

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

Starting Balance	\$	946,433.00		
			<u>Amount</u>	<u>% Budget</u>
<u>Month</u>	<u>Invoice</u>		<u>Remaining</u>	<u>Remaining</u>
July	\$ 31,797.67	\$	914,635.33	96.6%
August	\$ 38,615.89	\$	876,019.44	92.6%
September	\$ 64,429.47	\$	811,589.97	85.8%
October	\$ 58,254.80	\$	753,335.17	79.6%
November	\$ 61,261.04	\$	692,074.13	73.1%
December		\$	692,074.13	73.1%
January		\$	692,074.13	73.1%
February		\$	692,074.13	73.1%
March		\$	692,074.13	73.1%
April		\$	692,074.13	73.1%
May		\$	692,074.13	73.1%
June A		\$	692,074.13	73.1%
June B		\$	692,074.13	73.1%
			\$254,358.87	

*The FY24 starting amount of \$946,433.00 is the FY24 funds shown by DelDOT as having been obligated to DKMPO.

FY2024 (No Local Match) INVOICE SUMMARY

Starting Balance	\$	915,062.50				
				<u>Amount</u>		<u>% Budget</u>
<u>Month</u>	<u>Federal</u>	<u>State</u>	<u>Total</u>	<u>Remaining</u>		<u>Remaining</u>
July	\$ 25,438.14	\$ 6,359.53	\$ 31,797.67	\$ 883,264.83		96.5%
August	\$ 30,892.71	\$ 7,723.18	\$ 38,615.89	\$ 852,372.12		93.1%
September	\$ 51,543.58	\$ 12,885.89	\$ 64,429.47	\$ 800,828.54		87.5%
October	\$ 51,744.98	\$ 6,509.82	\$ 58,254.80	\$ 749,083.56		81.9%
November	\$ 51,734.60	\$ 9,526.44	\$ 61,261.04	\$ 697,348.96		76.2%
December			\$ -	\$ 697,348.96		76.2%
January			\$ -	\$ 697,348.96		76.2%
February			\$ -	\$ 697,348.96		76.2%
March			\$ -	\$ 697,348.96		76.2%
April			\$ -	\$ 697,348.96		76.2%
May			\$ -	\$ 697,348.96		76.2%
June A			\$ -	\$ 697,348.96		76.2%
June B			\$ -	\$ 697,348.96		76.2%
			\$254,358.87			

FY2024 (Prepay) INVOICE SUMMARY

Starting Balance \$ 112,384.61

<u>Month</u>	<u>FHWA</u>	<u>FTA</u>	<u>Total</u>	<u>Amount Remaining</u>	<u>% Budget Remaining</u>
July	\$ 5,087.62	\$ 1,271.91	\$ 6,359.53	\$ 106,025.08	94.3%
August	\$ 6,178.54	\$ 1,544.64	\$ 7,723.18	\$ 99,846.54	88.8%
September	\$ 10,308.71	\$ 2,577.18	\$ 12,885.89	\$ 89,537.83	79.7%
October	\$ 5,207.86	\$ 1,301.96	\$ 6,509.82	\$ 84,329.97	75.0%
November	\$ 7,621.15	\$ 1,905.29	\$ 9,526.44	\$ 76,708.82	68.3%
December			\$ -	\$ 76,708.82	68.3%
January			\$ -	\$ 76,708.82	68.3%
February			\$ -	\$ 76,708.82	68.3%
March			\$ -	\$ 76,708.82	68.3%
April			\$ -	\$ 76,708.82	68.3%
May			\$ -	\$ 76,708.82	68.3%
June A			\$ -	\$ 76,708.82	68.3%
June B			\$ -	\$ 76,708.82	68.3%
			<u>\$43,004.86</u>		

**Dover Kent County MPO FY24 November 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	\$ 21,950.48	\$ 738.94	\$ 324.62	\$ 23,014.04	\$ 14,728.99	\$ 3,682.25	\$ 18,411.23	\$ 3,682.25	\$ 920.56	\$ 4,602.81
23-02 UPWP	\$ 513.55	\$ 422.24	\$ 184.74	\$ 1,120.53	\$ 717.14	\$ 179.28	\$ 896.42	\$ 179.28	\$ 44.82	\$ 224.11	\$ 1,120.53
23-03 Public Outreach & Education	\$ 6,077.07	\$ 1,477.88	\$ 2,850.59	\$ 10,405.54	\$ 6,659.55	\$ 1,664.89	\$ 8,324.43	\$ 1,664.89	\$ 416.22	\$ 2,081.11	\$ 10,405.54
23-04 TIP	\$ -	\$ 316.68	\$ 138.57	\$ 455.25	\$ 291.36	\$ 72.84	\$ 364.20	\$ 72.84	\$ 18.21	\$ 91.05	\$ 455.25
23-05 Data Collection, Management & Distribution	\$ 750.82	\$ 1,055.66	\$ 461.87	\$ 2,268.35	\$ 1,451.74	\$ 362.94	\$ 1,814.68	\$ 362.94	\$ 90.73	\$ 453.67	\$ 2,268.35
23-06 Planning & Technical Analysis	\$ 2,081.02	\$ 316.67	\$ 208.57	\$ 2,606.26	\$ 1,668.01	\$ 417.00	\$ 2,085.01	\$ 417.00	\$ 104.25	\$ 521.25	\$ 2,606.26
23-07 Air Quality Analysis, Coord., & Outreach	\$ 123.02	\$ 316.67	\$ 138.57	\$ 578.26	\$ 370.09	\$ 92.52	\$ 462.61	\$ 92.52	\$ 23.13	\$ 115.65	\$ 578.26
23-08 Amend MTP	\$ 1,169.42	\$ 527.81	\$ 229.61	\$ 1,926.84	\$ 1,233.18	\$ 308.29	\$ 1,541.47	\$ 308.29	\$ 77.07	\$ 385.37	\$ 1,926.84
23-09 3C Planning Process, Reg. Project Implemt.	\$ 3,132.61	\$ 738.93	\$ 323.31	\$ 4,194.85	\$ 2,684.70	\$ 671.18	\$ 3,355.88	\$ 671.18	\$ 167.79	\$ 838.97	\$ 4,194.85
23-10 Transportation Planning Studies & Projects	\$ 7,495.15	\$ 3,905.81	\$ 4,448.90	\$ 15,849.86	\$ 12,679.89	\$ 3,169.97	\$ 15,849.86			\$ -	\$ 15,849.86
23-11 Continuing Projects	\$ -	\$ 738.94	\$ 323.32	\$ 1,062.26	\$ 679.85	\$ 169.96	\$ 849.81	\$ 169.96	\$ 42.49	\$ 212.45	\$ 1,062.26
Total FY 22 Monthly Exps	\$ 43,293.14	\$ 10,556.23	\$ 9,632.67	\$ 63,482.04	\$ 43,164.48	\$ 10,791.12	\$ 53,955.60	\$ 7,621.15	\$ 1,905.29	\$ 9,526.44	\$ 63,482.04

Non-Personnel Exps:	
Auditing Services	\$ 600.00
Bank Fees	\$ -
Cleaning Service	\$ 325.00
Computer - Hardware	\$ -
Computer - Software	\$ 263.82
Conf., Meetings & Training	\$ 1,344.92
Mileage Reimbursement	\$ -
Dues	\$ -
Electric Service	\$ 200.00
Equip Lease - Copier	\$ 153.65
Equip Lease - Postage Mach	\$ 65.82
Exhibition Fees	\$ -
Insurance - Liability	\$ -
Insurance - WC	\$ -
Internet Access	\$ 209.42
IT Services	\$ 567.35
Materials and Advertising	\$ -
MPO Committee Meetings	\$ -
Office Supplies - General	\$ 459.82
Office Supplies - Furniture	\$ 428.59
PAC Workshop	\$ -
Plan/Eng Consultants	\$ 2,230.00
Postage	\$ -
Printing	\$ 40.18
ADP Fees	\$ 194.10
Public Outreach General	\$ -
Public Workshops	\$ 510.00
Recruitment	\$ -
Registered Agent/Corp Tax	\$ -
Rent	\$ 1,860.00
Subscriptions	\$ -
Telephone	\$ 180.00
Travel	\$ -
Non-Personnel Exps:	\$ 9,632.67
Personnel Expenses:	\$ 53,849.37
TOTAL EXPENSES:	\$ 63,482.04

	Local Match (when applicable)		20% State Match			
	FHWA	FTA	FHWA 16%	Remaining Balance	FTA 4%	Remaining Balance
Beginning Balance				\$ 89,941.88		\$ 22,442.73
July 2023			\$ 5,087.62	\$ 84,854.26	\$ 1,271.91	\$ 21,170.82
August 2023			\$ 6,178.54	\$ 78,675.72	\$ 1,544.64	\$ 19,626.18
September 2023			\$ 6,258.63	\$ 72,417.09	\$ 1,564.66	\$ 18,061.52
October 2023			\$ 5,207.86	\$ 67,209.23	\$ 1,301.96	\$ 16,759.56
November 2023			\$ 7,621.15	\$ 59,588.08	\$ 1,905.29	\$ 14,854.27
December 2023						
January 2024						
February 2024						
March 2024						
April 2024						
May 2024						
June 2024 (A)						
June 2024 (B)						
Projects						Total 20% State Match to Federal Funds
24-01 Administration			\$ 3,682.25		\$ 920.56	\$ 4,602.81
24-02 UPWP			\$ 179.28		\$ 44.82	\$ 224.11
24-03 Public Outreach			\$ 1,664.89		\$ 416.22	\$ 2,081.11
24-04 TIP			\$ 72.84		\$ 18.21	\$ 91.05
24-05 Data Management			\$ 362.94		\$ 90.73	\$ 453.67
24-06 Planning & Technical Analysis			\$ 417.00		\$ 104.25	\$ 521.25
24-07 Air Quality			\$ 92.52		\$ 23.13	\$ 115.65
24-08 Amend MTP			\$ 308.29		\$ 77.07	\$ 385.37
24-09 3 C Planning Process			\$ 671.18		\$ 167.79	\$ 838.97
24-10 Transportation Planning Projects			\$ -		\$ -	\$ -
24-11 Continuing Projects			\$ 169.96		\$ 42.49	\$ 212.45
Totals			\$ 7,621.15		\$ 1,905.29	\$ 9,526.44



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November 2023 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, map sorting, news you can use, post office, finding paper for large format printer, moving and assembling office furniture and equipment, setup for new hire, network and workstation setup for new hire, new employee orientation.

24-01.02 Financial and Personnel Administration

Timesheets and work summaries, POs and checks, Staff retirement prep, party, follow-up Staff support, payroll, FOIA Training, timesheets, and work summaries, consultation with auditor, audit begins, DelDOT Invoice, payroll, leave accrual, final pay to Mission Square for retirement, bank reconciliation, new hire paperwork, deposit to bank, file paper and pdfs of timesheets.

24-01.03 Support for Council and Committees

TAC prep, meeting attendance and follow-up, Council prep, meeting attendance and follow-up, mailing for a joint meeting and collecting results, and finalization with Maple Dale.

24-02.01 Prepare FY25 UPWP

Project update for consideration.

24-02.02 FY24 UPWP Implementation

FY24 projects review.

24-03.01 Public Meetings & General Outreach

Kent Sussex Leadership Alliance, WISE, CDCC Auction basket prep Honorary Commander, Habitat Restore Festival of Trees prep and decorate, Jim retirement, Interview with WMDT Caesar Rodney High School career fair, Excellent in Education luncheon, Kent Sussex Leadership Alliance, CenDel event, DART Stuff the bus, Career Fair, Chamber function, Meet with VR contacts.

24-03.02 Newsletter/E-news/Multimedia/Video/Website social media

Website, social media, media list, press releases, VR proposal, Newsletter, update mailing list, Thanksgiving ads, Daylight savings time ads, safety ads, misc., advertising, Thanksgiving film, driving at night film.

24.05.01 Operate & Maintain GIS

Tutorials, Esri MOOC (mapping practice).

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

Delaware Population Consortium, Update ArcGIS Pro, DGDC Meeting.

24-06.01 Staff Training

Staff meeting, IPA State Budget webinar, UD IPA training, Orientation, Decision Lens review & tutorials, Reviewed: 2020 MTP (ongoing), DelDOT Equity Analysis Tool, DE 2011 State Rail Plan.

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

EJ report presentation & discussion, Walk Webinar, ADA Webinar, Equity webinar.

24-06.03 Performance Measure Development & Implementation

State Performance Measures presentation & discussion.

24-06.04 Toward Zero Deaths

VRU presentation review, Safety webinar.

24-07.01 Air Quality Analysis, Coordination & Outreach

Carbon reduction plan review, Organize AQP holiday lunch.

24-08.01 Amend MTP

Decision Lens work (preparing criteria, distributing pairwise comparisons, troubleshooting for stakeholder group)

24-09.01 Inter-Regional Coordination

Delmarva Freight Working Group mtg, IntOps meeting, November PLUS project review and comments and work.

24-09.02 Coordination with Kent County

Meeting with Levy Court Chairman.

24-09.03 Coordination with municipalities

Coordination with Milford for maps to display, Dover DAC meetings, DAC site plan comments, and Dover DAC application review.

24-09.04 Coordination with DelDOT/DTC

DelDOT IntOps mtg, DART Reimagined presentation, Bike/ped Pool research, submissions, and final document preparation, DelDOT LRTP mtg, CCPP discussion, FY24 meeting with DelDOT.

24-09.05 Coordination with other agencies, including federal

Monthly FHWA coordinating meeting.

24-10.01 Cheswold US13 Pedestrian Safety and Connectivity Study

WRA meeting, Consultation with staff, TAC presentation, narrative writing and Streetmix designs, meeting with WRA.



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**November 2023 Progress Report
Fiscal Year 2024
Unified Planning Work Program**

24-10.02 N, Rehoboth Blvd./N, Walnut Street Corridor

Public workshop prep and attendance, Consultation with the project sponsor, TAC presentation, consultation with staff, outreach discussion, Coordination with WRA about bike/ped counts, and narrative.

24-10.04 Expanded Rail Corridor Land Use

TAC presentation, research and apply zoning to adjacent properties of rail in Sussex and New Castle Counties, also municipalities, excess of 1,600 properties, split properties along zoning district lines if need be, Expanded Rail Corridor Land Use, assigning zoning to parcels adjacent to the rail in both New Castle (400+) & Sussex (1,200+) Counties along with their respective municipalities, currently amounts to 60+ different zoning classifications, also, creating map series layout for the each respective County, getting an idea of parcels to be removed, added attribute fields to file to indicate parcels considered (No) and Comment: configuration, size, frontage, protected lands, etc., Started to note parcels not considered.

24-10.05 Downtown Dover Pathways, Expanded Modes/Amenities

Public workshop prep & and attendance, Consultation with project sponsor & and consultant, TAC presentation, reviewing materials for Kittelson, consultation with staff and consultant, DSU prep, meeting & and debriefing, Meeting with Kittelson, Committee of 100 meeting.

24-10.09 Milford & Dover Municipal Freight Plans

Technical document review.

24-10.10 Statewide Rail Plan Update

Zoning Discussion & Research RE: Agland Pres & Industrial Use Provisions in Corridor.

**Dover Kent County MPO FY24 October 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	\$ 7,247.90	\$ 571.42	\$ 720.37	\$ 8,539.69	\$ 5,465.40	\$ 1,366.35	\$ 6,831.75	\$ 1,366.35	\$ 341.59	\$ 1,707.94
23-02 UPWP	\$ 1,023.75	\$ 326.51	\$ 154.13	\$ 1,504.39	\$ 962.81	\$ 240.70	\$ 1,203.51	\$ 240.70	\$ 60.18	\$ 300.88	\$ 1,504.39
23-03 Public Outreach & Education	\$ 3,553.93	\$ 1,142.81	\$ 990.52	\$ 5,687.26	\$ 3,639.85	\$ 909.96	\$ 4,549.81	\$ 909.96	\$ 227.49	\$ 1,137.45	\$ 5,687.26
23-04 TIP	\$ -	\$ 244.89	\$ 115.60	\$ 360.49	\$ 230.71	\$ 57.68	\$ 288.39	\$ 57.68	\$ 14.42	\$ 72.10	\$ 360.49
23-05 Data Collection, Management & Distribution	\$ 472.43	\$ 816.34	\$ 385.34	\$ 1,674.11	\$ 1,071.43	\$ 267.86	\$ 1,339.29	\$ 267.86	\$ 66.96	\$ 334.82	\$ 1,674.11
23-06 Planning & Technical Analysis	\$ 4,593.30	\$ 244.89	\$ 2,745.36	\$ 7,583.55	\$ 4,853.47	\$ 1,213.37	\$ 6,066.84	\$ 1,213.37	\$ 303.34	\$ 1,516.71	\$ 7,583.55
23-07 Air Quality Analysis, Coord., & Outreach	\$ 6.95	\$ 244.89	\$ 115.60	\$ 367.44	\$ 235.16	\$ 58.79	\$ 293.95	\$ 58.79	\$ 14.70	\$ 73.49	\$ 367.44
23-08 Amend MTP	\$ 1,751.84	\$ 408.13	\$ 192.66	\$ 2,352.63	\$ 1,505.68	\$ 376.42	\$ 1,882.10	\$ 376.42	\$ 94.11	\$ 470.53	\$ 2,352.63
23-09 3C Planning Process, Reg. Project Implemt.	\$ 2,551.66	\$ 571.43	\$ 314.94	\$ 3,438.03	\$ 2,200.34	\$ 550.08	\$ 2,750.42	\$ 550.08	\$ 137.52	\$ 687.61	\$ 3,438.03
23-10 Transportation Planning Studies & Projects	\$ 5,483.06	\$ 3,020.26	\$ 17,202.38	\$ 25,705.70	\$ 20,564.56	\$ 5,141.14	\$ 25,705.70			\$ -	\$ 25,705.70
23-11 Continuing Projects	\$ 200.34	\$ 571.43	\$ 269.74	\$ 1,041.51	\$ 666.57	\$ 166.64	\$ 833.21	\$ 166.64	\$ 41.66	\$ 208.30	\$ 1,041.51
Total FY 22 Monthly Exps	\$ 26,885.16	\$ 8,163.00	\$ 23,206.64	\$ 58,254.80	\$ 41,395.98	\$ 10,349.00	\$ 51,744.98	\$ 5,207.86	\$ 1,301.96	\$ 6,509.82	\$ 58,254.80

Non-Personnel Exps:	
Auditing Services	\$ -
Bank Fees	\$ -
Cleaning Service	\$ 260.00
Computer - Hardware	\$ -
Computer - Software	\$ 143.96
Conf., Meetings & Training	\$ 500.00
Mileage Reimbursement	\$ 415.93
Dues	\$ -
Electric Service	\$ 200.00
Equip Lease - Copier	\$ 153.65
Equip Lease - Postage Mach	\$ -
Exhibition Fees	\$ -
Insurance - Liability	\$ -
Insurance - WC	\$ -
Internet Access	\$ 209.42
IT Services	\$ 492.35
Materials and Advertising	\$ -
MPO Committee Meetings	\$ -
Office Supplies - General	\$ 504.53
Office Supplies - Furniture	\$ -
PAC Workshop	\$ -
Plan/Eng Consultants	\$ 15,734.75
Postage	\$ -
Printing	\$ 25.38
ADP Fees	\$ 134.56
Public Outreach General	\$ -
Public Workshops	\$ -
Recruitment	\$ -
Registered Agent/Corp Tax	\$ -
Rent	\$ 1,860.00
Subscriptions	\$ -
Telephone	\$ 180.00
Travel	\$ 2,392.11
Non-Personnel Exps:	\$ 23,206.64
Personnel Expenses:	\$ 35,048.16
TOTAL EXPENSES:	\$ 58,254.80

	Local Match (when applicable)		20% State Match			
	FHWA	FTA	FHWA 16%	FTA 4%	Remaining Balance	Remaining Balance
	Subtract from State Match	Subtract from State Match				
Beginning Balance					\$ 89,941.88	\$ 22,442.73
July 2023			\$ 5,087.62	\$ 1,271.91	\$ 84,854.26	\$ 21,170.82
August 2023			\$ 6,178.54	\$ 1,544.64	\$ 78,675.72	\$ 19,626.18
September 2023			\$ 6,258.63	\$ 1,564.66	\$ 72,417.09	\$ 18,061.52
October 2023			\$ 5,207.86	\$ 1,301.96	\$ 67,209.23	\$ 16,759.56
November 2023						
December 2023						
January 2024						
February 2024						
March 2024						
April 2024						
May 2024						
June 2024 (A)						
June 2024 (B)						
Projects						Total 20% State Match to Federal Funds
24-01 Administration			\$ 1,366.35	\$ 341.59	\$ 1,707.94	\$ 1,707.94
24-02 UPWP			\$ 240.70	\$ 60.18	\$ 300.88	\$ 300.88
24-03 Public Outreach			\$ 909.96	\$ 227.49	\$ 1,137.45	\$ 1,137.45
24-04 TIP			\$ 57.68	\$ 14.42	\$ 72.10	\$ 72.10
24-05 Data Management			\$ 267.86	\$ 66.96	\$ 334.82	\$ 334.82
24-06 Planning & Technical Analysis			\$ 1,213.37	\$ 303.34	\$ 1,516.71	\$ 1,516.71
24-07 Air Quality			\$ 58.79	\$ 14.70	\$ 73.49	\$ 73.49
24-08 Amend MTP			\$ 376.42	\$ 94.11	\$ 470.53	\$ 470.53
24-09 3 C Planning Process			\$ 550.08	\$ 137.52	\$ 687.61	\$ 687.61
24-10 Transportation Planning Projects			\$ -	\$ -	\$ -	\$ -
24-11 Continuing Projects			\$ 166.64	\$ 41.66	\$ 208.30	\$ 208.30
Totals			\$ 5,207.86	\$ 1,301.96	\$ 6,509.82	\$ 6,509.82



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October 2023 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, map sorting, operations manual, prepare narrative for creating a map within ArcGIS Pro.

24-01.02 Financial and Personnel Administration

Timesheets and work summaries, POs and checks, staff retirement prep, staff support, bank rec, DelDOT invoice, payroll.

24.01.04 Support for Council and Committees

PAC member correspondence, PAC materials prep, meeting attendance and follow-up, meeting with Council chair, TAC materials preparation.

24-02.02 FY24 UPWP Implementation

Prep FY24 projects review slides.

24-03.01 Public Meetings & General Outreach

CenDel, Honorary Commander, meeting with community leaders, AMPO conference, youth committee, CDCC LCD, photo op at Bowers, preparing for job fairs.

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

Update website and social media.

24-03.04 Public Feedback Analysis

Public Input session.

24.05.01 Operate & Maintain GIS

GIS workshop at AMPO Conference, creation and review of new files and display on applicable maps.

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

Delaware Population Consortium, Delaware SDC meeting.

24-06.01 Staff Training

AMPO Conference attendance, travel, sharing information from AMPO conference, MPO team meeting, Talking Freight webinar, APA DE Lunch & Learn.

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

Title VI/EJ Report (writing narrative and census data research).

24-06.03 Performance Measure Development & Implementation

Performance Management webinar, DE 2024 Safety Performance

Measure Targets presentation at PAC.

24-07.01 Air Quality Analysis, Coordination & Outreach Air Quality Partnership/Car Free Day, DNREC AQ meeting.

24-08.01 Amend MTP

Decision Lens criteria review, prepare presentation, prep, meeting, and follow-up, meeting, finalizing list of criteria.

24-09.01 Inter-Regional Coordination

Sussex County engagement, Delmarva Freight working group, PLUS meeting.

24-09.03 Coordination with municipalities

RCN grant application, follow-up on a Clayton intersection question from a constituent, meetings with GAP for Reconnecting Communities grant, writing and research for the grant, meeting with GAP for riverwalk proposal, Dover DAC meeting.

24-09.04 Coordination with DelDOT/DTC

DART Reimagined public workshop, DART Reimagined presentation at PAC, Bike/ped project discussion and preparing list of projects for DelDOT.

24-09.05 Coordination with other agencies, including federal

FHWA meetings at AMPO Conference, monthly FHWA coordinating meeting.

24-10.01 Cheswold US13 Pedestrian Safety and Connectivity Study

Prep for and attend Cheswold Heritage Day, map and layout updates, Cheswold study narrative, consultation with staff, expanding on the shape files for the road network, and markings to update the map.

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

Prep for public workshop 1, study meeting, map and layout updates from files supplied from the City of Milford, meeting with Milford representative to discuss current study for N. Rehoboth Blvd. and N. Walnut Street, edit some existing shape files contained on the map, added and reviewed files sent from the City of Milford that were requested to be on the final map, which were Bike Lanes along this corridor, reflecting the location of the proposed shared use path, noted CTP and TAP projects currently under construction, met with City of Milford official relative to the map Content, provided the edits, exported new layout for public posting on the City of Milford's web site.



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**October 2023 Progress Report
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24-10.04 Expanded Rail Corridor Land Use

Prep for and conducted stakeholder meeting, created a map of the Rail for active and inactive rail, consulted with staff, prepared map for Delmarva Central Railroad to review, and expanded Rail Land Use intro meeting.

24-10.05 Downtown Dover Pathways, Expanded Modes/Amenities

Prep for and conduct stakeholder walk & talk, consultation with staff, consultant, and project sponsor, Downtown Dover study (materials for Kittelson).

24-10.07 Harrington Corridor Improvements

Coordination with project sponsor, Harrington study meetings.

24-10.08 East/West Freight Routes Phase 2

Coordination with consultant.

24-10.11 Other Planning Studies

Started creating shape files for Bay Road and Route 9 study.

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

Project close-out activities, and follow-up with project sponsor.

23-11.06 Project Close-out

Parklet activities.

**Dover Kent County MPO FY24 September 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	\$ 12,089.20	\$ 623.97	\$ 502.95	\$ 13,216.12	\$ 8,458.32	\$ 2,114.58	\$ 10,572.90	\$ 2,114.58	\$ 528.64	\$ 2,643.22	\$ 13,216.12
23-02 UPWP	\$ 1,610.80	\$ 356.54	\$ 246.24	\$ 2,213.58	\$ 1,416.69	\$ 354.17	\$ 1,770.86	\$ 354.17	\$ 88.54	\$ 442.72	\$ 2,213.58
23-03 Public Outreach & Education	\$ 1,851.21	\$ 1,247.90	\$ 957.74	\$ 4,056.85	\$ 2,596.38	\$ 649.10	\$ 3,245.48	\$ 649.10	\$ 162.27	\$ 811.37	\$ 4,056.85
23-04 TIP	\$ -	\$ 267.41	\$ 184.69	\$ 452.10	\$ 289.34	\$ 72.34	\$ 361.68	\$ 72.34	\$ 18.08	\$ 90.42	\$ 452.10
23-05 Data Collection, Management & Distribution	\$ 452.42	\$ 891.41	\$ 615.63	\$ 1,959.46	\$ 1,254.05	\$ 313.51	\$ 1,567.57	\$ 313.51	\$ 78.38	\$ 391.89	\$ 1,959.46
23-06 Planning & Technical Analysis	\$ 1,233.13	\$ 267.41	\$ 184.69	\$ 1,685.23	\$ 1,078.55	\$ 269.64	\$ 1,348.18	\$ 269.64	\$ 67.41	\$ 337.05	\$ 1,685.23
23-07 Air Quality Analysis, Coord., & Outreach	\$ 236.65	\$ 267.41	\$ 184.69	\$ 688.75	\$ 440.80	\$ 110.20	\$ 551.00	\$ 110.20	\$ 27.55	\$ 137.75	\$ 688.75
23-08 Amend MTP	\$ 212.37	\$ 445.66	\$ 307.80	\$ 965.83	\$ 618.13	\$ 154.53	\$ 772.66	\$ 154.53	\$ 38.63	\$ 193.17	\$ 965.83
23-09 3C Planning Process, Reg. Project Implemt.	\$ 2,244.51	\$ 623.98	\$ 430.93	\$ 3,299.42	\$ 2,111.63	\$ 527.91	\$ 2,639.54	\$ 527.91	\$ 131.98	\$ 659.88	\$ 3,299.42
23-10 Transportation Planning Studies & Projects	\$ 5,718.51	\$ 3,298.00	\$ 16,296.51	\$ 25,313.02	\$ 16,200.33	\$ 4,050.08	\$ 20,250.42	\$ 4,050.08	\$ 1,012.52	\$ 5,062.60	\$ 25,313.02
23-11 Continuing Projects	\$ 1,236.36	\$ 623.98	\$ 8,718.77	\$ 10,579.11	\$ 6,770.63	\$ 1,692.66	\$ 8,463.29	\$ 1,692.66	\$ 423.16	\$ 2,115.82	\$ 10,579.11
Total FY 22 Monthly Exps	\$ 26,885.16	\$ 8,913.67	\$ 28,630.64	\$ 64,429.47	\$ 41,234.86	\$ 10,308.72	\$ 51,543.58	\$ 10,308.72	\$ 2,577.18	\$ 12,885.89	\$ 64,429.47

Non-Personnel Exps:	
Auditing Services	\$ -
Bank Fees	\$ -
Cleaning Service	\$ 260.00
Computer - Hardware	\$ -
Computer - Software	\$ 2,232.86
Conf., Meetings & Training	\$ -
Mileage Reimbursement	\$ -
Dues	\$ -
Electric Service	\$ 200.00
Equip Lease - Copier	\$ 153.65
Equip Lease - Postage Mach	\$ -
Exhibition Fees	\$ -
Insurance - Liability	\$ -
Insurance - WC	\$ 175.00
Internet Access	\$ 209.16
IT Services	\$ 392.35
Materials and Advertising	\$ -
MPO Committee Meetings	\$ -
Office Supplies - General	\$ 405.18
Office Supplies - Furniture	\$ -
PAC Workshop	\$ -
Plan/Eng Consultants	\$ 22,302.28
Postage	\$ 4.23
Printing	\$ 54.01
ADP Fees	\$ 201.92
Public Outreach General	\$ -
Public Workshops	\$ -
Recruitment	\$ -
Registered Agent/Corp Tax	\$ -
Rent	\$ 1,860.00
Subscriptions	\$ -
Telephone	\$ 180.00
Travel	\$ -
Non-Personnel Exps:	\$ 28,630.64

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
Beginning Balance			\$ 89,941.88	\$ 22,442.73
July 2023			\$ 5,087.62	\$ 1,271.91
August 2023			\$ 6,178.54	\$ 1,544.64
September 2023			\$ 10,308.72	\$ 2,577.18
October 2023			\$ 68,367.00	\$ 17,049.00
November 2023				
December 2023				
January 2024				
February 2024				
March 2024				
April 2024				
May 2024				
June 2024 (A)				
June 2024 (B)				
Projects				Total 20% State Match to Federal Funds
24-01 Administration			\$ 2,114.58	\$ 528.64
24-02 UPWP			\$ 354.17	\$ 88.54
24-03 Public Outreach			\$ 649.10	\$ 162.27
24-04 TIP			\$ 72.34	\$ 18.08
24-05 Data Management			\$ 313.51	\$ 78.38
24-06 Planning & Technical Analysis			\$ 269.64	\$ 67.41
24-07 Air Quality			\$ 110.20	\$ 27.55
24-08 Amend MTP			\$ 154.53	\$ 38.63
24-09 3 C Planning Process			\$ 527.91	\$ 131.98
24-10 Transportation Planning Projects			\$ 4,050.08	\$ 1,012.52
24-11 Continuing Projects			\$ 1,692.66	\$ 423.16
Totals			\$ 10,308.72	\$ 2,577.18

Personnel Expenses:	
Salaries	\$ 26,885.16
Basic Life	\$ 424.27
Insurance Reimbursement	\$ 813.37
457 Employer Contribution	\$ 2,252.01
Hiring & Moving Expenses	\$ -
Dental	\$ 156.08
Vision	\$ 37.16
Health Insurance	\$ 2,624.66
Insurance-AFLAC	\$ 158.70
Ins L/T	\$ 192.35
Ins S/T	\$ 191.74
Voluntary Ins -Life and AD&D	\$ 7.09
Medicare Tax	\$ 389.74
Social Security Tax	\$ 1,666.50
Educational Assistance	\$ -
Personnel Expenses:	\$ 35,798.83

Personnel Expenses:	\$ 35,798.83
TOTAL EXPENSES:	\$ 64,429.47



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24-01.01 General Administration

Office cleaning, catching up on emails, correspondence, desk reading, post office, snail mail, operations manual, Smart Search, purging and sorting old papers, fix timesheets error, order supplies and organize supply cabinet.

24-01.02 Financial and Personnel Administration

Timesheets and work summaries, POs and checks, payroll, QuickBooks entry, DelDOT invoice, monthly reports, bank reconciliation.

24.01.03 Support for Council and Committees

TAC prep, meeting attendance and follow-up, Council prep, mailing and meeting, correspondence w/PAC member.

24-02.02 FY24 UPWP Implementation

Budget and task review.

24-03.01 Public Meetings & General Outreach

VR Experience, WISE, Honorary Commander, CenDel, fixed Email addresses for Public Outreach, Kent Sussex Leadership Alliance.

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

Newsletter, video backgrounds, update website, update social media.

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

Delaware Population Consortium.

24-06.01 Staff Training

USDR grants webinar, APA Lunch and Learn, AMPO webinar, Teralytics Studio preview meeting, staff meeting.

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

EJ Report proofreading, research of LEP guidance, Equity Focus Group participation, Equity webinar.

24-07.01 Air Quality Analysis, Coordination & Outreach

AQP Meeting and notes, Sent Flyer to AQP members for Car free day.

24-08.01 Amend MTP

Decision Lens criteria review.

24-09.01 Inter-Regional Coordination

Passenger Rail webinar, Delmarva Freight working group follow up.

24-09.02 Coordination with Kent County

Truck parking w/KEP.

24-09.03 Coordination with municipalities

RCN grant application.

24-09.04 Coordination with DelDOT/DTC

DART Reimagined, Truck parking w/DelDOT, DelDOT CTP public meeting prep, creating boards and attendance, IPA Sea Grant, DelDOT bike/ped meeting.

24-09.05 Coordination with other agencies, including federal

FHWA meeting and correspondence, researched for GAP Riverwalk proposal.

24-10.01 Cheswold US13 Pedestrian Safety and Connectivity Study

Consultation with staff, coordination with project sponsor and town, writing narrative, in person meeting, create files for Cheswold, and create layout in ArcGIS.

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

Writing narrative, consultation with staff, coordination with project sponsor.

24-10.04 Expanded Rail Corridor Land Use

Consultation with staff, coordination with the project sponsor, prep for stakeholder meeting, create files for properties adjacent to rail in New Castle County south of Canal. two municipalities involved. Approximately 300 parcels. Create the same file for Sussex County; approximately 1,300 parcels involved and 13 municipalities. Assigning zoning classification to parcels in Sussex County. Reviewed Sussex County Web Site for County zonings. Required reviewing Comprehensive Plans for the 13 municipalities involved. 35 Classifications of zoning varied between municipalities and Sussex County. Need to group them into General categories for display.

24-10.05 Downtown Dover Pathways, Expanded Modes/Amenities

Consultation with staff, coordination with project sponsor and consultant, sharing documents with Kittelson, proofreading their work, and providing feedback.

24-10.06 North Milford Circulation and Connectivity

Consultation with staff, coordination with project sponsor.

24-10.07 Harrington Corridor Improvements



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Consultation with staff, coordination with project sponsor and consultant.

24-10.08 East/West Freight Routes Phase 2

Consultation with staff, coordination with project sponsor and consultant.

24-10.09 Milford & Dover Municipal Freight Plans

Consultation with staff, coordination with project sponsor and consultant, proofreading of Milford municipal freight plan, Dover Municipal Freight Plan meeting.

24-10.11 Other Planning Studies

Pursuing on-call agreement with consultants.

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

Project close-out activities.

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

Project close-out activities, print, bind and mail study to Smyrna planner.

23-11.03 SR1 / Trap Shooters Interchange

Project close-out activities.

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

Study final edits, close-out activities, and front cover.