

DOVER/KENT COUNTY MPO

METROPOLITAN PLANNING ORGANIZATION



UNIFIED PLANNING WORK PROGRAM

for the

***DOVER KENT COUNTY
METROPOLITAN PLANNING ORGANIZATION***

FISCAL YEAR 2025

July 1, 2024 through June 30, 2025

Adoption on _____

Prepared at the Direction of the
Dover Kent County Metropolitan Planning Organization Council

DRAFT

The preparation of this document was financed in part with funds provided by the Federal Government, including the Federal Transit Administration, through the Joint Funding Simplification Program, and the Federal Highway Administration of the United States Department of Transportation.

The Dover Kent MPO is committed to Title VI compliance. Title VI states “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

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INTRODUCTION

The Dover Kent County MPO (Dover Kent MPO) is the metropolitan planning organization (MPO) for the whole of Kent County, Delaware. In order to qualify for any federal transportation funding, every metropolitan area in the United States with a population of over 50,000 must have a designated “Metropolitan Planning Organization” (MPO) for transportation. The purpose of each MPO is to provide a forum for state and local officials, and the public, to discuss transportation issues and reach a consensus on transportation plans and specific programs and projects. The U.S. Department of Transportation relies on each MPO to make sure transportation projects that use federal funds are the products of a continuing, comprehensive, and cooperative planning process, and meet the priorities of the metropolitan area. To emphasize the importance of the MPO process, the USDOT will not approve the federal funding of transportation projects unless they are on the MPO’s transportation improvement plan.

Dover Kent MPO was established in 1992 with a primary focus on the City of Dover, Delaware. However, the Urbanized Area (UA) boundary has continued to grow after each decennial Census. In January 2020, the Dover Kent MPO planning area boundary was clarified as being the “whole” of Kent County, Delaware. Two Kent County municipalities, which have annexed properties into neighboring counties, will require additional coordination with adjacent transportation planning agencies. The Town of Smyrna, which has annexed properties in New Castle County, Delaware will coordinate with the Wilmington Area Planning Council (WILMAPCO) and the City of Milford which annexed properties in Sussex County, will coordinate with DelDOT. The MPO is a major contributor and coordinator to transportation policies and plans impacting citizens in Kent County and the 20 municipalities within Kent County, Delaware.

The Fixing America's Surface Transportation Act (FAST), passed in 2015, requires the Metropolitan Planning Organization (MPO), in cooperation with the State and operators of publicly owned transit services, to develop a Unified Planning Work Program (UPWP). The Bipartisan Infrastructure Law (BIL), passed in 2021, continues the Metropolitan Planning Program, which requires the MPO, in cooperation with the State and operators of publicly owned transit services, to develop a Unified Planning Work Program (UPWP). The purpose of the UPWP is to present the planning priorities facing the metropolitan planning area and describe all metropolitan transportation and transportation-related air quality planning activities anticipated therein during the next fiscal year, regardless of funding sources or agencies conducting activities. The discussion should be provided in sufficient detail to indicate who will perform the work, the schedule for completing it, and the products that will be produced.

Every effort has been made to include all of the member agencies of Dover Kent MPO as well as representatives of the Technical and Public Advisory Committees in the compilation of this work program.

MISSION

The MPO serves as a cooperative regional forum for the development of transportation system plans and programs and for the resolution of transportation planning-related issues in the MPO's designated region. Dover Kent MPO's mission is to ensure the implementation of the most efficient multi-modal transportation plans and programs which meet the requirements of the Federal Clean Air Act Amendments (CAAA) of 1990 and FAST.

Dover Kent MPO uses the Comprehensive, Continuing and Cooperative (3-C) metropolitan transportation system planning process. This process is also utilized by the member agencies of the MPO Council.

STRATEGIC GOALS

Dover Kent MPO has established three goals to support the mission:

- Coordinate transportation planning and programming in the region
- Foster cooperative relationships between State, Municipal and County governments
- Improve the public's understanding of the metropolitan transportation planning process and its relationship to other planning activities in the Dover Kent MPO region

To accomplish these goals, Dover Kent MPO's activities are divided into three categories: administration of the metropolitan planning process; public education and outreach; and transportation planning.

PLANNING EMPHASIS AREAS

The FAST Act has continued to focus on transportation planning as was outlined in preceding federal transportation legislation. In accordance with that focus, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) released Planning Emphasis Areas (PEAs) in December 2021. PEAs are planning topical areas that the Federal agencies wish to place emphasis on as the MPOs develop their planning work programs. The current PEAs are described below.

Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future

Federal Highway Administration (FHWA) divisions and Federal Transit Administration (FTA) regional offices should work with State departments of transportation (State DOT), metropolitan planning organizations (MPOs), and providers of public transportation to ensure that

transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and MPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles plan for a sustainable infrastructure system that works for all users, and undertake actions to prepare for and adapt to the impacts of climate change. Appropriate Unified Planning Work Program work tasks could include identifying the barriers to and opportunities for deployment of fueling and charging infrastructure; evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, shift to lower emission modes of transportation; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions. We encourage you to visit FHWA's [Sustainable Transportation](#) or FTA's [Transit and Sustainability](#) webpages for more information.

(See [EO 14008](#) on "Tackling the Climate Crisis at Home and Abroad," [EO 13990](#) on "Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis." [EO 14030](#) on "Climate-Related Financial Risk," See also [FHWA Order 5520](#) "Transportation System Preparedness and Resilience to Extreme Weather Events," FTA's "[Hazard Mitigation Cost Effectiveness Tool](#)," FTA's "[Emergency Relief Manual](#)," and "[TCRP Document 70: Improving the Resilience of Transit Systems Threatened by Natural Disasters](#)")

Equity and Justice⁴⁰ in Transportation Planning

FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas. We encourage the use of strategies that: (1) improve infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities; (2) plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advance speed management; (3) reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors; (4) offer reduced public transportation fares as appropriate; (5) target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and (6) consider equitable and sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of environmental justice populations.

[Executive Order 13985](#) (*Advancing Racial Equity and Support for Underserved Communities*) defines the term "equity" as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities;

persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.” In addition, [Executive Order 14008](#) and [M-21-28](#) provides a whole-of-government approach to advancing environmental justice by stating that 40 percent of Federal investments flow to disadvantaged communities. FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to review current and new metropolitan transportation plans to advance Federal investments to disadvantaged communities.

To accomplish both initiatives, our joint planning processes should support State and MPO goals for economic opportunity in disadvantaged communities that have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, recreation, and health care.

Complete Streets

FHWA Division and FTA regional offices should work with State DOTs, MPOs and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.

A complete street is safe, and feels safe, for everyone using the street. FHWA and FTA seek to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution – each complete street is unique and developed to best serve its community context and its primary role in the network.

Per the National Highway Traffic Safety Administration’s 2019 data, 62 percent of the motor vehicle crashes that resulted in pedestrian fatalities took place on arterials. Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack convenient and safe crossing opportunities. They can function as barriers to a safe travel network for road users outside of vehicles.

To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor.

Jurisdictions will be encouraged to prioritize safety improvements and speed management on arterials that are essential to creating complete travel networks for those without access to single-occupancy vehicles.

Public Involvement

Early, effective, and continuous public involvement brings diverse viewpoints into the decision-making process. FHWA Division and FTA regional offices should encourage MPOs, State DOTs, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decision-making processes. Many virtual tools also provide information in visual and interactive formats that enhance public and stakeholder understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs. More information on VPI is available [here](#).

Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The [64,200-mile STRAHNET system](#) consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than 200 military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform (PPP) [studies](#). These can be a useful resource in the State and MPO areas covered by these route analyses.

Federal Land Management Agency (FLMA) Coordination

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMAs, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and MPO long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands Highway's developed transportation plans and programs. Agencies should explore opportunities to leverage transportation funding to support access and transportation needs of FLMAs before transportation projects are programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Each State must consider the concerns of FLMAs that have jurisdiction over land within the boundaries of the State (23 CFR 450.208(a)(3)). MPOs must appropriately involve FLMAs in the development of the metropolitan transportation plan and the TIP (23 CFR 450.316(d)). Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 201(c) (23 CFR 450.218(e)).

Planning and Environmental Linkages (PEL)

FHWA Division and FTA regional offices should encourage State DOTs, MPOs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources. More information on PEL is available [here](#).

Data in Transportation Planning

To address the emerging topic areas of data sharing, needs, and analytics, FHWA Division and FTA regional offices should encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time

reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decision-making at the State, MPO, regional, and local levels for all parties.

INFRASTRUCTURE INVESTMENT and JOBS ACT (IIJA) / BIPARTISAN INFRASTRUCTURE LAW (BIL)

The Bipartisan Infrastructure Law was signed by President Biden in November 2021. It contains historically the largest investments ever in broadband, rail and transit, clean energy, and water, among others. The IIJA provides \$550 billion in new infrastructure spending above current baseline levels. Of that amount, \$274 billion is allocated to transportation programs. When added to baseline spending, the bill provides \$567 billion in guaranteed transportation funding over five years. Additional funding also may be provided to several programs through the annual appropriations process. Dover Kent MPO continues to work closely with federal, state and local partners to plan for the investment of these funds as outlined in specific program guidance.

Several key policy changes were included in the IIJA that apply specifically to MPOs:

- Encourages stronger coordination with housing officials.
- MPOs are required to use 2.5 percent of their PL funds to carry out activities associated with Complete Streets.
- Increases STBGP (Surface Transportation Block Grant Program) funding but leaves MPO suballocation at 55%. States shall establish a consultation process for non-TMA MPOs to describe how STBGP funds will be allocated equitably among the MPOs over the next five years.
- Increases TAP (Transportation Alternatives Program) funding and increases the MPO suballocation to 59%. Expands project eligibility and allows up to 100% federal share on safety projects. Makes clear MPOs under 200,000 are eligible entities for TAP grants.
- Expands eligibility under CMAQ (Congestion Mitigation and Air Quality Improvement Program) to include shared micro-mobility projects, and a project on a marine highway corridor, connector, or crossing.

Several new Highway Formula Programs were included in the IIJA, which require consultation with MPOs:

- Carbon Reduction Program
- PROTECT/Resiliency
- Bridge Program
- EV Charging

On January 27, 2021, President Biden signed Executive Order (EO) 14008, “Tackling the Climate Crisis at Home and Abroad”, which created a government wide “Justice40 Initiative” that aims to deliver 40 percent of the overall benefits of relevant federal investments to disadvantaged communities. Justice40 Initiative created via EO 14008 will be implemented

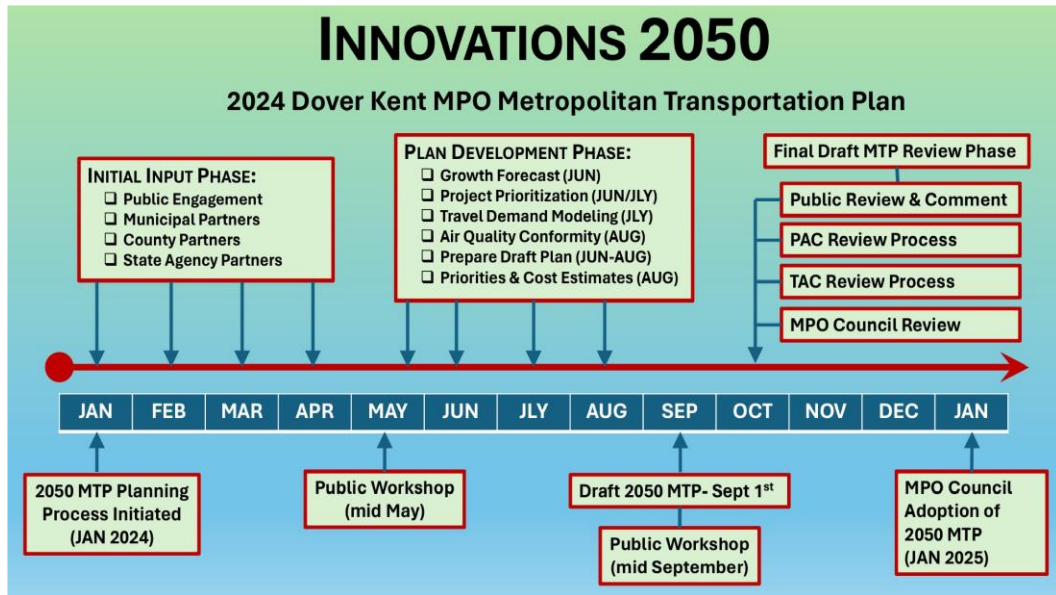
through the IJJA. Throughout the IJJA, the policy directs investments to communities that have too often been left behind. The bill includes dedicated funds in formula and grant programs for underserved communities and disadvantaged areas.

REGIONAL PRIORITIES

During FY 2020-2021, Dover Kent MPO updated its Metropolitan Transportation Plan (MTP). The 2020 MTP, titled “Innovation 2045,” identifies transportation needs, provides strategies to address those needs, guides transportation investment, and provides measurable goals and performance measures for Kent County’s transportation system over the next 25 years. Innovation 2045 helps shape local, regional, and state strategies for addressing economic growth, safety, congestion, air quality, and public mobility. Through a process of intergovernmental cooperation and coordination at the state, federal and local level, as well as citizen involvement, the primary goal of our Innovation 2045 plan is to bring all affected parties to the table to acknowledge the unique transportation needs of each locality and region, while providing a forum to address the overall transportation infrastructure growth and development for Kent County, Delaware. Lastly, Innovation 2045 identifies transportation projects in Kent County which are eligible for Federal funding. Innovation 2045 was adopted by the Dover Kent MPO Council on January 6, 2021.

The Metropolitan Transportation Plan (MTP), is updated every four years. As such, during the calendar year 2024, the MPO will be engaged in updating the MTP. The draft product *Innovations 2050*, will be available for public comment in late 2024 with final adoption anticipated in early 2025.

- The goals and objectives will generally describe what Dover Kent MPO is striving to accomplish. Goals depict the general programmatic outcomes, while objectives provide more specific outcomes. Goals and objectives mutually support our Federal, State, Regional, and Local MPO partners transportation goals but more importantly, reflect the desired vision of our region.
- The MTP will make every effort to be financially reasonable and result in a positive impact on the region's air quality.
- The planning process is coordinated with DelDOT's Statewide planning process, Kent County's Comprehensive Plan, and the City of Dover's Comprehensive Plan. Efforts are also being made to coordinate planning efforts with the other 19 municipalities in the Dover Kent MPO region.
- *Innovations 2050* MTP will provide a framework to guide all future transportation planning and programming activities.



ORGANIZATION

MPO COUNCIL

The policy making body of Dover Kent MPO is its Council, which consists of six voting members representing each of the following:

1. Governor of the State of Delaware
2. Mayor of the City of Dover
3. President of the Levy Court of Kent County
4. Secretary of the Delaware Department of Transportation
5. Director of the Delaware Transit Corporation
6. Representative of Kent County Municipalities

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) sit on the MPO Council as non-voting members.

The current members/representatives to Dover Kent MPO Council are listed below:

1. Robin R. Christiansen, Mayor, City of Dover
2. Jody Sweeney, for Terry Pepper, President, Kent County Levy Court
3. Sharon Bryson, for John Carney, Governor of Delaware
4. Pamela Steinebach, for Nicole Majeski, Secretary, Delaware Department of Transportation

5. John Sisson, Chief Executive Officer, Delaware Transit Corporation
6. (*vacant*), Representative of Kent County Municipalities

TECHNICAL ADVISORY COMMITTEE (TAC)

The TAC consists of technical staff from all Dover Kent MPO member agencies. It performs analyses and makes recommendations concerning transportation and land use issues to the Council for its approval. The actual technical work is performed jointly by Dover Kent MPO staff and the TAC member-organizations. The TAC elects its own chairperson and vice-chairperson annually from among its members to serve for a one-year period. The current membership of the TAC:

1. James Coverdale, Delaware Department of Natural Resources and Environmental Control
2. Josh Thomas, Delaware Office of Statewide Planning Coordination
3. (*vacant*), Director, City of Dover Department of Planning and Inspections
4. Humaira Nabeela, Delaware Department of Transportation
5. Milton Melendez, Delaware Department of Agriculture
6. Anastasia Jackson, Delaware Division of Small Business
7. Jason Berry, Kent County Planning Department
8. Catherine Smith, Delaware Transit Corporation
9. Jason Lyon, City of Dover Public Works
10. Tim Riley, Kent Conservation District
11. Matthew Jordan, Dover Air Force Base
12. Harold Scott Jr., Town of Camden, Representative of Kent County Municipalities
13. Jeremy Rothwell, Town of Smyrna
14. Rob Pierce, City of Milford

Delmarva Central Railroad (formerly Norfolk Southern), Delaware Motor Transport Association, the Federal Highway Administration and the Federal Transit Administration are non-voting members of the TAC.

PUBLIC ADVISORY COMMITTEE (PAC)

The Public Advisory Committee (PAC) is a group of local citizens appointed by Dover Kent MPO Council members. In 2022, the MPO bylaws were amended to include up to four members of the PAC to be recommended by the MPO Executive Director. Each member of the PAC serves for a period of two or three years, as indicated by the appointing entity. The PAC elects its own chairperson annually from among its members for a term of one year. They represent a variety of business, civic, and interested citizen groups from Kent County. The PAC provides advice and comments on current and future issues concerning the citizens' perspectives on the impact of the transportation plans and programs in the Dover Kent MPO region. The PAC also provides a forum for the public to express their concerns about all transportation and land-use related activities.

City of Dover (3 Appointees)

1. Peter A Brown, Jr.
2. Dr. Shanita A. Powell
3. Dana Shelton

State (2 Governor’s Office Appointees, 2 DeIDOT/DTC Appointees)

1. Dr. Phyllis Brooks Collins
2. Gary Dodge
3. Ian Peters
4. (*vacant*)

Kent County Levy Court (6 Appointees)

1. Tracey Miller
2. Heather Pepper
3. Edwin Perez
4. Bruce Snow
5. (*vacant*)
6. (*vacant*)

MPO (4 Appointees)

1. Darin Dell
2. Katie Macklin
3. (*vacant*)
4. (*vacant*)

DOVER KENT MPO STAFF

Dover Kent MPO staff performs the day-to-day operations of the agency, with technical expertise in administration, planning and public affairs. The staff, in conjunction with Dover Kent MPO's member agencies, collects, analyzes, and evaluates demographic, land use, and transportation-related data to understand the transportation system requirements of the region. The staff also prepares materials for use at TAC, PAC, and Council meetings. The professional staff members participate in all Dover Kent MPO meetings and provide technical support. In addition, they represent the agency at meetings of importance to planning activities within the region. In Fiscal Year 2024 the following staff positions are authorized:

- Executive Assistant: Michelle Vinson
- Executive Director: Marilyn J. Smith
- GIS Planner: Mike Ward
- Outreach Manager/Equity Coordinator: Helen Downing-Wiles
- Principal Planner: Michael Petit de Mange
- Transportation Planner: Malcolm Jacob

FUNDING

This UPWP is funded predominantly by FHWA Metropolitan Planning (PL) funds, as described in Title 23 of the United States Code (Section 104) and FTA Section 5303 funds. All federal transportation funds are administered by DeIDOT and made available to the Dover Kent MPO on a reimbursement basis. These funds cannot constitute more than 80% of the total Dover Kent MPO work program; therefore State, County and local governments must provide a 20% match. In FY25, this match will be comprised of cash provided by DeIDOT. DeIDOT is initially providing all of the 20% state/local match. Local cash contribution or in-kind match hours will be pursued in FY25. Should this local match be realized, the DeIDOT match will be adjusted accordingly.

As a small agency, it is vital for Dover Kent MPO to partner with other agencies and organizations to accomplish all the tasks outlined in the UPWP. As such, Delaware state agencies and departments, county and municipal governments, quasigovernmental organizations, community nonprofit organizations, private sector partners, etc., may contribute services that could, if necessary, be used as in-kind match hours.

Tasks that these partners may provide include, but are not limited to:

- Gathering, analyzing, evaluating and sharing demographic and land use data
- Serving on committees and task forces
- Reviewing studies, reports and agreements
- Preparing presentations and materials for meetings
- Making presentations
- Distributing materials
- Facilitating communication with elected and other officials
- Supporting the Dover Kent MPO website
- Advertising Dover Kent MPO events

Set-aside for Increasing Safe and Accessible Transportation Options

The IJA requires each MPO to use at least 2.5% of its PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. For the purpose of this requirement, the term “Complete Streets standards or policies” requires or encourages a safe, comfortable, integrated transportation network for all users, regardless of age, ability, income, ethnicity, or mode of transportation. The FTA and FHWA have determined it is in the interest of the government not to require a state or local match for these funds. The MPO will specifically allocate 2.5% of PL funds for this purpose = \$16,557.94.

Safe Streets for All (SS4A)

In Spring 2024, Dover Kent MPO was awarded a Safe Streets for All (SS4A) planning grant from FHWA. The purpose of this grant is to develop a Comprehensive Safety Action Plan for Kent County. The plan will include well-defined strategies to prevent roadway fatalities and serious injuries in Kent County communities. The Safety Action Plan will include the eight required components, along with tools to strengthen Kent County municipalities' collective approach to roadway safety and injury prevention, having a positive impact towards the goal of zero roadway fatalities in Kent County and the State of Delaware. The MPO will receive \$160,000 in federal funds, and \$40,000 in state matching funds. Anticipated completion is twelve months following FHWA grant agreement approval.

State Transportation Innovation Council (STIC) Incentive Program

In Summer 2023, Dover Kent MPO was awarded a STIC grant from FHWA. The purpose of this grant is to create a virtual reality (VR) experience to enhance public outreach efforts. The VR experience aims to educate the public about transportation safety, transportation planning as a career choice, and promote the organization's work. The MPO will also use it to gather information for our MTP, and to help increase awareness of the MPO. The MPO will receive \$29,856 in federal funds, and \$7,464 in state matching funds. Anticipated completion of the software development is summer 2024, with deployment to continue through June 2025.

FISCAL YEAR 2025 FUNDING

The Dover Kent MPO Fiscal Year runs from July 1 of the current calendar year to June 30 of the next calendar year. The proposed FY25 UPWP budget includes the FFY24 allotment as well as unspent apportionment funds from prior fiscal years for a total of \$1,945,358.70 available for programming.

Source	FFY24 apportionment	prior years apportionment (bank)	Total
FHWA	515,059.34	742,339.00	1,257,398.34
FTA	130,699.62	151,429.28	282,128.90
State (20%)	161,439.74	223,442.07	384,881.81
FHWA set-aside	13,206.67	4,391.71	17,598.38
FTA set-aside	3,351.27		3,351.27
TOTAL	823,756.64	1,121,602.06	1,945,358.70

Cost Allocation by Project and Funding Source

FY25 Funding & Budget										
	% of Staff Effort	80% Federal Funds			20% State & Local Match					UPWP Project Task Budget
		FHWA	FTA	Total Federal	DeIDOT FHWA	DeIDOT FTA	Local Cash Contribution FHWA	Local Cash Contribution FTA	Total Match	
		65%	15%		16.25%	3.75%	81.25%	18.75%		
25-01 Program Support & Administration	7.00%	\$ 62,442.38	\$ 26,058.24	\$ 88,500.61	\$ 17,978.30	\$ 4,148.84			\$ 22,127.14	\$ 110,627.75
25-02 Unified Planning Work Program (UPWP)	4.00%	\$ 41,093.26	\$ 9,483.06	\$ 50,576.32	\$ 10,273.32	\$ 2,370.77			\$ 12,644.08	\$ 63,220.40
25-03 Public Outreach & Education	9.00%	\$ 92,459.84	\$ 21,336.89	\$ 113,796.72	\$ 23,114.96	\$ 5,334.22			\$ 28,449.18	\$ 142,245.90
25-04 Transportation Improvement Program (TIP)	3.00%	\$ 30,819.95	\$ 7,112.30	\$ 37,932.24	\$ 7,704.99	\$ 1,778.07			\$ 9,483.06	\$ 47,415.30
25-05 Data Collection, Management & Distribution	4.00%	\$ 41,093.26	\$ 9,483.06	\$ 50,576.32	\$ 10,273.32	\$ 2,370.77			\$ 12,644.08	\$ 63,220.40
25-06 Planning Compliance & Technical Assistance	3.00%	\$ 30,819.95	\$ 7,112.30	\$ 37,932.24	\$ 7,704.99	\$ 1,778.07			\$ 9,483.06	\$ 47,415.30
25-07 Air Quality Analysis, Coordination & Outreach	3.00%	\$ 30,819.95	\$ 7,112.30	\$ 37,932.24	\$ 7,704.99	\$ 1,778.07			\$ 9,483.06	\$ 47,415.30
25-08 Metropolitan Transportation Plan (MTP)	8.00%	\$ 82,186.52	\$ 18,966.12	\$ 101,152.64	\$ 20,546.63	\$ 4,741.53			\$ 25,288.16	\$ 126,440.80
25-09 Support 3C Planning Process, Regional Project Implementation	5.00%	\$ 51,366.58	\$ 11,853.83	\$ 63,220.40	\$ 12,841.64	\$ 2,963.46			\$ 15,805.10	\$ 79,025.50
25-10 Transportation Planning Studies & Projects	49.00%	\$ 503,392.44	\$ 116,167.49	\$ 619,559.92	\$ 100,863.73	\$ 23,276.25	\$ 24,984.38	\$ 5,765.63	\$ 154,889.98	\$ 774,449.90
25-11 Continuing Projects	5.00%	\$ 51,366.58	\$ 11,853.83	\$ 63,220.40	\$ 12,841.64	\$ 2,963.46			\$ 15,805.10	\$ 79,025.50
Total FY25 Apportionment	100.00%	\$1,017,860.67	\$ 246,539.38	\$ 1,264,400.05	\$ 231,848.50	\$ 53,503.50	\$ 24,984.38	\$ 5,765.63	\$ 316,102.00	\$ 1,580,510.00
					DeIDOT	\$ 285,352.00	Local Match	\$ 30,750.00		
25-10 Transportation Planning includes 2.5% Complete Streets set-aside										

FY2025 UPWP Operating Expenses

FY25 Operating Expense	FY22	FY23	FY24	FY25
Percent budget allocation per task				
Employee Compensation				
457 Retirement - Employer Contribution	17,537.56	19,773	22,682	18,141
Dental Insurance	2,394.00	2,988	3,408	2,472
Educational Assistance	4,500.00	15,000	15,000	15,000
Health Insurance	65,588.00	56,784	58,000	43,440
Hiring & Moving Expenses	1,000.00	200	200	200
Insurance - AFLAC	3,744.00	3,744	3,744	2,736
Insurance - L/T Disability	2,046.00	2,046	2,046	2,621
Insurance - Life, AD&D	4,766.00	4,766	4,766	5,104
Insurance - S/T Disability	2,040.00	2,040	2,040	2,582
Medicare Tax	4,278.86	4,559	5,220	5,351
Mileage Reimbursement	1,000.00	1,000	1,000	2,000
Salaries and Wages	295,093.74	314,427	359,992	369,002
Social Security Tax	18,295.81	19,494	22,320	22,878
Vision Insurance	581.00	802	876	684
Sub Total Employee Compensation	422,864.97	447,623	501,294	492,211
Equipment				
Computer - Hardware	7,000.00	10,000	10,000	60,000
Computer - Software	2,600.00	2,600	3,000	3,000
Equipment Lease - Copier	3,000.00	2,200	2,200	2,100
Equipment Lease - Postage Machine			264	264
Furnishings	1,500.00	1,500	1,500	1,500
Sub Total Equipment	14,100.00	16,300	16,964	66,864
Materials and Supplies				
Office Supplies - General	5,005.40	4,000	4,000	4,000
Postage	700.00	750	400	400
Printing	1,500.00	1,000	1,000	750
Sub Total Materials and Supplies	7,205.40	5,750	5,400	5,150
Professional Development				
Conferences, Meetings & Training	2,500.00	5,000	6,000	6,000
Dues	1,500.00	1,750	5,000	5,500
Subscriptions	1,800.00	2,000	1,000	500
Travel	2,000.00	3,000	3,000	4,000
Sub Total Professional Development	7,800.00	11,750	15,000	16,000
Professional Services				
ADP Fees (previously Accounting)	6,500.00	-	1,700	1,700
Auditing Services	22,550.00	18,000	15,000	15,000
Bank Fees	200.00	200	200	200
IT Services	2,300.00	4,800	5,500	55,000
Planning/Engineering Consultants	305,700.00	591,115	335,355	874,600
Registered Agent/Corporation Fees	200.00	200	300	300
Sub Total Professional Services	337,450.00	614,315	358,055	946,800
Public Outreach				
Exhibition Fees	1,200.00	500	500	500
Advertising	9,000.00	1,250	3,000	3,000
MPO Committee Meetings	500.00	500	1,000	2,000
PAC Workshop	750.00	750	740	500
Public Workshops	1,400.00	1,400	1,400	1,400
Recruitment	800.00	200	200	200
Sub Total Public Outreach	13,650.00	4,600	6,840	7,600
Rent, Utilities and Insurance				
Cleaning Service	1,300.00	1,820	1,820	3,380
Electric Service	2,160.00	2,400	3,380	2,400
Insurance - Liability	600.00	1,000	1,000	1,500
Insurance - Unemployment	8,251.69	8,180	9,000	9,162
Insurance - Workers Compensation	2,032.63	1,742	1,000	2,323
Internet	2,500.00	2,100	2,200	2,640
Rent	22,320.00	22,320	22,320	22,320
Telephone	2,610.00	2,160	2,160	2,160
Sub Total Rent, Utilities and Insurance	41,774.31	41,722	42,880	45,885
Total	844,844.68	1,142,060	946,433	1,580,510

FY25 UPWP PROJECT TASKS

Project 25-01 Program Support & Administration

This task contains activities required to manage the transportation planning process and work products on a continual basis.

25-01.01 General Administration

All office management functions including purchasing supplies, office equipment and computer equipment, maintaining equipment and facilities, and developing the most cost-effective and efficient methods of providing the necessary support for staff, members agencies and the public.

25-01.02 Financial and Personnel Administration

All financial and accounting functions including preparation of monthly financial reports and monthly billings. This task also provides for annual audits, annual budget development and monitoring, and coordination with state and federal fund administrators. All personnel functions including recruiting, hiring and retention of personnel, maintaining personnel records, coordinating employee evaluations, administering employee benefits, and performing payroll functions including preparation of all tax returns, W-2s and 1099s.

25-01.03 Support for Council and Committees

Technical support to the MPO Council, PAC and TAC so they can make informed decisions. Staff effort ensures the Council and committees function effectively, that materials and information are developed on a timely basis to support decisions, and that public meetings are held regularly. This task includes time and expenses for staff preparation and attendance at all Council and committee meetings including development of materials.

OUTCOME AND FINAL PRODUCT: Efficient operation of Dover Kent MPO, accurate financial and budget information, efficient personnel administration, well-staffed Council and committees provided with all necessary information to perform their functions, effective staff communications, and knowledgeable and well-trained staff.

TASK TYPE: Recurring

SCHEDULE: FY2025

PUBLIC PARTICIPATION: Council and committee meetings are open to the public and databases are maintained to ensure as many people as possible are kept informed of activities. Financial reports are made available to the public at Council and committee meetings or by request.

BENEFIT: Optimal utilization of planning funds by ensuring that Dover Kent MPO is run efficiently, cost effectively and within budget, with well-trained and educated staff, and informed committees.

RESPONSIBLE AGENCIES: Dover Kent MPO staff and member governments – DelDOT, DTC, City of Dover, Kent County, DNREC, Delaware Division of Small Business, Office of State Planning, City of Milford, Town of Smyrna, Town of Camden, City of Harrington.

STAFF SUPPORT: Marilyn J. Smith, Executive Director
Michelle Vinson, Executive Assistant
Michael Petit de Mange, Principal Planner
Mike Ward, GIS Planner
Malcolm Jacob, Transportation Planner
Helen Wiles, Outreach Manager

Project 25-02 Unified Planning Work Program (UPWP)

This task contains activities required to prepare and administer the annual UPWP.

25-02.01 Prepare FY26 UPWP

Work with member governments to develop the next Unified Planning Work Program which describes the transportation-related planning activities anticipated in the Dover metropolitan area during the next one- to two-year period, including all planning work to be performed regardless of funding source or the agencies conducting the activities, which meets the requirements of 23 CFR Part 420, sub-part A. The UPWP also indicates the outcome and deliverables that will be produced, the schedule for completing the work, anticipated public participation, task benefits and who will perform the work.

25-02.02 FY25 UPWP Implementation

Administration of the UPWP throughout the fiscal year including distribution of the document, preparation of funding agreements, contract administration, preparation of proposed amendments, and updating the documents as required.

OUTCOME AND FINAL PRODUCT: The FY25 Unified Planning Work Program will contain documentation of all transportation planning activities in the Dover Kent MPO region.

TASK TYPE: Recurring

SCHEDULE: FY2025

PUBLIC PARTICIPATION: The public is invited to attend all PAC, TAC and Council meetings during the development of the UPWP. The final draft will be available for public review from April through final adoption by the Council in May. The public review period will be advertised in local newspapers and via social media.

BENEFIT: A document that guides planning activities in the Dover/Kent County region.

RESPONSIBLE AGENCIES: Dover Kent MPO staff and member governments – DelDOT, DTC, City of Dover, Kent County, DNREC, Delaware Division of Small Business, Office of State Planning, City of Milford, Town of Smyrna, Town of Camden, City of Harrington.

STAFF SUPPORT: Marilyn J. Smith, Executive Director
Michelle Vinson, Executive Assistant
Michael Petit de Mange, Principal Planner
Mike Ward, GIS Planner
Malcolm Jacob, Transportation Planner
Helen Wiles, Outreach Manager

Project 25-03 Public Outreach & Education

This task provides public education and participation in transportation planning decision in the Dover/Kent County region. Federal and State transportation planning laws and regulation require public involvement in the process. These requirements reflect the fact that transportation decisions are more likely to be effective, add value to surrounding communities, and be implemented in a timely manner when the public is involved in the process.

This task provides for staff time for general public involvement in the transportation planning process. In addition to the specific sub-tasks described, this task also provides for staff time to make presentations and brief interested groups and elected officials, participate in public meetings and workshops, and general staff liaison and coordination work with other agencies and groups.

25-03.01 Public Meetings & General Outreach

Identify organizations and individuals representing a broad spectrum of community interests and encourage their participation in the transportation planning process, as detailed in the approved MPO Public Participation Plan.

25-03.02 Development of Public Information Materials - Newsletter & E-news, Multimedia & Video Presentations, Website & Social Media

Material will be developed to promote general MPO efforts as well as to support individual tasks and projects, including updating of the Public Participation Plan. Supplemental materials may also be developed to provide more detailed information

regarding specific topics. Transportation planning information will be conveyed in language and context that is easily understandable to the lay citizen. Real examples and success stories will be used to demonstrate how public ideas have influenced planning outcomes.

A monthly electronic newsletter that includes current meeting information and brief stories of interest will be distributed to the current listserv. Effort will be made to include examples where the public has impacted the transportation planning process and outcomes. Various presentations and videos will be developed to educate the public and other stakeholders on the importance of their involvement in the transportation planning process.

Maintain, update and continue to improve the MPO webpage, which provides meeting information and materials, plans and studies, access to the UPWP, TIP, MTP, PPP and other planning documents, as well as planning data and maps. MPO will maintain an active presence on various social media platforms.

25-03.03 Annual PAC Training

Organization and conduct a workshop to provide orientation for new PAC members, engage all PAC members in discussing their roles in the transportation planning process and creating ideas for outreach activities. Outreach Manager will serve as MPO liaison to the PAC.

25-03.04 Public Feedback Analysis

Track opinions of residents over time, to identify trends and provide direction for most effective methods to improve the transportation system; how land use, growth and development should be controlled; and the most favored public outreach methods. Results are then used in conjunction with other outreach efforts, to set policies for future planning efforts.

25-03-05 STIC – MPO Virtual Experience

Create a virtual reality (VR) experience to enhance public outreach efforts. The VR experience aims to educate the public about transportation safety, transportation planning as a career choice, and promote the organization's work. The MPO will also use it to gather information for the MTP and help increase awareness of the MPO.

OUTCOME AND FINAL PRODUCT: A process and products that educate the public on transportation plans and processes in the region and encourages citizen initiative, engagements, involvement and comment. Educational programs and events designed to educate citizens on transportation planning and programming and opportunities for participation.

TASK TYPE: Recurring

SCHEDULE: FY2025

PUBLIC PARTICIPATION: The public is invited to attend all PAC, TAC and Council meetings during the development of the work products described above. Individual public meetings and workshops will be advertised in local newspapers and will be publicized through press releases and social media. Events will be published in the monthly MPO newsletter.

BENEFIT: A better-informed and engaged public who will be more equipped to make intelligent and responsible transportation decisions, and a transportation system that better serves the needs of the public.

STAFF SUPPORT: Helen Wiles, Outreach Manager
Marilyn J. Smith, Executive Director
Michael Petit de Mange, Principal Planner
Malcolm Jacob, Transportation Planner
Michelle Vinson, Executive Assistant
Mike Ward, GIS Planner

Project 25-04 Transportation Improvement Program (TIP)

This task is required, under 49 U.S.C. 5303(j), that Dover Kent MPO develop a Transportation Improvement Program (TIP) - a list of upcoming transportation projects - covering a period of at least four years. The TIP must be developed in cooperation with the state and public transit providers and align with the Metropolitan Transportation Plan (MTP). The Dover Kent MPO TIP includes capital and non-capital surface transportation projects, bicycle and pedestrian facilities and other transportation enhancements, projects, and safety projects included in the State's Strategic Highway Safety Plan. The TIP also includes all regionally significant projects receiving FHWA or FTA funds, or for which FHWA or FTA approval is required, in addition to non-federally funded projects that are consistent with the Metropolitan Transportation Plan (MTP). Furthermore, the TIP must be fiscally constrained.

Additionally, in accordance with 23 CFR 450.316, Dover Kent MPO is required to engage in a metropolitan planning process that creates opportunities for public involvement, participation, and consultation throughout the development of the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP). Under this requirement, MPOs must allow for:

- adequate public notice of public participation activities;
- review and comment at key decision points in the development of the MTP and TIP; and
- multiple, accessible participation formats, including electronic and in-person.

The Dover Kent MPO will conduct a collaborative and comprehensive Public Participation Plan to be used in the development of the MTP and TIP, as well as to frame the strategies for public and stakeholder communication and collaboration in all phases of the planning process.

OUTCOME AND FINAL PRODUCT: Implementation of projects in the MTP via the TIP. A TIP that is consistent with the 2045 MTP/2050 MTP and reflects the transportation needs of the Dover Kent MPO region.

TASK TYPE: Recurring

SCHEDULE: FY2025

PUBLIC PARTICIPATION: Dover Kent MPO will hold at least two public meetings at different stages of the TIP development: (1) to present a candidate list of new projects, and (2) to present a final draft TIP. MPO will also advise a 30-day public notice for the draft TIP and air quality conformity analysis.

BENEFIT: A document that provides the program for implementation of the MTP.

STAFF SUPPORT: Michael Petit de Mange, Principal Planner
Malcolm Jacob, Transportation Planner
Helen Wiles, Outreach Manager
Marilyn J. Smith, Executive Director
Michelle Vinson, Executive Assistant
Mike Ward, GIS Planner

Project 25-05 Data Collection, Management & Distribution

This task provides for the development, research and analysis of data that assist member agencies and the public with understanding the demographic, economic and transportation planning issues confronting the Dover Kent MPO region. This task will allow for effective presentation of maps and displays as well as result informed decision-making.

25-05.01 Operate & Maintain GIS

Maintain and update the Dover Kent MPO GIS by improving communication and data sharing with other agencies and adding new data as it becomes available from other reliable sources. Mapping of spatially related data will allow creation of mapping products that will be much easier to explain and comprehend.

25-05.02 Data Collection, Acquisition, Analysis, Updating, Management

Identify sources of data and the process for accessing that data. Partner with organizations to build data sets and collect data. Participate in regional, statewide and national committees and organizations pertinent to operating and maintaining a robust GIS system. Integrate visualization techniques into GIS. Create maps and displays for

Dover Kent MPO meetings and projects as requested. Refine/maintain a database that identifies locations or minority, low income and other under-served populations that may be adversely impacted by the construction or lack of transportation improvement projects.

25-05.03 Data Distribution & Local Planning Support

Provide technical data to local municipalities, partners and other entities. Support planning exercises for local municipalities and civic groups through the provision of specialized planning information and data products. Accommodate individual requests from the public as appropriate, providing data in a variety of formats.

OUTCOME AND FINAL PRODUCT: A process and products that include findings resulting from the project and an evaluation of project results, data limitations, problems and methods needed to resolve. Comprehensive GIS database containing maps and spreadsheets to be made available as requested.

TASK TYPE: Recurring

SCHEDULE: FY2025

PUBLIC PARTICIPATION: The public is invited to attend all PAC, TAC and Council meetings during the development of the work products described above. Individual public meetings and workshops will be advertised in local newspapers and will be publicized through press releases and social media. Events will be published in the monthly MPO newsletter.

BENEFIT: Knowledgeable partners, stakeholders and residents better able to contribute to the planning process, and increased use of sophisticated data in the planning process.

STAFF SUPPORT: Mike Ward, GIS Planner
Michael Petit de Mange, Principal Planner
Malcolm Jacob, Transportation Planner
Marilyn J. Smith, Executive Director
Helen Wiles, Outreach Manager
Michelle Vinson, Executive Assistant

Project 25-06 Training, Planning Compliance & Technical Assistance

This task provides for the development, research and analysis of data that assist partners, stakeholders and the public with understanding meeting the transportation needs of traditionally underserved and/or disadvantaged population. This task will allow for effective presentation of information as well as result informed decision-making.

25-06.01 Staff Training

Ongoing attendance at meetings and conferences, seminars and training sessions, including routine staff meetings. Employee training needs are also identified, and appropriate classes and/or training programs are made available to employees to enhance their skills.

25-06.02 Title VI and Transportation Justice, Justice40 Analysis and Outreach Measures will be continually developed to better assess the mobility and public participation constraints of the region's low income and minority communities, in step with the MPO's obligations under the federal Environmental Justice initiative, Title VI mandate and other directives and initiatives. Staff will seek to understand mobility challenges of populations constrained by the transportation system.

Measures will be continually developed to deliver 40 percent of the overall benefits of federal climate, clean energy, affordable and sustainable housing, clean water, and other investments to disadvantaged communities that have been historically marginalized, underserved, and overburdened by pollution.

When working with traditionally underserved, underrepresented and/or disadvantaged communities, additional outreach measures will be employed. Communities of particular concern include ethnic and racial minorities, low income, those with disabilities, female-headed households with children, and those with limited English proficiency. When working in these communities, additional strategies may include investing in relationship building, encouraging local leadership in studies, acknowledging any past harm done by transportation and land use planning, striving for equitable participation, and aiming for community empowerment.

25-06.03 Performance Measure Development & Implementation

Establish performance measures for UPWP tasks. As part of the federal-aid highway program, provide a means to the most efficient investment of federal transportation funds by focusing on national transportation goals, increasing accountability and transparency, and improving project decision-making. Ensure Dover Kent MPO-adopted targets are included in transportation plans and projects.

25-06.04 Toward Zero Deaths

The Strategic Communication Plan for the National Strategy on Highway Safety provides a detailed framework for implementing the national Toward Zero Deaths (TZD) strategy at the national, state, and local level. The plan identifies target audiences (potential partners) and key messages (global talking points) that can be used to educate these potential partners about the impact of traffic crashes and the critical importance of zero-fatalities. Dover Kent MPO will work with partners, educate the public on road safety, and use the tools supplied by the National Highway Safety and Federal Highways Administration to assist with our state and local partners on this Federal initiative.

OUTCOME AND FINAL PRODUCT: Track trends of key indicators of how the transportation system is performing to improve the ability to address short- and long-term decisions based on system performance. Provide support for decisions about transportation budgeting and appropriations, provide triggers for in-depth examination of performance problems and possible corrections. Focus on identifying and using the most credible performance measures that are reliable, relevant, regionally applicable and easy to understand for a wide audience.

TASK TYPE: Recurring

SCHEDULE: FY2025

PUBLIC PARTICIPATION: The public is invited to attend all PAC, TAC and Council meetings during the development of the work products described above. Individual public meetings and workshops will be advertised in local newspapers and will be publicized through press releases and social media. Events will be published in the monthly MPO newsletter.

BENEFIT: Knowledgeable partners, stakeholders and residents better able to contribute to the planning process, and increased use of sophisticated data in the planning process.

STAFF SUPPORT: Michael Petit de Mange, Principal Planner
Helen Wiles, Outreach Manager
Mike Ward, GIS Planner
Malcolm Jacob, Transportation Planner
Marilyn J. Smith, Executive Director
Michelle Vinson, Executive Assistant

Project 25-07 Air Quality Analysis, Coordination & Outreach

This task involves coordination with DeIDOT, DNREC, WILMAPCO, and others as appropriate, on technical issues related to air quality conformity determinations. Coordination issues include but are not limited to:

- Reviewing TIP, CPT and major amendments to TIP and CPT for adherence to federal guidelines and for conformity determination triggers;
- Reviewing any federal regulations or guidance for applicability to the Dover Kent MPO region;
- Developing and/or reviewing any public outreach activities or materials related to air quality;
- Participating in WILMAPCO Air Quality Subcommittee, and other regional air quality committees as appropriate;

- Participating in the development and implementation of the statewide EV Infrastructure Plan, statewide carbon reduction plan, DNREC Climate Action Plan, and other similar efforts as required.

OUTCOME AND FINAL PRODUCT: Coordination on air quality issues, federal guidance and regulations, and public outreach activities. Consultation with local or regional offices of EPA, FHWA and FTA as needed.

TASK TYPE: Recurring

SCHEDULE: FY2025

PUBLIC PARTICIPATION: The public is invited to attend all PAC, TAC and Council meetings during the development of the work products described above. Individual public meetings and workshops will be advertised in local newspapers and will be publicized through press releases and social media. Events will be published in the monthly MPO newsletter.

BENEFIT: Coordination on air quality issues and transportation planning documents that conform to federal clean air standards.

STAFF SUPPORT: Michael Petit de Mange, Principal Planner
Mike Ward, GIS Planner
Malcolm Jacob, Transportation Planner
Helen Wiles, Outreach Manager
Marilyn J. Smith, Executive Director
Michelle Vinson, Executive Assistant

Project 25-08 Metropolitan Transportation Plan (MTP)

The Metropolitan Transportation Plan (MTP) provides a guide for how the region's transportation system should evolve over a 20-year period. It describes how all of the region's plans fit together to ensure managed growth in the region. The latest update of the MTP "Innovation 2045," was approved by the Dover Kent MPO Council in January 2021. This plan, in consultation with DelDOT, 20 local municipalities and Kent County, reflects the region's proposed transportation priorities over the next 20+ years.

This task provides for continuous monitoring for the MTP as well as developing projects for the next MTP. Should a new project be proposed that is not in the current MTP, the document would need to be amended to include the proposed projects to ensure federal funds can be expended on that particular project. This task covers any potential amendments to the current MTP, as may be required. This task also provides for preliminary planning and data gathering for the next MTP, which will need to be completed by January 2025.

OUTCOME AND FINAL PRODUCT: The MTP will contain documentation of all transportation planning activities in the Dover Kent MPO region for a 20+ year period.

TASK TYPE: Recurring

SCHEDULE: FY2025

PUBLIC PARTICIPATION: The public is invited to attend all PAC, TAC and Council meeting when amendments to the MTP are presented. The public review period will be advertised in local newspapers and via social media.

BENEFIT: A document that guides planning activities in the Dover/Kent County region for a 20+ year period.

STAFF SUPPORT: Michael Petit de Mange, Principal Planner
Malcolm Jacob, Transportation Planner
Helen Wiles, Outreach Manager
Mike Ward, GIS Planner
Marilyn J. Smith, Executive Director
Michelle Vinson, Executive Assistant

Project 25-09 Support 3C Planning Process, Regional Project Implementation

This task provides for promotion and coordination of government and agency planning and programming activities, public involvement, and addresses issues that are important to the efficient operation of the transportation system in the region. Dover Kent MPO can serve as a facilitator for forums and discussion, policy development, and coordination on key issues that might not otherwise occur. This includes participation in local events, conducting seminars and workshops that educate target audiences on design, development and technological advance furthering the MPO mission and goals. Regular coordination promotes awareness and education on regional transportation system and growth issues, and encourages the development of sound policies and solutions that are required to address significant regional issues.

Dover Kent MPO can provide partner communities, elected officials, management teams, decision-makers, etc., training on planning techniques that influence transportation systems and participation in the MPO. Staff will work to facilitate sharing information with community agencies and groups, including legislative briefings for elected officials.

25-09.01 Inter-Regional Coordination

Coordination of transportation and land use planning activities by working with state and local governments and community groups within Kent County as well as outside Kent County, including but not limited to partnerships with WILMAPCO, Salisbury/Wicomico

MPO, UD IPA, Freight Working Group. Participate in committees and activities as appropriate.

25-09.02 Coordination with Kent County

Assist and support Kent County Levy Court and its departments with transportation and land use planning activities. Participate in committees and activities as appropriate.

25-09.03 Coordination with municipalities

Assist and support municipalities in Kent County with transportation and land use planning activities. Participate in committees and activities as appropriate.

25-09.04 Coordination with State agencies

Assist and support DelDOT, DTC, and other Delaware state agencies with transportation and land use planning activities. Participate in committees and activities as appropriate.

25-09.05 Coordination with other agencies, including federal

Assist and support nonprofit agencies, federal agencies, DAFB, and others with transportation and land use planning activities. Participate in committees and activities as appropriate.

OUTCOME AND FINAL PRODUCT: Support, collaboration and cooperation to facilitate a variety of ongoing efforts important to the transportation system in the region.

TASK TYPE: Recurring

SCHEDULE: FY2025

PUBLIC PARTICIPATION: The public is invited to attend all PAC, TAC and Council meetings, as well as project specific working groups.

BENEFIT: Coordinated transportation and land use plans and activities, linking these activities to quality of life, strong communities and improved intergovernmental relations.

STAFF SUPPORT: Marilyn J. Smith, Executive Director
Michelle Vinson, Executive Assistant
Michael Petit de Mange, Principal Planner
Mike Ward, GIS Planner
Malcolm Jacob, Transportation Planner
Helen Wiles, Outreach Manager

Annually, Dover Kent MPO will undertake transportation planning studies as funding is available and as requested by state agencies, municipalities and stakeholders. Approximately \$1,945,358 is available for FY25 UPWP projects, if required.

Transportation studies and project suggestions were solicited in December 2023 and received in January 2024. Dover Kent MPO received eleven requests. The list was reviewed by Dover Kent MPO staff and prioritized using the “Decision Lens” prioritization method. All projects must support the most recent Dover Kent MPO MTP. Regarding scope of work and estimated cost, bids were sought from consultants through an openly advertised process.

25-10.01 Cheswold RR Crossing Upgrade (Main & Commerce Streets)

This study examines the railroad crossing at Main Street (DE 42) and Commerce (Cheswold). This study should outline specific suggestions and recommendations to upgrade the railroad crossing, to provide safe vehicle and pedestrian crossing that is compliant with the federal Americans with Disabilities Act requirements (ADA).

25-10.02 Wheatley’s Pond Road & School Lane Intersections Improvements

This study examines the Wheatley’s Pond Road corridor between Huntington Drive and Baynard Farm Lane, with specific focus on the intersections at School Lane, So. Bassett Street, and So. Rodney Street. This study should outline specific suggestions and recommendations to improve the intersections and surrounding network, to provide safe vehicle and pedestrian movement.

25-10.03 Dover Corridor Improvements – SR 9 / SR 1

Examine potential for connectivity to SR 9 south of Dover around borrow pit area to remove truck traffic from merging onto Rt. 1. Explore feasibility of the shoulder in that area being reconstructed and widened slightly to provide a separate lane that goes all the way from the borrow pit to the GSI at SR 9. Coordinate with DAFB Compatible Use Study and Corridor Capacity Preservation Program.

25-10.04 Little Creek Sidewalk & Crosswalk Improvement

The Town of Little Creek is interested in studying the viability of new pedestrian amenities and traffic calming options along Main Street (Rt. 9). This would encourage and allow pedestrians and bicyclists to safely navigate a busy route. Consideration will be given to flooding and other environmental concerns.

25-10.05 Downtown Dover Pathways, Expanded Modes/Amenities & Loockerman Streetscape

Identify means to better connect major activity centers – Delaware State University campus, DAFB, Bayhealth, the new Family Count building at South Governors Avenue and Water Street, and downtown Dover – by active transportation modes including walking, bicycling, scootering or other micro-mobility options. These connections will build upon the Capital City Trail, Senator Bikeway, and other recent investments in

walking and bicycling in downtown Dover. The master plan identified changes to calm traffic and better activate Loockerman Street as a high priority. Accordingly, DDP asked the MPO to undertake a study to determine an appropriate design for Loockerman Street, completing this task in time to inform a utility project that is currently under design.

25-10.06 South Central Kent County Circulation & Sufficiency

Evaluation of study area roadways to identify short (1-5 years) and medium (6 – 10 years) recommendations for circulation improvements. Study area is bounded roughly by SR 10 to the north, SR 1 to the east, SR 14 to the south, and US 13 to the west. The purpose of the study is to evaluate both state-numbered routes and three-digit, “county-numbered routes” in the study area according to predetermined criteria. The goal of the study is to assess potential needs for multimodal improvements in an important portion of the designated Kent County growth area.

25-10.07 Camden Sidewalk Gaps

Construction of sidewalks is required when properties are developed or redeveloped but significant sections of the sidewalk system are either missing or in poor condition. Gaps need to be identified for prioritization through the State’s sidewalk safety improvement program.

25-10.08 East/West Freight Routes Phase 2

Identify specific recommendations as to how best to improve the east/west freight routes in Kent County. Specifically consider widening of roads, increased speed limits, signage, truck lanes, elimination of traffic lights, bypasses, new roadway designs, capacity improvements and other suggestions and recommendations that will enhance Kent County’s travel infrastructure along the east/west freight routes.

25-10.09 Dover Municipal Freight Plan

Freight planning is an important and ongoing component of Delaware’s transportation planning processes as it impacts the economy, safety, congestion, air quality, and quality of life. Dover Kent MPO will utilize the 2022 Delaware State Freight Plan, in collaboration with DelDOT and consultant WRA, to develop a municipal freight plans for Dover.

25-10.10 Statewide Rail Plan Update

Delaware’s Statewide Rail Plan provides a basis for federal and state rail investment within Delaware. The Statewide Rail Plan sets forth Delaware’s freight and passenger rail transportation policy, including commuter rail. The plan was last updated in 2011. Dover Kent MPO will collaborate with DelDOT Planning, DTC and other stakeholders to update the plan.

25-10.11 Clayton to Marydel Rails-to-Trails Feasibility
Examine the out-of-service railroad corridor for potential rail-to-trail conversion. Inventory existing conditions, alignment and segment analysis. Establish purpose and need for trail conversion.

25-10.12 DAFB Compatible Use Study Implementation
Prioritize recommendations from the DAFB Compatible Use plan, plan meetings, coordinate with state and local agencies to implement those recommendations, community outreach regarding implementation, and form a monitoring committee to guide and monitor the implementation.

25-10.13 Kent County Corridor Studies
Characterize and evaluate existing and future conditions along major corridors used by vehicles, transit, bicycles and pedestrians. Develop a preferred future condition and make recommendations for interim fixes for transitioning corridors as they change.

25-10.14 On-Call Consultant Planning Support Services
Acquire consultant services for data collection, data analysis, development and evaluation of recommendations, to support MPO staff and UPWP programs, as needed. For illustrative purposes these analyses could include as needed services related (but not limited) to:

- Trends in historical and projected VMT on various roadways in Kent County, with focus on roads within the Growth Area, or other state routes.
- Support for MPO staff related to federal “performance management” requirements for MPO and state DOT long range plans and capital programs.
- Support for MPO staff related to integrating recent federal and state resiliency and sustainability initiatives into MPO plans and programs. This could also involve support for the MPO staff related to carbon reduction, sea-level rise, CMAQ, and other similar programs.
- Rail system planning to support, enhance, and expand utilization of the Delmarva Secondary as a primary freight infrastructure asset within Kent County.

25-10.15 On-Call Consultant Support Services for MTP Implementation
Acquire consultant services for additional and/or ongoing data collection, data purchases, data analysis, development and evaluation of recommendations, to support the MPO staff on an annual basis as it applies, integrates, and carries forward various recommendations in the long-range plan. For illustrative purposes these analyses could include as needed services related (but not limited) to:

- Data acquisition and analysis to understand and document correlations among income, income trends, and various accessibility measures, within and among Kent County communities.

- Data and analysis to support MTP planning initiatives for economic development, enhanced freight systems for existing and expanding employers, and assessment of municipal freight issues.

25-10.16 Other Planning Studies

The MPO may undertake additional transportation planning studies as funding is available and as requested by state agencies and member municipalities throughout the year. UPWP amendments may be required to accommodate the additional planning studies, depending on the scope of the project and the need for professional services.

OUTCOME AND FINAL PRODUCT: Recommendations for implementation, possible TIP and MTP amendments, next steps, etc.

TASK TYPE: Non-Recurring

SCHEDULE: FY2025

PUBLIC PARTICIPATION: The study process requires extensive public involvement. The role of individual members of the public, particularly those most affected by study recommendations, cannot be overstated. Steering committees and working groups will be organized for each study. The public is invited to attend all PAC, TAC and Council meetings where studies will be presented.

BENEFIT: Coordinated transportation and land use plans for communities in the region. In particular, these studies and projects will link land use and transportation, and seek to improve quality of life, inform decisions and impact the regional transportation system.

STAFF SUPPORT: Michael Petit de Mange, Principal Planner
Malcolm Jacob, Transportation Planner
Mike Ward, GIS Planner
Helen Wiles, Outreach Manager
Marilyn J. Smith, Executive Director
Michelle Vinson, Executive Assistant

Project 25-11 Continuing Projects

This task involves the completion of projects and studies that may not have been completed during the previous fiscal year, projects that are ongoing in nature from one UPWP to the next.

25-11.01 Cheswold Pedestrian Safety and Connectivity

The Town of Cheswold is interested in studying the viability of new pedestrian amenities along US13. This would encourage and allow pedestrians and bicyclists to safely reach

destinations on either the eastern side of the busy road (such as the Walmart Supercenter), or the western side, and it would facilitate movement from north to south.

25-11.02 N. Rehoboth Blvd./N. Walnut Street Corridor

The City of Milford is seeking a corridor/concept plan that would add a shared use path along at least one side of Rehoboth Boulevard from the Mispillion River to 10th Street, then on N. Walnut Street to the Milford School District entrance/Buccaneer Boulevard and sidewalk on the other, improve the NE Front Street intersection with bike/ped improvements for north-south and east-west movements consistent with the City's Bicycle Master Plan, work to consolidate and/or reduce the size of existing commercial/industrial entrances on multiple properties.

25-11.03 Expanded Rail Corridor Land Use

The State of Delaware is interested in compiling a technical identification of available land adjacent to rail corridors which could be designated and preserved for industrial use. This information would be intended to show the importance of local government comprehensive plans and how these documents can support state and regional rail freight plan goals and objectives, promote better coordination between local and state government, and rail operators' land use decisions, and attract freight related manufacturing/employment centers to Central and Southern Delaware. This study will be an expansion of a study prepared by Dover Kent MPO in 2022, which provided a similar analysis focused exclusively on the rail corridor in Kent County.

25-11.04 Bike/Ped Project Candidate Preparation for DelDOT Pool Submission
Research, mapping, project narrative and justification.

25-11.05 School District Walk Zone Analysis

Identify critical sidewalk gaps and other hazardous conditions that hinder safety for students walking to and from schools in Kent County. Pinpoint the locations within each school walk zone with the greatest need of improvement.

25-11.06 Safe Street for All (SS4A)

Develop a Comprehensive Safety Action Plan for Kent County. The plan will include well-defined strategies to prevent roadway fatalities and serious injuries in Kent County communities. The Safety Action Plan will include the eight required components, along with tools to strengthen Kent County municipalities' collective approach to roadway safety, and injury prevention, having a positive impact towards the goal of zero roadway fatalities in Kent County and the State of Delaware.

25-11.07 Project Close-out

Presentations, editing and finalizing reports and other documentation, report distribution, financial reconciliation, etc., for projects and studies that may have been completed in the prior fiscal year.

OUTCOME AND FINAL PRODUCT: Recommendations for implementation, possible TIP and MTP amendments, next steps, etc.

TASK TYPE: Non-Recurring

SCHEDULE: FY2025

PUBLIC PARTICIPATION: The study process requires extensive public involvement. The role of individual members of the public, particularly those most affected by study recommendations, cannot be understated. Steering committees and working groups will be organized for each study. The public is invited to attend all PAC, TAC and Council meetings where studies will be presented.

BENEFIT: Coordinated transportation and land use plans for communities in the region. In particular, these studies and projects will link land use and transportation, and seek to improve quality of life, inform decisions and impact the regional transportation system.

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Dover Kent MPO FY25 Transportation Planning Projects

Project Name	MPO Partner	Study Cost Estimate	Decision Lens Score	Contractor	Notes	Local Match (10%)
Downtown Dover Pathways, Expanded Modes/Amenities & Lookerman Streetscape	Downtown Dover Partnership	\$65,000	0.69	Kittelson	8/1/24 anticipated completion	\$6,500
Expanded Rail Land Use Corridor	DelDOT	\$10,000	n/a	in-house	12/31/24 anticipated completion	n/a
East/West Freight Routes Phase 2	KEP	\$62,600	0.47	Century	2/1/25 anticipated completion	pd in FY24
Dover Municipal Freight Plan	DelDOT	\$7,000	n/a	hybrid w/WRA	support outreach & coordinate with municipality	n/a
Statewide Rail Plan Update	DelDOT	\$10,000	n/a	hybrid w/Wallace Montgomery	support outreach & coordinate with stakeholders	n/a
Cheswold RR Crossing upgrade (Main & Commerce)	Town of Cheswold	\$86,500	0.56	Century		\$8,650
Wheatley's Pond Road & School Lane intersection improvements	Town of Clayton	\$110,500	0.52	Century		\$11,050
South Central Kent County Circulation & Sufficiency Study	DelDOT	\$100,000	0.42	Rossi		n/a
Dover Corridor Improvements - SR1 / SR9	DelDOT	\$150,000	0.36	Kittelson	part of CCPP	n/a
Kent County Corridor Study	MPO	\$100,000	n/a	TBD	specific corridor TBD	n/a
Planning Support Services	MPO/ DelDOT	\$100,000	n/a	TBD		n/a
Planning Support Services for MTP Implementation	MPO/ DelDOT	\$100,000	n/a	TBD		n/a
Camden Sidewalk Gap Study	Town of Camden	\$22,750	0.61	in-house		\$2,275
Little Creek Sidewalk and Cross walk Improvement Study	Town of Little Creek	\$22,750	0.57	in-house		\$2,275
Clayton to Marydel Rails-to-Trails Feasibility Study	MPO	\$22,750	0.58	in-house		n/a
DAFB Compatible Use Study Implementation	DelDOT	\$50,000	0.62	in-house		n/a
bike/ped project prep for October 2024 DelDOT pool submission	MPO	\$5,250	n/a	in-house	Camden to Dover Trail, Smyrna to Bombay Hook Bike Connectivity, Hunn	n/a
School District Walk Zone studies	MPO	\$50,000	n/a	in-house	Capital, Smyrna, Caeser Rodney, Milford, Lake Forest	n/a
SS4A - Kent County Safety Action Plan	MPO			consultant TBD	FHWA \$160,000, DelDOT to pay \$40,000 match	n/a
TOTAL		\$1,075,100				\$30,750

continuing		contract projects =		\$874,600		
consultant		in-house projects =		\$200,500		
in-house (at \$35/hour)						
SS4A grant						