.00
Rent	\$ 1,860.00
Subscriptions	
Telephone	\$ 180.00
Travel	
<b>Non-Personnel Exps:</b>	<b>\$ 5,163.67</b>
<b>Personnel Expenses:</b>	<b>\$ 26,634.00</b>
<b>Personnel Expenses:</b>	<b>\$ 26,634.00</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 31,797.67</b>

	Local Match (when applicable)		20% State Match			
	FHWA	FTA	FHWA 16%	FTA 4%	Remaining Balance	Remaining Balance
<b>Beginning Balance</b>					<b>\$ 89,941.88</b>	<b>\$ 22,442.73</b>
July 2023			\$ 5,087.62		\$ 84,854.26	\$ 21,170.82
August 2023						
September 2023						
October 2023						
November 2023						
December 2023						
January 2024						
February 2024						
March 2024						
April 2024						
May 2024						
June 2024 (A)						
June 2024 (B)						
<b>Projects</b>						<b>Total 20% State Match to Federal Funds</b>
24-01 Administration			\$ 1,590.05		\$ 397.51	\$ 1,987.56
24-02 UPWP			\$ 157.99		\$ 39.50	\$ 197.49
24-03 Public Outreach			\$ 516.28		\$ 129.07	\$ 645.34
24-04 TIP			\$ 95.98		\$ 24.00	\$ 119.98
24-05 Data Management			\$ 171.22		\$ 42.81	\$ 214.03
24-06 Planning & Technical Analysis			\$ 591.23		\$ 147.81	\$ 739.04
24-07 Air Quality			\$ 54.64		\$ 13.66	\$ 68.30
24-08 Amend MTP			\$ 78.19		\$ 19.55	\$ 97.74
24-09 3 C Planning Process			\$ 515.95		\$ 128.99	\$ 644.94
24-10 Transportation Planning Projects			\$ 968.01		\$ 242.00	\$ 1,210.01
24-11 Continuing Projects			\$ 348.08		\$ 87.02	\$ 435.10
<b>Totals</b>			<b>\$ 5,087.62</b>		<b>\$ 1,271.91</b>	<b>\$ 6,359.53</b>



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## July Progress Report Fiscal Year 2024 Unified Planning Work Program

### ***24-01.01 General Administration***

Office cleaning, Catching up on emails, correspondence, snail mail, desk reading, Post Office, Newspapers, Operations Manual research, SOW for Square 1 software upgrade, sorting files on shelves.

### ***24-01.02 Financial and Personnel Administration***

Timesheets and work summaries, POs and checks, Bank Rec, Update ADP and staff, Payroll, bills, Hartford Audit, QB Journal Entry, Mission Square, Parklet final invoice, June B final invoice, FY2023 UPWP Admin Mod, FY24 Prepay Invoice, Leave Accrual.

### ***24.01.04 Support for Council and Committees***

MPO Council meeting, PAC vacancies, Goodbye to Karen McGloughlin.

### ***24-02.02 FY24 UPWP Implementation***

DelDOT Finance correspondence and meeting regarding invoicing procedures, created reports for FY24 operating budget and UPWP.

### ***24-03.01 Public Meetings & General Outreach***

Honorary Commander event, CDCC Awards Dinner, Jim Retirement, CenDel board meeting, WISE dinner, Public Participation Plan review with Executive Director, Meeting with Outreach Manager.

### ***24-03.02 Newsletter/E-news/Multimedia/Video/Website Social Media***

Edit and Update Newsletter, social media, website, email lists, designed some memes.

### ***24-03.04 Public Feedback Analysis***

Website Analytics.

### ***24-05.03 Data Distribution & Local Planning Support***

Review Census data, Decision Lens webinar registration.

### ***24-06.01 Staff Training***

DE APA Coordination, NASTO Conference.

### ***24-06.02 Title VI and Transportation Justice, Justice40 Analysis and Outreach***

Report research, began narrative, maps for updated EJ report (formatting and collection of data, visualization and creation of maps), EJ Equity Summary.

### ***24-07.01 Air Quality Analysis, Coordination & Outreach***

AQ Subcommittee meeting, air quality education during wildfires, Commute Solutions air quality challenge, WILMAPCO AQS meeting.

### ***24-09.01 Inter-Regional Coordination***

Truck parking discussion, DE Population Consortium webinar.

### ***24-09.02 Coordination with Kent County***

KEP truck parking meeting.

### ***24-09.03 Coordination with municipalities***

Dover Applicant DAC, Truck Parking Feasibility meeting and map (temporary parking) for City of Dover, West Dover Town Hall meeting prep, presentation, follow-up, Downtown Dover Partnership parking meeting

### ***24-09.04 Coordination with DelDOT/DTC***

DelDOT CTP coordination, Truck parking meeting, meeting regarding FY2024 pre-pay.

### ***24-09.05 Coordination with other agencies, including federal.***

FHWA STIC application, Finishing up the Parklet, Virtual MPO material.

### ***24-10.01 Cheswold Overhead Pedestrian Walkway***

Finalize and execute scope of work, Coordination with project sponsor, study research, preliminary narrative writing.

### ***24-10.02 N. Rehoboth Blvd./N. Walnut Street Corridor***

Scope of work meeting and draft, Coordination with project sponsor, continue to create map and GIS files that indicate current conditions. Pavement, R/W, entrances, pavement striping, including stop bars, crosswalks, direction arrows, bike lanes, stop triangles (also create symbology for aforementioned).

### ***24-10.05 Downtown Dover Pathways, Expanded Modes/Amenities***

Correspondence with consultant and project sponsor.

### ***24-10.08 East/West Freight Routes Phase 2***

Correspondence with consultant and project sponsor.

### ***24-11.01 N. Walnut St at 10th St and Washington St (Milford) Intersection Improvements***

Council presentation, invoice review.

### ***23-11.02 Smyrna-Clayton Blvd. at Wheatley's Pond Road Intersection***

Council presentation, invoice review, coordination with project sponsor, Smyrna Town Council meeting.

### ***23-11.03 SR1 / Trap Shooters Interchange***





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Council Presentation, invoice review.

***23-11.04 Sidewalks in the Walk Zone of Dover HS***

Council Presentation, wrap-up (final proofreading and formatting of document).

***23-11.05 Bay Road Pedestrian Path & Bay Road Walking Trail Connections***

Editing, Coordination with project sponsor.

***23-11.06 Project Close-out***

DHS study close-out, Parklet final report, general FY23 wrap-up meeting with Century.